



2026 AYM Summer Camp Youth Leader Check List

ALABAMA YOUTH MINISTRIES: dydsec@amnag.org * 334-279-7172 x401 * 5919 Carmichael Rd. Montgomery, AL 36117

1. Before Registration Information is Distributed:

□ Work with your pastor to make a special effort to recruit workers from your church to come with your students to camp. We not only need volunteers to fill the many jobs at camp, and monitor your students' behavior, but someone from the church must know if a student was saved or filled with the Holy Spirit so that follow-up and encouragement can be given once camp is over.

***NOTE: The REQUIRED ratio of workers to students is 1 to 7. For example: for every 7 students, you must bring 1 adult personnel.** This is based on the total group size. However, you should bring 1 male and 1 female adult personnel if you have both boys and girls attending camp, even if your total group count is smaller than 7 campers (i.e., 1 boy & 2 girl campers. Adult personnel MUST help with all duties that will be assigned to them and cannot participate as a camper.

****Do not plan to bring more personnel than we have asked for: 1 to 7, as camp space is limited.**

2. Online Registration Instructions:

□ Head to the link on our website to register. If you sent in a reservation request, you should have received an email from Cayla with an access code to unlock the reserved registration spots. Once you enter your Access Code at the top left of the page and click the black box with the white arrow in the top right, scroll down to the bottom of the page, and you will see the reserved spots with the word "unlocked" beside them. Use those respective portals to register your students and personnel. **Everyone registering will need that code, AS WELL AS their church group link or passcode, to correctly register. *DO NOT REGISTER MORE THAN THE SPOTS YOU RESERVED BEFORE FIRST EMAILING CAYLA***

□ Create a group for your church by going to the link provided on our website, clicking "register", then "join a group", then "create a group instead". Follow the steps to create your church group.

□ **PLEASE NOTE THAT REGISTRATION WILL WORK ON ANY device.**

□ If you have a **brand-new student (or personnel)**, they will need the access code (for those who made reservations) and the church group link or password to register. Once they select the appropriate registrant type, this process will take approximately 20 minutes. Just follow the prompts to complete your registration.

□ **A step-by-step registration guide may be found on our website. Direct parents there who need assistance.**

□ If pre-order shirts or a highlight video link were selected, that money is due to you with the non-refundable registration deposit of \$95 per student (\$80 balance due before camp check-in - \$175 total). Personnel registration cost is \$105.00. There is a \$20 camper late fee if the early registration deadline has passed.

□ When selecting a shirt size, **click the appropriate size ONE TIME only.**

□ Your church registration window closes 3 weeks before the desired camp week you are attending. Late registration will be open up to one week before your desired week of camp, as space allows, and will incur a \$20 late fee.

□ **THERE ARE 2 PAYMENT OPTIONS: Parents can either choose to pay by card online, OR they will give a deposit to you, the youth leader (including shirt and highlight video payments if selected), and you will submit one church check for the deposit (including shirts/highlight videos).**

□ If parents give you a check, it should be addressed to your church. You should submit **one church check** to AYM. Registration fees (including pre-order shirts and Highlight Video Link money) are due to AYM as soon as your early reg date has ended, 3 weeks before your camp week.

□ **Mail one church check to: Alabama Youth Ministries, 5919 Carmichael Road, Montgomery, AL 36117**

3. Before camp:

- Leaders will be emailed a summary sheet showing all persons who are registered for camp with a balance due. Look over the report to check for accuracy. Be sure to look at the camper's name and gender. Because we only send email confirmation, **MAKE SURE YOUTH LEADERS' EMAILS AT THE AYM OFFICE ARE UP TO DATE.**
- Send any corrections in writing as quickly as possible to: dydsec@amnag.org.
- Stay in communication with parents regarding camp.
- ***Sunday AND Monday before you leave for camp, DO A LICE HEAD CHECK and a general health check.*** Students with evidence of lice will receive a lice treatment of \$25 to be paid by the church, and may not be permitted to stay. Please advise parents to check their camper before leaving to guard against embarrassment. **Health check - Students must be fever-free, vomit-free, diarrhea-free, etc., within 24 hours of camp. Use the school policy - IF YOU ARE TOO SICK FOR SCHOOL, YOU ARE TOO SICK FOR CAMP.**

4. First day of camp:

- **CAMP LOCATION: Springville Camp & Conference Center 3886 Mountain View Road Odenville, AL 35120**
- Youth Pastor or one adult will check in the students at camp. Campers should wait outside. This person will need **one church check** to pay for the camp balance that may be due.
- **Walk-in registrants are not permitted; everyone must be already registered online.**
- **MEDICATION:** Narcotic medications must be turned into the Camp First Aid Director and kept in **prescribed containers**. All other medications may be distributed, overseen, and monitored by church leaders. Please keep medications securely packed.