

**Bald Eagle District
Spring Camporee
April 24 – 26, 2026
Camp Kline, Pine Creek**



**Registration Deadline
April 17, 2026**

Contents

Overview.....	3
General Rules and information.....	3
Registration.....	3
Adult Leaders.....	3
General Information.....	4
Arrival & Check-in.....	4
Camping & Campsites.....	5
Departure & Check-out.....	5
Restrooms.....	6
Water.....	6
Trash.....	6
Fires / Campground safety.....	6
Buddy System.....	6
First-Aid.....	7
Alcohol & Tobacco.....	7
Pets.....	7
A Scout is Courteous.....	7
Contacts.....	7
Equipment.....	8
Unit Gear.....	8
Scout Gear.....	8
Schedule.....	9
Event notes.....	10
Leaders Meeting / Cracker Barrel.....	10
Flag Raising.....	10
Campfire Program.....	10
Cooking Competition.....	10
Chapel Service.....	10
Prerequisites.....	11
Roster.....	12
Medical Forms A & B.....	13-15

Overview

The Bald Eagle District is excited to hold the Scouting Heritage Spring Camporee. The Camporee will be held at Old Camp Kline located in Ramsey, PA off of Pennsylvania Route 44 on Friday April 24, 2026 through Sunday April 26, 2026.

General Rules and Information

These rules are the general framework around which this Camporee will be operated. The Scout Oath, Law, and Outdoor Code are the guides for **ALL** behavior at this Camporee. Troops or individuals who do not conform to this spirit will be asked to leave the Camporee.

REGISTRATION

- **REGISTRATION DEADLINE: April 19, 2026**
- A registration fee will be charged to cover the cost of Camporee including patches, program supplies and other necessary items for the Camporee. All fees must be paid in full by the deadline of April 19th. Registration will be \$20 for youth and \$10 for adult leaders and event staff for the early bird registration through April 5, 2026. Registration will increase to \$25 for youth and \$15 for adult leaders and event staff on April 6, 2026 through April 19, 2026. Registration is the same cost for those attending the entire weekend or just the day events on Saturday. **ALL PARTICIPANTS INCLUDING EVENT STAFF MUST REGISTER ONLINE.**
- **We will no longer be preordering patches for events. If you want more than the patch you get with your registration, please order it when you register. There is a separate tab for patches. Patches are \$5.00 each.**
- Each unit should be prepared with their own two deep leadership. If your unit is not able to provide their own two deep leadership, you must notify the district executive, Ashley.sparrow@scouting.org (570) 660-9673 by the registration deadline.
- If your unit must camp with another unit, you will need to notify the district executive, Ashley.sparrow@scouting.org or (570) 660-9673
- Arrow of Light Scouts should have crossed over to the troop by now. If your AOLs did not cross over and wish to attend, please reach out to your DE, Ashley Sparrow, at Ashley.Sparrow@scouting.org.

ADULT LEADERS

- Unit leaders are always responsible for the supervision of their units. Remember **ACTIVE** two deep leadership is always required and please enforce safety and discipline.
- **EVERY UNIT MUST PROVIDE ONE ADULT LEADER FOR EVERY EIGHT YOUTH IN ATTENDANCE AT THE EVENT WITH A MINIMUM OF TWO ADULT LEADERS PER UNIT.**
- ALL adults and leaders in attendance at this event must be fully registered with Scouting America prior to the event.

General Information

- All meals are the responsibility of the unit. Lunch will be an hour long. Leaders may return to the unit's campsite prior to lunch to prepare for the meal if needed.
- Taps will be at 11:00 p.m. each evening. Reveille will be at 7:00 a.m. Quiet hours and dim lights are between those hours.
- Scouts should dress appropriately and be prepared for all weather.

ARRIVAL & CHECK-IN

- Check-in will be at the Ramsey Gate.
- Units should not plan to arrive at the Camporee before 5:00pm but make sure you arrive before 9:00pm on Friday for the safety of the scouts, to have their campsites set up and to send the SPL to Cracker barrel.
- Please make sure that everyone stops at check-in to receive their wristband, especially if they are not arriving at the same time.
- Please have the following information available at check-in:
 - A unit roster of scouts and adults attending the event. A list of attendees will need to be presented on the form that is provided with this packet.
 - **MEDICAL FORMS PARTS A & B for EVERYONE**, both youth and adults. Please make sure that the A & B forms are filled out properly including insurance policy number, any medication that is being taken, and **any and all** medical conditions and allergies. This helps our health officer and staff be fully prepared for any issues that may arise.
- The check in station will provide each unit with a schedule, emergency contact sheet, and a rotation schedule. You'll also be given event surveys for both adults and Youth. Please fill out the surveys and return them no later than check-out.
- Everyone in attendance at the camporee will be given a color-coded wrist band meant to signify the registration status. All are required to wear this wristband from the time of registration on Friday to check-out on Sunday.

