

Lake Tomahawk Christian Retreat Center Camp Check List

Below is a list of the enclosed paperwork and forms that you will need to get ready for your camp. Some of these forms will need to be returned to the LTCRC office upon arrival of your camp. We want to ensure that you have a safe week and are able to enjoy every moment.

Red numbered items must be turned in to camp office upon your arrival at camp.

1. **Contract:** This is your copy for your records.
2. **Student & Adult Registration Medical/ Liability Release Form:** Copy and distribute to all prospective attendees including adult sponsors. (These must be turned in to the office upon your arrival at camp.) Please put these in a 3-ring binder in alphabetical order, students then sponsors.
3. **Student Shot Record:** ALL PERSONS 17 AND UNDER at camp are required to submit a PRINTED copy of their shot record or the attached form may also be used. (The shot record or form must be attached to the back of the medical release and turned in to the office upon your arrival at camp.) Please put these in a 3-ring binder in alphabetical order.
4. **Background check:** ALL PERSONS 18 AND OLDER at camp (whether they are campers or sponsors) are required to submit a PRINTED copy of results from a national criminal AND national sex offender background check FOR THE CURRENT YEAR. (These background check results must be turned in to the office upon your arrival at camp.) Please put these in the 3-ring binder in alphabetical order.
5. **Child Protection Training:** ALL PERSONS 18 AND OLDER at camp (whether they are campers or sponsors) are required to complete the child protection training at your church and fill out a *certificate of completion*. (These certificates must be turned in to the office upon your arrival at LTCRC.) Please put these in the 3-ring binder in alphabetical order. You must use the certificates in this packet.
6. **Church Medication Contact Sheet:** Please copy and distribute to each church who will be attending with you. Each church must complete this form for the nurse to better serve your campers who take medication while at camp. (These must be turned in to the office upon your arrival at camp.)
7. **Camper Medication Form:** Please copy and distribute to each church who will be attending with you so they may copy and distribute to each camper (adult and student) who is bringing medication. Each camper (adult and student) who is bringing medication must complete this form and put it along with medication in a zip-lock bag. All medications must be in their original RX bottles. (All these bags with form and medications must be turned in to nurse upon arrival at camp. Please organize bags by church.)
8. **LTCRC Policies and Procedures:** Copy and distribute to ALL prospective attendees including adult sponsors.
9. Notify the LTCRC office of your final estimated numbers 5 days in advance of your arrival. Please pay on arrival at the LTCRC camp office.

We look forward to meeting you and are excited about all the wonderful things that you will experience in your camp. Please do not hesitate to contact me if I can help you in any way to get ready for your camp.

Angie Dickens
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