

**2018 Counselor Check List of Items to be mailed
and Training Day information**

I will mail the required items to:

Cindy Smeltzer, Registrar, 41 Mallorca, Laguna Niguel, CA 92677

Or I will scan and attach them to an email to:

SummitCampRegistrar@gmail.com

If mailing, I will use **regular** United States Postal Service, as this is cheaper and speeds up the delivery. If I want to confirm that the mailed or scanned items have been received, I can contact Cindy Smeltzer via email or phone.

TRAINING: I will attend the training on **June 2** from 8:30 am -3:30 pm at Location to be determined. Lunch will be provided.

Name of Form	Process	Done:
Background Check Authorization & Consent Form	Print, fill out, mail or scan/email to Registrar	
Dress Code and Behavior Form	Print, fill out, mail or scan/email to Registrar	
Idyllwild Pines Camp Liability Release Form	Print, fill out, mail or scan/email to Registrar	
Insurance Card, <i>if I don't carry it in my wallet.</i>	If I do not carry an Insurance Card in my wallet, I will photocopy the card (both sides) onto an 8.5" x 11" sheet, enlarged enough that the small print is legible, and mail it to the Registrar	
Check (if not paying online)	Minimum of \$150 to "Summit Games and Bible Quiz" with my name in Memo Section, mail to Registrar	
Copy of the "Confirmation" email that I received from the online registration process	Print the email you receive after completing my registration and send it to the Registrar.	
Check for balance (if not paid in full and if not paid online)	Balance of \$300 less deposit to "Summit Games and Bible Quiz," with my name in Memo Section, mail to Registrar	

If this is my 1st year to serve, I will print/distribute reference forms and submit my testimony:

Reference Sheet: Pastor	Print and give to Church Pastor, have him fill it out and mail or scan/email to Registrar by 5/15	
Reference Sheet: Awana Commander	Print and give to Awana Commander, have him/her fill it out and mail or scan/email to Registrar by 5/15	
Reference Sheet: Friend	Print and give to Friend, have him/her fill it out and mail or scan/email to Registrar by 5/15	
Testimony	Print, fill out, mail or scan/email to Registrar	