

# The Camp Planning Book

**Planning and accomplishing  
the school camp.**

Written by Jeremy Hurst and Sian Carruthers.

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# The Camp Planning Book

## An Introduction

Hi, we hope you find *The Camp Planning Book* as useful and helpful as we have. In fact we have used the ideas presented here in the running and participation of our own camps and have chosen and compiled the ideas that we found to be the most useful in the planning, organisation and implementation of a successful camp.

This resource is divided up into five practical sections:

1. **Organisation guides to save you time.**
2. **Before camp ideas and activities for you and your class(es).**
3. **Ideas for your camp booklet.**
4. **A section on when you're on camp or ready to leave.**
5. **After camp ideas and activities for you and your classes.**

There is no right or wrong way to use this resource and most activities are self explanatory. There is a wide variety of user friendly resources that will enable you to pick and choose the most appropriate activities to suit the needs and interests of the students you are taking on camp. We have also suggested some ideas that will allow you to integrate certain aspects of the camp into the normal school curriculum.

This camp blackline masters project was developed because we found there was limited material available on how to run a camp and actual activities to use and in particular, what to consider when planning. Organisation is the key to running a successful camp and a number of guides and checklists have been developed to help you.

*The Camp Planning Book* is aimed at upper primary and lower secondary levels, but many aspects of the booklet are relevant to running school camps in general. Good luck with planning and running your own camps, and we hope you and your students will have as much fun as we have had on our camps.

Jeremy Hurst & Siân Carruthers

### Thank You's

- ☆ Chris Hurst for his editing, advice and ideas;
- ☆ Mark Tait for his great ideas;
- ☆ Marlena Smallbone for her encouragement;
- ☆ Kerri Cresswell for her great ideas;
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- ☆ The Camp Quarantup Staff.

### Acknowledgements

We would like to acknowledge the use of the films and TV shows listed on Page 21 as sources for the chants and war cries used. These are: Stripes (movie), Kindergarten Cop (movie), and The Simpsons (TV show).

# What You Need to Do - A Suggested Checklist

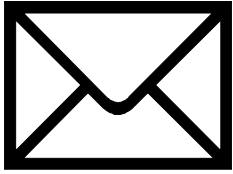
There is no right or wrong way to go about organising a camp, but the following list may help you to get started or prompt you to remember something you've forgotten to consider.

THINGS TO DO	DONE
☆ Find out if any school/district policy on camps exists, particularly if you're new to a school. Is there an allocated budget? Expectations? Past camps & where they were held?	
☆ Look at where you want to actually do on your camp. It's a good idea to check out the camp site before you actually plan a camp.	
☆ Contact the Tourist Information Centre at the place you intend to hold your camp for pamphlets and information about places of interest.	
☆ Prepare a camp submission.	
☆ Make sure it is okay to go ahead with the camp. It is important to let the school administration know what you intend to do.	
☆ Book your camp site. This needs to be done well in advance and free from any previously planned school commitments. Remember, most camp sites will charge a booking fee.	
☆ Book a bus as soon as you can and if possible a bus driver you know and who is prepared to get involved and help out on camp.	
☆ Consider the parents you would like to have help you on camp and let them know of the dates well in advance.	
☆ Money! It is a good idea to set about raising some money to bring down the cost of your camp. <i>See the list of Fund Raising ideas.</i>	
☆ Get a draft itinerary together as soon as possible so that you can get some estimate of cost (e.g. tours, etc.).	
☆ Speak to the managers of the camp site about your itinerary and any suggestions they might have. These people are often very helpful and knowledgeable.	
☆ Let the parents of your class(es) have some idea about cost and make sure you have parent permission to do any extraordinary activities before planning them.	
☆ Book every place you wish to visit, and remember to ask about large group booking discounts.	
☆ Take out personal accident insurance for the duration of your camp. Generally, this is inexpensive, and covers you for all risks. Also, consider personal and/or school liability cover.	
☆ Work on putting a camp booklet together. <i>See Camp Book ideas.</i>	
☆ Send out all medical/emergency forms and disclaimers prior to camp.	
☆ Confirm all bookings, times, dates and tours prior to camp. It is a good idea to have any confirmation in writing including the cost.	
☆ Organise your method of payment for all activities with the school administration.	

