



CAMP PONDO

GROUP LEADER TO-DO LIST

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

NOW:

- RECRUIT** 1 male & 1 female counselor to supervise each group of 11 boys & 11 girls.
- TRANSPORTATION:** The arrival time for the weekend is between 4PM–7PM. Dinner will be provided. *ARRIVE AS EARLY AS POSSIBLE. TRAVEL IN THE DARK, DURING WINTER WEATHER CAN BE SLOW, and we cannot start our first session until everyone has arrived, eaten dinner and settled into cabins.*
- ADVERTISE:** Check out our customizable fliers at pondo.org
- NUMBER OF CAMPERS:** You have registered for a specific number of beds. Please log-on to your account on pondo.org to register for more spots.
- MEDICAL FORM:** Please provide the current Medical Release (*included in this packet*) to each camper. Changes have been made to the previous version.
- PARENT INFO PAGE:** It is included in this packet, please supply to your parents.

ABOUT A WEEK BEFORE CAMP:

- COLLECT FORMS:** A completed Medical Release Form for ALL campers (*adults and children*).
- LOOK FOR AN EMAIL:** An email will contain a link to your account on our website. Complete the online form by the deadline.
- PAYMENT:** Arrange for payment to be made by check or credit card on the website. We are happy to make adjustments by mail.
- FINALIZE TRAVEL PLANS:** Please arrive between 4PM and 7PM.

THE DAY OF CAMP:

- MED FORM:** A completed & signed Medical Release Form for ALL campers (*adults and children*)
- MEDICATIONS:** Collect all medications in their original containers.
- REGISTRATION ROSTER:** Completed the Roster (*1 for girls and 1 for boys*) included with this packet.
This is your final camper list (*adults and children*).
- MATCH:** Match your forms to the Roster. This will help the process to go much quicker.
- FEES:** Pay early online or bring a check.
- DEPART:** Remember to allow plenty of time for Friday afternoon traffic, bathroom breaks and weather conditions. Arrive early—there will be activities planned from 5PM until the meeting starts.

ON ARRIVAL:

- BRING TO REGISTRATION:** Bring all completed Medical Release forms, Rosters, medications and payment to the registration area.
- CABIN ASSIGNMENTS WILL BE GIVEN OUT:** After a quick check through your forms and meds, you will be given your cabin assignments. Send all campers to get settled in.
- DINNER IS SERVED FROM 5:30PM–7:30PM:** At that point the dining hall will close so that we can setup for the meeting.
- COUNSELOR MEETING:** Be prepared to attend a counselor meeting at 7:30PM.
- SESSION BEGINS AT 8:00PM:** Please be on time for the session.
- ACTIVITIES:** We have planned activities for your students up until the session begins at 8PM.



CAMP
PONDO

GROUP LEADER INFORMATION

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

ARRIVAL/REGISTRATION: Please arrive anytime between 4PM and 7PM to register on Friday evening. Bring all completed Camper Medical Forms with you to registration. Also, all medications must be turned in at that time. Medicine may not be stored in the cabin. A counselor meeting is at 7:30PM and the evening meeting is scheduled to begin at 8PM. Because of the basic information that we need to convey to each camper, we cannot start until every group has arrived.

FRIDAY NIGHT DINNER: Dinner will be available in the main hall between 5:30PM and 7:30PM. Please take advantage of this provision. If you make plans to come straight to camp, you will probably avoid most of the traffic on the hill. Also, when it is dark, travel becomes more complicated.

WEATHER: There is always a possibility for an unexpected storm to occur. Please prepare for the trip to the mountains by obtaining chains for every vehicle in your party (*even 4x4 vehicles*). If chain patrol is on duty, you will be required to show your chains before proceeding through Running Springs. ***If you do not have chains in your vehicle, you will not be permitted to continue on your journey.*** Also, to get the latest road conditions, call Cal-Trans at 1-800-427-7623.

ALERT: For those of you taking charter buses to camp, the CHP has begun to enforce an old law. ***Buses over 40' will not be allowed to continue up the mountain and will be issued a citation.*** Make sure that your bus company is aware of these regulations.

