

YAS CHECKLIST

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

TASK	IMPORTANT GUIDELINES	PERSON RESPONSIBLE	DATE DUE	TASK TYPE
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.	
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 webinar in the spring.	PARENT	March 1	
EXUM Waiver	For rock climbing. Visit your account's Document Center to print the waiver, complete it, and upload it back to us.	PARENT	March 1	UPLOAD
Montana Whitewater Waiver	For whitewater rafting. Visit your account's Document Center to print the waiver, complete it, and upload it back to us.	PARENT	March 1	UPLOAD
Yellowstone Forever Waiver	For a service project organization. Visit your account's Document Center to print the waiver, complete it, and upload it back to us.	PARENT	March 1	UPLOAD
National Museum of Wildlife Art Waiver	For a service project organization. Visit your account's Document Center to print the waiver, complete it, and upload it back to us.	PARENT	March 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	March/April	

Tuition Payment	Remaining tuition balance is due. Pay online or call our office.	PARENT	April 1	
Visit Doctor	Visit your primary care doctor for your annual physical.	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/July	

TASK REVIEW:

DOCUMENTS TO UPLOAD TO THE DOCUMENT CENTER:

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

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|---|---|
| <input type="checkbox"/> Health Insurance Card | <input type="checkbox"/> Yellowstone Forever Waiver |
| <input type="checkbox"/> Proof of Physical and Immunization Records | <input type="checkbox"/> National Museum of Wildlife Art Waiver |
| <input type="checkbox"/> EXUM Waiver | <input type="checkbox"/> Montana Whitewater Waiver |

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

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| <input type="checkbox"/> Participant Questionnaire | <input type="checkbox"/> Parent Questionnaire | <input type="checkbox"/> BCCYMCA Camper Wellness Form |
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OTHER TASKS TO COMPLETE

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| <input type="checkbox"/> Pay Tuition Bills | <input type="checkbox"/> Portrait Photo- To upload: Log into your account, select your name, select "Edit bio information," and upload a photo. |
| <input type="checkbox"/> Check for accurate phone numbers and emails in online account | <input type="checkbox"/> Review Parent Guide |
| <input type="checkbox"/> Watch the TSP Webinar in the spring | <input type="checkbox"/> Send your Frequent Flyer Number (optional) |
| <input type="checkbox"/> Visit your Primary Care Physician | |