

# Group Roster

and report of property utilization

**Turn in to Campmaster, Lodge Director, or Ranger upon arrival**  
to be submitted by every group at every council property for each property use event

ALL GROUPS MUST CHECK IN UPON ARRIVAL

Camp/Property \_\_\_\_\_

Arrive Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ am/pm

Depart Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ am/pm

Site/Building \_\_\_\_\_

Group Name \_\_\_\_\_ No. of Youth \_\_\_\_\_

Reservation # \_\_\_\_\_ No. of Adults \_\_\_\_\_

Leader Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ H / W / C

Email \_\_\_\_\_

**State Health Department regulations require a record of all persons in attendance. List names of all persons attending this event:**

### Youth Names (first & last):

- |           |           |           |
|-----------|-----------|-----------|
| 1. _____  | 11. _____ | 21. _____ |
| 2. _____  | 12. _____ | 22. _____ |
| 3. _____  | 13. _____ | 23. _____ |
| 4. _____  | 14. _____ | 24. _____ |
| 5. _____  | 15. _____ | 25. _____ |
| 6. _____  | 16. _____ | 26. _____ |
| 7. _____  | 17. _____ | 27. _____ |
| 8. _____  | 18. _____ | 28. _____ |
| 9. _____  | 19. _____ | 29. _____ |
| 10. _____ | 20. _____ | 30. _____ |

### Adult Names (first & last):

*(if additional space is needed, please attach additional form)*

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____  |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

### Camp Use Below This Line

Campmaster / Lodge Director / Ranger Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any issues encountered with this group? YES NO

\_\_\_\_\_

\_\_\_\_\_

Any damages incurred? YES NO

\_\_\_\_\_

Aware of this reservation before arrival? YES NO

\_\_\_\_\_

### Office Use Below This Line

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_