



Discovery Ministries

HC 3 Box 32
Eminence, MO 65466
573-226-3213
writeDM@goDM.org
<http://goDM.org>

SPONSOR'S CHECKLIST

Before Retreat:

- Make and give a copy of the PARTICIPANT EQUIPMENT list, MEDICAL INFORMATION form and PARTICIPANT AGREEMENT form to each participant.
Every participant must have both the latter forms (Medical Info and Participant Agreement) completely filled out, signed by a legal guardian, and on file with Discovery Ministries (D.M.) in order to participate in any activity with D.M. We will charge **\$5 per form** that we have to fax back for a guardian signature, so please ensure these signatures are on both forms before bringing participants.
- By _____: send completed PROGRAM SCHEDULE to D. M.
- By _____: Call D.M. with confirmation of exact numbers.

Day of departure:

- Fill out CAMPER ROSTER completely.
- Ensure every participant has a signed MEDICAL INFORMATION and PARTICIPANT AGREEMENT form.
- Please call Discovery Ministries and leave a message if you will be arriving at a different time than you told us.
- Please come prepared to pay the balance of your retreat. It is due before you leave D.M. Payment after departure incurs a \$10 office fee. 1% interest (compounded monthly) will be charged after 30 days.

Check-In At Discovery Ministries:

Arrival hours are 8:00 a.m. to 9:00 p.m. If you arrive after hours, look for a note on the office door that will tell you what to do, and plan on checking in the following morning.

- Stop at the office.
- Send **ONE** leader in with the completed CAMPER ROSTER and each participant's completed MEDICAL INFORMATION and PARTICIPANT AGREEMENT forms.
- Have a great retreat!