

# CAMP PLANNING MEETING

We recommend holding a camp-planning meeting at least 2 weeks before your departure date.

## Invitations

Announce your meeting. Invite the following individuals:

- Campers and their Parents/Guardians
- Adult Chaperones

## Medical Release Forms

Use this meeting to have parents fill out the Medical Release Form, or you can send out your Medical Release Form link ahead of time for parents to fill out before this meeting. Regardless, remind parents (and chaperones) to fill one out. A pdf copy of all completed forms for your group will be emailed to you.

## Meeting Time

Generally, a Camp Planning Meeting will last 20-40 minutes, depending on group size.

## Checklist

- Welcome/Introduction** Thank everyone for attending and share your excitement about this summer's camp. Be sure to introduce the adult chaperones, encouraging campers and parents/guardians to thank them.
- Camper Digital Sabbath** In detail, go over the Digital Sabbath policy. Assure parents you are available if they need to get in touch with their student.
- Distribute Handouts** Give the **Parent Essentials** to each family and **Chaperone Handout** to adult chaperones. Go over the basic information on the page, offer tips from your own experience, and discuss Variety Show opportunities, Mission Offering emphasis, etc. Emphasize the second set of shoes and clothes that can get messy for the Rec Party. Suggest that parents make 3 cash envelopes for their campers: mission offering, store, and travel meals.
- Go over Campus Info** Review the following information:
  - Campus Mailing Address
  - Emergency Phone #s (including your own)
  - Sheet sizes (although we encourage sleeping bags)Encourage parents/guardians to write notes for their campers and send them a day or two before your departure.
- Show the Passport Theme Video** Consider showing the Passport theme video, available at our website, [www.passportcamps.org/camp-promo](http://www.passportcamps.org/camp-promo). The video will build excitement among your campers!
- Q & A** Refer to your Group Leader Packet—you may find many answers here. If you cannot find something, feel free to contact us during the next workday. Be sure to give instructions about your departure and return.
- Collect Forms** Collect all forms at this time, along with any balance of the camp fee from each family.
- Pray**