

# FAMILY WEEKEND APPLICATION CHECKLIST

For a Family Camp application, each person interested in attending camp (child and adult alike), needs to apply as a camper and have their own application completed within your Parent Dashboard. This checklist will help with the breakdown of all needs for the different applications per person.

**New Families:** Start Application [Here](#)

**Returning Families:** Start Application [Here](#)

## Primary Camper (with Diagnosis)

### Step 1: Enrollment Options

#### New Family

- Fill out the basic information in the initial questionnaire.
- Click "Continue to Enrollment Options"
- Under "Select an option:" choose which session is the best fit for your camper.
- Click "Save & Continue"

#### Returning Family

- Log into Parent Dashboard
- Choose camper, select "Enroll [Camper Name] for 2023" option
- Under "Select an option:" choose which session is the best fit for your camper.
- Click "Save & Continue"

### Step 2: Questions

- Fill out all questions under "Camper Application Questions + Additional Options"
- Submit the completed questionnaire by clicking "Save & Continue".

### Step 3: Forms

- 2023 Covid-19 Proof of Vaccination
  - 2023 Family Consent Form (this one Consent Form applies to the whole family)
  - 2023 Family Weekend Medical Information (0-17)
  - 2023 Dietary Needs (will populate if you indicate that you have specific dietary needs on first questionnaire)
  - Basic Medical Information (**DO NOT FILL OUT — JUST PUT YOUR SIGNATURE AT THE BOTTOM OF FORM**)
  - Medications and Allergies (**DO NOT FILL OUT — JUST PUT YOUR SIGNATURE AT THE BOTTOM OF FORM**)
- \*Any programs from November 1-April 1 require an up-to-date flu shot

### Step 4: Checkout

- Once there is a green check mark on the left side of ALL forms, click "Submit" at the bottom of the page.
- This "Submit" button is the step that officially sends us your application so that we can process it. Please do not forget this step, or we might not see your application in our database

### Friendly Reminders

\*Your Family Weekend application is not complete until every individual wanting to attend has completed his/her own application.

\*Please reference the next page for step-by-step instructions to create each family member profile and application.



## Family Member (Parent/Guardian, Sibling, Other)

Complete these steps for each family member who is applying for the weekend camp opportunity.

### Step 1: Enrollment Options

#### Adding a Family Member

For each family member other than the Primary Camper:

- Under the "Enrollment" tab click the green box that says "Add Camper"
- Answer the basic questions about the new camper then click blue "Add Camper" button
- Once you are redirected back to the "Enrollment" page, click the "Enroll [Camper Name] for 2023" button
- Click the grey "+ Add Option" button on the right hand side
- Under "Select and option:" choose the session that best fits this specific camper (Ex: Spring General Session, Summer Retreat, Autism Retreat 1, etc.)
- Click "Save & Continue"

#### Pre-existing Family Member

For each family member other than the Primary Camper:

- Log into Parent Dashboard
- Choose one of your campers below, select the blue "Enroll [Camper Name] for 2023" button
- Click the grey "+ Add Option" button on the right hand side
- Under "Select and option:" choose the session that best fits this specific camper (Ex: Spring General Session, Summer Retreat, Autism Retreat 1, etc.)
- Click "Save & Continue"
- Complete steps 2-4

### Step 2: Questions

- Fill out all mandatory questions under "Camper Application Questions + Additional Options"
- Submit the completed questionnaire by clicking "Save & Continue".

### Step 3: Forms

- 2023 Covid-19 Proof of Vaccination
  - 2023 Family Weekend Medical Information (0-17) or (18+)
  - 2023 Dietary Needs (will populate if you indicate that you have specific dietary needs on first questionnaire)
  - Basic Medical Information (**DO NOT FILL OUT — JUST PUT YOUR SIGNATURE AT THE BOTTOM OF FORM**)
  - Medications and Allergies (**DO NOT FILL OUT — JUST PUT YOUR SIGNATURE AT THE BOTTOM OF FORM**)
- \*Any programs from November 1-April 1 require an up-to-date flu shot

### Step 4: Checkout

- Once there is a green check mark on the left side of ALL forms, click "Submit" at the bottom of the page.
- This "Submit" button is the step that officially sends us your application so that we can process it. Please do not forget this step, or we might not see your application in our database.

### Friendly Reminders

- All four steps of the application must be submitted for each individual in order to be considered. You will receive an "Application Complete" email from Camper Admissions **within 2-3 business days** of submitting the application. This email will indicate that the application is currently being processed by the medical team
- Due to the high quantity of applications being submitted, please give Camper Admissions 2-3 business days to sort through submitted applications and respond with an email.
- **Decisions will be communicated to families at least one month prior to the arrival date. All applicants will receive a decision email of some kind.**
- Unfortunately, Victory Junction may not be able to accommodate all who apply to camp. While we would love to serve all applicants, we receive several applications for a limited number of slots to offer. If your camper is put on the waitlist, you will be notified if a camp opportunity becomes available. Please hold all calls/emails regarding the waitlist as we cannot tell you where your child is on the list.
- **This is an application process, acceptance is not guaranteed.**

