



Confirmation Packet 2019 Summer Camp

Get ready for the time of your life! Enclosed you will find important information regarding camp. Please feel free to call our office if you have any questions or concerns. (602) 953-2944

Check-In/Check-Out

Check-in begins at 8 a.m. at the Civitan Village located at 12635 N. 42nd Street, Phoenix, AZ 85032. Upon arrival, please drop your camper's luggage off at the table to the left of the main entrance. Please also ensure that prior to dropping your child/client's luggage off that the inventory list has been placed inside and all other paperwork/medications have been removed. You will then be directed to the camper waiting area. Please have your camper wait in this area with our staff while you continue the check-in process. You are more than welcome to stay with your camper once you have completed check-in; however, we would like to limit the amount of traffic in the main lobby area during this time. Once your camper is situated in the waiting area, please proceed to the front desk, sign your camper in, pay any remaining account balances, and turn in your camper's Canteen money (if you choose to provide this). You will then need to check in any medication (including vitamins) at the medication checkpoint. Please ensure that all medications are Prepared based on the medications section below before proceeding to the checkpoint. The check-in process will be completed on a first-come, first-served basis. We will work as expediently as safety will allow, but please be prepared for some wait time. Also, please **note that check-in will end at 8:45** so that we can begin preparing for departure. Campers arriving after this time may need to make other arrangements for transportation. *(Williams check-in and check-out is 12:00 PM)*

Transportation Information

Civitan Van: Please note, we are only able to accommodate two (2) wheelchair clients each week unless they are able to ride out of their wheelchair. After your camper has been checked in, please come to the office to check in medications (including vitamins). Money for the camp store will also be collected at this time. Lunch will be served upon arrival, so please be sure that your camper eats a hearty lunch. Please send a water bottle for the ride. The campers will return from camp at approximately 4:00pm on Monday. Please call the office to confirm the arrival time. **All luggage must be claimed and campers must be signed out before they can be released.** All unmarked, unclaimed luggage will be donated to the Civitan Thrift Store. Any missing items must be reported immediately!

Medication Requirements

Paperwork

- The "Medication Administration Record (MAR)" form must be completed, signed by the parent/guardian and brought to check-in (form is enclosed in this packet). Group home MAR forms will be accepted.
- ALL medications, vitamins, and supplements MUST BE LISTED on "Form B: Medical History and Exam," approved, and signed by the physician. NO DEVIATIONS OF DOSAGES FROM THE PHYSICIAN'S ORDERS WILL BE ADMINISTERED.

Packaging

- Medications, **including vitamins and supplements**, **MUST be sent in individual daily pill organizers for each dosage given** (i.e. Morning, Noon and Night). Please ensure that each pill organizer is labeled with the camper's first and last name. **PLEASE ALSO BE SURE TO PACK ENOUGH MEDICATION FOR THE ENTIER CAMP SESSION.**
- In addition to the daily pill organizer(s), the original labeled pill bottle(s)/container(s) with at least one pill in the bottle must be provided.
- Place pill organizer(s) and original bottle(s) in a gallon-sized Ziploc bag clearly labeled with the camper's name.
- If your camper must take medication during the trip to camp (between 9 a.m. and 1 p.m.), place that dose of medicine in a separate sealed envelope or Ziploc bag and label it with the camper's first and last name. Also, please be sure to advise staff at check-in.
- **BRING PACKAGED MEDICATIONS SEPARATE FROM THE CAMPER'S LUGGAGE (DO NOT PLACE IN CAMPER'S BACKPACK OR LUGGAGE)** as all medications **MUST** be checked in before departure.

Return

- All medications will need to be signed-out prior to departure.

