



How to Complete Your Camper's Forms

Follow this checklist to be sure your camper's forms are complete. *Note: Everyone who is registered for camp has an online account, whether you sent us a paper registration or registered online.* We encourage you to complete your forms online, if possible. However, if you prefer to fill out paper forms, please call the camp office to request that paper forms to be mailed to you.

Login to your account at www.campwestminster.com. Click the My Account link under Quick Links at the bottom of the homepage. If you don't know your username and/or password, click "Forgot your login information?" and enter the email address you gave us when you registered.

- Physician's Signature and Recommendation Form.** Please plan to make an appointment for your child to have a physical exam. Print the **Physician's Signature and Recommendation Form** that was attached to your reservation confirmation email and have your child's doctor sign the form. This form can also be printed from the Document Center. To access the Document Center from your online account, click Additional Options on the top toolbar, and choose Document Center from the dropdown menu. We must have a new Physician's Signature form on file each year. Attach a copy of your child's **health insurance card** (front and back), and return both to the camp office by **June 1**.
- Complete your child's **Online Forms**. From **My Account**, look for the **Uncompleted Tasks/Forms** section. To complete any of these online forms, click the name of the person whose forms need to be completed under Account Members, then click the **My Forms** section. Click the binoculars next to each incomplete form to edit and **save** the information.
- Add **Alternate Contact** information. From My Account, click the + sign by Alternate Contacts, and add the name of a responsible adult (other than parents) that we may contact in an emergency.
- Add **Authorized Pickup** names. From My Account, click the + sign by Pickup Authorization, and add the name(s) of any adult(s) who will be allowed to pick up your child from camp. Camp Westminster will release your child **only** to those persons listed as authorized pickups. The person picking up your child **must show identification** to camp personnel.
- Add a **Camp Store Deposit**. From My Account, click the + sign by Reservations. Click the binoculars next to your current reservation. Look for the **Store Deposit** section under Reservation Items. If you want to change the amount, click **edit**, and add the desired deposit amount. Note that you must also make a payment after adding a deposit.
- Do you want to reserve a seat on the **Camp Bus**? From My Account, click the + sign by Reservations. Click the binoculars next to your current reservation. Under Reservation Items, look for **Options**. If you need to change the bus reservation, click Edit, choose the desired bus option, and proceed to payment. Here you may also add or edit your child's **Camp T-Shirt** size.
- Do you want to request a **Cabin Mate** for your camper? From My Account, click the + sign by Reservations. Click the binoculars next to your current reservation. Click the + sign next to the **Additional Information** section. Click **edit** and add the cabin mate request.
- Final payment is due June 1**, including the camp store and camp bus payments. You can make or schedule a payment by clicking **Make a Payment** or **View my Finances** from your Account Detail page.

If you've completed all these items, then your camper is ready to come to camp! Look in the Document Center for **Packing Lists** and **Arrival and Departure Information**.

Feel free to call or email if you have questions!