

# Steps to a Problem-Free Group Snow Camp Registration

1. Log on to [www.wol.org](http://www.wol.org). Go to Snow Camp page and click on the Group Registration link.
2. Fill out the online form and pay by using Visa, Mastercard, or Discover; or, if you prefer, you may submit a check using our e-check capabilities (there is a \$35 deposit required for each camper you are registering).
3. Once you have booked your group, you will receive a confirmation e-mail. This e-confirmation will explain how to add campers to your group or to make additional payments. We will also give you a link to download the camper health forms.
4. Distribute the health forms to each camper, instructing them to have a parent fill them out and then return the forms to you at least 3 weeks prior to your arrival. Please make sure they are filled out completely and have a parent's signature.
5. Make a copy of each health form to keep for yourself. Alphabetize the original forms and *mail* completed forms to: WOL Camp Registrar, PO Box 600, Schroon Lake, NY 12870. Please *do not* fax the forms, as they are difficult to read.
6. At least 2 weeks prior to your arrival, you will need to go back into your online account and record all of the personal information for each camper (name, address, phone number, date of birth, gender and parents' names).
7. The balance for your group reservation must be paid 2 weeks prior to your arrival to avoid cancellation. Go into your online reservation as described in your e-confirmation to make your final payment.
8. Arrive at camp. Registration begins at 3:00 p.m. **Registration for Snow Camp is held at the Bible Institute Snack Shack ("Embers") located at the far end of the gymnasium.** Please do not bring campers into the registration line, unless they have medications to turn in to the camp nurse. Campers without medications should remain in the gym until you complete the registration process.
9. Please have your copy of the health forms, all medications and confirmation receipt accessible upon arrival.

## CANCELLATIONS/REFUNDS

Advance registration deposits are non-refundable after 31 days prior to arrival. Cancellations before the 31-day deadline are subject to a \$10 per person processing fee. You may replace one camper with another in your online reservation without penalties. No-shows will forfeit the entire camp fee.

## CABIN ASSIGNMENTS

Assignments are made before you arrive. We generally try to keep groups together. Please be flexible in this area as we try our best to accommodate everyone's needs. If you have special housing requests, please notify us early.

## LEADER HOUSING/MEALS

Word of Life is not providing housing for leaders/chaperones, however a list of local accommodations is listed at the back of the Leaders' Information Packet (see link on Snow Camp web page or in e-confirmation). Please call us toll-free at 1-800-965-7177 in advance to order leader meal packages for the weekend at a cost of \$25 per person. Individual meal tickets may be purchased at the Command Center throughout your Snow Camp weekend.

## CONTACT US

Phone: 1-800-965-7177

Fax: 1-800-965-0850

E-mail: [registrar@wol.org](mailto:registrar@wol.org)

Website: [www.wol.org](http://www.wol.org)

Mailing address: Word of Life Camp Registrar

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