

Outdoor Education

Forms & Information Check List & Due Dates

Item	Notes	Due date
Signed Contract & Deposit	It is understood that reservations are held verbally and are not final until this agreement is filled in, signed and submitted, along with the \$250.00 deposit, to YMCA Camping Services.	As soon as you can but no later than 2 Months Prior to trip
Provision of Services	This form will provide the Outdoor Education Director all the information to plan your trip to camp.	As soon as you can but no later than 2 Months Prior to trip
Schools Tax Exempt form	This is only need if you are a new school camp doesn't have this form on file	1 Month Prior to you trip
Schools Proof of Liability Insurance	This needs to be updated yearly	1 Month Prior to you trip
Challenge By Choice Form	– NOT ALL GROUPS WILL NEED THIS. This form should be gone over as a class and signed by each participant for groups who will be doing Rock Climbing, Low ropes, or High Ropes	Can be brought to camp
Student Participation Form	This form also has a media release to give permission for the YMCA to use photographs/videos for purpose of education or public information	Can be brought to camp
Medical Release forms & First aid supplies (Most school nurses/offices will have these available for field trips. If you school doesn't have this type of form one can be requested from camp)	. All user groups are responsible for their own first aid and medical needs. Group must supply their own first aid supplies; camp has first aid supplies for supplemental use only. All Groups must have a health form for each minor on site with them. The form must include the following: <ol style="list-style-type: none"> I. Name and address of participant. II. Emergency contact name and number. III. List of any known allergies, health conditions requiring treatment, restrictions or other accommodations needed while on site. IV. Permission to seek emergency treatment signed by parent or legal guardian. 	Brought to camp and you keep
Invoice/Payment	Your final invoice will be given to you on your last day at camp or send to you within 5 business days after	No later than 1 month after trip