



# PARENT HANDBOOK

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**WELCOME!**

## **Dear Camp Tioga Families,**

We are thrilled that you are part of our camp family.

Whether this is your child's first or ninth summer with us, we look forward to sharing a fun-filled season together. Each summer our campers enjoy making new friends, reuniting with old friends, and feeling accepted and free to be themselves. We are sending this handbook to help you prepare for camp. We encourage you to read through it and use it as the resource it is designed to be. Camp Tioga is about family - from morning meetings to campfires, to group instruction on the soccer field or on the trapeze, the sense of family is seen and felt throughout camp.

We help boys and girls develop self-confidence in everything they do. Campers are encouraged to push themselves and try new things in order to grow and develop as people. We foster an atmosphere of respect where everyone is included and boys and girls are kind and respectful of themselves and each other while they develop lifelong friendships. All of these elements combine to make Camp Tioga a unique and special place where children come together to have the summer of their lives!

There are many ways that we try to strengthen the Camp Tioga community. We create an environment that encourages kindness, friendship, participation and acceptance by the entire camp community; and we send clear and congruent messages to our campers and their families. Questions are sure to arise so plan to revisit this handbook as you prepare for the summer. Lots of valuable information is included. Please do not hesitate to contact us at any time with questions or concerns. We look forward to another wonderful summer at Camp Tioga!

**Sincerely,  
Jordan, Adam, & Alison**

## KEY FORMS, DATES, & DEADLINES

*Monday, June 1st* ..... ALL forms must be submitted  
*Friday, June 26th* ..... Flying Camper Arrival  
*Saturday, June 27th* ..... First Day of Camp!  
*Saturday, July 18th* ..... Visiting Day  
*Saturday, July 25th* ..... First Session Ends  
*Sunday, July 26th* ..... Second Session Begins  
*Saturday, August 15th* ..... Last Day of Camp

Please access and submit the forms discussed on the next page on our online portal, CampInTouch. You can also view account balances, change credit card information, and see pictures and blog posts during the summer. To access the portal, use the same email address and password that you used for the camp application (or go to CampInTouch and click "retrieve/set password" if you can't remember it).

**Please note that all forms must be completed by June 1st. For everyone's safety, we cannot allow campers to depart for camp unless we have received their forms.**

## KEY FORMS, DATES, & DEADLINES

### Required Forms to Complete in CampInTouch

1. Bunk/Bed Requests
2. Camp T-Shirts & Apparel
3. Camp Trunking
4. Camper Photo
5. Camper Profile
6. Child's T-Shirt Size
7. Health History
8. Immunization
9. Parent Authorization
10. Physician's Examination
11. Standing Order OTC Permission Form
12. Sunscreen/Bug Spray Opt-Out
13. Verification Form
14. Medications – CampMeds is a pre-packing medication program that dispenses all camper medications directly to our camp Health Center. Tioga families must send ALL DAILY medications to camp through CampMeds. The only exceptions are Accutane, growth hormones, insulin, & EpiPens.
  - 14a. To Register with CampMeds, visit [www.campmeds.com](http://www.campmeds.com) for instructions.

**NOTE:** *If your child does not take any DAILY medications, you do not need to register with Camp Meds. Our Health Center stocks many commonly used over-the-counter items such as Tylenol, Advil, Benadryl, Robitussin, Dramamine, Mylanta, Tums, and Metamucil. Therefore, there is no need to have CampMeds dispense typical over-the-counter items. As a reminder, your child's physician is required to complete the Over the Counter Medication form in the forms section of your CampInTouch account.*

## GOING AWAY FROM HOME

Camp is an amazing adventure! Campers learn to live independently while forming life-long memories and the closest of bonds with new friends. Obviously, some kids have a little anxiety in the days leading up to camp. To help ease the transition and make for a truly remarkable and magical experience, we have a few pointers for parents:

