

Forms Submission Process for FW*WH

Contents

- Accessing your Four Winds Parent Account2
- Accessing your Camper Forms.....3
- Forms in Use at Four Winds Camp4
 - Activity Descriptions5
 - Activity Preference5
 - Arrival & Departure Information6
 - Book Recommendations for Carlyn Sailors.....6
 - Cabinmate Requests.....7
 - Camper Profile8
 - Camper Photo.....8
 - Camper Uniform Information10
 - Carlyn Consent to Participate10
 - Communicating with your Child11
 - Health History.....11
 - Insurance and Permission to Treat12
 - Packing Lists.....13
 - Packing List for 1st & 2nd Session.....13
 - Packing List for Carlyn Sailors13
 - Packing List for Junior Session13
 - Packing List for Senior Trips.....13
 - Parent Handbooks14
 - Parent Handbook.....14
 - Parent Handbook – Junior Session14
 - Parental Permission Form15
 - Physician’s Examination.....16
 - Qualifying exam dates16
 - Release of Liability17
 - Travel Information18
 - Visitor Information19

Accessing your Four Winds Parent Account

[\[Return to Table of Contents\]](#)

Forms to be completed for camp will be available in your Four Winds Parent Account.

To access your account:

1. Navigate to fourwindscamp.org/login or select “Parent Login” from the “Parents” option on the menu of our website:



2. Use your email address and password to gain entry to your Four Winds Parent Account:
 - a. If you don't recall your password you can request a reset invite by clicking “Retrieve/Set Password.”



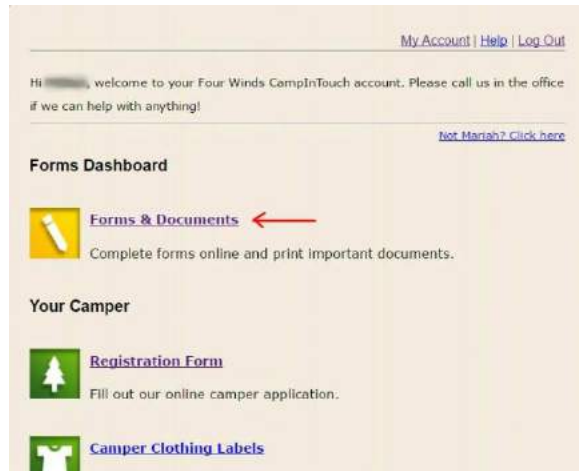
- b. If you accidentally lock your account, please just contact us (360-376-2277 or info@fourwindscamp.org) and we'll unlock it for you.

Accessing your Camper Forms

[\[Return to Table of Contents\]](#)

Within your Four Winds Parent Account:

1. Click Forms & Documents from under the heading “Forms Dashboard.”



2. A list will appear with forms and documents pertinent to your camper(s).
3. Each item will be identified with a symbol (the legend for which also appears at the top of the webpage):

Symbol	Type	Explanation
	Online	Form is to be completed online (no printing/emailing necessary)
	Download (PDF)	Not currently in use by Four Winds except the Carlyn Consent to Participate Form (see more information later in this guide)
	Fax-back	Form needs to be downloaded, printed or completed electronically and returned to Camp. You have several options for returning it to us: <ol style="list-style-type: none"> 1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form), 2. Save or scan as a .pdf, .jpg, or .tiff file and email it to info@fourwindscamp.org, 3. Fax to the number at the bottom of the form (360-282-6835), or 4. Mail the paper copies to: Four Winds Camp Forms PO Box 140 Deer Harbor WA 98243
	Document (PDF)	Informational document intended for you to read. No other action is required for this type of form.
	Mailed to you	Not currently in use by Four Winds

Each item will also indicate the applicable due date and current status of each form in the system.























Note: Each child in your family will have their own listing in the Forms & Documents module with his/her available forms listed underneath his/her name.

Forms in Use at Four Winds Camp

[\[Return to Table of Contents\]](#)

The CampMinder system allows us to tailor our forms and documents to display to specific groups within our camp population. For example, Junior Session families don't need to see information about the Carlyn trip and vice versa.

