

End of Volunteer-led Day Camp Checklist

- ☐ **Complete the Day Camp Final Report within 30 days of your camp end date.**

<https://volunteers.girlscoutsrv.org/reference/forms/day-camp-final-report/>

You will need the following information/documents to complete the Day Camp Final Report online:

- Your final camp numbers
- Final budget spreadsheet
- Dates of Accident/Incident Reports submitted (if applicable)
- Dates of Mutual of Omaha Reports submitted (if applicable)

The following documents will need to be uploaded in the Day Camp Final Report online (preferred) OR mailed to the council office:

- Camper registration forms* (all attendees you collect registration forms for)
- Health History Forms* (all attendees)
- Daily Attendance Roster*

*scanned PDF's OR a spreadsheet of compiled information (if your camp registration is collected online) may be submitted.

- ☐ **Submit the Girl Scout Finance Report (NEW!)** If your day camp has its own bank account, submit this form within 30 days of camp ending and no later than September 15. You will need to include your most recent bank statement (required) and inventory list (if applicable)
<https://volunteers.girlscoutsrv.org/reference/forms/finance-report/>
- ☐ **Submit Accident/Incident Reports within 24 hours of the accident/incident** (if applicable)
<https://volunteers.girlscoutsrv.org/reference/forms/incident-report/>
- ☐ **Submit Mutual of Omaha Claim Form within 24 hours of camp end date** (if applicable)
<https://gsrv.gs/omaha-claim-form>
- ☐ **Crisis & Safety Management Reports within 24 hours of the accident/incident** (if applicable)
<https://gsrv.gs/crisis-and-safety-managment-report>
- ☐ **Day Camp Directors hold onto the following records through the next camp season**
 - Contracts/User Agreements
 - Have access to all camp bank-statements
 - Camp program schedule
 - Camp check-book/debit card
 - Volunteer/Camper unit assignments
 - Any other relevant camp/program information
- ☐ **Safely discard/shred any confidential or sensitive information that has been submitted electronically to the council office** (ex: health forms, contact information, etc.)

All forms and paperwork must be received no later than September 15.

Items that are mailed should be sent to:

Girl Scouts River Valleys, Attn: Day Camp, 400 South Robert Street, St. Paul, MN 55107