



Before the camp - Date

- Discuss the proposed camp with your Principal, Committee or members and the Camp School Manager.
- Refer to the Department Policies for guidance and seek Camp School Managers assistance if required.
- Integrate the proposed camp across the curriculum.
- Pay your deposit in order to secure your booking.
- Arrange transport.
- Fundraise.
- Confirm your schedule.

2 Weeks prior to camp - Date

- Confirm participant numbers. Great Aussie Holiday Park will contact you to obtain revised numbers and these will be the numbers used to arrange your camp.
- Circulate camp information to participants and/or parents including required consent forms.
- Begin collecting participant information, forms and fees.
- Begin preparing participants for their camp experience (explanations/activities of what they can expect - this is particularly useful if the participants are of a younger age).
- Complete and return group camp information form and special requirements form.
- Great Aussie Holiday Park will forward a written copy of your agreed camp program.
- Great Aussie Holiday Park will send you an invoice for the remainder of your camp fees. Payment is due within 14 days.
- Finalise program information with Great Aussie Holiday Park including optional activities, external excursions etc.
- Complete and return group camp participant list.
- Return special requirements for all attendees.
- Collate **ALL** relevant consent forms for organisers/helpers/participants.
- Discuss and organise duty tasks with participants.
- Discuss the clothing list and the importance of being prepared with participants.

On arrival at camp - Date

- Bring consent forms/waiver and provide on arrival to Great Aussie Holiday Park staff.
- Bring updated copies of camp program attendees.
- Provide participants, organisers, helpers with a debrief on camp program behaviour and discipline policies.
- Organise excursion thank you speakers (if required).
- When in doubt, please liaise with the camp program manager.

After camp - Date

- Debrief the camp with participants and appraise the camp.
- Forward payment for any outstanding charges.
- Feel free to promote us and comment on your experience via facebook and twitter (we would really appreciate it...)
- Complete camp feedback survey (given to you by Great Aussie Holiday Park staff)
- Make a booking at Great Aussie Holiday Park for the following year.