



2025 DOMESTIC STAFF FORMS CHECKLIST

We know that filling out the forms can be time-consuming, and we greatly appreciate you taking the time to fill them out. Please make sure to submit them on time so that our team can review them and prepare for your arrival.

ALL forms are due no later than May 1, 2025.

Travel Form- REQUIRED

- ✓ **Transportation Form:** Submit ASAP! Please refer to [the staff travel email for details about arrival days and times](#). Your employment agreement will have your arrival and departure dates. *This form can be completed using your CampInTouch account.*

Health and Wellness Forms- ALL REQUIRED

- ✓ **Health History:** This is an ONLINE form that can be completed fully by you. *Please have your insurance information available to provide during completion.*
- ✓ **Medical Examination Form:** Please give this form to your physician for completion. *This form will need to be printed, completed, scanned, and uploaded to your account.*
 - You must have had a medical examination within 12 months of your start date. If you have not had one within 12 months, please schedule one immediately in order to ensure you have an appointment before your arrival at camp.
- ✓ **Immunization History Form:** Please request a printout of your immunization record from your physician OR have your physician complete the blank immunization history form. *This form will need to be scanned and uploaded to your account.* Please refer to the [URJ Vaccine Statement](#) for a list of the required vaccinations.
- ✓ **Authorization to Treat Form:** This is an ONLINE form that MUST be signed and serves an important purpose in case of an emergency. If you are under the age of 18, you will need a parent to sign this form as well.
- ✓ **Insurance Card:** Please scan and upload the front and back of your health insurance cards. *This form will need to be scanned and uploaded to your account.*
- ✓ **URJ Policy Statement on Immunizations:** Please read and sign this ONLINE form to acknowledge the URJ Camps Vaccine Policy.
- ✓ **Special Dietary Form:** This is an ONLINE form that can be completed fully by you. For Food Allergies and Sensitivities: If you do not have an allergy, sensitivity, or special diet, please acknowledge this on the form and submit it.

IF NEEDED

- ✓ **Medical Action Plan (IF NEEDED):** (upload from Physician) If you use an Action Plan please upload it here. Action Plans are used most often for people with allergies, asthma, seizures, diabetes, or other medical needs. If you do not have an Action Plan, there is no need to upload a document.

Additional Forms:

- ✓ **T-shirt Size:** This is a quick 1 question form. We need your t-shirt size for our awesome 2025 camp shirt! We are ordering them soon, so please answer this question so we can order the right number of shirts and sizes.
- ✓ **Staff Bio:** Our Camp Coleman families love to hear about our staff, and we want to share some information about each of you with them. Not only do we want our parents to see who will be taking care of their children, we want parents to know what amazing role models you will be as well. Please take a couple minutes to submit this form about yourself- we will be sharing what you write with campers and parents.
- ✓ **Staff Photo:** Please upload a photo of yourself that you'd like our families to see. The photo should be of just you.

**If you experience any challenges with the CampInTouch system,
Please [email Lauren Gordon](#) or call us at (770)-671-8971**