

Guide to Summer Camp Registration Procedures

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1. New for 2025

- Clarified terminology for Assistant Leaders and One-on-One student supports with a rename to Room Assists and price decrease for this position.
- Improved and streamlined Volunteer application process for Room Leaders, Support Staff and the like.
- All churches need a unique code for their students to be able to register even if they do not utilize Group Holds.
- Available this year is a letter from Iowa NextGen written to Parents.
- Available this year is a letter from Iowa NextGen written to Volunteers.
- Registration is open earlier.
- Volunteer Registration deadlines are earlier.
- Late Rate Registration price increase.
- Kids Weekend Camp Leader & Co-Leader Rate decrease.

2. Definitions and Terminology Explained

Kids Camp - is a program geared towards students who complete 2nd grade by the current school year through students who complete 6th grade by the current school year.

Teen Camp - is a program geared towards students who complete 6th grade by the current school year through that year's high school graduates.

Group Holds - Group Holds are a way to reserve spots for your group for camp. This is beneficial to help ensure your group can attend the same week of camp if that week reaches capacity. These holds are only available for a limited time. Once the deadline passes the unused spots are open to the public and it is free game to everyone.

Camp Coordinator - This is the person we will communicate with from your church for all things camp related. This person must fill out a form every year to notify us and put them on the communications list.

Room Leader - The main leader for a room of students at camp. This person must be at least 22 years old for Teen Camp and 18 years old for Kids Camp.

Co-Leader - This is a secondary room leader for Kids Camp ONLY, who is not yet 18 years old. A Co-Leader must be 16 or 17 years old and is only applicable if there is a main Room Leader who is at least 18.

Room Assist - This person is a secondary Room Leader that is requested by the church but not a mandatory position required by Iowa NextGen camp rooming policy. The inclusion of this person within a room impacts student participation as it could result in the exclusion of a potential student attendee. *Because this takes the place of a student, there is an additional fee.*

One-on-One - This is a person needed to give ample attention to one student in order to guarantee a smooth camp experience for the entire group. This person is only responsible for the student needing assistance and is not a leader for the room at large. This person registers as a Room Assist. *Because this takes the place of a student, there is an additional fee.*

Support Staff - This person helps camp function. They are the hands and feet that make camp happen. They assist with recreation, set up, tear down, run the merch booth and a multitude of other tasks that are needed to keep camp going throughout the week. This person must be at least 18 years and have graduated high school to serve at Teen Camp and at least 15 years old to serve at Kids Camp.

3. Coordinator Registration

Designate a point of contact for your church for both Teen and Kids Camp and request a Church Camp Code.

What Iowa NextGen needs from you:

- Visit imnag.org/teencamp to specify your Teen Camp Coordinator
- Visit imnag.org/kidscamp to specify your Kids Camp Coordinator
- Indicate the week you plan to attend
- Provide the number of students and leaders you plan to bring.
 - Please provide an **accurate estimate** of the number of students and leaders you anticipate coming with your group. In a Group Hold scenario, these reservations will be released 6 weeks prior to the start of your camp week.
 - You will need to specify your numbers by gender. The campground dorms allow for 20 more female attendees than males.
 - Please avoid overestimation, as it may impact other students' opportunities to attend camp.
 - These numbers can be adjusted as needed after the group holds release until the week reaches capacity.
 - Students attempting to register after capacity or prior to a group hold release will join a waitlist.
 - ***Being waitlisted is not a negative thing! It prioritizes students' spots as they become available. Please encourage students to still***

complete their registration even if Campwise indicates they will be waitlisted.

- *Once availability is determined (i.e. unused spots are released after Group Holds expire), students will be moved from “Waitlisted” to “Registered” status.*

What Iowa NextGen will send you:

- A Camp Coordinator Packet that has all the information and paperwork you need for a well organized summer camp experience. Please look over this thoroughly. Should you have any questions after going through the packet, feel free to email any questions to ngevents@imnag.org or call the office at 515-276-5493.
- Your unique Church Code. This code ensures that your students are properly associated with your church during registration and ensures they are signed up for the correct week of camp. No one will be able to register online without a code. Please distribute this code to your parents/students upon receipt.

