

Registration Guide

KAA Mission

To build Christian leaders by Encouraging, Equipping, and Empowering urban youth and their mentors through camping and education.

KAA Vision

Transforming urban youth to impact their communities for Christ.

www.kaakamps - download KAA mobile app

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The Registration Team

Carey Principato – carey@kaakamps.org

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KAA Reg. 1—kaareg@kaakamps.org



GPS and Physical Camp Location: 25114 Private Rd 2232 Golden, Missouri 65658

Business Office: 2036 Timberlake Rd. Branson, MO 65616 (NOT camp location)

417-266-4000

Office Hours: 8:30 am - 5:00 pm M-F (off season)

A. ATTENDANCE

- 1. Registration is complete when the policy agreement is signed, and the required payment is submitted.
- 2. Acceptable Camper and Kaleo ages are as follows:
 - a. Camper ages 9-18
- b. Higher Ground: 14-18
- c. Kaleos: 20 and up
- 3. All attendees 18 and over must submit a KAA background check.
- 4. Incorrect reporting on camper forms and/or unregistered attendees results in:
 - a. If space is available, with the camp director's approval, the attendee may attend and pay applicable fees.
 - b. If no space is available, the attendee is sent home at the group's expense.
- 5. The standard policy is 1 Kaleo to 10 Campers per camp. We are happy to consider requests for more Kaleos if there is space available.
 - a. One Kaleo must attend each camp where campers are registered.
 - b. It is highly recommended to bring Kaleos of both genders for your group.
 - c. There are no Kaleos for Higher Ground.
- 6. Kaleos reside in Kaleo housing. Family/alternate housing is not provided.
- 7. Ensure all attendees meet the eligibility requirements as outlined in the Registration Guide. Any questions should be directed to the KAA Health Services Director.

Any Attendee with restrictions will be sent home at your expense

- 9. Campers attend KAA only ONCE per summer. Campers between the ages of 14-18 may attend a second week at Higher Ground during a separate week.
- 10. All Attendees must stop at the Registration Building on Opening Day.
- 11. Kaleos are responsible for all check-in duties before continuing into camp.
- 12. All meds must be checked in with Health Services and every Ziplock bag will be verified.
- 13. Group leaders/Kaleos are responsible for monitoring their organization's registrations for enrollment status and accuracy.

B. REGISTRATION EXPLANATION OF STATUS

- 14. Reserved: Reserved spaces are spaces held by the group waiting to be assigned a camper using the camp links.
- 15. Registered: The appropriate registration fee is paid and has a camper assigned and forms completed.
- 16. Reservations/spaces cannot be reclaimed once cancelled.

C. PAYMENTS/CHARGES

- 17. The full cost of Camp is \$225 per attendee.
 - a. Payments must be received by the stated deadline. Postmarks are not honored.
 - b. Late payments may result in reduction of spaces.
 - c. Deposit of \$25 is due at the time spaces are reserved.
 - d. Full payment is due by May 1st 5pm CST.
 - e. Full balances for spaces reserved after May 1st are due at the time the reservation is made.
- 18. The organization is responsible for paying all fees and fines.
 - a. KAA does not accept parental or other contributions specifically for your group and will be viewed as a general donation.
 - b. Payments and fees are not tax deductible.
- 19. Any outstanding balances are to be reconciled before departing from camp. Funds submitted toward new reservations are applied to previous balances, then to the new reservation. You cannot begin a new group nor attend with another group unless all accounts from previous years show a zero balance.
- 20. Medical charges are applied after a week's completion and are incurred for the issue of items such as ace bandages or prescription retrieval. These fees offset the cost of treatment at the Health Center and cannot be billed through health insurance.

D. CANCELLATIONS/REFUNDS/FEES

- 21. To avoid penalties, cancellations are to be made in writing and submitted to our offices no later than **April 1st 5pm CST**.
 - a. Refund requests must be submitted during your week of camp.
 - b. Documentation (i.e., doctor's note, school correspondence) is required to support cancellation/refund requests.
 - c. Refund/waiver amounts are at the discretion of senior management and are not guaranteed.
- 22. Financial penalties are incurred in the following cases:
 - a. The \$25 deposit for each cancelled space is forfeited between April 2 and May 1.

