



A school safety training program
and summer camp operated by the
AMERICAN LEGION, DEPARTMENT
OF MINNESOTA.

ON NORTH LONG LAKE - BRAINERD, MN

PHONE: 651-291-1800

REGISTRATION@LEGIONVILLE.ORG
WWW.LEGIONVILLE.ORG

20 W 12TH ST, ROOM 300A
ST PAUL, MN 55155-2000

LEGIONVILLE SCHOOL PATROL SPONSORS:

REGISTRATION INFORMATION AND SUGGESTIONS

1. Students who will be 9 years old before September 1st and not older than 13 years, are eligible to attend LEGIONVILLE. Age exceptions are allowed but should be cleared ahead of time through our St. Paul office.
2. **For schools, once you have selected your sponsored campers (i.e. school safety patrol members),** supply the parent/guardians of each camper with the registration explanation and sponsor's coupon code. This letter/code will be sent as soon as payment is secured. Please go over the instructions with them so that you are sure they understand the procedure.

CAMPER ONLINE REGISTRATION

- o The parent/guardian must create an account and complete the camp registration online. An email will be sent to first confirm enrollment request. Once the enrollment is approved, then a second email will be received confirming enrollment with a financial statement attached. This will be confirmation that camper's enrollment is secure.
 - o The parent/guardian **MUST** complete all required forms online to include Camper Health Information, Family Health Insurance, Photography Permission, Health Care Permission, and Immunization Records must be uploaded as well. These must be completed no later than 2 weeks before the first day of camp or the camper's enrollment risks cancellation. Forms **CANNOT** be completed at Legionville and **MUST** be on file beforehand.
 - o Note: a physical is required within 12 months before the camp start date. Documents from the physical do not need to be provided, but there is a place on the Camper Health Information form to include location and date of said physical.
3. **Acknowledgement of receipt of the "Request for Reservation" form** will be emailed to the sponsor. Once full payment is received, a letter and coupon code will be sent as well. This letter is to be forwarded to the parent/guardian to use while completed the online registration.
 4. **It is the responsibility of the sponsor representative** to verify with the camper and parent/guardian the dates of the session assigned, ensure that transportation is arranged, and make sure that all information is fully understood by the parent/guardians.
 5. **We suggest that stand-by registrants be considered** and available in case of "last minute" and unavoidable cancellations.
 6. **Understand that this is still a new process for all of us,** so please be patient and reach out with any questions, comments, concerns, suggestions, etc.