

Timeline for Planning Your Camp Kirby Trip

As you start your planning process, you'll need to think about the following things:

- Approximate number of students and adults attending
- The goals you hope to accomplish during the trip, and activity requests
- Ideas or requests for evening programs
- Any special requests or considerations that your group might have
- Transportation plan

Within 30 Days of Requesting Dates on Camp Kirby Calendar:

- Complete booking process with Camp Kirby
 - Return completed OE Program Agreement
 - Pay 25% Usage Deposit

At Least Three Months Before Camp Kirby Trip:

- Pay remaining balance of usage fees
- Send in Certificate of Insurance
- Arrange transportation to/from Camp Kirby

Two Months Before Your Camp Kirby Trip:

- Discuss choices for classes and evening programs with your planning team
- Discuss program choices with Camp Kirby Program Manager
- Meet with participating teachers, chaperones, and students about the Camp Kirby program.

One Month Before Your Camp Kirby Trip:

- Give packing list to student families
- Make arrangements for arrival day sack lunches
- Discuss goals and expectations with students
- Make sure all necessary student information is acquired, including any dietary needs, health considerations, emergency contacts, etc.
- Make arrangements for your adult in charge of first aid

Two Weeks Before Your Camp Kirby Trip:

- Finalize number of students, teachers, and chaperones attending
- Send Dietary Needs to Camp Kirby
- Organize students into learning groups and confirm numbers with Program Manager
- Organize students into cabin groups and confirm cabins with Program Manager
- Distribute schedules to students including Kitchen Patrol (KP) schedule
- Finalize all transportation arrangements.

Before You Leave School on Camp Kirby Arrival Day:

- Count students, staff, and chaperones
- Ensure that you have printed copies of all needed student/teacher/chaperone information.