

Appendix 1

Checklist for EEMA Camp Organisers

A. Organising a Camp

Time Line before the camp starts ***Action***

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| 15 months | → Make the decision to organise a Camp by a Rotary Club or Rotary District in cooperation with the District /Multidistrict Chair and the District Governor, whose approval is required. |
| 12 months | → Appoint a responsible leader / build a team. |
| 10 months | → Develop the program <ul style="list-style-type: none">○ Theme○ Date of the Camp○ Organize the activities○ Organize the accommodation.
→ Determine the age group and number of participants.
→ Create a cost framework (costs of the camp) <ul style="list-style-type: none">○ Apportion the costs (Club, District, Participant)○ Determine the participant's fee.
→ Determine the registration deadline (e.g. for Summer Camps at the end of March).
→ Create the invitation as a PDF, not larger than 2 MB. (see guidelines for details) |
| 8 - 5 months | → Send the Camp invitation to District Camp Coordinators. |
| 8 - 3 months | → Receive the Application Forms from the Sponsoring Districts (by database or encrypted email).
→ Confirm receipt of applications immediately and inform relevant Camp Coordinator of acceptance/ rejection of the candidate within 14 days.
→ Inform the Camp Coordinators if/when your camp is fully booked.
→ Inform the Camp Coordinators if your camp needs more participants. |
| 3 months | → Make sure that your team (chaperones, Host Families, etc.) is complete.
→ Send the detailed program with arrival time, arrival destination, etc. to the participants and their District Camp Coordinators. |
| 1 month | → Make sure that the pick-up service at the arrival destination is organized.
→ Make sure that all volunteers who are working with the participants have undergone background screening. |

B. Promotion of Camps

- Create a Camp Flyer (not of a specific camp – but for camps in general) with the Link to your Website.
- Send these flyers (electronically or hardcopies) to all Clubs, schools, universities, etc.
- Ask your Governor to promote these camps at his/her Club visits and to mention in his/her Governor Newsletter.
- Announce these Camps at District Conferences / Assemblies.
- Publish the Camps on your Website and on your Social Medias.
- A survey with questions about the quality. At the end of the Camp and before they depart, ask all participants to complete a survey with questions about the quality of the Camp.

C. Dealing with Camp Applicants (Sponsoring District & Club)

- Candidates and clubs must apply via their District Camps Outbound Copordinator, not directly to camp organizing clubs or districts.
- Rotary Clubs in the candidate's area (sponsoring Club) obtain/receive the registrations of potential Camp candidates.
- Sponsoring Clubs send them the Application Form with the Club information.
- The YEO of the sponsoring Rotary Club in the candidate's area completes his/her duties (conducting a short interview and signing the Application Form).
- Sends the the completed Application Forms to District Camps Outbound Copordinator. And Requests places in a Camp abroad.
- The District Outbound Camp Copordinator sends the relevant Application Forms to the Camp Coordinator abroad (by database or by encrypted email).