



# Summer Camp

## Paperwork Instructions

### PRIOR TO CAMP

#### ALL

- Registration & Release Form, completed and signed (parent/guardian signature for anyone under 18)

#### ANYONE 18+ yrs: (for everyone on campus for any length of time, including campers turning 18 while here)

- Copy of Child Protection Training certificate with a course name and number on each certificate
- Name listed on Adult/Sponsor Certification Form in alphabetical order
- Have a criminal history and background check completed and bring a printed page of results. Any and all incidents found in a criminal background check must be reviewed and approved by TPCC staff prior to arrival on campus.

#### ANYONE WITH MEDICATIONS:

- Medication Release Form
- Medications must be in original container
- Prescription medications must have the pharmacy label on them. If there is no label on the medication you need to get a copy of the label from the pharmacy. (This includes inhalers, eye drops, ointments, etc.)
- Please only send necessary medications
- Place campers medications in Ziploc bag with their name on it along with the Medication Release Form

#### CHURCH LEADER ONLY:

- Sign Transportation Policy
  - one per church
- Check off on Adult/Sponsor Certification Form that a criminal history and background check have been complete on anyone 18+ yrs.
- Provide a list of all minor campers, listed alphabetically by last name

### ARRIVAL AT CAMP

#### Turning in Camp Paperwork:

1. Transportation Policy, Adult/Sponsor Certification Form, and alphabetized List of Campers
2. Separate 18+ yrs and sponsor Release Forms from camper Release Forms
3. All Camper Release Forms in alphabetical order by last name
4. All sponsor/18+ yrs Release Forms in alphabetical order by last name with Child Protection Training certificate stapled to back of Release Form along with the printed results of the background check.