



## **YMCA Camp Bernie Planning Checklist**

If you have any questions, please reach out  
[groups@campbernieymca.org](mailto:groups@campbernieymca.org)

The intent of this form is to ensure all steps are completed once receiving a contract from YMCA Camp Bernie.

### **Upon receiving a contract**

- Sign said contract and send to [groups@campbernieymca.org](mailto:groups@campbernieymca.org)
  - Please be aware dates can only be held for 30 days without a signed contract
- Send in deposit according to timeline on contract
- Send Certificate of Insurance to [groups@campbernieymca.org](mailto:groups@campbernieymca.org)

### **4 - 6 weeks ahead of trip**

- Fill out [Group Information Google Form](#)
- Fill out [Dietary Information Form](#)
- Share the [Program Waiver](#) with participants to ensure each one will have one on their visit

### **2 weeks ahead of trip**

- Receive daily schedule and dietary recap

### **Next Steps:**

- Ensure participants are aware of their:
  - Letter group for activities
  - Table assignments (if applicable)
  - Meal waiters (if applicable)
  - Cabin assignments (if applicable)

### **Day of your trip**

- Ensure all those driving have the [directions](#). Please be aware, we highly encourage all buses to approach camp from the direction of 57.
- All waivers have been collected. All waivers should be brought to camp or emailed ahead of arrival.
- Identify one adult to be the point person for the YMCA Camp Bernie staff. This person is responsible for waiver and billing paperwork.