

## **Group Leader Checklist**

Prior to your arrival:

- ☐ Read your contract thoroughly and contact Camp Kitaki if changes or corrections need to be made.
- ☐ Sign and return one copy of the contract to camp with your group's deposit.
- ☐ Make copies of the enclosures that you feel will benefit parents and guardians of your students to have them as informed as possible.
- ☐ Discuss and plan transportation to camp.
- ☐ Discuss a schedule of rotations and review tentative schedule when provided.
- ☐ Inform parents of the activities students will participate in, and distribute your school's version of an Outdoor Education Participation Form.

14 days prior to arrival:

- ☐ Finalize number of attendees (students AND adult volunteers)
- ☐ Provide camp staff with any special needs including room set up and equipment available, students with special needs, dietary restrictions, etc.
- ☐ Remind students to wear closed toe shoes
- ☐ Collect participation forms.

Day of event:

- ☐ Check in with camp staff upon arrival at camp.

If you need assistance during any of your preparations, please contact us at (402) 434-9225 and we would be happy to help you!

A statement with your remaining balance will be sent shortly after your time spent with us. We look forward to serving you again!