

Pack binders contain the documents required by each attendee in a very specific order. Attendees or volunteers will not be allowed to participate in the camp without submitting **ALL Required Documents**.

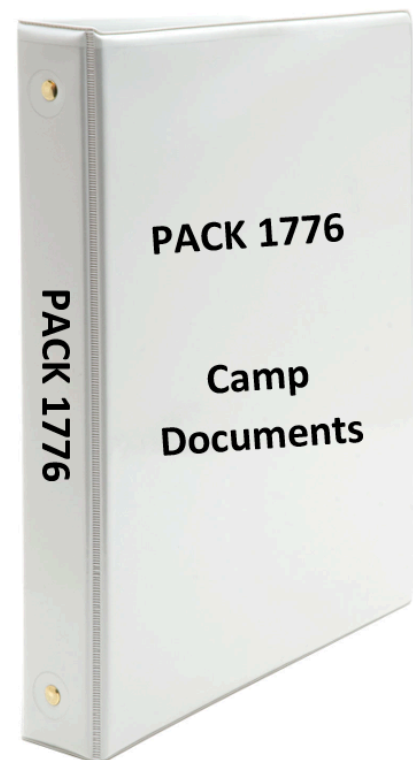
A Pack binder is created and managed by each unit's CPC and will contain Medical Part A & B forms, along with other forms, governed by HIPAA Regulations. The Binder will be returned at the end of the camp or destroyed. To minimize HIPAA audit scrutiny, we ask only physical hard copies be maintained. Avoid movement of the medical documents in Electronic form.

The organization of the Pack Binder makes it easier for the Medic and Camp Staff not only to inspect the binder but also to quickly review an attendee's medical form in case of emergency.

Binders will be inspected before being accepted by camp and must be organized as described below.

Binder Itself:

- 3 ring binder that is 1½" or 2" wide, preferably white in color. The binder should contain all your pack's documents and separation tabs in a manner that ensures the binder will not open by itself.
- The Binder is to be labeled with the **pack number on the front cover**.
- The Binder is to be labeled with the **pack number horizontally on the spine**.
- Contains **6 standard separation tabs**.
 - Use Tabs for documents section 1-6 (below):
 - Tab 1: Cub Scouts
 - Tab 2: Junior Helpers
 - Tab 3: TAGs
 - Tab 4: Shooting Permission Forms (3 needed)
 - Tab 5: Adult Volunteers
 - Tab 6: Adult Certifications
- **Do not use plastic sleeves.**
- **Hole punch all forms** and place directly into the binder.
- Organize documents in each tab **alphabetically by last name**.
- Make sure each individual has a **copy of the insurance card**.



EACH PACK BINDER SHOULD BE ORGANIZED AS FOLLOWS:**1. TAB 1: CUB SCOUTS**

- a. **Medical Form A&B** - see below about how this form needs to be filled out.
- b. **Insurance Card Copy** (front and back)

2. TAB 2: JUNIOR HELPERS

- a. **Medical Form A&B** - see below about how this form needs to be filled out.
- b. **Insurance Card Copy** (front and back)
- c. **Expectations for Scouting Appropriate Behavior** form

3. TAB 3: TAGS

- a. **Medical Form A&B** - see below about how this form needs to be filled out.
- b. **Insurance Card Copy** (front and back)

4. TAB 4: SHOOTING PERMISSION FORMS

- a. Required for Cub Scouts & Junior Helpers
- b. Organize scouts by ALPHA – last name.
- c. 2 copies of each signed form required.

5. TAB 5: ADULT VOLUNTEERS

- a. **Medical Form A&B** - see below about how this form needs to be filled out.
- b. **Insurance Card Copy** (front and back)
- c. **Camp Staff Agreement Form**
- d. **Youth Protection Certificate (YPT)**

6. TAB 6: ADULT TRAINING CERTIFICATIONS (Archery, Shooting Sports & Aquatics)

- a. Organized by ALPHA – last name.
- b. Two copies of each certificate.
 - i. **Archery**: valid **Rangemaster certificate**
 - ii. **Aquatics**: valid **Safe Swim Defense certificate**

Youth and Adult Leader BSA Applications will be turned into the Camp before the Pack Binder. This is to ensure they are formally entered into the BSA registration system and a background check can be conducted of each adult who may work with youth.