

# NORTHBAY SCHOOL REGISTRATION FORM

*Please return this form as soon as possible.*

School Name: \_\_\_\_\_ District \_\_\_\_\_  
Principal: \_\_\_\_\_ email: \_\_\_\_\_  
Assistant Principal: \_\_\_\_\_ email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dates Attending: \_\_\_\_\_ Estimated number of students: \_\_\_\_\_  
Estimated number of adults: \_\_\_\_\_

**MANDATORY TRIP COORDINATOR** - organizing liaison between school and NorthBay responsible for compiling & sending the following necessary documentation to NorthBay three weeks prior to trip: cabin assignments including adult cabin leader names, Health Information/Consent forms for all students attending, Medication forms, teacher room list.

*Name:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Email:* \_\_\_\_\_

**While at NorthBay** - The emergency contact (typically trip coordinator) needs to be on camp 24 hrs/day and available to respond to radio calls as needed. The in-school suspension teacher/administrator also needs to be available 24hrs/day while at NorthBay and ready and willing to respond to any and all disciplinary issues having to do with their school. The emergency driver has to have his/her own personal vehicle at NorthBay and be available to make hospital runs as well as to take children home (for disciplinary issues). **The emergency driver and the emergency contact cannot be the same person** given that one needs to be on camp at all times and one may be called off of camp at times. These people can be assigned upon arrival to NorthBay but we would prefer they be assigned in advance.

**Emergency Contact - available 24 hours/day while at NorthBay:**

*Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_

**In School Suspension Teacher/Administrator while at NorthBay:**

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

**Emergency Driver while at NorthBay:**

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

**\*Please sign & return a copy of this page via mail, fax, or email and include a complete class roster of your 6<sup>th</sup> graders. If both of these are not received 30 days prior to visit, reservation may be cancelled.**

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Horourke@erickson.com

**Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_