

STEPS TO ORGANIZING A BEYOND MALIBU TRIP

YOUNG LIFE BEYOND MALIBU

We hope the following document along with other material available online will help you to successfully plan and implement your trip. This document is structured to give you a suggested timeline for planning your trip and also direct you to other documents and pages on the Beyond website (noted by ALL CAPITAL LETTERS) that will be helpful as you address each particular step. 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

beyondmalibu@beyondmalibu.younglife.org

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 a slide show, video (your own or Beyond's), brochures, individual contacts, Beyond special speakers or a special night. Consider including the Beyond trip in a club talk. Contact the Beyond office for brochures, ideas, speakers and other materials.
- Visit the Beyond Malibu website <http://beyondmalibu.younglife.org> to answer any questions you may have, call or email with questions.

Reservations

- Contact the Young Life Beyond Malibu office to reserve your preferred trip dates and get penciled in on the booking calendar before November 1st. E-mail us at: beyondmalibu@beyondmalibu.younglife.org, or call at: 206-525-0791.
- Review the RESERVATION POLICY AND PROCEDURES
- After November 15th Young Life staff members are welcome to visit the Young Life Camp Reservation System online at <http://campres.younglife.org> to check out available camp dates and booking availability and/or see ADVENTURE CAMP DATES.

OCTOBER through March

Trip planning and Promotion

- Establish the price you will charge participants. Use the TRANSPORTATION INFO.PDF and COSTS page to help you figure the total trip cost. 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 flyers 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. 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

- Receive the Initial Reservation Confirmation R1 via email from the Beyond Malibu office 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.

DECEMBER

- Please return the Reservation Confirmation (R1) to our office via email by December 1st.
- Send the following documents to all individuals who are signed up with a deposit:
 - ONLINE HEALTH AND CONSENT FORM
 - CONSENT FOR MEDICAL TREATMENT IN CANADA
 - CLOTHING AND EQUIPMENT LIST (gear makes for great Christmas presents!!)
 - Non-Young Life groups please note your group will be using the NON-YOUNG LIFE HEALTH FORM **and** the NON-YOUNG LIFE GUEST CONSENT forms.
- **Make it clear that all of the equipment is important and that by starting to borrow or buy early, they can save money. Let them know that they cannot come without a physician's approval.** Also, inform them of your deadlines for having the balance of the camp fee paid.

JANUARY-FEBRUARY

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.
- 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.**
- Secure necessary accommodations. We recommend that you arrange to spend the night in Vancouver or near Egmont prior to arriving at Beyond to insure maximum sleep time. If you do not catch the Horseshoe Bay ferry the day before your trip, you will need to catch the 7:20 a.m. ferry the morning of your trip (arrive at the ferry dock by 6:20 a.m.) You are responsible for your own transportation to/from Egmont. You may also wish to plan some sightseeing while you're in the area.
- Border Documentation:

- Anyone over the age of 18 **MUST HAVE A PASSPORT**. Please double check with all leaders and participants 19 and older for current passports. Passports can take up to 6 months to process!
- For participants 18 years or younger an original or copy of a birth certificate and a government issued picture ID will suffice in place of a passport. **Anyone 18 and under** also needs a **parental letter of consent to cross the border** giving the designated leader/chaperone permission to travel with the “minor”. Please note: even if a participant is 18 a parental letter of consent to cross the border is needed, this has to do with Canadian law.
- 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.)
- If you are flying from the US directly into Canada, each passenger is required to carry a passport.
- Inform parents of required Border Documentation. Remind parents of Health Forms and Equipment List.
- Call the Beyond office to “Check in” and let us know how things are going.

MARCH

- Receive Final Reservation Confirmation R2 via email from the Beyond Malibu office. Confirm your reservation by following the instructions in the email and return the R2 along with a \$200/trip deposit to our office as soon as possible or no later than April 1st.
 - Young Life areas by initialing the R2 you will be pre-approving an internal transfer of \$200/trip from the area number listed on the R2.
- Plan group fundraisers. (See A STRATEGY FOR PROMOTING A BEYOND TRIP.)

APRIL

Confirmation Information

- **Final Reservation Confirmation R2 with \$200/trip deposit is Due April 1st!** 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 the 1/3 of the camp fee for the spot(s) not filled.
- Receive email from Beyond Office with Border Crossing Information, including parental letter of consent to cross the border. Distribute letter to parents for signature. Remind parents and leaders of proper border crossing documentation. See JANUARY

MAY (and up until trip dates)

Training and Preparation

- 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: If you plan to rent boots from REI or some other outdoor outfitter, ask for leather hiking boots – these are sufficient for what you will need throughout your Beyond trip.
- Remind participants about final payments, medical forms, and parental letter of consent to cross border signatures. Collect forms and payments.
- Read TRIP LEADERSHIP AND CONTENT for trip leaders (if you haven't already) and complete the **TRIP QUESTIONNAIRE Due June 1st!**
 - Include as much specific information about your trip as possible, as well as any requests, special needs, etc. 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.
- Confirm all travel arrangements.

