

CAMP LINWOOD MACDONALD

Any Questions, please contact:

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(973) 948-7090

REQUIRED CHECK LIST

Before arrival

- Sign and Return Agreement to Camp
- Submit Security Deposit to Camp
- Copy of Group's Certificate for Insurance naming YMCA of Newark & Vicinity Camp Linwood MacDonald additional insured

1-2 Months Prior

- Coordinate Planning Details with Camp Program Director

1-2 Weeks Prior

- Participant Waiver Completion
- Dietary Information Form
- Final Group Information Form

Upon Arrival

- Meet with Camp program director for instructions and information
- Final Payment

RECOMMENDED CHECK LIST

- Send **Packing List** to Participants
- Schedule Parent / Chaperone Informational Meeting
- Send **Rules, Health, and Safety Guidelines** to Participants
- If trip includes overnight stay:
 - Create **Cabin Assignments**
- If trip includes meals:
 - Create **Table Assignments**
- If trip includes Rotational Schedule:
 - Create **Group Assignments**