The following is a comprehensive list of the forms you *may* see listed for your child(ren) in your Parent Account:


Form Name	Type	Affected Camp Population Segment	
		Session	Group
Activity Descriptions		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Activity Preference		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Arrival & Departure Information		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Book Recommendations for Carlyn Sailors		<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Cabinmate Requests (optional)		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Camper Profile		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Camper Uniform Information		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Carlyn Consent to Participate		<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Communicating with your Child		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Health History		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Insurance & Permission to Treat		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Packing List for 1 st & 2 nd Session		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Packing List for Carlyn Sailors		<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Packing List for Junior Session		<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Packing List for Senior Trips		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers* <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Parent Handbook		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Parent Handbook – Junior Session		<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input type="checkbox"/> CTs <input type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Parental Permission Form		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Physician's Examination		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input type="checkbox"/> Carlyn
Release of Liability		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Travel Information		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn
Visitor Information		<input checked="" type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> Campers <input checked="" type="checkbox"/> CTs <input checked="" type="checkbox"/> Helping Hands <input checked="" type="checkbox"/> Carlyn

* Actually restricted to viewing just by Senior Division camper families

Activity Descriptions

This is a document which contains short descriptions of the regular activity offerings at Four Winds Camp. Some additional activities may be available to children when they are actually in attendance, based on the skills and expertise brought to Camp by that summer's staff.

[\[Return to Table of Contents\]](#)


Form Type	Document (PDF) 
Available to	Session 1 & Session 2 Campers only
Required?	N/A
Due Date	N/A



Activity Preference

Use this web form to submit your child(ren)'s activity preferences to Camp. Please follow the instructions provided online to provide your child's top 4 choices. If seeking a horseback riding class please list only the 1st choice in the Requests column and provide alternates for that class (if it is full) in the "Comments" box.

[\[Return to Table of Contents\]](#)

Form Type	Online 
Available to	Session 1 & Session 2 Campers only
Required?	Yes
Due Date	6 weeks before session

Activities for campers will be assigned in random order from the pool of campers who have had **all* their required forms submitted by the due date** for their session (May 11 for Session 1 and June 10 for Session 2). The only exception to this would be with the Physician's Examination form **if you are awaiting an appointment for your child and communicate the expected submission date to Camp by email to mariah@fourwindscamp.org**. Campers with late forms will be assigned activities when the last required form is submitted to camp.

Four Winds Westward Ho

Activity Preference Form for 1st and 2nd Sessions

Submit a maximum of 4 items (alternates) Activity to return to the Requests column and in the Comments column before to provide alternates if the top choice does not work.

Use the Submissions for

Please look at the Camp Activity Description list available on a call for the list of activities. Campers must select a preference before making a request. Campers must select a preference before making a request. Campers must select a preference before making a request. Campers must select a preference before making a request.

Requests

- Activity 1
- Activity 2
- Activity 3
- Activity 4

Alternates

- Activity 1
- Activity 2
- Activity 3
- Activity 4

Comments

Maximum 100 characters (please use the "More" or "Less" button)

Submit


Arrival & Departure Information

This is a document which contains some general information about options for families to drop off and pick up their children for camp. For your convenience we have provided several meeting locations to satisfy the various needs of our Camp families including:

- Unaccompanied Minor Travel,
- Chaperoned group flights (full session only) from LAX and SFO airports, or
- Drop off/Pick up at:
 - SeaTac airport,
 - Woodland Park,
 - Skyline Marina in Anacortes, or
 - directly at Camp.



[\[Return to Table of Contents\]](#)


Form Type	Document (PDF) 
Available to	All attendees
Required?	N/A
Due Date	N/A

Book Recommendations for Carlyn Sailors

This is a document to provide some reading recommendations for our Carlyn program participants. The recommendations may be useful either for preparing for the trip or while onboard.




[\[Return to Table of Contents\]](#)

Form Type	Document (PDF) 
Available to	Carlyn participants only
Required?	N/A
Due Date	N/A

Cabinmate Requests

This optional webform is provided to allow you to request a cabinmate for your child(ren). **Cabinmate requests are not guaranteed**; however, we will do everything we can to honor a request from first year campers to bunk with a fellow camper of the *same gender and grade*, if the request comes from both sets of parents.

