

RESPONSIBILITIES TIMELINE & CHECKLIST

STEERING COMMITTEE/DAY CAMP COORDIANTOR

Fall Months _____ Council approval of hosting a Lutherwood Day Camp
December 31 _____ Day Camp Application/Deposit due to reserve a date
January 30 _____ Recruit a Day Camp Coordinator
Before May 1 _____ Attend pre-summer workshop (coordinator and church professional)
8 wks before camp _____ Establish Risk Management Plan & Emergency Procedures
2 wks before camp _____ Send map and vital stats sheet to Lutherwood
During camp week _____ Final payment given to Lutherwood staff
_____ Give copy of volunteer names and addresses to Lutherwood staff
_____ Give copy of all camper registration forms to Lutherwood staff
2 wks after camp _____ Hold a follow up meeting to evaluate program
2 months after camp _____ Make action plan for next summer day camp
September 1 _____ Contracts and Deposits accepted for next summer Day Camp (dates are considered open until we receive a deposit and contract)

SITE AND FACILITIES

April 30 _____ Select a site to hold Day Camp
6 wks before camp _____ Establish usable/restricted areas at the site

- open space for running
- craft room
- supplies storage
- meeting space & worship areas
- emergency telephone
- running water
- rainy day space
- restrooms

6 wks before camp _____ Secure additional liability coverage as needed
_____ Contact local fire and rescue squads informing them of the Day Camp dates
4 wks before camp _____ Secure supplies for cookout or other activities sponsored by the congregation
2 wks before camp _____ List of contact names and numbers for facility problems
Until 1st day of camp _____ List of other groups using the space, i.e. funerals, committee meetings

VOLUNTEER STAFF

6 wks before camp _____ Recruit volunteers

6 wks before camp _____ Volunteer interviews and screen process established and followed
_____ Host families recruited & sent information letters
2 wks before camp _____ Inform & invite church professionals to participate in camp
_____ Arrange for Lutherwood staff meals and host family specifics
_____ Communicate with volunteer staff about Sunday training with Lutherwood staff

PROMOTION & REGISTRATION

10 wks before camp _____ Develop a promotion plan for publicizing day camp & evening programs
8 wks before camp _____ Establish camper fees and registration deadline
6 wks before camp _____ Organize speakers/field trips/service events
_____ & evening programs
4 wks before camp _____ Establish Daily Schedule
Until 1st day _____ Distribute, collect, and confirm registrations
_____ Create daily send home information and get ready for easy distribution