



# 2025 CAMP CHECKLIST

Note: Group Leader Prep Center 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 Prep Center.

## HOLD PARENT MEETING

- ☐ Download and follow How to Have a Parent Meeting from the Camp Promotion tab of Group Leader Prep Center.
- ☐ Point parents to the Parents page to find the Camp Waiver. Make sure they know this must be completed for their child and give them a due date to have it finished.
- ☐ Make sure parents know that they now are to work with their child to select track times/ministry tracks BEFORE camp. They will do this as a part of the Camp Waiver process. For instructional purposes, check out information on the Tracks tab of the Group Leader Prep Center to know the steps in this process and to find an explanation of track times/ministry tracks.



- ☐ Refer parents to the Parents page to find the Parent Pack and Parent Devos. 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.
- ☐ Pray for camp and for students.

## **HOLD ADULT SPONSOR MEETING**

- ☐ Share adult sponsor responsibilities found in the Forms + Checklist tab of Group Leader Prep Center.
- ☐ 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 the Forms + Checklist tab of Group Leader Prep Center.
- ☐ Provide the link for Child Protection training found in the Forms + Checklists tab of Group Leader Prep Center. Make sure adults know to watch the training videos and take the test.
- ☐ Provide the link to Camp Waiver for adults to complete.

## **HOLD A STUDENT MEETING**

- ☐ Play the Promo and Theme Videos found in the Camp Promotion tab of Group Leader Prep Center.
- ☐ Share Theme/Bible Study Overview in the Camp Promotion tab of Group Leader Prep Center.



- ☐ 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 Prep Center. 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.

## COMPLETE BEFORE CAMP

- ☐ Monitor your Participant List. Keep track of anyone still missing their Camp Waiver or Track Selections.
- ☐ Finalize transportation plans.
- ☐ Complete background checks on all adult sponsors.
- ☐ Complete Child Protection Training and make sure all adult sponsors have done so.
- ☐ 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 Prep Center.
- ☐ Prepare a housing list.
- ☐ Complete the MFuge Transportation Policy (MFuge only) (now attached to your Church Agreement Form submission).
- ☐ If any children are attending camp with you or your adult sponsors, ensure that the Children to Camp form is completed (automatically attached to any Camp Waiver requested for a participant younger than camper age).



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

- ☐ Pay final balance.
- ☐ Complete and submit your Participant List.
- ☐ Make sure that everyone attending camp with your group has a completed Camp Waiver. You can track this on your Participant List.
- ☐ Make sure that each student has Track Selections listed on your Participant List.
- ☐ Complete and submit Church Agreement Form.

## **DAY OF CAMP BEFORE LEAVING**

- ☐ Submit any changes on your Participant List (if applicable).
- ☐ 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 Prep Center.

**Have the best week ever!**