

Leaders' Guide: Time line for

Date	Action Plan	Who?	Done
Jan.	Meet with Ministry Team for initial planning		
	Meet with church lawyer to research your state's summer employment laws for Camp Hope Summer staff. Check to see if they need to be employees where taxes need to be paid or if they are covered under camping laws. You may also want to check with your local summer camps for information as well as the IRS to ensure that you are within legal guidelines.		
	Promote dates within the congregation		
	Introduce Camp Hope to the congregation		
	Block out all facility needs on church calendar		
	Plan for church & community promotion		
	Set up administration needs for camp, including budget (See details in the "Administration" section of the Leaders Guide)		
	Determine registration fees, deposits, stipends		
	Review program theme		
	Return Signed Camp Hope Covenant with your payment for resources & determine venue for staff training. Sign up for Train the Trainer if this is your training venue		
Feb.	Meet with the Ministry Team		
	Recruit and confirm mentors for all areas of ministry		
	Finalize summer budget		
	Add additional members to the Ministry Team		
	Continue teaching congregation about Camp Hope		
	Review staff applications, revise, mail out		
	Review camper applications, revise, mail out		
	Put sign on the church grounds to promote camp		
	Newsletter article in local news paper about Camp Hope		
	Promote Camp Hope on congregational web site		
	Use any local means of communication to tell the story		

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March	Ministry Team meets		
	Make community promo strategy		
	Make programming decisions about weekly themes		
	Start supply lists		
	Manage registration / data entry / record payments		
	Choose music		
	Create local song book observing copyright requirements		
	Begin registering campers if you have not already started		
	Begin soliciting staff if you have not already started		
April	Ministry Team meets		
	Finalize any programming decisions to make the curriculum work for your congregation		
	Interview Staff & register staff for training event		
	Post Staffing Plan (Invite the congregation to pray for staff)		
	Make a plan for Disciple Camp service & fellowship experiences		
	Finalize supply list, start soliciting donations for supplies		
	Plan and design decorations to bring the theme to life		
	Begin volunteer recruitment and plan volunteer orientation		
	Walk through facilities to identify repairs needed for a safe environment		
May	Ministry team meets		
	Order all supplies, determine who will shop for food, etc.		
	Continue to recruiting and orienting volunteers as needed		
	Gather "donated" supplies, organize all supplies		

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	Continue to work on decorations		
	Estimate t-shirt count and place t-shirt order		
	Finalize Staff Training Event		
	Plan church family time for Staff Training Event		
	Plan family celebration as outreach to the community		
	Send staff mailing about training, expectations, etc.		
June	Mail confirmation letter to camper's parents, including balance due		
	Organize camp office set up		
	Attend the Staff Training Event or lead staff training event for ALL staff members.		
	Meet with staff in small groups for continued training		
	Finalize servant projects for Disciple Campers		
	Plan staff gifts and staff party		
	Finalize plans for family celebration & neighborhood outreach		
	Plan and lead Volunteer Orientation , Grace Training and/or Lock-in		
	Divide campers into small groups, assign staff		
	Prepare tribe supplies for each day and each week		
	Work with custodians / final walk-through on church grounds		
July	Camp Hope Camp!!!		
	Clean up after Camp Hope and store supplies		
	Write thank you cards to all volunteers		
	Hold exit interviews with Camp Hope staff to ensure a positive experience. Hand out and collect evaluations for your Camp Hope		
	Turn in Camp Hope evaluation to Camp Hope Ministries, inc. to help us improve your Camp Hope experience for the next year		