

## Camp Doc Scholarship Reporting Instructions:

### Dear Scholarship Reporting Team Member for your Chapter/Affiliate Group:

YFC Camp utilizes **CampDoc.com** to offer online electronic health record system for our camps. The system consolidates and integrates camper health information, the scholarship application, and consent forms into a centralized and secure database. The security, confidentiality and privacy of personal health and financial information will always be protected. Only YFC Camp staff and your local YFC trip leader will have access to camper information. This is no different than who has had access to the information than in the past - if anything, it is fewer people. The CampDoc.com site is secure, encrypted and password protected.

A **"Provider Account"** has been setup for you as the Trip Leader to allow you access to your group's scholarship application information and all other health forms and parental consent information. Once you login to your Provider Account, you will be able to view the scholarship applications of all campers registered in your group as well as pull reports and print out all the information. Parents will be responsible to create an account and fill out their child's scholarship application. If there is incomplete required information, parents will receive periodic notifications from CampDoc.com until it is complete. The system will automatically save information as parents work on the forms. You will have the ability to see the unfinished profiles still out there in your group from your Provider Account access in custom reporting. Please contact me at [camp@yfc.net](mailto:camp@yfc.net) if you would like any additional individuals be granted Provider access from your chapter (ex: Administrators who help with paperwork, etc.)

**This process is completely electronic!** Please make sure you have a way to assist your parents in this process if necessary. For example, if internet or computer access is needed - find a way to help them out - perhaps at a parent meeting have extra computers ready for filling this out. If necessary, contact [camp@yfc.net](mailto:camp@yfc.net) for a PDF version of the Camp Doc profile for the parents to fill out, which also includes the scholarship application. This is not recommended, as you will then need to manually enter this data into CampDoc.

**The 3 steps of the YFC Camp Scholarship Process** are as follows:

1. Parents/guardians will **APPLY THROUGH CAMP DOC** for their child. Trip Leaders will be receiving a link from YFC Camp that will direct parents to the page of the camp their child will be attending. The application will be live on CampDoc by/before February 1, 2019 and will be closed on April 12, 2019. The parent or guardian does not need to fill out the entire Profile for their child, but will need to fill out the Participant Information and Parent/Guardian/Emergency Contact Information tab in order for you to accept their scholarship application.
2. You will then **SUMMARIZE YOUR LOCAL NEED** - You as a Trip Leader should be checking CampDoc periodically and running a report on anyone who has filled out an application. The directions for how to run a report and how to analyze and submit your local need for YFC Camp scholarships are following in this letter.
3. Finally, you will **SUBMIT A POST CAMP REPORT** to YFC Camp, in which we will ask for some key camper stories that we can pass along to donors who supported. This will come to you via email from YFC Camp.

## **SUPPORT: The User Knowledge Base: <http://yf.cx/CampDocSupport>**

- Here you can find help for “Participants” which would be your parents filling out forms for their kids, and help for “Organizations” which would be for you and your oversight in your “Provider Portal.”
- Contact CampDoc Support at any time with questions at [help@campdoc.com](mailto:help@campdoc.com) or 734-636-1000.
- Please refer to the Knowledge Base first, then secondly contact CampDoc with issues as they are the most knowledgeable with the system and are very friendly and responsive! Thirdly, I am also happy to assist you and talk through questions or concerns you have regarding this system after you speak with CampDoc. Contact me at [camp@yfc.net](mailto:camp@yfc.net).

**MORE TRAINING RESOURCES:** To help with your Provider Portal on CampDoc, go watch the recorded webinar called “Non-Medical Training” at [www.campdoc.com/training-videos](http://www.campdoc.com/training-videos)

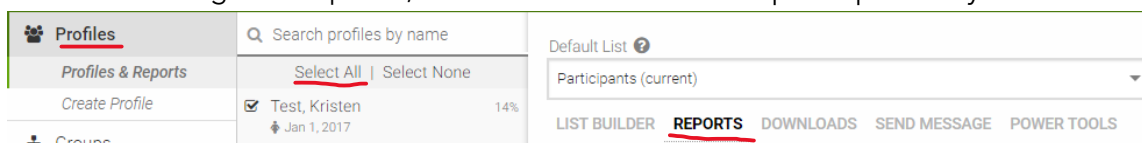
### **HOW TO REVIEW A CAMPER’S PROFILE:**

- In “Profiles” tab - look at the second column in from the left side of the screen. It lists all participants by name.
- Click on a name and then the “Profile” tab under the camper name. Here you can review every piece of the profile, including the scholarship application.
- You can mark it as “Reviewed” by scrolling all the way to the bottom of the page. There will be a section titled “Review”
- Under “Review Type” there will be “General” listed. Select “Yes” from the drop-down box. This will timestamp and sign your name as this profile being reviewed. If changes are made after you mark a profile as reviewed, the profile will no longer be marked as reviewed.
  - “Medical” review is for our camp medical teams only - please leave that one be
- You can also print individuals’ complete profile from here as well (which includes health forms, consent statements and the scholarship application)

### **HOW TO PULL A “SCHOLARSHIP APPLICATION REPORT” FROM CAMP DOC:**

*This allows you to compile all individual scholarship applications into ONE final group scholarship application to YFC Camp.*

- In Profiles tab - go to “Reports”; make sure to SELECT ALL participants in your list.



