

# Camp Leader's Checklist

## THE BOOKING PROCESS

- Complete Kerem Adventure Camp [Online Application Form](#).
- A tentative booking is made. A quote and Booking Form are sent to the Group Coordinator.
- Sign and return the Booking Form.
- An invoice for deposit is issued to be paid within 7 days.

## PLANNING YOUR CAMP

- Complete Excursion Management Plans and have them signed by appropriate authority.
- Send home Parent Information, Parent Consent, Medical Authority & Media Permission forms.
- Book your transport – [contact us](#) to add it to your quote!
- Select your menu using our online [Menu Selection Form](#).
- Choose some exciting educational activities with our online [Activities Selection Form](#).

## FOUR WEEKS PRIOR TO CAMP

- Confirm camper numbers, menu selection, activities program and sleeping arrangements when we email you the final program.
- Disclose any self-facilitated activities and ensure they are covered under your school or group's insurance policy. Cahoots Adventure Camp requires a Certificate of Currency for Public Liability Insurance for third-party contractors.

## THREE WEEKS PRIOR TO CAMP

- All relevant parent permission forms have been received and collated.
- Forward Pre-Camp Invoice to the Accounts Officer for payment (due 14 days prior to camp).
- Send 'what to bring' checklist home.
- Finalise and forward the Dietary Requirement Report to [info@cahootsadventurecamp.org.au](mailto:info@cahootsadventurecamp.org.au).

## OTHER CONSIDERATIONS

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

## TWO WEEKS PRIOR TO CAMP

- Ensure camp payment has been made in full.

## ON ARRIVAL AT CAMP

- Check in with the Cahoots Team and complete induction form provided.
- Brief campers on ERP and General Camp Rules (this can be done by a Cahoots Team)

## DURING CAMP

- Self-Catered Camps: Ensure kitchen and dining hall hygiene is maintained.
- Catered Camps: Allocate an adult to assist staff serving dietary requirements during mealtimes.
- Ensure the safe facilitation of the camp program; report any incidents that may occur.

## DEPARTING CAMP

- Complete 'check-out' duties on hut and kitchen walls.
- In the case of variance, ensure Post-Camp Invoice is paid within 14 days.
- Secure your next booking with Cahoots Adventure Camp!