



Youth Leader Checklist

First 30 Days

- ✓ Your deposit is due within 30 days after making your reservation.
- ✓ You should receive an email from your Camp Planner after you register. *If you do not receive this email within a month of your registration, please contact the office.*

Before April 1st

- ✓ Call TEAMeffort with any changes to your reservation.
- ✓ April 1st is the deadline for deposits to be refundable or transferable.

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. These forms can be found on our website.
- ✓ Begin to collect information about dietary needs and medical concern from your group. Your Camp Director will send you a form asking for this information before your trip.

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.