

# "How to" APPLY TO Summer 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

Fill out your family's basic questions (parent 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 from a previous camp session

Ensure your child with a qualifying diagnosis who is applying for a summer camp session has a pre-existing profile.

\*\* (If needed- To add a profile for your child with a qualifying diagnosis, click the green box labeled "Add Camper" on the right-hand side. Fill out the basic questions for your child with a qualifying diagnosis who is applying for a summer camp session)\*\*

Move on to Step 2 once you confirm your child's profile exists.

**PLEASE READ:** Once you finish Step 1, you have completed your child's Victory Junction profile. Follow Step 2 to enroll your child for a summer camp session. Please do not forget this step, or we might not see your application in our database.

## STEP 2: How to enroll your child with a qualifying diagnosis for a summer camp session

### 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 and 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:

- [Camper Care Form](#)
- [VJ Medical Form](#)- filled out and signed by a doctor
- [Immunization Records](#)
- [Consent Form](#)
- [Dietary Needs](#) (will populate if you indicate that you have specific dietary needs on first questionnaire)
- [Medical Needs and Devices](#)
- [Diagnosis-Specific Form](#) (will populate on your camper's profile based on the questions from your updated Camper Care Form)
- [Basic Medical Information](#)
- [Medications and Allergies](#)

### 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.

### FRIENDLY REMINDERS:

All steps of the application must be submitted for your child with a qualifying diagnosis. 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 faxes/emails (Example: Forms being sent in from medical providers). If you do not receive this email within 2-3 business days, please ask your medical provider to re-fax the form

Decisions will be communicated to families about two months prior to arrival day for each session. All applicants will receive a decision email. Sessions 1-4 decisions will be delivered between April 1-May 1 depending on which session you have applied for. Sessions 5-9 will be delivered between May 1- June 30 depending on which session you have applied for.

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.