

CAMP PAPERWORK CHECKLIST

	Give to Camp Director	Give to Health Care Provider	Bring To Camp/Agent Keeps Form
Cabin Sheets	X	X	X
Camp Program Registration Forms (CPR)		X	
All medicine in ziplock bags with medication forms and photo of individual (meds in original container)		X	
Final copy of any food allergies or foodservice needs	X		
Volunteer Training Agenda	X		
Volunteer Training Verification Checklist	X		
Camp Risk Management Plan			X
Summary Sheets (Behavior, Dietary, Medical, Master Class Roster)	X	X	X
If Applicable			
Damage Fees			X
Immunization Waiver		X	
Instructor Certifications	X		
Lice Form			X
Underage Waiver of Liability	X		

Organizing Camp Paperwork



Agents Keep These Forms

- Copy of completed Cabin Sheets
- Camp Risk Management Plan
- Damage Fees (optional form)
- Lice Form (if applicable)



Give to Camp Director at Pre-Camp Meeting

- Pre-Camp Meeting Form (include foodservice surveys)
- Program Schedule (created by agent, using template from Camp Director. All modifications, if applicable, are to be discussed and agreed upon at the Pre-Camp Meeting.)
- Summary Sheets (Behavioral, Dietary, Medical, and Master Class Roster)



Give to the Camp Director upon arrival to camp

- Copy of completed Cabin Sheets
- Volunteer Training Verification Form
- Underage Waiver of Liability



Give to Health Care Provider upon arrival to camp

- Copy of Completed Cabin Sheets
- Camp Program Registration Forms
 - Campers/Teens
 - Adults
 - Extension Staff
- Medication Forms (all medicine in ziplock bags with picture of person)
- Immunization Waivers (if applicable)



Agents scan to OneDrive folder within 30 days of camp departure

- Camp Program Registration Forms
- Other documents provided by guardians (custody notes, health info, etc)