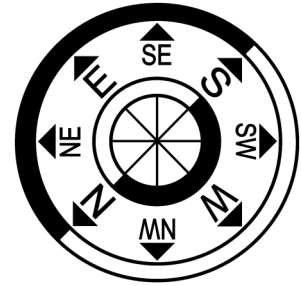


# Compass Points Certificate Program

## February 25 - March 3, 2018

### Criteria for Site Selection



The Compass Points Coordinating Council would like to invite you to apply to host the certification classes to be offered in February/ March of 2018.

#### Information and Requirements

- The Personnel and Leadership course will be held on February 25 - 28 (Sunday through Wednesday). The Development course will be held on February 28 - March 3 (Wednesday through Saturday).
- Lodging for 10-25 people in private/semi-private bedrooms or cabins (linens to be provided by host site) with private, attached, or connecting bathrooms. No hall bathrooms please. This number includes faculty and participants (most of the participants will register for both classes).
- Meeting room for the entire group plus break-out space for up to two small groups
- Food service for the 10-25 people with the ability to handle reasonable dietary needs
- Shuttle transportation from the airport to the site on Sunday and Wednesday and back to the airport on Wednesday and Saturday
- The site can be no more than an hour and a half from an airport with reasonable fares (as a part of the selection process, we compare the prices for flights)
- Snacks (with beverages) on Sunday night and Wednesday night
- High-speed wireless internet access
- Access to office equipment (copier, printer, LCD projector, screen, etc.)
- Cell phone coverage somewhere on site
- Site to provide a guide for a tour of their facilities

#### Selection Process

- The host site must be a member of the Outdoor Ministry Association of the United Church of Christ, Presbyterian Church Camp and Conference Association, United Methodist Camp and Retreat Ministries, or a sustaining member of Lutheran Outdoor Ministries.
- Host applications are to be received by **Friday, July 14**.
- Please send your completed forms to Allyson Ashmore at [allyson@camphopewell.com](mailto:allyson@camphopewell.com) or 24 CR 231, Oxford, MS 38655.
- The selection process will include the comparison of the total bid package (which includes the lodging, meals, and shuttle costs) submitted by the site and the estimated travel costs as determined by the Compass Points Coordinating Council.

Please go to the next page to apply to host these classes. Do you want to learn more about the Compass Points Certificate Program? You can check out the website at [www.compasspointsprogram.org](http://www.compasspointsprogram.org).

# Compass Points Certificate Courses February 25 - March 3, 2018 • Host Site Application

Site Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## Bid Specifications

Is your site available on February 25 - March 3, 2018?  Yes  No

Total price per person for lodging with linens (each night)

Single Occupancy \_\_\_\_\_

Double Occupancy \_\_\_\_\_

Other \_\_\_\_\_

Total price per person per day for three meals  
(Breakfast, Lunch, and Dinner) \_\_\_\_\_

Total price per person for two evening snacks  
(Sunday and Wednesday) \_\_\_\_\_

Airport shuttle costs per van load  
(round trip - shuttling people to the site and then back to the airport) \_\_\_\_\_

Preferred major airport \_\_\_\_\_

Airport's proximity to site: \_\_\_\_\_ miles and \_\_\_\_\_ minutes

Please describe your lodging accommodations:

Please describe your meeting room facilities:

Please describe your food service capabilities:

Please check all that apply:

Wireless internet (Cost: \$ \_\_\_\_\_)  LCD projector (Cost: \$ \_\_\_\_\_)

Cell phone coverage  Copies (Cost: \$ \_\_\_\_\_)

Applications must be submitted by Friday, July 14. Please send your completed form to Allyson Ashmore at [allyson@camphopewell.com](mailto:allyson@camphopewell.com) or 24 CR 231, Oxford, MS 38655.