

# SUCO 2023

## Information Guide

**Coordinator: Michael Whitham** – [michael.whitham@ruf.org](mailto:michael.whitham@ruf.org)

**Administrator: Cathy Wilkins** – [cathy.wilkins@ruf.org](mailto:cathy.wilkins@ruf.org)

**Large Group Topic: Justification**

### 2023 Week Dates (Staff arrive the day before)

Week 1 – Monday, May 1 through Saturday, May 6	Director: Kelly Jackson
Week 2 – Monday, May 8 through Saturday, May 13	Director: Jeff Lee
Week 3 – Monday, May 15 through Saturday, May 20	Director: Leslie Janikowsky
Week 4 – Sunday, May 21 through Friday, 26	Director: Olivia Shields

## Registration & Costs

### Staff Registration:

Feb. 1 - Feb. 17, 2023 at end of day

### Campus Ministers/Campus Staff & Families

- **CM/CS cost:** \$325
- **CM/CS Family members/babysitter cost:** \$325/each (5 years and older) up to a family maximum of \$1300. Under 5 years—no cost.
- **Cancellation/Late Fees:** \$75 late fee for each guest added after Feb. 17. Any registrant cancelling within one week of SUCO forfeits their payment.
- **Babysitter:** The cost of one babysitter (\$325) may come from your campus account. If you are not sure who your babysitter will be upon registration, register them using “Your Family Name: Babysitter.”

- **Fourth Adult:** A fourth adult guest will pay a fee of \$325 over and above family max. The cost cannot be taken from your campus account (i.e. must be paid personally). You will be invoiced separately for this charge.
- **Early departure:** We cannot discount for early departure or partial weeks.
- **HOUSING: Priority for housing will be set in order to maximize space for more students.** Priority will be given to your **family needs** first, then family size, then seniority. The big houses will likely house 2 – 3 families but have full kitchens and multiple baths. **Your family's needs**, not desires, must be noted at the time of registration. Any changes after registration will be on a space-available basis. Please direct all housing questions/concerns to Cathy Wilkins.

## Interns

- **Intern cost:** \$325/week  
We are encouraging interns to work an additional week at SuCo (Week 1 or Week 4). We need help for Weeks 1 and 4 because they are smaller with fewer staff members to help. ANY intern (even one whose campus is not participating in SUCO) may be able to attend either Week 1 or Week 4 at no cost to their account or their campus account (up to 10 interns for each of the two smaller weeks). You will have the option to register for either of these weeks, in addition to your “student week.” We have space for individual staff to stay an additional week, but not entire families.
- **Spouse cost:** \$325/week
- **Cancellation/Late Fees:** \$75 late fee for each guest added after Feb. 18. Any registrant cancelling within one week of SUCO forfeits their payment.
- **Housing:** There are limited 2-person units available for married intern housing at LBCR. Housing priority will be given to married interns who are both employed by RUF. Then, the Housing Manager will try to accommodate other married interns in 2-person units. HOWEVER, if these units are full, an intern and his/her spouse may be required to stay in male/female intern housing for the week. Our intent in this is to maximize space for student attendance.

# Additional Information

## Staff Arrival/Duties:

**Please note: STAFF ARRIVE THE DAY BEFORE STUDENTS.**

Staff check-in will be from Noon-4pm on Sunday (weeks 1-3) and Noon-4pm on Saturday (week 4). If you will be arriving either before or after the check-in period, please let Cathy Wilkins know (you may email her at [cathy.wilkins@ruf.org](mailto:cathy.wilkins@ruf.org) or text her at 919-889-9231). **Please arrive on time for the Staff Meeting unless excused by weekly director.**

### Staff Meetings

Week 1 - Monday morning, May 1, at 9:30 am.

Week 2 - Monday morning, May 8, at 9:30 am.

Week 3 - Monday morning, May 15, at 9:30 am

Week 4 - Sunday morning, May 21 at 9:30 am.

## Transportation:

Transportation will not be provided to and from the airport by a staff member. Please make your own arrangements to/from the airport.