



TU Overnight Camp Director Checklist

General

- I have read and shared with other camp volunteers/ counselors [TU's Guidelines for Working with Youth](#).
- The parents of all youth attending have signed a liability waiver/ permission form that has been reviewed by a local attorney. (Sample forthcoming)
- On file is emergency contact information for all youth, staff and other participants. Parents have also been given multiple ways to contact the camp in the event they need to reach their child in an emergency.
- Staff has a regular way to communicate during the camp session (two radio, cell phone, etc...)
- If any contracts are required for venues or otherwise, the person signing the contract has reviewed [TU's Contract Guidance Document](#), and if required per the guidance document, the contract has been reviewed and approved by TU national staff.
- The camp director has inquired locally as to whether or not the camp is required to be licensed by the state in which the camp is held, and if there are state-specific requirements these have been met.

Sexual Abuse

- All volunteers have read and signed [the Sexual Abuse Policy](#) and the signed forms are on file with the camp director.
- All adult volunteers who stay overnight have been [background checked](#) and cleared by TU national staff.
- All non-TU personnel with a high degree of access to campers (a camp cook, for example) have been [background checked](#).
- Proper separation is being enforced in shower, toilet and sleeping areas. (Please refer to [TU's Guidelines for Working with Youth](#) for more information.)

First-Aid/ Medical

- Staff has done an on-site review of environmental or structural concerns or potential hazards in relation to the event.
- Staff has ensured that proper food handling methods will be enforced.
- Staff has ensured that all food and insect allergies have been disclosed and will be monitored accordingly.
- Staff has sought the disclosure of any medications being taken by campers and has established a plan with parents for how medications will be administered.
- Staff has ensured first aid kits are properly stocked and available at camp and in the field.
- At least one of the camp's core staff is trained in CPR/FA
- All camp volunteers/ counselors have been provided with a safety debrief that involves:
 - Posting/ sharing nearest hospital and emergency contact information.
 - Sharing emergency action plan in case of an emergency.
 - Making clear that all injuries are reported immediately no matter how minor.

Transportation

- We are not using vehicles to transport youth.
Or, if we are transporting small numbers of youth or taking youth short distances we have:
 - Made sure any personal vehicles being used are fully insured.
 - Conducted [background checks](#) on drivers to ensure they have a clean driving record.
- We are not using watercraft at this event involving youth.
Or, if we are taking youth out in any type of watercraft, we have:
 - Read and confirmed [the TU boating liability checklist](#) and have [signed boating-specific parental consent forms](#) that have been review by an attorney licensed in the state where the camp will take place.
Or, we have employed the services of a licensed, insured outfitter to take us on the water.

We realize that every TU camp is different and encourage you to reach out to the Director of Youth Education, Franklin Tate at ftate@tu.org if you have any questions or if you feel your camp operations may contain exceptions to any of the above items.

Thank you for getting the next generation involved with TU's important conservation mission!