

BIG BREAK 2008
SPRING BREAK
PANAMA CITY BEACH, FLORIDA

1-800-825-9551 voice

big.break@uscm.org

TO: PCB BOUND CAMPUSES
FROM: BIG BREAK TEAM: ORLANDO
DATE: January 1, 2008
SUBJ: "THE BIG BREAK 2008" INFO - PAK

Dear Spring Break Coordinators:

This packet is designed to help you plan your spring break trip to Panama City Beach. Please share this information with your team. You should find answers to most of your questions in this packet. If you have additional questions, please call the BIG BREAK line at 1-800-825-9551.

Big Break 2008 will look quite differently than it has in the past. One of the biggest changes is that we are asking all students and staff to register and pre-pay the \$249 registration fee for students or \$239 for staff members. In addition, we are moving back to the Edgewater Beach Resort.

BIG BREAK 2008 CONFERENCE INFORMATION

BIG BREAK 2008 Dates & Costs:

Week of March 1st- 8th: Pre-register & pre-pay \$249 prior to February 23rd
(registration deadline).
Week of March 8th- 15th: Pre-register & pre-pay \$249 prior to March 1st (registration
deadline).
Week of March 15th-22nd: Pre-register & pre-pay \$249 prior to March 7th (registration
deadline).
Week of March 22nd-29th: Pre-register & pre-pay \$249 prior to March 14th
(registration deadline).

Pre-Registration Process:

All pre-registration will be done online at our website, **www.big-break.com**. When students visit the website, they can register by filling in all the needed information. Payments can be made on-line at the website by using a credit card or by sending in a check for \$249 (or contribution checks totaling \$249), made payable to "Big Break", to the address below:

BIG BREAK
100 Lake Hart Dr, Dept. 2500
Orlando, FL 32832

Payment Methods:

When students register at www.big-break.com, there will be a section where they can specify what “payment method” they will be using – credit card, check, or scholarship. If the student selects “scholarship” they will need to enter a staff member’s name for verification. The staff member will then need to add the chartfield or staff acct info to that student’s payment info. Detailed information on submitting scholarships can be found on the final page of this document.

Staff Member Payment:

Staff members will need to pre-register on-line at www.big-break.com using their “uscm.org” e-mail address. Your staff account will be charged after you arrive at Panama City Beach.

In years past, each married individual had to register separately. This year, one married staff member can register both husband and wife at the same time.

Contribution Checks:

If a students have a contribution check(s) that will help pay for the conference fee, please have them send the checks to the Big Break office (address below). We would appreciate students sending all of their contribution checks together along with their printed conference confirmation sheet. All checks should be made out to BIG BREAK.

Paying for Several Students with One Check:

If one check is written for several students that have pre-registered online, please enclose a list of all the students whose pre-registration fee is included when you mail the check.

Refund Policy:

If a student cancels his or her registration prior to the pre-registration shut down date, that student can receive a full refund minus \$50. If a student cancels his or her registration after the pre-registration shut down date, that student will not receive a refund.

STUDENT HOUSING

Submitting the Student Housing Lists:**Week of March 1st – 8th.**

The CRS registration site will shut down on **February 23**—seven days prior to your arrival. Immediately after the registration shut down, please send an email to big.break@ucm.org listing all of your students with females at the top of the page and males at the bottom. The Big Break Housing Team will cross check your list with the CRS and assign housing. Our complete housing list for the entire week is due on Monday morning.

Week of March 8th – 15th.

The CRS registration site will shut down on **March 1**—seven days prior to your arrival.

Immediately after the registration shut down, please send an email to big.break@ucm.org listing all of your students with females at the top of the page and males at the bottom. The Big Break housing team will cross check your list with the CRS and assign housing. Our complete housing list for the entire week is due on Monday morning.

Week of March 15th – 22nd.

The CRS registration site will shut down on **March 8**—seven days prior to your arrival. Immediately after the registration shut down, please send an email to big.break@ucm.org listing all of your students with females at the top of the page and males at the bottom. The Big Break housing team will cross check your list with the CRS and assign housing. Our complete housing list for the entire week is due on Monday morning.

Week of March 22nd - 29th.

The CRS registration site will shut down on **March 15**—seven days prior to your arrival. Immediately after the registration shut down, please send an email to big.break@ucm.org listing all of your students with females at the top of the page and males at the bottom. The Big Break housing team will cross check your list with the CRS and assign housing. Our complete housing list for the entire week is due on Monday morning.

