

Overnight Camp Business Guide

Arrival completion record

Add your details and work through this sheet with your team.

Camp / programme	Prepared by	Date

Record identity, attendance, authorized adult, updated contact information, care changes, medication handover, belongings requiring staff control, cabin assignment, named worker introduction, and time camp care begins. Mark missing items with an owner and deadline. Do not hide an unresolved care issue behind a completed payment record.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
