

Instructions for Information Forms for the Canadian Jamboree 2013

For all Scouts, Scouters and Offers of Service

NOTICES

Read this Document

Please read these instructions prior to completing the Registration Forms This document can be saved as a file on your computer and/or printed.

CJ'13 Privacy Statement

Scouts Canada will use the personal information obtained from youth and adult participants only for the purpose for which it was collected and will not disclose the information for other purposes, except as Required by law. All such information will be maintained in a secure manner to ensure that its use is limited to the purpose for which it was collected.

Protection of Personal Information Statement

Scouts Canada Canadian Jamboree 2013 will collect all personal information on a separate server solely dedicated to the Canadian Jamboree 2013 registration information in a secure location. This server will be secured with current virus protection and security software.

Photography at This Event

Please be aware that photographs and videos will be taken at CJ 2013. By registering for CJ 2013 and entering the jamboree site you agree that your image can be used for Scouts Canada promotional material as well as media relations

The photographs taken can be used by Scouts Canada in various promotional media including newsletters, leaflets, and posters. Photographs may also be circulated to the media. The photographs may also be used to promote Scouts Canada as well as on the Scouts Canada website. Photographs taken at this event will be kept on file for future use.

If you feel anyone is taking inappropriate photographs, please report this to the Camp Chief.

IMPORTANT NOTE!

You will require Adobe Reader 9 in order to update and save the forms on the registration website. To make it easier to save your forms while viewing them on the website, please make this adjustment to the Adobe Reader Preferences:

1. Open Adobe Reader (you do not need to open a PDF file)
2. Go to Edit and then click on Preferences
3. In Preferences click on Internet
4. Ensure that there is a check mark next to "Display PDF in browser"
5. Click on "OK" at the bottom of the Preferences box
6. Exit Adobe Reader 9

- **Scouters** are responsible for ensuring that these Forms are completed, submitted and brought to the Jamboree for **each** member of their Patrol.
- Save the blank form(s) that you wish to submit to your personal folder on your computer.
- Rename the form(s) in your personal folder to indicate the person being registered (e.g. "Regi-John.pdf", "Medical-Form-John.pdf", etc.)
- Enter the necessary information into each form.
- Submit the forms by email to the appropriate address.

All Participants including Scouts, Scouters and Offers of Service are required to complete and submit the following forms:

1. **The Food Form** – must be completed and submitted to CJ13Food@shaw.ca even if the participant has no special food requirements. Form must be submitted no later than **May 31, 2013**. Print a copy of this completed form and bring it with you to the camp.
2. **The Medical Information and Fitness Form** – must be completed and submitted to CJ13MedForm@shaw.ca even if the participant has no allergies, medical conditions, or illnesses. Form must be submitted no later than **April 30, 2013**. Print a copy of this form and bring it with you to the camp.
3. **The Medication List** - must be completed by those participants who are required to take medication (self-administered or other) at the camp during the jamboree. This form needs to be submitted to CJ13MedForm@shaw.ca. Form must be submitted no later than **May 31, 2013**. Print a copy of this form and bring it with you to the camp. *Should your medications change after you submit your form, please make sure to amend the form that you bring to the Jamboree.*
4. **The Parent/Guardian Consent Form** - must be completed and signed by the participant's parent or legal guardian if the participant will be under the age of 19 as of July 6, 2013. The parent or guardian must also review the Participant Food Form, the Medical Information & Fitness Form and the Medication List (if required). Please note that the Parent/Guardian Consent form does not need to be submitted by email but **must** be printed, signed by a parent/guardian and brought to the jamboree along with printed copies of the above three (3) forms.