

# Preparation Checklist

## 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 CD (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.
- 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
- Send in Registration Form and Deposit at least three 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.

## April/May:

- Line up balance payment through your school bookkeeper
- Discuss policies and expectations with students
- Collect any remaining money from students
- Collect Parental Consent Form/Medical Form/Student Code of Conduct
  - Make copies for your use

## One Week prior to Camp:

- Fax or email Final Registration Roster

## Bring With You to Camp:

- Check for balance due
- Accurate Final Registration Roster
- Signed Parental Consent Form/Medical Form/Student Code of Conduct

## After Camp:

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