

KANAKUK KAMPS

Staff Transportation Details & Policies

You are responsible for getting to and from Kamp during your time of employment. Whether you are flying or driving, the following guidelines will outline proper procedures and protocol for arranging transportation this summer. Please read carefully.

FLYING TO KAMP?

Booking: We recommend booking your flight through Great Southern Travel Agency. (1-800-749-7116) Shuttle service will only be available from the following airports:

Springfield / Branson National Airport (SGF) OR Branson Regional Airport (BKG)

Free Shuttle Service: Free shuttle service is provided to all Kanakuk staff who meet the following 3 requirements.

1. All request & cancellations must be made (via e-mail) at **least 5 days in advance** of your arrival or departure date. Your day of travel does NOT count as one of the 5 days.
2. Travel must be between the hours of 9:00am and 4:30pm **AND** in conjunction with your contract date and time. If you book a flight that would keep you from fulfilling your contract you **MUST** have preapproved permission from your director. Note: Even if you are granted this permission if your travel plans fall outside the parameters listed (time & dates) there will be a cost to you. (See "Special Shuttle Request" below.)
3. Travel must be on the following dates:

May	June	July	August
15 th , 22 nd , 24 th	2 nd , 4 th , 5 th , 14 th , 16 th , 18 th , 19 th , 28 th , 30 th	2 nd , 3 rd , 5 th , 7 th , 9 th , 10 th , 12 th , 14 th , 16 th , 17 th ,	13 th , 14 th

Requesting Shuttle Service: E-Mail the Transportation Dept. (transportation@kanakuk.com) with the following information in order:

- a. Name
- b. Kamp Assignment
- c. Date of Birth (month/day/year)
- d. Date of Travel
- e. Airline
- f. Flight Number
- g. Arrival and/or Departure Time
- h. Cell Phone Number

You will receive an e-mail confirming your shuttle request from the Transportation Dept. If you do not receive a confirmation, then please follow up with us because we have not received your request. For accountability and accurateness, please contact the Transportation Dept. directly with your request and questions. Do **not** ask or expect your director, leadership, office staff, travel buddy, etc. to pass along your travel plans. **Note:** If you booked your flight through Great Southern Travel, they will provide the information above and you do not need to contact us.

Last Minute Shuttle Request / Late Fee: All travel request made less than 5 days in advance (the day of travel does not count as one of the 5 days) of your travel date will be honored based on vehicle/driver availability and at a cost of \$35 (BKG) and \$50 (SGF). **This applies even if your date of travel is one of the "free" dates listed above. Plan Ahead!**

Special Shuttle Request: If you need an airport shuttle on a date other than those listed above, request must be made at least 5 days in advance and flight times **must** be between 9:00am and 9:00pm. All special shuttle requests must be approved by your director and will be provided at the following cost each way:

- K-1, K-Kountry, K-Kauai (Branson Kamps) - \$75 One Way to/from SGF and \$35 to/from BKG.
- K-2, K-West, K-Seven, K-Golf (Lampe Kamps) - \$120 One Way to/from SGF and \$75 to/from BKG.

Shuttle Pick-Up Times / Waiting Location: Gather your luggage and go the commons area nearest Great Southern Travel at the (SGF) airport and in the general commons area in the (BKG) airport and wait there for the Kanakuk representative. Due to the distance to the Kamps we will have two set pickup times in SGF and they are 1:00 pm and 4:30 pm. At BKG your pick up will be coordinated and grouped with other reservations. In either case you most likely will encounter some wait time so bring a good book, be patient and remember it's free.

Canceling Your Shuttle Request: All shuttle cancellations must be received in writing at least 5 days in advance of your travel date (even if it was on a "free" date listed above) or a \$50 charge will be assessed.

Paying For Your Shuttle: All transportation charges (if applicable) will be deducted from your staff account. If accounts have closed, you will need to pay by check or cash.

See Next Page For Driving Directions & Contact Information

DRIVING TO KAMP?

Parking / Belongings: Staff parking will be available at each Kamp. Please do not plan on leaving personal belongings in your car while at Kamp. Kanakuk is not responsible for things lost or stolen in staff parking.

