

# Pre Camp Checklist

Check off as you go to make sure you cover everything in preparation for your camp:

## Booking Process

- ◆ Receive tentative booking notification along with Booking Agreement, Deposit Invoice and link to your Group Self-Service Portal (GSS)
- ◆ Use your GSS to manage your camp booking and enter required information
- ◆ Sign Booking Agreement
- ◆ Pay Deposit Invoice
- ◆ Upload evidence of Public Liability Insurance to the camp
- ◆ Receive Booking Confirmation

## Camp Planning

- ◆ Check out our website [springbeachyouthcamp.com.au/planning](http://springbeachyouthcamp.com.au/planning) for all your planning needs
- ◆ Use the information on the website to help organise your program – Allow for a briefing with the group on arrival. Please upload your program into your GSS once done.
- ◆ Select from the options in the GSS which activities you want to do. Instructor Activities we need to know as soon as possible. Please send us an email if you are going to do these.
- ◆ Leaders notes and risk assessments for your Group Run Activities are on the website. Please make sure your Activity Leaders read these and are ready for camp.
- ◆ Assign a qualified First Aid Person for camp
- ◆ Assign qualified Person with Bronze Medallion for water activities – if applicable for your camp
- ◆ Assign Chief, Deputy and Fire Wardens for the duration of your camp and upload *'Fire Wardens' Form* on your group self-portal. Make sure they read and understand the emergency plan
- ◆ Collect all necessary information for camp including medical and dietary needs

**Two weeks prior to camp** use the GSS to

- ◆ Confirm your final numbers
- ◆ Assign Rooms through the group self-portal on the people tab. You can import student names from excel to assign to rooms. Make sure you fill the rooms as you go. We don't allow rooms with less than four people.
- ◆ Upload your *Catering Requirements Form* if applicable for your camp – include dietary needs for staff and students or
- ◆ Self-Catering – Upload *Self-Catering Kitchen Usage Agreement*. **Make sure your Cook plans a packed lunch on your final day. They must have the kitchen clean and be out of it by 9:00 am.** Your cook must have completed Food Safety Training (this can be done for free on [www.gsbc.imalert.com.au](http://www.gsbc.imalert.com.au)) and be given a copy of the *Kitchen Guidelines* from the website.

**Just prior to camp**

- ◆ Remind students of 'What to Bring' items including a fitted sheet and pillow with their bedding
- ◆ Pack Group First Aid Kit and Medications - remember sun screen and insect repellent

**On arrival**

- ◆ Unload vehicles at second entry door and place luggage in the hall. Students can then sit on the stairs for a Group briefing with the managers, going through the "We Care" acronym
- ◆ Time for Camp - Enjoy