



Spring Planning Timeline

**April/
May**

Program Dates

- Initial Booking 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

Complete Registration

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

November

CampBrain Enrollment

- November 15th: Program Planner Due via CampBrain

**January/
February**

Final Numbers and 2nd Deposit

- January 15th: Final numbers, 2nd Deposit & School Information Form Due
- February: 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: admin@cic.camp
For Program Questions e-mail: info@celp.net