- b. Full tuition is forfeited for cancellations made between May 2nd and Opening Day.
- c. Late arrivals and/or departures incur a fine. Please consult with registration before making travel plans.
- 23. KAA reserves the right to change attendees' camp placement as deemed appropriate before or after camp begins.

E. WAIT LIST

- 24. As space becomes available, a Registration Team member will contact the leader by email or phone call. The leader must respond by the stated deadline, or the space is cancelled and offered to the next group. If you do not receive any communication from Registration: there is no available space. Do not bring waitlisted or unregistered attendees without Registration's consent. Doing so will incur a \$100 fine in addition to the registration fee.
- 25. Payments for waitlisted spaces must be paid by the following due dates:
 - a. Within 10 days of acceptance after May 1st.
 - b. Opening Day if the spaces are accepted less than 10 days before Camp begins.
 - c. Failure to pay by the due date results in cancellation of offered waitlisted spaces.

F. FORMS/VERIFICATIONS

- 26. Parents must enter the attendee information online no later than **TWO WEEKS** prior to your Opening Day. Spaces without information entered by **5pm CST** of your designated date, receive a \$25 late fee. There are no penalties for updating information; however, there is a \$25 per person fee for the following:
 - a. Having incomplete, incorrect, or no information for your attendees by your 2-week data entry deadline.
 - b. Failing to sign the Health Policy for those who have diabetes and are on insulin or who have a recent seizure history.
 - c. Having incomplete, incorrect, or no information for replacement or new attendees on Opening Day.
 - d. If Registration Staff enters information on behalf of the attendee or organization.
- 27. Online registration is closed **TWO WEEKS** prior to your attendance. Information may be updated but no new spaces can be acquired. Waitlisted spaces may be offered during this time at KAA's discretion.
- 28. Registration Verification is due on the Thursday before your Opening Day by 10am.
 - a. Confirm via written email or signed roster/registration list that all attendees information is correct: names, birth dates, genders, and camps.

b. Any further changes must be communicated to KAA Registration team by 8am Opening Day.

G. INSURANCE

- 29. The safety and well-being of your Attendees is our number one priority. We require that attendees have adequate medical coverage. Group insurance can be found in the Registration Guide under Additional Information.
- 30. The group is liable for each of their registered attendees. It is the group's responsibility to ensure that each attendee is covered by some form of insurance.
- 31. The tiers of coverage are as follows: 1) individual insurance/Medicaid, 2) group/ministry insurance. If an accident occurs, the individual coverage is filed first then the group/ministry insurance.

H. HEALTH SERVICES AND SAFETY POLICIES

- 32. Health Services assist with dispensing medicine, performing health checks and overseeing emergency situations.
- 33. There is a Health Center in each camp in case of illness or emergency.
- 34. Prescription medications must be in the original prescription bottle.
 - a. Have a current prescription label marked with the Camper's name and information.
 - b. The prescription is NOT accepted if it belongs to anyone other than the Camper.
- 35. Compare the camper's medication with completed/signed Medication Administration Record (MAR) form and place the MAR and medication into a Ziploc bag. Include the following information on each individual's Ziploc bag:
 - a. Camper's Name and Gender.
 - b. Organization or Household (if not registered with a group).
 - c. Camp Name (example KAA 1, HG)
- 36. In a larger Ziploc bag; collect all the Campers medicines by camp. Mark the outside of the bag with Week, Camp Name and Organization Name.
- 37. Pick up all the medications AFTER the picnic BEFORE VESPERS on Thursday evening.
- 38. Kaleos are responsible for administering their own medications.
- 39. You must contact the Health Services Director if your potential attendee has a questionable medical condition.
- 40. Our Health Center Staff attends to regular day-to-day medical needs but is not equipped for major medical situations. The closest hospital is 1 hour away from camp.

