



**WISCONSIN
CONFERENCE**
UNITED CHURCH OF CHRIST



Individual Forms for Group Events

Your church has already registered you for a group event at Pilgrim Center or Moon Beach. We now need you to finish the individual portion of the process; specifically, filling out information on confidential forms.

Please, PLEASE check to make sure that you have filled out your forms online before you arrive. Your church has registered you for this event, but we need individual families to fill out forms in their private accounts (see directions below). We will NOT be able to accommodate any campers who do not have both a Liability & Waiver Form and a Medical Health Form completed and signed.

If you do not have a registration account:

If you have never joined us at Pilgrim Center or Moon Beach before, go to <http://www.ucci.org>. On the home page, click on the registration button. Clicking on that button will take you to our [registration program](#). Create an account and follow the instructions below to find your forms.

If you have a registration account:

Go to <http://www.ucci.org> and log in to your registration [account](#). At the top of the page, you should find a tab that says 'Additional Options.' Click down to 'Document Center.' Select '[2017 Adult Liability and Waiver](#)' and '[2017 Adult Medical Health Form](#)' for chaperones or '[2017 Youth Liability and Waiver](#)' and '[2017 Youth Medical Health Form](#)' for youth. YOU MUST FILL OUT NEW FORMS FOR 2017 even if you have filled out these forms in previous years.

If you already have forms from 2017, please make sure that the information is still correct:

Log into your registration account. Click on the name of the person who is coming, and then scroll down to select 'My Forms.' You should have two forms listed there as complete: '[2017 Youth Liability & Waiver Form](#)' and '[2017 Youth Medical Health Form](#)' (for youth guests) or '[2017 Adult Liability & Waiver Form](#)' and '[2017 Adult Medical Health Form](#)' (for adult guests).

Background Checks:

As part of our Safe Conduct Policy we need to do background checks on all chaperones/adult leaders for this event. A couple of weeks prior to the event, please watch for (including in your spam filter) an email from Praesidium, the company that we have contracted with to provide this service. The email will contain a link for completing your background check online. Praesidium will keep

sending you daily reminders for a while until your background check is complete; however, the link does expire after about a week. We are informed when a link expires and try to request a new link be sent to you right away.

Medications:

Youth who are bringing medications to camp need to upload them to their account using the attached instructions.

As you pack, please keep in mind that we WILL be outside, regardless of weather. Please bring the following things with you:

- Comfortable clothing, appropriate for being outside
- Warm, close toed shoes (not flip flops) for running and hiking around camp (check the weather- you might want boots for snow/mud)
- Linens or sleeping bag and a pillow
- Towels
- Toiletries (toothbrush, shampoo, etc.)

More details about this event will be shared soon. If you have any questions or concerns about this process, please contact the following people:

Moon Beach
Stephanie Ritter
715-479-8255
stephanie@ucci.org

Pilgrim Center
Marion Wiese or Laura Pine
920-748-6750
marion@ucci.org or laura@ucci.org