

Roster of Campers and Records Overview

Legal Reference:

R 400.11117 Roster of Campers; records

- (1) A camp shall maintain a current roster of all campers.
- (2) A camp shall keep records for each camper at the camp when in session. The records shall include all the following information:
 - a. Camper's name, age, and home address
 - b. Authorized person's name, address, and telephone number and where the authorized person may be reached in case of emergency.
 - c. The dates of arrival and departure.
 - d. For each camper, identification of any special needs, limitations, and adaptations to assist in camper participation in all aspects of camp life and activities.

Technical Assistance:

A camp must collect and keep up to date camper information. This is done with a camper registration form and camper roster. The camper registration must include name, age, and home address. In addition, the records shall include the campers parents/legal guardians name, address, telephone number and where the parents/legal guardians may be reached in case of emergency. The camper registration also includes session dates, arrival times/departure times, identification of any special needs, limitations, and adaptations to assist in camper participation in all aspects of camp activities. Camp operators may use electronic or paper methods to obtain and maintain the required camper registration forms. A camp will keep records for each camp while the campers are in session.

NOTE: If health information is collected on the registration form, the records must be maintained for 3 years from the last day the camper is in attendance. [R 400.11127 (4)]

Parents/legal guardians may appoint an authorized person to act in their absence. This may serve essentially for pickup of the child after camp. It is advised these arrangements are documented by the camp operation to ensure the safety of the camper.

In addition, camp operators must keep an accurate and up-to-date roster of campers. A current roster clearly lists the campers in care by first and last name. The roster may also indicate the camper age, cabin/group membership, and responsible adult staff member. The roster may also include session dates, time in and time out.

Consultation:

Cabin: Camper Roster

Cabin Name:	Session Dates:
Counselor(s):	

Camper Name	Age	Authorized Person(s) for Camper Release
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		