

# Virginia Elks Association News

June 1, 2013

## Suggested Guidelines for Completing Youth Camp Applications



**Virginia Elks Association Youth Camp  
Millboro, Virginia**

- Check to be sure all forms have parent/guardian signatures where indicated.
- Each camper should have the following forms:
  - **Blue application** – must contain an emergency contact other than the parent, parent/guardian signature needed. While not necessary, highlighting the age of the camper on this form helps the staff as they divide the campers into cabins upon arrival.
  - **White Rules and Regulations Form** – needs camper and parent signature
  - **Green Medical History Form** – Should be filled out by the parent completely and have immunizations filled in or a copy from the school or doctor attached. Campers will not be allowed to be at camp without this information. Medical insurance information should also be completed.
  - **Yellow Camper History Form** – Should be completed by teacher or other person who knows the camper, not the parent.
  - **White Income Eligibility Form** – This form is important because the camp receives money for food for all eligible campers and provides a significant source of income. Note that if the family receives food stamps this in no way affects what they receive.
  - **Permission for Activities Form (new)** – Parents should fill their child's name in the appropriate space and sign.
- **PAPERCLIP ALL OF THE GREEN MEDICAL HISTORY FORMS TOGETHER FOR YOUR CAMPERS. THIS WILL ENABLE THE MEDICAL STAFF TO COMPLETE THEIR ASSESSMENTS UPON ARRIVAL MORE EFFICIENTLY.**
- Paperclip (not staple) the rest of the forms together for each camper. This makes it easier for the camp staff to separate and distribute as needed.