

# 2009 RESERVATION POLICY AND PROCEDURES

## YOUNG LIFE BEYOND MALIBU

### Reservation System Overview

#### COMPLETED BY:

- September 1** Regional directors meet/talk with area directors individually at the conclusion of their outreach camp trips to review and strategize for next year's camping goals. At the conclusion of each review, the regional director will have that area's desired camping plan for 2009.
- September 9** Area and regional statistical data for outreach camping 2008 available via the Web. Regional directors are encouraged to download their region(s) three-year history of R1, R2 and Actual for use in the allocation process.
- September 12-16** Regional directors compile their areas' plans into a regional request that meets the strategy and guidelines established by the SVP and the national criteria. This should include reviewing area requests against prior camping history and adjusting the requests as necessary. Regional spreadsheet due to Allocation Committee by the end of the day, September 16.
- September 19-23** Allocation Committee members receive and compile their regional requests into divisional requests and review this with the SVP to ensure the divisional strategy is met.
- September 26** Divisional requests due to National Camping Office from Allocation Committee members by noon.
- September 28** Compiled national picture returned to Allocation Committee members and SVPs by the end of the day.
- September 29-October 13** Allocation Committee works on fine-tuning the allocation to eliminate over-requested weeks. This will include bringing their regional directors into the information-sharing, decision-making process. Based on the "problem" weeks, conference calls will be setup by the National Camping Office with sub-groups of the committee to work out as many moves as possible. Dates and times for those calls will be established after the national compilation is run. Interim compilations to incorporate changes made by committee members will be made and sent to committee members.
- October 14** Allocation Committee meets in advance of the SLT to complete the allocation process. At the end of the day, all inter-divisional camp weeks will be resolved to desired IR levels. The committee members then take their allocation to the divisional meeting on October 15. Any final moves within the division will be reported back to the National Camping Office by October 18, end of day.
- October 25** Regional directors distribute to areas and copy National Camping Office.
- November 15** Properties confirm area reservations by sending out reservation contracts. Contracts due back from areas by December 1 (R1).
- December 1** Area offices to confirm initial reservations of **TRIPS** with property offices by returning signed confirmation forms (now known as R1).

- April 1** Area offices begin financial commitment to the trip by completing and returning the R2 form along with a deposit of \$200/trip on or before the R2 date. Deposits may be made via internal transfer from campership or via check.
- June 1** Trip Questionnaires filled out by the trip leader/coordinator with information regarding the group you have planned to come to camp this summer are due. This document includes information that is vitally important to planning and preparing for your trip both on a logistic and trip content level.
- 10 Days** Ten days before the camp week starts, the area must call the property office to confirm camper and leader numbers. The property will use this call to convey important camp week information.
- 24 Hours** 24 hours prior to the camp week start, the area must fax or e-mail a copy of the AA form to the property office. Special circumstances to the trip or property may dictate how this information is transmitted.
- Day 1** On day 1 of the camp week, each area trip leader will have an appointment with the camp property office to complete the camp fee calculation and payment as well as submit all appropriate paperwork. (1. Health Consent and Release form with a doctor's signature for each camper along with a 2. Consent for Medical Treatment in Canada document signed by each participant and their parent/guardian)

**If reservation guarantees are not met, the accountability charge will be 1/3 of the camp fee.**

(For example: Beyond Malibu has a Sea Kayaking trip size of 9 campers and leaders. An area brings six campers and one leader for a total of seven. The area must pay an accountability charge of 1/3 of the camp fee for the two spots they did not fill.)

Reserving Spots

**If before October 16<sup>th</sup>**, FAX your reservation form to your regional director and a copy to the Beyond Malibu office.

**If after October 16<sup>th</sup>**, Contact the Beyond Malibu office for reservations directly.

Confirmation and Deposits

On **November 15<sup>th</sup>** the Beyond Malibu office will send out a separate reservation confirmation form for each trip spot requested directly to area offices.

On **December 1<sup>st</sup>** the Area offices will confirm initial reservations of **TRIPS** with property offices by returning signed confirmation form(s). (R1)

On **April 1<sup>st</sup>** the Area offices will begin financial commitment to their reserved trip by submitting a deposit of \$200 per trip and returning a completed R2 form. Deposits may be made via internal transfer (indicate on the R2 form) or check. From this point on, the area must pay an accountability charge of 1/3 of the camp fee for the spot(s) they do not fill.

**Additional notes:**

**The minimum group size is 8 and maximum is 12.**

- Bring 8 campers and the leader (9<sup>th</sup> person) is Free. (NOTE: Leader must cover his/her own boat fare)
- Overbooking your trip by 1-2 participants is recommended to insure that you bring your minimum. However, keep in mind we will not be able to accommodate more than 12 people on any trip.

## Trip Communications

- ❑ **E-mail your Trip Questionnaire, so it is received in the Beyond Malibu office by June 1<sup>st</sup>.** Include any special needs, etc. You will still have an opportunity for last-minute changes at your 10-day call-in.
- ❑ **Call the Beyond 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 can lead to lack of needed food, equipment and/or transportation from Egmont for your group.
- ❑ **24 hours prior to the camp week start, the area must e-mail a copy of the A form to Beyond.**

## Final Payment and Registration

Be sure to bring the following to camp with you, keeping them available for access on the boat or immediately upon arrival at base camp.

- ❑ **A MEDICAL, CONSENT AND RELEASE FORM** completed and **signed by a physician** and by a parent (for participants under 18).
- ❑ **A CONSENT FOR MEDICAL TREATMENT IN CANADA FORM** signed by each participant and a parent/guardian for participants under age 18.
- ❑ **A completed A FORM.** This includes a numerical recap of EVERYONE on the trip (leaders and participants).
- ❑ **For final payment, you may use one of two methods. Bring a blank check** to be used to cover the difference between camp fees and the previously submitted registration deposit. We have had to spend time dealing with checks calculated for the wrong amount in the past (hence the request for a blank one). **Or have your camps fees internally transferred from your campership account.**

## QUESTIONS AND ADDITIONAL FORMS/INFORMATION:

Contact us at:

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