

2024 Seneca Waterways Council Paperwork Checklist (Staff and Participants)

Many parents choose to bring copies of the required paperwork (see [this document](#) for a complete list and more info) to the SPIN meeting that occurs in June, others prefer to scan and email them to nylt@senecawaterways.org.

Either way, there are often a number of small (and large) errors and omissions, and these create extra work to correct.

Let's eliminate those errors and omissions up front!!!

Here's a checklist for each form. If you check all the boxes, we can do a "one touch" with your Scout's paperwork!

1) Provide COPIES, not originals

- All copies are completely legible
- The entire page is visible on all copies

1) BSA Health and Medical Records (HaMR)

- Parts A, B1, B2 and C are all provided
- A copy of the front AND back of the Health Insurance Card that covers the Scout is provided
- Part A – The Scout and a parent have signed and dated this page
- Part A – All adults (including parents) that are permitted to drive the Scout to and pick up from NYLT are listed
- Part A - Adults that are NOT permitted (if any) to pick up the Scout are also listed on Part A
- Part B1 – every space at the top of the form is filled out
- Part B1 – The Health History is completely filled out (even if you are providing a copy of your Scout's physical report)
- Part B2 – it is CRITICAL that all allergies are listed here
- Part B2 – the Summer Camp Medication Permission Form (SCMPF) supersedes the Medication section on Part B2, so you do not need to duplicate that info here
- Part B2 – Most parents provide a copy of their Scout's physician report for vaccinations, but PLEASE LIST the DATE on B2 for Tetanus
- Part C – The Scout's physician must fill this out COMPLETELY, and SIGN and DATE this section. Stamped signatures are acceptable, but a SIGNATURE and DATE must be on this form
- Part C – The date of the physician's signature MUST BE more recent than August 3, 2023 (BSA HaMR are valid for one year)

2) Summer Camp Medication Permission Form (SCMPF)

- If the Scout will be taking ANY medications at NYLT, this form is completely filled out, signed and DATED by the Scout's physician
- Even if the Scout is not taking any medications at NYLT, the parent must fill out, sign and date this form

3) Food Information Form (FIF)

- A Food Information Form is required for ALL NYLT Staff and Participants
- A parent must fill out, sign and date the FIF
- Explicit information is provided on the FIF so that we can accommodate your Scout's needs