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.). 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). Short hikes around town, etc. help to make sure gear fits properly.
- The **MEDICAL, CONSENT AND RELEASE FORM must be completed for everyone on or accompanying the trip. Arrival at Beyond Malibu without a completed medical form (signed by a physician), signature of parent or guardian (if under 18), 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! The Malibu doctor will NOT be available for physicals. This requirement of a medical form is a state/provincial requirement.
- The CONSENT FOR MEDICAL TREATMENT IN CANADA form must be completed for everyone on or accompanying the trip as well. It must be signed by the participant *and* a parent/guardian for participants under 18.
- **Call the Seattle office at (206) 525-0791 NO LATER THAN 10 DAYS BEFORE YOUR TRIP** to verify the number of students, leaders, males, females and the other particulars of your group/trip. ***This call is CRUCIAL for transportation, food, equipment, etc. to be ready for your trip. Failure to make this call will result in a potential lack of needed food, equipment and/or transportation from Egmont for your group.***
- **24 hours prior to the camp week start**, please e-mail a copy of the Beyond Malibu Registration/A FORM available online. Or Fax it to 206-525-1207.

THE DAY YOU LEAVE FOR EGMONT

Final Payment and Registration

Be sure to bring the following items with you to camp. Keep these items available so you can give them to the office person when you arrive at base camp.

- A completed Registration/A FORM. This includes a numerical recap of **everyone** on the trip (leaders and participants).
- For final payment: Make preparations for an internal transfer from your area's campership account OR bring a **blank** check to be used to cover the difference between camp fees and the previously submitted registration deposit.
- Bring your entire groups' **completed** MEDICAL CONSENT AND RELEASE FORM with the proper signatures.
- Bring a CONSENT FOR MEDICAL TREATMENT IN CANADA form for each member of your group **with the proper signatures**.

Border Crossing

- Double check with everyone in group to make sure you have proper Border Documentation with you to cross the border.
 - Anyone over the age of 18 **MUST HAVE A PASSPORT**. Please double check with all leaders and participants 19 and older for current passports.
 - For participants 18 years or younger an original or copy of a birth certificate and a government issued picture ID will suffice in place of a passport. **Anyone 18 and under** also needs a **parental letter of consent to cross the border** giving the designated leader/chaperone permission to travel with the "minor". Please note: even if a participant is 18 a parental letter of consent to cross the border is needed, this has to do with Canadian law.
 - If you are flying from the US into Canada, each passenger is required to carry a passport.
- 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 a "GUESTS" or "CAMPER" at the Beyond Malibu camp (connected with Young Life's Malibu Club camp). You as a trip leader you are coming as a "CHAPERONE" or according to your border documentation "SUPERVISING ADULT". We don't want to give the impression that you will be employed by Beyond Malibu in Canada, because you won't be.

THE BEYOND MALIBU TRIP

Hiking Trips

- The boat leaves promptly at noon (12pm) from the Malibu landing in Egmont. We recommend arriving between 11 and 11:30am to get oriented. You will begin your Beyond trip with a 1.5 hour boat ride during which you and the participants will fill out a questionnaire. **Bring lunch for the boat ride**. Be prepared to turn in your A Form and Medical Forms to the Beyond office person upon your arrival. The Beyond office person will advise you of the balance due on your trip payment at the end of the week.
- Expect an afternoon/evening in base camp which 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, getting back into 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 5:30pm ferry home on Saturday.

Sea Kayaking Trips

- Your trip will begin at noon (12pm) upon arrival at Malibu landing. We recommend arriving between 11 and 11:30am to get oriented. Please 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. Make arrangements for an internal transfer or bring a blank check for payment.

- Expect to spend the first day and a half in Egmont. You will spend this time doing initiative group activities, equipment review, meals, learning basic kayaking skills, group sharing time and time with your guides to plan the week. The afternoon of the second day you will paddle 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 in the early afternoon in time to clean equipment, pack up, and have a time of closing before you leave. Plan to be finished by 3pm; you should be able to catch the 5:30pm or 6:55pm ferry home (depending on the day you are traveling).

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?).