

## 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.

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

FINANCIAL REPORTS	
<input type="checkbox"/>	ADMINISTRATIVE FEES (\$5/girl) DEDUCTED BY GSVSC PRIOR TO CAMP EFT PAYMENT (Utilize form #2158 to confirm correct payment of fees).
<input type="checkbox"/>	RESALE CONSIGNMENT (#1064C). Return consignment items and pay amount due.
<input type="checkbox"/>	VOLUNTEER-LED CAMP FINANCIAL REPORT (#2421) and deposit ticket with receipts for back-up attached.
FROM REGISTRAR	
<input type="checkbox"/>	CAMP REGISTRATION FORMS/HEALTH HISTORIES <b>ALPHABETIZED</b> . Separate and mark "no shows." Include forms for adults, staff members, and tagalongs.
<input type="checkbox"/>	CAMPER EARLY RELEASE SIGN-OUT (#2636)
<input type="checkbox"/>	DAILY CAMP ATTENDANCE RECORD (#2157)
<input type="checkbox"/>	CAMP/PROGRAM CENTER USE REPORT (#2111) (for camps using GSVSC camps/program centers) <i>Note: This report should be sent to the Reservations Specialist within two weeks after camp is completed.</i>
FROM DIRECTOR	
<input type="checkbox"/>	CAMP DIRECTOR'S REPORT (#2414) with Unit Staff Reports of Session (#2416) attached.
<input type="checkbox"/>	CAMP ATTENDANCE REPORT (#2158)
<input type="checkbox"/>	CAMP STAFF PLANNING SESSION ATTENDANCE RECORD (#2141)
<input type="checkbox"/>	INVENTORY OF CAMP EQUIPMENT (#2089)
<input type="checkbox"/>	Copies of INCIDENT REPORT(S) (#1089) <i>Note: Originals must be turned in within 48 hours of the incident.</i>
<input type="checkbox"/>	CAMP STAFF POSITION AGREEMENTS (#1620, 1629, 1632, 1648, 1721, 1722)
<input type="checkbox"/>	CAMP STAFF EVALUATIONS (#2415) with camp director's comments completed.
<input type="checkbox"/>	INFORMATION NEEDED ON VEHICLES AND DRIVERS (#2265)
REPORTS/RECORDS THAT MUST BE DONE AND KEPT BY THE CAMP DIRECTOR (to share with the staff advisor)	
<input type="checkbox"/>	CAMPER EVALUATIONS (#2137). Keep for one year.