On-Site Registration:

On-site registration will look very different than it has in the past. Since each student has pre-paid the registration fee, each student will walk up to the front desk, give the Front Desk Manager their name and campus, and the pick up his or her room key. **The Front Desk will not be able to accept walk-ups or students that have not pre-registered or pre-paid.**

Week of March 1st – 8th: Check-in begins on Saturday at 4:00pm and remains open until you arrive.

Week of March 8th – 15th: Check-in begins on Saturday at 4:00pm and remains open until you arrive.

Week of March 15th – 22nd: Check-in begins on Saturday at 4:00pm and remains open until you arrive.

Week of March 22nd – 29th: Check-in begins on Saturday at 4:00pm and remains open until you arrive.

- **Please do not arrive at the registration site earlier than 2:00pm on Saturday.**
 - **Rooms at the resort will not be available until after 4:00pm on Saturday.** Please be aware of this when making your travel plans.

STAFF HOUSING

On the Big Break Staff Registration website, you will find several housing options for Campus Crusade staff. The housing options you find on that site are for **staff only** and are not available for students. One change you will notice is that if a staff member wishes to room with students, his or her cost will be \$239.

Edgewater Villa: 1 Bedroom unit \$856.00
Edgewater Villa: 2 Bedroom unit \$1012.00
Edgewater Villa: 1 Bedroom in a 2 Bedroom unit \$506.00
Edgewater Tower: 1 Bedroom unit \$1,057.00
Edgewater Tower: 2 Bedroom unit \$1,279.00
Rooming with 5 to 7 students \$239.00

Important Staff Housing Note:

All of the information in the online Staff Housing page is based on availability for each week. There are no guarantees made or implied that the housing options you desire will be available or possible. Please know that we will make every effort to meet your request.

Staff Reception:

On Sunday afternoon, 4:00 p.m., we will host a Staff Reception. This will provide you with the chance to connect with the other staff members at the conference, get an orientation to the week's program, and have your questions answered. This is a valuable time to help you maximize the week with your students.

ADDITIONAL INFORMATION

Student Led Worship:

We are once again hold auditions for our Big Break worship teams. Please send us a video/audio recording of your worship band at least two weeks prior to your arrival and we will choose one band per week to lead in our worship time. For the selected bands, Big Break will cover half of the registration fee for up to eight people. One of those eight, will run PowerPoint and the remaining seven will comprise the band.

Our address:

Big Break Auditions
100 Lake Hart Dr.
Dept. 2500
Orlando, FL 32832

Driving Directions:

Here is a way to avoid a lot of traffic once you get to Panama City Beach from I-10:

- Take the US-231 exit heading south towards Panama City Beach.
 - Take a right onto 23rd Street (there's a LaQuinta on the corner).
 - Follow 23rd Street to Route 98 (Panama City Beach Parkway).
 - Take a right onto Route 98.
 - Once you cross over bridge stay on Route 98 (Do not follow Alt 98).
 - Take a left onto Beckrich Rd.
 - After you cross Middle Beach Road you'll take a right into the Villa side of EBR.
 - Follow the road to the conference center.

11212 Front Beach Road
Panama City Beach, Florida 32407
1-800-874-8686

Busses and Housing for Bus Drivers:

Just like staff housing options, bus drivers will be under the same housing price structure as staff in the resort. The rooms are expensive—up to \$150/night for a single bus driver. Our suggestion is to let the bus company make its own arrangements for its drivers, rather than you having to make hotel arrangements for them. Often times, bus companies buy large blocks of rooms in PCB to house their drivers. If you are hiring a bus company, hire them to take you to PCB and then to take you home, and any shuttling you may want during the week. Please contact us if you have any questions.

Note: You may want the drivers to come back on Saturday evening to take your campus grocery shopping.

To See Students Registration Info and Add Scholarships:

- Log on to **staff.campuscrusadeforchrist.com**.
 - Click on **Tools** on the top menu bar.
 - Click on **Conference Registration System** (second in the list of Standard Tools).
 - Select **Nat'l Campus Office** at the bottom of the View an Existing Conference by Region box.
 - Find the Big Break Conference according to the week your student will attend in the Current Conferences list and click **Manage**.
 - Select **Student/Attendee** from the Registration Summary section of the Conference Info box.
 - Use the **Advanced Search** to generate a list of students from your campus.
 - Click on a student's name to view their registration info.
 - To add a scholarship, click the **Edit Payments** button in the Payment History box.
 - In the Add New Payment box, type scholarship amount in Credit/Payment box, select **Scholarship – Campus Acct or Scholarship – Staff Acct** from the Payment Type drop down menu, add staff account OR your campus chartfield info—**not both**.
 - Put your name (as authorizer) and any additional info in the Comment box and then click **Save New Payment**.