

# Camp Checklist



Boyne  
Island  
Environmental  
Education  
Centre

Empowering Extraordinary Minds

## Prior to Camp:

- Read through the overview for information regarding your program
- Send both consent forms (Medical and Project consent) home to students
- Complete consent summary of all student's requirements based on information from the consent forms
- Notify Program manager if you would like a night time activity included (additional cost)
- Notify Program manager if linen is required (additional cost)
- Complete the Student Spotlight form and return to Program Manager by the due date
- Contact the preferred caterer and directly correspond with them to arrange catering. (CC your Program Manager into correspondence)
- Check the arrival and departure time on the program - let Program Manager know if you have any concerns
- Complete the duty roster and cabin allocation forms
- Send home a 'what to bring' list
- Arrange a suitable time for TEAMS meeting with program manager. Please note that only one TEAMS meeting will be arranged per school
- Remember to complete your excursion planner on One School
- Review the CARA's and let your Program Manager know if you have any further questions
- Familiarise yourself with the COVID - 19 management forms

## On the Day of Your Visit:

- Bring consent forms (medical and project) for each student.
- Bring consent form summary
- Bring cabin allocation forms

## After Your Visit:

- Complete our feedback survey. (this will be emailed to you)