**Letter of Agreement**

At Pine Cove City, our focus is to partner with local churches, equipping them to engage with their communities for a Christ centered, others focused, and seriously fun week of camp. Our commitment to this partnership is reflected by hiring awesome summer staff, planning a great program, and giving our time, energy, and resources to all aspects of Pine Cove City. Please carefully read each part of this Letter of Agreement.

Signing this Letter of Agreement is a [church name here] (hereby referred to as “church”) good faith agreement that your church is planning on hosting Pine Cove City barring extreme circumstances on the dates of [XX - XX] at a max capacity of [XXX] campers.

**Expectations**

**Pine Cove**

**Our Team**

* Church Relationship Manager
  + Your Church Relationship Manager will be your primary point of contact year round for everything you need regarding scheduling, registrations, communication, etc, before and after your week of camp.
* Program Team:
  + A Site Director and will be your full time Pine Cove staff contact onsite during the summer. They’ll begin working with your church no later than April and will be your go-to person for anything regarding the running of staff and camp program each summer.

**Registration Process**

* **Registration Department:** Pine Cove’s registration team is available by phone (877-474-6326) or email ([registration@pinecove.com](mailto:registration@pinecove.com)). Our registration department will handle all payments and forms.
* **Registration Details** 
  + The cost of a Pine Cove City registration is ($298 SE or $359 TX)
  + A $40 nonrefundable deposit is required at the time of registration. If a camper wishes to cancel, paid funds will be refunded minus the nonrefundable deposit until May 1st.
  + Parents/guardians of a camper will be expected to sign a waiver and complete a health form before sending their camper to camp.
* **Open Registration**: This is when the general public will have access to registration online and via phone. Your Church Relationship Manager will discuss with you directly on what date Open Registration will begin.

**Marketing Materials**

Your Church Relationship Manager will send a list of available marketing materials for Pine Cove City promotion in your area.

**Insurance**

Pine Cove will provide a certificate of insurance\* evidencing Commercial General Liability coverage with limits of $1,000,000 per occurrence/$2,000,000 aggregate, naming the church as an additional insured. \*Example of Certificate of Insurance upon request

**Camp Programming**

Pine Cove will provide all necessary components to program an incredible week of camp on your property. This will include: activity class equipment, awesome college staff, Bible studies, games, skits, and more. Additionally, each camper will be provided with access to the Pine Cove app “CampLife” which will include photos, Bible Studies, and parent engagement tools from the week.

**Staff**

Pine Cove will send a team of approximately (37 SE or 41 TX) college students to put on Pine Cove City. Our staff go through a rigorous hiring process and prayerful consideration, resulting in a high quality team that is eager to display and share the gospel with your campers. Additionally, we run background checks, verify references, and put each staffer through our extensive training designed to identify and prevent abuse.

**Full Time Church Staff Discounts**

Pine Cove will offer 50% off the cost of registration for every child of a Full Time staff member of the Church. Your Church Relationship Manager will provide each church with a discount code for all Full Time staff children to use online at the time of their registration.

**Church**

**Registration**

* Church will find a minimum of (140 for SE, 165 for TX), including scholarship and non-scholarship campers, entering 1st - 6th grade. Our maximum capacity is (176 SE, and 208 TX). If you are having trouble filling up registrations for your location, our Church Relationship Manager will work directly with your church staff to help equip you to promote camp in your area.
* Meet all registration deadlines given by your Church Relationship Manager to ensure all parties are served well.

**Insurance**

Church will provide Pine Cove a certificate of insurance evidencing Commercial General Liability, with limits of $1,000,000 per occurrence/$2,000,000 aggregate, naming Pine Cove as an additional insured. Proof of Pine Cove as additionally insured will be given to the Site Director prior to staff being on property the Sunday prior to the week of camp.

