PROCESS FOR MANAGING STUDENTS WHO DO NOT SUBMIT PAPERWORK AND FEES AS DIRECTED

PLEASE NOTE: Most students are responsible and submit ON TIME their required paperwork, fees, transcript, and receipts showing that they have paid for a passport and receipts showing they are signed up for certifications. However, there is a small percentage of students who are NOT responsible and do not meet requirements and deadlines regarding these important TIME-SENSITIVE ITEMS.

In addition, there are a small percentage of students who DO NOT follow directions to turn in a COMPLETED Action/Fee Packet by March 1, containing COPIES OF ALL REQUIRED ITEMS (all at one). Students need to keep copies of all forms and checks that are turned in, and then mount them in the Action/Fee packet, so that we have all of your items together. We receive more than 30,000 paperwork items annually, and are not able to do this for you.

Following the final due date of March 1, ALL student files will be reviewed, and letters will be sent out to ASSIGN STUDENTS TO ALTERNATE STATUS on a case-by-case basis, who have not completed requirements by deadlines, and have not followed directions for submitting paperwork. At that time, these students will no longer have a placement and we will begin replacing these students with individuals who ARE able to submit completed paperwork/fee packets as directed.

Students who have shown an extremely poor level of responsibility in terms of their paperwork, fees and class attendance will be DROPPED, as we believe that this is an indication of how they will operate in the field in the summer.

Again, most of our students are wonderful, responsible individuals. But those who are not should be forewarned that we will NOT commit to holding a place for you after March 1, and we are not required to give you advance notice. We will not place you in the field if you have a record of irresponsibility regarding your required items.

Camp Adventure Placement Team

I understand that I can be moved to alternate status and or be dropped from the Camp Adventure™ program at any time if paperwork and fees are not submitted as required.

__________________________  ________________________
Signature                    Date

__________________________
Print Name

File Name: Process for Managing  09/2019 AS