



**Camp Christopher**

Official Camp Address: Hametown Road, Akron, OH 44333

Mailing Address: 812 Biruta Street, Akron, OH 44307

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[www.campchris.org](http://www.campchris.org)

## **Group Leader To-Do List**

### **At least two weeks prior to visit:**

- ✓ Reminders for Visitors of Camp Christopher: This document may be the most important! Please be sure that your guests have all read and understand the 10 points of this document. It will help you as a leader to manage the group throughout the weekend, and it should make cleaning up much easier on your last day.
- ✓ Gathered basic health information about guests including Emergency Contact information. You may use already existing documents (like school forms) or you may create your own. You do not need to turn these into our office, but must have them on site in the event of an emergency.
- ✓ Communicated with the Camp Director about vendors or other commercial entities who may be coming to provide services, supplies, etc. during your stay at Camp Christopher.
- ✓ Communicated your final menu selections for your event as well as any special food requests or allergies to the kitchen at Camp Christopher.

### **Day of your visit:**

- ✓ The Licensee Assemblage Roster: This should be a compilation of the names and cabin assignments for every guest or visitor that will be arriving on property with your group or during the term of your stay. This includes employees, agents, guests, students, family, contractors, vendors, etc. You are welcome to make copies of this if necessary, or you may compile the information on a spreadsheet of your own. This document is extremely important in the event of an emergency evacuation. Please turn this in to the Program Coordinator either prior to or the day of your arrival.
- ✓ Consent, Permission and Release for Participation secured for all guests. These can be gathered prior to but no later than the date of your visit.
- ✓ Informed all guests of the name and location of the adults who will be on site who are certified in First Aid and CPR as well as the location of first aid supplies.
- ✓ Disseminated your schedule for the weekend to your guests, including locations of activities.