

## **Summer Camp Forms**

This section of the AU Summer Camp Policy Manual provides camp forms that are appropriate for use by those conducting Auburn University Summer Camps. The following forms are included:

- **Camp Rules (I-1)**
- **Informed Consent and Assumption of Risk (“Hold Harmless”) (I-2)**
- **Medical History and Information (I-3)**
- **Authorization to Administer Medication (I-4)**
- **Camp Disciplinary Procedure (I-5)**

# **RULES campers and parents need to know:**

Appendix I-1

1. Participants are not allowed to drive or ride in personal vehicles during the dates of the program unless they receive specific permission to do so from the Camp Director. While we understand that some participants will drive to the campus, our policy is that they must turn their car keys in to the Camp Director for the duration of the workshop. **Any vehicles parked on campus must have a University Parking Permit.** Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. **It will be the responsibility of the student to secure a permit, properly place the permit in the vehicle, park the vehicle in an authorized space, and turn the keys in to the Camp Director for safekeeping during the program. Neither Auburn University, nor the camp staff, will be responsible for damage to your vehicle or for any parking tickets, fines, or towing charges that result from violations.**
2. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a student needs to leave campus for some reason, we must receive prior written permission from the parent or guardian, and the Camp Director must grant specific permission.
3. Campus regulations prohibit the use of alcohol and other illegal substances. Campers may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks.
4. Coed visitation in AU residence halls is permitted in the first floor lobby area only. The only people permitted in your room are counseling staff, members of your immediate family, your roommate, and other dorm students of the same gender.
5. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a camper can gain real value from the camp.
6. Participants will abide by nightly curfews and "Lights Out" announcements from the Camp Director or Program Counselors. Campers must be in their OWN room at lights out and remain there until morning. Any use of cell phones or other electronic devices is prohibited after 'Lights Out.'
7. Participants must never misuse internet privileges. Attempting to access unauthorized sites is strictly prohibited.
8. Participants must abide by rules and guidelines set by the instructors for each academic facility in use.
9. In accordance with state law, smoking is prohibited by anyone under the age of 19. Smoking is not permitted in any buildings on the AU Campus.
10. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from camp immediately. Campers may not interfere with any security system or tamper with locks in student rooms and other areas.
11. All furniture must remain unchanged and kept in place.
12. Vandalism and pranks will not be permitted. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.
13. Participants should keep their rooms locked at all times even if leaving the room for only a few minutes. Neither Auburn University, nor the camp staff, is responsible for lost or stolen items. A camper should take room key when leaving room. Those who lose a key must pay for a replacement. Leave excess money and valuables at home. Valuables, including jewelry, radios, cd players, iPods, cell phones, etc., may be brought to camp, but only at participant's own risk.

**MEDICAL:** In cases where medical attention is necessary, parents will be contacted for approval when possible. We require completion of a medical release form signed by the parent or guardian in order that we may react responsibly in an emergency situation.

**Please sign below to signify full understanding of the rules discussed above:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**AUBURN UNIVERSITY  
INFORMED CONSENT, VOLUNTARY WAIVER, RELEASE OF LIABILITY AND  
ASSUMPTION OF RISKS**

**CAMP INFORMATION**

**Camp Name:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**Location:** \_\_\_\_\_

**CAMPER INFORMATION**

**Name of Camper:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Gender:** M  F

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT. THIS FULLY SIGNED FORM MUST BE SUBMITTED BY A PARENT OR LEGAL GUARDIAN BEFORE ANY CHILD IS ALLOWED TO PARTICIPATE IN THE ABOVE REFERENCED CAMP.**

**I, the undersigned, wish for my Child (hereafter "Child") to participate in the above referenced camp (hereafter "Camp") on the date(s) and location indicated above and, in consideration for my Child's participation, I hereby agree as follows:**

I acknowledge, understand and appreciate that as part of my Child's participation in the Camp there are dangers, hazards and inherent risks to which my Child may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. I further realize that participating in the Camp may involve risks and dangers, both known and unknown, and have elected to allow my Child to take part in the Camp. Therefore I, on behalf of my Child, voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating and traveling to or from the Camp.

