PASSPORT Policies for Registration and Payment

**Payments**

- Reservations are secured by paying a 20% deposit for each participant.
- Deposits can be paid by credit card or e-check online, or by mailing a check after registering online.
- Final payment is due May 1 for all camp sessions.
- If the final balance is not paid and you do not contact us to make other arrangements, the registration system will automatically charge your billing method on file on May 1, including an added online payment processing fee.
- If PASSPORT cancels camp due to COVID-19 on or before May 1, all payments will be refunded in full.
- All online payments include an added online payment processing fee (3.9% for Credit Cards and 1.5% for e-check).
- You may make additional payments on your balance at any time by mailing a check or money order to Passport, Inc., 3421 Sierra Drive, Birmingham, AL 35216. Clearly mark on your check your group's camp location and session dates.

**Adjustments, Cancellations, and Refunds**

- All registration adjustments should be made online prior to May 1.
- Cancellations must be made in writing via e-mail to reg@passportcamps.org.
- Additions can be made at any time as long as space is available.
- Groups will be allowed a full refund for any drops prior to February 1. The deposits for these drops will not be immediately refunded but will apply to the final balance.
- All drops made after February 1 will result in the forfeiture of those deposits unless camp is cancelled due to COVID-19 on or before May 1.
- All drops after May 1 will result in forfeiture of those deposits and incur an additional $100 late drop fee for each drop.
- Forfeited deposits and late drop charges will not be automatically charged to your account. Rather, our team will reconcile these changes twice a week until April, and then daily until your session begins. Should your balance due change after fees are assessed, we will email an updated invoice to the email address on record.
- If the entire group cancels before February 1, a full refund will be issued.
- If the entire group cancels between February 1 and May 1, the group will be refunded 50% of the deposits paid or $225; whichever is greater (for groups of 3 or more).
• If the entire group cancels after May 1, all deposits are forfeited and the late drop fee ($100/person) is assessed for each registered participant. The difference between the amount paid and the sum of the deposits and late drop fees will be refunded after the camp session.
• Spaces may not be given to another group or traded between groups.
• If you have paid your balance in full and arrive at camp with fewer campers than you have registered, Passport will refund the credit remaining after forfeited deposits and late drop fees are assessed for each camper not in attendance. Should you have a credit after settling your account balance, you may:
  1. Donate your refund to the Passport Camp Scholarship Fund.
  2. Request a refund check. The National Office will issue that check following your camp session.
  3. Apply your refund to next year’s balance. Once you register for a program next year, your balance will be credited with the refund from this year. This option will allow you to reduce your balance by the amount of your refund due. You will not be guaranteed a certain week or location of camp. This amount will remain fully refundable until January 1, or until your group registers, whichever happens first.

**Wait List**

If a session is full or there is not enough space for an entire group, the Group Leader may add their group or additional participants to a wait list by sending that request to reg@passportcamps.org or calling 1-800-769-0210. If an entire group is on the waitlist, we highly recommend registering for another available session. Should space become available, Passport will contact the Group Leader before making any changes. Although we attempt to make decisions about wait lists as early as possible, space may not become available until well after final payments are due or even in the weeks leading up to a session. Wait list decisions are always at the discretion of Passport, who desires the best experience for all attendees.

**Students, Campers, Chaperones, and Group Leaders**

• The Chaperone to Camper ratio in each group must be at least 1 chaperone per 6 campers of the same gender. For example, if you bring 8 female and 3 male campers, you must bring 2 female chaperones and 1 male chaperone.
• Campers must have completed grades 6 through 12 at the time of camp.
• Chaperones must be at least 20 years old at camp and have been out of high school for at least one year.
• All chaperones driving vehicles at camp must be at least 21 years old.
The Group Leader is the lead adult and will be responsible for the camp registration and participants.

**Chaperone Screening Requirement**
Passport requires that every adult attending camp with your group have a background check completed through the church’s normal screening process. If your church does not conduct background checks for volunteers, here are some services to get you started:

- fadv.com
- praesidiuminc.com

**Healthy Adult-Minor Rooming Requirements**
Passport, Inc.’s policy regarding Adult/Minor Rooming requires that an adult cannot sleep in the same room alone with a minor unless that adult is the parent or legal guardian of the minor. In cabins or other lodging where there are multiple beds, Passport will arrange for at least two adults who are not married or related to stay with multiple minors. This may occasionally require placing more than one group in a shared space. If there are separate bedrooms, an adult will be given their own room or may share with another adult.

In the event that your group’s policy is stricter than this, Passport, Inc. will follow your policy to the best of our ability; however, it is the Group Leader’s responsibility to make specific rooming issues known to Passport in writing prior to the date final payment is due so that we can plan adequately. This may be done through the Special Attention box on the Group Information page when you modify your registration online. You may also email your request to us at reg@passportcamps.org. Special rooming issues can usually be accommodated, although in some instances, this may require additional costs based on single room charges from our host facilities.

**Camp Guests**
On occasion, groups may need to have special, non-participating guests attend camp with them. Although participants should always be registered with the group, you can request for others to join you at camp even if they are not participating. **These requests must be made by email to reg@passportcamps.org or calling 1-800-769-0210 by May 1.** A national office member will discuss the expectations and accommodations with the Group Leader in addition to any fees that may be added.

Some of these situations may include:
- Babies and young children: For chaperones who need to bring babies or young children under camper age to camp, please contact reg@passportcamps.org to discuss the specific guidelines, expectations, and any additional fees.
- Pastors and other non-participating adults: For pastors or other adults who wish to visit camp or a portion of a camp session, please contact Passport so that we can discuss options with you.
- All adults at camp, participating or not, must be included in the chaperone screening process.