

HOW TO SPONSOR A CAMPER AT VFW CAMP TROTTER FOR CHILDREN

There are a few different ways a VFW Post and Auxiliary can sponsor a camper at VFW Camp Trotter for Children. Below we have listed the methods used to fund a specific camper. These steps should be completed after a Post/Auxiliary has chosen which individual(s) they are sponsoring. If you are looking for a camper to support, please contact our team at (231) 519-7091 or support@camptrotter.org

****Staff Recommendation****

Complete the Application & Parent Pays Deposit and VFW Post/Auxiliary Pay by Check Later:

For this process, the parents should complete the camper registration on our website by following **Steps 1 - 6**. The VFW Post or Auxiliary should begin at **Step Seven**.

Step One: On our website's homepage, please click the "Register" button. You should be at the URL <https://camptrotter.campbrainregistration.com/>

Step Two: Create an account using the LEGAL parent/guardian's information.

Step Three: Follow the instructions listed on the top of the registration page, this will take you through the registration process. Parents can register more than one child at a time!

There are SIX pages to complete. Includes two mandatory forms "Waivers & Agreements" and the "Camper Information Form". **Please note - there is a Medical Form that will need to be filled out completely before July 1, 2023, which is not made mandatory to lower the registration time.**

Step Four: Parents should select "I will pay \$20.00 by..." with their preferred payment method. This will cover their deposit and will save their week selection; we operate session selection on a first-come, first-served basis and need payment to secure placement.

Step Five: Check your email! You should receive a confirmation email containing your confirmation letter, invoice, and Director's Letter. **Keep Invoice for steps 7 - 9.**

Step Six: Continue (or login at a later time) to complete the Medical Form, This may take up to 20 minutes as we need the entire medical history, medications, and other medical information.

Step Seven: VFW Post or Auxiliary should contact the parent after the registration is complete to receive the invoice. This will show the amount due and the camper(s) information. **Please note - if the parent is registering more than one child ALL children will appear on the invoice. If the Post/Aux. Is not sponsoring all listed campers a separate letter will be mandatory to ensure the correct child is sponsored.**

Step Eight: VFW Post or Auxiliary should send a check of \$300 to the VFW Department of Michigan at 924 N Washington Ave, Lansing, MI, 48906, and should be made out to “VFW Camp Trotter for Children”. The invoice should be sent with the check and any additional materials necessary to ensure the money is allocated to the correct registration.

Step Nine: After receiving and depositing the check, our team will reach out to the parents to inform them that their tuition is paid and send an updated invoice. Posts/Aux. Should contact our team for any questions or concerns that arise during this process at (231)519-7091 or support@camptrotter.org

Complete the Application and VFW Post/Auxiliary Pay by Check Later:

For this process, the parents should complete the camper registration on our website by following **Steps 1 - 6**. The VFW Post or Auxiliary should begin at **Step Seven**.

Step One: On our website’s homepage, please click the “Register” button. You should be at the URL <https://camptrotter.campbrainregistration.com/>

Step Two: Create an account using the LEGAL parent/guardian’s information.

Step Three: Follow the instructions listed on the top of the registration page, this will take you through the registration process. Parents can register more than one child at a time!

There are SIX pages to complete. Includes two mandatory forms “Waivers & Agreements” and the “Camper Information Form”. **Please note - there is a Medical Form that will need to be filled out completely before July 1, 2023, which is not made mandatory to lower the registration time.**

Step Four: Parents should select “I will pay \$320.00 by check”. **This will allow the parent to complete the registration without payment. Their spot will not be guaranteed until there is a payment made.**

Step Five: Check your email! You should receive a confirmation email containing your confirmation letter, invoice, and Director’s Letter. **Keep Invoice for steps 7 - 9.**

Step Six: Continue (or login at a later time) to complete the Medical Form, This may take up to 20 minutes as we need the entire medical history, medications, and other medical information.

Step Seven: VFW Post or Auxiliary should contact the parent after the registration is complete to receive the invoice. This will show the amount due and the camper(s) information. **Please note - if the parent is registering more than one child ALL children will appear on the invoice. If the Post/Aux. is not sponsoring all listed campers a separate letter will be mandatory to ensure the correct child is sponsored.**

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Step Nine: After receiving and depositing the check, our team will reach out to the parents to inform them that their tuition is paid and send an updated invoice with their confirmed week selection. Posts/Aux. Should contact our team for any questions or concerns that arise during this process at (231)519-7091 or support@camptrotter.org

Complete the Application & Parent Pays a Deposit and VFW Post/Auxiliary Pay by Card/eCheck Later:

For this process, the parents should complete the camper registration on our website by following **Steps 1 - 6**. The VFW Post or Auxiliary should begin at **Step Seven**.

Step One: On our website’s homepage, please click the “Register” button. You should be at the URL <https://camptrotter.campbrainregistration.com/>

Step Two: Create an account using the LEGAL parent/guardian’s information.

Step Three: Follow the instructions listed on the top of the registration page, this will take you through the registration process. Parents can register more than one child at a time!

There are SIX pages to complete. Includes two mandatory forms “Waivers & Agreements” and the “Camper Information Form”. **Please note - there is a Medical Form that will need to be filled out completely before July 1, 2023, which is not made mandatory to lower the registration time.**

Step Four: Parents should select “I will pay \$20.00 by...” with their preferred payment method. This will cover their deposit and will save their week selection; we operate session selection on a first-come, first-served basis and need payment to secure placement.

Step Five: Check your email! You should receive a confirmation email containing your confirmation letter, invoice, and Director’s Letter. **Keep Invoice for steps 7 - 9.**

Step Six: Continue (or login at a later time) to complete the Medical Form, this may take up to 20 minutes as we need the entire medical history, medications, and other medical information.

Step Seven: VFW Post or Auxiliary should contact the parent after the registration is complete to receive the invoice. This will show the amount due and the camper(s) information. **Please note - if the parent is registering more than one child ALL children will appear on the invoice. If the Post/Aux. is not sponsoring all listed campers a separate letter will be mandatory to ensure the correct child is sponsored.**

Step Eight: VFW Post or Auxiliary should set up a time to meet with the parents to come to the post with their laptop, phone, or other devices they used to register their camper(s).

Step Nine: Parent/Guardian should log into their account, and click “Make Payment”. Here the VFW Post or Auxiliary can put in their credit card information or bank account information (eCheck) to pay the remaining \$300 of the camper’s tuition.

Step Ten: It can take up to 5 business days for online payments to process, at this point the parent/guardian can download an updated invoice. The Post/Aux. Should obtain a copy for their records. If any questions or concerns arise during this process contact us at (231)519-7091 or support@camprotter.org