

# ICEP NEW ZEALAND CHECKLIST

Please follow this checklist to ensure that you stay on track in preparing for your ICEP experience. The following tasks are required for participation in the program.

| TASK                               | IMPORTANT GUIDELINES                                                                                                                                                                                            | PERSON RESPONSIBLE | DATE DUE                   | TASK TYPE   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------|-------------|
| Tiered Pricing                     | Completed online by the parent or guardian under "Incomplete Tasks/Forms."                                                                                                                                      | PARENT             | <i>As soon as possible</i> | ONLINE FORM |
| Agreement Form                     | Completed online by the parent or guardian under "Incomplete Tasks/Forms."                                                                                                                                      | PARENT             | <i>As soon as possible</i> | ONLINE FORM |
| Apply for Passport/Renewal         | Obtained at the nearest major Post Office. This can take up to 6 weeks so apply early. <b>If the passport is not current for at least 6 months past your program end date, you need to apply for a renewal.</b> | PARENT/PARTICIPANT | <i>As soon as possible</i> |             |
| Tuition Payment                    | Half of the tuition balance is due. Pay online or call our office.                                                                                                                                              | PARENT             | Feb. 1                     |             |
| Online Account Contact Information | Log into your online account and double check that the primary and secondary contacts' (all adults') phone numbers and email addresses are correct.                                                             | PARENT             | Feb.                       |             |
| Copy of Passport                   | Upload a clear copy in your account's Document Center. <b>Passport must be signed</b> on main page signature line.                                                                                              | PARENT/PARTICIPANT | March 1                    | UPLOAD      |
| Portrait Photo                     | Uploaded to your account profile. The photo should be a portrait so we can clearly see your face. Log into your account, select your name, select "Edit bio information," and upload a photo.                   | PARTICIPANT        | March 1                    | UPLOAD      |
| Parent Questionnaire               | Completed online by the parent or guardian under "Incomplete Tasks/Forms." This form will be shared with our trip leaders.                                                                                      | PARENT             | March 1                    | ONLINE FORM |
| Participant Questionnaire          | Completed online by the participant under "Incomplete Tasks/Forms." This form will be shared with your leaders.                                                                                                 | PARTICIPANT        | March 1                    | ONLINE FORM |
| BCCYMCA Camper Wellness Form       | Completed online by the parent or guardian under "Incomplete Tasks/Forms." <b>This will be made available at a later date.</b>                                                                                  | PARENT             | March 1                    | ONLINE FORM |
| BCCYMCA MESH Form                  | Completed online by the parent or guardian under "Incomplete Tasks/Forms."                                                                                                                                      | PARENT             | March 1                    | ONLINE FORM |

|                                       |                                                                                                                                                                           |                      |         |         |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------|---------|
| Health Insurance Card                 | Front and back uploaded to your account's Document Center.                                                                                                                | PARENT               | March 1 | UPLOAD  |
| Parent Guide                          | Review the Parent Guide included in your email and on our website before attending the March webinar.                                                                     | PARENT               | March 1 |         |
| Tuition Payment                       | Remaining tuition balance is due. Pay online or call our office.                                                                                                          | PARENT               | April 1 |         |
| Notarized Release Form                | The original must be signed by parent (s) and notary public & mailed to us.                                                                                               | PARENT               | May 1   | MAIL IN |
| Visit Doctor/Travel Clinic            | Visit your primary care doctor, and get in touch with a travel clinic to see if there are any vaccinations or health precautions you need to know about your destination. | PARENT & PARTICIPANT | May 1   |         |
| Proof of Physical/Immunization Record | Upload a copy of the participant's proof of physical – signed by a doctor and the participant's most up-to-date immunization record in the Document Center.               | PARENT               | May 1   | UPLOAD  |
| Parent/Participant Webinar            | Attend the TSP webinar. This will be hosted online in the Spring. You'll receive details via email.                                                                       | PARENT & PARTICIPANT | May     |         |
| Frequent Flyer Number (Optional)      | We will email the group's flight information in May. Call or email us with your Frequent Flyer number if you would like it applied to the flight.                         | PARENT/PARTICIPANT   | May     |         |
| Packing List                          | Parents and participants should review the packing list to start prepping for the program. Packing lists are found on our website under Family Resources.                 | PARENT/PARTICIPANT   | June    |         |

## **TASK REVIEW:**

### **DOCUMENTS TO UPLOAD TO THE DOCUMENT CENTER:**

*How to Upload Documents: Log into Account – Click on Additional Options tab (at top of screen) - Select Document Center - Scroll to .ICEP Participant & .All Health Info (on right side of screen) - Find document name you wish to upload - Select Upload Icon*

- Signed passport copy
- Health Insurance Card
- Proof of Physical and Immunization Records

### **ONLINE FORMS TO COMPLETE**

*How to Access Forms: Log into Account – Scroll down to Incomplete Tasks/Forms (any incomplete forms & tasks will be listed here) – Select the binoculars icon to the right of the form you wish to open*

- Participant Questionnaire
- Parent Questionnaire

2023 BCCYMCA MESH Form

2023 BCCYMCA Camper Wellness Form

## **MAIL IN**

Signed, notarized parental release form- must be the original

## **OTHER TASKS TO COMPLETE**

Apply for a passport (if you don't already have one)

Pay Tuition Bills

Check for accurate phone numbers and emails in online account

Watch the TSP Webinar in the Spring

Visit your Primary Care and Travel Health Doctor

Review Parent Guide

Portrait Photo- To upload: Log into your account, select your name, select "Edit bio information," and upload a photo.

Send your Frequent Flyer Number (optional)