- 41. Attendees with severe asthma or allergies must submit to the Health Services Director Attendees have adequate medical coverage. Group insurance information can be found in the Registration Guide under Additional Information.
- 42. <u>KAA cannot treat attendees that have not presented a complete health form with online signature.</u>

I. CONTAGIOUS ILLNESS/LICE

- 43. Check each attendee for lice prior to departing for camp.
- 44. Do not bring attendees who have lice, a fever or appear to be ill (further guidelines are required for contagious illnesses).
- 45. Upon your arrival to camp, our Health Center Staff checks attendees for lice and health concerns. Those with lice, fevers or other health concerns are not allowed to enter camp until the matter is resolved. If the matter is not resolved within 36 hours that person is sent home at your expense.
- 46. Since lice and contagious illnesses are spread very quickly from one person to another, the Health Center Staff reserves the right to detain persons within the same vehicle in which the infected person is traveling.
 - a. If lice/nits are found during check-in, the group/family is charged a \$50 fine.
 - b. A Kaleo is required to take that person's possessions to wash at your expense, and another Kaleo is expected to wash the person's hair. If a Kaleo is not available, the attendee is sent home at your expense and additional fees may apply.
 - c. If contagious illnesses relating to health concerns are detected, CDC guidelines are followed, and attendees may be sent home at your expense.

J. MISCELLANEOUS

- 47. KAA does not have a specialized menu for those with special diets and is not equipped to handle food allergies.
- 48. KAA is not responsible for items lost, stolen, or damaged during your week (including medical equipment such as nebulizers). Do not bring or send valuable belongings to Camp. Lost luggage, medications, and money are your responsibilities. (Please refer to the Things to Bring Lists and follow the instructions closely).

ADDITIONAL INFORMATION

- Non-perishable food/drink is kept in the Warehouse until your departure. Do not leave money, videos, electronics or anything considered valuable. We are not responsible if an item is lost or stolen.
 - o Please write your group's name on the items.
 - o Make arrangements with the Kaleo Team to pick up Thursday night or Friday morning.

CELL PHONES

- Campers are prohibited from having cell phones at Camp! Phones found in the Camper's possession are confiscated and given to the Camper's Kaleo.
- o **Phone Calls:** KAA does not allow incoming or outgoing phone calls to campers, including those for special occasions. If there is a family emergency, please call 417-266-4000 and specify which Camp your child is attending. Your child's Kaleo will be contacted.
 - In case of emergency, parents/guardians listed as an emergency contact on the Camper form are notified immediately.

HARAMBEE (huh-rum-bay)

- o Kaleos meet three times a week with their campers during Harambee.
- This is a time to check in with your campers, do a Bible Study or write thank you notes to donors or family members. Use this time as you choose.

HOUSING

- We do not take Camper roommate requests.
- o Groups and families are not housed together as a unit.
- Kaleos are housed separately from their campers.
- Each cabin has two KAA Counselors.
- Kaleos are not permitted in the camper housing area.
- o Opposite genders may not enter the other genders' housing area.
- Kaleos must reside on the camp site in the Kaleo cabins.
- o Family or special housing is not available.
- KAA does not provide babysitting services. Make provision for children younger than camp age.

• CAMPER PICKUP

- o Parents/Group Leaders must notify Registration in advance of Early Dismissals.
- Date/Time.
- o Name of camper.
- Name of the Pickup person.
 - The Pickup person must present valid ID for verification.

CAMPER/KALEO CLOTHING

- Label each article of clothing, bedding, and towels, etc. with the individual's first and last name. Refer to modesty policy in this guide for modesty standards.
- Items To Bring list can be found in this guide or on the KAA website. Distribute these lists to all parents and Kaleos.

*Valuable items, money and cell phones **are not stored in Camp offices**. Kaleos, keep these items with you or leave them at home.

LEFT BEHIND AND LOST/FOUND ITEMS

- Contraband is to be picked up by the Kaleo as soon as you are made aware of. Items are to be in your possession until they are returned to the camper. It is not KAA's responsibility to keep these items for you.
- o Left behind/Lost items must be claimed within 30 days from closing.
- To claim missing items, send an email to the camp director with a detailed description of the item(s).
- Any items that you wish KAA to return to you are shipped to you upon request. Please provide a prepaid self-addressed shipping label.

