

# Twilight Camp Pack Coordinator

## Checklist

All paperwork and paperwork **MUST** be turned into the pack coordinator. When you receive the paperwork it is necessary to make sure it is complete before it gets turned in to the Twilight Camp directors for registration. Below is a checklist of the required paperwork along with notes on what to look for. Please do not accept incomplete paperwork, return the packet to the family highlighting what is missing/incomplete. You may turn in registration packets as add-ons if you have turned in an initial group of registrations, please make sure to write add-on at the top of each additional registration form.

Each registration packet you hand out should include:

- 1 or more Cub Scout applications depending on how many Scouts are in that family. Make sure **All** information is filled in, the parent has signed the application and the rank is what the Scout will be in the Fall of this year.
- 1 or more Adult/Den Chief applications depending on how many per family are attending. Make sure **All** information is filled in and the application is signed. For adults attending, YPT is mandatory and we need a copy of the certificate.
- 1 or more Volunteer Agreement forms depending on how many Adults/Den Chiefs per family are attending. Make sure this form is signed one per Volunteer.
- Medical Forms A & B one set per person attending. Make sure **All** information is complete. We need a copy of Medical Insurance Cards (back & front). One copy for each person attending. Under the immunization portion we need either a copy of records attached (which should be noted in that section) or filled in to the best of their ability.

When you turn in the registrations (whether it's the initial registrations or add-ons) please include one Pack Registration Form for the Adults and one Pack Registration Form for the Cub Scouts.

Please contact Pam Caloia 951-522-2842 or Michele Dewsnup 530-632-2283 to arrange for Registration turn in.