

# CAMP KAMAJI CAMPER FORMS CHECKLIST

- ◆ We would ask that when completing the 2011 Kamaji Camper and Staff Forms, you use the color-coded forms that are enclosed in this mailing (rather than print them from the website). There is definitely a "method-to-our-madness" and having forms color-coded makes our life during the summertime oh-so-much-simpler!!
- ◆ All forms must be returned to Kamaji by June 1st (even if your daughter is a second session camper).
- ◆ Please **DO NOT FAX** forms to camp. Under Minnesota State Law and the American Camp Association standards, we are required to have the original copy of most of these forms on file (e.g., the Medical Forms, Parent Objective Form, etc).
- ◆ Please refer to the *Kamaji Parent Handbook* for specific information about each form. In fact as you sit down to complete form, we strongly suggest that you refer to the *Kamaji Parent Handbook*. That way you'll know exactly what information to include and likely find answers to any questions.
- ◆ As always, we are but a phone call away should you have any questions...about anything!

## CAMP KAMAJI PACKING LIST (color-coded: GREEN)

FYI: more detailed information beginning on Page 31 of *2011 Kamaji Parent Handbook*.

- ◆ Do not overpack or over-equip your daughter for camp.
- ◆ Quantities listed on Packing List need not be increased(!!) regardless of what your daughter may say. We simply do not have the room to store excess clothing and belongings...and
- ◆ Duffle bags must not weigh more than 50 lbs. The airlines will charge an exorbitant surcharge on any bag in excess of 50#.
- ◆ Be sure that your daughter has a carry-on size duffle bag in addition to the two larger duffle bags.

## EMERGENCY AND NON-EMERGENCY CONTACT INFORMATION (color-coded: PINK)

More detailed information on Page 56 of the *2011 Kamaji Parent Handbook*.

- ◆ This form is self-explanatory.
- ◆ If you have more than one daughter attending Kamaji, you need only complete one form.
- ◆ Be sure to print email address legibly.
- ◆ Form due no later than June 1<sup>st</sup>.

### PARENT CHECK LIST:

Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed

## 2011 CAMPER/CIT HEALTH INFORMATION FORM (color-coded: WHITE four-page form)

More detailed information on Page 8 of *2011 Kamaji Parent Handbook*.

- ◆ Required of all campers.
- ◆ Per Minnesota law, no medical treatment can be sought or administered without a completed and signed 2011 form.
- ◆ No camper may attend Kamaji or participate in its program, including overnight trips out of camp, without a completed form being on file at camp. Additionally, no camper can be medically treated in/outside of Kamaji without this completed form being presented to the health care providers. And absolutely no medication – be it prescribed or over-the-counter– can be administered to your daughter without having this completed form on file at camp.
- ◆ A copy of insurance card (front and back sides) must be attached to form.
- ◆ Form due no later than June 1<sup>st</sup>.

### PARENT CHECK LIST:

- Attach a copy of your daughter's up-to-date Immunization History.
- Attach two copies of both sides of your Insurance card.
- Authorization Section signed by parent and dated.
- Copy made for parents' records.**
- Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed

## 2011 CAMPER/CIT MEDICAL EXAM/PHYSICIAN FORM (color-coded: IVORY)

More detailed information on Page 9 of *Kamaji Parent Handbook*.

- ◆ All campers are required to have had a physical examination by a licensed physician within 12 months prior to her camp attendance. If your daughter has had a physical since August 15, 2010 she does not need another physical; however, her physician still **MUST** complete this form.
- ◆ This form must be completed, signed and dated by a licensed physician.
- ◆ Your daughter's physician must list on this form every medication she is bringing to camp. This list is to include both prescription and over-the-counter medications as well as dosage, frequency and other specific directives for its use.
- ◆ No camper may attend Kamaji or participate in any aspect of its program without an up-to-date medical exam form completed in its entirety by a licensed physician. Additionally, no camper can be medically treated in/outside of Kamaji without this completed form being presented to the health care providers. And absolutely no medication – be it prescribed or over-the-counter – can be administered to your daughter without having this completed form on file at camp.
- ◆ Form due no later than June 1<sup>st</sup>.

### PARENT CHECK LIST:

- Camper's Physical Exam appointment scheduled with physician: \_\_\_\_\_
  - Parent fill in the top section of form including Camper Name, Parent's Name and Address.
  - Parent request up-to-date immunization record from physician and attach to either this form or the Camper Medical Release and Health Information Form which the parent must complete.
  - Copy made for parents' records.**
  - Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed
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## CAMPER/CIT MEDICATION CHART (color-coded: SALMON)

More detailed information on Pages 10 and 11 of the *2011 Kamaji Parent Handbook*.

- ◆ This form needs to be completed for any camper who will be taking medications – which includes prescription, OTC (over the counter) medications, vitamins and/or natural remedies.
- ◆ This form must be enclosed in a large Ziplock bag along with all medications and must be mailed by June 4<sup>th</sup> for first session and eight week campers and July 2<sup>nd</sup> for second session campers.

