

ICEP URUGUAY 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 |
|--|---|----------------------|----------------------------|-------------|
| Apply for Passport/Renewal | Obtained at the nearest major Post Office. This can take up to 6 weeks so apply early. If the passport is not current for at least 6 months past your program end date, you need to apply for a renewal. | PARENT/PARTICIPANT | <i>As soon as possible</i> | |
| Mail Signed Passport <i>(optional)</i> | If you will not need your passport before your program, you are welcome to mail us the original passport <u>once it is signed</u> . We will hold it until the start of the program. | PARENT | <i>As soon as possible</i> | MAIL IN |
| 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. <u>Passport must be signed</u> 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.' | 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 | |
| Parent/Participant Webinar | Attend the TSP webinar. This will be hosted online in the Spring. You'll receive details via email. | PARENT & PARTICIPANT | March/April | |
| Tuition Payment | Remaining tuition balance is due. Pay online or call our office. | PARENT | April 1 | |

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|---------------------------------------|---|----------------------|-------|---------|
| 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 |
| 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
- 2019 BCCYMCA Camper Wellness Form

MAIL IN

- Signed, notarized parental release form- must be the original
- Actual Signed Passport *(optional)*

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)