

# "How to" APPLY TO Family Weekend Camp



## STEP 1: How to create or access your Victory Junction profile

If you are a **NEW** Family, click [here](#) to get started!

Under "Camper Information", answer the basic questions about your child with a qualifying diagnosis then click the grey "Add Camper" button

Repeat these basic questions for **EACH** family member who is applying for the weekend camp opportunity (including siblings and parent/guardian)

Fill out your family's basic questions (parent contact information, home address, etc.)

Click on the "Continue to Enrollment Options" to move on to Step 2

If you are a **RETURNING** Family, click [here](#) to log in!

Click on the "Enrollment Tab" on the left-hand side to view your family members' individual profiles

Ensure **ALL** your family members who are applying for the weekend opportunity have a pre-existing profile

To add additional family member (s) click the green box labeled "Add Camper" on the right-hand side

Fill out the basic questions for any additional family member (s) who is applying for the weekend opportunity

**PLEASE READ:** Once you finish Step 1, you have completed your family profile including a profile for **EACH** family member. Follow Step 2 for each family member whose profile has been created above. Please do not forget this step, or we might not see your application in our database.

## STEP 2: How to enroll EACH family member as a camper for a family weekend

### A. OPTIONS

- Once you are on the Enrollment page, click the "Enroll [Camper Name]" button
- Click the grey "+ Add Option" button on the right-hand side
- Under "Select an option:" choose the session that best fits this specific camper (Ex: Spring General Session, Summer Retreat, Autism Retreat 1, etc.)
- Click "Save & Continue"

### B. QUESTIONS

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

### C. FORMS

- Complete the following forms:
- [Family Weekend Medical Information \(0-17\) or \(18+\)](#)
  - [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)
  - [Family Consent Form](#) \*only fill out under Primary Camper's page
- \*Any programs from November 1-April 1 require an up-to-date flu shot\**

### D. 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 final step that officially sends us your application so that we can process it.
- Repeat Step 2 for EACH family member who is applying for the weekend opportunity

### FRIENDLY REMINDERS:

All 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.

Acceptance decisions will be communicated to families no later than 30 days prior to the start of programming.

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.