### PARENT CHECK LIST:

- Parent and/or physician signature on bottom of form.
  - Copy made for parents' records.**
  - Form and Medications Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed
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## UPDATED MEDICATION INFORMATION FORM (color-coded: BLUE)

More detailed information on Page 15 of the *2011 Kamaji Parent Handbook*.

- ◆ This form needs to be completed **only if** there has been a change in medication from what was originally listed by her physician on the Camp Kamaji Camper Medical Examination and Health Recommendation Form.
- ◆ This form is due no later than camper's arrival at Kamaji – please see explanation on form.

### PARENT CHECK LIST:

- Physician signature and date on bottom of form (preferred).
- Parent signature on bottom of form (required).
- Copy made for parents' records.**
- Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed

## **PARENT OBJECTIVE/CAMPER INFORMATION FORM** (color-coded GOLD 4-page form)

More detailed information beginning on Pages 25 through Page 30 of the *2011 Kamaji Parent Handbook*.

- ◆ ALL cabin requests (Question #16 on form; see page 30 of the *2011 Kamaji Parent Handbook* for more information) must be made in writing on this form. No other means of communicating cabin requests will be honored.
- ◆ No cabin requests made after June 1 will be considered.
- ◆ Please do not include medical information on this form unless specifically asked for (as relative to food allergies).
- ◆ Remember to attach (by stapling) a recent picture of your daughter to the form. This picture will be her first introduction to her cabin counselor.
- ◆ Make sure grade level listed is the one that she's been in this current (Fall 2010 - Spring 2011) school year – the one she is completing May or June of 2011.
- ◆ Complete and return to Kamaji no later than June 1st.

### **PARENT CHECK LIST:**

- Camper photo attached.**
  - Parent signature and date on last page of form.
  - Copy made for parents' records.**
  - Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed
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## **CAMP KAMAJI CONDUCT POLICY** (color-coded: LILAC)

More detailed information on Page 66 and 67 of the *Kamaji Parent Handbook*.

- ◆ Please review this information with your daughter(s).
- ◆ Parents sign and date form.
- ◆ Camper(s) sign and date form.
- ◆ Form due no later than June 1<sup>st</sup>.

### **PARENT CHECK LIST:**

- Parent's signature and date on form.
  - Camper's signature(s) and date on form.
  - Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed
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## **CAMP KAMAJI TECHNOLOGY AND COMMUNICATION AGREEMENT** (color-coded: YELLOW)

More detailed information on Page 66 through Page 70 of the *2011 Kamaji Parent Handbook*.

- ◆ Please review this information with your daughter(s).
- ◆ Parents sign and date form.
- ◆ Camper(s) sign and date form.
- ◆ Form due no later than June 1<sup>st</sup>.

### **PARENT CHECK LIST:**

- Parent's signature and date on form.
- Camper's signature(s) and date on form.
- Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed

# CLIMBING TRIP PERMISSION FORM and UM-Duluth Release Form (color-coded: GOLD)

Self Explanatory

- ◆ Only those parents who would like their daughter to be eligible to participate in this program need to complete and return this form.
- ◆ Complete and sign both the front page Permission Form as well as the University of Minnesota – Duluth Release of Liability form on the overside.
- ◆ Form due no later than June 1st.

**PARENT CHECK LIST:**

Mailed \_\_\_\_\_ to Kamaji.  
Enter Date Mailed



## 2011 CAMP KAMAJI CLOTHING ORDER — Not included with set of forms this year!!

More detailed information on Pages 39 through 42 of **2011 Kamaji Parent Handbook**.

- ◆ CAMP KAMAJI CLOTHING MUST BE PRE-ORDERED. There will be no opportunity for your daughter to purchase Kamaji clothing items once she is at camp as we simply do not stock any clothing inventory there.
- ◆ Worksheet/Guide for ordering clothing can easily be accessed here:  
<http://www.kamaji.com/wp-content/uploads/2011CampKamajiClothingGuide.pdf>
- ◆ Be sure to choose her clothing size accordingly when filling out the Clothing Order Form as we cannot make “exchanges” should you order a size that is too big or too small.
- ◆ Regardless of whether or not you will be purchasing Kamaji’s 2011 Clothing, you MUST go on-line to <https://www.surveymonkey.com/s/NJPMTLS> and complete the form letting us know if you will/won’t be purchasing clothing. Thank you!
- ◆ Do not send check now; clothing costs will be added to Camp Statement which will be mailed in April 2011.
- ◆ **ON-LINE ORDER DUE APRIL 15TH.**

**PARENT CHECK LIST:**

On-Line Form Submitted \_\_\_\_\_ via <https://www.surveymonkey.com/s/NJPMTLS>  
Enter Date On-Line Order Form Completed

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**IMPORTANT - TRAVEL INFORMATION**

**ATTENTION ALL PARENTS:**  
Please carefully read Pages 1 through 6 of the *2011 Kamaji Parent Handbook*. Information in this section applies for all camp families — regardless of whether or not your daughter is flying to/from Minneapolis/St. Paul Airport.

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**PARENT CHECK LIST:**

Made Travel Arrangement To/From Camp \_\_\_\_\_ .  
Enter Date Reservation Made