



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

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 access the forms.

**All forms are due no later than April 19, 2019**

### **ONLINE FORMS - to be completed by a parent/guardian online - cannot be printed**

- **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.*
- **Vaccine Policy:** Review URJ Camps Vaccine Policy and sign to indicate agreement with the policy.
- **Travel Form (TRANSPORTATION INFORMATION AND FORM AVAILABLE IN LATE FEBRUARY):** Please provide your camper's travel arrangements for the summer.
  - **Bus schedule:** See page 3 on [this document](#). (This info can also be found on your CampInTouch account.)
  - **Driving instructions:** See page 1 on [this document](#). (This info is also in 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: See page 2 on [this document](#). (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 rooms house two campers.

### **FORMS TO PRINT – Print, complete, then fax (NEW!!!) or scan and upload to your account.**

[Click here](#) for instructions on how to FAX or SCAN and UPLOAD your forms.

**NOTE: each camper's forms have a unique barcode, so you must print each form for each camper. Do not print the same form multiple times or make copies of the form for siblings. FAX barcoded forms to (415) 223-3438 and they will upload directly to your CampIn Touch account.**

- **Medical Examination Form:** Please print and take it to your camper's physician for completion.
- **Immunization History Form:** Complete this form or ask your camper's physician for a print-out of their immunization record. **Physician must sign whichever immunization history form is used.**
- **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.*