

Camp Organisers Check List

"Good planning compensates for lack of talent" and "prior preparation and planning prevents poor performance"

Before your camp.

1. Discuss the proposed camp with your Principal, Committee or members and the Camp Manager.
2. Integrate the proposed camp across the curriculum.
3. Pay your deposit in order to secure your booking.
4. Arrange transport.
5. Fund raise.

At least one month before the camp!

1. Camp Medical Authority Form & Camp Permission Form sent home and returned.
2. Camp School Return faxed to the camp school - (08) 9776 1649.
3. Email your program to Pemberton.CS@det.wa.edu.au
4. Complete the requirements for the camp Excursions: Off School Site Activities. Documentation provided by the camp school. External providers on request.

You

1. For any bookings made by the camp school we provide for 'schools only' on completion of your stay one invoice covering accommodation, meals and all activities and excursions conducted both on and off site.
We invoice schools from WA at the end of the camp!
2. Supplied information to participants.
3. Organise dormitory rosters, competition and allocation.
4. Finalised evening programme & made wet weather alternatives - just in case
5. Organised a staff roster.
6. Briefed all who are attending camp on everyone's role at camp including the role of Camp Manager and staff.
7. Forwarded final details of the camp to the parents and received payment for camp.

Leading up to Camp!

1. Discussed and organised duty tasks with the students.
2. Discussed the clothing list and taken home.
3. Completed the Camp Policy form.
4. Make up camp booklet.

During Camp!

1. Reread roles and responsibilities.
2. Reinforce camp policy.
3. Organise excursion thank you speakers.
4. When in doubt liaise with Camp Manager.

After Camp

1. Debrief the camp with the students, appraise the camp.
2. Any outstanding payments to be sent.
3. Thank you letters.
4. Camp Diaries and photographic display in the school library or classroom. Write a report for the school newsletter or town newspaper.
5. Compile and burn a CD or DVD with camp photographs, video and students' work.
6. Make a booking at the Pemberton Camp School for the following year.