



2017 SB2Dub Citikidz Info Sheet

IMPORTANT INFORMATION

FULL-TILT DATES: June 16-23, June 25-July 2, July 4-11, July 13-20
SPRINT DATES: July 23-29, July 30-Aug 5, Aug 6-12, August 13-19
Business Address: 421 Weaver Mill Road, Rector, PA 15677
Camp Business Phone: (724) 238-2400
Camp Fax: (724) 238-4400
Camp Email: citikidz@sb2w.org
Camp Website: www.citikidz.org
Camp Blog: www.citikidz.blogspot.com

GENERAL INFORMATION

Summer's Best Two Weeks, a non-denominational Christian sports camp, has been in operation since 1966. The purpose of Citikidz is to impact and develop Christian leadership in urban communities by providing educational experiences through Christian sports camps to the end that participants would begin authentic relationship with Jesus Christ and revolutionize their communities. We do this through introducing campers to a wide variety of activities: marksmanship, high adventure initiatives, canoeing, swimming, fishing, mixed martial arts, etc. Campers have the opportunity to advance their skills in individual sports. Each day, campers meet for Bible study and receive an opportunity to put life lessons into practice on the competition field.

LOCATION

Laurel Mountain Christian Camp is the summer home of SB2Dub Citikidz, located in the beautiful Ligonier Valley and surrounded by the Laurel Highlands just off the Donegal Exit (Exit 91) of the Turnpike.

COST

Citikidz is designed to provide an affordable encounter with Christ for campers from **8-18** years old. The cost for each camper is **\$120**, (\$140 if paying by credit card) which covers a portion of the actual cost for a camper to attend. SB2Dub raises the remaining balance of tuition costs through the generous support of donors throughout the country. For additional financial information, please be sure to review the Payment Contract and Policy Review forms.

COUNSELOR/STAFF

We carefully select and recruit staff from a pool of applicants at major universities and smaller private and/or Christian colleges. Two intensively trained SB2Dub collegiate staff will live with every ten youth in a cabin. Counselors build personal relationships with their campers through a variety of shared experiences; coaching competitions, spending "one-on-one" time, mealtimes, cabin devotionals, and group sessions following evening programs.

REGISTRATION INFORMATION

Registration is on a first come, first served basis. There are four items required for SB2Dub Citikidz enrollment: **a. group registration form b. payment contract form c. policy review form d. appropriate deposit.** WE WILL NOT REGISTER A GROUP WITHOUT THESE FOUR ITEMS!

It is not necessary at the time you register your group to know exactly which campers you will bring. We suggest that you "guesstimate" how many boys and girls you anticipate bringing and register based on those numbers. Groups have until **March 1st at 5 pm** to drop their numbers without penalty. If you drop your numbers or cancel your group after this date and time there will be financial penalty. (See **Cancellations/Withdrawals**)

If at any time you wish to add campers/Kaleos to your group you will need to send a written request accompanied by the appropriate deposit. You may add campers at any time up until your session begins, however we cannot guarantee availability.

If you request spaces and camp is full, then your camper will be placed on our waiting list. After your registration has been received and processed, we will send an acceptance or waiting list letter and additional information that will help in scheduling your trip to SB2Dub.

The maximum number of campers per group is **40**, accompanied by 1 kaleo per 10 campers (unless other arrangements are specified with the director). **WE REQUEST MULTIPLE MINISTRIES** register as **SEPARATE** groups! All ministries must register separately, regardless of size! You are welcome to travel with other groups to SB2Dub, but **PLEASE REGISTER EACH GROUP INDIVIDUALLY TO AVOID CONFUSION ON ALL SIDES.**

*****NOTE*****

Returning groups from the immediately prior year who dropped more than 5 campers may only register for the number of campers that attended in that previous year, unless paying half of the full tuition balance up front.

CANCELLATIONS/WITHDRAWALS

ALL cancellations (whether for one camper or an entire group) MUST be written. A handwritten letter, fax, or an email notification is acceptable. No telephone cancellations will be accepted. This applies to waiting list spaces as well. We will not observe an item's postmark date. It must be in our office by the date required or it will be considered late and charges will apply.

