

Camp day checklist

One working sheet for the people running the day.

Camp / date: _____ Students: _____ Total diners: _____

Host Facilitator: _____ Education Lead: _____

Behavior support adult: _____ First aid contact: _____

Food lead: _____ Photos / pickup lead: _____

ONE WEEK BEFORE

- ☐ Confirm enrollment-based staffing, completed Mentor training, student pairing, waivers, parent contacts and pickup arrangements. Assign saw and selected demonstration supervision.
- ☐ Name a behavior support adult experienced with children who can give clear directions and set firm, respectful boundaries. Tell Mentors who to call; assigned Mentors retain supervision.
- ☐ Check the Camp Ready supplies view: quantities, package sizes, who provides each item, confirmed loans and shortages. Count every adult for meals and seating. Confirm selected optional modules and their supplies.
- ☐ Prepare wood and backers; leave student PVC and copper cuts for camp. Check the selected torch system, matching consumables, PPE, power, ventilation, weather plan and food arrangements.

BEFORE STUDENTS ARRIVE

- ☐ Stage and check tools, safe work areas, electrical supplies, cleanup supplies and the food / hand-washing area. Brief Mentors and Volunteers on their assignments, transitions and support contact.
- ☐ Choose a few lunch activities within the 45–60-minute meal-and-activities block. Confirm their supplies and competent leaders; keep the day focused on completing the project safely.

PROTECT THE FINISH

Electrical: _____ Customization: _____ Photos / closing: _____ Pickup: _____

Transition caller: _____

For a 3:30 PM finish, aim for electrical at 2:00, customization at 2:50, and photos / closing at 3:15. Adjust the targets together; shorten earlier optional activities before rushing safety or the electrical lesson.

WHEN THE DAY CHANGES

Accommodate preferences where practical. The on-site leader responsible for the area decides when needs conflict and tells those affected. If a Student cannot participate safely, pause tool use, involve the behavior support adult, maintain supervision, and contact the parent if safe participation cannot resume.

Day-of notes / changes
