

# SCHOOL CAMP CHECKLIST

## 1 YEAR BEFORE CAMP

- Select the camp location. Useful resources include the Directory of Residential Camps and the CCNZ web page
- Take a tour of the camp facility before booking. Camps always have staff available to meet with camp coordinators and go over their plans. Any difficulties can be discussed and other options can be presented at this point. Careful planning at this stage eliminates confusion and worries later.
- Sign a booking contract. - Be aware of financial penalties and minimum charges, should you have to cancel.
- Place the camp dates on the school calendar.

## 6 MONTHS BEFORE CAMP

- Carefully think through the ultimate goal or purpose of your camp.
- Consider all the costs and work out a camp budget. Remember: Camp Fees, Camp Activity charges, Bus cost, Costs of visiting out-of-camp venues, special costs like hireage of equipment, prizes etc
- Consider fund raising activities if necessary.

## 3 MONTHS BEFORE CAMP

- Send letters out requesting fees and permission slips. Mention it in the school newsletter.
- Consider arrangements for parent help and include in permission notice. Arrange this if it is needed.
- Start to plan out the camp programme activities (possibly with students on a 'camp committee') and create a detailed camp schedule.
- Touch base with the camp to make sure all plans are confirmed. Discuss activities with camp staff. (Some camps need to arrange extra instructors or have more than one group in at a time, so the earlier you are on to this, the better)
- Request Risk Management sheets from Camp or Outdoor Provider.
- If you haven't visited the Camp do it now.

## 1 MONTH BEFORE CAMP

- Get aggressive on gathering permission slips and payment for camp. Ask about special needs, diets etc
- Finalise the programme, including some contingencies for bad weather. Forward the programme to camp staff.
- Create a detailed requirements checklists.
- Develop your Camp workbook for students.

## 1 WEEK BEFORE CAMP

- Finalise details with camp staff, e.g. final numbers, special diets.
- Gather up materials, prizes, games, musical instruments, sound gear, food etc.

## ON CAMP

- Enjoy the experience with your children.
- Delegate whatever you can to reliable parent helpers and responsible students.
- Arrange a night roster for adults settling children after lights out. The teacher does not need to be up late every night! (The first night is usually the latest.)