

# REGISTRATION INFO AND INSTRUCTIONS



## Step 1

### MAKE COPIES OF ALL NECESSARY FORMS

(On the Parent Information page, fill in the blanks before you make copies.)

Distribute to each student and sponsor:

- Parent Information Page
- Youth or Adult Registration Form
- Medical Release Form

(Please note there are additional forms required for students in foster care. Please complete the Foster Care Information sheet for these students and attach the requested documents.)

## Step 2

COLLECT ALL FORMS AND DOUBLE-CHECK EACH ONE before you send them in. Be sure that all the information has been completed and check each form for the appropriate signatures. (We recommend to photocopy the medical release forms and keep the photocopy for use while traveling to Super Summer.) *Any incomplete form may cause a delay in registering your entire group.*

## Step 3

COMPLETE THE "SUMMARY OF REGISTRATIONS" FORM. Check to see that the information you fill in accurately reflects the appropriate week, the number of students and sponsors, registration fees and contact information for your group.

## Step 4

PREPARE ONE CHECK FROM YOUR CHURCH for the registration deposit. Use the formula on the Summary of Registrations form to determine the amount due. Make all checks payable to "KNCSB". Do not send personal checks or cash.

## Step 5

### PLACE YOUR CHURCH CHECK AND ALL FORMS IN ONE ENVELOPE.

Make sure your envelope includes:

- A completed Summary of Registrations Form
- Signed & completed Registration Forms for all students & sponsors
- All medical release forms
- One church check, payable to KNCSB

All of these items must be submitted together to be a valid registration.

Mail to: KNCSB Super Summer  
5410 SW 7th St.  
Topeka, KS 66606

# REGISTRATION INFORMATION



- The cost for Super Summer is \$140.00 per person. This includes lodging, meals, recreational activities, materials, and theme t-shirt. There are no additional expenses unless a student chooses to purchase snack items or other sale items, such as t-shirts or books.
- Super Summer is open to all students who have completed the 6th Grade through those students who are graduating seniors in the spring of 2009.
- Only church groups can register for Super Summer. All individuals must register as part of a church group. No individual registrations can be accepted.
- Sponsors must be at least 21 years of age to attend Super Summer. The suggested ratio is one sponsor for every eight students.
- No infants or children may attend Super Summer.
- Registration for churches that have pre-registered opens May 26th and closes June 1st. No registration forms will be accepted which are postmarked before May 26th. If registration forms are postmarked after June 1st, the church will forfeit its pre-registered guaranteed status and will only be registered if space is available.
- Registration for other churches opens May 26th and closes June 12th. The sooner you register, the better your chances are for inclusion at Super Summer.
- Registration is by MAIL ONLY on a FIRST-POSTMARKED, FIRST SERVED basis as dictated by the size of the group and the housing available.
- Late registrations are accepted ONLY with prior approval. Please call the Super Summer office to determine if space is still available. (A \$20.00/person late fee will apply after June 12th.) Students wishing to register after a church has submitted their registration forms are still welcome, but no guarantee can be given they will be housed with the rest of their group. Therefore, please attempt to register your entire group at one time. (Substitutions of male for male, and female for female, can be made anytime during the registration process, but such requests should be kept to a minimum. Please call the Super Summer office at 1-800-984-9092 to request any changes. If possible, these requests should be FAXED to 1-785-273-4992 before camp.)
- All requests for refunds must be made in writing and postmarked on or before June 12th. Mail requests to: KNCSB Youth Ministry Dept.  
5410 SW 7th St.  
Topeka, KS 66606