Atlanta Area Council

Early Release from Camp

Once a boy has checked into the summer camp program, he is not authorized to leave the camp property except in emergency situations, and with proper verification and authorization. Emergency situations which may cause a request for "early release" include illness, family emergencies, or unavoidable outside activities. It is the responsibility of camp management to assure that the following procedures are followed whenever any "early release" request is made:

- If any person other than the parent or legal guardian will pick up the child, a **written authorization** from the parent or guardian having custody must be supplied to the camp director. This authorization must state who is authorized to pick up the child.
- Upon arrival at camp, the adult having permission to pick up the child must **check in with the Camp Director** at the camp office (program center) or the health lodge. After verification, the Camp Director will then contact the adult unit leader and the boy. Releases are completed in the health lodge.
- The identity of the person authorized to pick up a youth camper must be verified. Verification may be made by the adult unit leader in camp, and/or by the presentation of proper identification. If a parent or legal guardian must be contacted via telephone to verify authorization, it must be at a telephone number supplied by the adult leader in charge of the unit at camp, or at a number listed on the health record of the youth.
- If an adult leader is taking a boy home during the camp week, he must check out with the camp director and must inform the camp director upon his return to camp. If the child is not directly related to the adult leader, **two-deep leadership guidelines** must be followed.

	on of camper to be released:		Unit
Date	Name of camper to be released	Name of camper to be released	
Reason for release			Campsite
ldontificatio	on of norson picking up the cor		
Name	on of person picking up the car	Telephone	
Name		relephone	
Address			
Addiess			
Signature Date			
Olgridiale		Date	
		<u> </u>	
	and approval by unit leader:	F	
Leader's Name		Telephone	
Address			
		T	
Signature		Date	
Camp Direc	ctor's approval (only the camp dire	ector or a specifically trained des	ignee may
-	early release from camp):		- ,
Signature		Date	
-			

Completed early release forms must be maintained in the camp's permanent files.