

VITAL INFORMATION WHEN SPONSORING CHILDREN TO LICOLA CAMPS

Please read these procedures before sponsoring children to the Licola School Holiday Camps.

CAMPERS' AGE: Children aged 8 to 11 years only.

COST OF SPONSORSHIP: \$295 per Camper. (\$315 for NSW & Country V1-4 / additional day)

Consider seeking additional personal or corporate funding to send more children.

1. Club Application Form:

Complete the Club Application form and payment - cheques **made payable to Lions Village Licola Inc.** or EFT direct into the Licola Operations Account (SEE PAYMENT PROCEDURE FOR DETAIL).

On receipt of both the Club Application form and payment the **School Holiday Adventure Camps (Child) Application forms and LSC Brochures (1 of each per child)** will be dispatched to the Sponsoring Club.

2. Club contact details:

Prior to sending or giving the School Holiday Adventure Camper's Application forms to schools or Welfare Organizations, **Clubs must complete full details of the Sponsoring Club or Organization.**

Since Lions Clubs are the actual sponsors of these camps, it is most important that Lions Clubs follow up the Campers' Applications Forms and assist where possible and take full responsibility for duty of care.

3. Selection of Campers:

If a Lions Club does not know of specific families then approach local School Principals, youth or sporting clubs, Police, local church or welfare organisation e.g. Anglicare, Parents without Partners etc. and ask them to contact families on your behalf. **These holiday camps are not suitable for campers with Special Needs.**

4. Collection of Completed Campers Application Forms:

Club Members are requested to personally collect the completed Campers' Application forms from the school, welfare organization or family. *This will give the organization, school or parents the opportunity to discuss any particular issue that may assist Licola staff in their duty of care at the Camp.*

5. Carefully check all details on the Application form(s), in particular the Emergency Contact (we require more than one contact number), medical and specific needs and ensure authorisation sections have been signed. Complete the Club Summary form and mail all to the **Intake Coordinator in Licola. See details on Club Application Form.**

6. Date for Return of Campers' Application Forms to the Intake Coordinator:

It is essential that all Campers' forms are completed and received by the **Intake Coordinator before the cut off dates shown on the Club Application Form. We cannot guarantee any late forms will be accepted.**

Please keep communications open and push to keep to these dates. This is important for the controlled organisation and safe running of the Camp.

Late substitution of a CAMPER can only be made if there is sufficient time to complete a Camper's Application Form and have the form processed by the Intake Coordinator prior to the camp starting date keeping in mind operational needs. Otherwise the child can be transferred to another camp. Refer to Refunds Policy.

7. Keep in Contact with Parents:

Ring all parents/carers regularly and in particular the week prior to the camp to confirm that their child is still going, have all the necessary clothes etc. and ensure that transport arrangements are clear between the Lions Member and family. Ensure that each camper is provided with a (LSC) School Holiday Adventure Camp brochure with your details written in the space provided.

8. Transport:

It is essential for the Lions Club Members to arrange transport to the bus for both the outward and return journey. Lions Club members are responsible for ensuring that the campers arrive on time for the bus and someone is there to meet the campers on the return journey. You are also asked to ensure that the attending Lions member has a mobile phone for any emergencies that may arise, and that the mobile phone number is shown on the Camper's Application form. Further questions can be directed to the Intake Coordinator (Licola Operations) Ph: (03) 5148 8791. Postal address: LVL, 5 Jamieson Road, Licola, 3858 Email: Intake Coordinator at programmanager@licola.org.au

VOLUNTEER LEADERS AND HELPERS

Volunteers are required for each Camp to fill a number of roles. Please encourage local youth leaders and teachers and our extended Lions family to be part of our Leadership team. Lions members can assist as GLs and general helpers or "grandparents" (see role descriptions). For further information contact the Volunteers Co-ordinator, Lions sponsored Camps. Ph (03) 5148 8791 or email: programs@licola.org.au