

STEPS TO ORGANIZING A BEYOND MALIBU TRIP

YOUNG LIFE BEYOND MALIBU

We hope the following document along with other material available online will help you to successfully plan and implement your trip successfully. This document is structured to give you a suggested timeline for planning your trip and also direct you to other documents (noted by ALL CAPITAL LETTERS) that will be helpful as you address each particular step. Please call or e-mail regarding any questions you may have: (206) 525-0791, beyondmalibu@beyondmalibu.younglife.org or write us at P.O. Box 15662, Seattle, WA 98115

SEPTEMBER

Initial Planning and Preparation

- Visit the Beyond Malibu website <http://beyondmalibu.younglife.org> to download all needed documents.
- Dream up your ideal Beyond trip. Include your whole leadership team in prayerful planning. Read A STRATEGY FOR PROMOTING A BEYOND TRIP to assist you with this process.
- Stir up interest with a slide show, video, or DVD (your own or Beyond's), brochures, individual contacts, Beyond special speakers or a special night. Consider including the Beyond trip in a club talk. Contact the Beyond office for brochures, ideas, speakers and other materials.

Reservations

- Review the RESERVATION POLICY AND PROCEDURES
- After November 15th Young Life staff members are welcome to visit the Young Life Camp Reservation System online at <http://campres.younglife.org> to check out available camp dates and booking availability and/or see ADVENTURE CAMP DATES.
- Contact the Young Life Beyond Malibu office about trip dates and making reservations on the booking calendar before November 1st. E-mail us at: beyondmalibu@beyondmalibu.younglife.org, or call at: 206-525-0791.

OCTOBER through March

Sign-ups, Planning, Slide Shows

- Establish the price you will charge participants. Refer to the TRIP COST CALCULATION WORKSHEET. Use the TRANSPORTATION INFORMATION/COST and ACCOMMODATIONS sheets to help you figure the total trip cost. Remember to allow for extra leaders, T-shirts, food, etc.
- Register individuals for the trip. BEGIN GETTING DEPOSITS FROM INDIVIDUALS AS SOON AS POSSIBLE.
- Use YOUNG LIFE BEYOND MALIBU REGISTRATION FORMS (on the back of the Beyond Malibu Flyer that we can send to you) to create interest and keep track of who has signed up. By filling out the blank section with your trips dates, cost and area contact information you can provide the participant with a registration form and trip information.

- Give interested individuals a registration form. Keep these materials on hand and readily available.

NOVEMBER

- After November 15th have all documents under the *Information to Hand Out to Participants* heading on our web page downloaded. Note that these are all the materials that you will need to give to your participants to have completed when you arrive for your trip.
- On November 15th a RESERVATION CONFIRMATION FORM will be sent from the Beyond Malibu office directly to you or your area offices confirming your trip dates.

DECEMBER

- **YOUNG LIFE GROUPS: December 1st is the last day to return your Reservation Confirmation (R1) to the Beyond Malibu office confirming your trip dates.**
- To all of the individuals who are signed up with a deposit, send a Parent information letter, a HEALTH, CONSENT AND RELEASE FORM, a CONSENT FOR MEDICAL TREATMENT IN CANADA FORM, and a CLOTHING AND EQUIPMENT LIST. **Make it clear that all of the equipment is important and that by starting to borrow or buy early, they can save money. Let them know that they cannot come without a physician's approval.** Also, inform them of your deadlines for having the balance of the camp fee paid.

JANUARY

Travel and Accommodation Details

- Book or reserve your transportation. It is important to secure transportation as early as possible, especially if you are planning on renting a van. **Vans are in high demand during the summer season, so reserving early is important.**
- Secure necessary accommodations. We recommend that you arrange to spend the night in Vancouver or near Egmont prior to arriving at Beyond to insure maximum sleep time. If you do not catch the Horseshoe Bay ferry the day before your trip, you will need to catch the 7:20 a.m. ferry the morning of your trip (arrive at the ferry dock by 6:20 a.m.) You are responsible for your own transportation to/from Egmont. You may also wish to plan some sightseeing while you're in the area. Refer to TRANSPORTATION INFORMATION/COSTS, ACCOMMODATIONS and TRAVEL TIMES/DIRECTIONS to assist you in this planning.

APRIL

Confirmation Information

April 1st: Reservation Confirmation Due!

- **Deposits of \$200/trip** are due on or before these R2 dates. Reservations include both **Campers AND Leaders**. You are making a financial commitment at this point and are guaranteeing to bring at least 90% of the full trip reservation (9 people). If reservations are not met anytime hereafter, the accountability charge will be the 1/3 of the camp fee for the spot(s) not filled.
- Plan group fundraisers. (See A STRATEGY FOR PROMOTING A BEYOND TRIP.)

MAY through trip dates

Training and Preparation

- Meet with your group. Center on getting ready **physically, emotionally, relationally, and spiritually**. Provide opportunity for your group to think about goal setting, trust building, expressing fears, and to have time for prayer. *Lack of contact with the group prior to the trip date has often resulted in changed plans, cancellations, etc. **Keep in touch with each other.***
- Schedule some training activities to build physical endurance, teamwork and enthusiasm.
- Go over the CLOTHING & EQUIPMENT LIST. Emphasize borrowing equipment, looking at thrift stores for clothing, and renting boots from REI or an outdoor supplier. NOTE for Hiking Trips: If you plan to rent boots from REI or some other outdoor outfitter, ask for leather hiking boots – these are sufficient for what you will need throughout your Beyond trip.
- Remind participants about final payments, medical forms, parental consent signatures and insurance information.
- Read TRIP LEADERSHIP AND CONTENT for trip leaders (if you haven't already) and complete the TRIP QUESTIONNAIRE.

