

FLEX CAMP CHECKLIST

DEADLINES

- Jan. 31st** - \$75 per person deposits due.
- April 1** - Confirm number with Student Life. Extra deposits may be transferred to final balance. After April 1, your deposits are no longer transferable or refundable.
- 35 Days Before Camp** - Submit your Housing List or Participant List, Church Agreement, Participant Forms, and Final Balance.

PROMOTIONS

- Download images for social media and print on Step 1 of the Prep Center.
- Post images to Facebook and Instagram.
- Display posters around your church.
- Put out Sign Up Sheets.
- Download videos from StudentLife.com/Videos
- Show videos during youth group and church services.
- Plan and schedule fundraisers.

PARENT MEETING

- Review forms on Step 2 of the Prep Center.
- Provide parents with a link to submit Participant Forms online.
- Prepare Information Packets
 - Provide Parent Packet (on the prep center)
 - Church Medical Release Form (church use only)
- Give Information Packets to students whose parents do not attend Parent Meeting.

ADULT LEADER MEETING

- Recruit adult leaders and Bible Study leaders.
- Perform a background check to complete the Statement of Compliance section of the Church Agreement. Some options are:
 - protectmyministry.com
 - hireright.com
 - backgroundchecks.com
 - Local police department or courthouse
- Download Bible Study curriculum at StudentLife.com/BibleStudy.
- During the Adult Leader Meeting
 - Outline expectations, their role at Camp, the schedule, etc.
 - Complete or give instructions for completing background checks
 - Distribute Bible Study curriculum (hard copies or link to website)

COMPLETE BEFORE CAMP

- Finalize your transportation plans.
- Complete background checks on all adult leaders.
- Submit your Church Agreement online (Step 2).
- Complete Housing List.
- Submit Participant Forms.
- Edit Participant List with any updates.

AT CAMP

- Check-in at 3PM.
- Submit missing Participant Forms.