*****Parking: There is limited parking spaces at the Ramsey gate. No vehicles except for *staff vehicles* and side by sides (per request of DCNR) will be allowed in the camping area. All vehicles will be required to park in a different parking lot down the road from Ramsey gate. Once your scouts and gear are unloaded you will be guided to the alternative parking area by a shuttle driver. This driver will then bring you back to the Ramsey gate. Scouts and adults should be prepared to walk the trail from the gate to the campsite area. Exception – if there's a medical reason*****

Transportation of gear: We are planning to have 1 or 2 side by sides to help transport gear to campsites. You could bring wagons or carts to transport gear also. This is a good time to practice backpack camping.

Scouts could have all the gear they need in a backpack that they can transport themselves on the trail to the campsites. Troop gear can be put on the side by sides for transport.

Please be patient! It will get congested with unloading gear and loading side by sides and transporting to campsite.

****As we are still working on solidifying the parking areas to make it safe for everyone, please advised that there will be an announcement released at a later date with instructions about this explaining where to go when you arrive and the process to follow to get you unit and your gear to the Ramsey gate and into the campsite.

CAMPING & CAMPSITES

- Campsites will not be assigned prior to check-in. Units will select their campsites on a first-come first-serve basis. Units are to take only a reasonable amount of space with respect to their unit size and equipment.
- Female and male units must be distinguished from one another. Family units should make every effort to separate male and female tents. No unit should have their tents intermingled with other units.
- No green (live) wood (for camp craft or other projects) may be cut from the Camporee facility.
- There is no electricity available.
- Cell phone service is not good. Verizon is no signal ATT has some coverage.

DEPARTURE & CHECK-OUT

- Units must police their area and have all trash picked up prior to checking out. Scouts should make every effort to leave the area better than they found it. Please remember to take all of your trash with you.
- Fire ash or unburnt fuel wood should be drowned in water and then disposed of in the trash and packed out. **DO NOT DUMP ASH ON THE GROUND or in the woods. (LEAVE NO TRACE)**
- Time for check-out will be from 9:30am – 11:00am on Sunday. Camporee staff will be going around the camping area to ensure unit sites are clean before units depart. The staff member will then allow the unit leader to retrieve the units medical forms and patches from the staff campsite, and check-out the unit.
- Each Scout and Scouter will need to check out at the designated location on Sunday after Church services. One leader from each unit will need to make sure that they collect the medical forms for their unit and turn in their surveys when they check out.
- The side by sides will be available to help haul equipment out to the gate. Please be patient, we cannot all leave at the same time. The side by sides can only carry so much equipment and there is only limited space at the gate.
- Reminder, patches will **not** be handed out at the camporee. A new procedure is in place at council; patches will no longer be ordered before the event. After registration is closed and numbers are confirmed then patches will be ordered. This helps to eliminate excess patches being ordered. If you

would like extra patches, you can order them on black pug when you register. There is a separate tab for this. Patch cost is \$5.00

RESTROOM FACILITIES/LATRINES

There is a latrine building on the Rail Trail near the campsites. Porta pots will be brought in and placed near camping area. Please remember that a scout is clean. Let's keep the latrines clean and be respectful that others will be using them after you. Latrine areas should be checked and cleaned up by everyone throughout the weekend and units will be asked to help clean at the end of the camporee. Misuse of latrine facilities that can be linked to a particular unit will result in repercussions to the unit, with possible removal from the camporee.

WATER

Water will be available at the latrine building on the trail. There is a spigot outside. It is a short distance from the camping area. You'll probably need two scouts or a wagon to carry water back to your campsite.

TRASH

There are no dumpsters or trash removal facilities available. All trash should be packed out by the unit.

FIRES/CAMPGROUND SAFETY

- Safety and fire prevention are the responsibility of everyone at the Camporee. Be very careful with fires. Have all necessary fire buckets and firefighting tools available. All fires should have a 5-foot radius safety zone cleared around the fire.
- **There are no fires allowed in the camping area. All fires are to be in the fire rings by the Adirondacks only. This means that there are very limited fire rings available for use and they are not located near the camping area. Units please be advised of this to prepare properly for cooking.**
- **Cut firewood will be provided.** Wood is being donated by Dave Stevenson.
- Fire ash or unburnt fuel wood should be drowned in water and then disposed of in the trash and packed out. **DO NOT DUMP ASH ON THE GROUND or in the woods. (LEAVE NO TRACE)**
- Any unsafe or improper use of knives, axes, or other tools will result in the removal from the camporee. Sheath knives and fixed scabbard knives are always prohibited.

