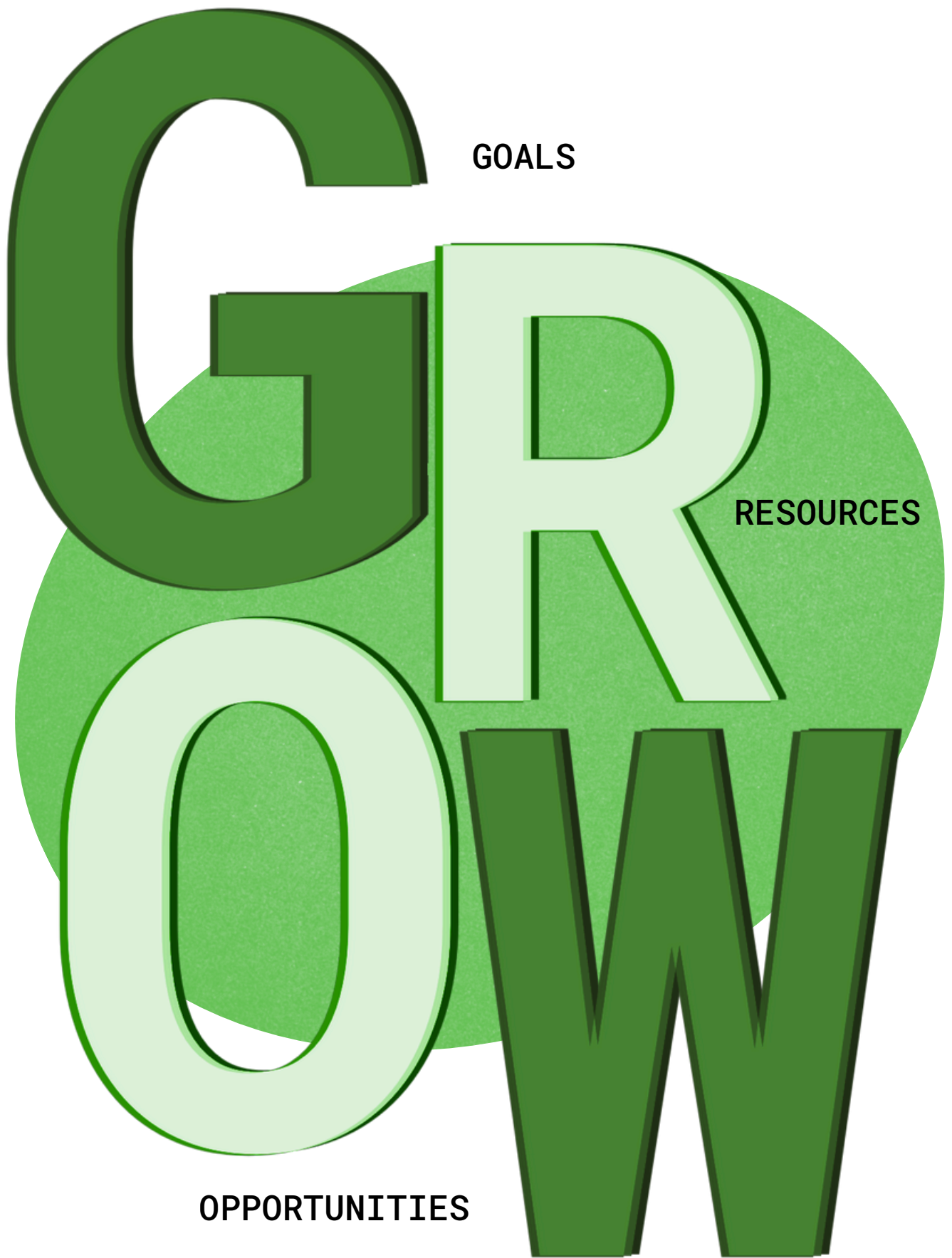




GOALS

RESOURCES

OPPORTUNITIES

WONDERS

RESOURCES

Handouts and Checklists

G.R.O.W. – Goals, Resources, Opportunities, Wonders

A methodological toolkit to enhance the expertise of youth workers and youth camp leaders.



Learn more about the project:

Scan the QR code to access additional resources and updates.

This publication was developed by the GROW project team, a collaboration between Roter Baum Berlin (Germany), Curba de Cultură (Romania), Strauss APS (Italy), and Društvo Lojtra (Slovenia).

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PLANNING AND PREPARATION

HANDOUT:

- The camp cycle - Preparation, execution and reflection
- Program planning for a Youth Camp

CHECKLIST:

- Camp preparation

A Handout

THE CAMP CYCLE – PREPARATION, EXECUTION, AND REFLECTION

A successful youth camp follows a well-rounded cycle, starting with thorough preparation, moving into the camp experience itself, and concluding with a thoughtful farewell and follow-up. This section guides you through each phase of the camp cycle.

● Pre-camp preparation

Here are the important tasks to complete before the camp begins:

UNDERSTANDING THE ENVIRONMENT AND SURROUNDINGS

Familiarize yourself with the camp's location, accommodations, and nearby facilities. Consider the following:

- What outdoor spaces are available for group activities, excursions, hikes, or beach days?
- What indoor spaces can be used in case of rain or for free-time activities?
- Where are the nearest shops, pharmacies, hospitals or medical centers, and bus stops located?

PROGRAM PLANNING

A well-planned program is essential, but flexibility is equally important. Ensure that the schedule balances structured activities and rest periods, while being adaptable to unexpected situations. For more details, refer to the ["Program Planning in a Youth Camp" handout](#).

PARTICIPANT INFORMATION

Before the camp starts, you will receive a "Participant Information Document" containing key details about each participant, including any medical or special needs. Review this information carefully and contact project management if you have any questions or concerns.

ESSENTIAL ITEMS TO MANAGE DURING THE CAMP

To ensure smooth operations, familiarize yourself with the following critical items:

- **First-Aid kit:** This is essential for addressing minor injuries, medical emergencies, or health concerns that may arise during the camp or travel. Keep it easily accessible at all times for accidents, allergic reactions, and other medical needs.
- **Group folder:** This contains vital information, including the attendance list, participant details (e.g. medical conditions and food preferences), activity schedules, and emergency contacts. It is crucial for staying organized and keeping track of the group.
- **Other essential items:** These may include a cash box (for managing shared expenses, if applicable), which should be handled securely.

