



Summer Camp Mailing Address  
Camper's Name, Camp Newman – Session Name, 1 Morrow Cove, Vallejo, CA 94590  
Summer Camp Office  
200 Maritime Academy Drive, Vallejo, CA 94590  
Year-Round Office  
711 Grand Avenue, Suite 280, San Rafael, CA 94901

## Camp Newman Summer Forms Instructions

We cannot believe that in a few short months your campers will be arriving at camp! **We are pleased to let you know that many required forms are now available for your review and completion on the "Forms Dashboard" in your CampInTouch account. To access your account, [click here](#), or click "Log In" on our website.** Once logged in to your account, please click on "Forms/Documents" to view the following information:

### All forms are due no later than April 20, 2018

*Please note that each individual form listed below (e.g., the Camper Information form) needs to be completed at one time – information on that form will not be saved if you stop mid-way.*

### Online forms – to be completed by a parent/guardian

- **Camper Information:** Please provide important information about your camper so that we can offer as supportive an environment as possible. **Please note:** *There is one section for your camper to complete.*
- **Camper Photo:** Upload a current photo of your camper and click "submit form."
- **Camper Health History:** Please provide a medical history, dietary restrictions, emotional concerns, and medication information. *Make sure to have your insurance information available to complete form.*
- **Travel Form:** Please provide your camper's travel arrangements for the summer.
  - **Bus schedule:** [click here](#). (This info can also be found on your CampInTouch account.)
  - **Driving instructions:** [click here](#). (This info can also be found on your CampInTouch account.)
  - **If your camper is flying to camp:** *Please have flight information available to complete your forms.*
    - Arrival to Oakland airport should be between 10 AM and 12 PM.
    - Departure from Oakland airport should be between 2 PM and 4 PM.
    - Escorted flight info: [click here](#). (info is also on your CampInTouch account.)
    - **It is required** that you email flight itinerary and copy of passport or birth certificate to Kim Press at [kpress@urj.org](mailto:kpress@urj.org).
- **Bunk Requests** were provided on the camper application. If you wish to make changes or additions, please email Kim Press at [kpress@urj.org](mailto:kpress@urj.org). As a reminder, all room house two campers.

### Forms to print – to be completed, scanned & uploaded to your account

[Click here](#) for instructions on how to scan and upload your forms. We kindly request that you review these instructions first.

- **Medical Examination Form:** Please print and take it to your camper's physician for completion.
- **Immunization History Form:** Ask your camper's physician for a print-out of their immunization record.
- **Insurance Cards & Authorization Form:** This form **MUST** be signed by the camper's parent/guardian and serves an important function in case of an emergency while your camper is at camp. This form also includes the URJ Camps vaccination policy. It is also necessary for you to copy and paste your insurance cards to this form in addition to filling out the insurance information section. *Please have your insurance information available to provide during completion.*

**We prefer that you complete and submit forms online ONLY. Forms must be PDF files.**

Please note that we **DO NOT** accept forms by fax.

If you have any questions, do not hesitate to call the Camp Newman office at 415-392-7080. Thank you!