- **Overall concerns:** If your camper exhibits concerns about going away, encourage the open expression of feelings. You might explain that these concerns are normal and natural, and most campers feel exactly the same way. Remind him or her that Camp Tioga's warm and caring staff are there to help in any situation, and we're going to check in with them all the time to make sure that they're happy and everything is going well.
- **A set period of time away from home:** Your camper should understand that he or she is coming for a pre-determined length of time. A "let's try it out" and "you can leave whenever you want" approach doesn't work. Although it might provide temporary comfort to children who are anxious, it creates problems at camp by preventing kids from fully immersing themselves in camp life.
- **Consistency at home:** Reassure your camper that everything at home will be the same as when they left – pets will be cared for, possessions will be protected from siblings, and his or her room will stay the same. If for any reason this cannot be promised, let our directors know about the circumstances. We can be more helpful when we are informed.
- **Mental wellness:** Please inform the camp directors if your child has been under any psychological/psychiatric care at any time prior to camp, or if something might occur at home during the summer. This includes illness or death in the family, poor school grades, divorce, moving to a new house or city, etc. Camp Tioga is more than adequately prepared to deal with most children and the common problems of growing up. Our knowledge of the facts will help lead your camper to success.
- **A cheerful goodbye:** When seeing your camper onto the bus or dropping them off at camp, make the parting brief, pleasant, and cheerful. Prolonged good-byes and abundant tears will be emotionally upsetting to your camper (and you!). This also applies to visiting day too!

# GETTING TO CAMP

## CHARTERED BUSES

Camp Tioga provides bus transportation to and from camp from Baltimore, Long Island, New Jersey, and Philadelphia on chartered coach buses for our full session campers. There is no additional transportation charge. You will receive the departure schedule in early June. Experienced counselors and leadership staff ride the buses to make the trip fun, introduce new campers, play games and prepare everyone for a comfortable arrival at camp.

We very highly recommend our chartered buses for campers to arrive at camp. The bus ride to camp gives new campers the opportunity to meet their bunk-mates and to prepare emotionally for a successful separation from parents and home. Separation can be made more difficult by parents dropping off their camper after several hours of riding in a car together.

**FIRST SESSION CAMPERS:** Parents should plan on taking home their child on Saturday, July 25th between 2:00 and 4:00 pm.

**SECOND SESSION CAMPERS:** Parents should plan to drop off their camper between 10:30 and 11:00 am on Sunday July 26th.

***Note:** First-time campers who elect to enroll in our Dream Week Session will be picked-up at the conclusion of their session from Tioga.*

## AIR TRAVEL

We offer a chaperoned flight from Southern Florida and Paris, France. We will notify you by mid-April as to which flights our chaperones will be on.

Because of space limitations, the logistics involved and airport regulations, we require that duffels be shipped directly to and from camp. Only a small travel bag or pack frame can be accommodated on the vans that we use to take campers between the airport and camp. Bags must be shipped to and from camp using Camp Trunk Delivery, our shipping provider.

## **BAGGAGE INFORMATION**

### **Getting Your Campers Bags to Camp:**

All duffels and camper luggage are transported to camp exclusively by Camp Trunk Delivery. Camp Trunk Delivery provides door-to-door service, thus making your lives as parents both easy and convenient!

You can register for their service at: <https://www.camptrunkdelivery.com> . The camp password is Tioga. Please make sure to register early to avoid additional fees.

**FIRST SESSION CAMPERS:** Parents will need to take the duffels with them when they pick up their campers on Saturday, July 25th

**SECOND SESSION CAMPERS:** Parents dropping off their child on Sunday, July 26th should bring their camper's duffels with them on that day.

**NOTE:** If your camper is traveling to camp by bus or plane, their duffels must be shipped to and from camp with Camp Trunk Delivery. Duffels **cannot** be taken on our buses.

## **PERSONAL ACCOUNTS**

Generally speaking, our campers have little or no use for money at camp.

