

# PASSPORT Policies for Registration and Payment

## *Payments*

- All payments can be paid by credit card online or by mailing a check.
- Prior to February 1, reservations are secured by paying a 20% first payment for each participant. Then an additional 20% second payment for each participant is due by February 1.
- From February 1 to April 30, reservations are secured by paying a 40% payment.
- Final payment is due on May 1 for all camp sessions.
- Passport reserves the right to cancel registrations with balances 30 days overdue.
- All online payments include an added online payment processing fee of 2.9%
- 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** each payment deadline, namely **February 1** and **May 1**.
- Group cancellations must be made in writing via e-mail to [reg@passportcamps.org](mailto:reg@passportcamps.org).
- Additions can be made at any time as long as space is available.
- All payments are nonrefundable.
- Spaces may not be given to another group or traded between groups.

## *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](mailto: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 within the last 3 years (or within the last year when attending PASSPORT in Texas). If your church does not conduct background checks for volunteers, here are some services to get you started:

- [fadv.com](http://fadv.com)
- [praesidiuminc.com](http://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](mailto: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](mailto: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](mailto: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.