

# Check In / Out Instructions & Forms Overview

When you bring your camper to check in at camp, please make sure you follow these guidelines and have the appropriate items available. This whole packet contains all of the paperwork and instruction you will need to make sure you and your camper are prepared for camp!

All forms are due, via email, at least seven (7) days prior to your camper's arrival at camp. If these forms are not received we cannot accept your camper at check in. All of the required forms are in this packet. Please email them to [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) with the subject line "**Camp Forms {program name, dates, camper name}**".

These are the forms that will be turned in as **one** submission, via email, seven (7) days prior to drop off:

- Camp Health History Form*
- Authorization to Administer Medication Form (if camper has personal medication)*
  - *Medications in the **original container** with the camper name on them*
- Signed Camper Contract*
- Camper Check-Out Form (make sure you're on there too!)*
- Get to Know Your Camper Form*

If you are attending a camp with multiple participants, each person (adults and children) will need their own set of completed forms.

If your camper is attending multiple camps you only need to **resubmit**: *Camper Check Out Form* and *Authorization to Administer Medication* (you can fill one out and save a copy on your computer but will need to update program names/dates).

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## **NEW – Drive Through Check In / Check Out Process**

All check ins will happen at the camp property, please **thoroughly** review the instructions to ensure that you are following the correct route. There is an incorrect route and we don't want anyone to get lost.

This is for everyone's safety – all visitors, campers, and staff are required to wear a mask over their nose, mouth, and chin while on camp property unless they are in their vehicle with the windows fully up during check in / out. Please put and keep on your mask when interacting with camp staff to help protect them and yourselves, this includes when you are in vehicle during drive through check in / out.

### **Check In Procedures:**

1. Arrive at camp – remain in your vehicle at all times unless otherwise instructed, camp staff will greet you and provide additional instructions.
  - a. The gates to camp **will** remain locked until the start of check in – a staff member will open them at 1:50 pm Mountain Time.
2. Camp Admin will meet you and check your camper in – they will direct you to the next station with the Health Supervisor.
  - a. If you have mail for your camper that you wish to be delivered daily, you can drop off *now* or wait until your camper has exited the vehicle and drop it off on your way out (we will have a drop box for it).
  - b. Please make sure mail is labeled as follows:
    - i. Camper Full Name, Program Name, Date You Want Mail Delivered
    - ii. Ex: Charli Murphy / Night Owls / Monday
3. Temperatures will be taken and you will get a chance to check in with the Health Supervisor to discuss any medications or health needs your camper has.
  - a. Any food allergies should be shared in the paperwork that you send ahead of time so that the kitchen can plan to accommodate them.
  - b. If your camper has a food allergy or restriction and would like to bring their favorite foods you would drop them off at this time.
4. Finally, you will meet your campers counselor(s) and drop off them and their luggage.
5. No tours will be offered and parents/siblings/etc must remain in the vehicle unless there is a bathroom emergency.
6. Pets are not allowed at check in.

### **Check Out Procedures:**

1. Arrive at camp – remain in your vehicle at all times unless otherwise instructed, camp staff will greet you and provide additional instructions.
  - a. The gates to camp **will** remain locked until the start of check out – a staff member will open them at 10:55 am Mountain Time.
2. Visit with Camp Admin to communicate who you are picking up.
3. Visit with the Health Supervisor to pick up medication or hear any updates about your camper.
4. Your camper will be walked to the pick up area to separate her luggage and meet you.
5. No tours will be offered and parents/siblings/etc must remain in the vehicle unless there is a bathroom emergency.
6. Pets are not allowed at check out.