

STEPS TO ORGANIZING A BEYOND MALIBU TRIP

YOUNG LIFE BEYOND MALIBU

We hope the following document along with other materials available online will help you to successfully plan and implement your trip. This document gives you a suggested timeline for planning your trip and also directs you to other helpful pages that are located on the Beyond website (noted by ALL CAPITAL LETTERS). We suggest you print this out and reference it each month to make sure you are on track. Email is our main form of communication so please make sure we have a working email for important trip communications. Please contact us regarding any questions you may have:

Young Life Beyond Malibu

P.O. Box 15662

Seattle, WA 98115

(206) 525-0791

beyonddmalibu@beyonddmalibu.younglife.org

AUGUST/SEPTEMBER

Initial Planning and Preparation

- Dream up your ideal Beyond trip. Include your whole leadership team in prayerful planning. Read [A STRATEGY FOR PROMOTING A BEYOND TRIP](#) to assist you with this process.
- Stir up interest with photos, video (your own or Beyond's), brochures, individual contacts, Beyond special speakers or a special night. If possible, have someone who has gone on a trip share about their experience. Consider including the Beyond trip in a club talk. Order brochures and postcards from the [Service Center](#). Contact the Beyond office for ideas and other materials.
- Visit the [Beyond Malibu website](#) to answer any questions you may have, call or email with questions.

Reservations

- Young Life areas are able to make camping requests through the Young Life Camp Request System in August. Contact your area or regional director for details.
- Or contact the Young Life Beyond Malibu office to make an initial trip request as soon as possible. Provide your preferred dates including your first, second and third choice. E-mail us at: beyonddmalibu@beyonddmalibu.younglife.org, or call at (206) 525-0791.

OCTOBER through January

Trip planning and Promotion

- Establish the price you will charge participants. Use the PLAN YOUR TRIP page to help you figure the total trip cost including travel. Remember to allow for extra leaders, T-shirts, food, etc. Contact us at the office if you need help figuring out the cost.
- Create interest and get kids signed up! Request Beyond brochures from the office or create your own flyer complete with registration information (things to consider: student/parent contact info, trip dates/times/travel details, costs/deposit deadlines, trip leader and area contact information, etc.).
- Have an info night at club and/or a parent meeting. Consider visual aids/pictures/video etc. Distribute flyers with registration information. Distribute the Beyond Malibu Parent Packet and inform parents how to register. Keep these materials on hand and readily available.
- Register individuals for the trip. **Begin getting deposits from individuals as soon as possible.** Have a way to keep track of who has signed up.

NOVEMBER

Initial Reservation Confirmation

- Young Life Groups: Receive the R1 via email through DocuSign by November 15th. If you do not receive the R1, please call to make sure we have your correct contact information on file. Confirm your reservation by following the instructions on the form and return it to our office as soon as possible or no later than December 1st.
- Non Young Life Groups: Receive the Third Party Guest Reservation Agreement via email from the Beyond Malibu Office. Confirm your reservation by completing the form and return it to our office with a non-refundable deposit of \$200 within 60 days of receiving or by February 15th whichever comes first.

