



## Camp Planning and Logistics

### WHY IT MATTERS

Planning for camp can be so much fun! Choosing a location, determining a theme, securing volunteers and counselors, setting a schedule, and advertising can all be part of the planning and logistics for camp.

Planning for a 4-H Cloverbud Camp takes approximately 3-6 months.

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### Space

Be sure the location you choose for 4-H Cloverbud Camp has plenty of room for tables and chairs to be spread out and youth to sit comfortably. Also consider space for projects to dry or be set aside.

Outdoor space should also be considered for your camp location. If there isn't outdoor space designated for play, mark off an area with cones and caution tape to create boundaries for outdoor play.

Your camp location also needs to be easily accessible, so look for a building location and room space that can be altered if needed.

### Campers and Volunteers

Consider using adult and teen volunteers to help with 4-H Cloverbud Camp. A committee of volunteers can help to organize camp, give suggestions for themes, locate field trips, facilitate activities, and much more. As camp approaches, it may be useful to have teen volunteers act as counselors. Be sure to keep your number of counselors reasonable so you don't overpower your 4-H Cloverbud Camp with volunteers.

### First Aid Kits

It's important that every camp have a first aid kit on hand. They can easily be pre-purchased with common items already inside. Remember to bring the first aid kit on any field trips or outdoor activities.



## GOOD TO KNOW

There is a lot involved when planning a 4-H Cloverbud Camp so here are a few things to think about ahead of time:

- ⇒ Separate restrooms should be available for males and females. Should public restrooms be used, a staff or counselor should monitor the area to ensure any interactions with the public are appropriate.
- ⇒ Don't forget to keep your space fun and inviting. A great way to do that is to use a theme for your camp and incorporate decorations, activities, field trips, name tags, and/or snacks into that theme.
- ⇒ Don't forget that volunteers might also have great suggestions for next year's camp so take some time to debrief with them at the end of each day or the end of the entire camp.
- ⇒ Providing snack and lunch at camp will likely increase the cost of your camp. Consider asking youth to bring their own lunches and/or snacks. This can be especially helpful if there are youth with food allergies.
- ⇒ The registration cost for camp will vary based on a number of variables, however, 4-H Cloverbud Camps generally range \$10-\$20 per day.
- ⇒ If the start up costs of 4-H Cloverbud Camp are greater than you'd like to charge participants, consider utilizing funds from Tractor Supply Clover Campaigns, local Participation Fee funds, or state Participation Fee grant fund.
- ⇒ It's easiest to set your 4-H Cloverbud Camp date and then work backwards to develop your planning timeline.

## Finances

A standardized registration fee for 4-H Cloverbud Camp doesn't exist and each camp will charge a different registration fee based on the number of days your camp lasts, field trips, crafts, activities, guest speakers, etc. When setting the price, you will want to take into consideration:

- » Charging the \$20 participation fee for youth who are not already enrolled in 4-H
- » Recouping the cost of your crafts, activities, supplies, field trips, and transportation (such as public bus fees, etc.)
- » The cost of investing in supplies that can be reused in future 4-H Cloverbud Camps or 4-H activities, such as outdoor play equipment, crafting scissors, bulk crayon order, etc.
- » There may be guest speakers who charge for their mileage, time, or supplies for activities
- » Any costs associated with printing and mailing letters to parents, thank you notes to partners, or copying handouts during camp
- » Curriculum that may need to be purchased related to Cloverbuds or camp activities
- » Volunteer and counselor training costs
- » Special supplies, snacks, or activities that make the camp unique such as t-shirts, pizza day in the park, certificates or awards for participation in camp

Creating a budget will help you stay on track with your finances and help you set a cost for campers to attend camp. It's okay to add a cushion of funds in case there are unexpected expenses.

## Camp Feedback

Collecting information about your 4-H Cloverbud Camp is important for you to gain insight into what went well and what might need to be changed for future years. You may need to create two types of feedback collection:

- » Parents can give you valuable feedback about communication, scheduling, and price. Consider a simple written evaluation that can be done on the last day of camp.
- » Youth can also be evaluated by asking them questions and having them raise their hands, use sticky dot voting, or facilitate an evaluation that uses happy and sad faces. It is easiest to evaluate youth at the end of each day, rather than the end of the week.