●) Departure and Travel logistics

PRE-DEPARTURE

- **Arrive early:** Arrive at least 1.5 hours before departure at the meeting point (or as instructed by the project management team). This will give you time to set up, ensure everything is in order, and collect all necessary documents.
- **Be recognizable:** Wear a designated camp leader T-shirt (if provided), so parents and participants can easily find you.
- **Record attendance and collect signatures:** Use the attendance lists provided by the project management (found in your Group Folder) to record each participant's presence. Collect signatures from parents or guardians as required by your organization.
- **Collect essential documents:** Collect important documents like health cards, passports (if applicable), valuables, and pocket money. Keep these items secure and ready for the journey.
- **Observe group dynamics:** Pay attention to participants who may seem isolated or disconnected. Ensure no one is overlooked.

BOARDING PROCEDURES: BUS

- **Orderly boarding:** Ensure participants board in an organized manner, following the attendance list and performing a headcount, possibly using a hand clicker counter to save time and reduce counting errors.
- **Luggage:** Load your luggage last, but make sure it is prepared and ready to go.
- **Essential items:** Ensure that you have the Group Folder, the first-aid kit, and the group cash box with you before departure. Keep essential items easily accessible in case of any emergencies or sudden needs during the journey.

BOARDING PROCEDURES: TRAIN

- **Load luggage:** Ensure that all luggage is loaded properly, ensuring it is organized and secure.
- **Headcounts:** Perform a headcount and, if possible, include a fun group ritual like high-fives or a simple check where participants watch out for one another.
- **Route information:** Familiarize yourself with the route and any necessary steps in advance (e.g., purchasing tickets). This prevents delays and disruptions.
- **Handling disruptions:** If delays occur, remain calm and composed. Keep the group informed and handle the situation with a clear mind. Adapt to the situation, think of a solution, and inform the project management team promptly if necessary.

●) Arrival at the camp and settling in

The camp arrival is a key moment in setting the tone for the rest of the experience. It is important to ensure that the participants feel welcomed and secure in their new environment.

FIRST IMPRESSIONS MATTER

- **Group photo:** Upon arrival, take a group photo and send it to project management. This reassures parents that the group has arrived safely.
- **Introduce accommodation staff:** If possible, introduce the accommodation staff to the group. Briefly explain their roles and provide an opportunity for the accommodation staff to add anything important.
- **Clarify boundaries:** Clearly explain the boundaries of the property to all participants. It's crucial that everyone understands where they are allowed to go and that any excursions or trips outside the camp must be coordinated with the supervising staff to ensure safety and accountability.

ROOM ALLOCATION AND ORGANIZATION

- **Room selection:** Depending on the available space, allow the participants to choose their own rooms if possible. This helps foster a sense of independence and cooperation. It has proven effective to initially assign rooms on the lawn, where participants can choose their rooms in a calm and organized manner. After the room allocation, participants can move in and settle down.
- **Manage entry smoothly:** Initially, let the participants wait outside the accommodation. Take this time to discuss the next steps with the accommodation camp leaders to ensure everyone is on the same page.
- **Safety briefing:** Before moving into the accommodation, give a thorough safety briefing. Highlight important house rules and point out any critical safety information, such as emergency exits, first-aid locations, and any other important guidelines to follow during their stay.

SPECIAL SITUATIONS - INDIVIDUAL ARRANGEMENTS WITH PARENTS

The project management tries to avoid individual arrangements with parents as much as possible, as these often require additional effort and take away from the group's limited program time. However, in certain cases, a child may arrive late, be picked up early, or be brought directly to the accommodation by their parents. In these instances, ensure that the child is directly received by a camp leader. Be sure to have the handover signed off on the attendance list to maintain accurate records.

●) Camp routine

We have created the **"Camp routine" checklist** for you, which covers all the key tasks, from planning daily schedules to managing meals, excursions, health care, and team coordination. This comprehensive guide helps you stay organized and ensures that every responsibility is clearly defined. By reviewing this checklist, you will be better equipped to manage everything from logistics to participant well-being.

●) Last day and departure

The final day of the camp requires careful planning and organization to ensure a smooth and stress-free departure. Here are the essential tasks to complete, especially if the departure is early:

- **Assist with packing:** Help younger children pack their suitcases, ensuring nothing is forgotten. For older children, a quick check should suffice. Teenagers usually manage their packing, but remind them to check under beds, in closets, and around the room for any overlooked items.
- **Room inspections:** Inspect all rooms, communal areas, and bathrooms to make sure everything is in order. Collect any lost items and ensure the accommodation is left in good condition.
- **Cleaning:** Some accommodations may require a broom-clean handover. Schedule time for cleaning, involving the children if necessary. Cleaning typically includes sweeping floors, emptying trash bins, and gathering any remaining lost items. Confirm specific cleaning requirements with the accommodation staff in advance.
- **Final inspection:** Conduct a final inspection of the property with the accommodation camp leaders. Look for any damages or unresolved issues, and address any outstanding debts (such as damage deposits). Ensure everything aligns with prior agreements to avoid surprises.
- **Early departure logistics:** If you need to leave the accommodation in the morning but the actual departure is later in the day, arrange to store the luggage securely with the accommodation staff. Afterward, plan a small hike or recreational activity for the group to enjoy while waiting. Ensure there is time for a light lunch before heading to the meeting point for the final departure.

●) Return and farewell

Follow these key steps:

- **Ensure all participants are picked up:** The camp concludes when all participants have been collected by their parents or guardians. If a child is leaving without their parents, make sure a valid power of attorney is provided, as required by the camp's policy.
- **Set up a lost and found station:** Set up a Lost and Found station for participants to check for any forgotten items before they leave. Announce the location of these items and remind participants to thoroughly check for personal belongings to avoid losing anything important.
- **Return personal documents:** Return all personal documents to participants, including health cards, passports (if applicable), medications, and remaining pocket money. Ensure everything is returned in an organized way to avoid overlooking any personal items.
- **Farewell moment:** Take the time to personally say goodbye to each participant and their parents. This personal touch is vital in fostering a lasting, positive relationship with both participants and their families, leaving everyone with fond memories of the experience.

