**How to Set Up a Group Hold for Summer Camp 2024**

IMPORTANT: If your group chooses to use the group hold option, the church will be billed for all campers registered under your group hold. The church must submit one check for the entire group no later than 3 weeks prior to the start of camp. **Please note: Registration for campers, workers, and counselors will open March 11th. All unfilled group hold spots will be released for other campers to fill on May 1st.**

1. Group Hold reservations will open **Feb. 12th** and all Group Hold requests will be taken **via email sent to** [**kymsecretary@kyag.org**](mailto:kymsecretary@kyag.org). Group hold requests will be processed according to the time stamp on the email beginning at7:00 A.M.EST. **Email requests sent prior to Feb. 12th 7:00 A.M. will be placed at the end of the queue.**
2. **Note for 2024- A $25/spot non-refundable/non-transferable deposit is required to hold spots for camp.** You will receive an invoice with a payment link, or you may send a check within one week of securing your group hold. If payment is not received, those spots will be released. If a $25 hold is placed and you have not registered a student in that place, the spot will be released and the $25 will be lost.
3. **Please be realistic in your hold requests.** Your group hold numbers should be based on your **current** student numbers who will more than likely attend camp, ***not what you hope to have by summer***.New additions to your group can be added later, as there are usually spots that open up.
4. In your email request, please provide the following:

**Church Name**

**Church Address & Phone**

**Contact Person with Current Email & Phone**

**Week of Camp**

**Number of Spots**

1. Once the group hold email requests have been processed, you will receive a confirmation email with your group hold deposit invoice & payment link, group password, group hold expiration date, and group hold payment deadline.

1. If there is a problem with your requested camp date being full, you will be contacted by phone with the option to be put on a waiting list for that week or switch to an alternate week of camp.