

# SPORTS CAMP

## REGISTRATION

### **Role**

To welcome families as they arrive at camp by checking them in and helping answer any questions they may have.

### **Check-In Process**

Please arrive by 5:50p to the Welcome Center wearing your “Where’s Your Joy” shirt. Check-in opens at 6p (please only check volunteer kids in prior to 6P). You’ll work with a partner to execute the following process:

- Find camper by last name on registration list (have them fill out paper form if not registered)
- Select a “parent pick-up card” and write that number in the spot on the registration sheet
- Prepare a wristband for the camper by writing their number on the end with the backing and place on campers wrist. \*\*if camper name is highlighted they have a food allergy and require the food allergy colored bracelet.\*\* Be careful not to make the bracelet too tight on their wrist.
- Write the camper name and number on a namebadge and stick on campers shirt
- Give parent/guardian “parent pick-up card” and remind them to bring it with them when they return for pick-up
- Have an Assistant Coach walk the camper to their appropriate age group to wait for camp to begin

### **Duties During Camp**

There are various duties you can help with during camp, once all campers have been checked in:

- Help parents with any questions
- Help with any first aid needs
- Pick up and organize supplies not needed for parent pick up (leave tables and materials up)

### **Check-Out Process**

Camp will finish in the Auditorium at 8P. Wait until we hear Dan end camp before taking any pick up cards. Coaches and Assistant coaches will assist in this process which is a reverse of check in:

- Help parents form 3 lines similar to check-in (one per table)
- One at a time take a parent pick up card and ask campers age (ask parents to step to move to Welcome Center while you or a assistant coach picks up the camper - they will come out the far doors and meet their parents in the Welcome Center)
- Go to the Auditorium and find the team for that age group and match the parents pick up card number to the child with that number on their wristband
- Walk that child back to their parent in the Welcome Center
- Add the parent pick-up card to the stack and help the next parent

## **Helpful Information for Parents**

Here are some answers to frequently asked questions:

- Camp is over at 8p. Parents/Guardians are free to stay and watch camp or leave and return.
- To pick up your child please bring your “parent pick-up card” to any registration line and we will bring your child to you (don’t go and retrieve your child for safety purposes).
- If rain or storms we will move any outdoor stations inside and continue with camp.
- If your child has a food allergy we have alternate snacks available or they can bring their own.

## **Planning Center Approval**

Prior to camp you will receive an email from Planning Center asking you to accept or decline participating each night at camp. Please be diligent about responding because this lets us know how many volunteers we have each night. Our hope is that you can serve at camp all week but we know there are things that can arise or other previous commitments you might have. If an emergency arises the week of camp and you cannot attend on a night you have previously accepted, please contact Isaac Judd or Amy Horine as soon as possible ([isaac@cbcnormal.org](mailto:isaac@cbcnormal.org), [amyh@cbcnormal.org](mailto:amyh@cbcnormal.org)).