

School Camp Planning Checklist

One year before camp

- Select your camp location. Useful resources include the Directory of Residential Camps and the CCNZ web page www.cci.org.nz
- Take a tour of the camp facility before booking. Camps always have staff available to meet with you to go over your plans. Any challenges can be discussed and other options can be presented at this point. Careful planning at an early stage eliminates confusion and worries later.
- In particular, check out the accommodation options, the kitchen facilities, the ablutions, and the activities available. Ask about wet weather alternatives.
- Place the camp dates on the school calendar.

Six months before camp

- Carefully think through the ultimate goal or purpose of your camp.
- Consider all the costs and work out a camp budget. Remember camp fees, camp activity charges, bus cost, cost of visiting out-of-camp venues, special costs like hireage of equipment, prizes etc.
- Consider fundraising activities if necessary.

Three months before camp

- Send notices out giving dates, and requesting fees, parental help and permission slips. Mention it in the school newsletter.
- Start to plan out the camp programme activities and create a camp schedule.
- Contact the camp to make sure all plans are confirmed. Discuss activities with camp staff.

For action by:
