### DISTRICT/FELLOWSHIP DIRECTOR’S CHECKLIST

The role of district/fellowship director is very important in the planning of Camporama. Your efforts will go a long way not only in making this a fun event for the men and boys in your district/fellowship but also in making this the biggest, most well-attended Camporama! To help you, we have developed a checklist of the things you need to be working on between now and Camporama.

* DISTRICT/FELLOWSHIP REGISTRATION
	+ Camporama attendees must register with their district/fellowship to attend. Come up with an efficient process that works best for your district/fellowship. The process should include how the district/fellowship registration fee (if applicable) and optional transportation package monies will be collected.
	+ Beginning in January 2012, you will be e-mailed a registration list of the people who have registered for your district/fellowship. This list will help you determine who has and who has not registered with your district/fellowship. If you have a question about who has registered or the number of registered, please contact Convention Services at conventionservices@ag.org.

* TRAVEL
	+ Plan and announce your district/fellowship transportation package, if applicable.
	+ Ensure that the leader on the district/fellowship transportation has copies of the Medical Record and Release Forms for all people on the vehicle.
	+ Remind leaders to check with the local church to make sure groups have the proper insurance.
* VOLUNTEERS
* Volunteers are critical for the success of the 2012 National Camporama. We need FULL-TIME volunteers from each and every district/fellowship. Please direct FULL-TIME volunteers to [www.surveymonkey.com/s/camporamavolunteer](http://www.surveymonkey.com/s/camporamavolunteer) to complete the initial information.
* As a part of the registration process, each adult will be asked when they are able to volunteer. Each adult registrant will be asked to work a minimum of one, four-hour shift during the National Camporama.
* PROMOTION
	+ You will need to aggressively promote Camporama in your district/fellowship. Beginning May 1, 2011, you may order several items to help promote this event. Camporama Promotional DVD (item #729206), Camporama brochure (item #729200), and a Camporama poster (item #729077). Please contact Gospel Publishing House at 800-641-4310 and reference the item numbers provided. There is no charge for any of the promotion items. The Camporama DVD is also available to download at [www.nationalcamporama.com](http://www.nationalcamporama.com). Regardless of the promotional items available, nothing takes the place of personally inviting each and every outpost in your district/fellowship to attend.
* HATPINS or TOKENS
	+ Each district/fellowship should pass out a hatpin or other token that represents the district/fellowship or state. Please make sure to bring enough for each Camporama participant to receive a hatpin or token to trade with others.
* LEADERSHIP
	+ Attend the District/Fellowship Director’s Orientation and other required meetings. Please set the example for your district/fellowship by attending all devotionals and evening services.
	+ Have your district/fellowship camp coordinator check in on July 7 (Saturday) or July 8 (Sunday) with his respective regional coordinator to be given camp location. Make sure he has a list of how many outposts are coming from the district/fellowship. He can begin to layout your camp in a logical order and get familiar with the surroundings. As outposts arrive, he can direct them where to set up. He may be able to set up some of your camp also.
	+ Ensure the safety, well-being, and conduct of your delegation to, at, and from Camporama.
	+ If an outpost needs camping equipment, work with them to find some to meet their needs.
	+ Ensure everyone from your delegation attends the morning devotionals, evening services, and follows all Camporama rules and guidelines for their safety.
	+ Make sure everyone is having FUN!
* CAMPSITE
	+ Make sure the district/fellowship camp coordinator coordinates your camp within the region. He should arrive before all the other outposts. The campsite should be set up in an orderly and safe format. There should be ONE entryway with some type of district/fellowship identification. Your district/fellowship flag and a camp schedule are some items to include in your camp. Remember to bring adequate shade awnings for your group.
* MISCELLANEOUS
	+ If the district/fellowship director is unable to make it to Camporama or is fulfilling another staff responsibility, he may assign another leader to fill his place and responsibilities.
	+ Districts/fellowships will receive a $15.00 rebate for all pre-registered campers. This rebate is designed to help supplement revenue normally generated at the district/fellowship’s annual camp (e.g., powwow). District/fellowship rebates will be paid after August 2012.
	+ Districts/fellowships may earn awards for the following (awarded within their region except the largest district/fellowship in attendance):
		- * Best District/Fellowship Entryway
			* Best District/Fellowship Camp
			* Best District/Fellowship Flag
			* Best District/Fellowship Spirit
			* Largest District/Fellowship Attendance

**OTHER POINTS TO CONSIDER**

* Staff assignments
* Develop overall district budget
* How much will we need to charge each camper in addition to our Camporama fees?
* What will be the district give-a-way (hat pin, other)
* Entryway design
	+ - Who will build it?
* Campsite layout
	+ - Who will do it & what will it look like?
* How will the district equipment get to Eagle Rock?
* When will equipment and district staff get to Eagle Rock?
* How many volunteers can be provided?
	+ - Volunteer recruitment
* Who will prepare out district for all the competitions (best yell, song, spirit)?
* Will we have teams compete in Camporama competitions that require district events in advance (i.e. shooting events?)
* Will outposts bring all of their own camp gear (tents, awnings, kitchen, tables etc.) or will the district provide some or all?
* How will they get a copy of medical forms or applications for each attendee who are traveling together using district travel plan?
* Will we need to make our own application form?
	+ - Full name (First, MI, Last)
		- Date of Birth
		- Complete Address (street name and number, city, state, and zip code)
		- Phone numbers – home, work, and cell phone numbers (if available)
		- Email address (adults only)
		- T-shirt size (sizes available from youth medium through adult 3XL)
* How to market Camporama to local pastors, outpost leaders, etc.?
* Will the district do any fundraising to help offset costs?
* Do we still have our district summer camp (pow wow) or cancel so more can attend Camporama?

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