

18 steps to organize a camp

In order to organize the best camp ever, it is hardly recommended to follow these easy 18 steps:

1. Define the aim and objectives for the camp (why do you want to do a camp?).

From a general objective there will be specific ones, so try to write them grouping them according to a topic and following an order.



2. Decide the location and the dates.

Depending on the objectives you defined, the location may change; for instance, you will need a room where to do the activities, or it will be enough with an open space...

To define the dates, you have to take into account the target group (when they will be able to join the camp as they may have still classes at the high-school, or final exams at the college...).



3. Find out the specific regulations requested in the location where you want to do the camps.

Examples:

- permissions needed
- if it's possible to make fire
- if it's possible to build toilets in the field
- how many toilets and showers should be built
- which kind of insurance is required
- whether you need a license to run this kind of activity or the leaders should have a license to dynamize the activities
- action plan in case of emergency
- first aid available all day long (with a person who has the first aid license)
- regulations for the food: if it's possible that someone cook in the camp field, if it's needed a specific diploma or certificate for cooking...
- etc.



4. Write a plan with a short description of the camps to handle it to the city hall for its permission and authorization.

It should include:

- short introduction of the organization
- aim and objectives for the camps
- target group
- benefits for the participants
- location and dates
- contact details

Also, think about a plan B and think about problems that may arise.

Proposal Outline

- Description of the Project
- Goals and Objectives
- Plan of Work
 - Intellectual access
 - Digital conversion
 - Network delivery and access
 - Preservation and maintenance of files
- Evaluation
- Impact on the community
- Primary staff
- Timeline
- Budget and budget narrative (explain elements)





5. When making a plan, do a checklist and/or timeline with all the things to take into account, and add a column for deadlines and another one for comments, in order to keep a track of what and when something must be done.

Things to do	Deadline	Comments
Define the objectives and aims for the camp		
Make a list of resources and calculate the budget needed		
Ask for permission in the city hall		
Recruit the leaders		
Evaluation		
...		

Action Plan

Objective—Complete Camp Program	Point Person	Begin Date	End Date		Outstanding Issues
1. Identify themes					
2. Identify activities for each theme.					
3. Assign leader for each theme.					
4. Identify electives.					
5. Assign leader for each elective.					
6. reserve trips for each theme.					
7. Develop curriculum for each theme.					
Objective—Complete Class Schedule	Point Person	Begin Date	End Date		Outstanding Issues
1. Length of classes					
2. include trips					
3. create class schedule.					
4. copy to staff					
5. copy camp leaders with registered list.					
Objective—Complete Staff Recruitment	Point Person	Begin Date	End Date		Outstanding Issues
1. Recruit Staff					
2. Recruit Volunteers					
3. Produce contacts for volunteer/ new staff					
4. Produce role description					
5. Recruit teens					
6. Prepare non-disclosure agreement.					
Objective—Develop Marketing Plan	Point Person	Begin Date	End Date		Outstanding Issues
1. Design Brochure / Banners					
2. Print Brochure.					
3. Distribute Brochure.					
Emails / SMS					
Schools/ College					
Newspaper					
Malls					

- Go to the city hall and explain the idea of the camps, where you want to held the camps to get their approval.



- Once get the approval, make a list of resources of the needs for the camp (material for installations, material for activities, food, tents...).

Tent camping checklist

cooking, cleaning items

- wash tabs
- dish drainer
- sponges
- scratch pad
- pot holders
- dish towels
- plates
- bowls
- knives
- forks
- spoons
- cutting board
- alkali soap
- dish scrubber
- coffee pot
- pitcher
- pails
- drying rack

camp cooking utensils

- standard spoons
- non stick spatula
- serving spoon
- serving fork
- spaghetti server
- peeler
- grater
- rat spoon
- garlic crusher
- cork screw
- grapefruit knife
- whisk
- peeling knife
- butcher knife
- measuring cups
- measuring spoons
- knife sharpener

- check box
 - catch all
 - other camping gear
- most forgotten items - (based on the things that get borrowed from me :)

check box staples

- spices
- salt
- pepper
- garlic powder
- onion powder
- Cajun seasoning
- olive cooking oil

canisters

- coffee
- hot chocolate
- flour
- ketchup
- powdered milk
- corn meal
- potato buds
- rice
- spaghetti/macaroni

camp devices

- extra matches
- canoe patch kit
- candle
- matches
- flash light
- lighter
- batteries

canned, paper goods

- paper towels
- toilet paper
- sandwich bags
- trash bags
- food storage bags
- green skillets
- mushrooms
- olives
- jalapenos
- tomato paste
- tin foil
- paper plates
- plastic aluminum
- napkins

personal items

- tooth brushes
- tooth paste
- floss
- comb/ hair brush
- vitamins
- deodorant
- razor
- shaving cream
- hand lotion
- sun block
- insect repellent
- hand soap

