

**2018 Camping Overview and Updates
for Local Church Administrative Assistants, Pastors, and Camp Coordinators**

Please save and/or print these guidelines as a quick reference.

In addition, find FAQs under Resources at www.umcamping.org.

The 2018 camping season is about to begin! Thank you for your efforts to help your congregation get kids to camp! As the local church, you are an important resource for camping. You are in the best position to identify and assist young people and adults from your congregation and community who would benefit from summer camp. And many of you support your campers financially as well as administratively. Thank you for recognizing the value of the ministry of Christian camping!

Camp Changes Lives!

Now that Michigan Area United Methodist camping operates separately from the Michigan Conference, there are a few changes for you to be aware of.

Our Central Administrative Office address is:

**Michigan Area United Methodist Camping (MAUMC)
2307 W. Maple Rapids Rd.
St. Johns, MI 48879**

- Rev. George Ayoub, Executive Director
executivedirector@umcamping.org
- Tom McComb, Business Administrator
businessadministrator@umcamping.org

Our Grand Rapids Administrative Office address is:

**Michigan Area United Methodist Camping (MAUMC)
PO Box 120007
Grand Rapids, MI 49528**

- Pamela Stewart, Executive Assistant/Registrar
517-212-5442 Phone hours are 8:30 am – 4 pm, Monday through Friday.
registrar@umcamping.org

As before, please use the Grand Rapids address for all registrations, scholarship applications, and payments. (please note new PO Box number and zip code)

Please make checks payable to MAUMC.

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These are the nine sites of MAUMC:

Albright Park Camp & Retreat Center, Reed City, MI – camp available for lease by the day or week– camps, retreats, events, family reunions

Camp Kinawind, Boyne Falls, MI – summer camps for kids and adults

Crystal Springs Camp & Retreat Center, Dowagiac, MI – summer camps for kids and adults, available for retreats (3 seasons)

Judson Collins Center, Onsted, MI – summer camps for kids and adults, available for retreats

Lake Huron Retreat Center, Burtchville, MI – summer camps and retreats for adults, available to host retreats/events, plus private cottage for personal spiritual growth and renewal.

Lake Michigan Camp & Retreat Center, Pentwater, MI – summer camps for kids, available for retreats, and individual and group tent/RV camping

Lakeview Family Camp, Lakeview, MI – individual and group tent/RV/cabin camping

Myers Lake Campground, Byron, MI – individual and group tent/RV/ cabin camping

Wesley Woods Camp & Retreat Center – Dowling, MI – summer camps for kids and adults, available for retreats year-round

Lake Louise Community, Bay Shore Camp, Camp Michigamme and Christian Athletic Camp are affiliated with the United Methodist Church but are independently operated. Please contact them directly.

Registration Methods

Individually Online (preferred): To set up accounts for new campers, you will need to work from a completed registration form. If your campers have attended before, they will have an existing account. Please don't start a new one. If the parents want you to register for them, they will need to give you their username (their email address) and their password.

Alternative: Forms may be mailed individually or as a group to the registrar for manual registration.

Registrations as a group: If one person in the local church registers all of its campers online, please know that all campers will appear as members of that person's account. The email address will identify that person as the primary contact, responsible for all finances and communications with campers, including reminders from their camp deans and directors. This is not the preferred method of registration.

The better way is for each camper family to register individually, so that they have their own account access. If the family has limited or no internet access, the church may help by assisting them in setting

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up their own online account, using the family's personal email address and a password. Even though a family has an individual account, you as the church will still be able to pay on that account on their behalf.

- The Resources tab on our website will also connect you to helpful [forms](#), such as Applications for Scholarships from MAUMC, First-time Camper Instant Rebate coupons, Registration Forms, Health forms for minors and adults, and more.
- Please destroy all old forms you have on hand. Forms are updated each year, and old ones cause delays and errors. Updated forms are available at www.umcamping.org under the Resources tab.

Payments

Required deposit: If the local church offers to pay part of the registration fee, and the camper family cannot afford the minimum deposit, please consider making that deposit as part of the church's portion so that they can register early. The minimum deposit of \$75 must be paid in order to validate a registration. There is no way to register online without at least \$75.

Church payment of fees: Please be clear with parents about how much of the fee the church will subsidize. When parents are unclear about this, they often procrastinate and may miss out on a spot for their camper. They also may be left with unpaid balances because agreement about payment was unclear. If your church relies on a fundraiser for camper funds, please consider holding it early in the year. The popular camp events fill quickly in the spring, and campers may miss out on their first choices if funds are not available until May or June.

Tip: Some churches handle these shared payments very efficiently by collecting the parents' amounts, putting them together with the church's amounts, and mailing in one check to cover all fees – WITH a listing of how the check is to be distributed, of course!

