



# 2012 Group Leader Registration Instructions

#1 Please verify you are coming. If you are not receiving emails from us, please contact us.

#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. [www.campoc.org/staffzone.htm](http://www.campoc.org/staffzone.htm)

#3 Copy and distribute student registration forms

Note: Camp Impact add your group code to Camp Impact forms!  
Camp Impact Group Codes are available online at the staff zone.

#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 Send rooming forms. We will let you know in what form as camp gets closer.

#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