GENEVA
Camp & Retreat Center

How to Register Your Child's Bunkmate

Since doing online camp registration, a challenge we face every year is when a camper gets into a session and their bunkmate ends up on the waitlist.

If your child has a bunkmate or Day Camp buddy, you can register them right along with your own children. This means if your child gets into camp, their bunkmate will likely get in as well.

Note: It is possible for one child to be waitlisted if there is only one spot left, or it's possible for both to be waitlisted if the session is full.

Here is what you need to do:

- Prior to the start of registration, add your child's bunkmate to your household in the registration portal.
    - It is not necessary to add their parents email address to the "person profile" – there will be a spot for this on the Camper Information Form, which you will complete during registration.
- When you register for the camp program, you'll complete a registration for both of them – as if the bunkmate is a child in your own family.
- The forms for your child's bunkmate will be a condensed version of the full form – follow the instructions and provide the basic information required, and we will follow up with their parents for the rest of their information.
    - Here is the information you will need to complete the registration for your child's bunkmate:
        - Name(s) of Parent(s)/Guardian(s)
        - At least one parent/guardian email address
        - At least one parent/guardian phone number
        - Primary Home Address w/ City, State and Zip
        - School and School District
        - T-Shirt Size
        - Church Promo Code (if they have one)
- **There will be a spot on the bunkmate's Camper Information Form for you to provide instructions regarding payment. This process is a work-around with no perfect payment options, so it is very important that we know how payments should be arranged.** Here are your options:
    - Pay full amount at checkout for both children by credit card and parents will arrange reimbursement.
    - Both families pay full amount by check – no payment due at checkout.
    - If one or both families are applying for a scholarship, no payment will be due at checkout and Geneva will be in contact regarding scholarship and payment.
    - Pay half now, half in one month. This is an option, but please use the Camper Information Form to communicate how payments should be allocated.
        - Payment at checkout can be applied toward Camper #1 and separate payment will be submitted for Camper #2 (bunkmate). Pending payment for Camper #1 will be canceled.
        - Payment at checkout can be split between both campers, and each family will be responsible for the remainder of their balance in one month.

If your child is being registered by their bunkmate's parents:

- No action is required from you on registration day.
- You will receive an email from Camp Geneva once bunkmate registrations are processed. This could take several weeks.
- The email will give you a timeline to complete forms and provide your payment information (if there are additional upcoming payments).
- If these tasks are not completed within the window provided, your child's registration will be canceled.

If you plan on registering your child's bunkmate and have any questions, we encourage you to contact us before registration opens.