



OUR LADY OF MT. CARMEL CAMP AND RETREAT CENTER



Youth / Student Breakdown of On-Site Campers

**this form must be completed by the Group Leader and turned in upon check in.

Ministry / Group Name: _____ Date: _____

When you arrive in the Elijah Building for check-in, please hand this form to the camp staff along with the approved Adult Chaperone Verification Form for each adult chaperone.

- The numbers below should reflect the ACTUAL number of people who are on site for your event.
- The numbers below must match the number of Waiver / Liability Forms submitted to the office prior to the event day.
- The number of adults must match the number of Adult Chaperone Verification Forms that you hand in.
- The total number of spots below must be equal to or less than the number of spots for which you are registered. If you are utilizing more spots than you have paid for, please expect to pay on-site.

Youth: Breakdown: Females _____ = Males _____ = Total Youth: _____

Adult: Breakdown: Females _____ = Males _____ = Total Adults: _____

Priests Attending: _____

Total Priests: _____

Total Number in Group On-site: _____

(this number must match actual number of persons on site)

OLMC Office Use Only: (check the below boxes as each item is confirmed)

- Adult Chaperone, Event Speaker, Summer Camp Volunteer Verification Form:**
 - o Number of forms received matches "Total Adults" above
 - o All forms are complete, all signatures present, diocesan stamp, and ID approval stamp.
- Waiver/Liability Form:** number of forms received matches "Total # In Group/On-Site" above.
- Letter of Good Standing:** we have received **Letter of Good Standing** for any priest listed on this page.
- Youth / Student Breakdown Spreadsheet:** numbers of each gender are reflected correctly.
 - o Confirm all numbers correspond for breakdown, waivers, etc.

OLMC Admin Name: _____

Signature: _____ Date: _____

Notes:

This form is due at check-in and all numbers must correspond with waiver forms and adult verification forms.