

# TIME LINE FOR SUMMER CAMP DIRECTORS

It is very important to us that we prepare the camp for you and your campers. You will be asked to send us information by certain dates. In order for us to schedule employees, we have to have the information by these requested dates. Please remember we *can not* meet your needs unless we know your expectations.

PLEASE MARK THESE DATES ON YOUR CALENDAR.

**MARCH 1ST** Contact Information form returned  
Please include phone numbers and email.

**MARCH 15TH** General Camp Information  
1. Arrival Day & Time for your Staff  
2. How many do you estimate will be on your Staff  
3. Arrival Day & Time for Campers  
4. Departure Time for your Camp

**BY MAY 1ST** IF YOUR CAMP DATE IS BETWEEN MAY 24 -JUNE 29

**BY MAY 15TH** IF YOUR CAMP DATE IS BETWEEN JUNE 30 AND AUGUST 2

1. We need your *Camp Schedule*.
2. Will your *Meal Times* be our regular scheduled meal times?  
Breakfast 8:00 A.M., Lunch 12:00 P.M., Dinner 6:00 P.M.  
Do you have any special request meals?
3. We need your requested *Swim Time*.
4. How many are on your *Staff*? How many will arrive prior to the start of camp?
5. Will you want to have a campfire? If so, when?

TWO WEEKS BEFORE YOUR CAMP DATE (From your Area Office)

1. The *Meal Count* the number of campers and staff that will be here.
2. *Dietary Restrictions* that are medically necessary for your campers and staff.  
Please include name and contact information.
3. Barbara will send a menu for your approval two weeks prior to your camp. Please check the menu and approve or make changes to it ASAP. If you wait until the week before we will not be able to adjust the menu because we will have already ordered food.