



A URJ CAMP
OSRUI
FORM INSTRUCTIONS

The checklist below outlines the forms you will see on your CampInTouch or Companion account with some context of how each is used. All forms are due on **April 15th**, unless otherwise noted. If you have questions, please reach out to Lina Wallace, lwallace@urj.org.

WEB-BASED SUBMISSIONS

The following forms should be filled out online on your CampInTouch or Companion account.

- Camper Information Form
- Health History Form
- Medication Information Form
- Camper Photo
- URJ Vaccine Statement 2022
- Code of Conduct Form
- Medical Action Plan Questionnaire
- Travel Form: Let us know how your camper will travel to and from camp.
- Bunk Request Form (optional)
- Parent Letter to Camper's Counselors (optional) This is your opportunity to write a letter to your camper's cabin/tent counselors. Tell them in your own voice what you want them to know about your camper.
- All About Me for My Counselor (optional) This is your camper's opportunity to answer some questions to let their counselors know a bit more about them.
- Bar/Bat Mitzvah Review Form (optional) Celebrating your child's bar/bat mitzvah in August, September, or October 2022? Mazel Tov! If you'd like your camper to review with a faculty member while at camp, check the box on the Camper Information Form and complete.

PAPER-BASED SUBMISSIONS

The following items will need to be printed, filled out, and scanned/uploaded to your CampInTouch or Companion Account. Please do not mail, email, or fax forms to our office.

- Medical Examination Form This should be completed by a physician. We will also accept a state form or printout from the doctor with the same information. Wisconsin State Law requires the exam be within 2 years of attendance at camp; we will accept a form based on a physical given August 15, 2020 or later. **Due May 1.**
- Immunization History We will also accept a state form or printout from the doctor with the same information as the form.
- Insurance Cards/Authorization Form This form needs to be printed, completed, and signed. It should be uploaded with a copy of your insurance card.
- Medication Order Form This form is sent directly to JDrugs to order medication. Unless an exception is granted, all medications MUST be ordered through JDrugs.
 - The deadline to submit this form is based on your camper's opening day: **May 15** for campers starting camp June 20th & July 4th or **June 15** for campers starting July 19th or August 10th
- Medical Action Plan Upload (optional) If your camper has a written medical action plan, please upload it.

ProTips:

- Write your camper's NAME and SESSION on each page of printed forms.
- Printed forms should be uploaded to your account in PDF format or through Companion only.
- Forms can be faxed directly to your account using our virtual fax number. See the instructions on the printed forms.
- When submitting your forms, all pages of a form must be saved as a single document. The system will not recognize multiple files submitted for each form.

CHANGES TO YOUR FORMS

You may make changes to your camper's forms until May 1st. After that date, changes must be submitted in writing to osrui@urj.org.