

CAMP CHECKLIST

PRAY

- Pray for every aspect of camp throughout the entire process!

PROMOTE CAMP

- Promote Camp: we can help you with videos and artwork. Posters and invite cards are normally sent out in the spring.

SIGN CAMPERS UP

- Every person coming must have a signed release of liability waiver to attend. Parents must sign this, and we need the form completed no later than two weeks before camp so we can make nametags with the information.
- Collect money. Your group is responsible for collecting camp fees, and paying the deposit and final balance at the appropriate time. Make sure they understand that within a certain deadline (variable by camp date) their payments are non refundable.

RECRUIT ADULT LEADERS

- Find trusted adults to be supervisors for your group. They will stay in the dorms and be responsible for supervision of your group. You need at least 1 adult for every nine campers in both genders.
- Make sure all adults have been background checked, have references, and follow any of your organization's policies for screening adults who will be around minors.
- Make sure every adult also completes the online liability waiver with your group's link.

FUNDRAISE

- Plan opportunities for campers to earn money for camp, like: meals, candy sales, service projects, car washes, yard sales, etc.
- Let your church & community know of the need. Businesses and individuals love supporting young people, and some may be particularly passionate about camp.

CAMP CHECKLIST

COMMUNICATE DETAILS

- Share transportation, departure and arrival information with families
- Share What to Bring List
- Go Over Dress Code
- Share Theme Nights
- Talk about Snack Shack & Gift Shop money, and the extra fee Adventure Activities that are available during your session. Decide if you want to check in money to camper accounts.

FINAL REGISTRATION (normally 2 weeks before, unless session reaches capacity, then earlier)

- Send office your final attendance numbers (includes males & females in dorms, number of adults and minors, and any private rooms needed). Any cancellations after this date will still need to be paid in full. If space is available, campers can be added after this for your camp rate +\$20/person late registration. **Use Program Confirmation Form emailed to you.**
- Send office all shirt sizes. **Use Program Confirmation Form emailed to you.**
- Send office the signed background check form for all adults attending.

FINAL PAYMENT (normally 1 week before, unless a session reaches capacity, then earlier)

- Make final payment
- Receive dorm assignment from Oakridge and make your camper lodging assignments
- Receive team color and communicate to your group!