



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.
Our website www.campfairbairnoec.eq.edu.au has lots of information and copies of documents.*

Early planning checklist:

- ☐ Read the 'Important Camp Information' document
- ☐ Why are you bringing your group to camp? This will help in designing a program to support your goals.
- ☐ Your CFOEC camp coordinator will contact you 6 weeks before the planned date. Any updates of estimated student and adult numbers and if possible, estimated arrival and departure times
- ☐ Confirm [Blue Card](#) status for any adults attending
- ☐ Confirm or discuss the proposed activity program for your camp 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 (Camp Duty Roster template available)
- ☐ Meal menu options considered, 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!**

~ Building success through challenge and teamwork ~