

UW-Green Bay Summer Camp Director's Checklist

CAMP DIRECTOR TIMELINE

The Division of CECE will prompt the Camp Directors as these deadlines approach, but the directors are responsible for the completion of the duties listed in the timeline. Without timeliness, the Camp Director jeopardizes quality delivery of the camp.

Date	Task	Who does what?
September	<ul style="list-style-type: none"> Set-up initial meeting with CECE to go over ideas. Updated housing and food rates from food service and residence life. Work on budget proposals. 	<ul style="list-style-type: none"> Camp Director CECE CECE/Camp Director
October	<ul style="list-style-type: none"> Submit YOUTH CAMP REQUEST FORM by October 1. Camp date(s) confirmation with CECE. Begin production of marketing materials and website. 	<ul style="list-style-type: none"> Camp Director CECE/Camp Director CECE
December	<ul style="list-style-type: none"> Receipt of marketing catalog from printer. Mailing of catalog and updates website. Go live with/publish registration on website. 	<ul style="list-style-type: none"> CECE CECE CECE
January - May	<ul style="list-style-type: none"> Begin sending out staff contracts and collect needed HR information. Begin ordering supplies for camp. Order t-shirts if wanted 	<ul style="list-style-type: none"> Camp Director Camp Director Camp Director
January	<ul style="list-style-type: none"> Begin reserving classrooms/campus space. 	<ul style="list-style-type: none"> Camp Director
February 1	<ul style="list-style-type: none"> Submit YOUTH CAMP CONFIRMATION DETAILS FORM 	<ul style="list-style-type: none"> Camp Director
Spring ongoing	<ul style="list-style-type: none"> Make sure summer camp staff are taking required HR trainings 	<ul style="list-style-type: none"> Camp Director
May	<ul style="list-style-type: none"> Attend a Camp Director Informational Meeting 	<ul style="list-style-type: none"> Camp Director
Summer	<ul style="list-style-type: none"> Submit Youth PROGRAM STAFF & VOLUNTEER REPORT 14 days prior to first day of camp. Submit your MEAL COUNT GUARANTEE FORM 14 days prior to first day of camp 	<ul style="list-style-type: none"> Camp Director

CAMP DIRECTOR CHECKLIST

Note: This is not a comprehensive list of all duties a Camp Director will most likely undertake. These items are required and essential items a director must complete to successfully run a summer camp or program. There may be other duties that arise given by CECE or created by the director themselves.

- ☐ Set-up initial meeting with CECE
- ☐ Create budget
- ☐ Submit [YOUTH CAMP REQUEST FORM](#)
- ☐ Work with CECE on marketing of program and creation of webpage
- ☐ Send out staff contracts and collect needed HR materials
- ☐ Reserve classroom/campus space
 - ☐ Fill out [Facilities Work Request](#) for table/chairs/other special set-up needs
- ☐ Order supplies for camp
- ☐ Work with marketing and communications on T-Shirt order if needed
 - ☐ Fill out [Marketing & University Communication Project Request Form](#)
- ☐ Fill out [YOUTH CAMP CONFIRMATION DETAILS FORM](#)
- ☐ Attend Camp Director Information meeting
- ☐ Make sure camp staff are taking required HR trainings
- ☐ Make sure Camp Health Supervisor attends CPR/First Aid/AED training
 - ☐ Also, make sure they attend CampDoc training with CECE
- ☐ Submit Youth [PROGRAM STAFF & VOLUNTEER REPORT](#) 14 days prior to first day of camp.
- ☐ Submit [MEAL COUNT GUARANTEE FORM](#) 14 days prior to first day of camp.