Campers are not permitted to have money in the bunk. Each campers personal account provides spending money for trips and incidentals. The required amounts are listed below:

Dream Week Campers	<b>\$50</b>
1st Session Campers	<b>\$100</b>
2nd Session Campers	<b>\$75</b>
Full Session Campers (Lower Camp)	<b>\$175</b>
Full Session Campers (Upper Camp)	<b>\$200</b> (Includes \$100 + spending money for Virginia /WDW Trip)

## **PACKING LIST**

On the next two pages you'll find a list of everything you should (and shouldn't) bring to camp! If an item requires special laundering or you will be upset if it gets lost or dirty, please leave it at home. The weather can get a little chilly at night, so be sure to pack warm clothing. This list is intended as a guide, not a checklist. Not everything is relevant to every camper. We welcome you to use your judgment based on your knowledge of your child.

**Please ensure all of your campers belongings are labeled!** You can buy all sorts of Camp Tioga gear and other useful camp stuff at the [Camp Tioga Store](#).

To access the Camp Tioga store, please go to [thecampspot.com](http://thecampspot.com) and enter "tioga" in the password box. You can find everything you could possibly need for camp in one place!

Laundry: We provide laundry services. Each camper has his or her personal clothing and linens washed weekly.

# PACKING LIST

CONTINUED...

## LABELING INSIDE FRONT COVER

*All clothing and equipment must be labeled with the camper's full name.*

- \_\_\_ 100-200 Sew-on or Iron-on Name Tapes
- \_\_\_ 1-3 sheets Equipment Stickers

## REQUIRED CAMP UNIFORM\*

- \_\_\_ 2 Green Personalized Ts with Logo (Personalized with Name & Number)
- \_\_\_ 2 Gold Personalized Ts with Logo (Personalized with Name & Number)
- \_\_\_ 1 Sweatshirt w/ Logo (any style)

*\*Required for new campers only*

## ADDITIONAL REQUIRED CLOTHING

- \_\_\_ 15-18 T-Shirts (Including Required Ts)
- \_\_\_ 10-12 Shorts
- \_\_\_ 3 Sweatshirts (Including 1 with Zipper)
- \_\_\_ 3 Sweatpants
- \_\_\_ 3-4 Jeans
- \_\_\_ 1 Special Banquet Outfit
- \_\_\_ Baseball Caps / Hats

## OUTERWEAR

- \_\_\_ 1 Raincoat / Poncho
- \_\_\_ 1 Polar Fleece

## SOCKS & SHOES

- \_\_\_ 18-24 Pairs of Socks
- \_\_\_ 2 Sneakers
- \_\_\_ 1 Hiking Boots
- \_\_\_ 1 Soccer Cleats
- \_\_\_ 1 Sandals / Water Shoes

## BATH

*Towels are provided by camp.*

- \_\_\_ 1 Toiletry Kit with Filler Kit
- \_\_\_ Robe (optional)

## UNDERWEAR & SWIMWEAR

- \_\_\_ 15-18 Pairs of Underwear
- \_\_\_ 6 Swimsuits

## SLEEPWEAR

- \_\_\_ 2 Sets of Warm / Long Sleepwear
- \_\_\_ 2-3 Sets of Light / Short Sleepwear

## BEDDING & LAUNDRY

*Sheets (Twin Size) and pillows provided by the camp. Campers can bring their own.*

- \_\_\_ 2 Blankets / Comforter
- \_\_\_ Mattress Pad / Egg Crate (optional)
- \_\_\_ 1 Laundry Bag
- \_\_\_ 1 Mesh Sock Bag

## TRUNKS & BAGS

- \_\_\_ 2 Soft Trunks / Duffle Bags
- \_\_\_ Backpack / Daypack

## CAMPING & OUTDOORS

- \_\_\_ 1 Crazy Creek Style Chair (optional)
- \_\_\_ 1 Sleeping Bag
- \_\_\_ Insect Repellent

## EQUIPMENT

*Camp Tioga has all Equipment marked with an asterisk (\*) available at camp for use.*