# Informing Parents

*When planning a camp, it is important to keep the parents of your class(es) well informed.*

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## 1. The initial letter.

Where? When? Who? Provide Itinerary Planner (Page 7).

Estimate of cost?

Is there sufficient support to hold a camp? (Who can't come?)



## 2. Fund-raising details

This may involve a few short notes for each fund-raising activity.

Parent help and assistance required?

See *Fund-raising Ideas* sheet (Page 8).



## 3. Parent Permission for activities or camp update bulletin

Special permission needed for an extraordinary activity?

Who are the adult staff attending camp?

Changes? Finalised cost for early payment?

A camp information evening for interested parents (Page 9).



## 4. Medical, disclaimer and emergency information forms.

See *Medical and Consent Forms* examples page (Page 10).

Medication? Condition? (e.g. diabetes) Special treatment?



## 5. Final details and clothing list letter.

See *What to Pack* page (Page 11).

Departure details? Where? When?

Changes?

Definite departure date?

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## Tips for letter writing

- ☐ Be concise and to the point, letters that are too long are unnecessary.
- ☐ If you need financial support, ask for it by letter through your local shire, P&C group at school, Lions Club, etc.
- ☐ Letters must be neat and easy to read.
- ☐ Keep your parents informed when the need arises.
- ☐ Make all letters very clear and unambiguous.

The Year ..... Camp to .....  
 from ..... to .....

- ☐ Accommodation at? .....
- ☐ Transport by? .....
- ☐ Fund-raising by? .....

# Itinerary Planner

<b>MONDAY:</b> Depart ..... at ..... Lunch (packed) at ..... Arrive at Camp at ..... Rules - Settling in... ..... Dinner at ..... pm After dinner ..... Lights out at ..... pm	<b>NOTES:</b>
<b>TUESDAY:</b> Morning Run Breakfast ..... Lunch at ..... Dinner at ..... pm After dinner ..... Lights out at ..... pm	
<b>WEDNESDAY:</b> Morning Run Breakfast ..... Lunch at ..... Dinner at ..... pm After dinner ..... Lights out at ..... pm	
<b>THURSDAY:</b> Morning Run Breakfast ..... Lunch at ..... Dinner at ..... pm After dinner ..... Lights out at ..... pm	
<b>FRIDAY:</b> Breakfast Big Cleanup ..... Lunch at ..... Return to school approx. .... pm	

# Medical and Consent Forms

## Confidential

### Medical Report School Camp/ Excursion

This confidential report is intended to assist the school and supervising teacher in case of any emergency with your child.

Student's name: ..... D.O.B. ....

Parent's/guardian's full name .....

Address .....

Emergency Telephone: (A/H): .....

(B/H): .....

Family Doctor ..... Telephone .....

Medicare Number .....

Details of any private medical insurance .....

Please indicate if your child suffers from any of the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Heart condition  | <input type="checkbox"/> Sleep walking | <input type="checkbox"/> Travel sickness |
| <input type="checkbox"/> Fits of any type | <input type="checkbox"/> Black-outs    | <input type="checkbox"/> Dizzy spells    |
| <input type="checkbox"/> Migraine         | <input type="checkbox"/> Asthma        | <input type="checkbox"/> Poisoning       |

Allergies to:

☐ Penicillin?

☐ Other drugs? .....

☐ Any foods? .....

☐ Other allerg.....

What special care is needed? .....

### Tetanus Immunisation

Last immunisation was on .....

If over ten years since last immunisation, please indicate if booster is to be arranged by parent/guardian before excursion.

Booster date .....

### Tablets and medicines

Is your child presently taking tablets and/or medicine? YES/NO

If YES, please state name of medicine and dosage .....