I, on behalf of my Child, hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, the Outreach Program Office, the Camp Staff, and all other officers, directors, employees and agents (hereafter "Auburn") from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury to my Child or loss that my Child may suffer while training, preparing, participating and/or traveling to or from the Camp. This agreement is binding on my heirs and assigns.

I, on behalf of my Child, furthermore release, indemnify and hold harmless Auburn from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that my Child may suffer, for which my Child may be liable to any other person, that may or does arise out of my Child's participation in the Camp. I understand that Auburn accepts no responsibility for my Child's personal property.

In the event of an accident or serious illness, I hereby authorize representatives of Auburn to obtain medical treatment for my Child on my behalf. I hereby hold harmless and agree to indemnify Auburn from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I further agree to accept full responsibility for any and all expenses, including medical expenses that may derive from any injuries to my Child that may occur during his/her participation in the Camp.

This RELEASE shall be governed by and construed under the laws of Alabama. I agree that any legal action or proceeding relating to this RELEASE, or arising out of any injury, death, damage or loss as a result of my Child's participation in any part of the Camp, shall be brought only in Lee County, Alabama.

**This RELEASE contains the entire agreement between the parties to this agreement and the terms of this RELEASE are contractual and not a mere recital. The information I have provided is disclosed accurately and truthfully. I have been given ample opportunity to read this document and I understand and agree to all of its terms and conditions. I understand that I am giving up substantial rights (including my right to sue), and acknowledge that I am signing this document freely and voluntarily, and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My signature on this document is intended to bind not only myself and my Child but also the successors, heirs, representatives, administrators, and assigns of myself and my Child.**

**A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19**

Participant Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## AUBURN UNIVERSITY SUMMER CAMPS

### Applicant Information and Confidential Medical Information

Camp Name: \_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

\_\_\_\_\_

#### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

**AS A CAMPER, PARENT OR GUARDIAN I UNDERSTAND THAT:** The information requested on this form is intended to help inform staff of any pre-existing medical conditions. If your child has a pre-existing medical condition, participation in any strenuous activities or recreational time may not be recommended. ***This information will be kept in strict confidence and will only be shared with your permission.*** The Auburn University Outreach Program Office requests the information below so that, in case of emergency, we will have accurate information so that we can provide and/or seek appropriate treatment. You are accountable for providing an accurate medical history. ***Final determination about whether to participate is the responsibility of you and your physician.*** If you have any medical issue that is not requested below, but which you think is important, please include that information.

#### PART 1. GENERAL INFORMATION

Camper Name \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M \_\_\_\_ F \_\_\_\_

Parent/Legal Guardian Name \_\_\_\_\_ Email: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### Please list two emergency contacts:

Emergency Contact #1 Name	Relation	Home #	Work #	Cell #
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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**PART 2. MEDICAL INFORMATION**

**It is recommended that you consult with a physician prior to participating in this Auburn University Summer Camp. If you are uncertain about any preexisting medical conditions, it is your responsibility to consult with your own physician prior to participating in this Summer Camp. Please answer all of the questions. If you answer yes to any of the following questions, please explain as indicated. Use back and/or additional paper if needed.**

Physician's Name \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Most recent tetanus toxoid immunization \_\_\_\_\_

Do you have health/accident insurance? (circle one) Yes No If yes, please indicate policy number, name and address of company. Please also include a copy of the front and back of your insurance card:

Company Name/Address \_\_\_\_\_ Policy # \_\_\_\_\_

**For the following, circle appropriate response and explain as appropriate:**

Does camper have any limiting medical conditions that you or your doctor feel would limit camp participation? Yes No  
If yes, identify and explain:

Is camper currently taking medication that may interfere with ability to safely participate in Camp?  
Yes No  
If yes, please indicate the medication and the condition being treated:

Does camper have a history of allergies or reactions to medications, insect stings, or plants?  
Yes No  
If yes, please explain:

Does camper have a history of, or currently suffer from, medical condition(s) with which we need to be aware? Yes No  
If yes, please explain:

**PART 3: AUTHORIZATION FOR MEDICAL CARE**

Unless prior arrangements have been made, medical needs will be handled through the East Alabama Medical Center. In cases where medical attention is necessary, parents will be contacted for approval when possible. However, before medical treatment can be provided, we are required to have a medical release signed by the parent. The hospital will not perform services unless this form is presented at the time of treatment.

