

CAMP RESERVATION RULES¹

WITH SPECIFIC NOTES FOR BEYOND MALIBU

YOUNG LIFE BEYOND MALIBU

OVERVIEW

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RESERVATION POLICY AND PROCEDURE

All summer outreach camp spots are allocated by the Senior Field Vice Presidents and Regional Directors based on prior statistics and current requests to arrive at area allocations, by property, by week. This is to be completed by **November 1**.

By **November 15**, your area will be sent a reservation confirmation from the property office indicating spots available to your area. This number is a reservation for both campers and leaders.² To confirm this allocation, sign and return it by fax or email to the property office immediately and no later than **December 1**. On **December 2** other areas can ask for any spots not confirmed on **December 1**.

WAIT LIST REQUESTS

In the initial allocation when Regional Directors have requests greater than the available spots, they may submit a list of requests for waiting list spots to the property. Any area director may also call a property office directly and request to be put on the wait list for spots.

For the **December 1** confirmation, if your area desires additional spots, you should confirm the request made by the Regional Director by completing the appropriate section on the form. If extra space is not available, the request will remain on the waiting list until space becomes available or the area cancels the request.

There is attrition built into the reservation system. Thus if an area returns any spots to the property, any time during the process, it is not to be assumed that those returned quota spots are “open” for other areas to use. Deposits are no longer required for wait listed spots.

¹ These are from the Young Life Camp Reservation System Website:
http://apps.younglife.org/CampResDotNet/App_Pages/Index.aspx.

² At Beyond Malibu, areas confirm a number of full trip spots. A full trip is considered 9 people, including leaders. However, trips can be a minimum of 8 and maximum of 12 people.

WEB POSTING

Using the CampRes site you can see which weeks have been reserved by certain areas. You'll also see who's looking for additional spots and, after the deposit date, who wants to release spots. After finding the information you want on the web, you are free to call other areas and negotiate exchanges of spots. You must then call the property office directly and tell them of changes you've worked out. The property will require a written notification of desired changes from both parties. This notification can be [sent via email](#).

Transfers of reservations must occur through the property office and be confirmed in writing with all areas involved.

DEPOSITS

To confirm your reservation, your area must make a \$20 pre-registration deposit for each spot you wish to reserve for campers and leaders.³ Your deposit is due to the property on **April 1**. Deposits are not required for wait listed spots. You may fax or email your contract to the property office on or before **April 1** requesting an internal transfer to cover the deposit fee from your area's campership account. The property will initiate this transfer. Please make sure there are enough funds in your campership account. This reservation is now a firm commitment between your area and the property. Your area is guaranteeing to bring at least 90% of the full reservation.⁴

Note: Internal transfer requests cannot be accommodated for Canadian areas.

On **April 2**, if an area has not claimed its spaces on the above basis, other areas are free to ask for these. The deposit moves the reservation to its second level where it is referred to as R2

WAIT LIST TO DROP

If an area, after making its R2 deposit (**April 1**), determines that it cannot use spots they have already committed to, the property should be contacted to place unneeded spots on the wait list to drop. Provided there is another area that needs additional spots, a transfer of the spots and the financial responsibility of the spots can be made. Information on areas wanting more spots or wanting to drop spots will be posted on the web site.

This transfer must occur through the property office, and be confirmed in writing by both areas with the understanding that full financial responsibility per this policy is transferred along with the spots.

TEN DAY CALL

A reconfirmation call to the property office at least ten days prior to the camp start date will allow your area to inform the camp of your camper/leader counts. The camp uses this opportunity to inform you of pertinent information about your camp week. The ten day call in

³ For Beyond Malibu trips, we require a \$200 deposit for each trip spot. Then, the area is still free to bring between 8 and 12 people.

⁴ At Beyond Malibu, the full reservation for one trip is nine people, 90% of which would be eight people.

also provides the camp with the most accurate numbers available for such needs as food orders. This is a very important call to make. This prepares the camp staff to be ready to serve your kids.

ACCOUNTABILITY

Unfilled reservation accountability charges will be assessed at the time the camp fee is calculated based on one third of the full camp fees (rounded to the nearest dollar). If your area brings less than 90% of the number of reservations confirmed on the web site, you will be charged the accountability amount for the total number short of 90%.⁵

If all Young Life properties operate at an average of 100% occupancy or better, all accountability charges will be returned to the Field at the end of the summer.

All camp fee balances are due at the time of camp fee calculation (Day Two of the camp week). Balances must be paid by area check or internal transfer.⁶

RESERVATION NOTES SPECIFIC TO BEYOND

- See footnotes in above document
- To reserve camp dates you can also call the Beyond office directly any time of the year.
- Beyond Malibu Special: If you bring eight paying participants, the leader (9th person) is **free**. (Note: leader still must cover his/her own boat fare for hiking trips).
- Beyond Malibu Trip Communication
 - The Beyond Malibu office will be in touch with trip leaders frequently throughout the year to check in, answer questions, and to offer help with trip planning.
 - On **June 1st**, the **Trip Questionnaire** is due. Trip leaders will fill out this document with as much detail as possible in order to give the office and the guides an idea of what your group will be like.
 - The Ten Day call is especially important for Beyond trips; failure to make this call can lead to lack of needed food, equipment, and/or transportation from Egmont for your group.
 - Twenty-four hours prior to the trip, an A Form should be emailed or faxed to the Beyond Malibu office.
- Have the following ready to turn in upon arrival at Beyond Malibu:
 - A **Medical, Consent and Release Form** completed and **signed by a physician** for each participant (including leaders). For participants under age eighteen, a parent must sign this form.
 - A **Consent for Medical Treatment in Canada Form** signed by each participant and for those under age eighteen, a parent must sign this form as well.

⁵ On Beyond Malibu trips, if an area brings less than 8 people the accountability fee will apply.

⁶ At Beyond Malibu, the balances are due at the end of the trip. Trip leaders should make arrangements for an internal transfer through their YL area, or come prepared with a blank check.

- A form of **payment** for the trip (either internal transfer or blank check).

CONTACT INFORMATION

With any questions or for additional information, please contact us:

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