

Division of Licensing – Youth Camps
General Report of Change for Camp Director and/or Alternate Director(s)

Camp Name _____ License # YCYC.0 _____
List name of camp exactly as it appears on license or on initial application

This form to be used to report additions, deletions or changes after license has been issued.

Camp Director:

New Director without Agency Approval # –may not serve as Camp Director until approved by Agency.

First Name _____ Last Name _____

Attached is a completed and signed New Camp Director or Alternate Director Application.

Check One: Remove current Director from license **OR** Change Director to Alternate Director position

Replace existing Director with Director with approval # whose name was not submitted with current application.

First Name _____ Last Name _____ Approval # YCDR.0 _____

Attached is a completed page 4 of camp application providing current address & phone number for Director

Replace Director with approved Alternate Director whose name was submitted on current application.

First Name _____ Last Name _____ Approval # YCDR.0 _____

Camp Alternate Director:

New Alternate Director without Agency Approval # - may not serve as Alt. Director until approved by Agency

First Name _____ Last Name _____

Attached is a completed and signed New Camp Director or Alternate Director application.

Add Alternate Director with prior agency approval whose name was not submitted with current application

First Name _____ Last Name _____ Approval # YCDR.0 _____

Attached is a completed page 4 of camp application providing current address & phone number for Alt. Director.

Remove Director or Alternate Director from Current License

Remove Director: First Name _____ Last Name _____ Effective Date ____/____/____

Remove Alt. Dir.: First Name _____ Last Name _____ Effective Date ____/____/____

Print name of person completing change form: First Name _____ Last Name _____

Signature _____ Phone # (____) _____ Ext _____

Fax to (860) 326-0556 or mail to: Office of Early Childhood, Youth Camp Licensing, 450 Columbus Boulevard, Suite 302, Hartford, CT 06103. Phone numbers 1-800 282-6063 or in the Hartford area (860) 500-4450.

OEC Use Only: Data entered on ____/____/____ by _____ (initials) Filing Town _____