

CAMP DIRECTOR'S PRE-CAMP CHECKLIST

Send all forms to the staff advisor unless otherwise designated.

	before August 15	Reserve GSVSC camps/program centers (form #2150) through the Reservations Specialist at council headquarters.
	in September	Attend the camp administrators' workshop. New camps submit preliminary budget for review by Staff Advisor
	October- November	For non-council sites, reserve the site and arrange for a site agreement. *Contracts need to be signed by CEO. Send to info@gsvsc.org for CEO signature.
	November 1	Complete 2345 Camp Publicity & Registration Request Online form for registration setup and camp publicity.
	December – January	Meet with Systems and Data Manager to setup online registrations
	in February	Complete the Camp Site Information Form and Summer Camp Medical Emergency Plan (#2138) and submit it to the Staff Advisor.
	in February	Submit an updated copy of the Camp Bank Record (#2214) to the Staff Advisor only if any changes were made from last season.
	2 months before camp start date	Consignment orders (#1064C) due to shop manager; confirm date for on-site shop.
	6 weeks before camp	Send the Tent/Tarps/Trailer Equipment Rental Form (#2113) to headquarters with payment if delivery needed. See new form.
	6 weeks before camp	Send the Program Resource Reservation (#2159) to council headquarters.
	1 month before camp starts	Submit the Request for Non-Girl Scout Insurance (#2136) with payment (\$5 minimum payment) to Program Services Specialist.
	1 month before camp starts	Complete the staff list with the name, address, and phone number of each staff member and the name of the camp. Send it to the staff advisor. Review paperwork on all staff members.
	1 month before camp starts	Confirm staff background check status and membership in Volunteer Toolkit.
	4 weeks before needed	Prepare the camp staff manual and submit Marketing & Communications Service Request to communications@gsvsc.org .
	3 weeks before needed	Complete the Summer Camp Order Form for Printed Supplies (#2142) and send it to the Staff Advisor.
	2 weeks before camp starts	Collect and review Information Needed on Vehicles and Drivers (#2265).