Cancellations made by **March 1, 2017 at 5 pm**: the registration deposit for all camper spaces will be automatically transferred to another camper or refunded, but **NOT after March 1st**. Deposits eligible for a refund may take up to 30 days to process.

Cancellations made between **March 2, 2017 and April 14, 2017 at 5 pm**: The deposit for all camper spaces cancelled during this time period **WILL BE FORFEITED**. The remainder of the tuition will be transferred to another camper or refunded. (If applicable)

Cancellations made after **April 14, 2017 at 5 pm**: There will be NO refunds for cancellations after this date and time! If you cancel campers after **April 14th at 5 pm**, the full camper tuition will be put into our scholarship fund with NO exceptions! The Director reserves the right to dismiss any camper whose influence and conduct becomes in any way detrimental to the best interest of the other participants of the camp. No refund will be made for absences, dismissals, or withdrawals before the end of the session except in cases of withdrawal during camp on camp doctor's orders, in which case remaining tuition may be refunded, if it is not due to a pre-existing illness or injury.

CONTACTING CAMPERS & KALEOS AT CAMP

The phone number is (724) 238-2400. Please make sure parents are aware that our phone number is for emergency ONLY and campers do not have telephone privileges at camp, but please feel free to write campers at:

Name & Locker #
c/o SB2Dub Citikidz
421 Weaver Mill Road
Rector, PA 15677

USE OF PHONE

We are fully aware of our great responsibility to care for each child. In case of emergency, physical or otherwise, parents will be notified immediately. Consequently, we do not allow incoming or outgoing phone calls, including birthdays or other special occasions. (We will make exceptions to this only in absolute emergency.) Parents are welcomed and encouraged to write campers during his/her camp stay. All mail will be distributed at camp or returned after the camper has returned home. PLEASE be sure all parents are aware of this. Kaleos may get permission to use the phone by checking with the director.



2017 GROUP REGISTRATION FORM



Registrations will not be accepted without all of these items: Group Registration Form, Payment Contract, Policy Review Form, and the appropriate deposit. Camp is registered on a first come, first served basis! Total Group size is limited to **40 campers** (unless other arrangements are specified with the director). Campers must be at least 8 years old in order to come to camp, but not older than 18.

Group Name: _____

Group Leader Information

Financial Contact Information Check here if same

Name: _____
Address: _____
City/State/Zip: _____ / _____ / _____
Phone#(w): _____ Phone#(c): _____
Phone#(h): _____ Fax#: _____
Email: _____

Name: _____
Address: _____
City/State/Zip: _____ / _____ / _____
Phone#(w): _____ Phone#(c): _____
Fax#: _____
Email: _____

Check any Box by desired 2017 Session: If you are checking more than one option, please number them in order of preference.

FULL-TILT SESSION DATES	<input type="checkbox"/> FIRST SESSION June 16 - June 23	<input type="checkbox"/> THIRD SESSION July 4 - July 11	SPRINT SESSION DATES	<input type="checkbox"/> FIFTH SESSION July 23 - July 29	<input type="checkbox"/> SEVENTH SESSION Aug 6 - Aug 12
	<input type="checkbox"/> SECOND SESSION June 25 - July 2	<input type="checkbox"/> FOURTH SESSION July 13 - July 20		<input type="checkbox"/> SIXTH SESSION July 30 - Aug 5	<input type="checkbox"/> EIGHTH SESSION Aug 13 - Aug 19

Go Paperless: Y N

Paperless correspondence means that you will receive ALL information by e-mail ONLY. It's faster. It's easier. It saves paper. Please make sure we have a valid e-mail address.

Receive Hard Copies: Y N

Please make sure we have a VALID address. Please allow 3 to 5 business days for any correspondence to reach you.

