



Youth Registration Procedures 2010

**This list is designed to walk you through the steps for youth camp registration.
It is our desire to make this process as simple as possible for the churches.
If you have any questions, please contact Julie at the camp office (641-829-3824).**

- Make a copy of the 2010 Church Youth Camp Registration Form for each camp (Jr. Boys, Jr. Girls, Jr. High and Sr. High). Forms can be downloaded from our website www.irbc.org
- Collect the individual forms (from brochure) for each camper and complete the appropriate Church Registration Form.
 - Jr. High & Sr. High Camps, for large groups use a form for girls and a separate form for the guys.
 - A \$25 deposit for each camper must be sent in with the registrations.
(The *Balance Due* column is what is due when you arrive at camp.)
 - Please remember to ask parents to make their checks payable to your church and then have the church write a check for the full amount, payable to IRBC.
 - Attach the registration forms to the appropriate Church Registration Form (Jr. Girls to Jr. Girls, etc.)
- Indicate any housing requests on the Church Registration Form. We are not able to guarantee requests, but will try to accommodate them if at all possible. Requests or changes cannot be granted once you arrive at camp.
- Keep a copy of the Church Registration Form for your records. Any additions or changes must be communicated to the camp office seven days prior to the specific camp. For any changes made after this date, please call the camp office to check availability before attending
 - If there is room with your church, they will be added to the cabin.
 - If there is not room with your church, they will be placed with another church.
 - If the camp is at capacity they will not be able to attend.
- Send the completed Church and Individual Registration Forms to IRBC by the June 1st pre-registration deadline. Any registrations post marked after June 1st will have a \$25 late fee applied to the cost of camp for each camper.
- Bring a copy of the Church Registration Form and **one church check** for the balance due to IRBC on Registration Monday. When you arrive, you will be greeted at the gate and given instructions.