

Medical Health Forms Coordinator Job Description

Responsibility:

- **Medical Health Form(s) File**

- Keep a current Troop Roster (from Advancement Chair – he/she keeps troop membership information up-to-date)
- Maintain the briefcase (a.k.a. football, Blues Brothers' Case) – alphabetical file for all medical health forms for all scouts and adults involved with Troop 313. This briefcase MUST be carried on all events of Troop 313 – hikes, outings, 1 day events, like SFF, etc. Usually by summer camp all the forms are settling in and you can give the briefcase to Scoutmaster to keep with him so he can distribute it to the outing advisors. And you coordinate with Scoutmaster to put new forms in as they come in. It just depends on how it goes. In the past, the briefcase stayed with the coordinator until September before going to the Scoutmaster. During that time, you would have to get to the outing advisor for each event. The goal would be to be complete by summer camp.

Note 1: The forms in the briefcase are confidential and never leave the briefcase. If an outing advisor needs only so many (like a backpack hike and can't take the entire briefcase) only give copies of the forms (appropriate health form and Authorization form for scouts) needed. They will be returned to you after the event.

Note 2: Authorization forms should be original for hospitals to accept. You will have to give the original to the outing advisor. You keep a copy in briefcase until they are returned.

- Be the information source for families to know what forms they need to fill out. Encourage the families to go troop 313 website to Forms & Lists and print the appropriate form whenever they need a form. Train them to be responsible and on meet the deadline. Scouts/adults can't go on an outing without the proper form(s).

Note 3: Encourage families to keep in a safe known place the true original form and give you copies for your files. You will be lucky to get one copy but at least if it is lost the family will have the original and can make another copy for you.

- ALL SCOUTS MUST have a notarized Authorization Form in order to do anything with the troop. Authorization forms are available under Forms & Lists on Troop 313 website.
- Plan ahead of events so that all people involved have correct forms filled out.

Class 1 is for < 72 hours event (no doctor signature required) 1 year

Class 2 is for > 72 hours and < 40 years of age (doctor signature required) 3 years

Class 2 is for > 72 hours and => 40 years of age (doctor signatures required) 1 year

Class 3 is for high adventure Scouts and > 40 years of age (doctor signature required) 1 year

- Enter the date for Authorization, Class 1, Class 2, and/or Class 3 medical health forms on each member of Troop 313. Use Troop Master Software to keep the records up-to-date. See Advancement Chair to arrange for an e-mail attachment file that you can update regularly and send back for upload to the Master file of Troop Master. It is straight-forward and easy to use.

It would be good to take 2 copies of each medical health form and authorization form to have available so that you don't have to copy forms all the time. Reimbursement can be done through the Troop Treasurer. Keep one set in the briefcase for outings, and the others in a file that you keep for use on the special occasions when individual outing advisors needed forms.

- **Important times of Year:**

- To Get Class 1 Medical Health Form – for current Scouts/Adults: **Jan/Feb**
 - Membership renewal time – Treasurer sends Class 1 with bill for re-registration. This will give you the new Class 1 on everyone. You have to get adults to also fill out.
- To Get Class 1 Medical Health Forms – Bridging and New Scouts:
Jan/Feb/Mar/Apr/Mar as they arrive
 - From January to whenever – bridging time for Webelos. The packet given to bridging/new scouts has the Class 1 form included. You have to work through the new adult leaders and new parents if they go camping or on outings with us to get Class 1.

MAKE CALLS, FOLLOW-UP, FOLLOW-UP, ARRANGE TO GET, ETC. TO GET ALL FORMS AS SOON AS POSSIBLE. Remember, the individuals don't really know how important it is to have these forms for an emergency. It is your public relations job here to help the families know that the Troop cares about the safety of all its members. Adults (especially > 40) have a tendency to procrastinate. Help them through the process. Encourage them and let them know you aren't going away until you receive the form.

Summer Camp Issues: Forms should go to the Medical Officer (adult) for Summer Camp (assigned by Scoutmaster)

Depending on where Summer Camp is located there may be different requirements for medical health forms. Work with Scoutmaster to determine what is needed for each scout and each adult.

Usually, Summer Camp requires

For each Scout:

Copy of current Class 2 with current Class 1 on top (as an update)

Out of council may require a current Class 3 which is only good for that year. More work

For each Adult under 40:

Copy of current Class 2 with current Class 1 on top (as an update)

For each Adult 40 or over:

Copy of current Class 3 (only good one year)

Copies are used for Summer Camp and/or to an Outing Adult Advisor. KEEP WHAT YOU CALL YOUR ORIGINAL COPY IN THE BRIEFCASE.