

## Forms Needed at Registration (In Order):

- ❑ **Printed & Updated Camper Registration Form (Google Document)**
  - Please be sure that all sponsors and campers are on this list.
  
- ❑ **Balance Due Invoice**
  - You will receive this a week or so before camp. Please print it and bring it with you to registration so that we can write in what you have paid at registration.
  
- ❑ **Sponsor Verification Form**
  - You should have the same amount of names on this sheet as you do sponsors in your google document.
  - Please ensure that your verification form is signed by your pastor.
  
- ❑ **Child Protection Training Certificate of Completion**
  - You should have one for each sponsor name on your verification form.
  
- ❑ **Adult Sponsor Forms: Registration/Medical Release**
  - Alphabetized and stapled
  - You should have one for each sponsor on your list.
  - Please ensure that they are completely filled in and every signature line has been signed.
  
- ❑ **Camper Forms: Registration/Medical Release**
  - Alphabetized and stapled
  - You should have one for each camper on your list.
  - Please ensure that they are completely filled in and every signature line has been signed.
  
- ❑ **Camper Excused Release Forms (Alphabetized)**
  - These are only necessary for campers that will be leaving early.
  - Please be aware that if the person coming to pick up the camper is not listed on the camper's registration form, the front office will have to go through the verification process of getting verbal and written permission (via email) from the same parent who filled out the registration form before we can allow the camper to leave with the person picking up.
  
- ❑ **Medications**
  - Place each camper's medication in it's own ziplocks and write both the church name and camper name with a permanent marker.
  - Place all medication ziplocks in one bag or box that is labeled with your church name.