

Registration Packet Instructions

REQUIRED ORIGINAL DOCUMENTS: These two forms can be filled out online. However, they must be PRINTED, SIGNED and MAILED to FLS Camp. These forms are required of EVERY person attending camp. Originals forms MUST BE SENT. Copies are not permitted.

1. Church Recommendation Form (Required for EVERY PERSON age 18 and over)
2. Registration/Medical Release Form (Required for EVERY person attending camp)
3. Housing List: Please list all males/females attending camp including sponsors. It is important that this list be accurate to ensure bed space, t-shirt and name tag for each person. *Make a copy for yourself so you'll have it when you hand out the t-shirts upon arrival to camp.
4. T-Shirt Form: To ensure the correct quantity and size of the camp shirt is ordered for your group, please indicate the desired quantity of each size.

FORMS REQUIRED BY THE STATE OF TEXAS: These documents are required for every person age 18 and over attending camp (even if one of the 18-year-old is considered one of the students, the state requires the following). We are required to have an actual copy of the background and sex offender check, not a letter stating it has been done.

5. Criminal Background Check: A criminal background check is required by the State of Texas. This report must be current and completed within the last 365 days of the last day of the session of camp. A criminal background check may be performed online at www.records.txdps.state.tx.us for a nominal charge. It is important that you register as an organization that provides Volunteer Children's Activities to get this for a nominal fee. It is the sponsoring churches responsibility to perform these checks and submit proof of proper documentation. Sex
6. Offender Check: A sex offender check is required by the State of Texas. This report must be current and completed with the last 365 days of the last day of your session of camp. A sex offender background check may be performed online at www.records.txdps.state.tx.us for no charge. It is the sponsoring churches responsibility to perform these checks and submit proof of proper documentation. These checks must be sent to FLS Camp 30 days prior to the session attending.
7. Child Protection Training Certificates: You may download the training materials and test from our website or obtain the DVD by request and \$10 prepayment from FLS Camp. Plan a time to show the video to all adult sponsors. After the video, give out the test and then grade them. Contact our office for the answer key and blank certificate. If the adult satisfactorily completes the test, give them a copy of certificate of completion. Make two copies of the Child Protection Certificate. Turn in the original to FLS Camp, keep one for the church and one for next year (the course is good for two years but it is NOT FLS Camp's responsibility to keep the next year's certificate).
8. Substitution, addition and cancellation form: If necessary, this form is to be used for cancellations, thus releasing of spots back to FLS Camp. If you are not using all spaces secured by your deposit, please complete the written notification at the bottom of the page so that your church will not be held financially responsible for the balance of unused reservations. It is important for any substitutions and additions to be turned in to FLS Camp prior to camp to ensure enough bed space is available and adjust any camp name tags needed.
9. Final Payment: To date, you should have sent your church registration form and \$50 per camper deposit. Camp fees are due upon arrival to the camp for the session you are attending.