

Checklist for Youth Camp Operators to Complete the
New Youth Camp Application Process

Helpful Tips

1. Ensure Application is Complete
2. Ensure Application is Signed
3. Ensure Workers' Compensation Insurance Information is Included
4. Start the Following Items Early:
 - a. Schedule Fire Marshal Inspection
 - b. Complete Background Check and CPS Clearance for Personnel Administrator
 - c. Complete Local Health Approval form and Send to Local Health Department
 - d. Finding a Health Supervisor
 - e. Staff Training – Medication Administration, Specialized Activities (lifeguards, instructors), CPR and First Aid

All Camps Need to Include the Following with the Application

1. Building Documentation
2. Water Source Documentation
3. Sewerage Disposal Documentation
4. Written Health Program
 - a. Health Supervisor
 - b. Handling Medication
 - c. Staff Training for Medication Administration
5. Written Emergency Procedures
6. Written Child Abuse Prevention and Reporting Procedures
7. Background Check and CPS Clearance for Personnel Administrator

Some Camps May Need to Include the Following with the Application

1. Food Service Documentation
2. Primitive Camp Documentation
3. Trip Plan
4. Transportation Plan
5. Specialized Activity Plans