

SUMMER 2019 CAMP-of-the-WOODS REGISTRATION REQUEST

For office use only

For Summer 2019 reservations only, we will not be offering online requests.

All reservation requests must be submitted through US postal mail. Phone reservations will begin December 1, 2018.

1 GUEST INFORMATION

First Time Guest Returning Guest First year at Camp _____ Today's Date _____

Print Name _____ Church Name _____
Address _____ Church Address _____
City _____ State _____ Zip _____ City/State/Zip _____
Phone: Day _____ Alternate _____ How did you hear about COTW? _____
E-mail _____ (only if first application)
Church e-mail _____
 Please check box if your address or phone number changed within the last year. Were you on staff? _____ Dates? _____
 Please check box if you will be bringing a boat. We will contact you.

2 NAMES OF ALL IN YOUR PARTY

Even if one person is paying for all, it is important to provide the names and birthdates of all guests staying in Camp. (Birthdates for those 21 and under.)

Print Name	Birthday	Relationship	Special needs per person (cots, cribs, etc.)
1. _____	/ /	_____	_____
2. _____	/ /	_____	_____
3. _____	/ /	_____	_____
4. _____	/ /	_____	_____
5. _____	/ /	_____	_____
6. _____	/ /	_____	_____

3 PREFERRED ACCOMMODATION

1st Choice _____ 2nd Choice _____ 3rd Choice _____
Arrival Date _____ Departure Date _____ Check box if staying more than one week.
Alternate Week(s) (if first choice is not available) _____

For floor plans of each accommodation, visit our interactive map at www.camp-of-the-woods.org/summer-season/interactive-map

Dining (Buffet Service): All rates, excluding Efficiencies, the Purdy Center, and Larsen Lodge, include 3 meals daily at the Hill Dining Hall. The Purdy Center and Larsen Lodge rates include 3 meals daily at the Purdy Center Dining Room. **Meals begin with lunch on day of arrival and end with breakfast on day of departure.**

Check box if you are not staying in the Purdy Center or Larsen Lodge, but desire to eat at the Purdy Center Dining Room. There will be an additional charge.

4 MEMBERSHIP FEE AND DEPOSIT

Membership Fee (\$2.00 per person, per day) and **deposit** (15% of your reservation total) will be charged upon booking.*

Deposits are NON-REFUNDABLE and non-transferable (see IMPORTANT INFORMATION, POLICIES, & RULES page).

All reservations MUST BE PAID IN FULL 4 weeks prior to arrival at CAMP-of-the-WOODS.

*See Section 5, METHOD OF PAYMENT

5 METHOD OF PAYMENT THIS SECTION AND SIGNATURE REQUIRED TO PROCESS RESERVATION

Master Card Visa Discover American Express Card # (Print Legibly) _____
Exp. Date _____ Zip Code _____ (where you receive your credit card statement)

- My signature below is also an acknowledgment that I give permission to charge a \$2.00 per person, per day membership fee and a 15% deposit upon booking and the balance of my outstanding bill 4 weeks prior to my arrival at CAMP-of-the-WOODS to my credit card listed above. I also give permission for all additional charges incurred during my stay to be added to my credit card upon departure.
- My signature below is also an acknowledgment that I agree with the Gospel Volunteers Inc. ESSENTIAL DOCTRINES OF THE CHRISTIAN FAITH, MISSION STATEMENT and adhere to all POLICIES and RULES.

Signature: _____

Date: _____

MAIL REGISTRATION FORM TO:

Registrar, CAMP-of-the-WOODS, P.O. Box 250, 106 Downey Ave., Speculator, NY 12164-0250

Reservation requests will not be accepted by fax or e-mail.

For more information about CAMP-of-the-WOODS and its ministries, contact us at:

Phone: 518-548-4311, ext. 0; Fax: 518-548-4324; E-mail: registrar@cotw.org

MAIL TO:
Registrar, CAMP-of-the-WOODS
P.O. Box 250, 106 Downey Ave.
Speculator, NY 12164-0250

Reservation requests will not be accepted by fax or e-mail.
Group reservations must be in the same envelope, including all deposits and fees.