DECEMBER

Registration and Mandatory Forms

- Please return the Initial Reservation Confirmation (R1) to our office via email by December 1st.
- Open registration for your trip if you have not done so yet.
- Receive an email from Beyond Office with details on mandatory forms and border documentation. Distribute these important details to participants/parents who are registered to obtain signatures and ensure proper border documentation. **Canadian law requires that all persons 18 and under need parent signatures on all forms.**
 - **Young Life Groups mandatory forms:**
 - [CAMPING HEALTH, CONSENT AND RELEASE FORM](#)
 - ! Physical and physician's signature required within 12 months of camp date.
 - Parental Border Crossing Consent Letter
 - [CLOTHING AND EQUIPMENT LIST](#) (gear makes for great Christmas presents!)
 - ! All of the equipment is very important. By starting to borrow or buy early, one can save money.
 - Parent Packet (if you have not already distributed)
 - **Non-Young Life Groups mandatory forms:**
 - [INDIVIDUAL GUEST HEALTH FORMS](#)
 - ! Physical and physician's signature required within 12 months of camp date.
 - Parental Border Crossing Consent Letter
 - [CLOTHING AND EQUIPMENT LIST](#) (gear makes for great Christmas presents!!)
 - ! All of the equipment is very important, by starting to borrow or buy early, one can save money.
 - Parent Packet (if you have not already distributed)
- Beyond Malibu trips take place in a remote location and have strenuous physical demands, be aware that some medical conditions may prevent persons from participating. Contact our office with any health or diet concerns as soon as they arise.
- Border Documentation:
 - If you are flying from the US directly into Canada, each passenger is required to carry a passport. Flying into Vancouver does simplify the border process and shortens the time in your vehicle.
 - Whether crossing the Canadian border by ground or air, **anyone 19 and older must have a passport, or other machine readable/scannable ID such as an enhanced driver's license, passport card, or Nexus pass. The best option is always a passport.** Please double check with all leaders and participants 19 and older for current identification. Processing times can vary but plan for at least 90 days.
 - For participants 18 and under, an original or copy of a birth certificate, a government issued picture ID and a Border Crossings Consent Letter will suffice in place of a passport. The Border Crossing Consent Letter must be signed by a parent or guardian, it gives the designated chaperone permission to travel with the "minor."
 - Citizens of other countries will need a passport or possibly a visa from the Canadian Consul. (Contact your nearest Canadian Consulate for information before you leave.)

JANUARY

Travel and Accommodation Details

- Plan and book travel. Refer to the [PLAN TRAVEL](#) section of the website (Found under the PLAN YOUR TRIP tab). Other helpful documents to help plan travel: [TRANSPORTATION INFO AND TRAVEL TIMES](#) and [DIRECTIONS MAP](#) all found on the PLAN TRAVEL page.
 - Plan accordingly to arrive at the Malibu Landing in Egmont by 12pm on the first date of your camp dates. You will depart at 3pm the last day of your camp dates.
 - We recommend that you arrange to spend the night in Vancouver or near Egmont prior to arriving at Beyond to ensure maximum sleep time. You are responsible for your own transportation to/from Egmont. You may also wish to plan some sightseeing while you're in the area.
- Book or reserve your air and ground transportation. It is important to secure transportation as early as possible, especially if you are planning on renting a van. **Vans are in high demand during the summer season, so reserving early is important.**
- **BC Ferry Reservations:** In recent years some of the BC Ferries have been completely booked! Canada Day is July 1st and BC Day is the first Monday in August; expect packed ferries near those holiday weekends. We suggest you call and reserve a spot on the BC Ferry. See the schedule: www.bcferrys.com Sunshine Coast Schedules, Horseshoe Bay to Langdale is the ferry you are looking for. Reserve online OR call at 1-888-BC-FERRY (223-3779). Plan to arrive for the ferry 1 hour before your desired ferry time. If you have a reservation, 30 minutes early is the minimum. If you do not catch the Horseshoe Bay ferry the day before your trip, you will need to catch the 7:30 a.m. ferry the morning of your trip.
- Remind participants/parents on mandatory forms, border identification (See December) and details on payment for camp fees.
 - Camp fees will be due upon arrival at camp. We suggest collecting deposits and camp fees early.
 - For Young Life areas, work closely with you area director and/or area administrator for scheduling and logistics of collecting camp fees.
 - For Non Young Life Groups, it is up to you as the trip coordinator to set the schedule and method for collection of camp fees. Keep in mind the camp fee balance is due upon your arrival at camp; please make arrangements to bring **one blank** check to be basecamp to cover the remaining balance. Or call our office to make other arrangements. The full balance of charges is due within 10 business days of departure from camp.
- Call the Beyond office to “Check in” and let us know how travel plans are coming together, how sign-up are looking, and if you have any prayer requests at this point!
- Young Life Areas: Mid-January, receive Final Reservation Confirmation R2 via email from DocuSign. Confirm your reservation by following the instructions in the email and return the R2 authorizing a trip deposit of \$200 per trip as soon as possible or no later than February 15th.
- Non-Young Life Areas prepare to send a deposit check of \$200 per trip with a hard copy of the completed and signed Third Party Guest Reservation Agreement to our mailing address: Young Life Beyond Malibu, PO Box 15662, Seattle, WA 98115. Please make checks out to “Beyond Malibu”. Must be postmarked before or by February 15th.
- Plan and begin group fundraisers. (See A STRATEGY FOR PROMOTING A BEYOND TRIP)

FEBRUARY

Final Confirmation Information

- **Final Reservation Confirmation R2 with \$200/trip deposit is Due February 15th!** Reservations include both **Campers AND Leaders**. You are making a financial commitment at this point and are guaranteeing to bring at least 90% of the full trip reservation (A full trip is 9 people. By signing the R2 you are guaranteeing to bring at least 8 people). If reservations are not met anytime hereafter, the accountability charge will be 1/2 of the camp fee for the spot(s) not filled.

