

# Holiday Lake 4-H Educational Center

## Specialty Camp Registration Procedure

When registering Campers or Teens or Adults for specialty camp events, please use the following procedure:

Your Local Extension Office should:

1. Included information provided by the 4-H Center on specialty camps in your general promotional information i.e. newsletters, emails, etc.
2. Collect Registrations and Payments for participants from your unit.
3. Fax a copy or email each registration to Holiday Lake 4-H Center as you receive them. (fax# 434-248-6749) bgoin@vt.edu **and** heathern@vt.edu
4. Notify Brenda if you have current forms on hand for this participant and mail or email copies to the 4-H Center\*
5. Retain a list of trained Teen and Adult Leaders who may wish to help with supervision. **These leaders need to have the 4-H Agent's recommendation to be eligible.**

The 4-H Center will:

1. Promote to campers who have come to camps in the past
2. Email or mail and collect Forms (\*if needed)
  - Health History
  - Code of Conduct/Standards of Behavior
  - Dietary Needs (if needed)
  - Medication Form (if needed to bring with their medication)

### Camper Supervision by Trained 4-H Volunteers

As the host of a specialty camp, Holiday Lake 4-H Educational Center will be responsible for providing proper supervision for all campers who attend. We would greatly appreciate your assistance in helping to recruit "Trained" 4-H volunteers, both Teens and Adults. Volunteers will be registered on a first come basis.

**Cost to Teens and Adult Leaders:** within the ratio, No cost