Arrangements for safe-keeping and handling of medicines are to be made prior to the camp.

### Consent to medical attention

Where it is not practical to communicate with me, I authorise the teacher in charge of the camp to provide my child with medical treatment as may be considered necessary.

Signed ..... Parent/guardian. Date .....

(This signed consent is required for all children attending school camps and extended educational excursions.)

## Parent/Guardian Consent

I have read and understood the attached information regarding the Year ..... camp

to ..... and I understand the nature of the activities proposed.

I give my consent for my son/daughter ..... to participate in this excursion.

Where it is not practical to communicate with me, I authorise the teacher in charge of the excursion to consent to my child receiving such medical treatment as may be considered necessary. I am aware that school insurance does not cover personal accidents through misadventure nor loss or damage of personal belongings.

Signed ..... Parent/Guardian

Date .....

## Parent Permission For

### Details of the Excursion or Activity

Cut and return by .....

.....

..... can/cannot attend

..... on the .....

camp to .....

Signed ..... Parent/Guardian

Date .....

The above are examples of the types of notes that may be sent home to gather important medical information, seek parent approval or parent consent for your camp. Check to see if your school already has these types of forms or adapt the above to suit your needs.

# A General, “What to Pack” List

**Consider:** 1. The climate of the camp site.  
2. Where the children will be sleeping.  
3. How long you are going for.

## Essential things the children should take:

- ☐ Clothes for excursions (jeans, jumpers, tracksuit, T-shirts, hat)
- ☐ Clothes for around the camp (as above)
- ☐ Nightwear (pyjamas or tracksuit)
- ☐ Underwear (for the length of the camp)
- ☐ Footwear (shoes, joggers, etc.)
- ☐ Wet weather gear (raincoat, warm clothes)
- ☐ Toiletries (toothbrush and toothpaste, hairbrush, soap, sunburn cream, bath towel, shampoo)

## Extras

**Camera:** The children will enjoy taking photos while on camp, but few will consider the cost of film and processing.

**Money:** Set a limit if you want the children to carry money on camp.

**Medication:** This is best handled by making sure all medical forms are fully checked and that any medication is handed to a camp teacher before camp and administered to each child as required.

**N.B.** It is especially handy if your school or community nurse is able to come on camp to help in this area. If you cannot arrange this, make sure you have at least one adult on camp who has a First Aid Certificate.

**Miscellaneous:** Children will ask to bring all sorts of things on camp from their personal football to musical instruments. Avoid too much extra or unnecessary luggage that won't be used.

### If you're near the coast:

- ☐ Old shoes for beach and reef walk.
- ☐ Fishing equipment.
- ☐ Beach towel.

### General sleeping gear:

- ☐ Pillow case.
- ☐ One plain sheet.
- ☐ Sleeping bag.

## Suggestions for Contraband

- ☐ Lollies
- ☐ Junk food
- ☐ Radio, CD or tape players
- ☐ Large markers
- ☐ Hand held computer games
- ☐ Anything illegal or banned by the school



# Camp Budget and Costings

## Income

Incoming Fees ..... (no. of children.) x \$ ..... (cost of camp)

= \$ .....

Fundraising from .....

= \$ .....

Fundraising from .....

= \$ .....

Fundraising from .....

= \$ .....

Donation from .....

= \$ .....

Donation from .....

= \$ .....

**TOTAL = \$ .....**

## Total Costs

Food and Accommodation for ..... children.

= \$ .....

Food and Accommodation for ..... adults.

= \$ .....

..... Rate .....

= \$ .....

..... Rate .....

= \$ .....

..... Rate .....

= \$ .....

..... Rate .....

= \$ .....

..... Rate .....

= \$ .....

..... Rate .....

= \$ .....

Bus/Transport Rate .....

= \$ .....

Prizes Rate .....

= \$ .....

Insurance Rate .....

= \$ .....

**TOTAL = \$ .....**