



## 2019 Campership Document Checklist

This form is provided to assist you in tracking the forms for each Campership recipient.

You are not required to return this form with your paperwork.

Please submit the following completed paperwork to ACA New England:

- Camp Participation Agreement\* (should have been submitted within 2 weeks of your award notification)
- Invoice on your Camp's letterhead, billed to ACA New England, for \$ \_\_\_\_\_  
(Total Campership award to be paid out)
- Completed ACA New England Camper Application Form (for each camper) and signed by the Camp Director, which verifies financial eligibility\*\* and school enrollment
- Completed Camper "Camp is Important Because" essay/drawing (from each camper)
- Completed Camper Thank-You Note (from each camper)

### Questions?

If you have any questions or if you have a problem completing one or more steps of the Campership process, please feel free to contact ACA New England 781-541-6080 or [bette@acanewengland.org](mailto:bette@acanewengland.org) and we'll see if we can come up with a solution.

*\*In the signed Camp Participation Agreement you warranted that the camp would maintain, for a period of not less than four years, secure records concerning each camper's application for attendance, eligibility for financial assistance and actual attendance at the Camp during the 2019 summer camp season.*

*\*\*Examples of proof of income include tax returns, pay stubs, official letters verifying eligibility for Federal Free or Reduced Price School Lunch Program, etc.*

**All final completed paperwork must be submitted by September 20, 2019.**

***Please submit all completed forms to the following address:***