BUDDY SYSTEM

The buddy system entails that scout's group together in groups of two. These scouts then always stay together when they're not at the campsite or alongside the rest of their unit. The buddy system is one of the ways to ensure all scouts are accounted for and is a very important barrier to abuse. The Buddy System guidelines are as follows:

- The buddy system should be used at all times. Aquatics, horseback riding, cycling, canvassing the neighborhood during a fundraiser...you name it, you need a buddy.
- It's recommended that buddies know and be comfortable with each other. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

- It is strongly encouraged to pair scouts of similar abilities, ages and maturity. **Buddy pairs should be no more than two years apart in age and should be a single gender. There are no boy – girl buddy pairs in any programs**, including Venturing and Sea Scouts. **Adults (anyone over the age of 18) may not be a youth members buddy.** This means that a Venturing crew cannot have a 17 -year-old be the buddy of a 19-year-old Venturing participant.
- A buddy team may consist of three scouts, when necessary.

FIRST AID

First Aid should be administered at the Troop level. Units should have adequate first-aid supplies as part of their unit's equipment. All injuries, even if treated at the unit level, are to be reported to the Staff Adirondack to the first-aid officer or the DE in a timely manner. Should professional medical assistance be needed, report to the Staff Adirondack for the medic on site.

OUR FIRST AID OFFICER FOR THE CAMPOREE WILL BE DENISE STEVENSON AND SHE WILL BE LOCATED AT THE STAFF SITE.

ALCOHOL AND TOBACCO

It is the policy of Scouting America that the use of alcoholic beverages and controlled substances is not permitted at encampments or any activity involving participation of youth members. Adult leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. All scouting functions, meetings, and activities should be conducted on a smoke- free basis, with smoking areas for this camporee located at the Ramsey gate. If you must use the smoking area please take all of your trash with you, don't leave it on the ground.

PETS

No pets are allowed unless they are service animals.

A SCOUT IS COURTEOUS

Remember this part of the Scout Law! Stay out of other troops' campsites unless invited or given permission to enter. Show respect to others by being at your campsite with lights dimmed and quiet from 11:00pm to 7:00am the next morning.

CONTACTS

Any questions or concerns regarding the camporee can be sent to the following:

District Activities Chairperson and Event Coordinator Denise Stevenson at dstevens133@gmail.com or 570-660-5885

District Executive Ashley Sparrow at Ashley.sparrow@scouting.org or 570-660-9673

EQUIPMENT

UNIT GEAR

- **MEDICAL FORMS FOR ALL SCOUTS AND ADULTS**
- Unit Roster
- Unit Flags (Troop and Patrol) An American flag can be flown at each unit campsite if so desired.
- Shelters (Canopies and tents)
- First-Aid Kit
- Water Jugs
- Any necessary cooking equipment. For this camporee think personal/backpacking stoves
- And any other items that your troop would bring while camping

SCOUT GEAR

- Class A uniform (worn for opening and closing ceremonies and Scouts Own service)
- Class B Uniform and clothes appropriate for the weather
- Toiletry Articles (Toothbrush, Toothpaste, etc.) Showers will not be available for this Camporee
- Tent
- Mess Kit
- Sleeping Gear (appropriate for the weather)
- Poncho/Rain gear
- Water Bottle (**STAY HYDRATED**)
- Watch
- Pen/Pencil/Paper
- And any other items that you would bring and **need** while camping
- Prerequisites (#1 & #6)- MUST BE COMPLETED PRIOR IN ORDER TO EARN THE MERIT BDGE
- Small backpack to carry water bottles, scouting collection and whatever else they need to carry to stations
- Camping Chair

SCHEDULE: (60 minute stations)

Friday, April 24, 2026	
12:00pm – 4:00pm	Staff Set Up
5:00pm	Scouts may start arriving for camping
9:00 PM	All units should be checked in
10:00 PM	Cracker Barrel
11:00pm	Lights Out
Saturday, April 25, 2026	
7:00 am	Reveille-Rise and Shine!
7:00am -8:00 am	Breakfast and clean up
8:00am – 8:20 am	Flag Ceremony & morning announcements
8:30am -9:30 am	Station 1
9:30 am -10:30am	Station 2
10:30am – 11:30am	Station 3
11:30am – 12:30pm	Station 4
12:30pm- 1:30 pm	Lunch
1:30pm – 2:30 pm	Station 5
2:30pm – 3:30 pm	Station 6
3:30pm – 4:30pm	Station 7
4:30pm – 5:30pm	Work on group report for campfire
5:30pm-7:30 pm	Dinner and clean up
6:30pm	Cooking competition entry due at staff site
7:30 pm	Camp fire
11:00 pm	Lights Out
Sunday, April 26, 2026	
7:00 am	Reveille-Rise and Shine!
7:00-8:00 am	Breakfast and clean up
8:00 am – 8:30am	Flag Ceremony/ Scout's Own Service
8:30am – 9:30am	Service project
9:30am	Check out/Dismissal