- \_\_\_ Softball Glove\*
- \_\_\_ Pair of Shin Guards\*
- \_\_\_ Athletic Supporter w/Cup (Boys)
- \_\_\_ Tennis Racquet\*
- \_\_\_ Pair of Knee Pads\*
- \_\_\_ Rollerblades
- \_\_\_ Skate Board\*
- \_\_\_ Helmet for Rollerblading\*
- \_\_\_ Protective Pads for Rollerblading\*
- \_\_\_ Hockey Stick\*

## ESSENTIALS

- \_\_\_ Water Bottle
- \_\_\_ Flashlight with Extra Batteries

## FUN STUFF

- \_\_\_ Stationery and Stamps
- \_\_\_ Pens
- \_\_\_ Games and Books
- \_\_\_ Extra Batteries

## SUGGESTED PERSONAL ITEMS

- \_\_\_ Soap / Soap Dish
- \_\_\_ Shampoo / Conditioner
- \_\_\_ Shower Caps
- \_\_\_ Brush / Comb
- \_\_\_ Toothbrush / Toothbrush Holder
- \_\_\_ Toothpaste
- \_\_\_ Deodorant / Q-Tips / Nail Clipper
- \_\_\_ Drinking Cup
- \_\_\_ Sunscreen

# PACKING LIST

CONTINUED...

## TOTALLY OPTIONAL ITEMS

- Spirit items for Color Olympics / Color War (Red, White, and Blue for Color Olympics & Green and Gold for Color War!)
- Fun costumes (we have many themed activities at camp, you never know what will come in handy!)
- Fan to clip on or keep near bed (Battery Operated only!)
- Lovies (teddy bears, stuffed animals, blankies – everyone has them!)
- Playing cards, baseball cards, magic cards, etc.
- Summer reading books

## WHAT NOT TO PACK

- ⊗ **Any device with a screen including iPods, cell phones, laptops, tablets, portable DVD players, phones, cameras, and similar devices** (read more about our electronics policy on page 18)
- ⊗ Disposable cameras
- ⊗ Money
- ⊗ Expensive clothing requiring special washing
- ⊗ Chewing gum, candy, food of any kind, bottled water (not to be confused with a water bottle!)
- ⊗ Super soakers
- ⊗ Valuable jewelry
- ⊗ **Anything that would upset you or your camper if lost or broken**

Again, please **label everything** with your camper's full name!

## VISITING DAY

Camp Tioga will host Visiting Day on **Saturday, July 18, 2020**. Visiting Day will begin at **10:00AM and end at 3:00PM**. All campers should remain at camp throughout Visiting Day. This is your chance to experience Camp Tioga with your camper! The day is spent visiting, touring camp, meeting counselors and friends, and participating in all activities throughout camp. After a full lunch buffet and barbecue (with a Cajun twist!), the afternoon offers the opportunity for parents and campers to continue to participate in activities throughout camp together. Parents depart at 3:00 pm.

Outside food is permitted at Tioga on Visiting Day. Campers will be permitted to enjoy outside food through the Monday morning following visiting day. At that point, all outside food will be discarded.

**IMPORTANT NOTE ABOUT FOOD AND PETS:** Please be aware that there are a number of campers who have food and pet allergies. Please DO NOT bring any snacks that have any or have been processed in a facility that may contain NUTS to camp. Additionally, we want to remind you that NO four-legged friends are allowed on the grounds.

Lastly, as a reminder: no smoking or tobacco products on premises – We have an absolutely zero tolerance policy for smoking. All cigarettes and e-cigarettes MUST be left in your cars.