[\[Return to Table of Contents\]](#)

Form Type	Online 
Available to	Session 1 or 2 & Junior Session Campers only
Required?	No
Due Date	6 weeks before session




The screenshot shows a webform titled "Cabinmate Requests" for "Four Winds Westward Ho". The form includes a header with the organization's name and logo, a "Cancel" button, and a "Return Requests" button. The main content area contains a "Name" field, a "Request" text area, and a "Do these two campers you listed above want to bunk?" field. A large blue box contains the following text: "We're offering campers to cabin and bunk, so they can make an amazing mix of children from different backgrounds and cultures. We're looking for your help in determining who to place in request form. We'll only consider requests for the same gender and grade. If the request comes from both sets of parents, we'll encourage campers to bunk together. We'll do our best to honor your request, but we can't guarantee it." Below the form, there are "Cancel" and "Return Requests" buttons.

Camper Profile

This required web form is a wonderful way for you to share information about your child prior to his/her arrival. Your responses to these questions aid in cabin or tent assignments and gives potentially vital information to his/her counselor in preparing for the start of Camp.

[\[Return to Table of Contents\]](#)

Form Type	Online 
Available to	Session 1 or 2 & Junior Session Campers only
Required?	Yes
Due Date	6 weeks before session

Whether your child is joining us for the first time this summer or has a long history with us, his/her counselor may be brand new; the more information you can give through this form in advance of your child's arrival, the better prepared the counselor will be to make a connection with him/her.



Camper Photo

If you choose to upload or change your camper's photo, please be sure to choose one that clearly shows his/her face (preferably no hats, sunglasses, shadows or glare over the eyes, etc.). The minimum size for acceptable photos is 250 pixels on the shortest edge; most images taken with digital cameras are well above this size. Since these photos are going to be used to recognize your child at camp don't be afraid to crop the photo very close to the child's face.

Option 1: Good



Eyes slightly obscured

Option 2: Better



Clearer view of full face (including eyes) but subject is a little too far away

Option 3: Best



Extraneous information removed from photo—clear view of subject's full face.

To provide/replace your camper's photo:

1. Click the banner on the bottom of the current photo or cartoon avatar.



2. Click "Choose File" and browse to the file location on your hard drive, click "Open."



3. Click the green Upload Photo button. [Upload Photo](#)
4. Use the "move cursor"  and the "resize cursors"  to adjust the cropping box on the image to frame your camper's face (the part which will be cropped appears grayed out), click Continue.




5. Review the photo you are submitting (start over or re-crop by clicking on the appropriate links) and click "Save and Submit" when you are satisfied with the image.



Camper Uniform Information

Four Winds Camp has a long tradition of uniforms and your child will receive some sets for use throughout the session. Accurate completion of this required web form will have a big impact on your child's comfort when arriving at Camp and throughout the session. The information provided in this form will allow Camp staff to prepare a properly sized bundle of uniforms for your child prior to his/her arrival at Camp. Please note that campers who find their uniform sets to be incorrectly sized for their bodies *will* have the opportunity to exchange them on the first full day of Camp.

[\[Return to Table of Contents\]](#)


Form Type	Online 
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session



Carlyn Consent to Participate

Our Carlyn Sailors will be embarking on a 3-week journey through mostly Canadian waters. Since they are minors traveling internationally with adults who are not their parents or legal guardians, our crew must have this form onboard the vessel. Please download, print, complete, and have this consent document notarized. Then return the original (notarized) document to Camp via mail to:

[\[Return to Table of Contents\]](#)

Form Type	Download (PDF) 
Available to	Carlyn participants only
Required?	Yes
Due Date	May 1, 2017

Four Winds Camp
 Carlyn Documentation
 PO Box 140
 Deer Harbor WA 98243



Communicating with your Child

This document is a handy one-page guide to some “best practices” for communicating with your child while he/she is at Camp. Feel free to share this information with friends and family who may wish to send items (letters or care packages) to your child.