4. Group Hold Reservations

In years past, different weeks of Teen Camp have reached capacity making it difficult for groups (*of all sizes*) to ensure that all of their students and leaders can register for the same week of camp. To prevent this from happening you can request a **Group Hold Reservation** by visiting the Iowa NextGen camp webpages. During the Group Hold Reservation period a specific number of camp spots will be available only for your group to utilize. The reservation period expires 6 weeks prior to the first day of camp. Students can still register with your group after the GHR expires but there is no guarantee that they will have a spot if camp reaches capacity. You will need to specify your numbers by gender. The campground dorms allow for 20 more female attendees than males.

Please Note: *Group holds are a privilege and not a right. The priority of the NextGen Office is to make camp the best experience possible for students and leaders. The misuse of Group Holds may result in loss of privilege.*

At present, our Kids Camp programs do not reach capacity so we do not anticipate an urgency for Kids Camps to utilize a Group Hold Reservation. (*They will still need a unique church code for general registration purposes*). If we believe Kids Camp could reach capacity we will notify that years' Kids Camp Coordinators with a game plan for utilization of Group Holds.

5. Prepare for Camp Registration

➤ Students

- Kids Camp is for students who complete 2nd grade by the current school year - students who complete 6th grade by the current school year.
- Teen Camp is for students who complete 6th grade by the current school year - that year's high school graduates.
- The Church Code received by the Coordinator upon sign-up ensures your students are associated with your church upon registration and that they are registered for the correct camp week. No student can register online without this code linking them to their church. It's your responsibility to promptly distribute this code to your students so they can complete their registration. *(Note: If you receive your church code before camp registration opens, the code will not work until registration opens).*
- In addition, you'll want to provide your students' parents with information specific to them from your Coordinator Packet. Things such as the Policies & Disclosures, Medication Registration Sheets, Code of Conduct and Packing Lists.

➤ Volunteers

- Camp Volunteers are Room Leaders, Co-Leaders, Room Assists, & Support Staff.
- There is a dedicated Volunteer Application process through the Campwise portal. This streamlined approach incorporates additional elements such as References and Background Checks, seamlessly integrating aspects that were previously handled separately. This enhancement not only ensures a more efficient registration process but also provides a comprehensive and user-friendly experience for our valued Volunteers. We believe these changes will contribute to a smoother and more streamlined journey as you prepare for Iowa NextGen Summer Camps. **You will select "Volunteer Application" from the Campwise Registration webpage, rather than registering through the Camper portal, as in the past.** You will, however, use the same login username and password as you used when signing up through the camper portal.
- Please provide your volunteers with the content pertinent to them from your Coordinator Packet, such as the Letter to Volunteers, the Policies & Disclosures and Code of Conduct sheets.

- Please note that volunteer selection is based on the specific needs of the program, and while Iowa NextGen appreciates your interest, it cannot guarantee a position. Your dedication to the requirements listed below is crucial to creating a safe and enjoyable experience for all. *See Housing Ratios below for applicable volunteer capacity.*
- Volunteer Application Requirements
 - Complete the Online Volunteer Application Process in Campwise.
 - Consent to a National Background Check in Campwise.
 - Provide a Pastoral Reference to support your application.
 - You will provide this person's email address directly in Campwise and the Reference Form will be sent to them.
 - Submit a recent photo for your ID Lanyard. This is for security purposes and should clearly identify you.
 - This is a separate link outside of the Campwise portal. It will be on your confirmation email. Camp Coordinators should also send this link out to their volunteers.
- Application Deadlines:
 - Volunteer Applications should be submitted no later than the following dates for each camp:
 - Teen Camp - May 15th.
 - Kids Camp - June 15th.

6. Housing

➤ Group Housing Form

- This Form must be completed by each group for each camp week. This is a suggestive guide that helps the NextGen office understand what is the best placement for your group. Iowa NextGen reserves the right to make changes as we see fit. We will do our very best to try and room your group accordingly and will contact you directly if any changes are to be made.
 - All groups will be housed before they arrive at Sunstream Retreat Center.
 - If a church is sending more than 5 students of a specific gender, it is a requirement to send a Room Leader to accompany the group.
 - Group Housing Forms should be submitted no later than 3 weeks prior to the start of the camp week.
 - If a church does not fill a room to capacity, we will assign additional students to that room to maximize space utilization.

- **Color Team** assignments are generally based on rooming logistics and will not be announced until Housing is complete which could be up to one week prior to the start of the camp week.