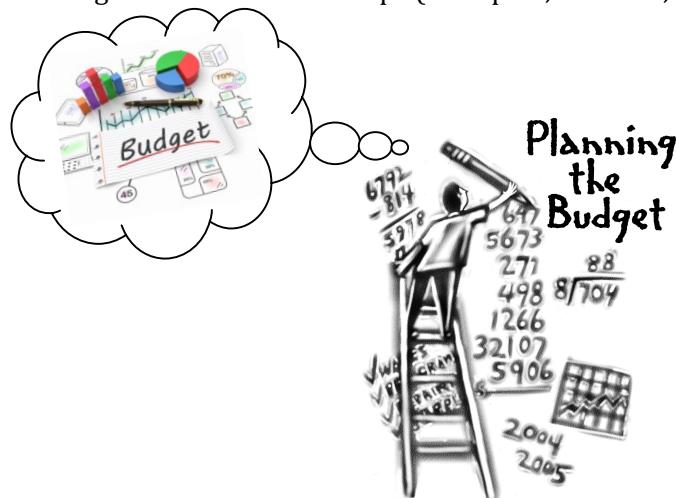
camping first aid kit

- aspirin
- antacid
- hydrogen peroxide
- neosporin
- chap stick
- eye drops
- hand ails
- gauze
- adhesive tape
- tweezers
- band-aids
- nail clippers
- glasses repair kit

other camping gear

- camp stove
- propane
- lantern
- propane two burner
- cooking grate
- alcohol
- tent
- sleeping bags
- padding/mattress
- chairs
- tarp
- rope bag
- dry pack
- personal bags
- water

8. Calculate the budget needed for the camps (transport, material, food...).



9. Look for grants, sponsors and partnerships to finance the camps (then, the participants will have to pay less, if it's the case).

Develop a list of potential partners and contact them. Sometimes by asking business if they knew people interested in donating resources they may have it work.

With the email you send to them, attach a brochure of the organisation and a short description of the camp, followed by the list of resources you need. Make sure that they got the email by calling and try to meet the person in charge of fundraising or sponsorship to explain the idea of the camps.

CERERE DE SPONSORIZARE

Numele proiectului	Tabără Ceva de Vară; Festivalul Ceva de Vară
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I. Prezentarea organizației

I.1 Date de contact

Nume organizație:	Asociația Centrul de jocuri Mirakolix
Sediul social:	B-dul Nicolae Titulescu 43/13
Telefon:	+40745678389
Adresa web:	www.mirakolix.org
Nume persoana de contact	Alexandra Ștefania Șuiaga
Funcție persoana de contact	Președinte
Telefon persoana de contact	+40749065048
E-mail persoana de contact	alexandra.suiaga@mirakolix.org

I.2 Scurta descriere a organizației

*descriere generală, descriere echipă și descrierea proiectelor/activităților desfășurate

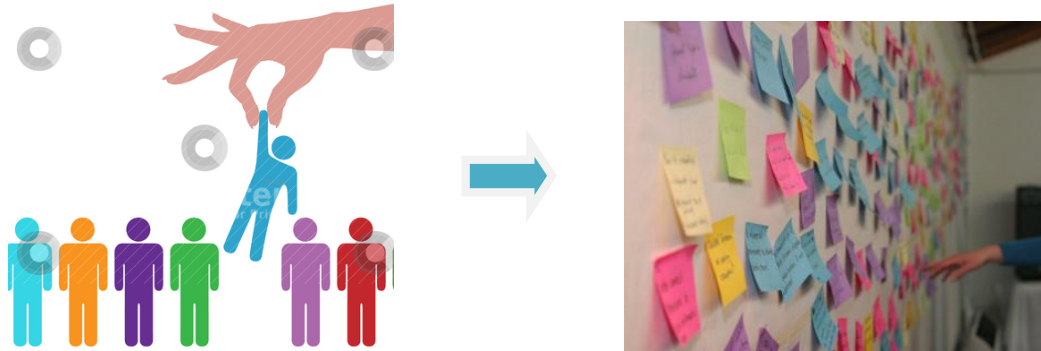
Asociația Mirakolix a fost înființată în anul 2006 de un grup de tineri pasionați de jocuri în general, dar în mod special de jocuri de masă. Centrul de jocuri Mirakolix este o organizație care promovează cultura jocurilor prin diferite tipuri de evenimente, folosind jocurile ca o metodă de educație non-formală. Scopul

! When the camp is over, don't forget to send a thank-you message to the partners.

