

“TO DO” CHECKLIST FOR YOUR CAMP JEWELL VISIT

- Call or e-mail your Program Coordinator ten (10) days *prior* to your arrival date with the following information:
 - Finalized number of participants and chaperones.
 - Vegetarian count for the kitchen.
 - Any participant food allergies or dietary restrictions for the kitchen.
 - Any participant birthdays happening during your visit.
 - Finalized arrival and departure time.

- Fax or mail us at least seven (7) days in advance:
 - A list of participants with medical conditions that the staff should be aware of [allergies to food, insects, medication (or any other possible anaphylactic reactions) asthma/inhalers, recent injuries, heart condition, etc.] **PLEASE NOTE: All medical needs are the groups’ responsibility.**
 - Any pre-arranged group lists such as:
 - Cabin groups
 - Table assignments (the Main Dining Hall seats 12 to a table, the Hide-A-Way Dining Hall seats 8 to a table)
 - Activity groups
 - A Certificate of Insurance from your organization’s insurance carrier stating that your group will be covered during the dates that you are here at Camp Jewell.
 - A signed “Use of Facilities Agreement and Release and Waiver of Liability and Indemnity Agreement” signed by the group leader.

- Prepare to **SHOW** us the following upon arrival:
 - A completed and signed “Camp Jewell Health and Emergency Permission” form for anyone under the age of 18 who is at camp without their own parent. The group leader may bring copies of school or other medical examinations. State Law requires that these forms be on site during your stay. Camp Jewell will not collect these forms.

- Prepare to **GIVE** us the following upon arrival:
 - A signed “Individual Acknowledgement of Risk and Waiver of Liability” form for each participant.

*****Prepare to arrive on site with at least one emergency vehicle.** *If you are coming by means of a hired bus and have no emergency vehicle on site, please be aware that should an emergency or injury arise, the participant will need to be transported off-site by an ambulance to a medical facility. Note that participant’s insurance may not cover the cost of an ambulance if the injury is not a true emergency. Camp Jewell staff can provide basic first aid only. Maps to the nearest hospital are available from the Camp Jewell Office and are included in this packet.****