

FORMS REQUIRED AND CHECK IN PROCESS

There are a number of forms--for the group as well as for individuals--required for camp attendance. Overall suggestions for successful forms management include:

Recruit a leader whose only role is to disperse and track forms required for camp.

Read and complete each form carefully.

Ensure that authorized signatures are obtained as required.

The following forms are required for camp:

Unit Forms

- Local Tour Permit Application.** Available at all Council Service Centers and on the Internet at www.gec-bsa.org (click on Resources). Submit the form to your local Council Service Center at least **2 weeks prior to your departure**. The bottom signed portion will be requested when you check in at camp.
- Camp Roster.** List all youth and adult campers, with emergency contact names and telephone numbers. Bring 3 copies to camp (one for the Director, one for the Medical Staff and one for yourself)
- Youth Protection Training Roster.** Make sure all adults coming to camp have had youth protection training within the past 2 years, and record that date on this form.

Individual Forms

- Personal Health and Medical Record.** Available at all Council Service Centers and on the Internet at www.scouting.org. Every camper must have a health form. See the Health section of this camp guide for further information.
- Parent Authorization for Trip/Activity Medical Treatment.** Provides leaders transporting boys to camp permission to treat them. This form should travel to camp in the same vehicle as the camper, not be held together by the tour leader. It is the one form in this packet that should **not** be handed in at camp. The unit leader should collect them on arrival and hold them for departure.
- Parental Firearm Authorization Form - Consent for Minor to use Firearms, BB Rifles and Archery Equipment.** Must be completed by a boy's parent or legal guardian in order for him to shoot rifles, shotguns and bow and arrows.

The speed of your unit's check in will be greatly improved if:

- All forms** (tour permit, camp rosters, youth protection training, Scouts and adult medicals, shooting sports permission) are **organized by type and readily available**. Since the forms are processed and used in different locations at camp, have all medical forms, all shooting sports permission slips, etc. grouped together rather than by individual camper.