

Camp Leader's Checklist

THE BOOKING PROCESS

- Send signed application form.
- If accepted and Camp is available, a tentative booking is made & a Quote sent to the Camp Leader.
- Once the signed Quote has been returned; an invoice is raised for the deposit. Payment is required within 14 days of the Quote being issued, to confirm your booking.
- A balance invoice is raised 30 days prior to camp; full payment is due 14 days prior to camp.

PLANNING YOUR CAMP

- Complete your Excursions Management Plans and have them signed by your appropriate authority.
- Send home Parent Information, Parent Consent, Medical Authority & Media Permission forms.
- Arrange transport.

30 DAYS PRIOR TO CAMP

- All relevant parent permission forms have been received and collated.
- Confirm camper numbers, meal selections, activities, program & special diet requirements by return of these completed and signed forms: 'Confirmation of Booking Details', 'Camp Program', 'Special Diets'.
- Balance invoice issued. Forward to your finance officer for payment 14 days prior to camp.
- Send 'what to bring', clothing and equipment checklist home.
- Allocate dormitories, including supervision (liaise with Camp Management re: dorms for your camp).
- Organise staff and student duty roster.
- Brief all campers (including all adults) regarding the camp program, what to bring, what not to bring, roles of all campers, behaviour expectations, desired outcomes and focuses of the camp.

OTHER CONSIDERATIONS

- Create a camp diary or booklet for students/campers.
- Send a copy of the Camp Program home to parents.
- Make wet weather plans in the event outdoor activities are not appropriate.

14 DAYS PRIOR TO CAMP

- Ensure camp payment has been made in full.

ON ARRIVAL AT CAMP

- Assemble all campers in pre-arranged location for briefing from Camp Staff.
- Camp Leader to go to check-in meeting with Camp Staff.
- Campers move in to allocated dorms, the Camp Program begins!

DURING CAMP

- Ensure daily duties are completed (refer Camp Leader's Folder, issued at check-in meeting).
- Ensure an adult staff member is allocated to assist Camp Staff with delivery of Special Diets meals.
- Ensure the safe facilitation of the camp program; respond to and manage any incidents that may occur.

DEPARTING CAMP

- Complete daily duties and 'bump-out' duties (refer Camp Leader's Folder).
- Check all dorms, common areas and ablutions for lost property.
- Return Camp Leader's Folder and keys to Camp Staff at the check-out meeting.

AFTER CAMP

- Advise Camp Management of any variance in camper numbers.
- In the case of variance, ensure Final Account is paid within 14 days.
- Send Feedback form to Camp Management; we want your next camp to be even better than this one!
- Remember to book Kerem Adventure Camp for next year's camp.

Thank you for choosing to stay at Kerem Adventure Camp, we hope to host you again soon!