STUDENT LIFE CAMP

EST 1993

CAMP PREP CHECKLIST

DEADLINES

- [ ] **Jan 31st** - $125 per person deposits due
- [ ] **May 1st** - Final date to drop spots without incurring $75 drop 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 under Promo Materials on the Prep Center
- [ ] 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
- [ ] 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 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
- [ ] Announce your Camp Squad color to your students (emailed to you 26 days before camp)
- [ ] **GET EXCITED!**