

Document Checklist for Philmont Crew Check-in and Medical Re-check

Administrative Check-in - immediately after all contingent Rangers arrive at the Welcome Center, they will accompany the Tour Advisor and the Lead Advisors to the Administration office for check-in; the first step in the list of activities that must be accomplished Day 1 in Base Camp. Each Lead Advisor will need:

- Copy of **National Tour Plan** for the contingent (distributed at June Briefing)
- Copy of contingent **financial statement** (distributed at June Briefing). You will not owe any money to Philmont except if any members of your crew want extra copies of your Philmont crew picture (one each is included in your fee). *There will not be a separate picture of the entire contingent.*
- Original multipart Philmont **Expedition Crew Roster**, noting the following:
 - Every line must be completely filled-in
 - Youth Crew Leader must be listed on the first line in the lower section
 - Format for Date of Birth is "m/d/y" (for example, 5/16/92)
 - Format for Age/Grade completed is numeric "age/grade" (for example, 16/10)
 - A code for Religious Preference must be entered. If none, use "OT" for "Other"
 - A code must be entered for Ethnic Information
- Original Philmont **Talent Release**, noting the following:
 - Every line must be completely filled-in
 - Number of entries must match that on the Philmont *Expedition Crew Roster*
 - Participant signature, and parent/guardian signature for youth members of crew
- **Wilderness First Aid** and **CPR** certification for at least one crew member

Health Lodge Medical Re-check - a stop during Day 1 in Base Camp is the Medical Re-check at the Health Lodge. The Lead Advisor will need:

- Original Parts A, B, and C of the **Annual BSA Health and Medical Record** for each crew member
 - Every line must be completely filled-in, noting especially
 - Expedition # in upper right corner of all three Parts
 - Social Security Number on Part A (may be required for medical treatment; if not provided on form, write on a separate sheet of paper and place in a sealed envelope attached to Part A)
 - Copy of Health Insurance card (front and back) stapled to Part A, with the information provided on Part A or "None" stated
 - All medications listed on Part A - write "N/A" or "None" if applicable. **NOTE THE CREW MEMBER MUST PRESENT ALL MEDICATIONS LISTED TO THE HEALTH LODGE PERSONNEL - HAVE THEM AVAILABLE !!!.**
 - Participant signature, and parent/guardian signature for youth, on Part B
 - Participant name, date of birth, allergies, and emergency contact phone number in the left margin of Part A
 - Participant name and date of birth on the bottom of both Parts B and C
 - Printed physician's information (or business card attached) on Part C
 - Examiner's signature on Part C