

DAKOTAS CONFERENCE WORKSHEET FOR PLANNING CAMP

(Please submit to the Site Director **THREE WEEKS** prior to camp to facilitate planning for multiple groups)

Camp Name: _____ Dates: _____

Camp Site: _____ Dean(s): _____

Pre-camp Training Process: (Prior to the day before camp): _____

Day before camp arrival time, number expected, etc.: _____

Major Theme: _____

My Goal(s)/Purpose(s) for Camp: _____

My Program Material is: _____

How will I know if I am achieving my goal(s)? _____

I will plan for _____ campers.

I will need _____ Counselors: Use the following camp policy to determine the number of counselors you will need.
(Ages 4-5, 1 adult/5 campers; Ages 6-8, 1 adult/6 campers; Ages 9-14, 1 Adult/8 campers; Ages 15-18, 1 adult/10 campers)

C.I.T.s (Counselors in Training) may assist but should not be left alone with campers. They must be at least 16 years old and at least three years older than the oldest camper. C.I.T.s must complete the application found in this packet and must have a recommendation from their pastor/youth worker. You may have one C.I.T. per 20 campers or one male and one female per cabin.

Counselors Contacted: Please see the bottom of page 2 to list counselors and resource persons. Can some of the counselors lead games, crafts, singing, center times, Bible studies, etc. or do I need to include other persons to share the leadership responsibilities?

Special Activities I want to include: _____

Crafts I want to include and the supplies I will need for them: _____

I need to contact the Site Director about: _____

TIMELINE

<u>TASKS</u>	<u>DEADLINE DATE</u>	<u>COMPLETED</u>
Contact the Camping Office if advance program money is needed	_____	_____
Counselors & resource persons secured	_____	_____
Contact Site Director	_____	_____
Pre-camp training planned	_____	_____
Materials purchased	_____	_____
Plans made for crafts	_____	_____
Registration and schedule assignments made	_____	_____
Cabin assignments made	_____	_____
Devotions and worship planned	_____	_____
Reports and evaluations completed & sent	_____	_____
Write "Thank Yous" to staff	_____	_____
Write "Follow-up" letters to campers (The Camping Office will send these out if you send a copy ready letter)	_____	_____

COUNSELORS & RESOURCE PERSONS CONFIRMED

<u>NAMES</u>	<u>CONTACTED</u>	<u>YES</u>	<u>NO</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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