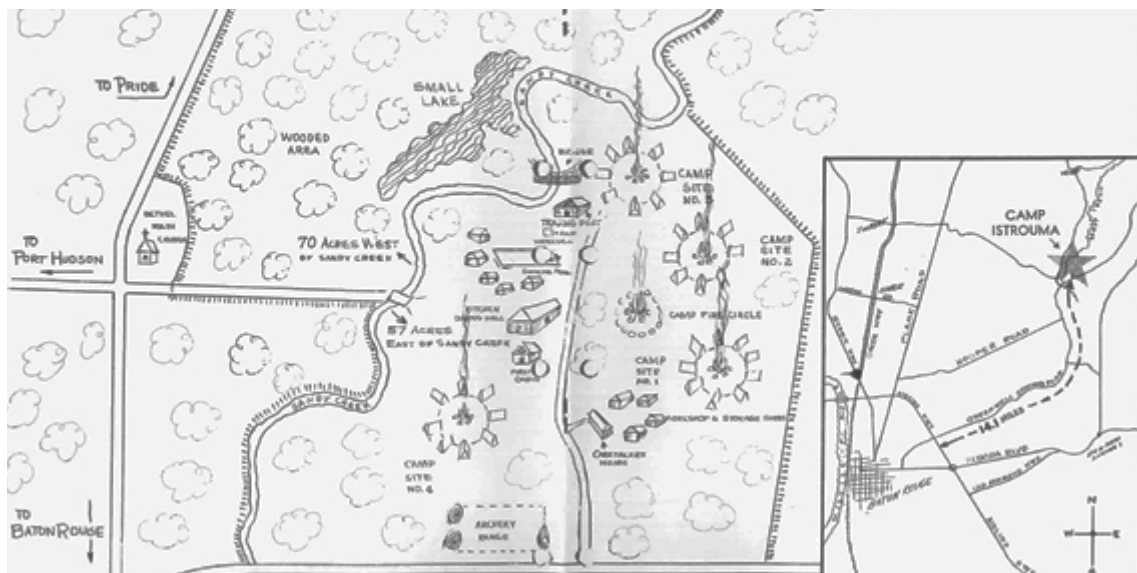
10. Select the team of leaders for the camp.

The selection of the leaders must be according to the objectives of the camp and its needs, how the leaders can contribute in the camp with activities.

Define the role of the leaders, the tasks they have to do, and once selected, start working together to define the specific programme of the activities and its schedule (deciding activities and games by brain-storming, etc.).



11. Visit the field where the camps will take place, to draw where to pick the tents, where to cook, where to build the showers and toilets, where to do the activities, as well as to define the emergency plan and evacuation routes (for instance, in case of fire) having a knowledge of the field.



12. Make a programme of the activities that will be done during the camp, with its schedule.

For that, it is good that all the leaders meet and do a brain-storming of possible activities, decide which activities fit better with the aim and the theme of the camp, when it is better to do this activity, etc.

HOUR/DATE	29 Sept Arrival Day	30 Sept Knowing each other Day	1 Oct. Communication Day	2 Oct Cooperative Day	3 Oct Inclusion Day	4 Oct Action Day	5 Oct Follow-up and evaluation Day	6 Oct Departure Day
8.00 - 9.00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9.30 - 11.00 Morning Session 1	Introduction: Training team, participant, training course objectives, agenda, venue, setting TC and group rules	Understand- ing communication (Ways of developing or improving commu- nication)	Exploring visual communi- cation	Me versus team Cooperating playing developing solidarity, respect and self-esteem	Everybody can play	Discover the local community from Cluj	Gathering final results	Departures
11.00-11.30	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	11.30-14.00	Coffee break	
11.30-13.00 Morning Session 2	Getting to know each other Expectations, fears and contributions	Exploring and testing communi- cation games	Playing with visual communi- cation	How do we work together?	Mechanisms for inclusion and empowerment	Preparing playing activities for 15 youngsters from the social forums FFR	Future plans and dissemination	
13.00 -15.00	Launch	Launch	Launch	Launch	Launch	Lunch (14.00-15.00)	Lunch	
15.00 -16.30 Afternoon Session 1	Teambuilding	Exploring visual communi- cation	Understand- ing communi- cation	Developing a cooperative activity	Adapting an activity to a specific target group with fewer opportunities I	15.30 – 19.00 Action (in Prison Fellowship Romania)	Learning process Youthpass	
16.30-17.00	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break		Coffee break	
17.00-18.30 Afternoon Session 1	Personal experience and contextualizing playing activities in SO and home country	Playing with visual communi- cation games	Exploring and testing communi- cation games	Testing and experiencing the cooperative activity	Adapting an activity to a specific target group with fewer opportunities II		Final Evaluation	
18.30-19.00	Reflection/Day Evaluation	Reflection/Day Evaluation	Reflection/Day Evaluation	Reflection/Day Evaluation	Reflection/Day Evaluation			
19.00-20.00 Dinner Free Time	Dinner Social evening	Dinner Intercultural evening (Exchange of things from the home country)	Dinner Game evening	Dinner Game evening	Dinner Get a new look! (Play your role)	Dinner in Cluj Transport back to TC venue	Dinner Good bye party	

