

# Guide to Silver Lake Camp Forms

We are so excited your child will join us at camp this summer! This guide will help you complete the necessary forms quickly and easily. We suggest you use this to keep track of completed camp documents. Silver Lake does not need to see it: This guide is for you. Online forms save time! Our registration software, UltraCamp, allows us to collect forms securely, speeding up Sunday check-in and simplifying your registration for future conferences. Hooray! It should only take 30 minutes or so to complete the basic forms. **We ask that you complete all forms 2 weeks prior to camp.**

**To start a new form**, go to [www.silverlakect.org](http://www.silverlakect.org), click "Registration" in the column on the right, and log in to get to the My Account page. In the green toolbar at the top of the page, click the menu icon  in the upper left then choose "Document Center" from the list. On the Document Center page, click on the name of the document.

**To review/edit forms** already in process or completed, go to [www.silverlakect.org](http://www.silverlakect.org), click "Registration" in the column on the right and log in to get to the My Account page. Click the name of the person to look at their Detail page. Click the heading "My Forms." With this section open, you can click any form to resume editing. Be sure to click the save button at the bottom of the form when you're done making changes. From the My Forms section, you can also click "Complete a new form" to go back to the Document Center. **Note:** If a Doctor's Signature Page or Medication Authorization Form has expired, it will not appear in the list of Forms on your child's Detail page.

## CONFEREE FORMS (10 min)

**Acknowledgement of Risk and Release of Liability**      \*Good for 1 year      Completed: \_\_\_\_\_

Please read through and indicate your agreement to each statement. Your online signature indicates you read and fully understand this Acknowledgement and Release of Liability, including the release of all claims, including claims for the negligence of the Released Parties.

**Behavioral Covenant**      \* Good for 1 year      Completed: \_\_\_\_\_

We ask BOTH the camper and the parent/guardian to sign the Behavior Covenant to confirm that you have read this document together and acknowledge and accept the responsibility to meet the listed behavior expectations. **The camper signs by typing their name in the box and the parent/guardian signs with an online signature.**

**Cabin Assignment Options**      \*Good for 1 year      Completed: \_\_\_\_\_

Silver Lake offers all-gender cabins. This form asks you to indicate your willingness to be placed in an all-gender cabin. All-gender cabins will be supervised by two counselors of different gender expressions. All members of the cabin will be provided with private changing areas. If you have questions, please contact Program Director Jenn Kronholm Clark at [jennkc@silverlakect.org](mailto:jennkc@silverlakect.org).

**Challenge Course Release Form**      \* Good for 1 year      Completed: \_\_\_\_\_

Your online signature gives permission for your child to participate in our high and low ropes courses.

**Church Information**      \* Review & update annually      Completed: \_\_\_\_\_

Please select your church from the drop-down menu. If you belong to a non-UCC or your church is not listed

in one of the drop-down menus, please write the name of your church in the box below. We tell churches which of their youth are attending SilverLake, and they rely on your selection to budget for scholarships, celebrate participation, and support your child's Silver Lake experience.

**Important Information on Financial Policy** \* Review & update annually Completed: \_\_\_\_\_

Complete this form to acknowledge that you understand our financial policy. If you have more than one camper attending, *this form only needs to be completed once for your account.*

**Photo & Video Release** \* Good for 1 year Completed: \_\_\_\_\_

Your online signature gives our photographer permission to take photos and video of your child.

**Special Needs** \* Review & update annually Completed: \_\_\_\_\_

Tell us how we can ensure your child has a great week at camp! Allergies, home/school challenges, past camp experience – tell us what will make your child comfortable away from home. This form is required even if you have no special needs.

**Specific Conference Forms** \* Annually Completed: \_\_\_\_\_

Some conferences require special waiver forms for off-sites or special activities. An alert will appear at the top of My Account page if you need to complete any of these forms.

### **HEALTH RECORD (20 min)**

**Camper Health History** \* Review & update annually Completed: \_\_\_\_\_

This American Camping Association-approved health form can be filled out by a parent/guardian. If you completed it before, review and update it with new information. Have insurance card and immunization dates ready (Adult campers are not required to provide immunization records, but date of last tetanus booster is important). Your online signature on this form gives permission for our camp nurse to treat your child. (**Note:** Copies of Insurance Cards are not required as the form asks for insurance information. If your child must see a doctor while at camp, you may be contacted to provide a copy of your insurance card. The Camp Nurse will make every effort to contact you before bringing your child to a doctor.)

**Covid-19 Vaccination Record** \*Review & update annually Completed: \_\_\_\_\_

Silver Lake requires all guests to our site to be fully vaccinated against Covid-19. Those who are not able to be vaccinated due to a medical condition or due to age may show proof of a negative PCR test taken not more than 3 days before the event. If someone in your family who is coming to camp has a medical exemption or is too young for a vaccine, please contact us for more information.

