

# RAINBOW TRAIL LUTHERAN CAMP

## 2012 Registration Policies

### Registration Philosophical Statement

**Rainbow Trail's goal is to help people be successful in coming to camp, while offering a fair opportunity to all who desire a Rainbow Trail experience. Because of the high demand, payment is expected in a timely manner, not to prevent people from coming to camp, but to minimize cancellations and to help ensure full camp sessions at Rainbow Trail.**

### General

Compass Points and Bridging Borders brochures will be mailed out in early August. General mainsite brochures and postcards will be mailed out in the middle of October. Registration forms will be available on our website in early October. All other camper related forms will be available by early January.

Registrations can be submitted either by mail or through the online registration system. Family Camp and Labor Day Family Weekend can now register on-line as well.

Registration for **youth camps** opens November 1<sup>st</sup>. Registrations will be received on a first come, first serve basis.

Mailed-in registrations must be sent by regular U.S. mail.

**For Family Camps and Labor Day:** Family Camp and Labor Day participants can begin registering on November 1<sup>st</sup>. Any registrations received prior to December 1<sup>st</sup> will receive a December 1<sup>st</sup> date stamp and will be included in December 1<sup>st</sup> processing. All other registrations will be processed in postmark date order. Each date will be processed separately beginning December 1<sup>st</sup>. Registrations will be selected in a lottery fashion. After December 15<sup>th</sup>, registrations will be processed in the order they are received. On-line registrations received prior to December 1<sup>st</sup> will be held in an on-line holding file and will be processed in the same manner as the mailed in registrations.

Prior balances must be paid in full before camper is allowed to register for current year.

### Mainsite

Before January 1st, registration preference is given to Lutherans of the Rocky Mountain Synod, ELCA. This policy applies to all on-site programs, including family

camp. After that date, open registration will be in effect. The exception to this rule is any non-synod camper that is “hooked” (attending camp with a synod camper) to a synod camper in the same camp week. Both registrations must be attached to each other. Only one non-synod camper can be attached to each Synod camper. This is our attempt to encourage evangelism with our campers.

A separate registration form and payment are required for each camper. A parent or guardian name and signature must be on each form.

For family camps only, former staff will be given in-synod status and priority.

### **Assignment to a Camp**

An alternate week is requested in case a camper’s first choice is already full. If no alternate week is given and their camp is filled, the camper will be placed on the wait list of their first choice. If their first choice is full but they have provided an alternate choice, they will be placed in that second choice. A camper cannot be both registered for a camp and on the wait list for a different week. They can choose to be on the wait list of their first choice. If a camper only specifies a first choice, their confirmation card will read that they are currently not registered in any camp, but will be placed on the wait list for their first choice. If they want an alternate week, they need to contact the camp office by phone or e-mail and if all spaces are full in their alternative, they can be placed on the wait list for their alternative week as well. Once they move into a camp, they will be removed from any wait lists on which they remain.

### **Deposits**

A deposit of \$100.00 for all youth camps MUST accompany the registration form. The weeklong family camp deposit is \$300 per family or \$150.00 for single individuals. Labor Day deposits are \$150 per family. VISA/MASTERCARD will be accepted for deposits.

All youth camp deposits are non-refundable after April 1st. All family camp deposits (both Labor Day and weeklong camps) are non-refundable after April 1. A service fee of \$25 will be charged on refunds prior to that date.

### **Balances Due**

Balances are due by May 15<sup>th</sup>. In mid April, all campers will receive a fee statement along with their camp information that reminds them of the May 15<sup>th</sup> payment deadline. A reminder e-mail will also be sent three weeks prior to the May 15<sup>th</sup> deadline. Final payments are to be made through the mail only using the

Registration Payment Information form. Payments can be made by either credit card or check. VISA/MASTERCARD is accepted for the balance due. The camp fee is non-refundable and non-transferrable after May 15<sup>th</sup>. A service fee of \$25 will be charged on refunds prior to April 1<sup>st</sup>.