●) Post-camp administration and agreements

After the camp has concluded, it is important to return all materials, settle financial matters, and provide feedback to the project management team. Here are the steps to follow:

- **Return the camp cash box:** Return the camp cash box to the project management team or the designated person responsible for it. Ensure that all funds are accounted for and that no discrepancies remain.
- **Return the group folder:** Return the folder and make sure all documents and materials are organized and returned in the same condition they were provided to you.
- **Receive camp leader compensation (if previously agreed):** Once everything has been returned and accounted for, receive your camp leader compensation. Make sure any outstanding payments are cleared and documented.
- **Brief final discussion:** Schedule a final discussion with the project management team. This is an opportunity to share initial feedback on the camp experience, ask any final questions, and address any issues that may have arisen during the camp. If there were any special incidents or challenges, make sure to inform the project management team at this point, especially if it hasn't been addressed already during the camp.

●) Follow-up and reflection

After the camp, reflecting on the experience—both positive and critical—is essential for continuous improvement. Consider the following follow-up activities:

- **Write a report:** Share your experience with the project management team, covering key aspects like accommodation, group dynamics, and your overall feelings about the camp. Reports are confidential and may be used anonymously for evaluation.
- **Post-return evaluation:** Once the camp is over and participants have returned home, a brief evaluation session will typically take place. This session offers an opportunity for you to discuss what you learned, what impacted you the most, and how you feel about the overall experience. Your input is highly valued, and it's an important part of helping improve future camps.
- **Annual reunion:** If your organization holds an annual reunion, it's a great chance to reconnect with participants, relive camp memories, and strengthen bonds.

B : Handout

PROGRAM PLANNING FOR A YOUTH CAMP

Planning a youth camp program requires attention to detail, creativity, and flexibility. Every group has different needs: some require a lot of breaks and moments of connection, while others prefer dynamic and exciting activities. With experience and flexibility, the team can adapt to situations and positively influence the group's mood.

● Preliminary considerations

The first thing you need to do is understand the context and resources available. Start by having a clear picture of the camp and its duration. Here are the first steps to follow:

- **Duration:** How long is the camp? Is it one week, two weeks, or longer? How many days need to be filled with a program? When will you arrive at the accommodation? When is the return trip planned? The camp's length impacts how you structure activities and breaks.
- **Arrival day:** Ensure a smooth start with ice-breaker activities, a group tour of the camp, and a discussion about group rules and group expectations.
- **Daily schedule:** Plan daily activities around meals, breaks, and preparation time, ensuring a balance between structured activities and downtime. Plan for team-building games, group activities, excursions, hikes, and possible swimming days (weather permitting).
- **Farewell day:** Plan for packing, saying goodbye, exchanging contact details, and cleaning the accommodation (or leaving the accommodation in an orderly manner).

● Age structure of participants and group size

- **Group dynamics:** Different age groups have varying needs: younger children (6-10 years old) require more structured activities and supervision, while older children (11-17 years old) prefer more freedom and challenging tasks. To encourage teamwork and inclusivity, consider mixing groups for activities that promote collaboration across different ages.
- **Group size:** Check the suitability of the group size for activities outside the camp, especially for transportation or group venues like museums or farms. Gather information from respective facilities in advance. Inside the camp setting, you may adjust by splitting activities based on interest or energy levels.

● Available resources

- **Accommodation facilities, equipment, surroundings:** Familiarize yourself with the camp's facilities, including common rooms, bedrooms, kitchens, and outdoor spaces. Check for key features like a large common room, campfire/barbecue areas, sports facilities, or nearby swimming pools. Review house rules and any limitations before arrival. If possible, visit the accommodation in advance or inform project management for more details.

- **Local resources:** Find out about the local area. Are there parks, museums, lakes, or other places to visit? Are there hiking or biking trails? Are there rental services for bicycles, canoes, etc.? You might also arrange excursions with local providers or get recommendations from other leaders who have been there before.
- **Meals:** Meals may be provided on-site with negotiable times or arranged on a daily basis (e.g., packed lunch, evening meal, or outdoor grilling). If a third-party caters, times are often fixed. Ensure someone is available to receive food deliveries. Plan time for both meal preparation and cleanup, involving participants in tasks like shopping, setting the table, and washing up. Catering arrangements vary, so confirm details with project management.

●) Creating a Safe place

Creating an inclusive environment can be achieved by establishing clear rules and support systems. Understanding the group's diversity helps tailor the space to meet everyone's needs.

- **Safe space to help the inclusion of all:** Given the diverse backgrounds of the group, it is essential that the camp fosters a safe space where participants feel free to be themselves. The space should be accessible both physically and emotionally, allowing participants to feel included and respected at all times. To achieve this, understanding the profile of the group in advance is helpful, as it will guide the creation of personalized strategies to ensure inclusivity.
- **Clear timetable:** Providing a structured schedule not only helps participants rely on timeframes and planned activities but also contributes to reducing anxiety and establishing a sense of security.
- **Free time and self-time / self-care:** Young people increasingly value their free time and are aware of their mental health. Allowing for moments of self-reflection, relaxation, and personal care is crucial for the participants' well-being and self-development.
- **Common gathering spaces:** Designating a common area for participants to socialize helps foster a sense of belonging. Young people benefit from spaces where they can bond and feel like part of the group. Consider both physical spaces (such as a lounge or outdoor area) and times (like breaks) when participants can come together informally.

●) Activity planning

Once you've set the groundwork, you can start planning the daily activities.

TIME MANAGEMENT

Ensure there is enough time for activities, meals, and regular group headcounts. Build in flexibility for group dynamics, as different groups may require adjustments throughout the camp.

Keep in mind that many activities with a larger group take more time (e.g., getting up, meals, regular headcounts, etc.). Plan the time slots generously to avoid stress. Stay flexible, be spontaneous, and be ready to adjust or cancel program points. Not only does the weather have its moods, but the group dynamics are also different in every camp.

CREATE THE DAILY SCHEDULE

- **Morning kickoff:** Start each day with a routine to energize the group. This could be a game, a song, or a short meeting to discuss the plan for the day.
- **Main activities:** Divide the day into different segments—games, workshops, sports, excursions, or creative activities. Always consider the energy levels and mood of the group when planning the activities.
- **Rest and relaxation:** Include free time for participants to relax, socialize, and recharge. Ensure that children have moments where they can choose what they want to do.
- **Evening events:** Plan special evening activities such as group games, a disco, a barbecue, or an outdoor movie. The evening is a great time to relax and reflect on the day.