[\[Return to Table of Contents\]](#)

Form Type	Document (PDF)
Available to	All attendees
Required?	N/A
Due Date	N/A

Health History

Arguably our most extensive and one of the most critical forms we ask our parents to complete. Attention to this form will be your greatest contribution to your child’s safety and well-being while at Camp. This web form gives you the opportunity to share with us your child’s general health, dietary restrictions, allergies, medications and more. It provides Camp with emergency and health care provider contact information so that we are prepared in the event of an accident.

[\[Return to Table of Contents\]](#)


Form Type	Online
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session

When completing this form it is handy to have the phone numbers for your child’s care providers (doctor, dentist, etc.), specifications on any medications, and his/her immunization record. If your child is returning to Four Winds you will find that many of the fields are pre-populated with data; please be sure this pre-filled data is still accurate and make corrections as needed.

Insurance and Permission to Treat

[\[Return to Table of Contents\]](#)

A critical, but relatively easy form for Camp so we have insurance information and written permission from a parent or legal guardian to seek care for our campers in the event of an emergency.

Form Type	Fax-back 
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session

Simply photocopy and attach the images of the front and back of the insurance card (and Rx card, if applicable) which covers your camper, and remember to sign and date the form at the bottom. If you have difficulty in attaching the images to the form but are able to scan/photograph or fax them, our staff may be able to help. Just email Mariah (mariah@fourwindscamp.org) for assistance.



Please note: The fax-back forms are **bar-coded** to be **associated with a specific camper**. When you have several children coming to camp, please be sure to pay particular attention to the name at the bottom of the form when completing it.

Common reasons for the Insurance and Permission to Treat form to be marked as incomplete:

1. The form is missing one or more images of the insurance/Rx cards,
2. The image of one or more of the cards is illegible (too dark, too blurry, etc.),
3. The form needs a signature and date at the bottom.

Fax-back forms may be returned to camp via one of the following methods:

1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),
2. Save or scan as a pdf, jpg, or tiff file and email it to info@fourwindscamp.org,
3. Fax to the number at the bottom of the form (360-282-6835), or
4. Mail the paper copy to: Four Winds Camp Forms, PO Box 140, Deer Harbor WA 98243

Packing Lists

[\[Return to Table of Contents\]](#)

These documents are clothing and equipment lists of what your child should (and should not) bring to camp. The specific list you will see in your [Four Winds Parent Account](#) is dependent on your child's designation in the system. For instance, a camper who is participating on the Carlyn trip will only see the Packing List for Carlyn Sailors, but a regular "Senior Division" camper (boys and girls entering 9th or 10th grades) will see both the Packing List for 1st and 2nd Session as well as that for the Senior Trips.

Please remember: Mark every item your child brings to Camp with his/her full name.

Packing List for 1st & 2nd Session



Form Type	Document (PDF)
Available to	Session 1 & 2 Campers, CTs and Helping Hands
Required?	N/A
Due Date	N/A

Packing List for Carlyn Sailors



Form Type	Document (PDF)
Available to	Session 1 Carlyn participants
Required?	N/A
Due Date	N/A

Packing List for Junior Session



Form Type	Document (PDF)
Available to	Junior Session Campers
Required?	N/A
Due Date	N/A

Packing List for Senior Trips



Form Type	Document (PDF)
Available to	Session 1 & 2 Senior Campers
Required?	N/A
Due Date	N/A

Parent Handbooks

[\[Return to Table of Contents\]](#)

These documents provide some additional information about Four Winds Camp and what to expect during your child’s attendance. Even if your child has been attending for several years, you are encouraged to re-read this document to familiarize yourself with the information we provide—from celebrating birthdays at Camp to details about our Trip Program, you can find some of your questions answered in the pages of these guides.

As with our Packing Lists, the handbook you will see listed in the Forms & Documents module will be determined by your child’s designation in our system.

