

Preparation Check-List

This sample is intended for a one-week day camp held in August.

Pre-Camp Activities

APRIL

- Determine lead sponsoring agency
- Determine sponsoring partners
Example: Boys and Girls Clubs, police department. It is helpful if this agency can cover campers under its liability insurance policy.
- Determine location
Try to use an existing camp facility already set up for multiple activities.
- Determine dates
- Determine budget

MAY

- Determine camper selection criteria
- Determine number of campers
- Determine hours of camp
- Refine budget
- Prepare an alternate plan in case of inclement weather

JUNE

- Prepare camper registration forms
Attach any necessary waivers.
- Determine deadline for registration form to be returned to lead agency
- Determine camp staff members from lead and partner agencies
- Solicit volunteer staff members
- Determine portions of the Virginia Rules curriculum to be used
Three to five lessons are ideal for a five-day camp.
- Solicit donations from local organizations
Gift cards are a frequent donation. Use them to purchase food, water, ice, and supplies.
- Determine give-aways for outstanding campers
Place a logo, name, and/or date of Camp on give-aways. This not only helps advertise the camp, but also allows returning campers to demonstrate their veteran status.
- Design and order camp T-shirts
Use a logo, name, and/or date of Camp. Choose a bright color such as yellow, orange, or green. Estimate sizes needed for both campers and counselors. Order sizes as noted on camper and volunteer registration forms.
- Book transportation for campers to and from camp
- If facility has a pool, secure a lifeguard
- Research and obtain any necessary permits

JULY

- Conduct criminal background checks on all staff members and volunteers
- Set daily camp schedule
- Choose team leaders and assistant leaders
- Divide campers into groups, assigning an adult team leader to each group
- Determine teacher and location for daily Virginia Rules lesson
- Print Virginia Rules lesson plans, hand-outs, and tests
- Determine and purchase supplies
- Determine and purchase food and beverages
Daily breakfast, lunch, and snack are recommended. Have water and Gatorade on hand. Overestimate water consumption. Ask for provisions from the local food bank and cooking assistance from local organizations.
- Visit the camp site in person
- Invite guest speakers
One per day is recommended. Good choices are the local sheriff, chief of police, Commonwealth's Attorney, youth leaders, or others who can talk about choices they've made which have helped them succeed.
- Plan a daily agenda of camp activities, broken down by teams
- Advise the local Emergency Medical Services agency of the dates and times of the camp
- Develop format for the final skit, which will highlight lessons learned about Virginia Rules
- Secure emergency contact numbers for each camper
This information should also include any medical conditions or allergies
- Consider providing campers with backpacks on the last day of camp
These can be filled with school supplies.

AUGUST

- Visit the camp site to make sure everything is ready
- Distribute a binder to each counselor and assistant counselor
This should contain a list of campers' names, camp schedule, and cell phone numbers of staff and other counselors
- Provide a first aid kit (including bee sting treatment) to each team leader
This should be carried at all times.
- Provide two-way radios to counselors, if possible
- Set up signs where each team will sit

Camp Week Activities

FIRST DAY

- Sign in campers, give them their team numbers, and direct them to where their team is sitting
- Have counselors introduce themselves to their assigned campers
- Have camp leader welcome campers and discuss camp rules and expectations
- Administer Virginia Rules pre-test for "The Big Lie," show the video, and then give the post-test

EVERY DAY

- Campers are greeted and sign in
- Volunteers serve breakfast while camp leaders conduct a morning meeting for everyone in attendance
- Campers break out in to teams for activities
- Counselors offer campers sunscreen and bug spray
- Volunteers serve lunch on schedule
- Campers participate in all activities, including after-meal clean-up
- Staff members make sure campers stay properly hydrated
- Counselors lead campers through their daily activities, making adjustments if some activity runs overtime
- Team leaders administer a pre-test before and a post-test after the Virginia Rules topic instruction for the day
Packets for each team leader should include sharpened pencils. Designate location where packets should be returned at the end of each lesson.
- Staff members provide mid-afternoon snacks and drinks
- Staff members sign out all campers individually and make sure they board their assigned buses
- Require the bus drivers to take roll as well

LAST DAY

- Provide each camper with a certificate of completion
- Give each volunteer a recognition certificate
- Assign someone to compile a list of all sponsors, donors, and volunteers

UPON COMPLETION

- Compare Virginia Rules pre- and post-tests to gauge effectiveness of training
Report results at www.virginiarules.org
- Gather up all leftover materials and salvage as many supplies as possible
- Check site and buildings for any damage
- Provide evaluation forms to all counselors
- Meet to discuss accomplishments, problems, and plans for next year
All agencies and participants should be present.
- Send thank-you letters to all volunteers, counselors, and participating agencies