

Ronald McDonald Camp 2020

LIT/CIT Application Checklist

Please use this checklist as a guide to be sure you have completed each step of the application process. The entire list below must be submitted by the application deadline of May 1 for your application to be complete.

Online Application:

- Submit Online Application:** you will receive an immediate email confirming submission.

Paperwork: you may submit by either uploading it to your application in the specific fields provided or emailing medical documents as attachments to camp@philarmh.org and background clearances to HR@philarmh.org.

- Headshot Photo:** Please upload or email a recent headshot of yourself.
- Physical: (Required annually)** Make an appointment now and download the form from the camp website (philarmh.org/camp) right above the application link.
- Titers Report:** Please submit the actual results of a titers lab report for measles to prove immunity. If your titers are low you will need to get a booster shot prior to camp. If you did not have chicken pox or 2 varicella vaccines or don't remember date, include titers for chicken pox.
- Tetanus:** You must have a tetanus shot (Tdap) within the last 10 years. Please submit the date of your last tetanus shot on your online application. If you need a tetanus booster please request one that also includes pertussis.
- Front and back copy of insurance/prescription card**
- Voluntary Disclosure Statement: (Required annually)** Please complete and sign.
- PRMH Criminal Background Authorization Form:** Please complete and sign. If you were a 2019 LIT, we will upload your form from last year.
- PA Child Abuse History Clearance: (Valid for 5 years)** Please upload the certificate when you receive it. If we have a valid certificate on file from last year, it has been uploaded for you.
- Disclaimer of Residency form: (Required annually and only applicable to those who have been residents of PA for 10 or more consecutive years)** If you are not a PA resident, do not submit this form. You must submit a FBI background clearance instead.
- FBI Criminal Background Clearance: (Valid for 5 years and only required of non-PA residents or those who have not lived in PA for 10 consecutive years)** Please upload the certificate when you receive it. If we have a valid certificate from last year, it will be uploaded for you.