## **HOTEL SUGGESTIONS**

### **Holiday Inn Express & Suites Gibson**

*Approximately 15 Minutes from Camp*

**Phone:** (570) 465-5544

**Address:** 1561 Oliver Road, New Milford, PA 18834

### **Hampton Inn Clarks Summit**

*Approximately 30 Minutes from Camp*

**Phone:** (570) 586-1515

**Address:** 890 Northern Blvd., Clarks Summit, PA 18411

### **Comfort Inn**

*Approximately 30 Minutes from Camp*

**Phone:** (570) 586-9100

**Address:** 811 Northern Blvd., Clarks Summit, PA 18411

### **Additional Hotel Options**

- Home2 Suites by Hilton: *Dickson City-Scranton*
- Residence Inn: *Scranton*
- Holiday Inn Express & Suites: *Dickson City*

# STAYING CONNECTED

## Mail

Your children are anxiously awaiting your letters! In addition, each camper will be able to receive one (1) package per session! If your camper is attending Tioga for the full summer, you can send one (1) package prior to Visiting Day and one (1) package after Visiting Day! *NOTE: Any additional packages sent will be returned with your camper at the conclusion of their session.*

We will always accept packages with ESSENTIALS for your camper. Essentials are limited to: essential clothing, toiletries, sports and activity equipment, or any item on the Tioga packing list that may have accidentally been left behind. Books, magazines and stationary are okay to send as long as they are sent in a flat envelope (8x11 or 11x14).

While campers love receiving letters, they often “forget” or are “too busy” to write home. We will remind our campers that this is a responsibility they have to their parents and will do our very best to have them write home twice a week. Younger campers who need assistance will be helped by their counselors. We recommend sending younger campers to camp with a supply of pre-addressed envelopes. Mail will usually take 3 to 4 days to reach you from camp.

**Remember:** Just as parents look forward to getting letters, campers eagerly await their mail. It is especially important that campers receive mail in the first few days of camp.

Camper Mail Should Be Addressed To:

Camper Name (Bunk Number\*)

Camp Tioga

1635 State Route 2036

Thompson, PA 18465

*\*Bunk number will be sent to families at the start of camp*

# STAYING CONNECTED

*CONTINUED..*

## E-Mail

You may e-mail your child at camp via your CampInTouch Account. We print out e-mails daily and distribute them with regular mail. E-mails received before 11:00AM will be distributed with the same day's mail. And remember... each camper loves receiving "regular mail" too!

## Phone Calls

- All **full-session campers** will make three phone calls to their parents. Campers will call home during **Week 2, Week 3, and Week 6.**
- All **first-session campers** will make two-phone calls to their parents. Campers will call home during **Week 2 and Week 3.**
- All **second-session campers** will make one-phone call to their parents. Campers will call home during **Week 6.**

Calls will generally be made between 6:45pm and 7:45pm. You will be notified prior to the summer of your campers pre-scheduled calling dates. If the day of the week we've assigned is not a convenient time for you, let us know and you may make a change to a different night.

## Communication with the staff

At Tioga, communication with each of our families takes center stage. At the end of each night, you will receive a nightly e-mail, discussing the activities of the day! In addition, camper photos are posted daily.

During the summer, you can reach the camp office by calling the same main number you call all year: 973-832-7504. Our staff answer phones and respond to inquiries from 9:00 am to 6:00 pm. When possible, please call between these hours. Outside of these hours, we check messages and elevate emergencies and special situations to senior staff members as necessary.

A Camp Tioga video recap is posted after the first 48-hours and our weekly videos are posted every subsequent Sunday night during camp.

## BIRTHDAYS

We know that Birthdays are VERY important to both you and your child and they're equally as important to us! We want to make it as HUGE and exciting as possible for the birthday boy or girl!

Campers with camp birthdays get the following special treatment:

- The entire camp will sing to them at morning flagpole line-up
- They will have a movie party with their bunk
- They will have a birthday cake to share with their friends
- They will have the opportunity to smash a whip cream pie in the face of one of our Leadership Team Members
- They will have an additional phone call with you.
- They are allowed to receive a Birthday Package (please no food, candy or bunk gifts). Please write *"Birthday Package"* on it (and your child's birth date) and we will hold it in the main office until we deliver it on your camper's birthday!