GROUP INSURANCE

Kids Across America is a place of ministry, friends and many activities. However, the occasional medical emergency can occur; when it does, we want our Campers' families to be protected. The following are a pair of insurance companies you may contact for assistance. While it is not mandatory that you use either company, **securing a form of insurance prior to attending KAA is REQUIRED.**

Special Markets Insurance
Consultant Inc.

An AmWINS Group Company

Nancy Echeverria 312-601-9406

nancy.echeverria@amwins.com

Individual Insurance

Travel Guard by AGI

www.travelguard.com

800.826.4919

How to Have a Great Opening Day

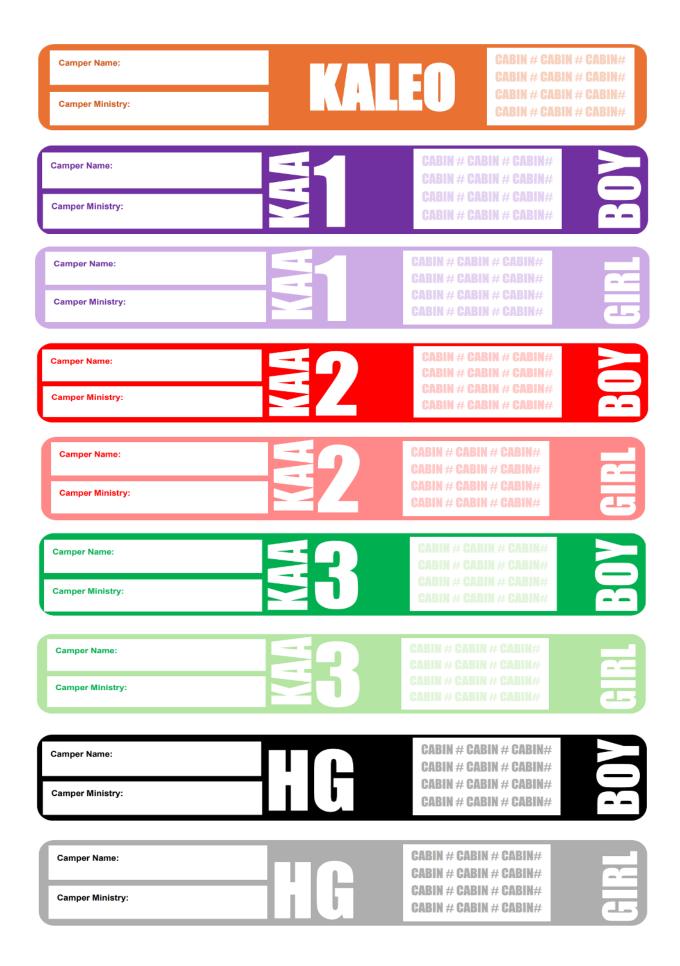
- 1. **REGISTRATION:** Check -in 1:00 pm 3:00 pm CST (GPS: 25114 Private Rd. 232, Golden, MO 65658)
- 2. Arrive on time!
 - a. A late fee of \$100 will be assessed to your account after 5:00pm arrival.
 - b. Park in **front** of the Registration Building by the gate.
 - c. Campers must always be supervised and are not allowed behind the Registration Building or in the woods.
 - d. If you become lost or stalled, contact Registration at 417-266-4000.
- 3. Check-in with Registration to verify all Attendees.
- 4. All camper health forms must be completed and signed by the parent/guardian online. Kaleos must also submit completed and signed health forms online.
- 5. For easier camper medication check-in:
 - a. All camper medications must be in a Ziploc bag with a **MAR** (Medication Administration Record) completed and signed by the parent/guardian.
 - b. Have all camper medications grouped by camp.
 - c. All camper medications are checked and verified by the nursing staff.
- 6. **Properly tag your luggage** (printable tags found online at kaakamps.org/Register/Registration Forms/Printable Luggage Tags. (sample located on next page)

Printable luggage tag instructions:

- a. Print in color as many tags as are needed.
 - i. Each Camper and Kaleo should receive only 2 luggage tags.
 - ii. Each tag should be marked clearly with attendee name and group name.
 - iii. Attach luggage tag to luggage with clear packing tape.
- b. Place a slip of paper inside the bag with identical information in case the luggage tag is lost or removed.
- c. **DO NOT** pack medication in luggage, this should be given to the leader for camp check-in.