This form must be downloaded, printed, completed, and signed by the parent/guardian. Each person gets a unique form with barcode. Please download the form for each camper. See instructions on uploading forms on the next page. \*

**Doctor Signature Page** \* Valid for 2 yrs from exam date Dr. Signed: \_\_\_\_\_ Uploaded: \_\_\_\_\_

This form must be downloaded, printed, completed, and signed by your doctor. It certifies that your child has had a physical and can participate in camp activities. Each person gets a unique form with barcode. Please go through the download for each camper. See instructions on uploading forms on the next page. \*

**Medication Authorization Form** \* Valid for 1 yr from signature Dr. Signed:\_\_\_\_\_ Uploaded:\_\_\_\_\_

*If your child will need medications at camp*, this form must be downloaded, printed, completed, and signed by your doctor. Medications include prescriptions, vitamins, supplements, and over-the-counter (take a look back at CamperHealth History form for a list of medications we have on hand before sending OTC meds). This form is required for the nurse to dispense medication to your child. See next page for instructions on uploading forms. \*

**Plan of Care Form** \* Valid for 1 yr from Signature Parent/Guardian Signed:\_\_\_\_\_ Uploaded:\_\_\_\_\_

*If your child will need a plan of care*, this form must be downloaded, printed, completed, and signed by a parent or guardian. As part of the Camper Health History, you were asked if your child requires a Plan of Care form. According to state regulations, a Plan of Care is needed for campers with disabilities or special health care needs such as allergies, special dietary needs, dental problems, hearing or visual impairments, chronic illness, developmental variations or history of contagious disease. If you are not sure whether your child will need a Plan of Care, please call or email Silver Lake for guidance. See below for instructions on uploading forms. \*

**\* Uploading forms:**

Page one gives you instructions for returning this form via fax, email, or mail so it will be digitally attached to your registration account. This is preferred. You can substitute with school or another camp's form; but be sure to include your child's name and the name of the conference they are attending on the form. Then you must email a pdf to [slcrc@silverlakect.org](mailto:slcrc@silverlakect.org), fax to 860-364-1000 or mail to 223 Low Rd. Sharon, CT. 06069. **Note:** If you have submitted a Doctor's Signature Page or Medication Authorization Form in the past but it has expired, it will not appear in the list of Forms on your child's Detail page.

**Medication Information** \* Review & update annually Completed:\_\_\_\_\_

*If you are completing a Medication Authorization Form*, please enter the medication information into your child's online record. This greatly speeds up check in: Our camp nurse must keep an e-log of the medications administered. **To find this form:** From My Account, click on your child's name to get to their Detail page. Under Common Actions, click "Manage Medications." Enter each medication; click "Save Medication" after each addition. Click "Done Entering Medications" when complete. **Remember to bring all medications to Sunday check-in in their original bottles. Bring only enough medication for the week.**

## Guide to Silver Lake's Camp Store

**Camp Store Accounts** allow your camper to purchase snacks at their daily store time, as well as Silver Lake memorabilia, such as t-shirts, sweatshirts, water bottles, and other fun keepsakes. They will also have the option to donate to the Missions Silver Lake supports. Each summer, we support up to three non-profit organizations through our Missions program. Campers will learn about these organizations and then can support them through a camp store donation. Please talk with your camper about an appropriate amount to donate; we recommend designating \$5 for Missions. We suggest budgeting \$3 a day to purchase a snack during the daily store time.

**Put money in your campers' Store Account via UltraCamp** and save time during check-in! Click the "Registration" link at [www.silverlakect.org](http://www.silverlakect.org). Click the menu icon  in the upper left then click on "Camp

Store” from the list. Click “Store Deposits.” Enter the desired amount and follow prompts to complete payment. Any remaining balance can be left for another session of camp or can be refunded for cash at the store during checkout. Money left after camp’s end in August will be donated to Missions.

**Care and Share Package** includes goodies to share and some unique Silver Lake keepsakes delivered in a draw string bag. Packages are \$35. To purchase, follow the instructions below.\*

**Photo Collections** are a great way to remember the session, with hundreds of photos from our camp photographer. They are available when you pick up your child and are \$20. To purchase, follow the instructions below.\*

\* **Store Purchases** can be made for Care and Share Packages and Photo Collections when you make your reservation, during check-in or by online purchase no later than the Monday of your child’s camp. **To add a Care and Share Package or a Photo Collection online**, log in to My Account Overview. Click “Reservations,” then click on the conference to which you want to add the Package or Photos. On the Reservation Detail page, under the “Reservation Items” section, next to “Options,” click “Edit.” On the Pricing Option page, click “Next.” Make your selection of Care & Share Package and/or Photos, click “Next.” At the Cart page, review and click “Next” to proceed to payment.