



CAMP PREP CHECKLIST

DEADLINES

- Jan 31st** - \$75 per person deposits due
- May 1st** - Final date to drop spots without incurring \$75 cancellation fee
- 14 Days Before Camp** - Submit your Participant List, Church Agreement, Waivers, and Final Balance

PROMOTIONS

- Download images for social media and print on Step 1 of the Prep Center
- Post digital images to Facebook, Instagram, Church Website, etc.
- Display posters around your church
- Begin sign-ups (downloadable sign-up sheet available on Step 1 of the Prep Center)
- Download videos from studentlife.com/videos
- Show videos during youth group and church services
- Plan and schedule fundraisers

PARENT MEETING

- Review forms on Step 2 of the Prep Center
- Provide parents with the link to submit online waivers
- Prepare information packets using Parent Packet (Prep Center), Church Medical Release Form (church use only), and any church-specific information
- Give information packets to students whose parents do not attend the Parent Meeting

ADULT LEADER MEETING

- Recruit adult leaders and Bible Study leaders (Life Group Leaders)
- Background check all adult leaders in order to complete page 2 of the Church Agreement
- Have adults complete Child Protection Training (as needed per location)
- Download Bible Study curriculum from the Prep Center (available in the spring)
- Outline adult leader expectations (see church agreement), roles at camp, schedule, etc.
- Distribute Bible Study curriculum (hard copies or link to website)
- Optional: hold a separate training session for those who will be serving as Life Group Leaders to help them prepare to teach the Bible Study at camp

COMPLETE BEFORE CAMP

- Finalize your housing and meal plans
- Finalize your transportation plans
- Complete background checks on all adult leaders
- Submit your Church Agreement
- Submit your Participant List
- Pay Final Balance
- Ensure all Waiver and Release forms are submitted (students and adults)
- Edit Participant List with updates
- GET EXCITED!**

