

Fall Planning Timeline

October/ November

Program Dates

- Initial Booking of Program Dates
- Provide estimated number of chaperones and students

March

Program Agreements

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

April

Complete Registration

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

May

CampBrain Enrollment

 May 15th: Program Planner Due via CampBrain

August/ September

Final Numbers and 2nd Deposit

- August 1st: Final numbers, 2nd Deposit & School Information Form Due
- August/September: Receive Transportation Information, Final Invoice, Cabin Numbers and Activity Group Numbers

Final Trip Preparation

Two Weeks Before Arrival

- Final Invoice Payment, Copy of COI, & Food Allergy Restrictions Form DUE
- Cabin and Activity Group Lists Due via CampBrain

Upon Arrival

Student and Chaperone Health Forms

For Reservations e-mail: For Program Questions e-mail:

admin@cic.camp info@celp.net