## **ELECTRONICS POLICY**

**CELL PHONES:** Cell phones are not permitted at camp. We ask for your help in enforcing our camp cell phone policy.

**ELECTRONIC GAMES:** Campers are prohibited from bringing hand held electronic games to camp.

**IPODS AND OTHER MP3 PLAYERS:** With changes in portable electronics occurring so rapidly, we must continually update our electronics policy. We feel strongly that the break that camp provides to children from video games, the internet, television shows, movies, social media, and texting is an essential part of the Camp Tioga summer experience. Therefore any device that is equipped with a Wi-Fi connection, 3G/4G data connection, or has video playing capability is NOT permitted at camp. All tablets, smartphones, the iTouch, and e-readers fall into this category.

We understand that many campers like to listen to music during the summer and want to make sure they are able to do so.

*Here's what IS allowed:* If you have previously purchased an iPod Shuffle or Nano **without a video screen** (or if you can still find one in stores or online), these are still great for camp.

**ELECTRIC FANS:** Large box fans or any fan that plug into a wall outlet are not permitted.

## **ADDITIONAL INFO**

### **PHOTOS**

Throughout the summer, we have camp photographers that take pictures of campers and loads them into CampInTouch so you can see what your kids are up to! We will occasionally use these pictures on our website and materials.

### **CAMPER CONTACT INFO**

At the end of each session, we are glad to provide emails and phone numbers of other campers so friends can keep in contact over the year. If you prefer that your family's information not be included in this list, please let us know.

### **EXTENDING SESSIONS**

If Dreamweek or Session One campers are having too good a time to go home, they may request that we contact their parents to see if they can re-register and extend their stay.

### **COUNSELOR NO-TIPPING POLICY**

Our counselors are instructed to neither solicit nor accept gratuities or tips. If you would like to recognize an outstanding counselor, we encourage you to send an email or letter of praise to our office.

## **ADDITIONAL INFO**

### **POST-CAMP COMMUNICATION**

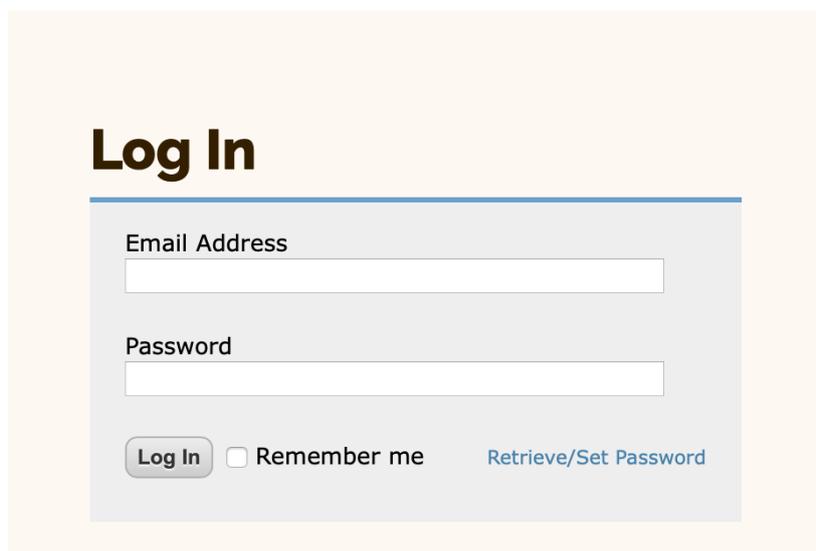
When it comes to in-person reunions, emails, and social media contact between campers and former staff, we believe it is essential for parents to know if communication is taking place and to take full responsibility for monitoring any communication or meetings that do take place. While such communication is generally healthy and positive, and while we hand-pick our staff and consider them outstanding, we cannot guarantee their behavior when they are not under our supervision and program structure.

