



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Important Forms

Please read this section carefully. Some of these forms must be submitted before arrival while others may be handed in upon arrival.

### Required Forms:

- 1) **Certificate of Insurance** – This must be mailed or faxed to YMCA Camp Bernie along with your signed contract and deposit.
- 2) **Program Waiver Form** – This form must be signed by all parents and submitted to the YMCA Camp Bernie Program Coordinator upon your arrival.  
***Students cannot participate if this form is not signed.***  
**Please note:** waivers must also be submitted by all teachers and chaperones.
- 3) **Group Information Sheet** – This is now available via Google Forms and must be completed a minimum of 3 weeks prior to your group's arrival on camp. Without this information we cannot guarantee services or special requests.
- 4) **Special Needs and Food Allergy Information** – This form provides you with information necessary to complete the Group Information Sheet so that we can provide appropriate services and accommodations to students with special concerns. Please collect this information and summarize it on the Group Information Sheet.

### Sample Forms, Templates & Worksheets:

- Suggested Clothing List
- Participant Health & Safety Tips
- Authorization for Medical Treatment
- Schedules for Medications
- Learning Group Worksheets

### If your trip includes Meals:

- Meal Procedures & Information
- Table Worksheet (Required)– This worksheet is required **at least one week in advance** to allow us to plan properly for meal times.
- Waiter Assignment Worksheets

## **YMCA of Ridgewood, Inc. Certificate of Insurance Requirements**

Please provide YMCA of Ridgewood, Inc., with a certificate of insurance that meets the following requirements:

1. Comprehensive General Liability - limits no less than \$2,000,000 aggregate for both general aggregate and products/completed operations aggregate; no less than \$1,000,000 personal and advertising injury and each occurrence; no less than \$100,000 fire damage liability; and \$5,000 medical expense.
2. Auto Liability - must include coverage on owned autos, hired autos and non-owned autos with a limit of no less than \$1,000,000 combined single limit of liability.
3. Workers Compensation - must have limits of \$100,000 each accident; \$500,000 policy limits; \$100,000 each employee.
4. Cancellation clause - 30 days written notice.

In addition, please include YMCA of Ridgewood, Inc., and Camp Bernie as Additional Insured.

Certificate holder should read:

Camp Bernie  
327 Turkey Top Road  
Port Murray, NJ 07865

YMCA of Ridgewood, Inc.,