



# 2010 Group Leader Group Registration Instructions

- #1 Please verify you are coming. Go to [www.camp.oc.edu/verify.htm](http://www.camp.oc.edu/verify.htm).
- #2 Download any promotional materials and registration materials from [www.campoc.org/promo.htm](http://www.campoc.org/promo.htm)
- Check the staff area of the website often for updates.
- #3 Copy and distribute student registration forms
- Camp Impact: You should add your group code to Camp Impact forms!
  - Impact Group codes have been issued through the registration office.
  - There is an optional full color cover page for each student application.
- #4 Collect completed forms and mail them with the cover sheet and payment to

CampOC Registration  
1907 NE Loop 410  
San Antonio, Texas 78217

There will be NO deadline extension for Early-bird registrations. If group packets are not mailed by EARLY-BIRD postmark ... the regular price will be assessed on every student application. We suggest you mail what you have by the deadline.

- #5 Fax (210.821.5857) or email ([rshough@campoc.org](mailto:rshough@campoc.org)) rooming form.
- Please use the form provided on the website. *Student Housing Form 2010*
- #6 Bring balance of payment to camp with you (one check)

## Helpful hints...

- Use promotional materials available between January-May to promote camp. It's not too early
- Check to make sure that parent release portion of each student form is signed. They will be returned to you if unsigned.
- Have your students make their checks to your church. You should write one check to "CampOC"
- Keep the registration office up-to-date on rooming changes, cancellations and substitutions
- Watch for email updates & respond when necessary about camp registration.
- Very Important! -- Distribute a copy of the camper guidelines to all your campers before camp.