



# CAMP TAWINGO OUTDOOR CENTRE

## A Group Leader's I-List:

1. I have obtained Administrative approval from parents, school and Board.
2. I have confirmed dates and details with Tawingo.
3. I have collected the required payments, permissions and medical forms for your students and your staff.
4. I have arranged cabin placements. Girls' and Boys' cabins are assigned to coincide with expected numbers. I have arranged staff and children's cabin groupings in order that sufficient supervision is available where required.
5. I have arranged activity groups. (These groups spend the better part of their day together. Co-operation amongst the students grouped together provides for an enhanced learning experience. Co-ed activity groups of eight to fifteen students prove most effective.)
6. I have planned for staff coverage of certain Tawingo activities. Assignments are made prior to arrival to facilitate the program flow. Tawingo staff can assist in preparing this leadership.
7. I have completed and returned the Tawingo To Do List of Arrival Information. Food concerns must be presented to our Food Services Director well in advance so that appropriate substitutions may be made at meal times.
8. I have arranged a planning visit to the school by Tawingo staff to show slides, answer questions and plan the program.
9. I have arranged for transportation to and from Tawingo. I have contacted Camp information about Camp bus and transportation services, if necessary. Camp knows when to expect us and identified our first meal.
10. I have communicated ALL Camp policies and procedures to ALL members of your group and ALL supporting staff.