



SUMMER 2016

TIMELINE FOR FULFILLING CONTRACT REQUIREMENTS

March

March 15:

- Signed Original Contract (2 copies) to be returned
- Signed Agency User Rules & Regulations to be returned

April

April 1:

- List of vendors and copies of their certificates of insurance
- Submission of special events/special program schedule
- Bus company name and contact information

April 15:

- First Payment 15% Due

May

May 15:

- Second Payment 15% Due
- Lost camper Policy submitted
- List of names, phone numbers and email addresses for emergency communications submitted

June

June 10:

- Medical forms – either access to online database or alphabetized and in binders (for all campers currently enrolled)

June 15:

- Third Payment 35% Due

June 17:

- DOH Camping License & Permits
- Safety Plans approved by DOH

June 22:

- Complete electronic roster of all campers and staff names **with updates every 2 weeks**
- Medical forms for campers enrolled since June 10 with updates for any new enrollees on an ongoing basis.

- Signed Golf Cart Rules & Regulations from designated Agency staff

July

July 15:

- Fourth and Final Payment 35% Due

September

September 1:

- Payment for July camper overages due

September 30:

- Payment for August camper overages due

SUBMITTING YOUR DOCUMENTS

- **All paper documents, with the exception of medical forms, should be mailed to:**
Henry Kaufmann Campgrounds, Inc., P.O. Box 175, Pearl River, NY 10965
- **Contracts should be sent to the attention of Lenny Silberman**
- **Medical Forms should be submitted directly to your Site Director.**
- **If you are emailing documents, please put the document name in the subject line.**
Email to Rebecca Zimmerman: rebecca@camphkc.org