

Administration

OVERVIEW

In order for each Dean to effectively plan, staff, conduct and follow up his/her camping event, the following forms found on the Camping Web Site www.cpcumcamps.org. These are required by the Camp and Retreat Commission:

BEFORE YOUR EVENT BEGINS

Daily Curriculum Outline (if not using approved curriculum)
Volunteer-Paid Staff Tracking/Roster Form
Pre-Camp Information
Program Development Worksheet
Adventure Camp Trip Itinerary (Adv. Camp Deans only; Camp Web Site
www.cpcumcamps.org)

PRE-CAMP MEETING WITH SITE DIRECTOR (FORMS SHOULD BE COMPLETED BEFORE ARRIVING)

Dean's Checklist
Driver Disclosure
Nurse's Liability
Staff Recommendation
Staff Medical
Staff Training Checklist
Volunteer's Disclosure/Covenant

TO USE DURING YOUR EVENT

Camp Check-Out
Camper at Risk
Incident/Accident Report
Suspected Instances of Child Abuse Report
Vehicle Accident Report

AT THE CLOSE OF YOUR EVENT

Dean's Evaluation
Program Evaluation