

# school camp



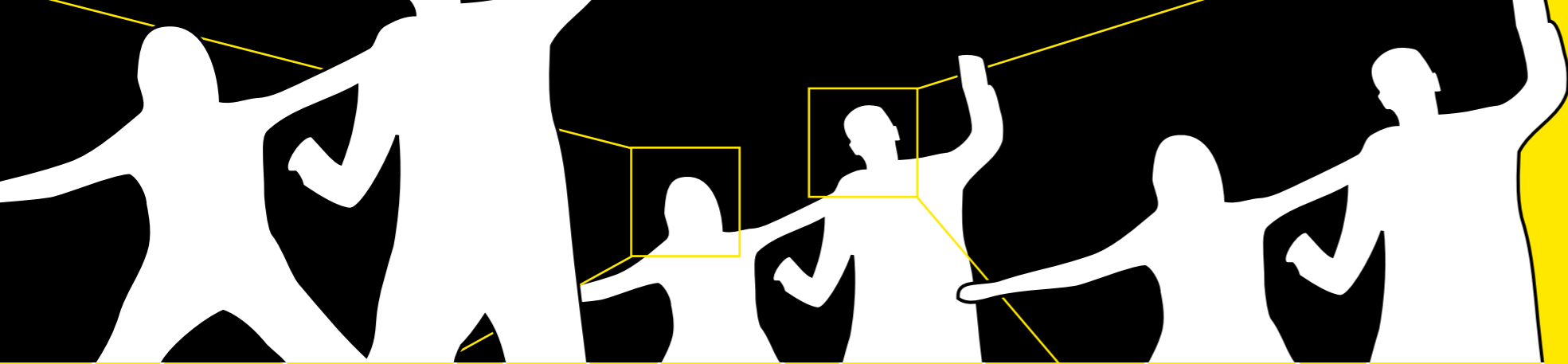
**planning  
guide**

CAMP PLANNING RESOURCE : Freelance Adventures Ltd "living lifes adventures today..."

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## school camps... a new zealand institution

However these days with the work load of teachers, the pressures placed on organisers people age rapidly over the course of a five day school camp.

This guide has been put together to pass on hints and tips from someone who can't let go of his childhood and has made a living running school camps.

**>> Read on to see how he has been doing it week in, week out for the past ten years and still LOVES his job!**

## start at the end!

weird - yes... but why?

You want to know why you are going.

It does not need to be deep and meaningful... if you just want the kids to have FUN and experience ADVENTURE... FANTASTIC!

However, some Camps might have the intention of specifically focussing on learning, personal development, communication or leadership for example.





# PLANNING

“it pays to plan ahead...  
it wasn't raining when  
Noah built the ark.”

ANON

**Here's some things to consider when PLANNING your camp...** Some of these areas are discussed in more detail further in this booklet, but here is a quick overview.

Money, money, money... as much as we like to think money is only an object, unfortunately it is something that can bring a GREAT plan to nothing but a lost idea never to happen. Get realistic... sort out your budget and then design your amazing program around that to achieve your outcomes.

Location, location, location... it is more than the TV show! You will need to find a location to hold your camp. In your first year you may need to be a bit flexible with dates, however if you can plan 1 to 2 years in advance and develop a relationship

with the location and have a roll over booking every year you are onto a WINNER! If using an Outdoor Education Facility they should be able to help you plan and prepare your camp including working to your outcomes and budget ... so REDUCE your work load and use this service.

No great leader ever went it alone, so ensure you have a team. Decide on if you want parent help or if it will be an all staff affair. Parent help is great, however you want to ensure you have a selection process and clear guidelines about what they are there to do. Same rule applies to your staff helping out, otherwise people with the greatest intent can bring down all your plans and these days sending people to the gallows for treason is not accepted practise.

Risk management ... it is this particular aspect of outdoor education that has created the new mountains in adventure. They are as tall as they are wide. This is one very positive reason for contracting outdoor professionals to assist you with this.

You can refer to the SPARC Outdoor Activities Guidelines for Leaders and Education Outdoors New Zealand and Safety and EOTC: A good practice guide for New Zealand schools for more resources.

However if you have no experience in this field it is best to contact an outdoor professional as it is a critical part of foundation planning and can bring your program down like a house of cards should it fail.





# ACTIVITIES

**“Remember what Bilbo used to say: It’s a dangerous business, Frodo, going out your door...”**

J.R.R. Tolkien

## great activities help create adventure...

Not all activities need / require an outdoor professional. However there are some that should.

Refer to this list as a guide for activities for which an instructor is recommended and some that you can do yourself.

### INSTRUCTOR RECCOMENDED

- Abseiling
- Rock Climbing
- High & Low ropes courses
- Kayaking
- Archery
- Sailing

### TEACHER / PARENT RUN

- Orienteering
- Tramping
- Bushcraft
- Bush art
- Team Games
- Camp cooking

These are only some recommendations as the number of activities possible are just too many to list.