For July family camp, the balance of the registration fee is due May 15<sup>th</sup>. For August family camp, one-half of the fee is due on May 15<sup>th</sup> and the balance of the registration fee is due July 1<sup>st</sup>. For Labor Day Family Weekend, one-half of the fee is due on May 15<sup>th</sup> and the balance of the registration fee will be due at August 1<sup>st</sup>. The number of family members attending needs to be finalized with the final payment. Final balance is non-refundable except in medical related circumstances. If the number of family members coming to camp decreases, the family must notify camp 1 week prior to the specific camp. However, the final balance will not be adjusted. Additional family members may be added on a space available basis.

If balances have not been received by the due date, either phone or e-mail contact will be made and a deadline for payment will be set. If the fee is not received by that date, the spot will be filled with next available camper from the wait list. Deposits will be forfeited.

## **Cancellations**

All cancellations need to be in writing, either by mail or e-mail.

A service fee of \$25 will be charged on deposit refunds prior to April 1<sup>st</sup>. Cancellations for youth camps after May 15<sup>th</sup> are non-refundable and non-transferable. Exceptions to this would be camper's medical situation or summer school requirement.

All youth camp deposits are non-refundable after April 1<sup>st</sup>. All family camp and Labor Day Weekend deposits are non-refundable after April 1<sup>st</sup>. A service fee of \$25 will be charged on family camp and Labor Day refunds prior to April 1<sup>st</sup>.

After May 15<sup>th</sup>. Family Camp and Labor Day Family Weekend registration fee refunds for cancellations are contingent upon Rainbow Trail's ability to fill the vacancy. These refunds do not include the non-refundable deposit.

## **Camperships**

Camperships are available for those in need of financial assistance. All that is required for camperships is a letter on church stationery from their Pastor identifying that there is a need. Rainbow Trail camperships cannot be used for the initial deposit. Camperships are available for both youth and family campers.

## **Family Discount**

A \$20.00 discount will be given in cases where more than one child of an immediate family attends non-charter youth camps at Rainbow Trail. The first child will be charged the full rate and each additional sibling will receive a \$20.00 discount.

## **Wait Lists**

Wait lists will be maintained for all weeks including family camp. Campers will be placed on the wait list in the order that their registrations are received. Non-synod campers will immediately go on the wait list in the order received along with Synod campers. Non-synod campers will be placed in camps only after January 1<sup>st</sup>. Male and female lists will be maintained separately for each youth week.

## **Other Special Situations**

Five percent (or 5 spots) of each youth mainsite camp are set aside for director discretion – for special needs from pastors, for diversity in camp population, etc.

Camp health form, ropes form, rafting form, camp map, and a camper letter containing other information will be mailed after April 15<sup>th</sup>.

Starting on the Saturday prior to a camp week, last minute openings will be filled from the wait list, although not necessarily in order.

After April 1st, directors can shift male/female mix of camp to ensure a full camp.

## **Confirmation Camp**

Congregations that have attended the prior summer have priority in the SAME week until the second Monday in September. New churches can reserve blocks for the coming summer beginning on the second Monday in September. A wait list will be maintained. Registration forms for individuals listed in the reserved block and \$100.00 deposits are due February 15<sup>th</sup> – NO EXCEPTIONS. After February 15<sup>th</sup>, only spaces that have deposits and registration forms will be retained. Any open spots will become available for churches on the wait list. Those on the wait list will be moved into available spots based on the number of confirmands in their groups and the number of spots available. The first congregation on the wait list will be contacted first, even if the spaces available are less than the size of their confirmation class. Deposits are non-refundable and non-transferrable after April 1<sup>st</sup>.

If a congregation has a youth cancel from their reserved group, the Rainbow Trail registrar will inform the congregation that they have twenty-four hours to refill that spot with another youth from their congregation. If they have a replacement camper,

they will fax a copy of the registration form to the Canon City office and mail the original form. If the congregation does not fill the vacated spot, the spot will be released and filled from the wait list.