EVENT NOTES

- **LEADERS MEETING/ CRACKER BARREL**

There will be a short meeting for all unit leaders, staff and senior patrol leaders on Friday at 10:00pm at the staff site. We ask for leaders to bring a pen and paper to write down notes. Refreshments and snacks will be provided following the meeting.

- **FLAG RAISING**

All scouts must wear their class A uniforms to flag raising and lowering. Troop flags are to be carried to flag raising and lowering. During the leaders' meeting we will be asking for any units to volunteer scouts to help with honor guard duties and chaplain aides to help with the Scout's Own Service.

- **CAMPFIRE PROGRAM**

We will be having a standard campfire but instead of skits and songs units will tell everyone what they learned about Camp Kline, Camp K and Council in station #6. Also, the scouts will tell what their favorite story was from the interviews they conducted at station #5. **EACH SCOUT MUST COMPLETE THIS IN ORDER TO EARN THE MERIT BADGE.**

- **COOKING COMPETITION**

For this camporee we want to see what you can make using a backpacking stove. You decide what you want to make. Entries must be turned in by 6:30pm Saturday at the staff site.

- **CHAPEL SERVICE**

Sunday morning, there will be a non – denominational chapel service. Chaplain aids from each unit will be asked to participate in this service.

PREREQUISITES FOR SCOUTING HERITAGE MERIT BADGE

SPRING CAMPOREE 2026

1. Write a report on the life and times of Lord Baden-Powell of Gilwell. Explain why he felt a program like Scouting would be good for the young men of his day. Include in your report how Scouting was introduced in the United States, and the origins of Boy Scouting and Cub Scouting under Baden-Powell.

Resource: [Baden Powell - Father of Scouting, Origins of Scouting \(video\)](#)

Links https://en.wikipedia.org/wiki/Robert_Baden-Powell,_1st_Baron_Baden-Powell

6. Make a collection of some of your personal patches and other Scouting memorabilia. With their permission, you may include items borrowed from family members or friends who have been in Scouting in the past, or you may include photographs of these items. Show this collection to your counselor and share what you have learned about items in the collection.

Note: There is no requirement regarding how large or small this collection must be.

Scouts will present their collections at station #3 (The scouting memorabilia station).

These requirements will be completed at the camporee:

2a – 1	2b – 1	3	7
2a – 2	2b – 4	4c	8
2a – 5		5	9

Scouting America, Susquehanna Council

Unit Roster Form

Unit: _____

Name	Scout's Age	Emergency Phone Number	Medical Form Turned In

Part A: Informed Consent, Release Agreement, and Authorization

A

Full name: _____

Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____
or staff position: _____

Informed Consent, Release Agreement, and Authorization

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about these activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me or my child, I understand that efforts will be made to contact the individual listed as the emergency contact person by the medical provider and/or adult leader. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose protected health information to the adult in charge, camp medical staff, camp management, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

(If applicable) I have carefully considered the risk involved and hereby give my informed consent for my child to participate in all activities offered in the program. I further authorize the sharing of the information on this form with any BSA volunteers or professionals who need to know of medical conditions that may require special consideration in conducting Scouting activities.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA, and I specifically waive any right to any compensation I may have for any of the foregoing.

Every person who furnishes any BB device to any minor, without the express or implied permission of the parent or legal guardian of the minor, is guilty of a misdemeanor. (California Penal Code Section 19915(a)) My signature below on this form indicates my permission.

I give permission for my child to use a BB device. (Note: Not all events will include BB devices.)

☐ Checking this box indicates you DO NOT want your child to use a BB device.



NOTE: Due to the nature of programs and activities, the Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities below.

List participant restrictions, if any:

☐ None

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. If I am participating at Philmont Scout Ranch, Philmont Training Center, Northern Tier, Sea Base, or the Summit Bechtel Reserve, I have also read and understand the supplemental risk advisories, including height and weight requirements and restrictions, and understand that the participant will not be allowed to participate in applicable high-adventure programs if those requirements are not met. The participant has permission to engage in all high-adventure activities described, except as specifically noted by me or the health-care provider. If the participant is under the age of 18, a parent or guardian's signature is required.

