

# 2024 Indiana Kids Camp Blocking Policy & Procedure

The purpose of this policy is to establish guidelines for managing camp registrations for large groups to ensure a fair and organized process while accommodating the needs of both individual campers and group leaders.

## I. Definition of Block:

- For the purpose of this policy, a "block" is defined as a group of at least 25 students registering from one church.
- Multiple churches are not allowed to register under a "block"

## II. Priority Registration Period:

- Large groups may be eligible for a priority registration period, allowing them to submit their block registrations before the general registration opens. The duration of this period will be March 18th-25th.

## III. Group Leader Responsibilities:

- Leaders are responsible for coordinating and submitting the registrations for their respective groups.
- Blocks are for students only, not Staff. Staff must register separately.

## IV. Limited Block Spots:

- To ensure a diverse and inclusive camp experience, the number of available spots for blocking may be limited. Once this limit is reached, no additional block will be accepted.

## V. Individual Registration Opportunities:

- In the event that block spots are filled, individual participants from within the group may still register during the general registration period. However, they will be subject to the availability of individual slots.

## VI. Confirmation and Payment Deadline:

- Churches will be given a code setting up a block that students can utilize to register online without having to pay the pre-registration fee.
  - (1) Option 1: Collect registration from students / parents and enter online in manually
  - (2) Option 2: Communicate to students the code to use and where to go to register online.
- Registration must be entered online by **May 29th**.
- Any blocked spots that have not been filled by April 22nd will be dropped unless you chose to PAY IN FULL for all or a portion of the remaining spots. To pay in full call the NextGen Department at 317-872-9812 **before 3:30 PM May 29th**.

- Paid in full registrations must be completed online 2 weeks prior to camp attending. (Kids 1 - June 19th, Kids 2 - June 24th, Kids 3 - June 26th). If paid in full spots are not filled they will be divided evenly between boys and girls and placed last in housing.
- Completed registration forms must be brought to camp if online information has not been completed.
- Any unfilled spots will be dropped May 29th.
- The block registration fees are NOT refundable and are NOT transferable to the balance owed at camp.

#### VII. Management of block:

- **Setting up an Account:** Leader will be able to log in and manage block by clicking the link in the confirmation email and setting up an account. Setting up an account will allow the Leader to keep track of who is registered.
- **Registering Students in Block:** Leader must go to Camper Registration page, select your church, enter your Block Code, complete camper information.
- **Adding Extra Spots:** Call the NextGen Department to add extra spots to your block.
- **Waitlist for Blocks:** If Block slots are filled, a waitlist may be established. In case of cancellations or changes, slots will be offered to groups on the waitlist in the order of their registration.
- **YOU ARE RESPONSIBLE:** Please read this policy carefully making note of deadlines that affect the camp you plan to attend. Leaders will not be contacted to make arrangements. If your Block is not filled or Pay In Full arrangements have not been made by the deadline stated, your spots will be released.

#### VIII. Transparency and Communication:

- The NextGen Director will communicate the registration process, deadlines, and any updates to both block leaders and individual registrants through clear and timely channels such as email, the camp website, or official social media platforms.

#### IX. Compliance with Camp Policies:

- Blocks and individual participants must comply with all camp policies, including behavior guidelines and payment deadlines. Failure to do so may result in the cancellation of registration without refund.

#### X. Review and Adjustment:

- The NextGen Director reserves the right to review and adjust the blocking policy based on the camp's evolving needs

This policy aims to facilitate a smooth and fair registration process for big groups while maintaining the integrity and inclusivity of the camp experience. Your cooperation and adherence to these guidelines are crucial for the success of the camp registration process.