Obtaining updates: Often you will be unaware of who your campers are when they register online. If you would like an updated summary of your campers, showing name, event, and balance due, please email registrar@umcamping.org. We cannot schedule regular reports for 800 churches, so please ask each time you need one. If you recruit children from the community, and they register online, please ask them to use your church name in the appropriate registration field so that they will appear on your church report. If they check, "Do not attend a church," they will not be pulled into your report. Please note that most church names in the registration system are preceded by the city in which they are located. For example, Detroit: St. Paul, Ludington: St. Paul; or Harper Woods: Redeemer, DeWitt: Redeemer.

Checks: You may write one check for all your campers, but please include a legible spreadsheet showing each *camper's name*, their *camp event number* (found in the booklet and online under Events,) and the *amount* of the check allotted to each camper. A separate check for each camper is preferable, but one check is acceptable, if accompanied by this documentation.

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Please do NOT mail payment for any campers who have not yet registered. We have no mechanism for “banking” money that is paid ahead. All payments must have an account to post to. If you are unsure if a camper has registered, please call to check before including their amount in a check. (This is one advantage of a separate check for each camper.) If an amount is received for a camper who is not yet registered, that amount will be refunded to you immediately; or if a separate check, the check will be returned to you.

All checks should be made payable to MAUMC and mailed to: MAUMC, PO Box 120007, Grand Rapids, MI 49528.

Fee deadlines: Please mail fees to arrive at least 10 days before the camper’s event begins, so that processing can be completed and check-in will go smoothly for the camper family. *Please note that the old procedure of paying all fees by May 15 is no longer valid.* The new deadline is ten days before camp begins. This allows time for processing, posting, and communication to the camps.

There is no longer a physical location for registrations and/or checks to be hand-delivered. All paperwork must be mailed to the Grand Rapids PO Box (or emailed if checks are not involved). We no longer have fax capability.

Please do NOT send checks with campers to be hand-delivered when they check in on the first day of camp. Payments are processed in Grand Rapids, not at the camp sites. Registration payments can easily become misplaced in all the confusion of check-in. Even if the payment will be late, please mail it to the address at the beginning of this document. If it is received by Friday before camp begins, the registrar will inform the camp that the payment has been made, ahead of the camper’s arrival. *Mail, email, and phone are not monitored by the Camp Registrar after 4 pm on Fridays.*

Fundraising: Registered campers can now use our online fundraising platform to raising money to be applied toward their camp fees. All they need to do is set up their fundraising page (it’s easy!) at www.bit.ly/CampFundraiser with their name, email, mobile number and event number. Questions regarding this can be directed to info@umcamping.org.

Marketing

- A small number of **Summer Camp Guides** and posters are now in the mail to your church. Please make these available to your congregation right away so that they can begin their summer planning. New this year are age-based calendars listing events at all our camp locations.
- Also included in your mailing are half-page flyers/bulletin inserts and a coloring page. Please photocopy these for your congregation. You can also download digital versions here.
- Remember, we have opportunities for children, youth and adults (including seniors). Please help us cast a wide net of invitation.
- We encourage your camper families to view the booklet online at www.umcamping.org or browse the Events page (search by Age or Location).
- If you need more booklets, use this [LINK](#) to request more.

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- Our [Promotional Materials](#) web page provides easy access to a variety of items to help you promote camping:
 - Download a short video to promote camping before, during or after worship.
 - Find Camp Sunday and social media tips there, too.

Instant Rebates

First-time Camper Instant Rebates: Campers must apply for these by using the coupon available on the website, www.umcamping.org, under Resources.

- This rebate is NOT automatic – it MUST be requested by completing the coupon, and submitting by mail (see mailing address above) or email to registrar@umcamping.org. Parents may not request the rebate by phone.
- When a first-time camper is invited by a returning camper, the returning camper always receives the same rebate as the first-time camper. For example, a full-week camper who invites a mini camper receives the mini-camp rebate of \$25, same as the first-time camper.
- Siblings do qualify for rebates.
- The rebate is instant; that is, once the registration is made and the minimum deposit is paid, the rebate can be credited to the account. If the account is already paid in full, a rebate check will be mailed to the person indicated on the coupon. Please allow 3-4 weeks for rebate checks to be processed. Please fill out coupons completely and legibly, including camp event number.
- A first-time camper can receive only one rebate. A returning camper may invite (and receive rebates for) as many campers as he or she wishes, up to the amount of the registration fee.

Scholarships

- MAUMC offers partial scholarships in cases of confirmed financial need. Applications are available at www.umcamping.org under Resources.
- These must be completed, signed by a pastor who vouches for the financial need, and returned as directed on the application form.
- No scholarship will be granted until the camper is registered with the minimum deposit of \$75. Scholarship applications received without registrations will not be considered.
- Although scholarship amounts are granted on a per-case basis, in general, no more than 1/3 of the fee will be paid by MAUMC.
- Churches should not request a blanket amount for each camper if individual parents are indeed capable of paying the fee on their own. The scholarship fund is reserved for those with demonstrable financial need.
- It is the parent's responsibility to secure all sources of payment. MAUMC does not secure funds from churches, agencies, or other sources on behalf of campers.