INVOLVE THE PARTICIPANTS IN PLANNING

- **Get the group involved:** Keep the participants informed about the planned program and occasionally involve them in shaping it. Encourage a spirit of collaboration and ensure everyone feels heard and respected. For example, allow them to vote on the day's activities or make suggestions for evening events. This creates more excitement and investment in the program.
- **Offer choice:** Consider different activities based on participants' interests. Some might prefer outdoor sports, while others may enjoy arts and crafts. Divide the group accordingly, ensuring that each participant has the opportunity to engage in activities they enjoy.

● Managing changes

To respond confidently to the group and the conditions on-site, you need variants. If it's very hot for days, you might spend every day at the beach or pool. But what if it's cold, rains, or storms for a long time? How will you prevent frustration if this happens?

- **Have a plan B:** Always have a backup plan for bad weather or unforeseen circumstances
- **Respond to group dynamics:** Adjust the schedule if the group seems tired or disengaged by offering lighter activities.

● Reflection and feedback activities

- **Group meetings:** Hold daily debriefs for participants to share experiences, identify issues, and celebrate successes.
- **End-of-camp evaluation:** Gather feedback at the end of the camp to understand what worked and identify areas for improvement.

●) Closing activities: wrapping up the camp

The final day of the camp is always emotional for both participants and leaders. Prepare activities that celebrate the group's achievements and help participants reflect on the experience.

- **Group photos and memories:** Take group photos, create photo albums, or give small keepsakes to ensure the children have something to remember the camp by.
- **Closing reflection:** Organize a final group meeting where everyone can reflect on what they've learned, the friendships they've made, and their favorite memories from the camp. This will give participants a sense of closure and accomplishment.

C Checklist

PROGRAM PLANNING FOR A YOUTH CAMP

- **Organize the group folder, containing essential participant and group-related documents**
 - ☐ **Participation forms:** Participant details, parental contact information.
 - ☐ **Health cards of participants:** Allergy information, emergency contacts.
 - ☐ **Blank participant name lists:** For organizing pocket money, room assignments, game plans.
 - ☐ **Protocols:** For documenting illnesses, accidents, damage, or concerns about child safety.
 - ☐ **Contact details:** Project management, local medical facilities, accommodation, team members.
 - ☐ **Travel information:** If public transport is used.
 - ☐ **Personal notes:** On programs, schedules, and game ideas.
- **Secure group fund**
 - ☐ **Group fund:** Store the group's shared cash in a safe and accessible place.
- **Gather necessary supplies**
 - ☐ **First-Aid kit:** For emergencies - including during travel and excursions.
 - ☐ **Paper and writing supplies:** Paper, pens, tape, scissors, string for notices, signage.
- **Identify activity needs: prepare the activity box**
 - ☐ **Plan programs:** Define your daily and evening activities.
 - ☐ **Determine necessary props:** List materials and props needed for activities.
- **Resource conservation**
 - ☐ **Consider ways to reduce costs** and environmental impact by sourcing second-hand items.
 - ☐ **Look for craft materials,** toys, or supplies from basements, garages, or sports clubs.
 - ☐ **Request donations** from your network if needed.
- **Personal items**
 - ☐ **Weather-appropriate clothing:** Clothing suitable for the expected weather.
 - ☐ **Bed linens:** Sheets, pillowcases, duvet covers - unless otherwise specified by the organizer.
 - ☐ **Toiletries** and other essentials for a multi-day trip.
 - ☐ **Pocket flashlight** or headlamp: Ensure you have a light source for nighttime activities.
- **Safety considerations**
 - ☐ **Prohibited items:** Check that no prohibited items are packed (drogues, toy weapons, electronics, etc.)
 - ☐ **Harmful items:** Avoid packing anything that could potentially harm children or others.

TIPS FOR CAMP LEADERS:

Plan ahead - list all materials needed for each activity and prepare them in advance.



OPERATIONS AND LOGISTIC MANAGEMENT

CHECKLIST:

- Pre-departure
- Travel to the Youth Camp
- Arrival day
- Departure day
- After arrival back home

A Checklist

PRE-DEPARTURE

- **Arrive early**
 - ☐ Arrive at least 1.5 hours before departure.
 - ☐ Set up a check-in area with tables, participant folders, and space for luggage.
- **Greet parents and participants**
 - ☐ Welcome each parent and participant individually.
 - ☐ Maintain an organized and calm atmosphere to reassure families.
- **Collect essential documents**
 - ☐ Collect and verify IDs and health insurance cards.
 - ☐ File all documents in participant folders.
 - ☐ Get two signatures on the participant list: one for project management, one for your records.
- **Handle medications**
 - ☐ Label participant medications and record them in the medication list.
- **Distribute name badges**
 - ☐ Hand out name badges to participants and staff.
 - ☐ Place folders in the designated shoulder bag for easy access.
- **Manage group funds and pocket money**
 - ☐ Assign the group fund to the responsible person and collect cash from the project management team.
 - ☐ Collect and count pocket money from participants; record and sign for each amount.
- **Support shy or nervous participants**
 - ☐ Offer extra reassurance and involve them in light tasks or conversations to ease their transition.
- **Prepare materials and load luggage**
 - ☐ Engage with and supervise participants whose parents have already left.
 - ☐ Pack all materials and supplies, including the Activity Box with props needed for the camp.
 - ☐ Double-check that all luggage is loaded onto the bus.

TIPS FOR CAMP LEADERS:

Stay organized and communicate clearly. Pay close attention to key details - documents, medications, luggage - but don't lose sight of what matters most: making participants feel safe, seen, and welcomed.



B Checklist

TRAVEL TO THE YOUTH CAMP

- **Arrive early**
 - ☐ Count the participants as they board the bus and check them off by name.
 - ☐ Board last to check everything and ensure a smooth departure.
- **Group introduction**
 - ☐ Introduce the team and explain travel and behavior rules.
- **Seating arrangements**
 - ☐ Assign seats in advance to keep the group organized.
- **Communicate with bus drivers**
 - ☐ Agree on break times and travel expectations before departure.
- **Headcounts during travel**
 - ☐ Perform a headcount after every stop or transfer.

TIPS FOR CAMP LEADERS:

During travel, stay calm, clear, and visible. Regular headcounts and good communication with drivers help prevent problems. Keep participants informed and engaged to ensure a smooth journey.



