**Pre Camp Planning**

* Date set
* Venue booked
* Transport arranged
* Costings considered (think: venue, food, activity, transport costs)
* Advertising approved by National Office
* Social Media Event
* Event on YLA Website
* Indemnity collection & check process in place
* Parent letter written
* Camp packing list made for campers & leaders
* Camp Roles considered
	+ Camp Director
	+ Program / Activities
	+ Camp Cook
	+ Camp Speaker
	+ Camp Staff / Work Crew
	+ Photo’s & / or video
	+ First Aid Officer
* Safety Manual Reviewed with planned activities
* Risk Assessments complete

**Pre-Camp Checklist**

* Final chase up of any outstanding payments
* Checking of indemnity information – allergies / medical conditions
* Packing list to campers & leaders
* Final communication with guardians / parents
* Emergency contact number provided to guardians / parents + leaders NOK

**Camp Packing Checklist**

* Cutlery
* Bowls
* Plates
* Cups
* Pots & Pans
* Serving bowls
* Serving platters
* Chopping Boards
* Sharp Knives
* Tongs
* Flipper
* Soup Ladle
* Can Opener
* Peeler
* Grater
* Paper Towel
* Disposable Trays
* Cooking Oil
* Gloves
* Hand Sanitizer
* Washing Brush
* Dish Cloths
* Detergent
* Tea Towels
* Oven Mitts
* Scourer
* Foil
* Glad Wrap
* Zip Lock Bags
* Plastic Containers for food storage
* Garbage Bags
* Butane Cooker
* Butane Fuel
* Matches
* Citronella / Mozzie Coils
* Fire Lighters
* Dust Pan & Broom
* Mallets
* Tent Ropes
* Torch
* Tent Pegs
* Tents
* Sleep Mats
* Spare Sleeping Bags
* Spare Towels
* Spare Jumper
* Esky’s
* Water Cooler’s
* Spare Hats
* Sunscreen & Aeroguard
* First Aid Kits
* Sports Equipment
* Tables
* Bins
* Water
* Blank Incident Reports
* EPIRB
* 2-Way Radio

**Post-Camp List**

* Who’s unpacking the camping equipment?
* Who’s washing dirty tea towels, used sleeping bags etc.
* Who’s ensuring the tents are dry and clean?
* Who’s restocking the first aid kit?
* Who’s restocking other regularly used resources and equipment?
* Receipts to National Office by the end of the month
* Photo’s on Social Media
* 1 – 3 favourite photo’s emailed to Marketing & Comms with a brief summary about camp
* Post-Camp debrief for team who attended
* Camp questionnaire to leaders & families
* Phone calls to families if any incidents occurred with their child/ren
* Incident reports to National Office