

LIONS SPONSORED CAMPS – CLUB CHAIRMAN CHECKLIST

For complete clarity you should also refer to the more detailed Vital Information Checklist. Please note that when approaching schools (staff, principal) that you should explain the purpose of the Lions Sponsored Camps is to help those in the community that need it. To help families suffering in some form or another – the interpretation of “disadvantaged” is very broad. However, it is advisable when speaking with families that the term “*disadvantaged*” is not over used. It would be better to explain that the child(ren) are being offered an opportunity to have a School Holiday Adventure Camp and a chance to get away and have an experience of a lifetime. If asked, one could explain simply that the school have identified that child(ren) as deserving of the opportunity.

- Receive Club pack (letter, application form, vital information checklist, school holiday information brochure, payment procedure)
- Obtain Club’s agreement re. number of children to be sponsored
- Send Club cheque with Club Application form to Intake Coordinator (now in Licola Operations at Licola). Alternatively can pay by EFT following guideline (see payment procedure). Make sure you fill in all fields in the Club Application Form to enable a speedy response and the sending out of your Children Application Form(s)
- Receive Campers Application forms and brochures from Licola Operations. Once received make sure you circle the correct Camp Date, fill in your name and contact details as well as same on the Holiday Adventure Camp Application Form brochure (see space provided).
- Source Children (you should already have started this process) by speaking with local schools/ other agencies. Check cut off dates and agree when to pick up forms – allow enough time to check and return to families if required. **We cannot guarantee places for forms received after the cut off dates.** REMIND schools/ families and respectfully PUSH PUSH PUSH....!
- Collect forms from school or families. Follow up repeatedly during this process. Remind and CHASE CHASE CHASE (Do not underestimate the importance of this). Once received, check forms for completeness and refer back to care giver/ family if required. Check in particular child’s age (8-11 years at start of camp only please), minimum two contact numbers for family, medical information, specific info, and authorisation.
- Contact families to see if children require transport to/from coach pick up and drop off point. (If required organise Lions Members to assist)
- Make a note of child(rens) name and contact details for your own records. Send completed and checked forms to the Intake Coordinator in Licola AS SOON AS POSSIBLE. If any issues arise don’t hesitate to contact the Intake Coordinator on 03-5148-8791
- Keep in frequent contact with family groups from form completion up to and including the day before camp to ensure all is in place. Again, this is very important.