



Day Camp Planning Checklist

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

- Appoint a Congregational Coordinator
- Develop a committee to help plan the congregation's responsibilities
- Recruit adult and youth volunteers
- Determine the facilities and supplies that will be used by the Day Camp
- Develop severe weather and fire plan in writing
- Recruit host families and arrange for meals for the staff
- Decide on optional program activities
 - Field Trip
 - Youth Night
 - Program Night
- Plan and implement publicity
- Distribute registration forms and health forms to campers

Two Weeks before Camp Omega arrives at your church:

- Complete **Day Camp Information Form** and fax or mail to Camp Omega
- Complete **Day Camp Main Roster** and fax or mail to Camp Omega
- Collect and copy registration and health forms
 - o One set for Camp Omega to send back with team
 - o One set for Congregation
- Set up Information 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 heard through all involved!