



**Headquarters
Billings Service Center**
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Billings, MT 59102



Casper Service Center
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Great Falls Service Center
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Day Camp Site Confirmation Form

GSMW requires that Day Camp Directors have a named Day Camp Site Contact person (the manager or owner/operator of the site) and their telephone number and email in case of maintenance or utility problems. Please keep a copy of this form in your Day Camp Director files, on-site, at camp with the Director at all times. Share this form with your Assistant Day Camp Director or other volunteers and your off-site emergency contact.

Site Contact (First & Last): _____ **Preferred Phone #:** _____

Secondary Site Contact Phone # (Emergencies Only): _____

Alternative Contact Name & Phone #: _____

Name & Address of Site: _____

Special Site Notes, Considerations & Directions. Please list special directions for the site like specified locations you will use or not use within a site that covers a large space. Also list any special agreements you have made with the Site Director (i.e. We may use the playground but not the indoor restrooms.)

Emergency Contact Person during Hours of Operation of Day Camp

Recruit an emergency contact person who is not on site during the day camp. Instruct them on [emergency procedures](#). Make sure they have a list of all participants' emergency telephone numbers. In addition, this contact person should have numbers for the GSMW office, the site owner/operator, and local emergency services (fire, police, medical, poison control, etc.) They must immediately notify the Day Camp Director of any impending safety concerns (i.e. dangerous weather, people, and security issues) so the Day Camp Director has enough time to secure camp and make sure campers are safe.

Name of Emergency Contact: _____

Contact Phone #: _____

Secondary Phone #: _____

Remember, when selecting a non-council-owned Day Camp Site, confirm the following:

- | | |
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| <input type="checkbox"/> Is the area safe from hazards and intruders? | <input type="checkbox"/> Is there adequate protection from bad weather? |
| <input type="checkbox"/> Does the space accommodate differently-abled campers? | <input type="checkbox"/> Is there one toilet available for every thirty persons? |
| <input type="checkbox"/> Are the boundaries of the area easily seen by campers & volunteers? | <input type="checkbox"/> Is there space for large group games? |
| <input type="checkbox"/> Is there cell phone service or is a landline available? | <input type="checkbox"/> Is there space to safely secure participants' belongings? |
| <input type="checkbox"/> Does the space accommodate all Safety Activity Checkpoints for all planned activities? | <input type="checkbox"/> When applicable, are cooking and camping facilities sufficient to meet the group's size and needs? |