JUNE 1ST: TRIP QUESTIONNAIRE Due!

- Include as much specific information about your trip as possible, as well as any requests, special needs, etc. You will still have an opportunity for last-minute changes at your 10-day call-in.
- Work on any Bible studies, devotional times, games, etc. you want for your trip.
- Confirm all travel arrangements.

TWO WEEKS prior to trip dates

Last-Minute Preparations

- Send out a final trip information communication letter to your participants and their parents. Include all the necessary information for each participant and parent (meeting places and times, completed forms required, etc.). Be sure to read the FINAL TRIP PREPARATION INFORMATION sheet!
- **Meet to go over all equipment. Inadequate gear can make a trip unnecessarily uncomfortable. Boots are especially important. *Many participants don't take this list as seriously as they should!*** You can help by being conscientious about preparations (thereby also serving each participant in a meaningful way). Short hikes around town, etc. help to make sure gear fits properly.
- The **MEDICAL, CONSENT AND RELEASE FORM must be completed for everyone on or accompanying the trip. *Arrival at Beyond Malibu without a completed medical form (signed by a physician), signature of parent or guardian (if under 18), and insurance information will result in the individual being unable to accompany his/her group in the mountains or on the sea kayaking trip.*** This applies to everyone! The Malibu doctor will NOT be available for physicals. This requirement of a medical form is a state/provincial requirement.

- The CONSENT FOR MEDICAL TREATMENT IN CANADA form must be completed for everyone on or accompanying the trip as well. It must be signed by the participant *and* a parent/guardian for participants under 18.
- Call the Seattle office at (206) 525-0791 **NO LATER THAN 10 DAYS BEFORE YOUR TRIP** to verify the number of students, leaders, males, females and the other particulars of your group/trip. *This call is CRUCIAL for transportation, food, equipment, etc. to be ready for your trip. Failure to make this call will result in a potential lack of needed food, equipment and/or transportation from Egmont for your group.*
- **24 hours prior to the camp week start**, please e-mail a copy of the Beyond Malibu AA FORM available online. Or Fax it to 604-883-2082.

THE DAY YOU LEAVE FOR EGMONT

Border Crossing

- Leaders should have a list with the names and ages of the ALL students and leaders in their group.
- Have proof of Citizenship for all of your group members with you to cross the border.
 - Proof of U.S. citizenship: (1) a passport OR (2) photo ID (i.e: drivers' license or school ID) and a readable copy of birth certificate.
 - Citizens of other countries will need a passport or possibly a visa from the Canadian Consul. (Contact your nearest Canadian Consulate for information before you leave.)
 - If you are flying from the US into Canada, each passenger is required to carry a passport.
- When you cross the border, you will be asked by the border patrol officers, "what is your purpose in Canada?" Let them know you (whether you are going as the trip leader or a high school/college student) are going to be a "GUEST" at the Beyond Malibu camp (connected with Young Life's Malibu Club camp). We don't want to give the impression that you will be employed by Beyond Malibu in Canada.

Final Payment and Registration

Be sure to bring the following items with you to camp. Keep these items available so you can give them to the office person when you arrive at base camp.

A completed AA FORM. This includes a numerical recap of **everyone** on the trip (leaders and participants). For final payment: Make preparations for an internal transfer from your area's campership account OR bring a **blank** check to be used to cover the difference between camp fees and the previously submitted registration deposit.

Bring your entire groups' **completed** MEDICAL CONSENT AND RELEASE FORM with the proper signatures.

Bring a CONSENT FOR MEDICAL TREATMENT IN CANADA form for each member of your group **with the proper signatures.**

YOUR BEYOND MALIBU TRIP

Hiking Trips

- You will begin your Beyond trip with a 3-4 hour boat ride during which you and the participants will fill out a questionnaire. **Bring lunch for the boat ride.** Be prepared to turn in your AA and Medical forms to the Beyond office person upon your arrival. The Beyond office person will advise you of the balance due on your trip payment at the end of the week.

- Expect an afternoon/evening in base camp which will include initiative group activities, equipment review, dinner, packing, group sharing time, and time with your guides to plan the week. You will start on the trail on Sunday morning, getting back into base camp Friday afternoon for an all-camp get-together (singing/sharing time) and closure time with your group. Plan to catch the 8:20 p.m. ferry home.

Sea Kayaking Trips

- You will begin your trip on arrival at Malibu landing at 10:00 a.m. Please be prepared to turn in your AA and Medical forms immediately upon arrival. A Beyond staff person will advise you of your registration balance at the end of the week.
- Expect to spend the first day and a half in Egmont. You will spend this time doing initiative group activities, equipment review, meals, learning basic kayaking skills, group sharing time and time with your guides to plan the week. The afternoon of the second day you will paddle to your first campsite. On the last night in the field the group will have a closure time, then paddle back to Egmont the following morning. You will arrive in the early afternoon in time to clean equipment, pack up, and have a time of closing before you leave. Plan to catch the 6:30 p.m. ferry home.

Follow up:

- Be thinking and praying during the week about how you will follow-up on this trip (e.g. Will you talk with individuals on the boat, driving back, when you return home etc.? Will you begin a Bible study group and/or meet one-on-one? Are there special needs you didn't know about before? Are there individuals who you would like to experience Beyond who were not on this trip that you want to encourage for next year?).