



Date

Dear Name,

This letter is to confirm that Church Name will be a Traveling Day Camp site in the summer of year. We are excited about this partnership between your church and Camp Lake Stephens!

Please check the information in this letter of agreement which covers the core details of the day camp week as well as the responsibilities of Camp Lake Stephens and the host church. Please make copies of this agreement and keep one for your files. Please sign and return the other to our office. If any information is incorrect, please correct it on the letter of agreement or call Chap Fenwick at 662-234-3350.

Promotional Details:

Please carefully proof the details below for use in promotional materials.

Site Name	Dates	Grades	Times	Site Address
<i>Ex: Moses Chapel UMC</i>	<i>Ex: July 11-15</i>	<i>Ex: Finishing K-4</i>	<i>Ex: 8:30 - 4:30</i>	<i>Ex: 11900 Hwy 4 East Ripley, MS 38663</i>

Coordinator Name	Coordinator Email	Coordinator Phone	Day Trip?

Registration & Payment:

Traveling Day Camp payments are made via paper registration. Camp Lake Stephens will provide registration forms to the host church. The host church will commit to collecting paper registration forms, paper health and release forms, and cash or check payment (made payable to the host church). Once collected, the church must then send registration, health forms, and payments to Camp Lake Stephens.

Fee Options:

# of campers	15 - 20	21 - 32	32+
Cost	\$100 per person	\$2000 per church	\$2000 + \$50 per person over 32 campers

Agreement Details Chart:

Each Traveling Day Camp site requires a considerable amount of coordination both before and during the day camp week. To ensure clarity of responsibility, the chart below serves to define which items belong to Camp Lake Stephens and which belong to the host church.

CLS provides:	Flexible depending on scenario:	Church provides:
Day camp staff (based on 32 campers max) <ul style="list-style-type: none"> • 1 coordinator • 4 counselors 	Lodging for Day Camp staff (either on site at the church OR host homes)	Recruitment of at least 15 paying campers
Promotional Materials (flyers, social media graphics, etc)	Showers for Day Camp staff (either on site at the church OR host homes)	A local coordinator to be on site daily (name of coordinator)
Program equipment and supplies	Kitchen for cold food storage and for cooking dinners (either at the church OR host homes)	Sheltered space for inclement weather
Morning snack for campers and staf		Lunch daily for campers and staff

Camper Minimum Agreement:

In order for the Traveling Day Camp program to run successfully and sustainably, there needs to be *at least* 15 registered campers.

- **Church Name** commits to do all in its power to recruit at least 15 registered campers.

Church Commitment:

I, _____, have read and understand the contributions required both of the host church and of Camp Lake Stephens as outlined in this letter of agreement and agree to act in accordance with them.

Church Coordinator

Date

Program Director, CLS

Date

Church Senior Pastor

Date