



# Camp Office Checklist

Use this checklist to get your office ready for the camp week!

## Getting Organized

### Forms the staff will use each week:

- Camper Registration Forms: keep in notebook near the phone
- Staff Application: Keep in staff files for referral
- Emergency Report Form: Keep in office & first aid kit
- Medication Treatment Log: Keep in office & first aid kit
- Camper Check-in Forms: Keep in office & on Tribe clipboards
- Staff Weekly Evaluation Forms: Put in staff mailboxes on Thurs.
- Parent Evaluation Forms to send home on Thurs.
- Staff Stuff Fill out at STE, keep in staff file.
- Camp map indicating activities & room assignments
- Camper Sign-in Forms for Small Group clipboards

### Lists needed in the Camp Office:

(Post These On the Wall for Easy Access!)

- **List #1** should be 1 page per small group to include: Small Group Leader / Support Staff, assigned, room assigned, campers names, allergies, T-shirt size, BC/AD, & hot lunch order (For group SGL, Support Staff, Volunteers and the office wall!)
- **List #2** should include the following: All campers and staff who have ordered hot lunch for the current week. (Posted for parents to check and used to place order with vendor.)
- **List #3** should include the following: Before Camp and After Camp list of campers / staff medications and allergies (For office wall and extended day staff.)
- **Daily Schedule** for each staff person, also for the office wall. Make extra copies.
- **Volunteer List** – Names, date/time commitment, special serving area. Posted in the office.
- **Worship Rotations** – List of Tribes and when they each lead worship and table grace,

### Other Stuff To Check Off:

- Supplies – paper, tape, markers, sharpies, storybooks, chalk, bubbles, butcher paper, color sheets, colored paper, etc.
- Daily supplies to support curriculum—plan ahead and buy in bulk to save money.
- Nametags for visitors, campers, staff (Make each week).
- Identify “Small Group Spots” with signs of some sort. Mark all rooms that will be used by camp, as needed so parents can easily locate their children.

### Additional Forms for the Camp Office

- Medication Form / Zip-lock Bags
- Parent Evaluation Form
- Welcome Letter
- End of Camp Check-out Form
- Staff files containing all staff information
- Sign-up lists as needed for drivers and other volunteers
- Reminder signs for Splash Day, Hot Lunch and other special events
- Staff Salary Chart (not for staff eyes!)

## Set Up the Camp Office for Success

### For Safety

- Phone Access – with emergency #'s posted and Camper Notebook nearby
- Medicine Forms – in a zip-lock bag for safe keeping
- Ouch Forms—send these home to parents if campers get hurt in any way
- Accident Report Forms—just in case
- Ice—in zip lock bags in the freezer for hurt campers
- Cot or Sofa & Pillow – for designated rest spot or sick bed as needed
- (This should be located in a place where an adult will be present for supervision)
- Camper Notebook – Original camper registration forms in alphabetical order for quick reference
- First Aid Kit & log – placed where an adult, phone and camper notebook are at all times

### For Staff

- Staff Mail Boxes – vital communication, affirmation & information center at camp
- General Supplies – such as paper, storybooks, tape, markers, chalk, bubbles, butcher paper, etc.
- Daily supplies— specific to the program needs of each day
- Ticket supplies – for affirmation and re-filling staff bags (recycle from the camp store each day)
- Staff Meeting Clipboard – afternoon staff meeting agenda list
- Clock – synchronize all watches on Monday to the official camp time!
- Oops Forms – in case this is needed for teaching responsible behavior to campers
- Copies of all forms that may be needed during the week including worship planners, evaluations, sign-ins, medicine,

### For Quick Reference

- Small Group List – Campers names sorted by Small Group with SGL, Support Staff & room assignment
- Daily Schedule – Copies for the staff and to post on the wall for handy access
- Staff Files – Staff applications with emergency information for easy access
- Name Tags – worn by everyone on the camp grounds – including visitors (have extras available)

### For Campers

- Camp T-shirts – distributed to campers, with names on them. (Order extra)
- Children's books and games – resources for quiet times and for Sabbath
- Comfort Box – Extra towels, shorts, underpants, shorts & t-shirts for “accidents” which do happen

## Details...Details!

- Staff Mail Boxes – vital communication, affirmation & information center at camp
- Phone Access – with emergency #'s posted and Camper Notebook nearby
- Tribe List – Campers names sorted by Tribe with SGL, Support Staff & room assignment posted on the wall for easy reference
- Daily Schedule – Copies for the staff and to post on the wall for handy access
- Camper Notebook – Original camper registration forms in alphabetical order for quick reference
- Staff Files – Staff applications with emergency information for easy access
- General Supplies – such as paper, storybooks, tape, markers, chalk, bubbles, butcher paper, etc. for staff
- Daily supplies– specific to the program needs of each day
- Name Tags – worn by everyone on the camp grounds – including visitors (have extra's available)
- Camp T-shirts – distributed to Tribes, with names printed on them
- Cot or Sofa & Pillow – for designated rest spot or sick bed as needed (placed where an adult will be present)
- First Aid Kit – placed where an adult, phone and camper notebook are at all times
- Children's books and games – resources & resting materials
- Ticket supplies – for affirmation and re-filling staff bags (recycle from the camp store each day)
- Staff Meeting Clipboard – afternoon staff meeting agenda list
- Clock – synchronize all watches on Monday to the official camp time!

## Weekly Checklist

- Do in advance of week one and check as needed each week
- Staff Mail Boxes available & labeled
- Emergency phone #'s posted by main phones
- Divide campers into small groups by age & requests.
- Assign SGL & Support Staff to groups
- Name Tags for everyone – campers, staff, volunteers and visitors all need to be identified
- Camp T-shirts should be distributed by the end of the first day of each week.
- Anticipate medication & dietary needs based on forms and alert staff as necessary
- First Aid Kit should be in good order—this should be checked by a medically trained person at your church
- Rest spot for tired / sick campers & staff with a cot, sheet and pillow in a place where adults can easily supervise
- Lost & Found box in a visible place for parents to check
- Box or bag with changes of clothes for accidents
- Tickets for affirmation in a large zip-lock bag for each staff member
- Sandwich size zip-lock bags for each camper labeled with their name for saving tickets (or some other method)
- Check stock at the camp store and re-order by Wednesday of week one if needed
- Prepare Small Group clipboards with 5 sign-in sheets
- Prepare forms, notes, etc. in advance when possible
- Games, books and other resources for counselor support
- Assign staff to lead morning devotion
- Assign Alpha & Omega leadership to Small Groups
- Assign staff leadership for lunch grace each day (Opening & closing grace!)

## Daily Checklist

- Pray for the staff, campers & families
- Know the daily story
- Lead daily staff meeting
- Plan announcements for Alpha
- Affirm staff & campers
- Check on campers with concerns
- Make medication schedule for the day. Alert staff as needed
- Be sure daily supplies are available
- Give staff any updated lists needed
- Observe Tribe groups in action
- Enjoy the staff & campers
- Tribe clipboards should start each day with a fresh sign- in form. (Just move the used form back!)
- Recycle tickets from the camp store every few days
- Visit rotations occasionally
- Put notes in Staff Mail Boxes
- Review clipboard for daily staff meetings
- Order hot lunch from vendor at least one day before it will be served—don't forget to add volunteers to the food count
- Keep a running “shopping“ list if you have volunteer shoppers
- Respond to sick or injured campers as a priority
- Make copies of forms, notes, etc. as needed
- Put up reminder signs for parents as needed.
- Prepare for next week
- Care for supplies, store when finished
- Manage budget