

# 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! As you will see, our registration software, UltraCamp, allows us to collect forms safely and 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.** So, here we go!

**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 gray toolbar at the top of the page, click "Additional Options," then choose "Document Center" from the list. On the Document Center page, click on the name of document you want to complete.

**To review or 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 on the name of the person to look at their Detail page. Click on the heading "My Forms." With this section open, you can click on 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 the text "Complete a new form" to go back to the Document Center. **Note:** If a Doctor's Signature Page or Physicians Orders Form has expired, it will not appear in the list of Forms on your child's Detail page.

## CONFERENCE FORMS (10 min)

### 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 the church you belong to from the drop-down menu. If you belong to a non-UCC or non-Connecticut church, please write in the name of your church in the box below. We let churches know which of their youth are attending Silver Lake, and they rely on your selection to budget for scholarships, celebrate participation, and generally support your child's Silver Lake experience. Please select your church from the list!

### 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: \_\_\_\_\_

Please let us know how we can ensure your child has a successful week at camp. Allergies, struggles at home or in school, past experiences at camp - tell us what will make her/him more comfortable away from home. This form is required even if you have no special needs to tell us about.

### 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.**

### 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 filled it out previously, simply review and update it with any new information. Have insurance card and immunization

dates ready (Adult campers are not required to provide an immunization record, though 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 no longer required as the Camper Health History 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.)

**Doctor Signature Page** \* Valid for 3 yrs from signature      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, below Physician's Orders, next page. \*

**Physician's Orders 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 vitamins, supplements, and over-the-counter (take a look back at Camper Health 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 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 she/he is attending on the form. Then you must email a pdf to [slcc@ctucc.org](mailto:slcc@ctucc.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 Physicians Orders 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 Physician's Orders 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 child to purchase snacks at their daily store time as well as Silver Lake memorabilia (T-shirts, water bottles, hoodies, etc). Also, every Wednesday they have the option to donate to the Missions that Silver Lake supports. We've found that \$25-\$40 is plenty for the week.

**Put money in their Store Account via UltraCamp** and save time during Sunday check-in! Click the "Registration" link at [www.silverlakect.org](http://www.silverlakect.org). Click on "Additional Options," then click on "Camp Store" from the list. Click "Add money to the camp store/manage store accounts." Enter the desired amount and follow prompts to complete payment. Any remaining balance can be left for another week of camp or can be refunded for cash at the store during Saturday check-out. 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 on Wednesdays. Packages are \$35. To purchase, follow the instructions below.\*

**Photo CDs** are a great way to remember the week, with hundreds of photos from our camp photographer. They are available on Saturday when you pick up your child! CDs are \$10. To purchase, follow the instructions below.\*

\* **Store Purchases** can be made for Care and Share Packages and Photo CDs when you make your reservation, during Sunday 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 CD online, log in to My Account. Click "Reservations," then click on the conference to which you want to add the Package or CD. 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 CD, click "Next." At the Cart page, review and click "Next" to proceed to payment.