



# Checklist for Children's Pastor

## Before you arrive at GO TELL Camp, you should...

**Register online by paying a \$50 deposit per person... just visit [www.gotellcamps.com](http://www.gotellcamps.com)!** Pay online with a credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, or Discover. (You may also mail a Registration Form to the GO TELL office. Please include a check for your deposit of \$50 per person. Make checks payable to GO TELL Ministries, and mail them to P.O. Box 2138 Duluth, GA 30096.)

\*Deposits must be received in the GO TELL office **ON OR BEFORE** the deadline specified in the *Camp Costs and Discounts* form to receive the priority registration rates for your group.

\*Please remember that deposits are non-refundable.

\*Number of spaces is held **ONLY** as deposits are received.

**Please read carefully the Financial Policies and Procedures form**, as well as the *Camp Costs and Discounts* form, so that you do not incur any additional expenses. If you have any questions, please call 1-866-I-GO-TELL or email [camps@gotellministries.com](mailto:camps@gotellministries.com).

**Recruit counselors so that you have 1 counselor for every 7 students.** If you bring female students, you must have female counselors; if you bring male students, you must have male counselors. (The registration cost for counselors is the same as it is for students. Please remind your counselors that GO TELL provides excellent breakout groups for the adults too!)

**Have a parent meeting.** (THIS IS VERY IMPORTANT!)

At this meeting:

- Have parents fill out students' medical release forms.
- Pass out "Important Information for Students" forms.
- Show the promo videos.
- Review the camp schedule.
- Have the counselors fill out medical release forms.
- Pray for a great week of camp!

- Complete a background check on every adult in your group, including the bus driver!** Background checks MUST be current – i.e., completed within the last twelve months. Download the “Background Check and Certification Form” online at [www.gotellcamps.com](http://www.gotellcamps.com) (click on the “Forms” link), sign the form, and fax it to GO TELL at 770-622-5603. You may also mail it to GO TELL at P.O. Box 2138 Duluth, GA 30096. These forms must be submitted by the due date listed below!
- Submit final payment, program fee, rooming breakdown, and t-shirt orders online by the due date listed below.** Just visit [www.gotellcamps.com](http://www.gotellcamps.com) and click on the “Forms” link! Again, you may pay online by credit card, debit card, or automatic draft from your checking account. (You may also make checks payable to Go Tell Ministries and mail them to P.O. Box 2138 Duluth, GA 30096.)
- Email or fax the names of your students and counselors – and ALL FINAL ROOMING ASSIGNMENTS – to the GO TELL office NO LATER THAN THE DATES LISTED BELOW:**

**Deadlines are as follows:**

Item Due	GBCC June 21-25	GBCC June 28-July 2	LIB July 5-9	WC July 12-16	SFA July 12-16
Program Fee	June 2 <sup>nd</sup>	June 9 <sup>th</sup>	June 16 <sup>th</sup>	June 23 <sup>rd</sup>	June 23 <sup>rd</sup>
Final Payment	June 2 <sup>nd</sup>	June 9 <sup>th</sup>	June 16 <sup>th</sup>	June 23 <sup>rd</sup>	June 23 <sup>rd</sup>
Background Ck Form	June 2 <sup>nd</sup>	June 9 <sup>th</sup>	June 16 <sup>th</sup>	June 23 <sup>rd</sup>	June 23 <sup>rd</sup>
Rooming Breakdown	June 2 <sup>nd</sup>	June 9 <sup>th</sup>	June 16 <sup>th</sup>	June 23 <sup>rd</sup>	June 23 <sup>rd</sup>
T-shirt sizes	June 2 <sup>nd</sup>	June 9 <sup>th</sup>	June 16 <sup>th</sup>	June 23 <sup>rd</sup>	June 23 <sup>rd</sup>
Rooming Assignments					

**As you load the vehicle to come to camp...**

- Bring adult and student medical forms to camp (in alphabetical order).
- Pray for a safe and enjoyable trip.