



## The Summer 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 summer camp session based upon your child's diagnosis.
- If you have more than one child applying for camp, you can add campers to your account by clicking 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 campers applying for a summer camp session, must submit the 'Physical Exam Form', 'Colorado State Immunization Form', 'Flu Vaccine Form', and a copy of their medical insurance card to be considered as an applicant for camp.
- The 'Physical Exam Form', 'Colorado State Immunization Form', and 'Flu Vaccine Form' may be filled out by the camper's primary care or specialty care physician(s)/provider(s).
- Campers applying for summer camp must also submit all relevant 'Disease Specific Forms', and 'Clinic Notes' for each serious illness or chronic medical condition they have been diagnosed with.
- The 'Disease Specific Forms', and 'Clinic Notes' must be filled out or supplied by the diagnosis-specific specialty physician(s)/provider(s) who care for this camper.
- 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 forms have been completed and returned to you, 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 ensure these printed forms are filled out and submitted. Please monitor your 'Parent Dashboard Forms Page'. If you see a RED "No" in the "Received" column next to a form, this indicates that the form has either not been completed, not been submitted, or not been received by Roundup River Ranch. You will need to address this deficiency.

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.

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).