



CELP Spring

Planning Timeline

**April /
May**

Program Dates

- Initial booking, or rebooking, of program dates
- Provide estimated number of chaperones and students

September

Program Agreements

- Receive Program Agreement from CELP
- 30 Day Hold Period of Dates

October

Fully Register

- October 15th: Signed Program Agreement and First Deposit Due
- Log on to online CampBrain portal

November

Program Enrollment

- November 15th: Program Planner and School Information Form Due via CampBrain portal

**January -
February**

Final Numbers, Second Deposit, & Final Invoice

- January 15th: Final Numbers and Second Deposit Due
- February: Receive Transportation Information, Final Invoice, Cabin numbers and CELP Activity Group Numbers

**Final
Trip
Preparation**

Two Weeks Before Arrival

- Final Invoice Payment, Copy of COI, & Food/Allergy Restriction Forms Due
- Submit Cabin and Group Lists via CampBrain

Upon Arrival

- Student and Chaperone Health Forms

For Reservations e-mail: admin@cic.camp
For Program Questions e-mail: info@celp.net