**Staff**

Church will assign **one** full time staff member as the contact to communicate with your Church Relationship Manager and Site Director. This contact will communicate on a regular basis with the Church Relationship Manager to ensure registration is complete, all pre-camp contact has been made, and all housing and lunch accommodations for staff have been made prior to summer. They will communicate with the Site Director regarding anything related to the running of camp program on property or specific campers/parents during the week of camp.

**Optional Church-Sponsored Scholarships**.

* Churches will have the ability to order individual scholarship codes in full or half tuition increments.
* After receiving the order form, Pine Cove Registration will reach out for payment from your church for the amount of the requested scholarships.
* Once payment has been received, Pine Cove Registration will generate individual scholarship codes and set up your church scholarship usage report. (Codes will not be distributed until payment has been received)
* Churches can reach out to [cityscholarships@pinecove.com](mailto:cityscholarships@pinecove.com) directly to request changes or adjustments to your scholarship codes
* All scholarship reserve spots will be released on the following dates: Week 2-5 locations will release May 1st; Week 6-10 locations will release June 1st. On these dates Pine Cove will open those spots to the waitlist or general public.

**Volunteers** - Pine Cove City requires a few types of church volunteers recruited by the church.

* **Medical Volunteer(s)**: We require one medical professional on property at all times to ensure camper safety. Medical Volunteer will not be responsible for Summer Staff medical care (Pine Cove has Full Time medical staff caring for summer staff medical needs). This volunteer can change each day. LVN, RN, NP, PA, and Physician are accepted levels of certification.
  + NOTE: If the medical volunteer is not qualified under any of these licenses (i.e. EMT, paramedic, etc.), we will be unable to distribute any form of medication during the camp day. Communication will be necessary for changes in medical care to all parents of campers of higher risk medical conditions (diabetes, pulmonary disorders, GI disorders, etc) that might require higher levels of medical supervision or care.
* **Meal Provision and Preparation**: Church will provide and prepare lunch each day for Pine Cove staff. Campers will bring their own lunch unless provided by the host church.
* **Host Homes**: Our staff need places to get some rest! Each host family will provide breakfast (grab & go) and three dinners on Monday, Wednesday, and Friday. Host Homes will need to occupy a minimum of 3 staffers of the same gender and provide a private bathroom for staff. Pine Cove will communicate with these families about schedule and logistics 2-3 weeks prior hosting staff.
* **Celebration Coordination**: On Thursday night during the week of camp, we need one or more families and/or the church to provide a location and food for Pine Cove staff and church families/staff to connect over and celebrate what the Lord has done that week.
* **Church Hosts**: To make families feel welcome dropping off and picking up their children we would love to have greeters, door holders and friendly faces for parent drop off and pick up.

**Follow-Up**

We encourage our churches to have a follow-up plan to give campers and their families an opportunity to connect with church if they do not have a church home. We will provide contact information gathered during camp with the hope that the church would welcome new faces and steward the growth of those who made commitments to Christ.

**Health and Safety**

We are committed to providing a healthy and safe experience for campers that come to your church. Pine Cove follows recommendations from state and local health authorities, and works under the direction of a Medical Director and their team of health professionals.

**Security**

For the safety of campers, the church will provide one Licensed Law Enforcement Officer at all times while campers are on property (8:30-4:30) Monday-Friday during your week of camp. Before summer begins, each Site Director will work with your church on a specific security plan based on your property needs and camp program.

**Cancellation**

If your church chooses (at will) to cancel your week of camp past January 1st, Pine Cove requires a cancellation fee of $7,500 to cover the cost of summer staff salaries incurred for your week of camp.

If your church determines Host Homes are not an option or unable to provide housing, Pine Cove requires your church to cover the additional cost of alternate housing (Hotels, Airbnb’s, etc).

**Statement of Faith**

Please read through our Statement of Faith as well. Signing this Letter of Agreement includes this Statement of Faith.

Signing this document ensures you have read the Letter of Agreement, Pine Cove Statement of Faith, and will work to meet the expectations presented. We look forward to serving together and having the opportunity to come alongside as you reach new people in your community for Christ.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pine Cove Church Relationship Manager Church Signature

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_