



# 2023 CAMP CHECKLIST

Note: Group Leader Information as referenced below can be found on the FUGE Camps website - <https://fugecamps.lifeway.com/group-leader-information/>.

## PROMOTE CAMP

- Download and print the Promo Poster and display around your church.
- Put out Sign Up Sheets.
- Show Promo and Theme Videos during youth group and church services.
- Plan and schedule fundraisers.

These items can all be found in the Camp Promotion tab of Group Leader Information.

## HOLD PARENT MEETING

- Download and follow How to Have a Parent Meeting from the Camp Promotion tab of Group Leader Information.
- Point parents to the Parent Info tab of Group Leader Information to find the Camp Waiver & Release. Make sure they know this must be completed for their child and give them a due date to have it finished.
- Distribute copies of the Parent Pack and Parent Devos found in the Parent Info tab of Group Leader Information. Walk through the Parent Pack. Encourage parents to use the devotions while their child is at camp.
- Make parents aware of the date final balance is due and departure/arrival times and transportation specifics.

- Make parents aware of FUGE Camps Pack and prepaid camp store cards as detailed in the Parent Info tab of Group Leader Information.
- Pray for camp and for students.

## **HOLD ADULT SPONSOR MEETING**

- Share adult sponsor responsibilities found in the Camp Promotion tab of Group Leader Information.
- Walk through the camp schedule (found on the location specific page of the FUGE Camps website) and departure/arrival times.
- Complete or give instructions for completing background checks. One option for background checks can be found in Step 3 of Group Leader Information.
- Provide the link for Child Protection training found in the Forms & Checklists tab of Group Leader Information. Make sure adults know to watch the training videos, take the test, print the completion certificate, and give them a date to turn that into you.
- Provide the link to Camp Waiver & Release for adults to complete.

## **HOLD A STUDENT MEETING**

- Play the Promo and Theme Videos found in the Camp Promotion tab of Group Leader Information.
- Share Theme/Bible Study Overview in the Camp Promotion tab of Group Leader Information.
- Walk through the camp rules, dress code, and what to pack and not pack. This information is found in the Camp Promotion and Final Details tabs in Group Leader



Information. Share camp schedule found on the location specific page of the FUGE Camps website.

- Discuss transportation plans, departure time and arrival back to church time.
- Allow students to ask questions.

## **HOLD AN MFUGE MEETING FOR TRACK SELECTION (MFuge only)**

- Pass out Track Selection Cards to all students and adult sponsors. Print these from the Tracks tab of Group Leader Information.
- Share the ministry track options at your camp location as outlined in the Tracks tab of Group Leader Information.
- Instruct students, adult sponsors and drivers to complete their Track Selection Card, including three choices for ministry track. Transfer information to the Participant List later.
- Collect cards.
- Dismiss students and adult sponsors but keep drivers to discuss specifics about driving to camp and to ministry site each day of camp. See MFuge Transportation Policy in the Forms & Checklists tab of Group Leader Information.

## **COMPLETE BEFORE CAMP**

- Finalize transportation plans.
- Complete background checks on all adult sponsors.
- Complete Child Protection Training for all adult sponsors and print each completed certificate to bring to camp.



- Complete Group Information Form. This form can be found in the Forms & Checklists tab of Group Leader Information. Bring this form to camp with you.
- Cover the Ministry Track Evangelism Training (MTET) with students and adult sponsors (MFuge only). This can be found in the Final Details tab of Group Leader Information.
- Prepare a housing list.
- Complete and email the MFuge Transportation Policy (MFuge only) and Bringing Children to Camp forms (if any of your adult sponsors bring a child to camp) to your location specific email address. See Camp Contact List for camp email addresses, along with forms, in the Forms & Checklists tab of Group Leader Information.

#### **14 Days Before Your Group Arrives at Camp:**

- Pay final balance.
- Complete your Participant List (shared with you via email) and mark as done.
- Complete and submit Camp Waiver & Release forms. Make copies to keep with you in case of emergencies.
- Complete and submit Church Agreement Form.

## **DAY OF CAMP BEFORE LEAVING**

- Meet at church.
- Pray for safe travel and the days ahead.
- Load vehicles and leave for camp.



## AT CAMP

- ❑ Check in between 1:00-4:00 pm. Call the camp phone, if your group is going to be late. See Camp Contact List for camp phone numbers in the Forms & Checklists tab of Group Leader Information.
  
- ❑ Turn in the Group Information Form and Child Protection training certificates at registration.
  
- ❑ Update Participant List, if necessary.

Have the best week ever!