TRAFFIC: Because we are located in a tourist destination, we experience stop and go traffic each and every Friday evening. When the snow begins to fall traffic slows to a crawl. We would suggest that groups plan to leave right after school dismisses. It always takes longer to get here than you think. Some groups have arranged an early dismissal from school so that the groups can get to camp before traffic slows and before it gets dark. Again, take advantage of dinner here at camp and there will be activities planned to keep your students busy.

COUNSELOR REQUIREMENTS: You are required to supply your own counselors and each leader must provide us with a Medical & Liability Release (*enclosed*). We recommend 1 counselor for up to 10 or 11 students of each sex. A typical cabin sleeps 12 people. Counselors at a 1:10 ratio are free. You are welcome to bring additional adults if you feel that is necessary for your group but you will be charged full price for those extra adults. We depend on counselors to make the weekend an awesome and challenging time for your students. Each counselor's involvement is needed in order for that to happen. Two counselor meetings will be held during the weekend to address any questions or concerns, please attend each one.

ITEMS TO BRING: Campers will need to bring sleeping bag, pillow, towel, flashlight, warm casual clothing, a winter jacket, warm sturdy shoes (*snow boots if you have them*) and various toiletries. Also, sunblock, lip balm and sunglasses are very helpful when the sun reflects off the snow. Each student will also need a Bible & a pen. Place your name on all of your belongings. Some toiletries will be sold in the store if forgotten.

CONTACT INFORMATION: There are no telephones in the cabins. Please contact the group leader by cell phone. We receive the best cell service from Verizon & Sprint.



**CAMP
PONDO**

GROUP LEADER INFORMATION

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

CABIN ASSIGNMENTS: Cabin assignments are given in order of reservation not arrival. Please be prepared to supply the office with a count of all campers & staff one week prior to your arrival. An email will be sent at that time for you to complete online & submit. We arrange all housing assignments according to the numbers supplied on this form. Your final balance will be tabulated at that time.

MEDICAL INFORMATION: Please provide each of your students with a Medical & Liability Release form. *PLEASE COPY THIS FORM ON WHITE PAPER OR EMAIL THE FILE* directly to parents. Since medications cannot be left out in the cabins, they will be collected upon arrival and locked in our infirmary to be dispensed by our first aid staff. Have parents leave all prescriptions in the original container and mark names on over the counter meds. We keep a supply of all the basic health care needs (*Tylenol, Advil, Band aids, etc*). Encourage your students to leave those types of items at home.

MEALS: We serve the meals by church on a scheduled rotation. Look for a schedule to be posted in each cabin with meal times listed. We will count on you to get the students to the dining hall on time. Camp starts with dinner on Friday night and closes after a morning meeting on Sunday. Lunch is not provided on Sunday.

CAMP STORE: The store will be open multiple times through out the weekend. We have items and snacks for purchase that fit just about any budget. Just so your kids have an idea, snacks are anywhere from \$1 to \$3.00 and merchandise ranges from \$2.00-\$25.00.

NUMBER REGISTERED/DEPOSIT: You are responsible for full payment of all contracted beds, whether you use them or not. You should have already received you contract outlining all of those details. Please call with questions.

ADDITIONAL CAMPERS: If you find that you need additional spots, please go online and register the additional campers. Your contract will then be adjusted to reflect the new numbers. We will do everything possible to accommodate additional campers even at that last minute.

BILLING / BALANCE DUE: Your balance is due upon arrival. Please collect all the fees from the students before you arrive. Payment may be made by credit card online 1 week before you arrive or you may bring one check made payable to Ponderosa Pines. Adjustments can be made by mail.

AFTERNOON RECREATION AT CAMP: For those students who do not wish to go to the slopes, there will be a full afternoon of activities scheduled at camp. Please see the enclosed flyer for activities for the weekend.

DEPARTURE: Camp closes after the morning meeting on Sunday. Lunch will not be provided. Please make arrangements to depart at 11:30AM.

***PLEASE COMMUNICATE THE DETAILS TO YOUR STUDENTS
AND THEIR PARENTS BEFORE YOU ATTEND CAMP***