It is also HIGHLY recommended that when participating or running ANY of the activities you have people with experience running the activities. This applies to your volunteer support and your paid professionals.

When using paid professionals refer to the SPAC Outdoor Activities Guidelines for Leaders and Safety and EOTC: A good practice guide for New Zealand schools and get them to fill out the Contractors Checklist. If they are smart they will have it pre-done!!

Get the contracted company to provide you with a copy of their Risk Management Systems for all the activities they are going to run.





## CATERING

“As a child my family’s menu consisted of two choices: take it or leave it.”

Buddy Hackett

## Catering is what will keep the team going on their adventure!

Catering is the fuel for your adventurers.

Just like a car, people need fuel to operate... run out of fuel, and you stop.

This is a BRILLIANT opportunity to get the entire / part of the team involved and can be considered an activity option if you are on a tight budget.

However if budget is not a problem, and your program is ACTION PACKED! Get someone in to do it. It will be a lot less hassle.

### **Cheapest is not necessarily the best.**

Get references from past clients. Look at the menu and ensure it is a healthy option, not just filling holes on junk or breads.

This believe it or not is something people will ALWAYS remember. If the catering is bad it will almost dull out the entire program.

As the organiser, ensure that there are a few treats for you.

Maybe some NICE coffee, your favourite soft drink or a sweet. Just a little something that can take you to a relaxing place and ensure you ENJOY the experience too.





# LOCATION

“What is more agreeable than one’s home?”

Marcus Tullius Cicero

## location location location...

The venue sets the mood for the program, it effects the timing of your activities, the level of support you receive varies from facility to facility and most importantly impacts on the activities you want to do.

### Things to look for when finding a good facility or venue:

- Distance to venue from your location
- Ability to provide outdoor professionals
- Ability to provide the activities you want to be in your program
- Associations with industry organisations
- Risk Management Policy
- Staff selection and training policies

Something I feel is very important... passion and commitment for what we do as professionals.

The people delivering your program must LOVE their job and what they are doing as it will make or break your program.

Check out the Directory of Residential Camps for help in finding a venue near you:

[www.camps-directory.co.nz](http://www.camps-directory.co.nz)





# SUPPORT

“You’ve got to give great tools to small teams.  
Pick good people... give them excellent tools...  
so that they are very productive in terms of  
what they are doing.”

Bill Gates

**having a great  
support team  
can make your  
camp a breeze  
or an Everest...**

You need to provide your team with tools to support you with. Without tools your team is working blind, and if they don't know what you are trying to do then how can they help?

Some tools your team will need:

- Reason for Program
- Program Time Table
- Contracts and Job Descriptions Outlining their Roles and Responsibilities
- Menu
- Contact List
- Equipment List / What to Bring

What you need from your team is:

- Enthusiasm
- Commitment
- Inspiration to participants
- Role Modelling
- Sacrifice... they are there for the participants not themselves.





**NEED HELP?**

**'Living lifes adventures today'**

Freelance Adventures Ltd

## what can we do for you?

Freelance Adventures Ltd can provide you with everything you need to make a camp a FANTASTIC success.

- Planning tools developed over many years of running camps to ensure we do not miss anything and your camp runs smoothly.
- A vast array of activity options run by qualified and experienced outdoor professionals to ensure you meet the outcomes of your program.
- When we cater, we cater as if every meal is your last. Our menu is healthy, filling and a taste bud satisfier.
- We can take you to one of our AMAZING venues or find you one to meet your needs.
- Total camp management is a service that will put you in a place of purely enjoying the experience and allowing you to interact with the kids and other staff.

So give Freelance Adventures Ltd a call so you can again enjoy the experience of school camps.



**FREELANCE ADVENTURES**

**living lifes adventures...today**

freephone 0800 688 626

or visit our website for more details:  
[www.freelanceadventures.co.nz](http://www.freelanceadventures.co.nz)



# what our customers have to say...

Freelance Adventures Ltd has been established since 2002, providing high quality programs and managing fantastic outdoor centres.

But don't believe me ... read on to see what our customers at Freelance Adventures Ltd and our outdoor centres have to say about us ...

**CALL TODAY**  
to join a long list of  
happy customers...



**freephone 0800 688 626**

Thanks for all your efforts with our school camp. A good time was had by all – the facilities and staff were excellent  
**THANK YOU.**

Wharepapa South School.

**Instructors were really friendly and encouraging.**

Ignite Youth Group.

**Again a fantastic camp with enthusiastic and knowledgeable staff & instructors. Everyone went out of way to make sure we were happy - especially caterers and instructors.**

Belmont Intermediate School

**“A great camp and look forward to coming back next year. Special thanks to the instructors.”**

Clevedon School

**Your instructor was informative, helpful, safety conscious and firm enough with youngsters.**

Marist Alternative Education Centre.

**Thank you very much for a great trip, I have a new appreciation for what it is you do.**

Jennifer Harrison

# planning notes...

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