➤ Housing Ratios

- Room Leaders
 - Teen Camp requires 1 Room Leader per gender specific room.
 - Kids Camp requires 2 Room Leaders per gender specific room.
 - *It is understood that some church insurance requires the placement of 2 leaders per room no matter the ratio. Therefore, you can utilize a Room Assist when applicable.*
- Female Dorms
 - The smallest rooms sleep 8 people and the largest rooms sleep 34 but the majority of the rooms sleep 10 people.
 - For Teen Camps, it is recommended to follow a 9:1 student to leader ratio.
 - For Kids Camps, it is recommended to follow an 8:2 student to leader ratio.
- Male Dorms
 - The smallest rooms sleep 12 people and the largest rooms sleep 14 people.
 - For Teen Camps, it is recommended to follow an 11:1 student to leader ratio.
 - For Kids Camps, it is recommended to follow a 10:2 student to leader ratio.

7. Financial Commitment

Each church can choose 1 of 2 avenues for their students & leaders to pay for camp. 1. The church can opt to collect camp funds themselves and turn into the NextGen office at applicable deadlines or 2. The church can opt to have students and leaders pay the NextGen office directly through Campwise when registering.

- This decision should be made known when the Camp Coordinator signs up for your selected week(s) of camp.
- If your church is discounting or sponsoring a set payment for every student, Campwise can be modified so that the church pays a portion and the student pays a portion.

- Regardless of the payment avenue chosen, the church is liable for all camp charges. Should there be any outstanding balances at the end of the camp season the church will be sent a final invoice.

Camp Pricing:

- 5 Day/4 Night Camps (Teen Camps 1-3 & Kids Camp Week)
 - Early Bird: \$245
 - Regular Rate: \$260
 - Late Rate: \$300
 - Room Leader/Co-Leader/Support Staff Rate: \$180
 - Room Assist Rate: \$220

- 4 Day/3 Night Camps (Kids Camp Weekend)
 - Early Bird: \$200
 - Regular Rate: \$215
 - Late Rate: \$255
 - Room Leader/Co-Leader/Support Staff Rate: \$144
 - Room Assist Rate: \$176

- Sibling Discounts
 - If more than one member of an immediate family (*leaders excluded*) is attending Iowa NextGen Summer Camps during the same camp season each student, in that family, can receive a \$5 discount.
 - This should be requested via Sibling Discount Form in Campwise by the registrant or from the church via Iowa NextGen's camp webpages.

Deposits:

There is a \$50 deposit required at the time of registration to secure each participant's spot. If this is not paid at the time of registration that student's registration will be considered *incomplete* and could result in them losing their spot should camp reach capacity.

Refunds:

Refunds must be requested with an official **Refund Request Form** which can be obtained from the NextGen Office. Refunds will be issued after retaining a \$50 processing fee. Refunds will not be given for a partially attended week of camp nor to those who opt not to attend camp after that week's registration has closed as this could potentially deny another participant a spot at camp. No Refunds will be given for expelled students.

8. Camp Reports

Reports will be sent to the Camp Coordinator's email 3-4x a week during the camp season. This is a way for you to see who has registered, still needs to register, if anyone is waitlisted, or has an incomplete registration. This will also show any payments made and if there is a balance due. These are sent from Campwise directly, not the NextGen Office. Should you have any questions about your report you can email ngevents@imnag.org or call the office at 515-276-5493.

9. Timeline Overview for 2025 Camp Season

- Teen Camp 1: June 9-13
 - Teen Camp 2: June 16-20
 - Teen Camp 3: June 23-27
 - Kids Camp Week: July 14-18
 - Kids Camp Weekend: July 18-21
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- **February 10** - Teen Camp Group Hold Reservation Request Opens
 - **March 3** - Teen Camp Registration Opens
 - **March 17** - Kids Camp Registration Opens
 - **April 28** - Teen Camp Group Hold Reservations Expire
 - **May 9** - Teen Camp 1 Early Bird Rate Ends
 - **May 15** - Teen Camp Volunteer Applications Due
 - **May 16** - Teen Camp 2 Early Bird Rate Ends
 - **May 23** - Teen Camp 3 Early Bird Rate Ends
 - **May 25** - Teen Camp 1 Regular Rate Ends
 - **June 1** - Teen Camp 2 Regular Rate Ends
 - **June 8** - Teen Camp 3 Regular Rate Ends
 - **June 15** - Kids Camp Volunteer Applications Due
 - **June 16** - Kids Camp Early Bird Rate Ends
 - **June 30** - Kids Camp Regular Rate Ends