

# SITE DIRECTORS' CHECK LIST

CAMP/DEANS \_\_\_\_\_ CAMP DATES \_\_\_\_\_

*The checklist below indicates forms you need to collect from Deans, in addition to items you need to review with the volunteer staffs each week.*

## **Forms needing to be collected from the Program Deans:**

- \_\_\_ Pre-Camp information (due to you two weeks in advance of the scheduled camp)
- \_\_\_ Volunteer Disclosure/Covenant Form (collect at pre-camp meeting)
- \_\_\_ Staff Medical Form (collect at close of camp).
- \_\_\_ Driver Disclosure Form (collect at pre-camp meeting; please include copies of driver's license)
- \_\_\_ Dean's Check List for Staff Training (collect at pre-camp meeting)
- \_\_\_ Nurse's Professional Liability Disclosure (collect at pre-camp meeting; please include copies of license and CPR cards)
- \_\_\_ Camp Check-Out Forms (collect at close of camp)
- \_\_\_ Staff and Camper Medical Forms (collect from nurse at close of camp)

## **Forms returned to the camping office following a week of camp:**

- \_\_\_ Site Director's Report Form
- \_\_\_ Camp Check-Out Forms
- \_\_\_ Staff and Camper Medical Forms
- \_\_\_ Disclosure/Covenant Forms from volunteers
- \_\_\_ Driver Disclosure Forms from volunteers
- \_\_\_ Nurse's Professional Liability paperwork
- \_\_\_ Any miscellaneous volunteer paperwork given to you by the Camp Dean(s)