

Forest Edge Recreation Camp

– Waroona, WA

Camp Organisers' Checklist

Camp Co-ordinator Timeline for a Smooth Camp Experience



8 – 12 Months Before Camp: Booking

- Select camp dates with Forest Edge and discuss with your Principal, Committee, or members.
- Contact Forest Edge to confirm dates and complete the booking form; scan and email to admin@forestedge.net.au
- Pay a deposit to secure your booking.

3 – 8 Months Before Camp: Camp Program

- Contact Forest Edge to plan the activity program.
- Arrange transport for all attendees.
- Organise fundraising activities if necessary.

3 Months Before Camp: Information for Parents & Participants

- Send out the following information to parents and participants:
 - *Benefits of School Camp* document
 - *What to Bring Checklist*
 - School medical/dietary form & camp permission form
 - Collect all medical, dietary, and other relevant information from parents/participants.
 - Allow extra time for collecting forms to accommodate late submissions.

3 Weeks Before Camp: Final Preparations

- Pay half of the invoice at least **2 weeks before arrival** (final invoice adjusted after camp).
- Complete the *Camp Finalisation Form* and email it to admin@forestedge.net.au at least **2 weeks before camp**.
- Organise:
 - Dorm and kitchen rosters
 - Competitions and activity groups (14-18 participants per group)
 - Room allocations

- Staff duty roster
 - Brief all attendees on roles and responsibilities, including Forest Edge staff duties.
 - Confirm that all participant payments have been received.
 - Send final camp details to parents.





Arrival & During Camp: Ensuring a Great Experience

- On the way to camp, read out dorm allocations to students.
- Reiterate roles and responsibilities to all attendees.
- Ensure students are prepared with:
 - Water bottles
 - Hats
 - Appropriate clothing
 - Sunscreen
 - Seat students in their activity groups with their designated leaders and dining table assignments.
 - Assist Forest Edge staff with group management.
 - If any issues arise, liaise with the **Forest Edge Camp Manager**.

Post-Departure: Wrap-up & Reflection

- Debrief camp participants and collect feedback for improvement.
- Arrange for **final invoice payment**.
- Organise camp reflections:
 - Camp diaries or a photographic display in the school library/classroom
 - Write a report for next year's camp follow-up/handover
 - Compile a CD/DVD with camp photos, videos, and student work. If possible, send a copy to Forest Edge to assist with camp promotion and facility improvements.
 - Book next year's camp early** to secure preferred dates.

Contact Information

-  **Forest Edge Recreation Camp, Waroona, Western Australia**
-  **Email:** admin@forestedge.net.au
-  **Website:** www.forestedge.net
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