\_\_\_\_\_ (Camper's Name) has my permission to receive medical attention in the event of illness or medical emergency while participating in this Auburn University Summer Camp. I will assume the financial responsibility for any cost of health care for my child that may occur during this Camp.

**PLEASE READ: As a participant, parent or guardian I understand and acknowledge that my failure to disclose relevant information may result in harm to myself/my child and/or others during this Camp. By signing my name I represent and warrant that I have provided all materials and important information to the Auburn University Outreach Program Office pertaining to my child's medical, mental and physical condition and that it is accurate and complete. I agree to notify the Auburn University Outreach Program Office of any changes in my mental, physical or medical condition prior to my Child's scheduled Camp.**

**By revealing or disclosing the above medical information it will not be used by Auburn University personnel or employees to determine my Child's ability to participate safely in activities. I understand that, if my child chooses to participate in activities, he/she do so voluntarily and of his/her own accord and the final decision regarding participation is solely the responsibility of myself and my Child.**

**SIGNATURE IS REQUIRED:**

Camper's Name \_\_\_\_\_ Date \_\_\_\_\_

Camper's Signature \_\_\_\_\_

Parent/Legal Guardian's Name \_\_\_\_\_

Parent/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19**

**AUBURN UNIVERSITY SUMMER CAMPS  
MEDICATION PRESCRIBER/PARENT AUTHORIZATION**

Camp Name: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

**CAMPER INFORMATION**

Camper's Name \_\_\_\_\_ Parent/Legal Guardian Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M \_\_\_\_ F \_\_\_\_

\_\_\_\_\_ No, my child does not need to take any prescription medication while at Camp.

\_\_\_\_\_ Yes, my child will need to take prescription medication while at Camp.

**This form must be completed fully in order for campers to administer required medication to themselves. A new medication administration form must be completed for each camp attended by the camper, for each medication, and each time there is a change in dosage or time of administration of a medication. Requires licensed health care authorization and signature, and parent signature.**

- Prescription medication must be in its original container labeled by the pharmacist or prescriber. Label must include the name, address and phone number for pharmacist or prescriber.
- Containers must hold only the amount required for the time the camper will be attending the Camp.
- *All prescription medications, including medications for conditions such as food, drug or insect allergies; diabetes; asthma; or epilepsy may be brought to Camp under the condition that the camper can self-manage care and delivery of medication with written authorization to do so at camp by a licensed health care provider.*

**PRESCRIBER AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Specific Directions (e.g., on empty stomach/with water,etc.): \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_

If PRN, frequency: \_\_\_\_\_

If PRN, for what symptoms: \_\_\_\_\_

Relevant side effects: \_\_\_\_\_

Medication shall be administered from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

Special Storage Requirements: \_\_\_\_\_

Is the camper capable of self-managed care? Yes \_\_\_\_ No \_\_\_\_

Prescriber's Name/Title: \_\_\_\_\_ Prescriber's Place of Employment: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**I hereby affirm that this individual has been instructed in the proper self-administration of the prescribed medication(s).**

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION, WAIVER AND CONSENT FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the Camp Staff, Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents against any claims that may arise relating to my child's self-administration of prescribed medication(s).

I/We have legal authority to consent to medical treatment for the camper named above, including the administration of medication at the above referenced Camp.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION, WAIVER AND CONSENT FOR OVER-THE-COUNTER MEDICATION**

Over-the-Counter (OTC) Medication may at times need to be administered, if approval is indicated by the camper's parent or guardian. Please complete the following section to save time if your child needs any of these OTC medications during his/her stay. Note: Unless we have parental authorization, we cannot administer ANY medications.

I hereby authorize that the following medications may be given to \_\_\_\_\_ (Child's Name) if the need arises. You may dispense only those checked.

