



**CAMP  
PONDO**

**LEADER  
check list**

CAMP PONDO • 31324 GREEN VALLEY LAKE ROAD • (MAILING ADDRESS) P.O. BOX 1247 • RUNNING SPRINGS, CA 92382 • 909-867-7037

---

## **THINGS TO DO NOW:**

1. Request that a **Certificate of Liability Insurance** for your church be sent to our office. Please have Ponderosa Pines Christian Camp listed as additional insured.
2. If you need additional beds, please call the office and we will be happy to adjust your numbers.
3. Download **Pondo's Summer Camp flyer** found on the publicity and planning page on our website.
4. Let your campers know about a few key evening activities at camp.
  - Monday night: Team competition begins! T-shirts are available for purchase \$10 each.
  - Tuesday night dance party. Points will be given to participants. Bring 80s & 90s attire!
  - Wednesday is church time. This is time for you all to re-connect as a church.
  - Thursday is our All Camp Pizza Party Night.

## **7 DAYS BEFORE CAMP:**

1. Provide parents with link to our **ONLINE medical release form** (no hard copies of medial release forms will be used this year), all leaders and campers must have an online Med Form filled out.
  - You will be emailed each time a Med Form is submitted from your group, please keep record of this to ensure every camper and leader has submitted online med form.
2. Respond to our cabin housing email (which will be sent to you one week prior to camp) with **final head count & completed camper**.
3. Finalize **transportation** plans.
4. **Request a check from** your office if necessary.

## **MONDAY MORNING BEFORE YOU LEAVE FOR CAMP:**

1. **Check that all ONLINE Med Forms have been submitted.**
2. **Collect all medications** (*make sure they are labeled with camper name and in original container*)
3. **Bring a check or credit card for final payment.**



# CAMP PONDO

## LEADER check list

CAMP PONDO • 31324 GREEN VALLEY LAKE ROAD • (MAILING ADDRESS) P.O. BOX 1247 • RUNNING SPRINGS, CA 92382 • 909-867-7037

---

### ARRIVAL & DEPARTURE

- Plan to arrive at camp between 10AM and 12PM.
- Come to the registration table with your completed roster and payment.
- Lunch will be served at 1PM.
- FINALLY, have an amazing week of Summer Camp!
- You will depart camp by 10AM Friday.

### MEDICAL INFORMATION

- Every student and leader must fill out an Online Med Form.
- All medications must be in original containers and labeled with the owner's name.
- Fill out a health screening form for each camper before arriving at camp.
  - Please do not bring sick campers.
  - If a camper has a fever when they arrive on Monday, they will be sent home.
  - Leaders and parents will need to arrange transportation.

### HOUSING ASSIGNMENTS

- According to your contract, you have agreed to pay in full for each bed whether used or not.
- If you would like to add campers, email our registrar [makaila@pondo.org](mailto:makaila@pondo.org) with your request.
- Housing is assigned in order of reservation. Groups that do not fill a cabin completely will be housed with another group. Please be prepared to supply the office with a count of all campers & staff 1 week prior to your arrival. An email will be sent at that time to help you submit this information.

### PHONES:

- There are no telephones for camper use. If there is an emergency, we will contact parents immediately.
- Electronic devices other than cell phones are strongly discouraged! They often end up lost or stolen.
- Cellphones are allowed. Please use your discretion on how to handle cellphones.

### BUS SIZE RESTRICTIONS

- Please be aware that according to the California Department of Transportation, 45' tour buses are prohibited on mountain roads. Buses exceeding the 40' limit may be turned around by Highway Patrol and could be fined. For more info please visit the Caltrans website.