



ATS EQUIPMENT ASSISTANCE GUIDELINES & PROCEDURES

Camp activities may require specialized equipment for campers to fully participate. ATS offers up to \$250 equipment assistance per camper per year to support the rental or purchase reimbursement of equipment listed on the camp packing list. Equipment Assistance is available to Full Campership recipients only.

Equipment Assistance Guidelines

1. Total value of rental and purchase reimbursement may not exceed \$250 per camper per year.
2. All equipment assistance pre-approval requests must be submitted to the ATS Campership office **BY MAY 15th** to be considered for reimbursement approval.
3. Contact the camp directly to determine their specifications and recommendations for items on the camp packing list and what items they offer for loan or rental.
4. If Associate Camp offers loan or rental of requested equipment items, ATS will consider this before approving the purchase of new equipment. Approved rental fees will be paid directly to Associate Camp.
5. Items must be listed on the camp specific packing list in order to be considered for reimbursement.
6. Reusable items such as sleeping bags will be approved once over the lifetime of a camper. Sized items such as boots may be requested as needed.
7. Personal items like underwear, clothing, toiletries and medications will not be reimbursed.
8. Reimbursement Maximum for new or used equipment are as follows. See the links in the chart below for some equipment options. ATS does not condone any specific brand or product.

Product	Maximum ATS Reimbursement	Description
Duffle Bag - 197L Duffle Bag - 320L	\$40	See ShipCamps size information for max duffel size.
Footlocker/Trunk	\$40	See ShipCamps size information for max trunk size.
Daypack/Backpack	\$45	A medium size pack with a waist belt and shoulder straps to accommodate items for a day hike. The ideal size for a backpack is 1,700 to 2,000 cubic inches. A school backpack will work for some camps - check your packing list.
Drybag	\$35	
Sleeping Bag 32 degrees Sleeping Bag 35 degrees Sleeping Bag 20 degrees Sleeping bags need compression/stuff sack	\$75	Sleeping bags with a temperature rating of 20°F and below are good for out camping in the mountains. Bag should be lightweight and pack compactly for multiple day hikes. A cotton bag is NOT appropriate for cold overnights. Check your packing list for the temperature needed.
Sleeping pad - Foam Sleeping pad - Inflatable	\$30	
Cowboy/Riding boots	\$75	English or Western riding boots or leather, smooth-soled (no tread), heeled boots are required. These are often available for loan/rental at camp.
Hiking Boots - Mens Hiking Boots - Womens	\$75	Leather or gore-tex hiking boots with ankle support should be acquired several months ahead of time so they can be 'broken in' before being worn at camp to prevent blisters.
Water shoes/sandals with strap - Mens Water shoes/sandals with strap - Womens Water shoes/sandals with strap - Kids	\$40	
Hiking socks (wool or synthetic)	\$20	
Hiking pants - Mens Hiking pants - Womens Hiking pants - Kids	\$40	
Long underwear/ thermal underwear set	\$30	
Fleece jacket	\$30	
Wool / fleece hat	\$20	
Wool / fleece gloves / mittens	\$20	
Rain Gear	\$40	
Laundry Bag	\$10	
Headlamp & Batteries	\$20	
Sunglasses & Croakies	\$20	
Water bottle - Quart size, up to two bottles	\$15 each	
Camping plate, cup, silverware	\$20	
Swim suit /swim trunks	\$20	

Equipment Assistance Pre-Approval Procedures:

1. Review camp packing list to determine what camp suggests to pack. See the [ATS Camp Directory](#) for camp website links and contact information to acquire a packing list and talk with camp staff for specifications on packing list items as needed.
2. Contact camp to determine availability of loaner or rental equipment. Be sure to request these items with camp **AND** list as "Items to Loan or Rent" on the ATS Pre-Approval Request form.
3. Complete the ATS Equipment Assistance Pre-Approval Request form by **May 15th**.
 - a. Login at the [A Thousand Summers site](#).
 - b. Click "You have One Checklist to Review" in the yellow banner at the top.
 - c. Click on "Equipment Assistance Pre-Approval Request".
 - d. Click the "Fill Out" button and mark the items you would like to purchase or rent.
 - e. Click Submit.
4. If you have multiple children, please complete the form for each child as needed.
5. Pre-approval decisions will be returned by email within 3 business days of form submission.
9. Upon receiving pre-approval authorization from ATS, items may be scheduled for loan or rental with your camp and items approved for purchase may be purchased.
10. Keep all original receipts for reimbursement. Reimbursement requests must be made within 30 days of purchase.
11. To complete an equipment assistance pre-approval offline, download paper forms at [A Thousand Summers/Programs/Resources](#) or contact the ATS Programs office at the number below.

Equipment Reimbursement Request Procedures:

1. Reimbursements will only be considered for pre-approved purchases with receipts within 30 days of purchase date.
2. Complete the ATS Reimbursement Request Form with 30 days of purchase
 - a. Login at the [A Thousand Summers site](#).
 - b. Click "You have One Checklist to Review" in the yellow banner at the top.
 - c. Click on "Reimbursement Request".
 - d. Click the "Fill Out" button. Enter the information requested.
 - e. Click Submit.
3. If you have multiple children, please complete the form for each child as needed.
4. To complete a reimbursement request offline, download paper forms at [A Thousand Summers/Programs/Resources](#) or contact the ATS Programs office at the number below.
5. After you have completed the Reimbursement Request form, upload your receipts. Take a photo of all receipts and upload them together as one file, or upload individually.
6. Upload receipts in one of two ways:
 - a. Upload to [ATS Drop Box here](#).
 - b. Upload into your ATS account:
 - i. Login at the [A Thousand Summers site](#).
 - ii. Click "You have One Checklist to Review" in the yellow banner at the top.
 - iii. Click on "Reimbursement Receipts".
 - iv. Click "Attach File"
 - v. Select the receipt file to upload
 - vi. Repeat until all receipts are uploaded.
7. To complete a reimbursement request offline, download paper forms at [A Thousand Summers/Programs/Resources](#) or contact the ATS Programs office at the number below.

8. ATS will process reimbursement requests after all receipts have been submitted. Reimbursement decisions will be returned by email within 3 business days of form submission. Receipts must be submitted within 30 days of purchase. ATS will mail a reimbursement check.