

DEAN PRE-CAMP REPORT

(due to PVCC secretary 3 months prior to camp session)

CAMP SESSION: _____

DEAN(S): _____ DATES: _____

THEME APPLICATION &
SCRIPTURE: _____

TEACHERS &
SPEAKERS: _____

DEAN OF WOMEN: _____ DEAN OF MEN: _____

MUSICIANS: _____

Lodging: (circle one) dorm casa pool other
If in dorm, are they room parents: yes/no

MISSIONARY: _____

Lodging: (circle one) dorm casa pool other
If in dorm, are they room parents: yes/no

COLLEGE REPRESENTATIVES: _____

Lodging: (circle one) dorm casa pool other
If in dorm, are they room parents: yes/no
Other responsibilities expected:

SPECIAL ACTIVITIES &
REQUESTS: _____

APPROXIMATE BUDGET: (Itemize as possible. Include requests for additional funds if not already submitted. Attach a separate sheet if necessary.)

DEAN SIGNATURE: _____ DATE: _____

CHECKLIST

STAFF CONFIRMED:

- Missionary
- Main Speaker(s)
- Teacher(s)
- Dean of Men
- Dean of Women
- Elective Leader(s)
- Small Group Leaders
- Musicians
- Dorm Room Sponsors

CAMP NOTIFIED:

- Tower needed
- Horseback riding & times

INCLUDED IN SCHEDULE:

- Arrival activities
- Staff meeting daily
- Camp picture
- Meals
- Chapel
- Classes
- Afternoon activities
- Missions
- Campfire
- Evening Activities
- Small groups (bible memory, dramas, application)
- Bunk time (rest, quiet times, clean-up, lights out, wake up)
- Clean up before leaving
- Dismissal activities

REPORTS SUBMITTED:

- Pre-Camp Report (3 months prior to start of session)
- Detailed schedule (2 weeks prior to start of session)
- Reimbursements (receipts required by 2 weeks following end of session)
- Request for additional funds (must accompany Pre-Camp Report)
- Evaluations (filled out by volunteers and left with camp at dismissal)