

# Advisor's Checklist

\_\_\_\_\_ Send School Registration Form, along with a \$50.00 deposit for *each* reserved space, to the Camp Director by April 25<sup>th</sup>, 2008.

## *Determine who the students are who will be attending camp.*

\_\_\_\_\_ Based on our experience, especially with delegates who experience homesickness, we recommend that you send to camp students who will enter 8th grade in the Fall, or *very* mature students who will enter 7th grade in the Fall. We have found that students who attend camp between their 7th and 8th grade years get the most out of camp.

\_\_\_\_\_ *Students who attended camp prior to 7th grade and are still involved in Student Council may attend camp again prior to 8th grade.*

\_\_\_\_\_ Since late arrivals are **not** permitted, please make sure that students attending camp will be able to arrive at camp between 1:00 and 1:30 PM on Sunday, June 22nd. Camp ends at 10:00 AM, Saturday, June 28th.

\_\_\_\_\_ Discuss with students selected to attend camp what you hope they will gain for themselves and for your school from their camp experience.

\_\_\_\_\_ **Make sure that students selected to attend camp have some awareness of the camp program.**

Specifically: They will **not** be in cabins or councils with students from their home schools. The camp setting includes characteristics of a wooded outdoor environment. The camp program is very structured. Recreation is included in the schedule for each day, but there is not a lot of free time.

## *Then . . . .*

\_\_\_\_\_ Obtain parental permission in writing for delegates to attend camp.

\_\_\_\_\_ Establish a reimbursement policy in the event a student fails to attend camp and the school has paid part or all of the registration fee. Obtain parental agreement in writing to this policy.

\_\_\_\_\_ Establish a way for students to notify you if unforeseen circumstances arise which prevent their camp attendance so that you have an opportunity to secure a replacement delegate.

\_\_\_\_\_ Have students attending camp complete the Delegate Registration Cards and return them to you.

\_\_\_\_\_ **Send all Registration Cards and balance of camp fee to the Camp Director by May 16th.**

Checks should be made out to the IAJHSC. **Please send school checks only.**

\_\_\_\_\_ Help students attending camp make travel arrangements to and from camp. The sample letter on the back of this sheet may be of assistance in helping delegates arrange a car pool.

\_\_\_\_\_ Check with students a few days before camp begins to make sure that things are all set for their attendance.

## *Refund Policy . . .*

The deposit for unfilled spaces will be returned to you if notification of this is received by the Camp Director prior to May 16th deadline for receipt of camp fees and Delegate Registration Cards. Once the Delegate Registration Cards are received, the deposit becomes non-refundable. Refunds of the remaining \$225.00 will be made if cancellation occurs not less than 7 days prior to the first day of camp. For a \$25.00 fee, substitutions will be permitted - same gender only.

*(School or Student Council Letterhead)*

June, 2008

Dear Parents,

*(number of students)* Student Council members will be attending the Illinois Association of Junior High Student Councils Summer Leadership Camp from Sunday, June 22nd, to Saturday, June 28th. The names, addresses and phone numbers of these students are: *(List this information below or on a separate sheet of paper)*.

With your assistance, travel arrangements can be made so that the parents of each child will either bring children to camp, or take children home from camp. 4-H Memorial Camp at Allerton Park is approximately *(amount of time required for the drive to camp)* from *(name of your town)*. Your child has been sent camp information which includes a map and directions to camp. Children need to arrive at camp on Sunday, June 22nd, between 1:00 and 1:30 P.M. They will also need to have lunch before arriving at camp. The first meal served at camp will be dinner Sunday evening. Camp will end at 10:00 A.M. on Saturday, June 28th.

Please fill out the form below and have your child return it to me by *(identify desired date)*.

Sincerely,

Student Council Advisor

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Name \_\_\_\_\_

Please check one:

\_\_\_\_\_ I would prefer to take children to camp on  
Sunday, June 22nd.

\_\_\_\_\_ I would prefer to bring children home from camp on  
Saturday, June 28h.

In addition to my child, I can take \_\_\_\_\_ more child(ren) in my car/van