- Click the Custom Type of Report
- Select these fields:
  - **Participant Information** - SELECT ALL
  - **Parent Guardian/Emergency Contact Information** - SELECT ALL
  - **Camper Scholarship** - SELECT ALL

- Choose the CSV format & click "CREATE"

Default List <sup>?</sup> Participants (current) Default Display <sup>?</sup> Registrations

LIST BUILDER **REPORTS** DOWNLOADS SEND MESSAGE POWER TOOLS

**i** Choose which type of report you would like to create below. Reports will only include profiles filtered in the [list builder](#). When your report is successfully generated, it will appear in the [downloads](#) tab.

STANDARD **CUSTOM** SUMMARY

SELECT ALL SELECT NONE SELECT ALL SELECT NONE

\* Participant Information  
\* Parent/Guardian/Emergency Contact Information (18)  
\* Camper Scholarship (9)  
Healthcare Information  
Medications and Allergies  
NorthBay Release of Liability

TO APPLY FOR NATIONAL SCHOLARSHIPS F...  
Specific Answer (optional)  
Specific Answer (optional)  
 TO APPLY FOR NATIONAL SCHOLARSHIPS F...  
 TO APPLY FOR NATIONAL SCHOLARSHIPS F...  
 Number of Dependents in the household (un...  
 Please share your annual household gross in...  
 Please tell us why you would like to send your

Format  
CSV

Show Advanced Options

1 Profiles / 1 Selected

SAVE TEMPLATE **CREATE**

- In Profiles tab - go to "Downloads". Your CSV file will be available to download HERE. You will also receive an email stating that your report is ready and available for download.

Default List <sup>?</sup> Participants (current) Default Display <sup>?</sup> Registrations

LIST BUILDER REPORTS **DOWNLOADS** SEND MESSAGE POWER TOOLS

**i** A list of [reports](#) will appear below once they've been generated. A report may take up to 5 minutes to generate once requested. Reports expire after 14 days and will automatically be removed from the list. Hover over the PDF or CSV icon to select multiple reports to delete.

DELETE SELECTED FETCH NEW REPORTS

<b>CSV</b>	<b>Custom Individual Report *</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Requested: Dec 7th, 1:06pm	Expires: Dec 21st, 1:06pm	Size: 2.22 kb

## HOW TO COMPILE YOUR SCHOLARSHIP APPLICATIONS:

- ANY camper whose household income is less than \$50,000 will qualify for 50% off the National Camp Price
- **If MULTIPLE campers are applying from the same household, that household will qualify for ONE full 50% off scholarship and each additional camper is eligible for a \$100 discount.**
- Using this scale, please determine how much total money your chapter can apply for from YFC Camp for the students that applied.
- Save this compiled report and upload it into your online chapter scholarship application.

## HOW TO SUBMIT YOUR CHAPTER/AFFILIATE SCHOLARSHIP APPLICATION TO YFC CAMP:

- Go to [https://yfcusa.formstack.com/forms/2019\\_yfc\\_camp\\_scholarship\\_application](https://yfcusa.formstack.com/forms/2019_yfc_camp_scholarship_application) to fill out your chapter/affiliate's scholarship application for YFC Camp. You will be asked to attach your compiled report from CampDoc, the number of campers that applied for scholarships, and what camp(s) your group is attending in 2019.
- This group scholarship application is **DUE on MONDAY, APRIL 15**. Please **mark your calendar now**, so that you don't miss this important date!
- **Note:** It is to your advantage to have as many kids apply as possible, as you can only apply for scholarship money from YFC Camp for those who have applied. Get those students signed up for camp early!

## FREQUENTLY ASKED QUESTIONS:

- Should a camper's parent fill out the application if they make more than \$50,000?
  - *Yes, please still have them fill out the application, as it will be helpful information for us to analyze in order to ensure our threshold is correct in the future.*
- What if a camper is attending 2 camps?
  - *This discount can only be used 1 time per summer.*
- Does the scholarship application process apply for Project Serve?
  - *No, this is strictly for campers.*
- What if the camper has a sibling going to camp?
  - *If a parent/guardian is applying for more than once camper from the same household, that household will receive one full 50% off scholarship and a \$100 discount for each additional camper. The parent or guardian will need to fill out the application for each camper.*

Thank you in advance for investing a little time to learn this system yourselves and help us make this succeed this summer! We are excited to continually evolve, building safer, more productive and more efficient systems to create the best experience for you and your students! We cannot wait to see you this summer!

On behalf of the YFC Camp Team -

Kristen Bergman, YFC Camp Administrator