Packing

Included please find an Inventory/Packing List which must be completed, signed by a parent/guardian, and placed inside the camper's luggage. It is sometimes hard to keep all campers' belongings separated so **PLEASE LABEL ALL ITEMS!** Remember that the weather in Northern Arizona this time of year is much cooler gets cold in the evening. Please limit your luggage to one (1) suitcase or duffle bag and a backpack or purse. Campers will also need to bring sheets and a blanket (twin). We discourage campers from bringing cell phones, iPods, or any other item of value (we understand that in some cases these are a stimulus, in which case this should be noted on the camp application). Please be sure to pack according to your camper's needs. Please pack a towel, twin sheets, a pillow and a lightweight blanket. **No Sleeping Bags!** **CAMP CIVITAN IS NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN ITEMS.**

Special Dietary Needs

We serve homemade, nutritious meals and snacks each day. We understand that many campers have very specific diets and require special foods. Although we will address all allergy concerns, we are unable to provide special foods. If your camper is on a special diet, we ask that you send the necessary items to camp along with detailed preparation instructions. **Please package these food items separately from your camper's primary luggage** as all food must be kept in the kitchen and is not allowed in the cabins.

Camp Store

The Camp Canteen sells snacks, soda, juice, ice cream, logo apparel and souvenirs. We suggest that any restrictions, dietary or otherwise, be noted on the canteen sheet. Campers love this part of the day and want to spend **ALL** the money they came with. We will help them budget their money, so they don't run out! Please keep this in mind when deciding how much to send and do not expect money to come home. Snacks range in price from \$0.50 to \$2.00. We suggest \$2.00 per day for snacks. The store also carries many new logo items such as t-shirts, sweatshirts, fleece jackets, hats, water bottles, etc. Most items are reasonably priced and range from \$5.00 to \$25.00. Canteen Money will be collected at check-in. If it's more convenient, you may call the office and pay by credit/debit card ahead of time.

Contact Info

If you have any questions or concerns or need more information, please call Michael “Skippy” Hough @ 602-501-4976 or send an email to radams@campcivitan.org. We are looking forward to a great weekend!

Civitan Village Address: 16235 12635 North 42nd Street Phoenix, AZ 85032

Phone: 602-953-2944 Fax: 602-953-2946

Camp Civitan Address: 5008 North Camp Civitan Road Williams, AZ 86046

Phone: 928-635-2944 Fax: 928-635-2730

Email: camp@campcivitan.org Website: www.civitanfoundationaz.com



Attention all Parents/Guardians:

A very important reminder concerning Medications for your CAMPER:

These policies are strictly enforced by DDD/DES as standard for the administration of medications.

- All medications must be labeled correctly, the dose given must be the dose listed/typed on the bottles (if there has been a change or you at home dispense something different than what the bottle states, we **MUST** have a new script from the doctor. We cannot accept penciled or scribbled labels.) all changes must come from the Dr. office/pharmacy.
- All medications must be placed in pill minder and/or bubble packs will be accepted. We will be checking to ensure that each pill is placed correctly in each space of the pill minder. It would be strongly suggested that you double check each pill minder/space for accuracy prior to check in date. We will not be able to administer or possibly take your camper if it is not correct. We must have all medication needed for entire stay.
- In addition to adequately filled pill minders we must also have an ORIGINAL bottle with one pill (to match what is in the pill minder) left in bottle. Or if your camper uses bubble packs that will also be accepted.
- All medication logs (MAR) must be completed in full of all names, doses and times written legibly prior to check in, the MAR must also match the bottles exactly; this **should** be completed prior to check-in.
- All over the counter medications including vitamins either needs to be on the standing order or the on the physical with instructions for us to be able to administer it, i.e., Naproxen is not on the standing order. So, if that is something you want your camper to have you would need the doctor to write out an order/script for it.
- ***We cannot give medications for anxiety or Sleep as needed. This includes Melatonin, this MUST be prescribed by a doctor as a regular dose not as needed if you feel your camper needs it.***

If these guidelines are not met the camper will be turned away on day of departure. If you have questions about your camper's medications and you need clarification, call Jeanne Anastasopoulos 602-312-0023 prior to check in date.



Medication Administration Record

PLEASE DO NOT USE THIS FORM!! THIS IS A SAMPLE

*You will not be able to board the bus until complete. Please list all medications (prescription & PRN's). All meds must be dosed out in daily pill containers labeled with times of dosage. You must also send original prescription bottles with at least 1 dosage.