C Checklist

ARRIVAL DAY

- **Facility handover**
 - ☐ Meet with facility staff for rooms, bungalows, or tents handover.
 - ☐ Document any issues or missing items in the accommodation.
- **Luggage and room assignments**
 - ☐ Check and track all the luggage.
 - ☐ Allocate rooms, bungalows, or tents based on age or other relevant criteria.
 - ☐ Verify that all participants have bed linens.
- **Report to project management**
 - ☐ Inform project management of your safe arrival and report any issues.
- **Initial briefing, facility tour and rules**
 - ☐ Conduct an initial briefing with participants, explaining the schedule and activities for the first day.
 - ☐ Brief participants on the facility rules and house guidelines.
 - ☐ Assign waiting areas (e.g., lawn) before giving room access.
- **Clarify accommodation details**
 - ☐ Confirm meal schedules and packed lunch arrangements (if full board isn't provided).
 - ☐ Ask how to request replacement linens if needed.
 - ☐ Clarify other relevant facility procedures.
- **Group rules announcement and group photo**
 - ☐ Announce and explain group rules either in the evening or the next morning.
 - ☐ Take a group photo and send it to project management to be shared with parents.

TIPS FOR CAMP LEADERS:

During the initial briefing, make sure everyone knows the schedule, rules, and where they'll be spending time before settling into rooms. Clear communication and early organization help set a positive tone for a great start.



D Checklist

DEPARTURE DAY

- **Confirm departure plans**
 - ☐ Check departure time, meeting point, and travel logistics.
- **Packing support**
 - ☐ Help younger participants pack and ensure nothing is left behind.
- **Handover of accommodation**
 - ☐ Check rooms and return keys or hand over accommodation.
 - ☐ Supervise the loading of luggages.
 - ☐ Hand out IDs, travel documents, and any other necessary items prior to departure.
- **Final clean-up**
 - ☐ Clean rooms, empty trash bins, and collect forgotten items.
 - ☐ Follow any broom-clean requirements from the accommodation.
- **Lost and found**
 - ☐ Pack Lost and Found items before departure; return them to families after the trip.
- **Departure logistics**
 - ☐ If there's waiting time, store luggage safely and plan a small activity or lunch.
 - ☐ Be punctual and ready at the departure point.

TIPS FOR CAMP LEADERS:

If departure is early, complete as much as possible the day before to reduce stress in the morning.



E Checklist

AFTER ARRIVAL BACK HOME

- **Check the bus for forgotten items**
 - ☐ Inspect the bus for any items left behind.
- **Return documents and valuables**
 - ☐ Return IDs, documents, medications, and valuables to parents.
- **Ensure proper pickup**
 - ☐ Confirm participants are picked up by legal guardians or authorized persons.
- **Lost and found display**
 - ☐ If possible, show Lost and Found items to parents.
- **Return supplies to project management**
 - ☐ Return all camp materials (folders, bags, red box, group fund, final account) to project management.

TIPS FOR CAMP LEADERS:

Take a moment to talk with parents or project management to gather feedback, address concerns, and express thanks.



DAILY CAMP MANAGEMENT

CHECKLIST:

- Daily camp routine
- Shopping and cooking

A Checklist

DAILY CAMP ROUTINE

- **Daily organization and scheduling**

- ☐ Develop and write daily schedules for activities and routines.
- ☐ Ensure participants are woken up and put to bed according to the schedule.
- ☐ Hold regular team meetings to coordinate and solve any issues.

- **Activity and excursion management**

- ☐ Plan and supervise swimming activities, ensuring safety measures are followed.
- ☐ Organize excursions, including transportation and logistics.
- ☐ Plan special highlights such as parties, birthdays, and camp rituals.

- **Meals and facility coordination**

- ☐ Plan, prepare, and serve meals, ensuring dietary needs are met.
- ☐ Manage table service and ensure smooth meal distribution.
- ☐ Prepare meals and handle grocery shopping for self-catering camps.
- ☐ Coordinate with facility management regarding meal times, toilet paper, hot water, and other necessities.

- **Financial and logistical management**

- ☐ Manage funds for program expenses and meals.
- ☐ Document the pocket money for participants.
- ☐ Oversee shopping and other errands needed for camp operations.

- **Health and safety**

- ☐ Administer medications and oversee participant health care.
- ☐ Manage health emergencies, including minor health issues such as stomach viruses, and take necessary precautions.

- **Cleaning and maintenance**

- ☐ Organize and assign cleaning tasks, including rooms, bungalows, and kitchen areas.

- **Communication and support**

- ☐ Maintain contact with the organizing committee or project management.
- ☐ Assist participants with writing postcards and communicating home.

TIPS FOR CAMP LEADERS:

Remember, teamwork is the key to making everything run smoothly! Each task on this checklist requires close coordination with your fellow camp leaders. A well-organized team, where everyone supports each other, ensures quick response to any issue.



B Checklist

SHOPPING AND COOKING

• Before the camp

- ☐ **Review dietary needs:** Check participation forms for allergies, intolerances, and special dietary requirements.
- ☐ **Plan a balanced menu:** Choose simple, nutritious recipes that are easy to prepare for large groups. Incorporate variety while ensuring meals can be easily adapted (e.g., add-ons like meat, cheese, or vegetarian options).
- ☐ **Assign responsibilities:** Divide tasks among camp leaders, including shopping, cooking, and cleaning.
- ☐ **Estimate quantities:** Research portion sizes to avoid food shortages or excessive waste. For example, you could use recipes with portions that have already been tested.

• Shopping

- ☐ **Create a comprehensive shopping list:** List all ingredients based on the planned menu and dietary needs. Include basic staples (salt, oil, sugar) and cleaning supplies if not provided.
- ☐ **Stick to the budget:** Monitor expenses to align with the group fund, prioritizing cost-effective options.
- ☐ **Avoid overbuying:** Reduce waste by estimating realistic portion sizes, to prevent unnecessary purchases and reduce storage challenges for excess food.

• Cooking

- ☐ **Prepare the kitchen:** Make sure the cooking area is clean and organised before you start.
- ☐ **Follow recipes accurately:** Measure ingredients and seasonings properly.
- ☐ **Engage the group:** Engage the group in age-appropriate cooking tasks such as washing vegetables, stirring sauces, or setting the table. Use cooking as an opportunity to promote teamwork and learning.
- ☐ **Manage time efficiently:** Allow sufficient time for meal preparation, cooking, serving, and cleanup to maintain a relaxed and enjoyable atmosphere.

