

**DEAN'S CHECKLIST
(F.Y.I.)**

Mail to Camp Allegheny Office by June 1st:

_____ Dean's Request Sheet
_____ Tentative Schedule

Mail to Camp Allegheny Office at least Two weeks before Camp:

_____ Special Dietary Needs
_____ Snack & Cookout Requests
(Must use new forms,
please do not use old forms!)

Sunday Registration Schedule:

1:30 pm Program Staff becomes available.
2:00-2:30 pm Deans, counselors and their children's registration time.
 _____ Turn health cards in to nurse.
 _____ Turn in signed medication guidelines sheet.
 _____ Turn in information sheet.
 _____ Order & pay for group Pictures/CD's
2:30 pm Staff meeting for all deans and counselors
3:00-3:20 pm If need be – time to finish deans, counselors and their children's registration.
3:30 pm Camper registration begins.
5:00 pm (approx.) Camper registration ends
 _____ Turn in room assignments.
6:00 pm Dinner
7:00 pm All-camp worship service.

Monday 8:30 am Last chance for snack and cookout changes

Friday dinner: Meet with Camp Director to turn in all paperwork

Saturday Closing Schedule:

8:30 am Breakfast
 _____ Make reservations for lunch if you &/or your counselors plan to stay.
9:00 am All camp packing and clean-up.
 _____ Return all Keys, tools, equipment, books, supplies, etc.
 _____ Inspect rooms for cleanliness, damage, & lost items.
 _____ Remind all campers & counselor to retrieve medications from the nurse.
10:00 am Camp event closing
 _____ Pictures/CD's (hand out slips for these to be picked up in camp store)
 _____ Singing, sharing, prayer, praise, etc.
 _____ Evaluations.
 _____ Parents complete sign out sheet.

▶ *Please remember to checkout and turn in Keys before leaving*

12:00 Noon Lunch – Any camper whose parents are late will be fed the light lunch available for staff but please contact the kitchen staff when possible.