Tags are issued in 2 color variations; Light for Girls; Dark for Boys.

KAA1 - Purple KAA2 - Red KAA3 - Green HG - Black Kaleos - Orange



CAMPER and KALEO ITEMS TO BRING

*Campers are prohibited from having cell phones at Camp! Phones found in the Camper's possession are confiscated and given to the Camper's Kaleo. Kaleos are allowed to keep their personal phones with them at camp at all times.

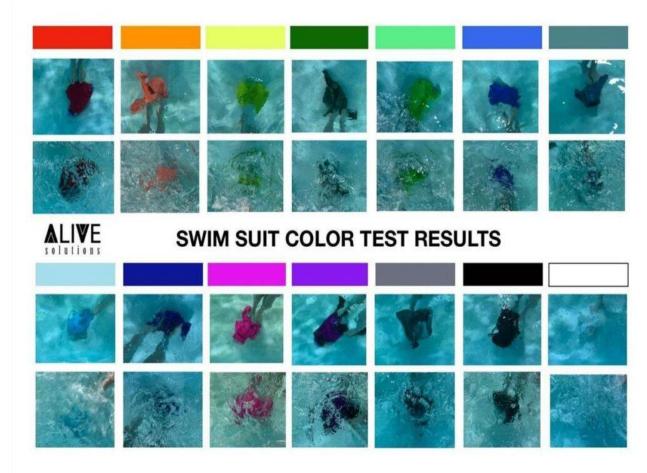
Phone Calls: In case of emergency, parents/guardians listed as an emergency contact on the Camper form are notified immediately. We do not allow incoming or outgoing phone calls to campers, including those for special occasions. If there is a family emergency, please call 417-266-4000 and specify which Camp your child is attending. Your child's Kaleo will be contacted.

Pack Camper medicines and clothing individually of one another. * To ensure Camper, staff and Kaleo safety; do not assume privacy regarding luggage, bags or belongings kept on Camp property. Contraband items are confiscated and given to your Kaleo, we are not responsible for loss or theft of these items and are under no obligation to replace lost/damaged clothing or luggage. Alcoholic beverages, tobacco products, and illegal drugs are prohibited and cause immediate dismissal from Camp! Do not expect these items to be returned.

Bring These Items	Do NOT Bring These Items
1 Pillow/twin sheet set, 1 Comforter/ blanket/	Cell phones, games, electronic devices, headphones
sleeping bag, (BAGGED)	ABSOLUTELY DO NOT BRING THESE ITEMS!!!
1 Large bath towel and 2 wash cloths	Bagged medicines for multiple people in the same bottle.
Only girls may wear stud earrings and a purity ring.	Sentimental or expensive jewelry
Kaleos may wear stud earrings,	
wedding/engagement rings and sports watches.	
Deodorant, feminine hygiene products	Food items
Hair products, face wash, body wash or soap, Unscented lotion, toothbrush/toothpaste,	Scented perfumes/lotions
Appropriate length shorts (see Modesty Policy)	Tight or revealing clothing including sleepwear
Lightweight pajamas, 8-10 pair of socks & 8-10	2-piece, low cut or revealing swimsuits, short shorts,
underwear sets, Lightweight jacket, raincoat/poncho	Spaghetti straps, Dressy or expensive clothes or shoes
8-10 T-shirts, tank tops, 1sweatshirt, 1 pair of jeans	Paisley bandanas, Weapons (guns, shanks, razor blades,
or long sports pants.	etc.)
2 <u>one-piece</u> modest swimsuits	Alcohol, drugs or tobacco
Athletic shoes and a pair of old shoes for wading,	
Bible, notebook, pen, bug repellent, flashlight,	Pornographic, demonic, satanic, occultist, new age
water bottle, *extra money for souvenirs, must be given directly to the Group Leader or Kaleo who will keep the money the entire week	material of any kind including music, pictures or games
Bring reusable water bottle for hydration	
Bring enough medicine to cover your entire trip to & from Camp – 6 days. They must be in the original marked prescription bottles. Kaleos are responsible for their own medications.	**Kaleo is responsible for keeping restricted items if found. Do not give to camp offices or Registration Bldg. but keep in Kaleo possession.