Spots may ALSO be reserved in the open Junior High weeks for confirmation classes that cannot get into the Confirmation weeks. Reservations can be made starting October 15<sup>th</sup>. Only 50% of any Junior High week can be reserved with confirmation campers. Registration forms for individuals in these confirmation groups attending open weeks and deposits are due by December 15<sup>th</sup>, NO EXCEPTIONS. In the event that a registered confirmation camper in an open week cancels, Rainbow Trail will fill the spot from our wait list.

Adults coming to camp with confirmation groups need to be connected to the confirmation class in some tangible way. Therefore, the expectation for confirmation adults attending Rainbow Trail with campers is to be one of the following: 1) their Pastor, 2) a teacher of their confirmation class, 3) their Youth director, or 4) an adult who works closely with that confirmation class. Also, the expectation is that those adults will attend the entire week of camp with their campers.

## **Bridging Borders**

### ***Charter Groups***

Bridging Borders is designed to serve the congregations of the Rocky Mountain Synod., However, on the Friday following the opening day for Bridging Borders reservations, non-Synod congregations may fill any open charter trips. Puerto Rico and Ecuador trips are not available to congregations outside of the Rocky Mountain Synod. A minimum of 12 participants is required for a charter. A maximum of 12 participants can be accepted for any one charter for Mexico, Joplin, and Navajo Immersion trips- Hurricane Relief, Puerto Rico and Ecuador trips are a minimum of 12 participants and a maximum of 36 participants. Phone reservations will be taken starting at 9 am (Mountain time) on the second Monday in September.

No Puerto Rico trips will be booked after October 15<sup>th</sup>. All reservations are subject to availability with the local organizations we partner with.

Deposit schedule for Mexico, Joplin, and Navajo Immersion trips:

All deposits are non-refundable as of the date due.

Deposit 1	\$1200.00	(\$100/person, min. 12 people) due four weeks after contract date
Deposit 2	\$600.00	due January 15
Deposit 3	\$600.00	due March 1

The remaining balance for the contracted amount of participants is due June 1st. If deposits are not received by the due date, the following policy will be followed:

Deposit 1 \$1200.00 due four weeks after the contract date  
If deposit is not received, congregation is called, arrangements are made with a 10 day deadline for payment; if no payment received reservation is cancelled and charter is replaced.

Deposit 2 \$600.00 due January 15  
If deposit is not received, congregation is called, arrangements are made with a 10 day deadline for payment; if no payment received reservation is cancelled and charter is replaced.

Deposit 3 \$600.00 due March 1  
If deposit is not received, congregation is called and payment schedule is set. At this point we are working to keep the charter in place since replacing the group at this late date will be nearly impossible.

If a charter group cancels after March 1st, they are responsible for the full fee of a minimum charter of 12 people.

Deposit schedule for Puerto Rico, Hurricane Relief and Ecuador trips:

All deposits are non-refundable as of the date due.

Deposit 1 \$1200.00 (\$100/person, min. 12 people) due four weeks after contract date

Deposit 2 \$1000.00 due January 15

Deposit 3 \$1000.00 due March 1

The remaining balance for the contracted amount of participants is due June 1st.

If deposits are not received by the due date, the following policy will be followed:

Deposit 1 \$1,200.00 due four weeks after the contract date  
If deposit is not received, congregation is called, arrangements are made with a 10 day deadline for payment; if no payment received reservation is cancelled and charter is replaced.

Deposit 2 \$1,000.00 due January 15  
If deposit is not received, congregation is called, arrangements are made with a 10 day deadline for payment; if no payment received reservation is cancelled and charter is replaced.

Deposit 3 \$1,000.00 due March 1  
If deposit is not received, congregation is called and payment schedule is set. At this point we are working to keep the charter in place since replacing the group at this late date will be nearly impossible.

If a Puerto Rico, Hurricane Relief or Ecuador charter group cancels after March 1st, they are responsible for the full fee of a minimum charter of 12 people plus airfare.

### ***Bridging Borders Open Sign Up Weeks***

These weeks are reserved for individual Rocky Mountain synod youth. Open sign up for youth in the Rocky Mountain Synod will follow typical mainsite registration

procedures. After January 1, non-synod youth can be accepted into this program.

\$100 deposit due with registration.