# CAMPINTOUCH TUTORIAL

How to use [CampInTouch](https://camptioga.campintouch.com) (<https://camptioga.campintouch.com>)

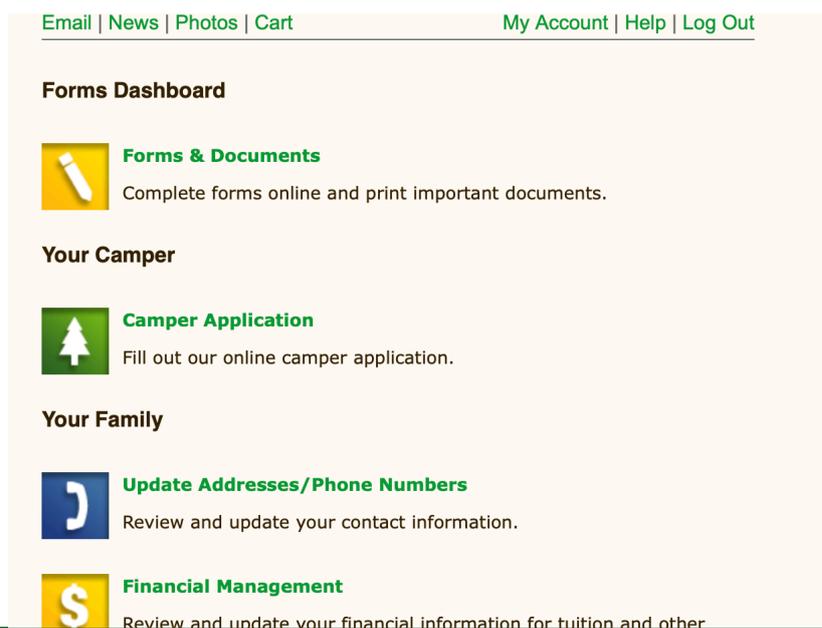
## 1. Log into dashboard:

[.IES](#) ▾ [CURRENT FAMILIES](#) ▾ [DATES & RATES](#)



The screenshot shows a login form titled "Log In". It contains two input fields: "Email Address" and "Password". Below the fields are three buttons: "Log In", "Remember me" (with an unchecked checkbox), and "Retrieve/Set Password".

## 2. Home screen: From this screen, select the yellow icon: **FORMS DASHBOARD**



The screenshot shows the home screen of the CampInTouch dashboard. At the top, there are navigation links: "Email | News | Photos | Cart" and "My Account | Help | Log Out". Below this is the "Forms Dashboard" section, which contains four main categories, each with a yellow icon:

- Forms & Documents**: Complete forms online and print important documents.
- Your Camper**:
  - Camper Application**: Fill out our online camper application.
- Your Family**:
  - Update Addresses/Phone Numbers**: Review and update your contact information.
  - Financial Management**: Review and update your financial information for tuition and other.

# CAMPINTOUCH TUTORIAL

## 3. Required Forms: All forms are listed here.

Form	Due	Status	
 <b>Bunk Requests</b>	04/01/2020	Due in 13 days	
 <b>Camp T-Shirts &amp; Apparel</b> [ <i>more info</i> ]	05/01/2020	Due on May 1, 2020	
 <b>Camp Trunking</b>	05/01/2020	Due on May 1, 2020	
 <b>Camper Photo</b>	05/01/2020	Due on May 1, 2020	
 <b>Camper Profile</b>	05/01/2020	Due on May 1, 2020	
 <b>Child's T - Shirt Size</b>	05/01/2020	Due on May 1, 2020	
 <b>Health History</b> [ <i>more info</i> ]	05/01/2020	Due on May 1, 2020	
 <b>Immunization (170.66kb PDF)</b>	05/01/2020	Due on May 1, 2020	 UPLLOAD
 Optional Additional Health form 2 [ <i>more info</i> ]			 UPLLOAD
 Optional Additional Health Information Upload [ <i>more info</i> ]			 UPLLOAD
 Optional Div 3 Trip Enrollment Form [ <i>more info</i> ]	05/01/2020		
 Optional Medical upload 3			
 Packing List (35.99kb PDF)			
 <b>Parent Authorization (103.16kb PDF)</b>	05/01/2020	Due on May 1, 2020	 UPLLOAD
 <b>Physician's Examination (126.04kb PDF)</b>	05/01/2020	Due on May 1, 2020	 UPLLOAD
 <b>Standing Order OTC Permission Form</b> [ <i>more info</i> ] (130.72kb PDF)	05/01/2020	Due on May 1, 2020	 UPLLOAD
 <b>Sunscreen/Bug Spray Opt-Out</b> [ <i>more info</i> ]	05/01/2020	Due on May 1, 2020	
 <b>Verification Form</b>	05/01/2020	Due on May 1, 2020	