The guide below is for your use for informational purposes only. You are not required to send your child with a specific color swimsuit.

Swim Suits and Underwater Visibility



Not all swimsuit colors look the same under water. When your child goes underwater to play or if they should have an involuntary submersion incident; lifeguards and parents want to be able to quickly identify any person on the bottom of the pool clearly and then respond accordingly.

- The colors shown above the photos are the swim suit colors.
- The first picture below the color shows what a suit of that color looks like while under water that is relatively flat or with limited water distortion.
- The picture immediately below that is the same color suit but with water disturbance, like when children are splashing and playing.

Modesty Policy/Dress Code for Campers and Kaleos

Athletics are a large part of our Camp program. At KAA, we are aware that modern athletic apparel is designed to create the least amount of resistance for an athlete's optimal performance. Although sports are a large part of our program, our desire to minister to the heart is even larger. Our bodies are a gift from God. We do not want that gift to be a distraction. The policy concerning apparel is designed to create the least amount of resistance to ministry for optimal, spiritual growth. What we gain in not causing our brother/sister to stumble is far more than what we lose in not being able to wear the closing we may prefer individually. We wholeheartedly want to thank you in advance for adhering to our Modesty Policy.

Clothing Modesty:

- Daily attire for Camper/Kaleos consists of athletic wear (t-shirts, short athletic shoes).
 - a. Males are always required to wear shirts unless they are in an all-male class. Shirts are worn any place where females may be present.
 - b. Do not wear low cut tops that show cleavage, do not wear crop tops or shirts that show midriff, have suggestive or inappropriate writing or designs across the chest area.
 - c. Do not wear thin undershirt tank tops as outer wear. Only athletic sport tank tops are to be worn. No spaghetti straps are to be worn and no midriffs showing even when the arms are raised.
 - d. Inappropriate or suggestive slogans/designs are NOT to be worn on clothing or hats.
 - e. No tight clothing such as jeans/pants, shorts, or shirts are to be worn at any time.
 - f. Short shorts are not allowed. If your bottom shows at any point while wearing the shorts, they are too short! There is at least a 3-inch inseam and shorts are evaluated according to the finger-length rule (hemline is not shorter than your middle finger when your arms are by your sides).
 - g. No leggings are worn without shorts worn on top. Pants, including sweatpants and shorts with writing on the rear are not allowed.
 - h. Skirts and dresses of any length are not permitted.
 - i. Kaleos may wear casual clothing at night, which reflects the same modesty guidelines described within our policies.
- 2. Modest one-piece swimsuits are to be worn, no 2-piece swimsuits please!!! No high cut legs, no bikinis or tan-kinis, no low backs, and no cut-outs, see through swimwear or speedos. (Girls should not wear Lycras swimsuits all day because of potential yeast infections). Swimsuit approval is subject to the director's discretion. Ladies must wear shorts and shirts over their swimsuits when not at a water activity.
- 3. No underwear is to be shown either through the clothing or by sagging/low riding clothes. Bras are worn all day. Bras are not to be visible through any shirt or tank top.

 No white Cool Max/Dri Fit type shirts are allowed.

- 4. Absolute personal modesty is observed while inside the cabin. Nudity is unacceptable unless you are dressing or undressing in an appropriate and timely manner.
 - a. Sleeping in the nude or walking around in a partial or fully undressed state is not allowed.
 - b. Towels are worn going to and from the showers. Disrobing takes place at the last possible minute before and after showers while dressing.
- 5. Athletic shoes and socks are always worn during the day.
 - a. To reduce the instance of injuries, flip-fops or similar sandals can be worn to and from showers but never outside the cabin.
 - b. Tevas and Chacos that have a strap around the ankle can be worn throughout the day at your own risk.
- 6. Ladies may wear a maximum of 2 stud earings in their ears only, a purity ring and Camp jewelry.
 - a. Kaleos may wear wedding rings, small stud earrings (ladies only) and a sports watch.
 - b. Body piercing, outside of a small stud nose ring, must be removed, plugged or covered prior to Camp.

