



CAMP PONDO

LEADER check list

CAMP PONDO • 31324 GREEN VALLEY LAKE ROAD • (MAILING ADDRESS) P.O. BOX 1247 • RUNNING SPRINGS, CA 92382 • 909-867-7037

THINGS TO DO NOW:

1. Request that a **Certificate of Liability Insurance** for your church be sent to our office. Please have Ponderosa Pines Christian Camp listed as additional insured.
2. **If you need additional spots reserved**, please call the office (909) 867-7037 or email makaila@pondo.org and we will be happy to adjust your numbers so long as there is availability during your week of camp.
3. **Prepare for evening activities**
 - **Monday night: Team Competition Kickoff**
 - Have all t-shirt sizes marked on your roster (everyone gets a FREE team t-shirt!)
 - **Tuesday night: Dance Party**
 - Dance party theme soon to be announced!
 - **Wednesday night: Church Time**
 - This time is designed by you, the church leader, to gather your entire group together. You can shape this time however you would like (i.e. ice breakers, prayer, communion, Q & A, deeper discussion, etc.).
 - **Thursday night: Closing Ceremony**

FINAL WEEKS BEFORE CAMP:

1. **Provide parents with link to ONLINE medical release form**
 - I will send you the link to the med form four weeks before your camp date. We do this to ensure the information is as current as possible.
 - You will be emailed each time a med form is submitted from your group, please keep record of this to ensure every camper and leader has submitted a med form (there will be space on your roster to check off completed forms).
2. **Respond to our cabin housing email**
 - At this time we will ask you to provide a final male/female count so that we can prepare your cabin assignments.
3. **Finalize transportation plans**
4. **Prepare final payment**

MONDAY MORNING BEFORE YOU LEAVE FOR CAMP:

1. **Check that all med forms have been submitted**
2. **Collect all medications**
 - Make sure all medications are labeled with camper name and in original container (or photo of original container included).
3. **Check temperatures and complete health screenings for every attendee**
4. **Bring a check or credit card for final payment.**



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OVERVIEW OF IMPORTANT INFO

ARRIVAL & DEPARTURE

- **Plan to arrive at camp between 10AM - 12PM.**
- Come to check-in with your roster, payment, and all attendees for temperature check by Pondo Health Tech.
- Lunch will be served at 1PM.
- Have amazing week of Summer Camp!
- **You will depart camp by 10AM Friday.**

MEDICAL INFORMATION

- Every student and leader must fill out an Online Med Form.
- All medications must be in original containers and labeled with the owner's name.
- Fill out a health screening form for each camper before arriving at camp.
 - Please do not bring sick campers.
 - If a camper has a fever when they arrive on Monday, they will be sent home.
 - Leaders and parents will need to arrange transportation.

HOUSING ASSIGNMENTS

- According to your contract, you have agreed to pay in full for each bed whether used or not.
- If you would like to add campers, email our registrar makaila@pondo.org with your request. If space is available your spots will be added, if no spots are available, they will go on a waitlist and you will be contracted if spots open up.
- Housing is assigned in order of reservation. Groups that do not fill a cabin completely will be housed with another group. Please be prepared to supply the office with a count of all campers & leaders prior to your arrival. An email will be sent at that time to help you submit this information.

PHONES:

- There are no telephones for camper use. If there is an emergency, we will contact parents immediately.
- Electronic devices other than cell phones are strongly discouraged! They often end up lost or stolen.
- Cellphones are allowed. Please use your discretion on how to handle cellphones.

BUS SIZE RESTRICTIONS

- Please be aware that according to the California Department of Transportation, 45' tour buses are prohibited on mountain roads. Buses exceeding the 40' limit may be turned around by Highway Patrol and could be fined. For more info please visit the Caltrans website.