• Serving and dining

- ☐ **Maintain hygiene and order:** Keep the dining area tidy and ensure cleanliness, especially if shared with other groups.
- ☐ **Ensure inclusivity:** Offer dishes that meet all dietary needs and the option to customise meals by adding or removing certain ingredients.

• Cleanup

- ☐ **Organize cleanup duties:** Assign and rotate cleanup tasks among camp leaders and participants to ensure fairness.
- ☐ **Maintain high hygiene standards:** Thoroughly wash utensils and make sure surfaces are clean and that leftovers are stored correctly.

TIPS FOR CAMP LEADERS:

Flexibility is key when preparing meals for large groups. Be ready to adjust recipes or menus based on group preferences, dietary needs, or unexpected circumstances.. If unsure, consult online resources for group cooking tips and portion calculators. Treat meals as a communal activity, encouraging conversation and group bonding.



SAFETY AND WELL-BEING

HANDOUT:

- Handling group conflicts

CHECKLIST:

- Medical matters
- Swimming rules

A Handout

HANDLING GROUP CONFLICTS

●) General guidelines for handling conflicts

- **Listen to all parties involved:** Take time to understand each person's perspective, potentially speaking to them individually to fully grasp the issue at hand.
- **Collaborate on solutions:** Work together with participants to find resolutions, addressing inappropriate behaviors when needed.
- **Team coordination:** If initial discussions don't resolve the issue, the counseling team should strategize a coordinated approach.
- **Sending a participant home:** In rare cases, if no other solutions are effective, it may be necessary to send a participant home.

●) Sources and levels of conflict

Conflicts in camp can arise from various sources, often overlapping. Understanding their origin helps us manage them better.

- **Conflicts with individual participants:** Conflicts often arise from personal expectations or past experiences, such as issues from previous camps or school-related problems. Recognizing individual characteristics and backgrounds, and accommodating participants' expectations where possible can help prevent tensions.
- **Conflicts due to group dynamics:** Even well-behaved participants may experience tension due to group dynamics. Most groups go through three typical stages: orientation, conflict, and cohesion. Adjusting your approach based on the group's development stage will help you understand and manage these conflicts.
- **Conflicts among camp leaders:** Conflicts among leaders should be resolved privately, ensuring that they don't impact participants. Pre-camp preparation and building rapport among leaders can help prevent major conflicts during the camp. Effective communication and mutual support are key.
- **Conflicts with the project management:** Conflicts with project management should be handled professionally, and maintaining a trustworthy, supportive relationship with them is essential.
- **Addressing conflict with parents:** Parents often have high expectations for their children's experience at camp. If parents directly approach leaders with concerns, it is usually best to refer them to project management for resolution. Maintain a professional, empathetic relationship with parents, and involve project management if necessary.
- **Conflicts arising from program design:** Conflicts can arise from the camp program itself, particularly if it is not tailored to the group or environment. Programmes that are too rigid or unsuitable for the group may cause discomfort, so be prepared to modify them.

●) Practical Implementation on the Field: Participation and Conflict Resolution

Once the theoretical guidelines for conflict management are understood, it's crucial to apply them in the practical context of the camp. Active participation from the youth and fostering a positive, inclusive environment is key in preventing and resolving conflicts.

- **Building group cohesion:** Initial activities such as getting-to-know-you games and team-building exercises are vital for strengthening group cohesion. Throughout the week, encourage tasks that require collaboration, such as chores, organizing games, or other group tasks, to foster a sense of community.
- **Ensuring inclusion and encouraging active participation:** Creating opportunities for everyone to actively participate builds trust and strengthens group cohesion. Encouraging participation can be achieved by giving participants a voice, such as through a suggestion box or idea box where they can share their suggestions and concerns. When participants feel that their opinions are considered and that they are included in decision-making, it significantly enhances their overall camp experience.
- **Creating common ground:** Work with the group to create rules that promote mutual respect. These serve as the foundation for group harmony and conflict prevention.
- **Promoting learning and growth (through Youthpass):** At the start of the camp, encourage participants to reflect on and set small learning goals. Throughout the camp, leaders can assign roles, responsibilities, and tasks to help participants achieve their goals. This can also include planning activities that encourage the development of new skills.
- **Leaving space for surprises:** While young people appreciate structure, they also need moments of surprise and spontaneity, which can lead to unforgettable experiences. Small surprises can energize the group and shift focus away from tensions.

B Checklist

MEDICAL MATTERS

- **Preparation before camp**

- ☐ **Participant medical details:** Collect medical information from parents, including details about allergies, required medications, and any specific health concerns. Document them in an organized format (e.g., list or table).
- ☐ **Emergency resources:** Research and note down the nearest emergency room, pediatrician, and pharmacy addresses/contact info. Record these details on the cover sheet of the group folder so they are quickly accessible in an emergency.

- **Departure and check-in**

- ☐ **Receiving medications:** Ensure all medications are labeled with the child's name, dosage, and administration times.
- ☐ **Parent communication:** Listen to parental instructions or concerns regarding their child's health and document these notes in the medication list or the child's registration form.
- ☐ **Safe storage:** Store medications securely and out of reach of unauthorized persons.

- **On-site medical management**

- ☐ **Medication administration:** Administer medications according to the documented schedule.
- ☐ **Emergency medications:** Always carry emergency medications and a first aid kit during excursions or when leaving the accommodation.
- ☐ **Documentation:** Write an incident report to document any health-related occurrences.
- ☐ **Medical emergencies:** Follow established emergency procedures, ensure proper hydration, sun protection, and monitor children for any signs of illness.
- ☐ **Reporting duty:** Notify project management immediately about serious incidents or concerns.

- **General health and safety guidelines**

- ☐ **Shared duty of care:** A designated camp leader should oversee medical care, but all camp leaders share responsibility for participant safety and well-being.
- ☐ **Basic first-aid knowledge:** At least one of the camp leaders should have basic first aid training.
- ☐ Any health-threatening incidents must be documented and promptly reported to project management to ensure clear communication with parents.
- ☐ **The following incidents must always be reported:**
 - If an ambulance is called (report after initial care).
 - If a child is taken to a doctor (preferably report before the visit to allow coordination).
 - Any non-trivial health incidents, even if they do not require immediate medical intervention.

