



Notes:

IX. LOGISTICS

The primary role of the Logistics Committee is to make sure everything runs smoothly leading up to and during the weekend. The Committee will:

1. Develop and distribute camper registration and communications.
2. Determine promotional items to be given away.
3. Reserve needed equipment with GWF and coordinate setup and breakdown.
4. Work with mentors to welcome campers.
5. Direct campers as needed throughout the weekend and make sure supplies and equipment are set up and available for all activities and programs.

Develop and Distribute Camper Registration and Communications

Once campers have applied and been accepted into Camp Charlie, registration materials should be sent to collect additional information and communicate clear directions and expectations for the weekend. Complete and concise materials will put participants at ease and eliminate potential problems.

Registration materials should include:

- Choices for optional activities
- Requests for special dietary needs
- Liability and photo release forms
- Information to purchase fishing licenses, if applicable
- A survey of their camping/outdoor experience
- Any medical conditions
- Clear directions to the campsite, and, at the minimum, a general schedule for the weekend
- Packing Lists

Determine Promotional Items

Promotional items are a great way to recognize sponsors while making the weekend more memorable for your campers. T-shirts are always a hit! In addition, think about useful items such as small backpacks, water bottles, flashlights and hats. Work closely with the Funding Committee to make sure all appropriate sponsors and donors are recognized in registration materials and on promotional items.

Reserve Equipment with GWF and Coordinate Setup and Breakdown

Even though you will be working closely with GWF staff throughout the planning process, be sure to reserve all equipment you will need well in advance of your weekend. Depending upon your activities, additional equipment may need to be acquired. Discuss these needs up front with the Programs and Funding Committees, and create a plan for purchasing/acquiring materials.

GWF's Camp Charlie trailer is available to transport equipment to and from the campground. Make sure you coordinate with other committees to ensure all necessary equipment makes it onto the trailer. (It is a good idea to have all items delivered to the GWF office two days before departure.) Make an alternate plan for any items not being transported on the trailer, such as last minute refrigerated items or supplies that are not coming from the Atlanta area.

Welcome and Direct Campers and Activities As Needed

Basically, the Logistics Committee makes sure everyone has what they need, and knows where to go and when to be there. Obviously, the details of how to pull this off will be different for every Camp Charlie. In general, provide families with:

- A detailed schedule of the weekend
- Name tags
- Map of campground
- Campsite assignment
- Promotional items
- Mentors and volunteers to assist in setting up camp

Camp Charlie Equipment Available From GWF

Trailer
Tents
Ground Cloths
Sleeping Pads
Cots
First Aid Kits
Tent Mallets
Tables
Camp Chairs
Lanterns
Flashlights
Field Guides
Compass
Clipboards
Binoculars
Ponchos
Insect Spray
Journals
Hand Sanitizer
Coolers
Large Propane Griddle
Large Propane Burner
Fire Ring
Various Kitchen Tools
Coffee Maker
Serving Dishes
Plates, Cups, and Utensils

**For a current list and
quantities, visit
www.gwf.org.**