

Instructions for Youth Camp Applications

In years past, a lot of children have been sent to camp without completed paperwork. It is imperative that **ALL** paperwork contains the correct information and is filled out completely. It is every Lodge's responsibility to check the paperwork for the children they are sending to camp. If something is not filled out, then it needs to be returned to a parent, guardian, etc, to be completed in its entirety and returned to your Lodge before the child comes to summer camp.

1. The Virginia Youth Camp Registration Form (Blue Form)
This form must have an emergency contact listed, with working phone numbers, where an adult can be reached. The back side of the form must be complete. Sign front and back of form.
2. Camper Health History Form 1 (Green Form) **Note:** Form 2 (Pink Form) is no longer required.
This form must contain accurate information for the camper regarding allergies to medications, foods and environment (especially bees).

If the camper requires a special diet due to food allergies, religious purposes, etc. the Camp Director needs to be notified of this at least one week before said camper arrives. This way if special arrangements are needed the camp has time to make them before the camper arrives.

It is also important to know if the camper has any activity restrictions.

Parent/Guardian must sign at the bottom of Page 1 giving authorization for the camp to seek health care for the camper in cases of emergency.

Page 2 of the green form contains immunizations. This section either needs to be completed by the camper's physician or a copy from the physician's office of immunizations received can be attached. **This is NOT an option. If a camper arrives at camp and does not have this part of the paperwork then the camper will be sent home.** The Camp Director will not be calling after the fact to get completed paperwork after the camper has arrived. **If a camper does not receive immunizations due to religious reasons, then a letter from the child's physician needs to be attached to the green health form and must be signed by Parent/Guardian on the middle of Page 2.**

The Medication Section of Page 2 needs to be completed accurately if your child will be receiving prescribed medication while at camp. The time of day the medication is normally taken needs to be listed here (i.e.: before breakfast, at bedtime, etc.).

All medications will be stored in the infirmary and dispensed as needed or ordered. No camper is allowed to keep medications in their cabin or in their suitcase. All medications need to be clearly marked with the camper's name and in their original container, whether it is prescription or over the counter. In some cases, the cabin counselor will be allowed to keep camper's inhalers and dispense as needed.

3. Income Eligibility Form For The Summer Food Service Program (White Form)
If this form applies to the child coming to camp, please have the parent/guardian complete this form. It will not interfere with any assistance they may be receiving already. It is a form the camp uses to receive reimbursement from the government for eligible campers food.

All persons who transport or otherwise supervise our campers must have read, signed and have a copy of the Elks **Acknowledgment of Youth Supervision Guide** on file at your local Lodge.

This is all important information that each Lodge needs to be aware of before the camping season. Each child's safety and well-being is of utmost importance while they are attending camp. VEYC appreciates everything the Virginia Lodges do to make it possible for children to attend summer camp. Thank you for your assistance in this. It will certainly help with the camper arrival process on Sundays during the camping season.

Additional copies of Camper Forms will be available in the VEYC section of the Virginia State Elks Association web page.