Month	
Year	

Name: Jenny Doe	Medication Allergies: Sulfa	Food Allergies: None	Cabin:	DOB: 01-10-1985
			Bunk:	Age: 29

Special Instructions:

Medical Diagnosis: Epilepsy, Arthritis, Bi-Polar, EPS

Parent Signature: *William Doe*

Emergency number: 602-867-5309

Med./Dose/How Given/Freq.	Time																																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Zolpidem 5MG Tab Rx <input type="checkbox"/>																																		
Take (1) tab by mouth at																																		
Bedtime for insomnia																																		
(Ambien)																																		
Med./Dose/How Given/Freq.	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Keppra 500MG Tab Rx <input type="checkbox"/>																																		
Take (1) tab by mouth (2)																																		
Times daily.																																		
(Levetiracetam)																																		
Med./Dose/How Given/Freq.	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Depakote ER 500MG Rx <input type="checkbox"/>																																		
Tab. Take (1) tab by mouth																																		
(2) times daily for mood																																		
don't crush or chew																																		
Med./Dose/How Given/Freq.	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Benztrapine 0.5 MG Rx <input type="checkbox"/>																																		
Tab. Take (1) tab by mouth																																		
(3) times daily for EPS																																		
(Coentin)																																		
Med./Dose/How Given/Freq.	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Initials	Signature	Initials	Signature

I understand that medication times could be adjusted within 1 hour before or after the written times. *Seizure medication will be given as close to the directed time as possible.

Parent Signature: William Doe Date: 10-10-2014 Emergency Phone: 602-867-5309

Medication Administration Record

PLEASE DO NOT MAIL THIS FORM!! IT MUST BE FILLED OUT AND BROUGHT WITH MEDICATION TO CHECK-IN

*You will not be able to board the bus until complete. Please list all medications (prescription & PRN's). All meds must be dosed out in daily pill containers labeled with times of dosage. You must also send original prescription bottles with at least 1 dosage.

Month	
Year	

Name:	Medication Allergies:	Food Allergies:	Cabin:	DOB:
			Bunk:	Age:

Special Instructions:

Medical Diagnosis:

Parent Signature: _____ Emergency number: _____

Med./Dose/How Given/Freq.	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
_____ Rx <input type="checkbox"/>																																	
_____ Rx <input type="checkbox"/>																																	
_____ Rx <input type="checkbox"/>																																	
_____ Rx <input type="checkbox"/>																																	
_____ Rx <input type="checkbox"/>																																	

Initials	Signature	Initials	Signature

I understand that medication times could be adjusted within 1 hour before or after the written times. *Seizure medication will be given as close to the directed time as possible.
 Parent Signature: _____ Date: _____ Emergency Phone: _____

Directions to Williams, AZ and Camp Civitan

Williams, AZ is approximately 30 miles west of Flagstaff, AZ on Interstate 40. The directions from Phoenix, AZ are as follows:

Take 1-17 North towards Flagstaff – approximately a 2 hour drive. Just as you approach Flagstaff, take exit 340B which loops around and heads west towards Williams. Drive approximately 30 miles and take exit 163. Turn south (left) at the stop sign and you will be on Grand Canyon Blvd. Proceed approximately .4 miles on Grand Canyon Blvd. to a 4-way stop sign with flashing red lights, turn left here. You are now on Edison Avenue. Proceed approximately .2 miles on Edison at which point you will come to a street that veers to the left. Turn left and you will be on Airport Road. Proceed approximately 2.7 miles on Airport Road until you come to a small airport where the paved road ends. Here you will see a dirt road on the right along with a sign that reads “Camp Civitan 1 ½ miles”. Turn right onto the dirt road. The road is well maintained and can be traveled by the average vehicle. Proceed approximately 1 mile at which time you will see another sign for Camp Civitan. Turn left on North Civitan Road and follow this road directly into camp.

OR

Take 1-17 North towards Flagstaff – approximately a 2 hour drive. Just as you approach Flagstaff, take exit 340B which loops around and heads west towards Williams. Drive approximately 30 miles and take exit 165. Turn north (right) at the stop sign and you will be on Highway 64. Proceed approximately 4 miles on Highway 64 to Prong Horn Ranch Road and turn left (there will be a green sign on your right before you turn). The road is well maintained and can be traveled by the average vehicle. Proceed approximately 2 mile at which time you will see another sign for Camp Civitan. Turn Right onto North Civitan Road and follow this road directly into camp.

