



SOP-12 : CCA Camper Registration Procedure

Purpose : To define how campers are screened and registered which includes (but not limited to) ensuring registration forms are completed and signed, fees are collected, medical forms are completed and signed, along with collecting any medications needed to be administered by a nurse.

✓ BEFORE Registration																									
1)	Set up a Registration Sign clearly visible to arriving campers and directing then to the registration station.																								
2)	Set up a gray folding table, with registrar chairs one side and optional chairs for the registering campers on the opposing side of the table.																								
3)	<p>Create a Registered Camper List (RCL) :</p> <ul style="list-style-type: none"> • Titled with Event Name, name(s) of Registrar(s) • Each entry in the list is a registered camper with at least the following columns : • <table border="1"> <thead> <tr> <th>CamperName</th> <th>Gender</th> <th>Age</th> <th>Cash\$</th> <th>Check#</th> <th>Check\$</th> <th>Canteen\$</th> <th>Balance</th> <th>MeaslesOK?</th> <th>RegFormOK?</th> <th>MedFormOK?</th> <th>MedsWithInstruct</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td>---</td> <td>--</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Total Campers Registered, Total Cash\${Reg + Canteen}, Total Number of Checks, Total Checks\$ 	CamperName	Gender	Age	Cash\$	Check#	Check\$	Canteen\$	Balance	MeaslesOK?	RegFormOK?	MedFormOK?	MedsWithInstruct	-----	---	--	-----	-----	-----	-----	-----	-----	-----	-----	-----
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4)	Place strong box on table for received camper fees																								
✓ DURING Registration (for each camper)																									
1)	Screen for Measles then update RCL.																								
2)	Verify Registration and Medical Forms are complete and sign then update RCL.																								
3)	Verify Camper fees are obtained and placed in strong box. then update RCL with Cash, check received, remaining balance																								
4)	For each camper, place all meds and associated instructions together in a secure container specific to the thair camper. Ensure that all such secure containers are monitored at all times and later placed in a secure location.																								
5)	Offer/Sell Canteen Cards placing fees in strong box and record Canteen\$ on RCL																								
6)	Provide camper with Instructions/docs on cabin check-in and orientation.																								
✓ AFTER Registration (once all campers including late campers are registered)																									
1)	Place all Checks and Cash received in a sturdy, large, resealable envelope labelled with Event Name and Date																								
2)	Make a full clear copy (use copier) of the RCL and place it in envelope.																								
3)	Securely seal envelope																								
4)	Place original RCL in a secure binder for staff access.																								
5)	Lock envelope in the agreed upon secure location.																								
6)	Notify Treasurer of Completed registration sending a full, clear photo of RCL to Treasurer.																								
7)	<p>For each camper, Registration and Medical forms shall be separately scanned into Dropbox with unique and informative names automatically using the RegScan program located on the CCA Office desk computer ...or... manually scanned into the Dropbox folder :</p> <p>DropBox > Camp Events > 20xx > event_name</p> <p>To ensure uniqueness, the filenames should include year, event_name, {Reg or Med} and camper_name. RegScan will do this automatically.</p>																								
8)	When activity for this event is completed, the camper registration and medical forms shall be sealed in an envelope labelled with the year and event name and stored in a secure location.																								

I acknowledge I fully understand the above Registration procedure and if this is an actual Retreat Status Report then the above Retreat Status is accurate to the best of my knowledge :		Date
Print Name :		
Signature :		