

# Running a Healthy Camp

At the end of these sessions you will have done much of the planning for your next Unit or multi-Unit camp.

Some leaders will have already had lots of experience in leading camps while it may be a whole new (and slightly scary) experience for others. Experienced leaders and newbies alike will find the procedures to complete a safe operation here.



More comprehensive information may be found in 'Camping - Guidelines for Leaders' in the 'Challenge Year One' Programme Book.

## Part One - Theory

➤ Discussion One:

**Psychology** - WHY?

➤ Discussion Two:

**Anatomy** - WHEN / WHERE / WHAT/HOW MUCH?

➤ Discussion Three:

**Physiology** - WHO DOES WHAT?

➤ Discussion Four:

**Physiotherapy** - WHAT ACTIVITIES?

➤ Discussion Five:

**Diagnosis** - WHAT ARE THE RISK AND SAFETY FACTORS?

➤ Discussion Six:

**Prescriptions** - COMMUNICATING THE WHY/WHEN/ WHERE/ WHAT/ WHO AND HOW TO THE GIRLS AND THEIR PARENTS

➤ Discussion Seven:

**Prognosis** - HOW TO SHARE THE CAMP EXPERIENCE

➤ Discussion

One:

Psychology -

WHY?



Why do you want to take your girls on a camp?





**Where?**

**How far is it to travel - what are our means of transport?**

**Is the site suitable?**

**Facilities**

**Activities**

**Limited by season**

**How do you book the site?**

**Is catering provided or do we do our own?**

**Is there a fire ban in place at the site?**

**What else?**

**What?**

**Indoor or outdoor?**

**What will be your theme? -**

**Crafts/ski/horse etc.**



How much?

Allow for all items including transport, food, venue hire, activities etc.

Is there an extra cost for use of some facilities/activities?

- In the following exercise Registrations cover all expenses (including cook and leaders costs). To achieve this divide the total expenses by the possible number of attendees to achieve a registration fee.
- You may choose to fundraise to subsidise overall camp costs.



**Prepare a budget**

<p><b>Income:</b></p> <p>Registrations</p> <p>x \$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p>	<p><b>Expenses:</b></p> <p>Venue Hire</p> <p>Food</p> <p>Activities</p> <p style="padding-left: 40px;">indoor</p> <p style="padding-left: 40px;">outdoor</p> <p>Resources</p> <p>Transport</p> <p>Thank you gifts*</p> <p>Contingencies**</p> <p>Other</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p> <p style="text-align: right;">\$</p>
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\*Acknowledgements - vouchers or small gifts for those roped in to help.

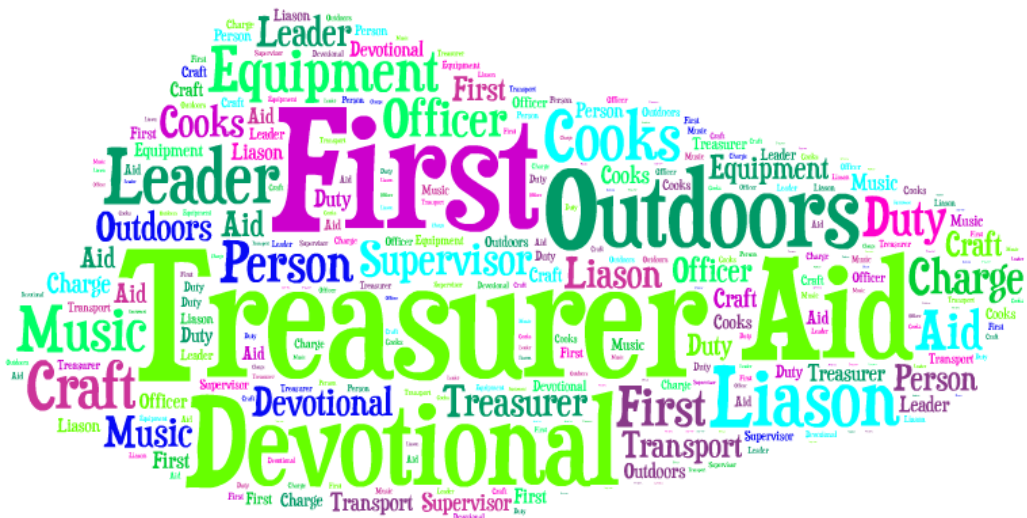
\*\*Contingency - an allowance for unforeseen events (emergencies).



➤ Discussion Three:

Physiology -

WHO DOES WHAT?







➤ Discussion Five:

REGISTER ONLINE

CampDoc.com

Prescriptions -

COMMUNICATING THE WHY/WHEN/ WHERE/ WHAT/  
WHICH/WHO AND HOW TO THE GIRLS AND THEIR PARENTS  
including Registration/Consent Form





## Part Two - Practical



- **Discussion One:**  
**Dietary Requirements** - Menus and special diets
  
- **Discussion Two:**  
**Diagnosis** - Risk and safety factors
  
- **Discussion Three:**  
**Operational Procedures** - Notes from Practical sessions



## ➤ Discussion Two:

### Diagnosis -

#### RISK AND SAFETY FACTORS

*IFG is a mission outreach of the host church and leaders are required to comply with that church's safety protocols.*

*ALL leaders are responsible for the health and safety of the girls - not just the Senior Leader.*

*Read and Complete all Risk Analysis and Management Forms - found under Resources on the IFG website under Safeaz*

- 🌸 Risk Management - Planning Information Sheet
- 🌸 RAM's Form
- 🌸 Activities Outside Usual Venue/Time



Copies of camp forms are lodged with your church and also sent to [rams@iconz4girlz.org.nz](mailto:rams@iconz4girlz.org.nz)

## ➤ Discussion Three:

### Operational Procedures:

*(Your notes from your practical sessions)*

Choose from two or three of these or use own ideas

- ◆ Camp site inspection
- ◆ Camping hygiene
- ◆ Setting up camp
- ◆ Pitching a tent
- ◆ The camp fire
- ◆ Safety around the camp fire
- ◆ Testing the outdoor activities
- ◆ Assembling a kit for camp



# Part Three - Check Up

## ➤ Keeping appointments

Time for a

# checkup.



- Approval in principle from the church
- Camp site inspection
- Camp site booking
- Programme planning
- Allocation of responsibilities/check leaders hold current First Aid Certificates
- Right ratio of adults / girls
- Budget
- Menu
- Registration form - check Consent Form for wording
- Information Sheet
- Heads up notice to girls and parents
- Risk management assessment and all forms completed
- Funding applications
- Update First Aid kit
- Organise equipment and other resources
- Reminder notice
- Sign off by the Church
- Confirm all registrations and payments received
- Organise transport
- Purchase food and sundries
- Prepare duty sheets



As a group, discuss what decisions need to be made NOW for a camp to actually take place within the next few months?

TASK	DETAILS	PERSON RESPONSIBLE	DEADLINE



# MY ACTION PLAN

