



Leaders Guide Timeline Checklist

Date	Action Plan	Who?	Done	
Sept - Dec	Plan budget for curriculum and staff training			
	Print out Camp Hope flyers, bulletin inserts, etc. & prepare for advertising			
	Talk to individuals to recruit members for your Ministry Team			
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 with flyers, bulletin inserts, etc			
	Introduce Camp Hope to the congregation			
	Block out all facility needs on church calendar			
	Plan for church & community promotion			
	Determine registration fees, deposits, stipends			
	Review program theme			
	Send in your Camp Hope curriculum payment & 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		
	Make any program changes to the curriculum so it works 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		
	Confirm registration with all campers		
June-July	Train staff, set up and commission Camp Hope staff		
	Implement Camp Hope and celebrate on Sundays with the entire Congregation		
	Clean up after Camp Hope and prepare rooms for back to school programs		
Aug	Ministry Team meets to evaluate Camp Hope		
	Send evaluation to Camp Hope Ministries to help us continue to improve		
	Have a Camp Hope end of the summer party		