

# School Camp Checklist

	<b>Step 1</b> <b>At time of booking</b> <i>One year before camp*</i>	<b>Step 2</b> <i>Six months before camp.*</i>	<b>Step 3</b> <i>Three months before camp*</i>	<b>Step 4</b> <i>One month before camp</i>	<b>Step 5</b> <i>Two weeks before camp</i>
Camp Programme	<ul style="list-style-type: none"> <li>Having selected El Rancho as your preferred camp location, check through the rest of our website <a href="http://www.elrancho.co.nz">www.elrancho.co.nz</a> to get a better idea of what's on offer.</li> <li>Use this to guide any questions you might have.</li> </ul>	<ul style="list-style-type: none"> <li>Carefully think through the ultimate goal or purpose of your camp.</li> <li>Look at how you are going to communicate this to students and adult helpers.</li> </ul>	<ul style="list-style-type: none"> <li>Start to plan out the camp programme activities (possibly with students on a 'camp committee') and create a detailed camp schedule.</li> <li>Forward this draft copy of your camp schedule through to us at El Rancho. Discuss activities with camp staff, the earlier you do this, the better. The camp staff will check through the programme and suggest any changes that may be needed.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise the programme in communication with the El Rancho staff, including some contingencies for bad weather.</li> <li>Forward the agreed finalised copy of the programme to the camp for their records.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise details with camp staff, e.g. final numbers, special diets.</li> </ul>
Bookings, Budgeting,	<ul style="list-style-type: none"> <li>Pick a date and area of camp and sign a booking contract. – Please read this carefully and be aware of financial penalties and minimum charges should you have to cancel.</li> <li>Also, be aware of details such as check in and departure times</li> <li>Consider all the costs and work out a camp budget. <b>Remember:</b> camp fees, camp activity charges, bus costs, costs of visiting out-of-camp venues, special costs like hireage of equipment, prizes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Read through the information pack to be aware of the expectations and requirements for your area of camp.</li> <li>Consider fundraising activities if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Sort out a structure for organising groups into cabins, activities, and duties.</li> <li>Make sure that any fundraising money is being collected.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise who is in groups for cabins, activities and duties (allowing for last minute withdrawals or additions).</li> </ul>	<ul style="list-style-type: none"> <li>Make sure that students and adult helpers know which groups they are in and put in place any buddy systems.</li> </ul>
Administration & Paperwork	<ul style="list-style-type: none"> <li>Place the camp dates on the school calendar.</li> <li>Talk through with the principal about requirements for the camp</li> </ul>	<ul style="list-style-type: none"> <li>Make sure all staff involved have been briefed.</li> <li>Make sure any BOT requirements are met or check listed.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise any planning requirements</li> <li>Download RAMS from our website for the activities you have chosen.</li> <li>Send letters out requesting fees and permission slips (include requests for parent helpers). Mention it in the school newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>Work through pre-assessment work needed.</li> <li>Get aggressive on gathering permission slips and payment for camp. Ask about special needs, diets, etc. Forward important information to El Rancho's Bookings Officer.</li> <li>You may wish to brief your adult helpers about their roles on camp.</li> </ul>	<ul style="list-style-type: none"> <li>Complete pre-assessments as needed.</li> <li>Hand out any information packs.</li> <li>Assign responsibilities to adult helpers, e.g. night-time roster.</li> </ul>
* Times mentioned in the first three steps are a guide only, and would not apply in the case of a late booking.					