

# FORMS REQUIRED AND CHECK-IN PROCESS

There are several 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

- Camp Roster.** List all youth and adult campers, with emergency contact names and telephone numbers. Bring 2 copies to camp (one for the camp and one for yourself). Ideally, use an official BSA roster.

## Individual Forms

- Annual Health and Medical Record. (A, B, C)** See the Health section of this camp guide for further information. This will be returned upon departure.
- Medical Administration Form.** All medications dispensed at camp should be listed on each Scouts individual form. Forms will be collected by the Camp Health Officer.
- Immunization record.** **New for 2019** Please provide a copy of the record, or a letter stating non-participation in immunization. Will be collected by the Camp Health Officer. This will be returned upon departure.
- Early Release form:** This is to be filled out if a scout is leaving camp early.
- Parent Authorization for Trip/Activity Medical Treatment.** Provides leaders transporting scouts 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.
- California Firearm Authorization Form - Consent for Minor to use Firearms.** Must be completed by a scout's parent or legal guardian for them to shoot rifles, shotguns. **(5 Copies)**
- Archery Consent Form:** **NEW for 2019.** Must be completed by a scout's parent or legal guardian for them to shoot archery. **(3 Copies)**
- Horsemanship Application & Waiver – as needed** - Must be completed by a scout's parent or legal guardian for them to take part in the Horsemanship Merit Badge or trail rides.

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

- All forms 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.

Additional Forms located at <http://www.sscbsa.org/CampKern> under 2019 leader resources.