Parent Handbook



Form Type	Document (PDF)
Available to	Session 1 & 2 Campers, CTs and Helping Hands
Required?	N/A
Due Date?	N/A

Parent Handbook – Junior Session




Form Type	Document (PDF)
Available to	Session 1 & 2 Campers, CTs and Helping Hands
Required?	N/A
Due Date?	N/A

Parental Permission Form

This quick, required web form simply:

- grants permission for your child to engage in activities at and related to Four Winds Camp,
- allows us to possibly use images and recordings of your child in promotional materials (i.e. to be included in our post-season slideshow), and
- indicates you have read the Parent Handbook and your child agrees to follow the guidelines for behavior and directions of camp staff.

[\[Return to Table of Contents\]](#)

Form Type	Online 
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session




The screenshot shows a web page for "Four Winds Westward Ho" with a header image of trees. The main content area is titled "Parental Permission Form" and contains a paragraph of text: "I hereby give permission for my child, Julia Doe, to participate in all camp activities including trips and bus transportation, unless otherwise noted. I also give my permission for my photos, video and audio recordings of my child to be used for program promoting purposes, unless otherwise noted. I have read the Four Winds Westward Ho handbook and my child agrees to follow the Four Winds Westward Ho guidelines for behavior and the directions of camp leadership staff." Below the text are two radio buttons: "I have read and agree to the terms and conditions above." (selected) and "I do not agree to the terms above." There are input fields for "Signature" and "Date" with a "Print" button next to the date field. At the bottom, there are "Cancel" and "Submit" buttons, and a footer with navigation links: "Contact Us", "Our Location", "Camp Store", "Leadership", "Visiting Camp", and "© 2010 Four Winds Westward Ho".

Physician's Examination

[\[Return to Table of Contents\]](#)

This is one of our most critical forms and is mandatory for your child's attendance at Camp. This form needs to be submitted every year, and must be completed based on an exam he/she received within the 12-month (365-day) period prior to the start of his/her particular session at camp. If you have a qualifying exam and wish to forego scheduling another one, just submit this form to your child's doctor's office and ask them to complete it based on the last examination.

Form Type	Fax-back 
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session

Qualifying exam dates

If your child is attending: **The exam must have been completed sometime since:**

- Session 1.....June 22, 2018
- Session 2.....July 22, 2018
- Junior Session.....August 21, 2018

It is important to ensure the form is filled out as completely as possible and to include contact information for the doctor or medical office. *If you are awaiting a doctor's appointment for your child that extends beyond the form due date, please contact Camp with the date of the appointment so we can make a note in our system on when to expect the form to arrive.* This is especially important since the assignment of your child's activities is dependent on all forms being completed (or accounted for) by the due dates.



Please note: The fax-back forms are **bar-coded** to be **associated with a specific camper**. When you have several children coming to camp, please be sure to pay particular attention to the name at the bottom of the form when completing it.

Common reasons for the Physician's Examination form to be marked as incomplete:

1. Incomplete information (especially Tetanus shot information or contact information for doctor), or
2. Exam date is blank or not within the qualifying time frame.


Fax-back forms may be returned to camp via one of the following methods:

1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),
2. Save or scan as a pdf, jpg, or tiff file and email it to info@fourwindscamp.org,
3. Fax to the number at the bottom of the form (360-282-6835), or
4. Mail the paper copy to: Four Winds Camp Forms, PO Box 140, Deer Harbor WA 98243

Release of Liability

[\[Return to Table of Contents\]](#)

This is another one of our most critical forms and it must be received before your child's attendance at Camp. This form needs to be submitted every year, and must be signed by all the adults who are legally responsible for the attending child (parents and/or legal guardians).

Form Type	Fax-back 
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session



Please note: The fax-back forms are **bar-coded** to be **associated with a specific camper**. When you have several children coming to camp, please be sure to pay particular attention to the name at the bottom of the form when completing it.

Common reasons for the Release of Liability form to be marked as incomplete:

- 1. Incomplete information, and/or
- 2. Missing signature(s), printed name(s) and/or date(s) from the bottom of the form.

