



Youth Leader Checklist

First 30 Days

- Your deposit is due within 30 days after making your reservation.
- You will receive an email from your Camp Planner after you register.

Before April 1st

- Call TEAMeffort with any changes to your reservation.
- April 1st is the deadline for deposits to be refundable or transferable.
- Read through our Chaperone Expectations as you select your adult leaders.

30 Days Before Your Trip

- Send in your final balance.** **Remember: Payments cannot be handled at check-in*
- Everyone in your group, *including adults*, needs to have a **notarized** [TEAMeffort Permission Slip & Release of Liability](#) form to attend.
- Each group needs to bring one signed copy of the [Code of Conduct](#) form.
- Begin to collect information about dietary needs and medical concerns from your group.

Week before Arrival

- A Group Information form will be sent to you with your week before email. Please fill it out and send it back as soon as possible. ** Please give accurate information so we can accommodate your group.*
- Check <http://www.teameffort.org> for a camp specific [What To Bring Checklist](#) and for a tentative Weekly Schedule.

Don't Forget!

- Every participant should have an up-to-date tetanus shot and health insurance at the time of the trip.
- Check-in on Sunday night is from 5:00 to 7:00 pm and Orientation & Worship is at 8:00 pm. **Remember: Dinner is not served at camp on Sunday night.*
- Check out our website for ideas on free day activities.
- Remember: TEAMeffort does not provide transportation to or from free activities or mission sites.
- Prayerfully consider recommending college students for TEAMeffort staff. This year we are offering your group one free registration for each new staff member recommendation hired by TEAMeffort.