

Teacher Camp Preparation Checklist

Key Camp Details					
Year level			Main Contact name		
Date of Camp			Mobile number		
Location of Camp			Email		
Number of participants	Students		Budget		
	Teachers				
Activities to include			Required Outcome		

Camp	Date Due	✓	Venue	Date Due	✓
Camp outcome defined			Venue booked		
Camp activities researched			Catering organised		
Camp venue space determined			Venue logistics organised		
Camp provider chosen/booked			Sleeping plan finalised		
Risk Assessment prepared			Car and bus parking confirmed		
Transport booked			Venue Emergency Plan reviewed		
Camp deposit/invoices paid					

Camp Attendees	Date Due	✓	Camp Attendees	Date Due	✓
Camp invitations sent			Camp Registration form sent		
Reminders sent			Camp Registration form signed		
Written consent/ RSVPs received			What to bring camp checklist shared with attendees		
Numbers confirmed			How to get to venue organised		
Travel required (bus/car/fly)			Activity groups arranged		
Dietary requirements			Duty groups arranged		
Group configurations - Rooms (dormitories/cabins) and tents					

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Confirmation Actions	Date Due	✓	On Camp	Date Due	✓
Participant numbers confirmed (students/adults)	2 weeks prior		Take a first aid kit		
Student list finalised and printed (includes medical, emergency contact details, dietaries, activity groups and duty groups)			Printed Student list (includes medical, emergency contact details, dietaries, activity groups and duty groups)		
All camp registrations complete			Take participant medications		
Catering and dietary requirements confirmed			Sports equipment and any additional IT equipment		
Transport confirmed (bus/car/plane)			Printed bus activity sheets and camp booklets		
Venue confirmed			Box/esky for lunches		
All camp invoices paid in full			Staff/parent car at camp		
Check weather if outdoors/ backup plan actioned			Printed Risk Management Plan and Emergency Management Plan		
Reminders sent to participants <input type="checkbox"/> What to bring checklist <input type="checkbox"/> Recess/lunch on day 1 <input type="checkbox"/> Departure and return details <input type="checkbox"/> Camp rules and expected behaviour			Meet and greet with camp facilitators <input type="checkbox"/> Camp rules for a safe and fun camp, expected behaviour <input type="checkbox"/> Actively participate and have FUN!		
<i>Relax and enjoy camp!</i>					

Notes

If you would like help organising your Camp from start to finish, please contact the Beyond the Classroom team for more information on planning services.



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