

Summer Camp Check-in Checklist



Before your arrival at camp (At least 1 week prior)

1. Collect all adult and camper health forms
 - a. Review for the following
 - i. Parent Signature
 - ii. Physician Signature
 - iii. Immunization record including Month / Year.
 - iv. Physical preformed within 12 months of the last day of your camp session.
2. Collect medication Permission forms for any scouts needing prescription or over the counter meds while at camp.
3. Have any health form with issues corrected and returned to you.
4. Keep all medical paperwork in alphabetical order and bring it with you to camp. Keep them with you until your unit has their health check at camp.
5. Collect any final payments from your scouts and adults.
6. Complete a troop roster of any scouts not previously registered.
7. Advanced swim checks are available. Contact the Camp Director for details.

When you arrive at camp

1. Scouts should arrive at camp wearing their swim clothes to help speed up the swim check process.
2. Wait for your entire unit to arrive.
3. Send ONE (1) leader to the welcome center with final payments and all health forms in alphabetical order. Keep the health forms until you visit the health office. Obtain any medications the scout will be taking at camp.
4. At the welcome center you will be assigned a unit guide. Your unit should remain in the parking lot or parade field while you check in.
5. Your unit guide will escort you to the Camp Director for check in.
6. You will be assigned your health check and swim check times.
7. Please stick to the allotted time or you may not be able to complete the check- in process on Sunday, jeopardizing your scouts ability to finish their merit badges.
8. When you arrive at the health check location, please line your scouts up in alphabetical order.
9. Give the health office all of the **medical paperwork** and **MEDICATIONS** and he/she will check in each scout and give them their buddy tag.
10. Follow the direction of your unit guide for your camp tour.
11. When going to your campsite, just drop off your gear and proceed on the tour. You will have time to setup your site later.