

## File Naming Procedures

To ensure consistency of file names of camp paperwork that will be emailed from the different sites, the following file naming procedures must be followed:

### CAMPERS: Paperwork involving Individual Campers:

Forms are to be saved using the following filename format:

**[Camper Form Code] LAST NAME, FIRST NAME (Site initials)**

#### *Camper Form Codes:*

- AA - Adventure Activity Consent Form (scanned document)
- CB - Camper Behavioral Form (word document)
- CM - Camper Medical Form (word document)
- CL – Clothing List
- ER - Emergency medical/dental release (scanned document)
- MC - Copy of Medicaid card (scanned document)
- IM - Copy of Immunization Record (scanned document)
- POS - Copy of Physician Order Sheet (scanned document)
- PE - Copy of most recent physical (scanned document)

*Example:* **CM DOE, JANE (LH)** [Please use all caps]

### SITE: Paperwork Involving Campers as a Group

Forms are to be saved using the following filename format:

**[Form Name] (Site initials)**

#### *Site Form Names:*

- Allergy List – All (word document)
- Asthma List with Peak Flow (word document)
- Authorization to Consent and Publish (word document)
- Birthday Form (word document)
- Dietary Restrictions (word document)
- List of Campers (word document)
- Medical and Non-Medical Appointments (word document)
- Site Contact List (word document)
- Tiered Campers (word document)

*Example:* **BIRTHDAY FORM (LH)** [Please use all caps]