For more information about CAMP-of-the-WOODS
and its ministries, contact us at:
Phone: 518-548-4311, ext. 0
E-mail: registrar@cotw.org

IMPORTANT INFORMATION, POLICIES, & RULES

WEEKLY RESERVATIONS:

- For Summer 2019 reservations only, we will not be offering online requests.
- Reservation requests are accepted in writing post-marked October 15, 2018 or later. (Use certified mail to ensure receipt.)
- Reservation requests received between October 15 and October 31 will be processed randomly starting November 1, 2018.
- Reservation requests received after November 1, 2018 will be processed in the order received, after the above are processed.
- Weekly reservation requests are accepted by telephone starting on December 1, 2018. It is not necessary to send this form for telephone reservations.
- No reservation requests accepted by fax or e-mail.
- Group reservation requests should be mailed in the same envelope. A group is comprised of three or more reservations on separate reservation forms.
- Two week maximum stay at Camp.
- Deposit must be paid by credit card when making telephone reservations.
- Reservation requests must include names of all room occupants and ages of minors, even if reservations are made by one individual. Failure to completely fill in the form may delay processing.
- Reservations made prior to May 15, 2019 will be charged for a full week. **NO REFUNDS FOR SHORTENED STAY.**
- Confirmation will be mailed / e-mailed to you when your reservation is finalized, as applicable.
- **DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE TO OTHER PERSONS AND/OR GROUPS.**
- Check-in after 2:00 p.m. Saturday. Check-out by 9:00 a.m. the following Saturday morning.

ACCOMMODATIONS:

- If we cannot meet your request we will contact you.
- There must be at least one adult charge per accommodation. Occupants must be at least 18 years of age to reserve an accommodation.
- Maximum Occupancy (includes newborns) per accommodation must be adhered to at all times. Please call or visit www.camp-of-the-woods.org for specific extra rates and maximum occupancy limits for each accommodation.
- No subletting of accommodations allowed. Accommodations must be occupied by the guest registered.
- In the case of "found damage" deemed intentional and/or through your negligence, Camp will notify you of said damages along with applicable repair fees. You would then be responsible to pay said fees.

MEALS & GRATUITIES:

- Meal plans for either the Purdy Center Dining Room or Hill Dining Hall are included in reservation costs, unless renting an Efficiency Unit.
- Meal plans may not be split between the two dining areas.
- Printed rates do not include gratuities for Wait Staff or Housekeepers.
- Meals in either Dining Room may not be transferred to other individuals.

MEMBERSHIP FEES, DEPOSITS, & PAYMENTS:

- Reservations must include credit card number (MasterCard, Visa, American Express, or Discover) for membership fee, deposit, and remaining balance.
- Membership fee (\$2.00 per person, per day) and deposit (15% of your reservation total) will be charged upon booking. Full membership fee and deposit must be received within 2 weeks of booking, or the reservation(s) will be cancelled.
- Deposits cannot be converted into an Associate Membership. Deposits can be transferred to new reservation dates if changed 1 month or more before the arrival date, and if held by the same guest, but must be used in the same Summer Season.
- Remaining balance will be charged 4 weeks before arrival. Full payments of remaining balance must be received 4 weeks before arrival or the reservation(s) will be cancelled and deposit(s) forfeited.
- By signing this form, you are giving Camp the authorization to charge the credit card number noted on the reservation request form at the time of booking (for membership fee and 15% deposit) and 4 weeks before arrival (for balance).
- No refund for late arrival or early departure.

MEMBERSHIPS IN GOSPEL VOLUNTEERS, INC.:

- **RESIDENT MEMBERSHIPS:** Everyone staying at CAMP-of-the-WOODS must purchase membership in Gospel Volunteers, Inc. Gospel Volunteers, Inc. is a conservative Christian organization with a mission built on a foundation of sound biblical doctrine. What we stand for is summarized in our **ESSENTIAL DOCTRINES OF THE CHRISTIAN FAITH**. In accepting membership you recognize and respect this Christian Foundation and agree to adhere to its **POLICIES AND RULES**. These documents can be found on our website. Memberships are non-transferable.
- **ASSOCIATE MEMBERSHIPS:** A separate brochure explaining the Associate Membership benefits for guests not staying on Camp grounds is available. Memberships are non-transferable.

PARTIAL WEEK RESERVATIONS: (2 NIGHT MINIMUM)

- Check-in after 2:00 p.m. the day of arrival. Check-out 9:00 a.m. the day of departure.
- Accepted by telephone or in writing starting May 15, 2019.
- To compute approximate daily rate, divide the weekly charges by 6.5. (One free night of lodging is provided with weekly reservations.)

CANCELLATIONS:

- **DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE TO OTHER PERSONS AND/OR GROUPS.**
- All cancellations must be made by telephone and confirmed in writing or e-mail, and approved by the Registrar.
- If cancellation is made **MORE THAN 4 weeks** prior to arrival, Camp will refund the amount of the reservation MINUS the deposit.
- If cancellation is made **LESS THAN 4 weeks** prior to arrival, the **FULL AMOUNT IS FORFEITED**. Reservations are non-transferable.

NOTE: Registration implies permission to use likeness in any CAMP-of-the-WOODS promotional material. Smoking is prohibited in buildings. We ask you not to smoke in public areas or around children. Appropriate, modest beach attire must be worn by all guests. One-piece bathing suits for girls and women are required. Alcohol and pets of any kind are not permitted on the grounds or in guest rooms.

TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SUMMER 2019 TAPAWINGO REGISTRATION GUIDE (for girls ages 9 to 17)

ALL TAPAWINGO RESERVATIONS ARE NOW BEING PROCESSED ONLINE - SEE BELOW FOR DETAILS TO MAKE A RESERVATION, VISIT WWW.CAMP-OF-THE-WOODS.ORG/TAPAWINGO

RESERVATIONS:

- Online reservations will begin on Friday, October 26, 2018, at 12:00 noon. A link will be posted on the Tapawingo website: www.camp-of-the-woods.org/tapawingo
- If due to special circumstances you need a physical form, please contact the Tapawingo Director. Please note that these forms will be processed after the initial online registration period.
- No reservations accepted by phone, fax, or e-mail.
- If you have any questions regarding the registration process, please call us at (518) 548-4311 ext. 237.
- Limit of 2 sessions per camper.
- Rates are subject to change.
- Reservation confirmations will be sent out upon completion of registration.

DEPOSITS & PAYMENTS:

- Proper deposit amount must be included at time of online registration. Remaining balance may be paid by credit card or check and will also include the camper's store and crafts account.
- Standard Session Fees: Deposit (non-refundable) **\$95.00**; Membership Fee (non-refundable) **\$15.00**; Camper Fee (due May 1) **\$550.00**
Total Cost (deposit + membership + camper fee) **\$660.00**
- C.I.T. Program Fee: Deposit (non-refundable) **\$95.00**; Membership Fee (non-refundable) **\$15.00**; C.I.T. Fee (due May 1) **\$1,565.00**
Total Cost (deposit + membership + C.I.T. fee) **\$1,675.00**
- Deposits are non-refundable and non-transferable when cancelling a reservation.
- Balance must be paid in full on or before May 1.
- Scholarship applicants: A membership fee should be paid by all, and scholarship applications will be considered for any remaining amount toward the balance; subject to availability. If deposit amount is prohibitive, contact the director before October 19, 2018.

CANCELLATIONS:

- DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE TO OTHER PERSONS AND/OR GROUPS.
- All cancellations must be made in writing (e-mail preferred).
- The camper fee will be refunded for cancellations that occur no later than FOUR WEEKS before the start of the session.

TRANSPORTATION:

- If you desire a pick-up or drop-off at Albany International Airport, the fee is \$130.00 per camper, per one-way trip, subject to fuel surcharge. To arrange transportation, call the Tapawingo Director or the Tapawingo Business Manager.

GENERAL INFORMATION:

- No e-mail, telephone, or fax for contacting campers while in session. E-mail, telephone, and fax only for business or emergencies.
- Tapawingo is a Christian girls' camp and all rules and regulations are for the safety and welfare of campers. To be effective we need the total support and cooperation of parents and guardians.
- **Camper check-in is Sunday at 1:15 p.m. Tapawingo ends the following Saturday morning between 9:30 a.m. and 10:30 a.m.**
Note: No pets allowed on Camp grounds.
- Tapawingo registration is at the CAMP-of-the-WOODS pavilion and camper pick-up is at the Marina, located at the Point.
- Campers requesting to arrive on Saturday will be charged a \$75 fee, subject to availability.
- Additional information will be sent once reservations are made.

MEMBERSHIPS IN GOSPEL VOLUNTEERS, INC.:

- Everyone staying at Tapawingo must purchase membership (once per year) in Gospel Volunteers, Inc. Gospel Volunteers, Inc. is a conservative Christian organization with a mission built on a foundation of sound biblical doctrine. What we stand for is summarized in the ESSENTIAL DOCTRINES OF THE CHRISTIAN FAITH. In accepting membership you recognize and respect this Christian Foundation and agree to adhere to its POLICIES and RULES. Memberships are non-transferable.

CAMPING PERIODS (Maximum of two sessions)

July 14 - July 20

July 21 - July 27

June 23 - June 29

July 28 - August 3

June 30 - July 6

August 4 - August 10

July 7 - July 13

August 11 - August 17

Counselor In Training (C.I.T.) program information and application are on our website at: www.camp-of-the-woods.org. Click the "Tapawingo" link.

CIT Sessions:

June 23 - July 20

July 21 - August 17

Other terms and conditions apply and are subject to change without notice.

Tapawingo is required to receive a permit to operate by the New York State Department of Health and is to be inspected twice yearly. Inspection reports concerning Tapawingo are filed at the address below:

MAILING & CONTACT INFORMATION

Tapawingo
P.O. Box 250, 106 Downey Ave.
Speculator, NY 12164-0250

Phone: 518-548-4311 ext. 237 | 518-548-5091
Fax: 518-548-4324 | 518-548-9787
Email: tapawingo@cotw.org

Summer