TUITION: Camper tuition for a session at Citikidz is **\$120 (\$140 if paying by credit card)**. The tuition balance is due **April 15**. Kaleo tuition for a session is **\$75 (\$95 if paying by credit card)** for the required kaleo within the 1 per 10 ratio, and **\$100 (\$120 if paying by credit card)** for any additional kaleo. After March 2 the deposit is non-refundable. **Full tuition is non-refundable after April 14 and due on April 15.** Please make checks payable to SB2DUB CITIKIDZ.

DEPOSIT: \$50 per person

AGE GROUP	8 - 10	11 - 14	15 - 18		
MALE CAMPERS	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total Males	<input type="text"/>
FEMALE CAMPERS	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total Females	<input type="text"/>
					Total # of Campers
					<input type="text"/>

KALEO INFORMATION (Remember, you will need 1 kaleo per 10 campers.)

REQUIRED KALEOS	Male Kaleos	<input type="text"/>	Female Kaleos	<input type="text"/>	Total Req Kaleos	<input type="text"/>	Total # of Kaleos
ADDITIONAL KALEOS	Male Kaleos	<input type="text"/>	Female Kaleos	<input type="text"/>	Total Addt'l Kaleos	<input type="text"/>	
							<input type="text"/>

Deposit Calculation

Total # of Campers X \$50.00 = Total Camper Deposit

Total # of Kaleos X \$50.00 = Total Kaleo Deposit

Total # of Participants X \$50.00 = Total Deposit Due

Deposit Refund Policy

\$50 Deposit per person Registration
\$50 refundable **before MARCH 1ST**
\$Tuition Paid over \$50.00 refundable **before APRIL 14TH**
\$0 after April 14th and **full tuition is due on APRIL 15TH**

How did you hear about Citikidz?

- Former Staff Former Camper Former Kaleo
 Internet Movie Trail Friend
 Other _____

Financial Information

TOTAL AMOUNT ENCLOSED **Check #**
\$ _____

Date Received: _____ Initials _____ **OFFICE USE ONLY** Status: _____ ID:



PAYMENT CONTRACT FORM

One of the greatest responsibilities in the Christian walk is being responsible with the money God entrusts. SB2Dub is a non-profit ministry, and we fully understand the necessity of good stewardship of resources.

Our number one goal is to know God and in doing so present Jesus Christ in every day life. However, we cannot function and keep growing if account balances are left unpaid and if deadlines and policies are not observed and followed. Therefore, we ask all group leaders who enroll to sign a contract showing agreement with the following policies. Please read the contract carefully, sign, and return it with your group registration form, policy review form, and appropriate deposit. Your registration **WILL NOT** be processed without a signed payment contract. **There will be NO EXCEPTIONS for any group for financial/registration policies as ALL groups are treated equally.**

REGISTRATION POLICY

All groups returning from the previous year have priority concerning enrollment from the time of camp departure through October 15, 2016 at 5 p.m. (unless otherwise noted by the director). To secure spots please complete and return your "Group Registration Form," "Payment Contract", and "Policy Review Form" with the appropriate deposit to **SB2Dub Citikidz, 421 Weaver Mill Road, Rector, PA 15677**. New groups are allowed to register prior to **October 15**, but will not be formally enrolled until **October 15**. Please remember we register groups on a first-come, first-served basis.

CANCELLATION POLICY

If cancellation is made by written notice by **March 1, 2017 at 5 pm**, the registration deposit will be automatically transferred to another camper within your group or refunded, but **NOT after March 15th**. If cancellation is made in writing between **March 2nd and April 14th, 2017 by 5 pm**, the deposit will be forfeited, but the remainder of the tuition will be transferred to another camper within your group or refunded. **AFTER APRIL 14TH, THERE WILL BE NO REFUNDS FOR CANCELLATIONS!** If you cancel campers after **April 14th at 5 pm**, the full camper tuition will be put into our scholarship fund **WITH NO EXCEPTIONS!**

PAYMENT POLICY

All campers and Kaleos must be **paid in full by April 15, 2017 at 5 pm**. After **April 15th, ALL UNPAID CAMPER SPOTS WILL BE CANCELLED FROM THE GROUP REGISTRATION.**

If your group brings campers who are on the waiting list or are not paid/registered, campers will be sent home at the group leader's expense. If it happens a second time, campers will again be sent home at the group leader's expense, and the group leader will not be able to coordinate a group, or come to camp as a Kaleo the following summer.

