



# OSRUI

## STAFF FORM INSTRUCTIONS

The checklist below outlines the forms you will see on your CampInTouch account with some context of how each is used. All forms are due on **May 1st**, unless otherwise noted.

If you have questions, please reach out to Dylan Singer, [dmsinger@urj.org](mailto:dmsinger@urj.org).

## NEW REQUIRED FORMS

1. **Adults at Camp COVID Agreement** - This agreement outlines the expectations for adults entering the camp community this summer.
2. **COVID Vaccination Card Photo** - Take a photo of your vaccine card once you have received all of the necessary doses.
3. **COVID Vaccination information form** - Please type in the information for all of your COVID vaccination doses.

### Other Required Forms:

1. **Vaccine Policy** Please fill out this online web form completely. When you are finished, click "submit."
2. **Immunization History 2021 - Filled by Doctor.** Have your physician fill this out. We will also accept a state form or printout from the doctor with the same information. Then, please scan and upload this form back into your CampInTouch account.
3. **Medical Examination Form – Filled by Doctor.** Have your physician fill this out. We will also accept a state form or printout from the doctor with the same information. Wisconsin State Law requires that the exam be within 2 years of attendance at camp, so we will accept a form based on a physical given August 16, 2019 or later. Then, please scan and upload this form back into your CampInTouch account.
4. **Insurance and Authorization Form 2021.** Please make copies of your Health Insurance card (front and back) and your Prescription Card (front and back) if you have one and tape them onto the form. Be sure to sign at the bottom. Then scan and upload this form into your CampInTouch account.
5. **Health History.** Please fill out this online web form completely. When you are finished, click "submit."
6. **Staff and Segel Information Form.** Please fill out this online web form completely. When you are finished, click "submit."
7. **Your Photo.** Please upload a current photo of you!

### Optional Forms:

1. **Staff and Segel Bio Form.** Please fill out this online web form completely. When you are finished, click "submit."

### General Notes for Form Upload:

- Please re-upload each form in one PDF (the system will not allow you to upload additional pages to what is already there). If you are unsure how to do that, try CamScanner (a free app for your phone) or [pdfjoiner.com](https://pdfjoiner.com), a website that will also join your PDFs at no cost.
- If you are having issues with scanning and uploading, you may email the scanned documents to Dylan Singer at [dmsinger@urj.org](mailto:dmsinger@urj.org)
- All forms (printed and online) are due May 1st, 2021.
- If you have not signed your contract yet, please do that ASAP!