## **Compass Points**

### ***Charter Groups***

The Compass Points program is designed to serve both the congregations of the Rocky Mountain Synod and non-synod congregations. A minimum of 10 participants is required for a charter. A maximum of 13 participants can be accepted for any one charter. With 12 paying Compass Points participants from a Rocky Mountain Synod congregation, one adult comes free. Groups who used Compass Points within the current summer with Rainbow Trail can reserve the corresponding week for the upcoming summer anytime at the conclusion of their trip or reserve a different week immediately after the last week of camp. All other reservations will be taken starting at 9 am (Mountain time) on the second Monday in September.

Deposit schedule for Compass Points:

All deposits are non-refundable as of the date due.

Deposit 1 \$1000.00 minimum (\$100/person, min. 10 people) due four weeks after contract date

Deposit 2 \$1000.00 minimum (\$100/person, min. 10 people) due March 1

The remaining balance for the contracted amount of participants is due June 1st.

If deposits are not received by the due date, the following policy will be followed:

Deposit 1 \$1000.00 minimum due four weeks from the contract date

If deposit is not received, congregation is called, arrangements are made with a 10 day deadline for payment; if no payment is received, the reservation is cancelled and charter is replaced.

Deposit 2 \$1000.00 minimum due March 1

If deposit is not received, congregation is called and payment schedule is set. At this point we are working to keep the charter in place since replacing the group at this late date will be nearly impossible.

If a charter group cancels after March 1st, they are responsible for the full fee of a minimum charter of 10 people.

### ***Compass Points Open Sign Up Weeks***

These weeks are reserved for individual Rocky Mountain synod youth. Open sign up for youth in the Rocky Mountain Synod will follow typical mainsite registration procedures. After January 1, non-synod youth can be accepted into this program.

\$100 deposit due with registration.

## **Retreating**

RTLCLC programmed events have priority use of facilities

Rocky Mountain Synods congregations/organizations have priority over other groups for use of the site and may make reservations up to 18 months in advance.

Other organizations may reserve date 12 months in advance.

If there is a synod group that has historical use of a weekend, a courtesy call will be made to that group before giving the dates to another group.

**Exclusive Facilities Rental.** Exclusive use of Rainbow Trail facilities is defined as “one individual group reserving the entire facility for only their use for a particular scheduled time.” Exclusive use guarantees that no other groups will be booked by Rainbow Trail for use of any facilities during that time. If a group or individual wishes to have exclusive use of the camp facilities, the group or individual agrees to a fee equal to or greater than 75 participants (55 paying adults, 20 paying children) for the duration of the rental. If the group size exceeds 75 participants, the group agrees to pay the fee appropriate for services rendered.

## **Day Camp**

**Current year preference.** Rocky Mountain Synod congregations that contracted Day Camp with Rainbow Trail Lutheran Camp have first priority for their SAME corresponding week of summer for the next year. Rocky Mountain Synod congregations can call camp to reserve the same corresponding week for the next year up until the second Monday in September. All non- Rocky Mountain Synod congregations must wait to reserve their day camp date until the Friday following the opening date for Day Camp reservations.

Beginning at 9 am (Mountain time) on the second Monday in September, Rocky Mountain Synod congregations who want to change weeks AND new Rocky Mountain Synod congregations can call camp to reserve a week. No faxes, e-mails, or answering machine messages will be accepted as reservations. All openings are filled on a first call basis. However, on the Friday following the opening day for Day Camp reservations, non-Synod congregations may fill any open Day camp weeks. Additional fees may apply for locations outside the borders of the Rocky Mountain Synod, ELCA. First deposits are due on December 15<sup>th</sup>.

## **Acceptance of Differently-Abled Campers**

Rainbow Trail Lutheran Camp is open to serving all of God’s children. We feel that a week of camp is a valuable experience for not only for the differently abled

camper, but also for the camp community. Because our staff is not specifically trained to work with differently-abled campers, we are not able to accommodate every special needs camper. However, we will work with each family to assess each camper on a case by case basis as to ensure that we can meet the needs of their camper. If you have a camper with special needs, please contact the Executive Director to discuss your situation.