

# 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.**