



## The Family Camp Application Process – PRINT THIS PAGE FOR REFERENCE

We are excited to announce that we will be starting fresh with a new camp software program for the 2017 season! For returning campers, you will need to re-enter all your information for this first year and then it will auto-populate moving forward.

### Online Application:

- Create an account (you will receive an email with your login information after you complete the first page of the application process)
- Enroll in the appropriate family camp session based upon your child's diagnosis
- You will enroll your identified camper first. This is the child in your family who has the medical diagnosis(es) that matches the diagnosis(es) for that specific family camp session under "Family Camp-Camper with a Diagnosis"
- To ensure that we can provide appropriate medical oversight, parents must fill out a "Family Camp-Camper with a Diagnosis" for each child in the family that has a serious illness or chronic medical condition.
- Each family member must be enrolled as a camper to attend camp. Adult family members, and children who do not have a serious illness or chronic medical condition, should be enrolled by filling out a "Family Camp-Other Family Member Application". You must also answer the 'Family Member' questions on the "Health History Form".
- To add family members to your account, click on "My Accounts" in the top right corner, and "Add Camper" on that page. Each new camper will populate on the enrollment page, and you can proceed from there.
- After completing all web forms, make sure you click on 'checkout' at the bottom of your screen to complete the enrollment process for each applicant.

### Printed Forms:

- All children with a serious illness or chronic medical condition applying for family camp, must submit the 'Disease Specific Form', 'Physical Exam Form', 'Colorado State Immunization Form', 'Flu Vaccine Form', 'Clinic Notes' and submit a copy of their medical insurance card to be considered as an applicant for camp.
- Healthy children applying for family camp are required to submit a completed 'Colorado State Immunization Form', 'Flu Vaccine Form', and a copy of their medical insurance card to be considered as an applicant for camp.
- Adult family camp applicants must submit the 'Flu Vaccine Form' and submit a copy of their medical insurance card to be considered as an applicant for camp.
- Printed forms must be filled out by your physician(s)/provider(s) and returned to you.
- If there are multiple 'Disease Specific Forms', please note it's due to applying for family camp and summer camp both. The forms are the same, so please just submit a separate copy in the appropriate location.
- Once the printed forms are complete, please upload them in the appropriate location on the 'Parent Dashboard Forms Page'. You may also submit forms by fax at 888-524-2477 or by mail to Roundup River Ranch, C/O Camper Recruiter, 8333 Colorado River Rd., Gypsum, CO 81637.
- It is the parent(s)/guardian(s) responsibility to manage printed forms and ensure the family application is complete. Please monitor your Parent Dashboard Forms Page. If you see a RED "No" in the "Received" column next to a form, this form has not been completed and/or submitted and you will need to ensure that this form is completed and submitted.

Once we have received all the printed forms, we will send you a confirmation. If you do not receive a confirmation, please check your 'Parent Dashboard Forms Page' to ensure that all forms have been completed and submitted.

We review each application thoroughly to ensure that we can safely support every camper at camp. Please allow 6-8 weeks for the review of your camper's application once all forms have been submitted. If your camper is accepted, you will receive an official acceptance letter specific to the session(s) for which you have applied.

If you have any questions, please reach out to our Camper Recruiter at (970) 524-5713, or by email at [kacy@roundupriverranch.org](mailto:kacy@roundupriverranch.org).