- **Medical documentation and group folder**

- ☐ Keep accurate records of any significant or persistent symptoms, including the actions taken. This supports medical care decisions and may be needed for insurance or follow-up.
- ☐ **Health record:** Logs any significant health occurrences, including accidents, persistent complaints, doctor visits, or hospital stays.
- ☐ **Accident record:** Documents any accidents, whether or not they led to medical concerns.
- ☐ **Damage record:** Reports any damage caused during camp, regardless of whether it resulted in a health issue.

- **Handling medical emergencies**

- ☐ **Doctor visits:** If a child needs to visit a doctor, a camp leader must accompany them. Ensure the doctor explains the treatment plan for the child.
- ☐ **Hospital stays:** If a child is hospitalized, prioritize first aid, take the health insurance card, and bring any required medications. Notify project management, who will inform the parents.

- **On-site medical care and preventive measures**

- ☐ **Medication management:** At the beginning of the camp, collect all participants' medications, label them clearly, and log them in a medication list. Only administer medications that have been prescribed by a doctor or provided by parents, unless the management team has agreed otherwise.
- ☐ **Preventive measures:** Promote hygiene and cleanliness, encourage personal care, provide sunscreen, hats, and encourage hydration to protect participants from the sun.

- **General health and safety guidelines**

- ☐ **Ticks and lice:** Regularly check for ticks, especially after excursions to wooded or grassy areas. Monitor bites for signs of infection. Handle lice infestations swiftly and notify project management.
- ☐ **Insect stings:** Ensure participants avoid areas where stinging insects are common. For allergic participants, have emergency medications ready.
- ☐ **Stomachaches:** Stomachaches may indicate physical illness or emotional discomfort such as homesickness.

TIPS FOR CAMP LEADERS:

Pay close attention to any signs of discomfort and address them promptly. Never administer any medications that have not been explicitly prescribed by a doctor or directly provided by parents.



C Checklist

SWIMMING RULES

- **Identifying swimming abilities**

- ☐ **Before the camp begins:** Determine which participants are swimmers and non-swimmers. This information should be recorded in the participant's booklet under the swimming permission section.
- ☐ Conduct swimming tests for all participants in shallow water, regardless of their stated abilities in the booklet, to ensure safety.

- **Supervision requirement**

- ☐ For groups of more than 10 swimmers, assign supervisors as follows; for smaller groups, at least one supervisor must be present at all times.
- ☐ Supervisors 1 and 2 will monitor the swimming boundaries within which participants must stay.
- ☐ Supervisor 3 will stay on the beach, monitoring the entire group, especially the non-swimmers.

- **Essentials swimming guidelines**

- ☐ **Verify swimming conditions:** Before allowing participants to swim, ensure the swimming area is safe by checking water temperature, current, and depth.
- ☐ **Carry a First-Aid kit:** Always have a first aid kit on hand.
- ☐ **Check bags for completeness:** Ensure participants have packed their swimwear, a change of clothes, sunscreen, a towel, and possibly a hat.
- ☐ **Avoid swimming after eating:** Do not allow participants to swim immediately after eating (e.g., after lunch).
- ☐ **Monitor sunscreen use:** Ensure participants apply sunscreen and avoid prolonged sun exposure during peak hours (11 am - 3 pm).
- ☐ **Safe jumping:** Allow jumping only in designated, secure, and sufficiently deep areas.
- ☐ **Set swim time limits:** Limit swim time (10–15 min) for safety and rest.
- ☐ **Conduct safety briefing:** Provide a safety briefing for all participants before their first swim session.
- ☐ **Use of floatation aids:** If parents have provided floatation aids or specified their use in the participant's booklet, these must be used during swimming activities.

TIPS FOR CAMP LEADERS:

Camp leaders must apply these rules consistently to ensure everyone's safety.



ACTIVITIES AND GROUP DYNAMIC

HANDOUT:

- Outdoor activities
- Team-Building activities and group dynamics

CHECKLIST:

- Evaluation activities in non-formal education

A Handout

TEAM-BUILDING ACTIVITIES AND GROUP DYNAMICS

Good team spirit is essential for the success of activities. The activities you plan can create a strong sense of community, spark positive interactions, and turn strangers into friends. By encouraging teamwork, mutual respect, and collaboration, you help shape an unforgettable experience for everyone involved. Below, you'll find **key objectives** and a series of exciting activities that will help you achieve those goals and ensure your camp is a fun, dynamic, and thriving environment.

● Main objectives of team-building activities

- **Encourage teamwork:** Help your participants learn how to cooperate, communicate openly, and listen actively.
- **Build relationships:** Let the activities be a way for kids to bond. Help them break down barriers and make friends they'll remember long after the camp is over.
- **Strengthen group cohesion:** Create activities that bring everyone together. The more they collaborate, the stronger their sense of belonging will become, and the more support they will give each other, both during and outside of challenging situations.

● Recommended activities

- **Icebreaker Activities:** Spend 10-15 minutes every morning on warm-up activities. Icebreakers are not only great for introducing everyone, but they also set a positive, upbeat tone.

Examples: "Name games", "Two Truths and a Lie," "Would You Rather?"

Objective: Break down initial barriers, encourage interaction among participants, and prepare the group for a day of collaboration in an informal and positive way.

- **Group games:** Bring out the teamwork with engaging games that require everyone to contribute, such as treasure hunts to team puzzles.

Examples: Solving puzzles, team games where each member has an active role.

Benefits: These activities foster collaboration, build friendships, and allow participants to work toward shared goals—creating memories they'll cherish.

Tip: Choose games that do not involve eliminations to ensure that every participant stays engaged and motivated until the end.

- **Problem-solving challenges:** Activities such as building a structure with limited materials or completing an obstacle course are perfect for stimulating critical thinking and collaboration.

Objective: Encourage problem-solving, critical thinking, and teamwork - qualities that will bring your group closer together.

- **Games with camp leaders:** Get involved! When camp leaders join in on the fun, it balances the group's energy and shows the importance of adult support.

Objective: Leaders can guide the group through challenges, offering support and encouragement while building trust and mutual respect.

●) Guiding principles for successful activities

- **Promote connection:** Competition is fun, but let's avoid any games that might leave someone out or feeling less-than. It's all about building connections, not creating divisions.

Tip: Opt for games that highlight teamwork and shared success, where the group wins together.

- **Prevent boredom** and disinterest by avoiding long periods of inactivity. Even participants eliminated from a game can be involved in other activities, such as helping with organization or supporting other groups.

Tip: Keep the energy high with parallel activities or let participants take on creative roles to keep everyone involved.

