CAMP CO-ORDINATOR: SUMMARY OF INFORMATION

Thank you for accepting the position of Camp Co-ordinator. Your role is integral to the success of the camp experience for the students and teachers from your school.

* *Please read the guidelines for Pre-Camp organisation carefully.*
* *Details on each step in the pre camp process are clearly outlined below.*
* *If you have any queries please contact us: Ph: 5500 9833 Email:* [*csand147@eq.edu.au*](mailto:csand147@eq.edu.au)

***Please strictly adhered to all deadlines.***

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| **FORM A**  **Notes for visiting staff** | Form A is to be **read by all staff members** **who are attending camp**. It details the requirements and expectations of visiting teachers. It is the lead teachers responsibility to ensure that all visiting staff are familiar with camp details and duties prior to camp, as this will increase the efficiency of our ‘teacher orientation talk’. |

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| **FORM B**  **Memorandum to Parents** | It is a requirement of Education Queensland that a copy of Form B be sent to all parents of children invited to attend camp. This letter includes children’s requirements for camp and advises that all medication for camp must have relevant original pharmaceutical labelling. There is also information about camp activities and routines. |

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| **FORM C**  **Medical Consent Note** | Form C must be completed by the parent/guardian of each child attending camp. These forms must reach Runaway Bay Sport & Leadership Centre three weeks (21 days) prior to your camp. Form C is essential for Camp School planning, dietary requirements and medical considerations. Parent letters detailing specific requirements should also be included in this mailing. |

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| **FORM D**  **Bus List** | (For school reference only)  Student’s names recorded in the appropriate columns for bus arrival and departure. |

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| **FORM E**  **Accommodation/**  **Group**  **Allocation** | Form E requires you to organise students into cabin groups. Please assign a buddy for each student and then allocate into ‘cabin’ groups of four. Confirm group numbers with RBSLEC and create activity groups. The names on Form E should correlate with the total number of students attending camp found on FORM G. three weeks (21 days) prior to your camp. |

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| **FORM F**  **Medical Information for Visiting Staff** | Teachers are required to provide the Runaway Bay Sport & Leadership Centre with their medical history and relevant details. By signing this document teachers are indicating their understanding of and willingness to involve themselves with the responsibilities of the Camp Program. These forms must reach Runaway Bay Sport & Leadership Centre three weeks (21 days) prior to your camp. |

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| **FORM G**  **Nominal Advice** | Form G indicates the number of students attending camp as well as the names of the teachers and their titles eg. SEU, PST etc. who shall accompany them. Any additional requests can be mentioned here. Due three weeks (21 days) prior to camp. |

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| **FORM H**  **Catering Advice** | Form H indicates what dietary requirements or food allergies visiting students and staff attending camp may require. Please complete and return with FORM E and Final FORM G. Please note- this is not a ‘like’ or ‘dislike’ form. Due three weeks (21 days) prior to camp. |

**STEP BY STEP ORGANISATION**

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| **STEP** | **FORM** | **DETAILS OF FORM** | **PLEASE TICK WHEN COMPLETE** |
| 1 | **A** | **Copy and circulate to all staff** members so they are aware of their duties and responsibilities. |  |
| 2 | **B & C** | **Copy and circulate to all students** who intend on coming to Runaway Bay Sport & Leadership Excellence Centre.  **Form C, *Must be copied prior to arrival or scanned and sent via email***  The Medical Consent Note, must be completed by parents and returned to your school. |  |
| 3 | **D** | List all student names. (For school reference only) |  |
| 4 | **E**  **E2** | List names in Cabin Groups (type in word document):  Place students with a buddy (will not be split).  Group 4 (four) per room (may be split to meet accommodation variations) and add teachers in staff rooms.  List all students with diverse needs. Please provide us with detailed information on each student. |  |
| 5 | **F** | Have all visiting staff completed their relevant medical details.  ***Must be copied prior to arrival or scanned and sent via email*** |  |
| 6 | **G** | Complete this sheet by detailing appropriate numbers for boys and girls attending camp. Also list the complete names of teachers attending camp and where necessary show the duration of their stay with regards to change over times. Returned 3 weeks prior. |  |
| 7 | **C, E, F, G & H** | At least **3 weeks** prior to camp send **Forms C, E1, E2, F, G & H** |  |
| **PLEASE REMEMBER**   * **Your school is responsible for the organisation of transport to and from Runaway Bay Sport & Leadership Centre. This excludes excursions within the Centre** **program.** * **Students to supply their own bed linen, pillows and blankets (Staff linen is supplied)** * **All Medication must be pharmaceutically labelled.** * **Standard camp arrival time is 10am and time of camp departure is 1pm.**   ***PLEASE SEND ALL FORMS IN WORD FORMAT ONLY*** | | | |