



## SAMPLE CAMPING FLOW CHART

### GOALS and OBJECTIVES

- Summer Kick-off event for the purpose of welcoming new freshmen and building community as we enter the summer months
- Friday through Sunday, June 23-25<sup>th</sup>

### FOOD: Lisa/Caleen (person in charge)

- Meals

FRI. Dinner                      Snack

SAT. Breakfast                      Lunch

                    Dinner                      Snack

SUN. Breakfast                      Lunch

- See Daryl (nutritionist) to design the menu
- Have menu planned by Tuesday, June 13<sup>th</sup>
- Buy food on or before Thursday, June 22<sup>nd</sup>
- Buy for approximately 100 (this number is slightly flexible)
- Box food by meals
- You are responsible for all cooking equipment (ice chests, ice, mixing bowls, utensils, water jugs, etc.) except wood, grill for fire, and a shaded area for food
- Assemble teams for each meal (each team will prep, cook, serve, and clean up the meal that they are in charge of)

### TRANSPORTATION: Doug (person in charge)

- For approximately 100 (this number is slightly flexible)

- Surf racks needed
- Have all transportation finalized by Tuesday, June 13<sup>th</sup>
- Transportation also for all gear, luggage, and equipment
- “Day of” (directions, medical release forms, and radios to all drivers)
- Return all gas receipts from all vehicles for reimbursement
- Post event (wash and gas up all vehicles)

PROGRAM: Katie (person in charge)

- Creative elements of program (working with the theme)
- Crowdbreaker
- Worship
- Timeline for all program by Sunday, June 11<sup>th</sup>
- Camp Booklet finished by Monday, June 19<sup>th</sup>

EQUIPMENT: Mike/Doug (person in charge)

- Surfboards
- Wood & large grills
- Recreation equipment (football, 3 volleyballs, Wiffle ball, 3 smashball sets, Frisbee, 2 volleyball nets)
- First aid supplies
- Extra tarps (for sleeping)
- Extra tents (for sleeping)
- Shaded area for food
- Arrange all equipment by Tuesday, June 13<sup>th</sup>
- Collect all equipment by Wednesday, June 21<sup>st</sup>

BUDGET: Katie (person in charge)

- To be completed by Thursday, June 1<sup>st</sup>
- Transportation
- Fees
- Supplies

- Food
- Income vs. Expenditures
- Scholarships

MONEY/REGISTRATION: Katie (person in charge)

- Permission Slips/Medical Release Forms
- Cash advance for trip registration due Friday, June 17<sup>th</sup>
- Camp liaison
- Keep track of all finances
- Finalize records when home

SPEAKING & DEVOTIONAL TIMES: Jim (person in charge)

- Theme by May 1<sup>st</sup>
- Message outlines due by Monday, June 12<sup>th</sup>
- Two devotional times (tied into talks, due by Monday, June 12<sup>th</sup>)

SEMINARS: Katie (person in charge)

- Plan seminar topics
- Recruit students to teach seminars
- Who is talking on what by June 6<sup>th</sup>
- Meet with each kid to help prepare
- Seminars given twice
- All needs finalized by Thursday, June 22<sup>nd</sup>

PROMOTION/CALLING: Daryl/Caleen (person in charge)

- Brochure made by Monday, May 1<sup>st</sup>
- Brochure mailed by Thursday, May 4<sup>th</sup> by Donna
- Promo Video produced by Sunday, May 7<sup>th</sup>
- Promo Video (part 2) produced by Sunday, May 21<sup>st</sup>
- Promo Video (part 3) produced by Sunday, June 4<sup>th</sup>

- Initial calls (by area) yes-no-maybe, May 30<sup>th</sup> - June 13<sup>th</sup> (Call everyone on the mailing list)
- Finalize commitments June 13<sup>th</sup> - June 17<sup>th</sup>

STAFFING: Lisa (person in charge)

- All volunteers recruited by Friday, June 2<sup>nd</sup>
- Volunteer expectations handout completed by Friday, June 9<sup>th</sup>
- Oversee volunteer orientation meeting on Sunday, June 18<sup>th</sup>
- Volunteer evaluations completed by Thursday, June 22<sup>nd</sup>

PHOTOGRAPHY/VIDEO: Carl (person in charge)

- Photography/Video team contacted by Tuesday, June 13<sup>th</sup>
- Film/Video bought by Thursday, June 22<sup>nd</sup> (8 rolls of 36 slides, and 10 video tapes)
- Slide show/Camp video made by July 1<sup>st</sup>

GAMES: Katie/Daryl /Leadership Kids (person in charge)

- Choose and plan games by Tuesday, June 6<sup>th</sup>
- Trophies purchased by Thursday, June 22<sup>nd</sup> (Thrift store)
- Run games on trip

