



Lutheran Outdoor Ministries

Day Camp Planning Checklist

After reviewing the Day Camp Planning Timeline, here is a checklist that will help you identify what needs to happen before the date of your day camp.

- Appoint a Day Camp Coordinator
- Develop a committee to help plan the congregations' responsibilities
- Recruit adult and youth volunteers

- Determine the facilities and supplies that will be used by the Day Camp and start collecting donations for crafts.
- Develop severe weather and fire plan in writing. The Vital Stats sheet can help you with this planning.
- Recruit host families and arrange for meals for the staff
- Decide on optional program activities
 - Field trip
 - Youth group night
 - Program night
- Plan and implement publicity
- If you are hosting a pre-school program, make plans now for leaders, volunteers, crafts, and Bible studies.
- Distribute registration forms and health waivers to campers
- Inform and invite your volunteer staff to the mandatory Sunday orientation session that will be led by the Camp Perkins staff

By May 1:

- Complete Day Camp Vital stats sheet and email to Camp Perkins (daycamp@campperkins.org)

Two weeks before Camp Perkins arrives:

- Review Participant list and email estimated numbers to Camp Perkins (daycamp@campperkins.org)
- Collect and copy registration and health waivers
 - One set for Camp Perkins to send back with team
 - One set for congregation
- Confirm volunteer meeting with volunteers
- Review Day Camp Packet, gather supplies, and review fire and weather plan
- Pray that the Gospel is shared and the message is shared with all involved!

During Day Camp:

- Expect a call from the program director on Monday afternoon/evening to check in on day one of day camp.
- Daily check-in with the team leader to evaluate the day and make corrections for the next day...as simple as "What did you like? What needs to change?"
- Connect with the team leader to give the following: Final numbers recorded, Final Evaluation and Bill, and Day Camp Registration forms. You can also secure your reservation for the following year.