

## 4-H Junior Camp Registration Frequently Asked Questions

### How do I register for 4-H Camp?

Registration for 4-H Camp will only be collected through our online format. **Registration will open at 8:00 am on February 13<sup>th</sup>, 2017.** You can preview the registration page and information by clicking on the links to register a male or female counselor on our webpage. You will not be able to access the registration form until 8:00 am on February 13<sup>th</sup>.

### I do not have access to a computer and/or the internet. How can I register for camp?

If you do not have access to a computer and/or the internet and as a result cannot complete online registration, please call our office at 757-564-2170. We will collect your camper's information and we will attempt to complete the registration process for you. We will try to register your child online on February 13<sup>th</sup> at 8:00 am the exact same way everyone else is attempting to register. Having our office register your child because you do not have access to a computer/internet does not give you an advantage over others registering themselves. We cannot guarantee that your child will be registered in camp. We take requests to complete the registration process for you on a first-come-first-served basis. Thus, we will attempt to register the first person that contacted us first then register every other person in the order in which they contacted us.

### How will I register once it turns 8:00 am on February 13<sup>th</sup>? What information will I need to have ready to register?

At 8:00 am on February 13<sup>th</sup>, you should click on the links on our webpage to take you to the registration page for either a male or female camper (You must register male and female campers separately via two separate links). **In the top box on that registration page, labeled "Registration Information", you will see a drop down box on the far right under "Quantity". You will select the quantity of campers you wish to register (you are allowed to register 1-4 campers of the same gender at one time) and then click on the large, green "Register" button.**

Once you click "Register" you will be taken to the registration page. At this point you have secured your registration spots. (Registration spots are "secured/held" once you click register.) **Those spots will be held for 12 minutes while you complete the registration information. If you do not submit the registration information within 12 minutes, your registration spots will be released and will become available to others trying to register.**

*Invent the Future*

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.



[www.ext.vt.edu](http://www.ext.vt.edu)

In order to complete the registration, you will need the following information for each camper:

- Camper First and Last Name
- Parent/Guardian First and Last Name
- Parent/Guardian Home Phone Number (required, cell and work phone numbers optional)
- Parent/Guardian Email Address
- Parent/Guardian Mailing Address
- Camper Age
- Camper Birthdate
- Camper Gender
- Camper T-shirt Size (Youth S, M, L, XL or Adult S, M,L, XL, XXL, or Other)

### **Are my spots in camp “confirmed” when I hit the “Register” button of when I submit the registration information?**

**Once you click the “Register” button on the registration home page your spots will be held for 12 minutes while you complete the registration information.** At this point you have secured your registration spots. (Registration spots are “secured/held” once you click register.) Those spots will be held for 12 minutes while you complete the registration information. **If you do not submit the registration information within 12 minutes, your registration spots will be released and will become available to others trying to register.**

### **How many campers can I register at one time?**

You can register up to 4 campers of the same gender at one time. You must register male and female campers separately via two different web-links.

### **How will I know my registration is complete/confirmed?**

As soon as you submit your registration, a webpage will pop up with order information. You will also receive an email with your registration confirmation. This email may take several minutes to appear in your inbox.

Please note however: There are two steps to the registration process. Step 1 is registering online. Step 2 is turning in your \$50.00 deposit/per camper. **Registration is NOT complete until we receive the \$50.00 deposit per camper. Deposits must be received within 2 weeks of your registration date or your spot in camp will be given to someone on the waitlist.**

### **How do I pay for camp?**

We cannot accept online/credit card payment for 4-H camp. **Once you complete the online registration process, you will need to mail a \$50.00 deposit per camper (or the whole camp fee of \$285.00 if you choose) to our office at: VCE-JCC, Attention: Camp Registration, PO Box 69, Toano, VA 23168.** You can also bring the deposit into our

office at: 3127 Forge Road, Toano, VA 23168. We can accept cash or checks made out to "VCE: JCC". Please put your camper's name in the memo line of all checks or attach a note with your camper's name to any cash payments. **Deposits must be received within 2 weeks of your registration date or your spot in camp will be given to someone on the waitlist.** The remaining camp fee balance will be due on May 26<sup>th</sup>, 2017.

