

Back-Dating Calendar

May	Recruit Camp Director & Program Director(s)
August	Select and reserve facility
August	Finalize Budget
September	Kick Off Meeting
October	Program Review
November	Vendor Review
November	Recruit Key Staff
November	Review detailed budget with Key Staff
November	Director/Program Director attend camp school
November	DE finalizes contract with facilities
December	Schedule all Key Staff meetings
January	Set up web page for promotions and registration link
January	Submit 1st Budget Review to Council Day Camp Chair
January	Submit program to council for approval
February	Begin registration
February	Submit 2nd Budget Review to Council Day Camp Chair
February	Plan program details
March	Get bids for non-council provided items (i.e. port-a-putties)
March	Submit 3rd Budget Review to Council Day Camp Chair
March	Submit initial patch order
March	Recruit volunteers
March	Request day camp license
March	Request letters (hospital-ambulance, police, fire)
March	Create draft of day camp standards book
April	Send Estimated orders (supplies / gifts / port-a-potties/etc.)
April	Submit 4th Budget Review to Council Day Camp Chair
April	Submit Quartermaster request list
April	Arrange facilities (water, sanitation, permits)
April	Finalize schedule / map of events
April	Finalize volunteer training manual
April	Conduct pre-camp site visit
April	Order 75% of last year supplies
May	Submit Quartermaster request list if changes are needed
May	Submit 5th Budget Review to Council Day Camp Chair
May	Conduct volunteer training
May	Finalize Day Camp standard book
May	Order & Pick up supplies, patches and t-shirts
June	
July	Submit 6th Budget Review to Council Day Camp Chair Saturday before camp. Final Budget Report (Awards give to camps under-budget)

Camp Wrap-Up

+ 1 week	Meet with Key staff to review evals/critique
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+ 2 weeks
+ 2 weeks

Submit all receipts/PO's/final budget to DE and Council Day Camp Chair
Hold Event Close Out Meeting w/DE (required)