

SUMMER DAY CAMP SCHEDULE



Universidad de California
Agricultura y Recursos Naturales



University of California
Agriculture and Natural Resources

3 MONTHS BEFORE CAMP

___ Submit Camp Proposal to advisor and county director

___ Meet with community partners, schools, and current 4-H members

___ Submit facility use forms to school districts

___ Select dates and locations based on response from school districts or other partners

___ Set a budget for camp. Include expenditures such as program fees for volunteers and project materials

___ Set a goal of children you want to reach and recruit enough volunteers to meet the 4-H ratios

___ Promote volunteering opportunities to teens and adults in the community

___ Distribute flyers around the community promoting the camp dates

2 MONTHS BEFORE CAMP

___ Set a date for volunteer training

___ Select camp content

___ Create and distribute flyers for camp

___ Promote volunteering opportunities to teens and adults in the community

___ Distribute flyers around the community promoting the camp dates

1 MONTH BEFORE CAMP

___ Enroll members as enrollment forms arrive

___ Promote camps at 4-H clubs, schools and community organizations

___ Order materials and sports equipment needed to complete projects

___ Host training session for volunteers and assign duties as needed

2 WEEKS BEFORE CAMP

___ Host walkthrough session for volunteers, preferably at the location where camps will take place

___ Assign campers onto groups based on age and preferences

___ If needed, do one more promotional push around the community

1 WEEK BEFORE CAMP

___ Check all equipment

___ Send camp reminders to families via text, email or phone call

___ Check in with camp leaders

WEEK OF CAMP

___ Help with enrollment of drop ins