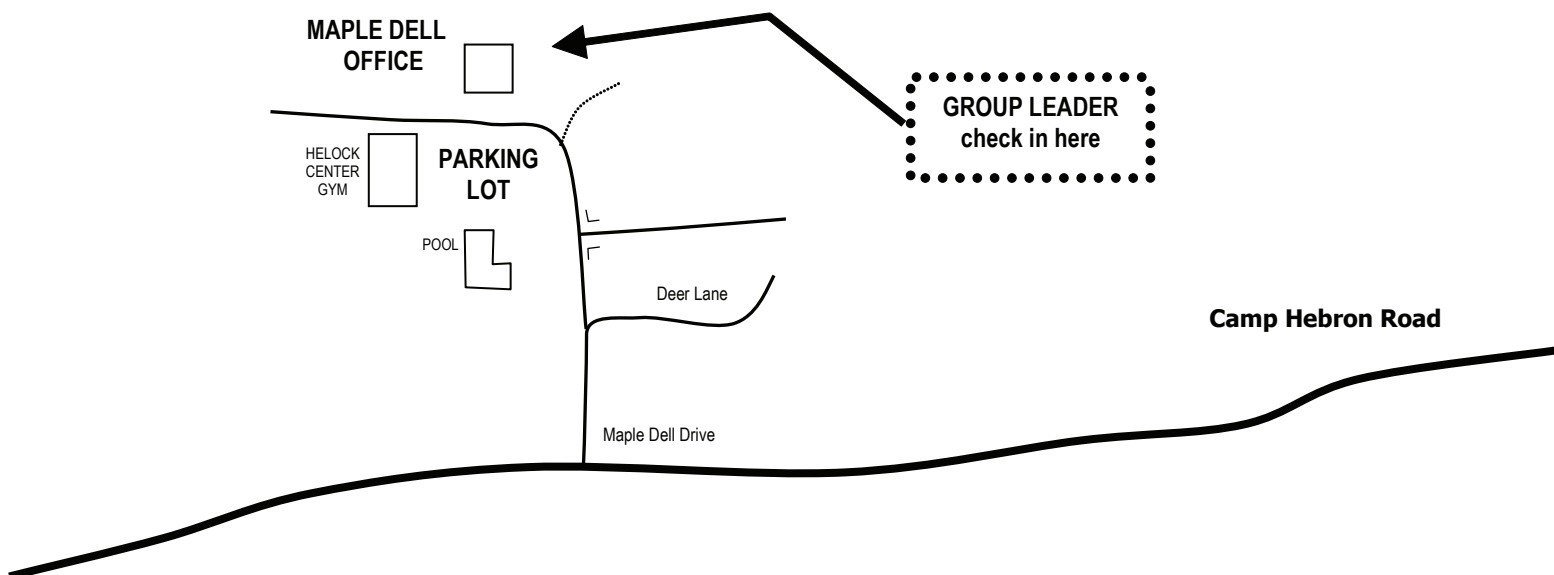


GUIDELINES/RESPONSIBILITIES FOR GROUP LEADERS

- Please convey to your group all pertinent information including the facility that you've reserved, any activities they may take part in, etc. (Below is a map of camp that may be copied and given to your participants.)
- If you made advanced arrangements for special diet needs for anyone in your group, be sure to notify them to go directly to the kitchen to see the Head Cook prior to their first meal.
- You are responsible to do the room assignments for each of your guests (using the Guest Group Roster), as well as the individual registration for your guests as they arrive on camp.
- Instruct your group where they are to report when they first arrive so that you can give them their lodging assignments, as well as any paperwork or info that you have for them. Individuals should report directly to your designated check-in place (generally the building you are staying in), not the office.
- You need to check-in at the office upon arrival (see map below) to pick up the retreat information, as well as any keys that may be needed. In your absence, you may appoint someone to take over that role of check in for you – please call and let the Reservationist who that person will be.
- Horseback Trail Rides (ages 8+), Hand-led Rides (ages 5-7 are offered on a regular basis on Saturday afternoons. The times for trail rides are 1:15, 2:00, 2:45, 3:30 and 4:15 p.m. Hand-led rides are at 1:00 p.m. The sign ups for horse activities occurs Saturday morning 9:00–11:00 a.m. in the office on a first-come, first-served basis. Please convey this to your guests in their information, as signups end at 11:00 a.m. Contact our Horsemanship Director, Dean Berger, in advance if you would like to try to schedule other times for horse activities than are normally available. Long pants and covered shoes are required for those going on trail rides.



☺**Thank you for serving your group by doing all the planning!**
May God bless you richly for the many ways that you've poured
into the lives of others through this planning process!



SUGGESTED PACKING LIST - Be sure give this list to your guests in your correspondence.

- Alarm Clock for cabins and cottages
- Linens (sheets, towels, blankets, pillow, or a sleeping bag). In our motel-style facilities (Sylvan View & Hillside Villa) all linens are provided.
- Flashlight
- Toiletries
- Appropriate clothing (if you plan on horseback riding, pack long pants and covered shoes)
- Swimming suit (seasonal)
- Hiking shoes if you plan on hiking
- Sneakers if you'd like to play in the gymnasium
- Winter gear if the tubing slope is open (seasonal)