

YMCA Camp Collins

Group Leader Timetable

Forms

Upon Making Reservation

- a. Pay deposit \$_____ (amount paid)
You will receive a Rental Agreement in the mail. Please review, sign and send back with indicated non-refundable deposit within 30 days. *These are required to officially secure a reservation.
- b. Designate a first aid provider for your group and a source for first aid supplies.
- c. Recruit and screen adult supervision for your group according to ratios shown on page 16, item 15 and distribute the Chaperone Guide.
- d. Distribute Agreements to Participate forms and the Parent/Guardian Information Guide to parents/guardians of all minors under the age of 18.

Ninety (90) Days Prior to Arrival

- a. First drop date: _____ (date)
This is the first deadline to cancel your group's reservation. Failure to cancel prior to this deadline will result in penalty charges.

Thirty (30) Days Prior to Arrival

- a. Complete the Group Leader Worksheet, mail or fax it with any special requests for food, meeting needs and/or programming.
- b. Mail or fax Certificate of Liability Insurance for your organization to YMCA Camp Collins.

- c. Final drop date: _____ (date)
This is the final deadline to cancel your group's reservation before being held responsible to the entire minimum balance. Penalty charges do apply and are listed on your Rental Agreement.

Fourteen (14) Days Prior to Arrival

- a. Contact camp to provide final attendance numbers and additional food services requests.
- b. Submit your group's itinerary or agenda to camp, as a helpful reference to group services staff.

Seven (7) Days Prior to Arrival

- a. Pay balance
\$_____ (amount paid)
This amount will be based on your Rental Agreement minimum plus any additional participants reported.

Upon Arrival at YMCA Camp Collins

- a. Check in at the Welcome Center with your assigned camp host. Group leaders should arrive prior to the group in order to confirm last minute details and schedule a time for the group orientation.
- b. Turn in Camp Collins Agreement to Participate forms for all participants in programmed activities, if applicable.

Accommodations may be reserved up to one (1) year in advance. Please review your Rental Agreement for accuracy and record important dates/numbers on this page for easy reference.