

TIME LINE FOR PLANNING AND IMPLEMENTING A SALKEHATCHIE CAMP

DECEMBER

- Select potential dates for the camp.
- Arrange housing for those dates.
- Prepare a proposed budget to present to SSS Steering Committee.
- Propose the camp to SSS Steering Committee and firm up date.
- Clear calendar for selected week.

JANUARY

- Meet with Assistant Directors and evaluate the last camp. Develop a skeleton plan for this year's camp and delegate responsibilities. (For new camps, this should have been started earlier.)
- Contact DSS or community agencies to request help in locating homes. Give them your criteria for a Salkehatchie home.

FEBRUARY

- Develop a plan for providing meals.
 - Write churches.
 - Contract a food service person (volunteer or paid) if not all meals are to be provided by volunteers.
- Get commitments from key adult workers who attended last year.

MARCH

- Begin visiting potential homes.
- Secure charge accounts at key suppliers.
- Get registration updates from Conference Office.
- Attend Camp Directors' Meeting to firm up registrations.
- Provide Conference Office directions to camp and emergency phone number.

APRIL

- Recruit additional adult workers if needed.
- Recruit specially trained adults (electricians, plumbers, etc.) for specific needs the youth cannot manage.
- Schedule a day for adult training and home visits. Notify adults.
- Plan menus for meals not provided by volunteers.

MAY

- Request funds vouchers from Conference Office.

- Open bank account.
- Confirm meals to be provided by churches.
- Notify home owners and get Home Owner Agreements signed.
- Discuss work to be done with local building inspectors.
- Get necessary building permits.
- Write letter to all campers including directions to camp, emergency phone numbers, special instructions, reminder of medical forms and fees.
- Decide on the church for Sunday worship and notify pastor.

ONE MONTH BEFORE CAMP

- Contact anyone who has not sent personal information and medical forms.
- Prepare a folder for each team. Include map showing suppliers, hospital, all homes, camp, etc.
- Prepare a first aid kit for each team.
- Request money from Conference Office to use for cash.

DURING CAMP

- Elect one youth and one adult to represent the camp on SSS Steering Committee.

AFTER CAMP

- Write a letter of thanks to campers and to individuals who assisted in any way. Public relations will be very important for future years.
- Send left over t-shirts to the next camp director.
- Close bank account.
- Submit Camp Report.