

FINAL CAMP REPORT CHECKLIST

All camp records and reports must be returned to the staff advisor at the evaluation meeting. Please have these reports ready. Camp Directors' honorarium will be paid by staff advisor after evaluation meeting and report are complete.

KEEP COPIES OF ALL REPORTS FOR A RECORD OF WHAT WAS DONE.

FINANCIAL REPORTS

- ___ CAMP STAFF HONORARIUM RECORDS – Camp Staff Payment Record #2001 and Honorarium Payment Receipts #2143
- ___ RESALE CONSIGNMENT - #1064C – return consignment items and pay amount due.
- ___ ACTUAL CAMP INCOME AND EXPENSES STATEMENT - #2140 and deposit ticket with receipts for backup attached.

FROM REGISTRAR

- ___ CAMP REGISTRATION FORMS **ALPHABETIZED AND MATCHED UP WITH HEALTH HISTORY** – separate and mark “no shows”. Include forms for adults, staff and tagalongs.
- ___ REGISTRAR'S BOX – with stamp, stamp pad, extra supplies and box inventory
- ___ HEALTH LOG BOOK
- ___ CAMPER EARLY RELEASE SIGN OUT (#2636)
- ___ CAMP ATTENDANCE RECORD DAILY(#2157)

FROM DIRECTOR

- ___ CAMP DIRECTOR'S REPORT - #2414 with Unit Staff Reports of Session #2416 attached.
- ___ CAMP ATTENDANCE REPORT - #2158
- ___ CAMP STAFF PLANNING SESSION ATTENDANCE RECORD with session(s) outlined attached #2141. Send to Director of Adult Development.
- ___ INVENTORY OF DAY CAMP EQUIPMENT - #2089
- ___ ACCIDENT, INCIDENT & CRISIS REPORT(S) - #1089 – for any accident requiring an insurance claim and any unusual incidents.
- ___ CAMP STAFF APPLICATIONS AND REFERENCES - #2190 & #2191- send to Volunteer Management Specialist.
- ___ CAMP STAFF AGREEMENTS - #2188
- ___ INFORMATION NEEDED ON VEHICLES AND DRIVERS - #2265

REPORTS/RECORDS THAT MUST BE DONE AND KEPT BY THE CAMP DIRECTOR – to share with staff advisor.

- ___ CAMPER EVALUATIONS - #2137
- ___ CAMP STAFF EVALUATIONS - #2415

STAFF ADVISOR WILL TURN IN THE FOLLOWING ITEMS TO THE DIRECTOR OF PROGRAM AND OUTDOOR SERVICES

- ___ REGISTRATION BOX with supplies and inventory
- ___ REGISTRATION FORMS AND HEALTH HISTORIES
- ___ HEALTH LOG