

WHCA Perspective Campers list and Move list Policies and Procedures

This procedure is to outline the policies and procedures that will be followed for allowing new campers into the Westward Ho Campers Association.

1. To be added to the perspective campers list, campers must go to the website and fill out the form. This form will include the following information.
 - a. Name
 - b. Address
 - c. Email address.
 - d. Phone #
 - e. Trailer type, year, and length
 - f. Comments section include any ties to the park you may have.
 - g. If you were on a previous wait list
2. This form will be date stamped and recorded into a spreadsheet or database.
3. Once the form has been recorded an email verifying the request will be sent out to the camper. This email will contain the wait list policy and procedures.
4. Campers who have had their names on the previous waitlist are encouraged to apply for the new waitlist. Their position on the previous waitlist will be taken into consideration compiling the new perspective campers list.
5. We are looking for members/campers who want to use the park. Campers who have shown a desire to be at the campground will receive access before campers who only put their name on the wait list. This includes visiting the campground on a daily, weekly, or monthly basis. It is recommended that you keep your receipts and be sure to notify the gate personnel or the office when you register that you are on the list to show your interest.
6. Due to the high number of campers on the waitlist we will be vetting campers, so we maintain a level of security and compatibility. We try and maintain a family atmosphere around the campground, so we do try and ensure that the campers we choose align with this policy. We try and place new campers next to existing campers who will get along, so this may also reflect who may get access.

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7. Campers who already have ties to the campground should include them on the application form. This will help Park Management make decisions on who will receive open campsites.
8. When a yearly site becomes available it will be offered to existing campers who have placed their name on the move list. Again, consideration of the existing campers in the area will be considered. This is done to reduce the chances of conflict between campers.
9. Once it is determined what site is available a camper who is at or near the top of the list will be selected and offered the site. The camper will have a specified time to view the site and determine if they want the site. This will be determined with The Park Manager. If they choose not to take the site and wait for another site to become available, the next camper will be contacted until the site is filled. Since sites are offered to existing campers on the move list, it is recommended to take the first site you are offered as long as your trailer will work on it. You can place yourself on the move list once you have a site.