

Girl Scouts of Virginia Skyline Council, Inc.
CAMP DIRECTOR'S PRE-CAMP CHECKLIST

Send all forms to the staff advisor or as designated.

_____	before Aug. 15	Reserve GSVSC Program Center (Form # 2150) through the Program Site Assistant at Council Headquarters.
_____	October – December	For non-council sites, reserve site and arrange for a site agreement
_____	in January	Attend the Camp Director's Workshop
_____	in January	Submit an updated copy of Camp Bank Record (#2214) to staff advisor
_____	Feb. 1	Complete camp flyer information form & mail to Training & Design Specialist at Council Headquarters.
_____	4 weeks before needed	Prepare camp staff manual and complete an Office Service Request (#1459) (Council Headquarters Production Dept.)
_____	2 weeks before needed	Complete Summer Camp Order Form for Printed Supplies (#2142) Send to Council Headquarters Production Dept.
_____	2 weeks before camp starts	Complete Camp Site Information Form (#2138) Send to staff advisor. (Copy to Director of Program & Outdoor Services)
_____	2 weeks before camp starts	Complete Camp Medical Emergency Information Form (#2412). Send to staff advisor. (Copy to Director of Program & Outdoor Services)
_____	2 weeks before camp starts	Information Needed on Vehicles and Drivers (#2265) Collect and review.
_____	2 weeks before camp starts	Staff list with name, address & phone # of staff and name of camp and session dates. Send to staff advisor.
_____	May 1	Consignment orders (#1064C) due for JUNE CAMPS. Request for Non-Girl Scout insurance (#2136) w/payment.
_____	June 1	Consignment orders due for JULY CAMPS. Request for Non-Girl Scout insurance (#2136) w/payment.
_____	July 1	Consignment orders due for AUGUST CAMPS. Request for Non-Girl Scout insurance (#2136) w/payment.
_____	4-6 weeks before camp	Equipment Rental Form (#2468). Send to Council Headquarters.
_____	4-6 weeks before camp	Council Resources Request (#2159). Send to Girl Scout Skyline Shop.