
Overnight Camp Business Guide

Session turnover sign-off

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

Camp / programme

Prepared by

Date

Check complete departures, closed rosters, returned medicines, secured records, cleaned rooms, safe water and kitchen arrangements, equipment faults, repaired hazards, restocked supplies, staff rest, new care plans, and emergency readiness. Give each item an owner and evidence. The final leader records whether the next session may open.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
