

PLANNING CALENDAR

5 Months Before Camp Meeting

- Begin praying for this year's primary camp meeting program. Pray that God will lead you in planning the program and choosing staff.
- Pray for the primaries who will come.
- Meet with your conference coordinator to obtain program and teaching materials, plan schedules, workout budgets, and conference wide promotion.
- Search out resource books of ideas and materials that will enhance the theme.
- Visit facility where primary will convene and make a diagram of the area(s) you will be working in.
- Recruit an assistant. At least one other person should be familiar with the program in case of an emergency.
- Choose the program material you will use. Include your assistant in this process.
- Plan the main program, usually the one in the morning.

4 Months Before Camp Meeting

- Begin recruitment of staff.
- Plan the afternoon program.
- Work with the craft leader to plan and choose the crafts and begin gathering supplies.
- Contact any organizations the group will be visiting and set up appointment dates.
- Contact and set up appointment dates with special individuals who will be contributing their skills as a part of the program.

3 Months Before Camp Meeting:

- Follow up recruitment of staff with phone calls or visits.
- Supply necessary materials to those who accept a staff position.
- Purchase songbooks. Organize all music into one notebook complete with a contents page. Make visualized, PowerPoint, overhead songs. Send a copy of the notebook to the musician. Buy or make tapes if a pianist is not available.
Obey copyright laws.
- Plan the evening program.

2 Months Before Camp Meeting:

- Plan Sabbath programs for Sabbath School, church, afternoon, and evening.

- If available, obtain inventory of Primary camp meeting materials left from previous years. Determine what can be used in this year's program.
- Collect and organize all program materials including audio/visual supplies.
- Have the craft leader prepare one sample of each craft.
- Collect all necessary supplies such as name tags, registration cards, felt marking pens, tape, pins, etc.

1 Month Before Camp meeting

- Purchase, collect, or make materials for backdrop and stations.
- Send encouragement letters to staff. Include the daily schedule and the date and time for the first staff meeting.
- Plan the agenda for the first staff meeting.
- Plan short staff worships for each morning of camp meeting.
- Complete all xeroxing including any letters to parents.

During Camp Meeting

- Have daily devotionals and planning meetings with your staff.
- Make sure information on registration cards is complete for effective follow-up.
- Assign no more than eight children to each helper to ensure effective relationship building.
- Utilize the staff in leading programs.
- Keep the staff informed of any revisions or scheduling changes.
- Prepare appreciation certificates, thank-you's, or gifts for staff.
- Recruit staff for next year.

Staffing

Search for staff who:

- are committed to Jesus Christ, who love and respect Primaries
- act with a personal confidence and authority which Primaries will respect.

Where to look:

- Among your local church members and friends
- People you know from other churches around the conference
- Pastors within the conference (generally assigned by conference staff)
- Those who have worked with primaries at camp meeting in the past
- Friends of the staff you have already recruited

Job Descriptions

Division Leader

- Attends organizational meetings and worships called by the camp meeting coordinator
- Participates in camp pitch as it relates to their division
- Recruits job station leaders and other helpers
- Plans decorations and room arrangement
- Plans all programming, leads out in programs, or assigns others to do so
- Shares responsibilities with the assistant leader and craft leader, assigning tasks and providing necessary program materials and resources
- Orders, collects and distributes supplies for all programming except job stations and craft sessions. Leaders in these areas should be made responsible for their own supplies.
- Chairs organizational meetings with the department
- Organizes schedules for all helpers, special guests, programs and outings
- Selects musicians in advance and provides them with music
- Controls the budget and is responsible for all expenditures and receipts
- Works with craft leader and learning center supervisors in establishing and following their budgets
- Gets names, addresses and phone numbers of all volunteers for permanent record
- Keeps other records as requested by camp meeting coordinator e.g. attendance
- Inventories, packs and stores permanent division supplies when camp meeting is over
- Sends appreciation letters or gifts to all volunteers

Assistant Leader

- Attends camp pitch to assist the leader
- Attends organizational meetings before and during camp meeting as requested
- Attends worships
- Becomes "eyes and ears" for the leader during programs
- Anticipates and handles problems that arise during the program
- Makes observations and shares ideas about the program's strengths and weaknesses
- Is prepared to step in and take over if an emergency arises for the leader
- Helps leader inventory, pack and store supplies after camp meeting is over

Craft Leader

- Attends worships
- Works with leader to plan crafts
- Under the leader's direction orders, collects, and organizes craft materials for daily projects
- Saves and give receipts for any expenditures in to the leader
- Prepares one sample of each craft project in advance
- Sets up and cleans up craft area and materials
- Leads out in daily craft program
- Works with leader to recruit help for the craft program
- Helps leader inventory, pack, and store supplies after campmeeting is over

Station Leaders

- Orders, collects, and organizes supplies to be used at the station
- Prepares and leads out in all station activities
- Works with the leader to plan a budget for the station and is responsible for all expenditures and receipts
- Assists leader in assembling and decorating the job station
- Makes observations and shares ideas about the program's strengths and weaknesses
- Builds a relationship with children assigned to the station and seeks to lead them into a relationship with Jesus

REGISTRATION

Purpose

Registration is the best way to obtain information about a child for use during camp meeting and for follow-up. Registration is also an important safety precaution which protects children. It makes it possible to divide children into small groups in advance for stations, crafts and other small group activities.

Materials

- Permanent marking pens
- Registration cards (use forms provided by your local conference or adapt the ones on the following page).
- Arm bands and/or colored stickers to place on the name-tags of the children to designate who can leave at the end of the program and who must remain in the primary department until they are picked up by their parents or a designated person.
- Sturdy name tags to identify the children and help leaders and teachers to learn their names. Plastic pin-back tags work better than paper, felt or sticky labels. They are easily collected after each meeting and the cost is minimal.
- 3x5 card file box with alphabetized dividers to keep name tags in.

Method of Registration

This will vary depending on the organization of your children's divisions. If a general registration is done for everyone you will not need to repeat the process. Your general registrar should give you a copy of each child's registration form. Be sure to check for allergies or medical alerts and be careful to always check who must wait for pick up and by whom.

If a general registration is not done you may want to follow this procedure:

- Set up three tables outside your room. Enlist the help of three individuals to help at the tables.
- Form children and parents into a line and have them fill out the forms at each table.
- Table #1- Parents fill out registration card with child.
- Table #2- Parents fill out safety form. Children receive the appropriate arm band or sticker for their name tag.
- Table #3- Fill out the name tag, add the sticker, and pin the name tag on the child. Assign children to a station by writing their names in a notebook. Assure the children that they will have an opportunity to visit every station, if they attend all the meetings. Try to keep the station groups as even in size as possible. Keep children in the same group all week. This will give them the opportunity to develop relationships with other children and the group leader. Do not be too rigid about placing children in a group. Allow friends to stay together.