**Red Zone CHECK IN Experience - 2019**

We want you to have the BEST possible experience while checking in at Red Zone. Please read this info. You get to pick the experience you want to have at check in when you arrive.

**BEST**

- Register and pay in full as early as possible to get the best rate – May 9 is the last day to register online.
- Read all the info you are sent; if you aren’t getting info, email us; visit [www.floridaconference.com/RedZone19](http://www.floridaconference.com/RedZone19)
- Recruit other staff to help you complete specific tasks (and follow up with them to make sure they are completed).
- Be aware of all the deadlines and meet them.
  
  April 28 – Deadline to order RZ t-shirt/pin
  May 9 – Deadline to register online
  May 9 – Deadline to send in Background Checklist – All adults (18+) cleared through Verified Volunteers (VV)
- Have all your staff/kids list finalized before May 9 and then do not make any additions/changes to your lists.
- Submit your Background Checklist to our office by May 9 and do not make ANY changes after this deadline.
- Arrive no later than 7:00 pm on Friday to set up your camping area by sundown. Or send a crew ahead to set up camp.
- Email Marina (to confirm registration, payment, items ordered, docs submitted, etc.) [Marina.Acevedo@floridaconference.com](mailto:Marina.Acevedo@floridaconference.com)
- If you do all this, all your paperwork is in order, and you have NO CHANGES, we have a special surprise waiting for you.

**PRETTY GOOD**

If you meet all the deadlines, but add staff after the May 9 deadline and bring proof that they are VV cleared, you will need to wait in line in the A Frame, but we will confirm that they are eligible to stay, and then you can be on your way. Bringing their print out of the VV background check and training will make this easier for you/us. If you have to add campers, we can help with that too, we will just need you to make payment at the current rate. If you come organized and have all your documents, you will wait in line, but we will get you through as soon as we can.

**GOOD**

If you are adding campers and staff last minute, after the May 9 deadline, and just coming and bringing more staff/kids, then you’re camping area might be tight, you will need to wait in line for a while, and you run the risk of having to send staff members home if we cannot find that their Verified Volunteer (VV) info is not complete. That will make us all sad. We ask that you not bring ANY ADULT that you do NOT have proof of having cleared their VV (you have seen their print out/even better, have a copy). If you arrive after 8:00pm, we will help you get checked in-and if payment is still required, we will ask you to leave a drivers license at the A Frame/Check in office until you come back Saturday night or Sunday morning to settle your account. All payments must be submitted or post-marked if using a church check-by May 9, or the rate will increase to the current onsite rate.

**OK**

Just show up! Don’t preregister, don’t prepay, don’t send in any forms or list of adults, and don’t complete the background checklist, basically ... wait to do it all onsite! We will do our best to serve you and get you settled into a camping space, but it might not be with your area. You will have to come to the A Frame, wait in line, and if we cannot find a staff members VV info, they will be sent home ... but we will help you get your kids registered and settled in for a great weekend.
IMPORTANT INFORMATION FOR THE CLUB DIRECTOR

May 9 **ONLINE REGISTRATION CLOSES**
Last day to register online at $9/person (online registration closes; any changes must be done on site).

May 9 **EMAIL PAD OFFICE – LIST OF TWO APPROVED STAFF TO CHECK IN YOUR CLUB**
Please email Marina (Marina.Acevedo@floridaconference.com) by May 9 to know who are the TWO approved people from your Club that can check in your Club.

- Approved Person #1 – Name / Position in Club / Cell Number
- Approved Person #2 – Name / Position in Club / Cell Number

May 9 **EMAIL / MAIL THE BACKGROUND CHECKLIST FORM**
Every adult (18+) attending Red Zone MUST complete the Verified Volunteer (VV) requirement of:
1) [Online Training](#) 2) **Background Check** … and show you, the Director, their form, proving they have completed BOTH items.
It will take 3-5 business days to “clear” each adult attending Red Zone; adults should start this process no later than May 1 to give time to the company to process this.

You are responsible for putting each adults name and completed date on the Background Checklist form and submitting this to our office by May 9; we check every adult on your list in our system to confirm they are VV cleared.

- ANY ADULT (18+) not on your list, and not in our system as cleared, will NOT be allowed to spend the night with kids, and should NOT attend Red Zone. We need your help with this.

- Please DO NOT bring any adult that is NOT cleared and that does NOT show you their form proving they are cleared. Save yourself and us the hassle. Don’t do it.

May 24 **CHECK-IN**
Check-in will open at 2:00 pm on Friday.

Before 2:00 pm, no vehicles will be allowed to enter.

Security will have several check points to route vehicles in the right direction; please follow their instructions.

Clubs arriving after 8:00 pm will still need to check in at the A Frame; if payment is required, we will ask that the Director/Authorized Staff member leave a Driver’s License at the A Frame until Saturday night when they return to the A Frame to make final payment.