### **I would like to apply for financial assistance for my child to attend camp. How do I do that/Do I register online like everyone else?**

Financial Assistance in the amount of a 75%, 50%, or 25% discount on camp fees is available to youth with financial need. Guidelines for financial assistance eligibility are based on the USDA's eligibility guidelines for free and reduced school lunches; however, we do also consider extenuating circumstances in our financial assistance if necessary. Financial assistance applications are available on our website. **If you plan to apply for financial assistance, you should still register online like everyone else.** Everyone, regardless of if they receive financial assistance or not, is required to register online and pay the \$50.00 deposit. **Once you complete the online registration process, you should mail your financial assistance application in with your \$50.00 deposit.** Once your application is received, you will be notified of any financial assistance you will receive. At that time, you can choose to accept the financial assistance and keep your child enrolled in camp (any remaining balances will be due by the regular camp fee due date) or cancel your child's enrollment and receive a refund of your deposit.

### **When I try to register all I see is an "add to waitlist" option.**

If the only option you see when you try to register is to "add to waitlist" that means the camp is full and we are putting people on the waitlist. **If you see this option, please click on the "add to waitlist" option.** You will be asked to provide the name of your camper as well as an email address and phone number you can be reached at when/if a spot opens in the camp. **Registration for 4-H Junior Camp in James City County fills very quickly. It is likely that you may only be able to "add to waitlist" within the first few minutes after registration opens.** Unfortunately, you can only add one person to the waitlist at a time. **If you are trying to register more than one child of the same gender, you will have to add one child to the waitlist, then go back and add the other child/children to the waitlist one at a time.**

### **How do I know what number my child is on the waitlist? What happens when my child gets put on the waitlist?**

Unfortunately, the system does not tell you your position on the waitlist immediately. Registration for 4-H Junior Camp in James City County fills very quickly. It is likely that you may only be able to "add to waitlist" within the first few minutes after registration opens. **We will send an email to everyone on the waitlist 2 days after registration opens letting you know your position on the waitlist.** The reason for the delay is to give us time to ensure the waitlist is accurate – i.e. some people add their children multiple times. We like to be able to remove duplicates if necessary so that we can give you an accurate position on the waitlist.

When/if a spot in the camp opens up for your child, you will be contacted by phone and email. You will be given 2 business days from the time we contact you to claim the spot. **If we do not hear from you within 2 business days, we will offer the spot to the next person on the waitlist.** Once you have claimed a spot in camp, the camp deposit of \$50.00 will be due within 2 weeks.

**The James City County 4-H Junior Camp is very popular and registration fills so quickly, why don't you offer another week of the camp?**

Unfortunately, that is not an option. There are six 4-H camping centers throughout the state, and every county/city in the state is assigned one week of camp at one of the centers. The Jamestown 4-H Center serves 23 different counties and cities by providing one week of summer camp to each location. There are really only about nine full weeks that can support camps in the summer, so those 23 localities partner up and each "cluster" of localities takes a week. There is not a 4-H camping facility available to host another week of camp for James City County.

**If my child does not get into the James City County week of 4-H Camp, can they attend another week of 4-H Junior Camp with another locality?**

All of the camp "clusters" work together, and we share our waitlists with each other. Thus, if another week of camp has open spots, they let the 4-H programs in the other localities know and we send them our waitlists if we have them. It is our goal to fill every single spot in every single week of camp if possible. However, most localities try to fill their week of camp with residents from their own county/city first. After a certain time, if they haven't filled with their own residents, they will open it up to residents from other counties/cities. You would have to contact each locality and ask them how they handle registration for non-residents. You can find the camp schedule and contact information for each week on the Jamestown 4-H Center website:

<http://jamestown4hcenter.org/camps/#camps/4hjuniorsummercamp>.