

*redculture PRESENTS

CAMP

Registration Guide

(for church use only)

Step 1
Review collected registrations and make sure the following is completed:

- student information/family discounts/t-shirt size
- insurance/medical information
- legal guardian information/signature/date

Step 2
"Camp Regulations" form signed by each student and legal guardian (attach to proper registration)

Step 3
Review payment and make sure the registrant's math is correct.

- minimum, non-refundable deposit included
- pre-paid t-shirt and/or memory book money included
- amount on form matches the amount on the check
- check is made out to your church not the IMN

Step 4
Combine the registration information onto the Registration Excel Spreadsheet. This step is mandatory for groups of ten or larger. A downloadable version with formulas is available at imnag.org/events (click camp)

Step 5
Request one check for the amount due.

Step 6
Mail the following to the IMN Office:

- each individual registration form with the "Camp Regulations" form attached
- camp excel spreadsheet
- one check for, at least, the entire minimum deposit plus t-shirt and/or memory book orders

Iowa Ministry Network
Attn: Camp
10525 Buena Vista Ct
Urbandale, IA 50322

Details to Keep in Mind

*In order to receive the early bird rate, regular rate, and/or family discounts, your registration form must be complete, accurate, and on time.

*Registrations must be processed by the local church, first. This means all checks should be made out to your church. Payment policy for camp is the same as all youth department events. One check per church, made out to the IMN and no cash.

*Please do not alter the registration form. An editable version is available online. www.imnag.org/events (click camp)

*Faxed forms will not be accepted.

*Registration will close at 5:00 pm on Wednesday, before the camp you're attending. All registrations received after, will be considered walk-ons.

*On the day of registration, please have full payment ready.