

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 pre-camp meeting; give to nurse before camp begins)
- ___ 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)