- \_\_\_ Ointments for minor wound care, first aid as directed. (Antiseptic, anti-itch, anti-sting, antibiotic, sunburn)
- \_\_\_ Tylenol/Acetaminophen as directed.
- \_\_\_ Aspirin/Ibuprofen as directed.
- \_\_\_ Throat lozenges and or spray as directed for sore throat.
- \_\_\_ Micatin or anti-fungus treatment as directed for athlete's foot.
- \_\_\_ Kaopectate or Imodium for diarrhea as directed.
- \_\_\_ Milk of Magnesia, Pepto Bismol or Mylanta for upset stomach or nausea as directed.
- \_\_\_ Roloids or Tums for acid reflux, heartburn or indigestion as directed.
- \_\_\_ Benadryl for swelling, hives, allergic reaction, as directed.
- \_\_\_ Actifed or Sudafed as directed for nasal congestion or allergy relief per instructions.
- \_\_\_ Visine or other eye drops for minor eye irritation.
- \_\_\_ Medicated lip ointment for dry, chapped lips, lip blisters or canker sores as directed.
- \_\_\_ Swimmer's ear drops as directed.
- \_\_\_ Hydrocortisone ointment as directed for mild skin irritations, poison ivy, and insect bites.
- \_\_\_ Medicated powder for skin irritation as directed.
- \_\_\_ Robitussin or other cough syrup as directed.
- \_\_\_ Calamine lotion for bug bites and poison ivy.
- \_\_\_ Sunscreen
- \_\_\_ Bug repellent
- \_\_\_ Other (list any other approved over-the-counter drugs) \_\_\_\_\_

Camp staff reserves the right to use generic equivalents when available for the name brand over-the-counter medications listed above.

I understand that such administration will not be done under the supervision of medical personnel. I also agree that any first aid treatment may be given as needed.

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Any condition which is associated with fever, significant inflammation, and/or does not respond to the above outlined treatment will be followed-up by a consultation with the camper's parents. Parent/guardian will be contacted if any conditions develop requiring treatment with any of the above over-the-counter medications that are not checked.

I understand that these over-the-counter medications are not necessarily kept on hand and available to be administered immediately.

I authorize the administration of over-the-counter medications to my child as indicated above. I shall indemnify and hold harmless the Camp Staff, Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents against any claims that may arise relating to my child being administered the above indicated over-the-counter medications.

I/We have legal authority to consent to medical treatment for the camper named above, including the administration of medication at the above referenced Camp.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Auburn University Summer Camp Disciplinary Procedures**

Auburn University is committed to the idea that each camper should have an enjoyable experience at summer camp, and the misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Most camps are short in duration, so prompt action is required when problems occur. Parents and campers should be aware of the disciplinary policy.

**First Offense:** Campers failing to adhere to camp rules, or exhibiting behavior clearly intended to annoy or endanger other campers, will be privately and formally warned by a Camp Counselor and informed that subsequent misbehavior will result in formal counseling by the Camp Director.

**Second Offense:** Subsequent misconduct will result in counseling by the Camp Director and a warning that further misconduct will result in removal from camp. At this point, the Camp Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from camp if there is further misconduct.

**Third Offense:** Any further inappropriate behavior will result in counseling by the Campus Sponsor of the camp and expulsion from camp.

**[NOTE: EVERY EFFORT IS MADE BY AU TO SEE THAT EACH CHILD IS SUCCESSFUL IN CAMP. ANY STEPS OUTLINED ABOVE MAY BE SKIPPED OR REPEATED AT THE DISCRETION OF CAMP STAFF. CAMPERS DISMISSED FROM CAMP FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND CAMP.]**

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a camp, but is not so egregious as to warrant immediate dismissal from camp. It in no way precludes immediate dismissal from camp for more serious disciplinary problems or violations of campus or camp regulations. A serious disciplinary problem is defined as one in which the camp staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the camper, other campers, or camp staff member’s safety in jeopardy; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another camper; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

**Parent and Student Pledge:**

*I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from camp without any refund of fees paid to attend. We pledge to abide by all camp rules and to exercise good behavior and proper respect for others.*

STUDENT SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

Camp: \_\_\_\_\_ Dates: \_\_\_\_\_