**CAMP PLANNING CHECKLIST & PACKING LIST**

*This checklist is designed to assist you with the planning of your camp. Please discuss any concerns with your camp coordinator.*

**Early planning checklist:**

* Read the ‘Important Camp Information’ form
* Why are you bringing your group to camp, having a clear idea will help in program development
* Contact your CFOEC camp coordinator to provide updated estimate of numbers coming to camp (students and adults) and your estimated arrival and departure times
* Once you are emailed the proposed activity program for your camp, confirm or discuss with your CFOEC camp coordinator
* Arrange transport for getting to and from camp
* School permission and medical forms distributed and collected for ALL students and adults
* Packing List (on next page) distributed to ALL students and adults attending camp
* Students divided into activity groups and medical information filled out (refer to Medical Synopsis form)
* Students divided into dorm/tent groups (refer to Tent/Dorm Layout forms)
* Students divided into camp duty groups and roster organised (refer to Camp Duty Roster template)
* Meal menu options considered and provisioning planned with any dietary requirements in mind (refer to Camp Menu Options form and Provisioning Order Form)
* After-hours activities planned and any risk assessments necessary for these activities completed

**Week before camp checklist:**

* Medical Synopsis forms including ALL students and adults in each group sent back to CFOEC **by MONDAY a week prior to your camp.** Include any Medical Action Plans so that we have a copy.
* Provisioning Order Form sent back to CFOEC **by MONDAY a week prior to your camp.** If this form is not returned on time, we will order Menu Option A for your predicted numbers.
* Confirm final number of students and adults with your camp coordinator
* Confirm bus bookings for arrival and departure
* Ensure students refer to Packing List for packing

**Bring to camp checklist:**

* Medical synopsis forms and any Student Medical Action Plans
* School sports equipment for after-hours free time
* Equipment and risk assessments for evening activities
* Food for self-catering students/adults with dietary requirements

**PACKING LIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Check** | **Item** | **Important notes!** |
| **To wear** |  | Hat (wide-brimmed) | MANDATORY – Wide-brimmed or bucket hat. Bring a spare! |
|  | Shorts & Shirts | SunSmart and consider the likely temperatures. Do not bring expensive clothing! Singlets are not SunSmart. |
|  | Underwear | Bring some spares |
|  | Pyjamas | Strongly recommended |
|  | Long pants/ Jumpers/Beanie | Seasonal - it can get cold at night in the cooler months |
|  | Socks | Bring some spares for happy feet |
|  | Togs/ wet clothes | SunSmart – must have a shirt and shorts over togs during wet activities |
|  | Towels | Bring 2 (one for shower and one for dam) |
|  | Raincoat | Recommended |
|  | Shoes (closed in shoes) | MANDATORY - Closed in shoes are required for ALL activity sessions |
|  | Wet Shoes | Old sneakers/aqua shoes – NOT thongs or crocs! |
| **To eat** |  | Cutlery | Knife, fork and spoon |
|  | Crockery | PLASTIC plate, bowl and cup |
|  | Tea towel | To dry your dishes |
|  | Water bottle | MANDATORY - No water bottle = no activities. Bring a spare! |
| **To sleep** |  | Sleeping bag/ Blankets/ Swag | Consider likely temperature and weather. Mattresses supplied by CFOEC. |
|  | Sheets | Sheets must be on the mattress |
|  | Pillow | For comfort |
| **Personal Hygiene** |  | Toiletries bag | Soap, toothbrush & toothpaste, deodorant, brush, hair ties etc. |
|  | Sunscreen | 30+ or better! |
|  | Insect repellent | Recommended |
| **Miscellaneous** |  | Torch | Small one recommended  |
|  | Notebook and pencil | Recommended |
|  | Smile & Sense of Adventure | ESSENTIAL!! |

**FOR SAFETY REASONS, STUDENTS WILL ONLY BE ABLE TO PARTICIPATE IN ACTIVITIES IF THEY HAVE:**

**Wide-brimmed hat, sleeved shirt, sunscreen, closed in shoes and a water bottle!**