



It is also important that there be at least one male and one female Leader at the camp.

Developing an accurate and detailed timeline for planning your camp is essential. Be sure to spread out the work evenly, so nobody is overburdened, at any given time. The time line will then become a convenient check list, and allow you to co-ordinate your efforts with those of your fellow committee members. By producing a visual timeline in the form of a calendar, you will be able to see the effect of one item on another, and make appropriate adjustments along the way. See below:

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|-------------------------|--|
| 3-12 months before camp | <ul style="list-style-type: none"> - set date and book location - establish committee - design preliminary programme - produce advertising brochure - start fund raising plan |
| 8 weeks before camp | <ul style="list-style-type: none"> - send out permission forms - finalise camp programme - confirm booking of location - finalise camp staff list |
| 4 weeks before camp | <ul style="list-style-type: none"> - collect in permission forms - finalise menu - purchase non-perishable foods - finalise equipment list |
| 3 weeks before camp | <ul style="list-style-type: none"> - set departure location and time - confirm equipment availability - purchase programme supplies |
| 2 weeks before camp | <ul style="list-style-type: none"> - collect in late permission forms! |
| 1 week before camp | <ul style="list-style-type: none"> - purchase perishable foods |
| ... | ...and so on |