Modesty Policy/Dress Code continued:

- a. As part of our modesty policy, we never joke about, exemplify, comment on, emphasize, or otherwise call attention to sexual body parts or address sensitive subjects in a manner directed toward any person. This is not appropriate and is considered overt sexual abuse.
- b. KAA reserved the right to update this policy at any time. Any questions regarding attire, please contact Registration at 417-266-4000.

Kids Across America Attendee Eligibility Restrictions

- Pregnancy
- Unregulated Sickle Cell
- Vision/Hearing impaired
- Uses Wheelchair/Paralysis
- Requires assistance to walk, dress, eat, bathe, use toilet facilities, etc.
- Takes more than 2 psychotropic drugs (medication designed to alter the mind, emotions, and/or behavior)
- Unregulated Asthma or diagnosed within 6 months of camp start date
- Unregulated Diabetes or diagnosed within 6 months of camp start date
- Seizure activity within 6 months of camp start date
- Hemophilia/Communicable disease/Immune Deficiency
- Cognitive delays, Autism, Down Syndrome, Developmental Disability
- Responds defiantly to correction
- No hard casts
- No excessively long nails
- No unapproved attendees
- *Participants must be in general good health and able to participate in the required walking and athletic activities typical of our Camp.
- *KAA does not restrict the attendance of those who are juvenile delinquents/wards of the state. However, individuals must respond positively to authority & participate in camp activities.
- *Diabetics, sickle cell anemia, and severe asthma diagnosis MUST be cleared through the Health Services Director BEFORE attending.
- *Inhalers are primarily kept by the Campers and the Counselors, or the Health Center as needed as a secondary measure.

Camp Barnabas specializes in camping for individuals with physical and/or developmental disabilities and their families. Their offices may be reached at 417-476-2565 or www.campbarnabas.org.

If a condition is not listed, it does not mean that it is permitted. If you question eligibility, please contact the Registration Team at 417-266-4000.

KIDS ACROSS AMERICA TRANSPORTATION INFORMATION

Please call the listed companies for quotes and list of services. All prices are quoted on an individual group basis.

All Camps are located in Golden, MO 65658

Village Travel - Jeff Johnson 918-739-3673 (Nationwide Charter Bus Service)

Overland Charters – Ric Banister 405-655-7465 (servicing Dallas, Oklahoma, Kansas and Springfield, MO)

Thompson Coach/ Gathering Plus – Shea Turpin 800-542-6768 (Hollister, MO)

Kincaid Coach Lines - Sales 888-878-5100 (Offices in OKC, Tulsa)

Arrow Stage Lines - Kansas City, MO - Chuck Gunnels 816-453-8727 (Offices in Des Moines, IA, Omaha, NE., Topeka and Manhattan, KS., Kansas City, Denver, CO.)

MISCELLANEOUS SERVICES

A KAA resource, High Point, a Christian Travel Agency brokers travel arrangements to reduce transportation costs. Based in Dallas, TX but works with vendors throughout the United States. Contact Adam "Scoop" Stewart, Director of Sales for High Point 972-284-1322 www.highpointgo.com.

AIRPORTS	Miles from KAA
Branson-Springfield Regional Airport (SGF)	70
Joplin Regional Airport (JLN)	90
Northwest Arkansas Regional Airport (XNA)	50
Lambert-St. Louis International Airport (STL)	320
Kansas City (MCI)	249
Tulsa International Airport (TUL)	160

Fisk Transportation - Julie at 1-417-862-2900 (Springfield, MO)

(25 or 35 passenger coaches or van rentals) - From Branson-Springfield Regional Airport - **SGF**

Enterprise Rent-A-Car: Branson area 417-336-2000

Springfield Airport / SGF **417-833-828-570**