

Preparation Checklist

January/February:

- Obtain approval from your school administration
- Check Summer Camp dates with your schedule to determine which week you can attend
- Post the Summer Camp Promotional Information and Sign-Up Sheet
- Recruit students
 - Use promotional materials on the website (Video, PowerPoint's, etc)
 - Set a deadline for registrations to be received
- Line up transportation
- Plan for fundraisers to help pay for camp. We also recommend asking for local businesses and individuals to sponsor a student.
- Post REV IT UP information. Ask students to bring small donations to REV IT UP
- Distribute information to parents and students
 - Letter to Parents
 - Parental Consent Form/Medical Form/Code of Conduct
 - Camp Policies/Dress Code
 - What to Bring

March/April:

- Collect money from students
- Submit Online Registration and send Deposit at least four weeks before camp. (Send it earlier to make sure you get the week you want - some weeks will fill up before the deadlines!)
- Line up chaperones as needed. If you do not have an advisor for both genders, line up a chaperone OR contact an advisor from another school who is coming to camp for the same week.
- Remind students to bring small donations to REV IT UP

April/May:

- Line up balance payment and REV IT UP funds through your school bookkeeper
- Make any changes in your numbers before the Early Registration Deadline
- Discuss policies and expectations with students
- Remind students to bring small donations to REV IT UP.
- Collect any remaining money from students
- Collect Parental Consent Form/Medical Form/Student Code of Conduct
 - Make copies for you to have during camp and for travel after camp.

One Week prior to Camp:

- Submit Online Final Registration Roster by Wednesday 2:00 PM

Bring With You to Camp:

- Check for balance due
- Accurate Final Registration Roster
- Signed Parental Consent Form/Medical Form/Student Code of Conduct for every person
- Door Prize (\$10 value) and REV IT UP funds

After Camp:

- Turn in Feedback Forms before departure
- Send a press release to local newspaper