

Pre-Camp Paperwork

Organizing and Submitting pre-camp paperwork can be a daunting and complex task. Please follow the below instructions and checklists to ensure the best results.

ALL pre-camp paperwork is due to Camp Alexander NO LATER THAN 14 days prior to arrival. NEW in 2023 we have developed an electronic delivery process. ONE leader from your unit should be responsible for submitting ALL pre-camp documents to us electronically.

All documents must be submitted as a PDF. You should plan to scan them. Find a large copier/scanner for best results. NO PHONE PICTURES. You must submit the documents via our process, DO NOT EMAIL MEDICAL DOCUMENTS.

You will scan and submit THREE (3) files.

File #1 – Youth Medical Forms – [LINK TO BLANK DOCUMENTS](#)

- Name this file: **TROOP ##### - YOUTH MED FORMS.PDF**
- The file should have a cover page (example below & template provided).
- All youth and their documents should be in a single PDF file, organized alphabetically by last name.
- There should be a cover page for each scout at the beginning of their documents (example below). *If this scout is attending the Outback Adventure, please note that on scout cover sheet.*
- Documents for each scout should be in the following order (**HIGHLIGHTED ITEMS WILL REQUIRE DR. SIGNATURE - BE SURE TO TAKE THEM TO PHYSICAL APPOINTMENT**):
 1. **BSA Medical Form** (Parts A, B1, B2, AND C) – please note that if medication is being taken a doctor's signature is required on B2, if no medication is being taken only the parent signature is required.
 2. **Colorado Immunization Form** (if you have been provided with a printout from your local medical facility, please write in all immunizations on the Colorado Form, get signature/stamp, and submit your local form as well)
 3. Copy of Health Insurance Card
 4. Colorado Addendum – Additional Information/Sunscreen Permission Form

5. Consent to test for COVID-19 (see leader guide for most up to date protocols regarding COVID-19)
6. **Permission for Medication Administration**/Medication Log – *only if scout is taking medications & A SEPARATE FORM IS NEEDED EACH medication scout is taking. Must be signed by Health Care Provider.*
7. **Colorado Addendum – Contract to Carry** (emergency medication) – *only if scout needs emergency medication that must be carried with them, ALL SIGNATURES REQUIRED.*

File #2 – Adult Medical Forms – [LINK TO BLANK DOCUMENTS](#)

- Name this file: **TROOP ##### - ADULT MED FORMS.PDF**
- The file should have a cover page (example below & template provided).
- All adults and their documents should be in a single PDF file, organized alphabetically by last name.
- There should be a cover page for each adult at the beginning of their documents (example below). *If this adult is attending the Outback Adventure, please note that on adult cover sheet.*
- Documents for each adult should be in the following order:
 1. **BSA Medical Form** (Parts A, B1, B2, AND C)
 2. Copy of Health Insurance Card

File #3 – Whole Unit Forms – [LINK TO BLANK DOCUMENTS](#)

- Name this file: **TROOP ##### - UNIT FORMS.PDF**
- Documents in this file include:
 1. The file should have a cover page (example below & template provided).
 2. Adult Reference Forms (leader signed form and 3 character references). In alphabetical order by last name.
 3. Adult leader proof of BSA registration & YPT. – Please submit YPT report from my.scouting INSTRUCTIONS BELOW
 4. Unit Swim Classification Records (with copy of administrator's certification).

