



## Camp Coordinator Checklist *“Awakening the Champion Within”*

Thank you for taking on the role as the coordinator for your upcoming camp at the Tallebudgera Beach School. **Please follow the detailed step by step procedures set out in this document.** These procedures are designed to guide you through the process of organising camp, whilst ensuring a safe and supported camp experience for all staff and students. It is imperative that you follow procedures to ensure all deadlines are met and all stakeholders have the relevant information.

### Completed at the commencement of the school year.

NB: May need to be earlier if your camp is early in Term One.

Confirm your school’s booking for Tallebudgera Beach School. As this was completed last year please ensure the following:

- Revisit your booked numbers after Day 8 and **advise TBS of any changes**
- Book transport to and from camp: Please download [Bus Procedures Form E](#) for essential information.
- Download and complete your School Excursion Form at:  
  
<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>
- Attach [CARA’s 2 nights](#) or [CARA’s 3 - 4 nights](#) to your School Excursion Form
- Please view [Camp Fees State Schools](#) or [Camp Fees Non-state Schools](#). Calculate the cost per student for camp, including transport etc. **Please note** – there is an additional option for a souvenir camp T-shirt for the students for a small fee of \$7.00

### 10 weeks before camp

Pre Camp contact from Beach School Staff

- Approximately 10 weeks prior to your camp a Tallebudgera Beach School teacher will contact you.
- They will:
  - Outline the purpose of the camp and discuss curriculum objectives
  - Ensure you have the documents you require
  - Discuss the bus procedures
  - Arrange a time for all visiting staff to have a teleconference regarding camp

### 6 weeks before camp

Send the following information to all staff members who will be attending camp. Please cut and paste the boxed information into an email.

#### Visiting Staff

Thanks for your commitment to your school's upcoming camp at Tallebudgera Beach School. This e-mail has been forwarded by your Camp Coordinator who requires you to ensure that all students, parents and staff are fully briefed and have completed relevant documentation. All links outlined below come from the Tallebudgera Beach School Website.

Go to: [www.talloec.eq.edu.au](http://www.talloec.eq.edu.au) > Residential Camps > Champ Camp

#### Students

- Distribute** important information for Parents: [Information for Parents](#)
- Download** (back to back). **Distribute** [Student Medical Consent - Form A](#) to Parents.
- Student Medical Consent Forms must be collected and returned to the Camp Coordinator a minimum of 3 weeks before camp**

#### Staff

- Read** [Information for Visiting Staff](#)
- Download, complete and returned to the Camp Coordinator 3 weeks before camp**  
[Staff Medical Consent - Form B](#)

### 3 weeks prior to camp

- Download and complete** [Form C](#) Scan and email to [info@talloec.eq.edu.au](mailto:info@talloec.eq.edu.au)
- Download and complete** [Group and Cabin Allocations - Form D](#)  
Please read the instructions on how best to allocate students to cabins. If you have any queries please contact the Beach School 55 209 300
- Collate all** [Staff Medical Consent - Form B](#) , [Student Medical Consent - Form A](#) and [Cabin and Group Allocations - Form D](#)  
\*Ensure that specific medical conditions/learning difficulties forms have been completed and attached to Form A. Please check that each student medical form is signed by parents/guardians
- Scan and email to** [info@talloec.eq.edu.au](mailto:info@talloec.eq.edu.au)
- Contact TBS for more complex requests such as wheelchair access, shower chairs, etc.

### Last minute information before camp

- A complete list of students and cabin groups will be sent to your school on the Wednesday before camp. **This must be used as your bus list and handed to TBS staff upon arrival**
- The Beach School will provide students and staff with **water bottles on day of arrival**
- Make arrangements to **bring Eskys** if planning a packed lunch on the day of departure
- Remind staff to **bring ID Badges**

### As you depart...

- Use the activity/cabin group list sent to the camp coordinator as a **Bus List**. Tick or cross the box beside each student's name as they board the bus. Hand this list to TBS staff upon arrival
- Collect all student medication before getting onto the bus

## Summary of Forms and Timelines

<b>FORM A</b> Student Medical Consent	Distribute to students 6 weeks prior to camp and return to TBS 3 weeks prior to camp
<b>FORM B</b> Staff Medical Consent	Distribute to staff 6 weeks prior to camp and return to TBS 3 weeks prior to camp
<b>FORM C</b> Nominal Advice	Complete and return to TBS 3 weeks prior to camp
<b>FORM D</b> Cabin Allocation List	Complete and return to TBS 3 weeks prior to camp
<b>FORM E</b> Bus Procedures	Download and book transport as early as possible Use this form when booking your transport to and from camp. <b>Please read this information thoroughly</b> and ensure the bus company and your school is aware of the arrival and departure procedures and locations.
<b>PARENT INFORMATION</b>	Distribute to parents a minimum of 6 weeks prior to camp
<b>VISITING STAFF INFORMATION</b>	Distribute to staff a minimum of 6 weeks prior to camp