13. Registration of the participants (those who are interested in participating should register in a form).

Tabara CEVA DE VARĂ (13-17 iulie 2015)

Tabăra Ceva de Vară va avea loc în Acriș în săptămâna dinaintea Festivalului Ceva de Vară, în perioada 13-17 iulie 2015. Dacă vă doriți să participați la această tabără vă rugăm să completați formularul și să îl trimiteți până cel târziu în data de 5 iulie 2015. Scopul taberei este de a crea și consolida din rândul voluntarilor festivalului un grup de tineri care vor ajuta în cadrul zonelor și activităților acestui eveniment. În data de 7 iulie vom selecta 10 tineri din Intorsura Buzăului și 10 tineri din Brașov pentru participarea la această tabără.

*Obligatorio

Nume și prenume *

Care este numărul tău de telefon? *

Care este adresa ta de E-mail? *

Din ce localitate ești? *

- Brașov
 Intorsura Buzăului
 Predeal

De ce îți dorești să participi la tabăra Ceva de Vară? *

14. Select the participants (in case there is a limited number of vacants).

You can select the participants for the camps according to the material they have or can get (for instance, if they have sleeping bag and sleeping pad), their enthusiasm for attending the camp, their contribution in the camp, etc.



15. Info-pack for the participants.



Once the participants are selected, you have to send them an info-pack with all detailed information related to the camp, and in which it should appear:

- Short description of the organization and where the funds come from (in that case, Erasmus+ funds for the different projects).
- General information (duration and location, main aim, beneficiares, activities that will be done, division of the tasks, etc).
- Contact persons, specifying the name, email and telephone number (also, the language in which they can communicate).
- Details of the activities and program of the camp (also, how we meet the first day to get to the field of the camps).
- What to expect (e.g. sleeping in tents, showering in the river, toilets built by ourselves...).
- What to bring in the backpack (tent, sleeping bag and sleeping pad; cutterings and plate; clothes enough for all the days of the camp; raincoat in case of rain and some warm clothes for the night).
- Rules and responsibilities.
- Location and how to get there.
- Annex:
 - Parents / legal tutor agreement (in case the participants are under age);
 - Volunteer / participant commitments
 - List of things to bring in the backpack and observations

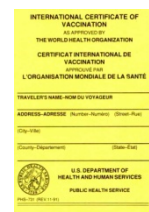
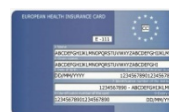
16. Meeting with the participants.

Before going to the camp, it is important to have a meeting with the participants in order to meet them, clarify their doubts and make the rules clear. Also, to collect the important documents that you should keep during the camps (see step 16).



17. Collect the following documents from the participants:

- Parents / legal tutor agreement.
- Fotocopy of the Identity Card, Family Register and Medical Insurance.
- Document from the family doctor, in which it is said that the youngster can attend the camp, and if the youngster needs to take some medicine.
- Vaccines certificate



18. Evaluation of the camps.

Once the camps have finished, it is important to make a evaluation form so that the participants evaluate what went good and what went wrong for improvements.



<input checked="" type="checkbox"/>	Very satisfied
<input type="checkbox"/>	Satisfied
<input type="checkbox"/>	Neutral
<input type="checkbox"/>	Dissatisfied



Formular evaluare tabăra CEVA DE VARĂ

*Obligatorio

Nume și prenume

Din ce localitate ești? *

- Brașov
- Întorsura Buzăului
- Predeal

Care crezi că a fost cel mai bun moment al taberei? Te rugăm să explici de ce. *

Ce moment (e) nu a fost atât de plăcut pentru tine în tabără? Te rugăm să explici de ce. *

This material was created by Veronica Peral Galvez after organizing and coordinating the youthcamp **FESTCAMP CEVA DE VARĂ** within the project Inside Journey.

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