Directions / Kamp Addresses:

K-1

1355 Lake Shore Drive
Branson, MO 65616
(417) 266-3510

K-West

793 K-West Drive
Lampe, MO 65681
(417) 266-3530

K-Seven

364 K-7 Drive
Lampe, MO 65681
(417) 266-3570

K-Kauai

833 Lake Shore Drive
Branson, MO 65616
(417) 266-3705

K-2

20 K-2 Drive
Lampe, MO 65681
(417) 266-3520

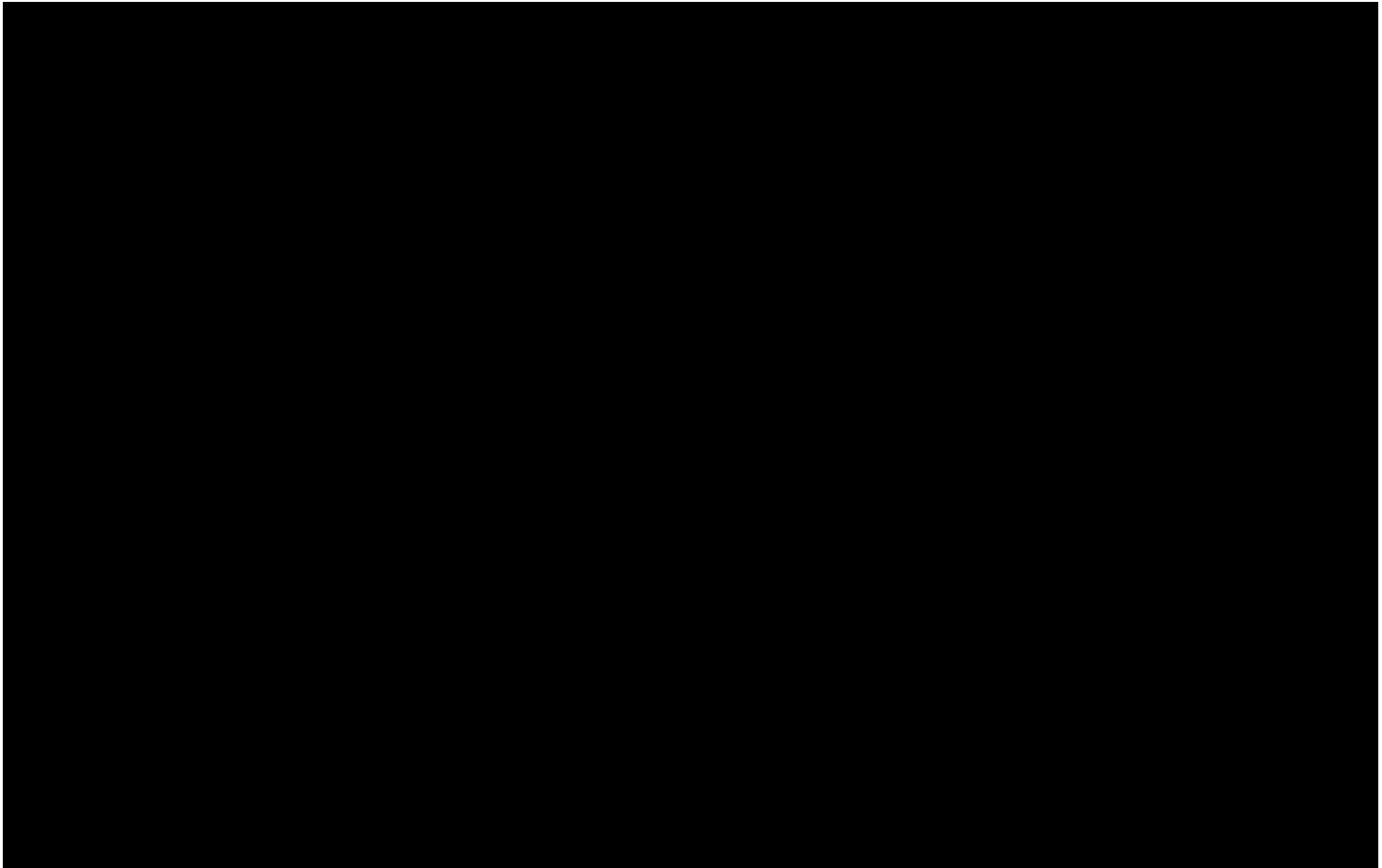
K-Kountry

967 Lake Shore Drive
Branson, MO 65616
(417) 266-3540

K-Golf

20 K-2 Drive
Lampe, MO 65681
(417) 266-3520

Map:



Carpooling: Many of our staff carpool from different parts of the country. Check with your campus representative and/or post your transportation on the "message board" at www.kanakuk.com/stafftransportation. From here you need to Login to post and see other messages from staff.

CONTACT US

Kanakuk Transportation Department
1353 Lake Shore Drive
Branson, MO 65616

E-Mail: transportation@kanakuk.com
Phone: (417) 266-3100