



## How to Complete Your Camper's Forms

Follow this checklist to be sure your camper's forms are complete. *Note: Everyone who is registered for camp has an online account, whether you sent us a paper registration or registered online. We encourage you to complete your forms online, if possible. However, if you prefer to fill out paper forms, please call the camp office to request that paper forms to be mailed to you.*

Login to your account at [www.campwestminster.com](http://www.campwestminster.com). Click the Summer Camp tab, then the My Account link. If you don't know your username and/or password, click "Forgot your login information?" and enter the email address you gave us when you registered.

- Physician's Signature and Recommendation Form.** Plan to make an appointment for your child to have a physical exam. Print the **Physician's Signature and Recommendation Form** from the Document Center and have your child's doctor sign the form. (We must have a new Physician's Signature form on file each year.) Attach a copy of your child's health insurance card, and return both to the camp office by June 1.
- Complete your child's **Online Health History**. From **My Account**, click your child's name. Scroll down to the Health History section, and click the **Edit** button to enter, review and confirm that the information is complete and accurate. Be sure to click **Yes, this information is complete and accurate, and sign the form**. If it says "Complete" under Health History, you're set.
- Complete the **Parent's Confidential Information** and other incomplete forms. From My Account, click your child's name and scroll down to the **Forms** section. Click the View/Edit button to the right of any incomplete forms, and enter the requested information.
- Add a **Camp Store Deposit** if you haven't already done so: Under Current Reservations, click the **Session Name**. Look for the **Store Deposit** section, and click the edit button. Note that you will also have to make a credit card or e-check payment for the store deposit.
- Check **Secondary Contact** information: From Account Detail, look for Secondary Contacts. Add the name of a responsible adult (other than parents) that we may contact in an emergency.
- Add **Alternate Pickup**: Camp Westminster will release your child **only** to those persons authorized as an alternate pickup. That person must show identification at pick-up time. To add a person, click Add Alternate Pickup on your Account Detail page.
- Do you want to reserve a seat on the **Camp Bus**? Under Current Reservations, click the **Session Name**, then look for the **Options** section. Click the Edit button and choose the camp bus option desired.
- Do you want to request a **Cabin Mate** for your camper? Under Current Reservations, click the **Session Name**, and then scroll down to the **Additional Information** section. Click Edit to answer the questions about Cabin Mate, T-Shirt Size, and alternate phone number.
- Final payment is due June 1**, including the camp store and camp bus payments. You can make or schedule a payment by clicking **View Finances** or **Make a Payment** from your Account Detail page.

If you've completed all these items, then your camper is ready to come to camp! Look in the Document Center for **Packing Lists** and **Arrival and Departure Information**.

Feel free to call or email if you have questions!