

Camp Prep Timeline

6wks before

- Due date for all health forms and final payments
- Reminder postcards mailed for balance/health form information
- Start looking at t-shirt designs
- Kid picture pages for leaders

1 month before

- Order t-shirts, First 30 QT books
- Start planning for camp follow up
- Chase down missing/incomplete health forms and payments (strong suggestion: put the health form on your website for the people who lost it)
- Confirm buses – get contact info in case bus doesn't show up

10 days before

- 10 Day Call In Sheet to camp (should get emailed from camp)
- Copies of health forms (all parts)
- Gather Cabin items – (items for events – face paint, bandannas, team unies for volleyball, extra sunscreen, etc.)
- Gather bus items – (movies, baggies/markers/tape/boxes for electronics, small first aid kit, etc.)
- Mail reminder postcards to kids – meeting time/location, cell phones taken up, emergency contact number (camp) for parents while we're gone
- Print follow up info cards to put with books and pack in box to hand out at camp
- Pack "End of Week" box – camp follow up stuff, pens (for postcard writing)
- Pack t-shirts (however you get those to kids – by cabins if they are handed out that way)

Day before camp arrival

- A-Form (YL6202) and Housing Request (YL6201) faxed to camp **no later than noon day before arrival**

Upon arrival at camp

- Turn in health form copies
- Turn in updated A-form if it has changed since faxing in

Post Camp

- Camp follow up – start within 24 hours of being home
- Postcards written by kids mailed to donors