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) 509-8212 or mail to: Office of Early Childhood, Youth Camp Licensing, 410 Capitol Ave., MS #12 CBR, P. O. Box 340308, Hartford, CT 06134-0308. Phone numbers 1-800 282-6063 or in the Hartford area (860) 509-8045.

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