Fax-back forms may be returned to camp via one of the following methods:


- 1. Save as a pdf file on your computer and upload directly to CampMinder using the Upload link (to the right of the form),
- 2. Save or scan as a pdf, jpg, or tiff file and email it to info@fourwindscamp.org,
- 3. Fax to the number at the bottom of the form (360-282-6835), or
- 4. Mail the paper copy to: Four Winds Camp Forms, PO Box 140, Deer Harbor WA 98243

The image shows a scan of the 'RELEASE OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT' form. The form contains several sections of text, including a header, a section for camper information, a section for parent/guardian information, and a section for the release of liability. At the bottom, there are lines for the signature and name of the parent/guardian, and a date. A barcode is visible on the right side of the form.

Travel Information

[\[Return to Table of Contents\]](#)

This is a fairly quick, required web form that notifies us of how your child plans to arrive to and depart from Camp. We have many options which we provide to satisfy the needs of our Camp families, so please choose options which work best for you. The form has been created to display pertinent alerts and detailed information for each option based on the radio button selected (e.g. if you select “Parent Drop-off at Camp via car” an information box will appear below the list giving more details about that specific meeting location).

Form Type	Online 
Available to	All attendees
Required?	Yes
Due Date	6 weeks before session

Some additional information to be aware of:

1. Chaperoned group flights from Los Angeles (LAX) and San Francisco (SFO) are only available for full session attendees and must be booked by contacting Sojourn Travel (fourwindscamp.org/travel),
2. Individual flights, whenever possible, should be booked through Sojourn Travel (fourwindscamp.org/travel) for the following reasons:
 - a. The flight arrival and departure times will conform to our optimal time windows, and
 - b. Campers traveling to/from the same geographic location will be booked on the same flight so as to ease staffing requirements at the airport and possibly provide travel companionship.
3. Once submitted, this form cannot be updated unless you contact us (360-376-2277 or info@fourwindscamp.org) since we use the information in static form outside of the CampMinder system to plan transportation for the campers (i.e. we need to know when changes are made)
4. The “parent” part of the “Parent Drop-off” or “Parent Pick-up” options should not be taken literally; however, if an adult other than the camper’s parent is going to drop-off or pick-up your child from one of our meeting locations please send an email to Mariah (mariah@fourwindscamp.org) to provide the name of the individual who is authorized to sign your camper in/out of Camp.
5. Travel plans for your child cannot be altered within the 7 days prior to his/her arrival or departure.



Four Winds Westward Ho

[TRAVEL FROM CAMP](#)

TRAVEL INFORMATION

Due to seasonal bus reservations and staffing requirements, we are not able to accommodate changes within 7 days of the beginning of one of camp.

FLIGHTS FROM HOME (CALL SOJOURN TRAVEL TO BOOK & TRAVEL (ONLY AT YOUR DROP-OFF AND PICK-UP LOCATIONS))

TRAVEL FROM HOME

On what date will your child arrive at camp?

HOW WILL YOUR CHILD BE TRAVELING TO CAMP?

- See Chaperone Group Flight
- See Airline Group Flight
- Individual Flight (please give details below)
- Parent Drop-off at Meeting Location
- Parent Drop-off at Woodland Park in Seattle
- Parent Drop-off at Another Meeting
- Parent Drop-off at Camp via car
- Parent Drop-off at Camp via boat
- Other (please give details below)

ⓘ Campers for camper drop-off at 11:30am, and all parents must be signed from the parents by 12:00pm. If you would like to drop off your camper's cabin, meet their roommate(s), and go back, we encourage you to arrive on the camp site before 11:30am.


Please be sure to sign in your child with Mariah whenever before you leave.

TRAVEL FROM CAMP

Visitor Information

This document is a handy one-page guide to some “best practices” for planning to visit your child while he/she is at Camp. As you’ll see in the guide there are, among other details: specific windows appropriate for visiting Camp, rules regarding who is allowed to take campers off the property, and considerations which must be made for special days and possible trips campers will make out of camp during the session. Please carefully read the guideline and feel free to contact us with questions and especially when you want to plan a visit!

[\[Return to Table of Contents\]](#)

<i>Form Type</i>	Document (PDF) 
<i>Available to</i>	Session 1 & 2 Campers, CTs and Helping Hands
<i>Required?</i>	N/A
<i>Due Date</i>	N/A

