

# SUMMER 2017 CAMP-of-the-WOODS REGISTRATION REQUEST

Make your registration request online at: [www.cotw.org/summer-season/make-a-reservation](http://www.cotw.org/summer-season/make-a-reservation) after Oct.15, 2016

For office use only

## 1 GUEST INFORMATION

☐ First Time Guest

☐ Returning Guest

First year at Camp \_\_\_\_\_

Today's Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Alternate \_\_\_\_\_

E-mail \_\_\_\_\_

☐ Please check box if your address or phone number changed within the last year.

☐ Please check box if you will be bringing a boat. We will contact you.

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

How did you hear about COTW? \_\_\_\_\_  
(only if first application)

Church e-mail \_\_\_\_\_

Were you on staff? \_\_\_\_\_ Dates? \_\_\_\_\_

## 2 NAMES OF ALL IN YOUR PARTY

Even if one person is paying for all, it is important to provide the names and ages of all guests staying in Camp.

Print Name	Age on Arrival	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/lodging-rates](http://www.camp-of-the-woods.org/summer-season/lodging-rates)

**Dining (Buffet Service):** All rates, excluding Efficiencies and the Purdy Center, include 3 meals daily at the Hill Dining Hall. The Purdy Center 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, but desire to eat at the Purdy Center Dining Room. There will be an additional charge.

## 4 DEPOSITS AND MEMBERSHIP FEES

\$95.00 Deposit Per Person, Per Week Required (per person 5 years and older)	x	=	x \$95.00 = \$
Required \$10.00 Annual Membership Fee (per person 8 years and older)			x \$10.00 = \$
TOTAL AMOUNT ENCLOSED			\$

Deposits are NON-REFUNDABLE and non-transferable (see reverse side).

All reservations MUST BE PAID IN FULL 4 weeks prior to arrival at CAMP-of-the-WOODS. Deposits and balance may be paid by either credit card or check.

## 5 METHOD OF PAYMENT SIGNATURE REQUIRED FOR ALL FORMS OF PAYMENT

Check Enclosed (Payable to CAMP-of-the-WOODS) Check # \_\_\_\_\_

☐ Master Card ☐ Visa ☐ Discover Card # (Print Legibly) \_\_\_\_\_ Exp. Date \_\_\_\_\_

Zip Code \_\_\_\_\_ (where you receive your credit card statement)

- If paying by CREDIT CARD, I give permission to charge the balance of my outstanding bill to my credit card listed above 4 weeks prior to my arrival at CAMP-of-the-WOODS. 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. SEVEN 'NON-NEGOTIABLE' ESSENTIALS, MISSION STATEMENT and adhere to all POLICIES and RULES.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MAIL REGISTRATION FORM TO:  
Registrar, CAMP-of-the-WOODS, P.O. Box 250, Rt. 30, 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](mailto:registrar@cotw.org)

**MAIL TO:**  
**Registrar, CAMP-of-the-WOODS**  
**P.O. Box 250, Rt. 30**  
**Speculator, NY 12164-0250**

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# IMPORTANT INFORMATION, POLICIES & RULES

## WEEKLY RESERVATIONS:

- Check-in after 2:00 p.m. Saturday. Check-out by 9:00 a.m. the following Saturday morning.
- Reservation requests are accepted in writing post-marked October 15, 2016 or later. (Use certified mail to ensure receipt.)
- Online reservation requests are accepted starting October 15, 2016 or later.
- Reservation requests received between October 16 and November 2 will be processed randomly starting November 1, 2016.
- Reservation requests received after November 1, 2016 will be processed in the order received, after the above are processed.
- Group reservation requests should be mailed in the same envelope AND CANNOT BE MADE ONLINE. A group is comprised of three or more reservations on separate reservation forms.
- No reservation requests accepted by fax or e-mail.
- Two week maximum stay at Camp.
- Weekly reservation requests accepted by telephone starting on December 1, 2016. It is not necessary to send this form for telephone reservations.
- 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, 2017 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.

## 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, 2017.
- To compute approximate daily rate, divide the weekly charges by 6.5. (One free night of lodging is provided with weekly reservations.)

## DEPOSITS & PAYMENTS:

- Reservations must include check or credit card number (MasterCard, Visa, or Discover) for the proper amount of deposit and memberships.
- If deposits are not paid in full, guests will be notified of the amount due to satisfy the deposit. Full deposits must be received within 2 weeks of making reservation, or the reservation 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.
- Payment is due 4 weeks before arrival. When paying deposit by credit card (MasterCard, Visa, or Discover) the balance due will be charged to that card 4 weeks prior to arrival. If full payment is not received 4 weeks prior to arrival, 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 this reservation request for the remaining balance.
- No refund for late arrival or early departure.

## 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.

## 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](http://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.
- Rates on pages 13 and 14 do not include gratuities for Wait Staff or Housekeepers.
- Meals in either Dining Room may not be transferred to other individuals.

## MEMBERSHIPS IN GOSPEL VOLUNTEERS, INC.:

- **RESIDENT MEMBERSHIPS:** Everyone staying at CAMP-of-the-WOODS 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 our SEVEN NON-NEGOTIABLE ESSENTIALS. 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. The fee is for everyone 8 years and older. 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.

**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 2017 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](http://WWW.CAMP-OF-THE-WOODS.ORG/TAPAWINGO)**

## RESERVATIONS:

- Online reservations will begin on Saturday, November 5, 2016, at 10:00am. A link will be posted on the Tapawingo website: **[www.camp-of-the-woods.org/tapawingo](http://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) 548-5091.
- Limit of 2 sessions per camper.
- Rates are subject to change.
- Reservation confirmations will be sent out within two weeks of initial 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 may also include the camper's store and crafts account.
- Standard Session Fees: Deposit (non-refundable) **\$95.00**; Membership Fee (non-refundable) **\$10.00**; Camper Fee (due May 1) **\$520.00**  
Total Cost (deposit + membership + camper fee) **\$625.00**
- C.I.T. Program Fee: Deposit (non-refundable) **\$95.00**; Membership Fee (non-refundable) **\$10.00**; C.I.T. Fee (due May 1) **\$1,520.00**  
Total Cost (deposit + membership + C.I.T. fee) **\$1,625.00**
- 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 November 2<sup>nd</sup>, 2016.

## 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 \$100.00 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 time is Sunday 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 SEVEN NON-NEGOTIABLE ESSENTIALS. 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 16 - July 22

July 23 - July 29

June 25 - July 1

July 30 - August 5

July 2 - July 8

August 6 - August 12

July 9 - July 15

August 13 - August 19

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

CIT Sessions:

June 25 - July 22

July 23 - August 19

**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 below address:

## MAILING & CONTACT INFORMATION

Tapawingo  
P.O. Box 250, Route 30  
Speculator, NY 12164-0250

Phone: 518-548-5091  
Fax: 518-548-9787  
Email: [tapawingo@cotw.org](mailto:tapawingo@cotw.org)