

SITE MANAGERS' CHECK LIST

CAMP/DEANS _____

YEAR 20_____

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)
- ___ Disclosure Forms/Volunteers Covenant (collect at pre-camp meeting)
- ___ Volunteer Recommendation Form (collect at pre-camp meeting)
- ___ Staff Medical Form (collect at pre-camp meeting)
- ___ Driver Disclosure form (collect at pre-camp meeting)
- ___ Dean's Check List for Staff Training (collect at pre-camp meeting)
- ___ Nurse's Professional Liability Disclosure
(collect prior to beginning of camp; please include copies of license and CPR cards)
- ___ Camp Check-Out Forms (collect at close of camp)
- ___ Camper Exit Polls (collect at close of camp)
- ___ Counselor Medical Form (collect from nurse at close of camp)

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

- ___ Camp Manager's Report Form
- ___ Volunteer/Staff Medical Forms
- ___ Camper Exit Polls