Youth Forms

Week 1

Troop 1234

Colorado Springs, CO

Scout, Johnny

Troop 1234

Scout, Billy

OUTBACK ADVENTURE

Troop 1234

Adult Forms

Week 1

Troop 1234

Colorado Springs, CO

Adult, Joe

Troop 1234

Unit Forms

Week 1

Troop 1234

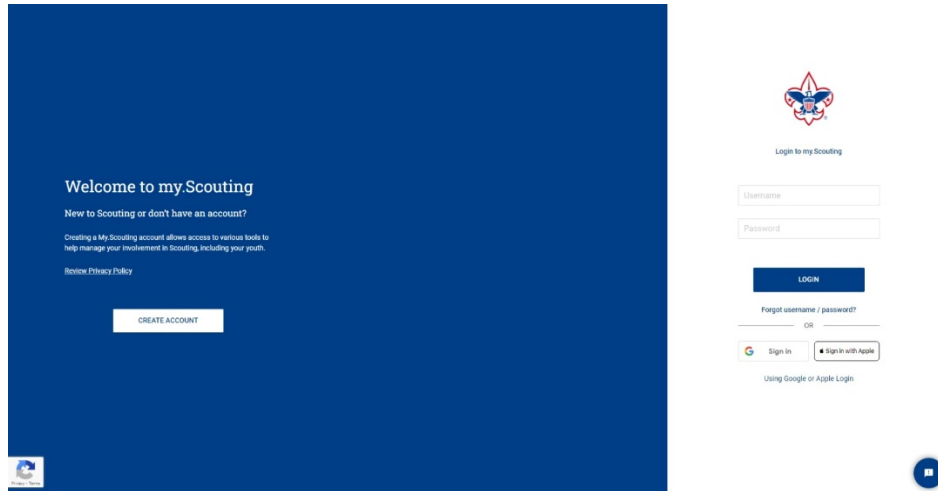
Colorado Springs, CO

Proof of BSA Registration & YPT Instructions

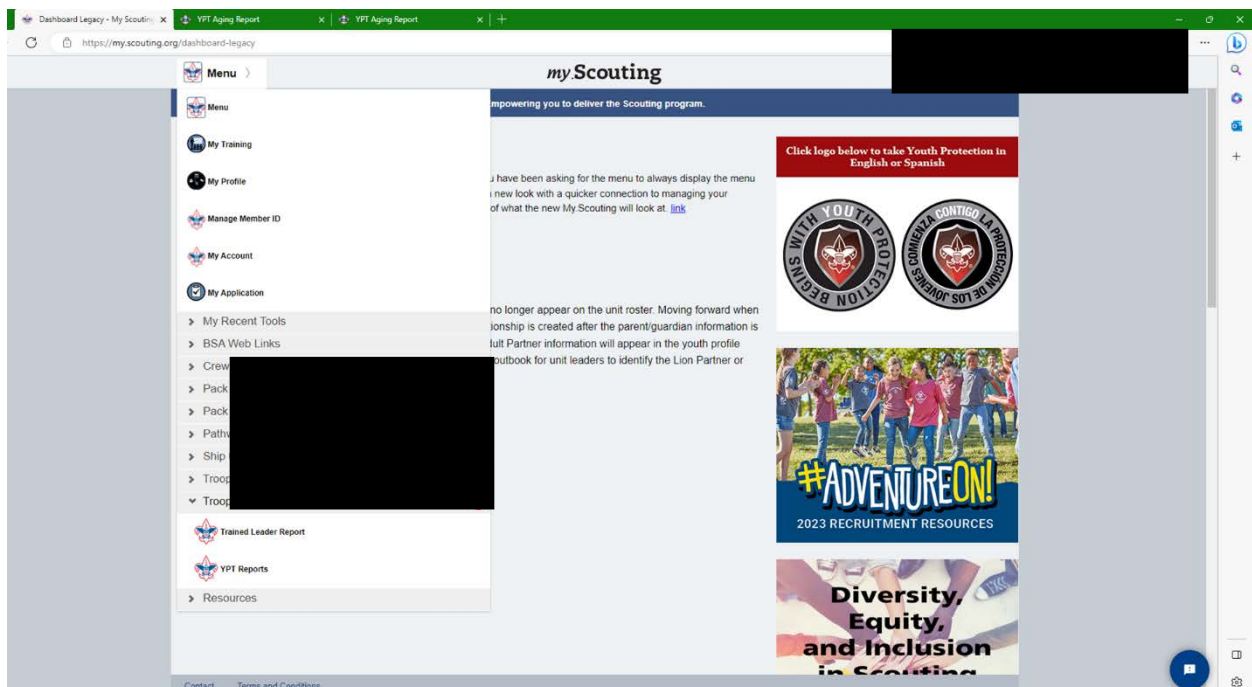
Each unit must submit proof of BSA registration & proof of current YPT for each adult attending Camp Alexander. Please note that leaders and youth must be registered in the unit that they attend summer camp with.

We ask that you submit a 'YPT Aging Report' from my.scouting. Below are the instructions on how to download it.


- Go to my.scouting.org and log in:



- In the 'Menu' dropdown you can see your Troop and the dropdown below that has a selection called 'YPT Reports'



- You should be taken to this page, choose the 'Export to PDF' button. The document that is downloaded is the PDF you need to submit.



BOY SCOUTS OF AMERICA® YPT Aging Report

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Council
Organization Name
Report Generated By
Date Report Generated

Export to CSVExport to CSV (Missing YPT)Export to PDF

FILTERGroup by: Org StructureREFRESHRELOAD

<<>>Page 1 of 1GO

District	Sub District	Program	Unit Number	Gender Accepted	Chartered Org Name	First Name	Middle Name	Last Name	Member ID	Position	Status	Effective Through	Youth Protection Code	Y01 Completed	Y01 Expires
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