- **Encourage a sense of community:** When leaders participate, it shows that everyone - no matter their role - is part of the team. Share laughs, play together, and create a strong, united community. This not only helps build stronger bonds but also provides a positive behavioral model to emulate.

- **Ensure fair play:** Disagreements are natural, but making sure everyone feels heard and respected is key. Address any issues with calmness and fairness, and make sure the group feels supported.

Tip: Intervene promptly when necessary and ensure that everyone feels safe, valued, and respected.

- **Be flexible and adaptable:** Things won't always go as planned - and that's okay! Be ready to adjust activities based on the weather or the group's energy.

Tip: Use spontaneous moments, like meals or waiting times, for quick games or icebreakers to keep the fun going and the energy high.

● Practical tips

- **Materials and equipment:** Keep a box of versatile game materials ready at all times. And check if your camp has any extra equipment you can use to enhance the experience.
- **Games for every occasion:** Whether you're inside or outside, whether it's sunny or rainy, make sure you have a variety of games in your back pocket. That way, you can always adapt to the situation and keep things exciting.
- **Make use of daily moments:** Routine tasks can turn into moments of fun and team-building. From setting the table to the morning wake-up call, find ways to make everyday activities more engaging. Tip: Use these moments to create spontaneous games that boost group morale and foster unity.
- **Adapting activities for different age groups:** Adapting activities to different age groups can make all the difference. For younger children (ages 5-8), it's best to focus on fun, movement-based activities that allow their creativity and imagination to shine. Keep the activities simple and short to match their energy levels and shorter attention spans. On the other hand, older children and teens (ages 9-16) thrive when presented with more challenging tasks. Engage them with problem-solving activities that encourage collaboration and critical thinking. Propose activities that require planning and cooperation.

For example, ask teens to build the tallest structure using only paper and tape. Afterward, give them time to reflect on the activity, discussing teamwork, leadership, and what they've learned.

B Handout

OUTDOOR ACTIVITIES

Outdoor activities play a vital role in fostering personal development, encouraging teamwork, and enhancing environmental awareness. Outdoor activities also provide a **dynamic setting for youth to engage with each other** and with the natural world. Through activities like building, nature exploration, and creative projects, young people have the chance to discover themselves and others in unfamiliar settings. These moments can significantly raise awareness about the topics discussed during the camps or, more informally, about environmental issues and climate change.

● Encouraging outdoor exploration

Activities such as hiking, orienteering, and environmental workshops allow participants to connect with nature while also developing practical skills and social bonds. These experiences not only stimulate curiosity and teamwork, but also create a deep connection with the surrounding environment.

For example, group activities like:

- *Organize trash clean-up days to actively contribute to environmental care.*
- *Lead nature walks to discover local flora and fauna and promote biodiversity.*

● Having a plan B for outdoor activities

Being prepared for unforeseen circumstances is essential for maintaining cohesion and active participation, especially when the activity is particularly demanding or weather-dependent. Unpredictable weather or other factors can disrupt the original plan, so having a backup is crucial.

For example, an outdoor sport competition might be replaced by a board game marathon, a quiz session, or a DIY workshop.

Additionally, it's important to communicate the changes to the participants in a way that keeps them engaged and excited. By involving participants in suggesting alternatives or explaining the reasons for the change, you can maintain their enthusiasm and prevent any disappointment.

● Fostering a connection with nature

Outdoor activities offer the perfect opportunity to raise awareness about environmental issues and sustainability. Through hands-on experience, participants can learn the importance of preserving nature and how their actions can contribute to a sustainable future.

Example, practical activities like:

- *Build birdhouses – to support local wildlife.*
- *Create nature-inspired art – to foster creativity using sustainable materials.*

● Swimming rules

For more information on swimming rules go to the **"Checklist - Swimming rule"**.

C Checklist

EVALUATION ACTIVITIES IN NON-FORMAL EDUCATION

●) What is evaluation?

Evaluation is a process used to understand the effectiveness of educational activities. It helps identify both successes and areas that need improvement. This process should always be based on objectives linked to participants' needs.

●) When to conduct evaluation?

Evaluation should be conducted both during and after the activities. Ongoing evaluation can take place every evening or at specific moments, while final evaluation should be more structured and documented.

●) Evaluation during activities

Each evening, evaluate the general atmosphere - how are participants feeling? Identify any major concerns or successes of the day. Use this feedback to adjust the upcoming program if necessary.

●) Final evaluation

The final evaluation should be in written form to facilitate data analysis. Recommended tools are Google Forms or Mentimeter. The following key questions are recommended as a minimum standard for final evaluations:

- **In terms of time, this experience was:**

- ☐ Just the right length
- ☐ Too long
- ☐ Too short
- ☐ Please add your comments, if any.

- **In terms of activities, this experience:**

- ☐ Met my personal expectations
- ☐ Was fun and challenging for me and my friends
- ☐ Brought me new information
- ☐ Please add your comments, if any.

- **Please rate the following aspects relating to this experience:**

- ☐ General atmosphere
- ☐ Activities
- ☐ Group
- ☐ Group leaders
- ☐ Please add your comments, if any.

- **Please think of the logistics and rate the following:**

- ☐ Accommodation
- ☐ Food
- ☐ Field trips
- ☐ Transfers
- ☐ Please add your comments, if any.

- **Please rate the following elements relating to the group of participants:**

- ☐ Atmosphere
- ☐ Dynamics
- ☐ Accessibility/easy to work with
- ☐ Please add your comments, if any.

- **Please rate the following aspects relating to this experience:**

- ☐ I was 100% involved in this experience
- ☐ I gave my best during this experience
- ☐ I made new friends during this experience
- ☐ I gained knowledge during this experience
- ☐ Please add your comments, if any.

- **Please write down three words to describe this experience (word cloud).**

- **Please name 3 favorite activities.**

- **Please name 2 activities you did not like.**

- **Please name 3 things you will remember in 1 year.**

- **Please name 2 things you learned during this experience.**

- **Do you have any suggestions for the organizers to make future experiences even better?**

- **Is there anything you would like to add before we finish?**

●) **Data analysis and future decisions**

- ☐ A designated person should collect, analyze, and summarize the data.
- ☐ Create a report based on participant feedback.
- ☐ Organization staff should conduct their own internal evaluation.
- ☐ Compare both evaluations for strategic decision-making.
- ☐ Implement improvements to align with the organization's vision and objectives.

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