PROBATION

There will be probation given if you do not follow certain policies. Our policies are made to make sure all aspects of the camp run smoothly, which makes for a better camping experience for all who attend. Thank you for adhering to all policies.

I agree to abide by the policies stated above and have read and agree to abide by all camp policies. I understand that if I do not follow all SB2Dub policies and meet all required deadlines that I will incur the penalties outlined in the registration packet. I understand that all policy decisions are at the discretion of Summer's Best Two Weeks Citikidz.

Group Leader's Signature: _____ DATE: _____

Financial Contact's Signature: _____ DATE: _____

Group Name: _____



POLICY REVIEW FORM

Please read this form very carefully, initial to the left of the policy in the space provided, and sign it. This form must be sent back with the Group Registration form, Payment Contract, and appropriate deposit. You will not be registered until we receive all signed forms. **Please be sure to put your initial in front of each line AFTER reading the policy.**

_____ We will not observe an item's postmark. It must be in our office by 5 pm on the due date or it will be considered late.

_____ To avoid financial penalty, all cancellations must be made **in writing** and in our office **by March 1st at 5 pm**. From March 2nd to April 14th at 5 pm, you will lose your \$50.00 deposit for each camper/kaleo you cancel. After April 14th at 5 PM, there will be no refunds of tuition for any campers cancelled.

_____ If there are accounts without full payments after April 15th at 5 pm, the registration team will reduce your number of campers to the number of campers that are paid in full.

_____ All information must be in our office **by May 1, 2017 at 5 pm**. If we do not receive either your applications or written notice of withdrawals/cancellations by 5 pm on that day you will be charged a late fee. The late fee will be \$10.00 for every camper and Kaleo that you have paid in full; plus, every day thereafter your applications are late there will be a \$5.00 fine for each application we do not have in our office. The applications will be considered late until the day they reach our office or you notify us in writing of withdrawals/cancels. The day they are postmarked will not reduce your late fee. They must be in our office to stop the accumulation of fees. There is a calendar included in your Group Leader Handbook with all of the due dates of information noted.

_____ Our policy is at least 1 Kaleo MUST attend per 10 campers. You can request more than the allotted amount, but they will automatically be put on a waiting list due to cabin space. The cost for required Kaleos who fit in the 1 per 10 ratio is \$75.00 (\$95 if paying by credit card) and additional Kaleos are \$100.00 (\$120 if paying by credit card).

_____ *Returning groups from the immediately prior year who dropped more than 5 campers may only register for the number of campers that attended in the previous year, unless paying half of the full tuition balance up front. Same goes for number of kaleos.

_____ Arriving on time is imperative to the working of camp. If your group arrives late, everyone will suffer for it. Everyone needs to be there on time so all campers can be greeted and scheduled for the events in which they will participate. On opening day of camp you are to arrive between 1pm and 4:30 pm. Groups arriving before 1 p.m. will be required to wait in their vehicles at the front gate. If you have not arrived by 4:30 pm, you will be charged a late fee of \$100.00. If you do not arrive by 5:30 pm, you will be charged a late fee of \$200.00 total. If you do not arrive by 8 pm, you will be charged a late fee of \$500.00 total. If you have not arrived by 10:30 pm, you will not be able to attend SB2Dub and no tuition costs will be refunded. All questions or concerns will need to be addressed with the Director of camp.

_____ Probation periods will be instated for anyone who does not follow certain areas of policy. A full explanation of probation is included in the Group Leader Handbook.

Please fill out the lines below and send this back with your Group Registration form, Payment Contract, and appropriate deposit. We cannot process your registration without these forms.

Group Name: _____

Group Leader's Signature: _____

Date: _____

Please make a copy of this form before you send it to us, so you can have a quick reference for all of your policy questions.