



Camp Coordinator Checklist for the Hero's Journey

Thank you for taking on the role as the Camp Coordinator. **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 supportive camp experience for all staff and students. It is imperative that you use the links provided to gain access to the latest forms relating to the Hero's Journey.

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:

- Your school's administration is aware of the camp dates and they are marked on your school's calendar
- To maximize student outcomes there is a priority for **class teachers to stay for the full duration of camp**. Please ensure that your administration team is aware of this and complies wherever possible.
- After Day 8, please confirm with Tallebudgera the number of students attending camp
- Download and complete your School Excursion Form at:
<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>
- Please view [Camp Fees](#)
- Attach [Hero's Journey CARA's](#) to your School Excursion Form
- [Export One School Data for Tallebudgera Beach School](#)

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. Arrangements will be made for a visit or a video conference session with your students and teachers attending camp. Please note:
 - Visits will occur approximately 2 weeks prior to camp
 - Camp Journals will be issued to students during visit, or by post for video conferences
 - A venue to accommodate all camp students, with Audio/ Visual capabilities will be required
 - TBS teacher will explain the structure of the Hero's Journey and complete aspects from the journal with the students (Approximately 1-1.5 hrs)
 - Approximately half an hour with Teachers will be required after the student meeting

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 within Microsoft Outlook.

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.

Students

- Distribute** important information for Parents: [Information for Parents letter](#)
- 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** in preparation for collection by TBS staff on the school visit

Staff

- Read [Important Information for Teachers](#)
- Download, complete and returned to the Camp Coordinator 3 weeks before camp**
[Staff Medical Consent - Form B](#)
- Contact your Camp Coordinator to indicate **your preferences for meal duties on [Form C](#)**

3 weeks prior to camp

- Download and complete [Form C](#)** Scan and email to info@talloec.eq.edu.au or fax it to TBS on 552093325
- 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.

2 weeks prior to camp

- Collate all [Teachers Medical Consent - Form B](#) , [Student Medical Consent - Form A](#) and [Cabin and group allocations - Form D](#)** ready for collection by TBS staff at the school visit.

*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
- Option A** - All forms to be collected by TBS teacher during your school visit
- Option B** - Scan and email to info@talloec.eq.edu.au or fax it to TBS on 552093325
- Contact TBS for more complex requests such as wheelchair access, shower chairs, etc.

Last minute information to share with colleagues before camp

- A complete list of students allocated into activity 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**
- Appoint one teacher for each activity group from your school to oversee the administration of medication.**
- Please ensure your students bring their **own named water bottle** as TBS no longer provide them.
- 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
- Arrange all student medication into activity groups
- Whilst in transit, please announce to all students which activity group and cabin group they are in. Upon arrival it will be assumed that all students know this information