## CAMPINTOUCH TUTORIAL

4. The **Camper Application** will already be completed.

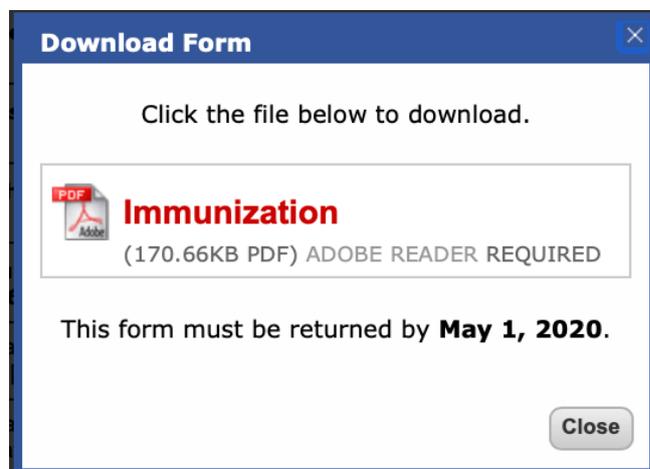
5. **Health History, Camper Profile, Camper Photo, Transportation** and **Affirmation of Parent Handbook** and **Photo Policy** can be completed online. Some forms have multiple pages which is indicated by numbers on the top of the screen:



6. All other forms are PDF downloads that require parent/doctor signatures or copies of insurance cards, and must be scanned and uploaded into the system. Download each of these forms by clicking the down arrow icon on the left side of each row.



a. You will then see a pop-up to download that specific form.

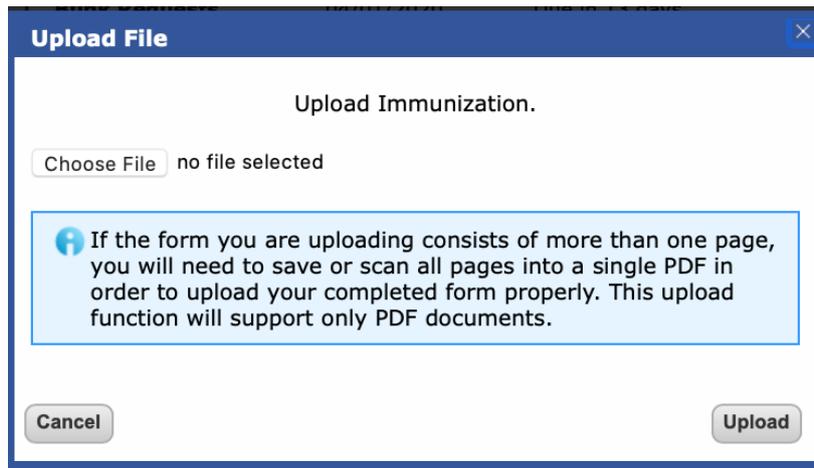


## CAMPINTOUCH TUTORIAL

- b. Click the PDF icon to open each file and save it on your computer.
- c. Print, fill out, and sign each form.

**7. Uploading complete forms:** Once complete, scan final forms into your computer and upload them into the system by clicking the  icon on the right side of each row.

- a. You will see a pop-up to upload that specific form.



- b. Click browse to locate your document and choose upload, it may take a few moments for your file to load into the system, especially if it is large.

**8. Confirm** that your form is properly loaded in by ensuring it says “Uploaded” and the date.

	Immunization (170.66kb PDF)	05/01/2020		Uploaded Mar 19, 2020	 PRINT
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