

YMCA Camp Collins Group Leader Worksheet

Forms

Group Name: _____ Arrival Date: _____

Food Services Requests

Please indicate the number of people in your group that have the following dietary restrictions.

Vegetarians _____ Vegans _____ Dairy-free _____ Gluten-free _____

Please list any other food allergies or concerns that our Food Services staff should be aware of.

Snacks

Arrangements can be made to have snacks delivered to your group for an additional fee between the hours of 7:30 a.m. and 9:00 p.m. Select from our options below also indicating the day, time and number of people to be served. *All options include ice water and juice.

On the Go - \$2 per person	Day_____	Time_____	# of people_____
Granola bar or chips, whole fruit and string cheese			
Fresh Baked Camp Collins Bread - \$2 per person	Day_____	Time_____	# of people_____
Sunflower bread with sweet butter and whole fruit			
Mediterranean Platter - \$4 per person	Day_____	Time_____	# of people_____
Warm pita with fresh cucumber, tomato, kalamata olives, hummus & feta cheese			
Assorted Baked Goods Basket - \$4 per person	Day_____	Time_____	# of people_____
Brownies, cookies, muffins, doughnuts, etc.			
Healthy Snacker Platter - \$4 per person	Day_____	Time_____	# of people_____
Fresh fruit tray and vegetable tray with dip and assorted muffins			
Ice Cream Sundaes - \$4 per person	Day_____	Time_____	# of people_____
Choice of two flavors of ice cream, one topping plus nuts and whip cream			
Nacho Bar - \$5 per person	Day_____	Time_____	# of people_____
Tortilla chips with cheese sauce, tomato, black olives, jalapeno, chicken or beef, salsa, sour cream and guacamole			
Healthy Snacker Plus - \$6 per person	Day_____	Time_____	# of people_____
Meat & cheese tray, choice of bread, vegetable tray with dip and fruit tray			
Rise & Shine - \$7 per person	Day_____	Time_____	# of people_____
Bagels, cream cheese, cinnamon rolls, yogurt, fruit tray, granola and coffee			
Gourmet Lunch Box - \$7 per person	Day_____	Time_____	# of people_____
Choice of turkey, ham or veggie croissant sandwich w/ fruit, chips & dessert			

Camp Café

Upon advance request, our Camp Café cash coffee cart can be opened in the Collins Memorial Lodge for guests to purchase specialty coffee drinks between the hours of 7:30 a.m. and 9:00 a.m. All net proceeds are donated to the Collins Camper Scholarship Fund. This Fund provides financial support to families in sending their kids to summer camp.

Yes, we would like the Camp Café to be open! Day(s) _____

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Forms continued

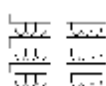
Group Name: _____ Arrival Date: _____

Meeting Space Requests

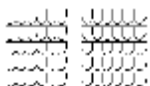
Meeting space is reserved on a first come, first served basis, by the date the request was received, your groups needs, size and availability. Meeting spaces should be requested at time of reservation and are included in the Rental Agreement.

Meeting Space reserved: _____

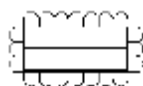
Choose a room set-up style (for custom requests please submit a drawing):



Classroom



Theater



Conference



U-Shaped



Hollow Square



V-Shaped



Herringbone



Banquet

available in Sun Room only

Please indicate # of chairs _____ # of tables _____ (availability limited by space)

Audiovisual Equipment

AV equipment can be checked out based on availability, most items at no additional charge. For best selection submit your requests early. Replacement fees for damaged or missing equipment will be added to the group's final invoice.

Portable Sound System	Day _____	Time _____	Location _____
Microphone w/Stand	Day _____	Time _____	Location _____
Projection Screen	Day _____	Time _____	Location _____
LCD Projector	Day _____	Time _____	Location _____
DVD Player	Day _____	Time _____	Location _____
TV w/DVD/VCR	Day _____	Time _____	Location _____
Portable CD Player	Day _____	Time _____	Location _____
Whiteboard w/Dry Erase Markers	Day _____	Time _____	Location _____
Easel	Day _____	Time _____	Location _____
Extension Cord & Power Strip	Day _____	Time _____	Location _____
Tabletop Podium	Day _____	Time _____	Location _____
Stage Sections Cost \$20 ea.	Day _____	Time _____	Location _____
Flipchart w/Markers Cost \$10 ea.	Day _____	Time _____	Location _____

Notes on conferencing: YMCA Camp Collins does not have internet access (wireless or DSL) available in meeting spaces. Teleconferencing is conducive only in the Conference Room of the Welcome Center; be prepared with a calling card or to call collect for long distance calls. Due to our location, we do not receive cell phone reception from most carriers. Access to a fax machine and photocopier is available at a rate of \$.03 per page and \$.05 per double-sided copy.

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Forms continued

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Programmed Activities Requests

Programmed Activities are defined as activities requiring a trained YMCA Camp Collins staff member to lead. Participation in these unique programmed activities must be arranged prior to arrival and require completion of an **Agreement to Participate** form by all participants. Programs are available daily from 9:00 a.m. - 12:00 p.m., 1:00 p.m. - 5:00 p.m., and 7:00 p.m. - 9:00 p.m. Pricing is based on the number of staff needed which depends on the activity chosen, schedule arrangement, program area capacity and ratio for safe instruction.

Program Staff Pricing (all rates are per day)			
One staff	\$130	Seven staff	\$885
Two staff	\$250	Eight staff	\$1010
Three staff	\$380	Nine staff	\$1140
Four staff	\$505	Ten staff	\$1265
Five staff	\$630	Eleven staff	\$1390
Six staff	\$760	Twelve staff	\$1515

Please indicate the total number of participants, the date and time for each activity below that you would like to add to your camp experience. You will be contacted by a Group Services staff to finalize your schedule.

	Minimum Age	Maximum # of People	Number of People	Date/Timeframe
Archery	6 yrs.	12		
Arts & Crafts	0	20		
Climbing Tower	6 yrs.	12 per staff; 48 per session		
Evening Campfire	0	unlimited		
Giant Swing & Zip line	10 yrs.	12		
Group Games & Initiatives	0	12 per staff		
Outdoor Skills	0	12 per staff		