Participant's signature: _____ Date: _____

Parent/guardian signature for youth: _____ Date: _____

(If participant is under the age of 18)

Complete this section for youth participants only:

Adults Authorized to Take Youth to and From Events:

You must designate at least one adult. Please include a phone number.

Name: _____

Name: _____

Phone: _____

Phone: _____

Adults NOT Authorized to Take Youth to and From Events:

Name: _____

Name: _____

Phone: _____

Phone: _____



Prepared. For Life.®

688-001
2019 Printing

Part B1: General Information/Health History

Full name: _____

Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____

or staff position: _____

Age: _____ Gender: _____ Height (inches): _____ Weight (lbs.): _____

Address: _____

City: _____ State: _____ ZIP code: _____ Phone: _____

Unit leader: _____ Unit leader's mobile #: _____

Council Name/No.: _____ Unit No.: _____

Health/Accident Insurance Company: _____ Policy No.: _____

 Please attach a photocopy of both sides of the insurance card. If you do not have medical insurance, enter "none" above.

In case of emergency, notify the person below:

Name: _____ Relationship: _____

Address: _____ Home phone: _____ Other phone: _____

Alternate contact name: _____ Alternate's phone: _____

Health History

Do you currently have or have you ever been treated for any of the following?

Yes	No	Condition	Explain
		Diabetes	Last HbA1c percentage and date: _____ Insulin pump: Yes <input type="checkbox"/> No <input type="checkbox"/>
		Hypertension (high blood pressure)	
		Adult or congenital heart disease/heart attack/chest pain (anginal)/heart murmur/coronary artery disease. Any heart surgery or procedure. Explain all "yes" answers.	
		Family history of heart disease or any sudden heart-related death of a family member before age 50.	
		Stroke/TIA	
		Asthma/reactive airway disease	Last attack date: _____
		Lung/respiratory disease	
		COPD	
		Ear/eyes/nose/sinus problems	
		Muscular/skeletal condition/muscle or bone issues	
		Head injury/concussion/TBI	
		Altitude sickness	
		Psychiatric/psychological or emotional difficulties	
		Neurological/behavioral disorders	
		Blood disorders/sickle cell disease	
		Fainting spells and dizziness	
		Kidney disease	
		Seizures or epilepsy	Last seizure date: _____
		Abdominal/stomach/digestive problems	
		Thyroid disease	
		Skin issues	
		Obstructive sleep apnea/sleep disorders	CPAP: Yes <input type="checkbox"/> No <input type="checkbox"/>
		List all surgeries and hospitalizations	Last surgery date: _____
		List any other medical conditions not covered above	



Prepared. For Life.®

Part B2: General Information/Health History

Full name: _____

Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____

or staff position: _____

Allergies/Medications

DO YOU USE AN EPINEPHRINE ☐ YES ☐ NO

AUTOINJECTOR? Exp. date (if yes) _____

DO YOU USE AN ASTHMA RESCUE ☐ YES ☐ NO

INHALER? Exp. date (if yes) _____

Are you allergic to or do you have any adverse reaction to any of the following?

Yes	No	Allergies or Reactions	Explain	Yes	No	Allergies or Reactions	Explain
		Medication				Plants	
		Food				Insect bites/stings	

List all medications currently used, including any over-the-counter medications.

☐ Check here if no medications are routinely taken. ☐ If additional space is needed, please list on a separate sheet and attach.

Medication	Dose	Frequency	Reason

☐ YES ☐ NO Non-prescription medication administration is authorized with these exceptions: _____

Administration of the above medications is approved for youth by:

 _____ / _____
 Parent/guardian signature MD/DO, NP, or PA signature (if your state requires signature)


Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.

Immunization

The following immunizations are recommended. Tetanus immunization is required and must have been received within the last 10 years. If you had the disease, check the disease column and list the date. If immunized, check yes and provide the year received.

Yes	No	Had Disease	Immunization	Date(s)
			Tetanus	
			Pertussis	
			Diphtheria	
			Measles/mumps/rubella	
			Polio	
			Chicken Pox	
			Hepatitis A	
			Hepatitis B	
			Meningitis	
			Influenza	
			Other (i.e., HB)	
			Exemption to immunizations (form required)	

Please list any additional information about your medical history:

DO NOT WRITE IN THIS BOX.

Review for camp or special activity.

Reviewed by: _____

Date: _____

Further approval required: ☐ Yes ☐ No

Reason: _____

Approved by: _____

Date: _____

