

Early Release from Camp

Once a scout has checked into the summer camp program, they are 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 scout, a **written authorization** from the custodial parent or guardian must be supplied to the Camp Director. This authorization must state who is authorized to pick up the scout.
- Upon arrival at camp, the adult picking up the scout must **check in with the Camp Director** at the camp office (program center) or the health lodge. After verification, the Camp Director will contact the adult unit leader and the scout. After hours releases must be completed at the health lodge.
- The **identity of the adult picking up the scout must be verified** 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 unit leader in camp, or at a telephone number listed on the health record of the scout.
- If an adult leader is taking a scout home during the camp week, they must check out with the Camp Director and they must inform the Camp Director upon their return to camp. If the scout is not directly related to the adult leader, **two-deep leadership guidelines** must be followed.

Identification of camper to be released:

Date	Name of camper to be released	Unit
Reason for release		Campsite

Identification of person picking up the camper:

Name	Telephone
Address	
Signature	Date

Verification and approval by unit leader:

Leader’s Name	Telephone
Address	
Signature	Date

Camp Director’s approval (only the camp director or a specifically trained designee may authorize an early release from camp):

Signature	Date
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Completed early release forms must be maintained in the camp’s permanent files.