- Non Young Life Groups: Third Party Guest Reservation Agreement and \$200/trip deposit due February 15th! See Agreement for specific terms and cancelation policy.

MARCH-MAY (and up until trip dates)

Training and Preparation

- Work on fundraisers.
- Meet with your group. Center on getting ready **physically, emotionally, relationally, and spiritually**. Provide opportunity for your group to think about goal setting, trust building, expressing fears, and to have time for prayer. *Lack of contact with the group prior to the trip date has often resulted in changed plans, cancellations, etc. Keep in touch with each other.*
- Schedule some training activities to build physical endurance, teamwork and enthusiasm. For ideas, see PHYSICAL PREPARATION FOR A BEYOND MALIBU TRIP.
- Go over the CLOTHING & EQUIPMENT LIST. Emphasize borrowing equipment, looking at thrift stores for clothing, and renting boots from REI or an outdoor supplier. Note for Hiking Trips: Boots are the most important item on the list look for a solid boot that fits well and spend as much time wearing them as possible leading up to the trip to break them in.
- Remind participants about final payments, medical forms, and parental letter of consent to cross border signatures. Get a binder or folder and begin organizing the **hard copies** that you will need to travel with. (See the day you leave for Egmont section below for a complete list of necessary hard copies.)
- **TRIP QUESTIONNAIRE Due June 1st!** In order to best fill out the Trip Questionnaire please read TRIP LEADERSHIP AND CONTENT for trip leaders (if you have not already).
 - Include as much specific information about your trip and the individual participants as possible, as well as any requests, concerns, special needs, prayer requests. You will still have an opportunity for last-minute changes at your 10-day call-in.
- Work on any Bible studies, devotional times, games, etc. you want for your trip. Send those to the Beyond office so your guides are able to incorporate those into the intentional week.
- Confirm all travel arrangements. (Especially important with rental vehicles)
- Receive an email from the Beyond Office with Final Trip Preparation Information Including the Registration A-Form and 10-day call in details.

TWO WEEKS prior to trip dates

Last-Minute Preparations

- Send out a final trip information communication letter to your participants and their parents. Include all the necessary information for each participant and parent (meeting places and times, completed forms required, etc.). For FAQs be sure to read the FINAL TRIP PREPARATION INFORMATION sheet!
- **Meet to go over all equipment. Inadequate gear can make a trip unnecessarily uncomfortable. Boots are especially important. Many participants don't take this list as seriously as they should!** You can help by being conscientious about preparations (thereby also serving each participant in a meaningful way). Take short hikes around town to break in boots and help to make sure gear fits properly.
- Remind everyone in your group to pack their proper border Identification (see December).
- Collect and print out the appropriate **mandatory forms**. Please remember that due to Canadian law, all persons under 19 need parent signatures on all forms.
 - Young Life Groups:
 - [CAMPING HEALTH, CONSENT AND RELEASE FORM](#)
 - ! Physical and physician's signature required within 12 months of camp date.
 - ! **Entire health forms must be completed and fully printed for everyone participating, in order to serve you best.**
 - Parental Border Crossing Consent Letter

- Non Young Life Groups:
 - [INDIVIDUAL GUEST HEALTH FORMS](#)
 - ! Physical and physician's signature required within 12 months of camp date.
 - ! **Entire health forms must be completed and fully printed for everyone participating in order to serve you best. Please bring two copies of the health form for each participant and leader.**
 - Parental Border Crossing Consent Letter

! Arrival at Beyond Malibu without a hard copy of the completed medical form (signed by a physician), signature of parent or guardian (19 and under), and insurance information will result in the individual being unable to accompany his/her group in the mountains or on the sea kayaking trip. This applies to everyone!

