



FAMILY RETREAT

LOTTERY APPLICATION GUIDE

We are excited you're interested in joining us for a Family Retreat. This Lottery Application Guide will review the requirements for the different types of Family Retreat applications and help walk you through the process.

If you have any questions, please reach out to the Camper Admissions Team at Camper@RoundupRiverRanch.org or 970.524.5713.

New families: to start an application, [click here](#). **Returning families:** login to your account by [clicking here](#).

Home Page (Please read the instructions on the Parent Dashboard Home Page)

- Use the tabs at the top left of the page (just under the Roundup River Ranch logo) to navigate the application.
- Begin by clicking on the Enrollment Tab.

My Account (top right corner of the page)

For a Family Retreat application, **each person planning to attend camp (child and adult alike)**, needs to be listed as a camper and have their own application completed.

If you need to add a family member as a camper, **including adults and healthy siblings**, take the following steps:

- Click on "My Account" in the top right corner
- Click on "Add Camper" under the "Camper" section near the top of the page.
- Complete the required fields and click "Add Camper" at the bottom of the form
- That person will be available as a camper on the Enrollment and Forms tabs from there

FOR A CHILD WHO HAS A DIAGNOSIS

Enrollment Page

- On the Enrollment tab, select the session for your diagnosed camper under "Family Retreat - Camper with a Diagnosis Application" and click "Save and Continue"
- Complete the Enrollment Questions on the next page. Then click "Save and Continue"
- After answering the enrollment questions, you will be advanced to the Forms page

Forms Page

- Click on the link that says Forms for (camper's name)
- Scroll to the bottom of the page to see the required forms
- Complete all required forms including:
 - On-site Camp Consent Waivers
 - Specialty Provider(s) Clinic Notes
 - **Please note:** This is a copy of their most recent visit(s) within a year of the camp session and provides details on all their current health conditions. This note must be from your specialty medical provider(s), **not a visit summary**. We will accept Clinic Notes from a Telehealth visit.
 - Colorado State Immunizations
 - **Please note:** A Colorado State Immunization Form is required for this application, not a list of immunizations in any other format. Your provider should be able to transfer to the form in the Parent Dashboard – based on our licensing, it must be on the Colorado State Form.
 - On-site Limitations Acknowledgement
 - Behavioral Support Form Part 1
 - Accommodations and Considerations Part 1

- Session's Transportation Form

FOR A HEALTHY CHILD

Enrollment Page

- On the Enrollment tab, select the session for your diagnosed camper under "Family Retreat - Other Family Member Application" and click "Save and Continue"
- Complete the Enrollment Questions on the next page. Then click "Save and Continue"
- After answering the enrollment questions, you will be advanced to the Forms page

Forms Tab

- Click on the link that says Forms for (camper's name)
- Scroll to the bottom of the page to see the required forms
- Complete all required forms including:
 - On-site Camp Consent Waivers
 - Colorado State Immunizations
 - **Please note:** A Colorado State Immunization Form is required for this application, not a list of immunizations in any other format. Your provider should be able to transfer to the form in the Parent Dashboard – based on our licensing, it must be on the Colorado State Form.
 - On-site Limitations Acknowledgement
 - Behavioral Support Form Part 1
 - Accommodations and Considerations Part 1
 - Session's Transportation Form

FOR AN ADULT

Enrollment Page

- On the Enrollment tab, select the session for your diagnosed camper under "Family Retreat - Other Family Member Application" and click "Save and Continue"
- Complete the Enrollment Questions on the next page. Then click "Save and Continue"
- After answering the enrollment questions, you will be advanced to the Forms page

Forms Tab

- Click on the link that says Forms for (camper's name)
- Scroll to the bottom of the page to see the required forms
- Complete all required forms including:
 - On-site Camp Consent Waivers
 - On-site Limitations Acknowledgement
 - Session's Transportation Form

Notifications confirming that your Family Retreat application is complete will be sent via email as soon as possible after review. Please contact us if you think you have completed the application but have not received an email confirmation.

Completion of the lottery application means that your camper has been added to the lottery selection process.

Completing this part of the application DOES NOT mean you have been accepted to camp.

If you have any questions, or need assistance completing the application, please reach out to the Camper Admissions Team at Camper@RoundupRiverRanch.org or 970.524.5713.