Final Payment and Registration

- Young Life Groups: For final payment, make preparations for an internal transfer from your area's campership account or contact our office to make other arrangements if necessary.
- Non Young Life Groups: For final payment, make preparations to bring one **blank** check to be used to cover the difference between camp fees and the previously submitted registration deposit or call our office to make other arrangements. The full balance of charges is due within 10 business days of departure from camp.

THE DAY YOU LEAVE FOR EGMONT

Double Check

- **Border Crossing Documentation**
 - **Proper Identification (government issued picture ID and/or passports)**
 - Parental letters of consent to cross the border
- **Hard copies** of the following mandatory forms.
 - Young Life Groups:
 - [CAMPING HEALTH, CONSENT AND RELEASE FORM](#)
 - ! Physical and physician's signature required within 12 months of camp date.
 - ! **Entire health forms must be completed and fully printed (NOT the short form) for everyone participating, in order to serve you best. Please include the physician's signature page.**
 - Parental Border Crossing Consent Letter
 - Non Young Life Groups:
 - [INDIVIDUAL GUEST HEALTH FORMS](#)
 - ! Physical and physician's signature required within 12 months of camp date.
 - ! **Entire health forms must be completed and fully printed for everyone participating in order to serve you best. Please bring TWO copies of each person's health form.**

Travel and Driving Directions

- **Print off driving directions and maps** and if needed flight details, vehicle rental details. Do not count on relying on your smart phone for service, you will lose service as you get closer to the Malibu Landing in Egmont. It is best to have directions and maps printed out. See TRAVEL TIMES AND DIRECTIONS MAP on the PLAN TRAVEL page of the website.

What to Expect at the Border

- When you cross the border, you will be asked by the border patrol officers, "what is your purpose in Canada?" Let them know you are going to be "CAMPERS" at the Beyond Malibu camp (connected with Young Life's Malibu Club camp). You as a trip leader you are coming as a "CHAPERONE." We don't want to give the impression that you will be employed by Beyond Malibu in Canada, you won't be.
- Respond to questions and supply documentation as it is requested by the officer.

THE BEYOND MALIBU TRIP

Hiking Trips

- The boat leaves promptly at noon (12pm) from the Malibu landing in Egmont. Please arrive between 11am and 11:30am to check in with the Beyond staff to receive your trip questionnaire forms, water taxi assignment and instructions to stage luggage, park your car, label and leave your keys. You will begin your Beyond trip with a 1.5 hour boat ride; please have your trip questionnaire forms completed by the end of your boat ride. **Bring lunch for the boat ride.** Be prepared to turn in your A Form and Medical Forms once the boat arrives at mountain basecamp. The Beyond office person will advise you of the balance due on your trip payment at the end of the week.
- For the first afternoon/evening you can expect to spend some time be in basecamp; this time will include initiative group activities, equipment review, dinner, packing, group sharing time, and time with your guides to plan the week. You will start on the trail on Sunday morning, and return to base camp Friday afternoon for an all-camp get-together (singing/sharing time) and closure time with your group. You will arrive back in Egmont by 3pm the last day of your trip; if you are efficient you should be able to catch the 5:55pm ferry home on Saturday.

Sea Kayaking Trips

- Please arrive at the Malibu Landing in Egmont between 11am and 11:30am, this is where the Beyond Malibu Sea Kayaking basecamp is located! Be prepared to turn in your A Form and Medical Forms immediately upon arrival. A Beyond staff person will advise you of your registration balance at the end of the week.
- Expect to spend the first day at the sea kayaking basecamp in Egmont. You will spend this time doing initiative group activities, equipment review, lunch, learning basic kayaking skills, dinner, group sharing time and time with your guides to plan the week. The next morning you will paddle off to your first campsite. On the last night in the field the group will have a closure time and then paddle back to Egmont the following morning. You will arrive back at the sea kayaking basecamp to clean equipment, pack up and have a final meal together before you head home. Plan to be finished by 3pm; you should be able to catch the 5:55pm or 6:45pm ferry home (depending on the day you are traveling). See bcferries.com

FOLLOW UP

- Be thinking and praying during the week about how you will follow-up on this trip (e.g. Will you talk with individuals on the boat, driving back, when you return home etc.? Will you begin a Bible study group and/or meet one-on-one? Are there special needs you didn't know about before? Are there individuals who you would like to experience Beyond who were not on this trip that you want to encourage for next year?).