



Camp Host Planning Guide

1. Read 'Swim Camp Host Overview' to obtain an understanding of what is involved in hosting a swim camp.
2. Complete the optional 'Swim Camp Budget Template' to determine if hosting a swim camp is financially feasible.
3. Find an appropriate local facility to accommodate the swim camp with an indoor or outdoor pool.
4. Take two or three photos of the pool and surrounding area.
5. Identify what week(s) the facility is available to have the camp.
6. Complete 'Swim Camp Online Booking Form', specifying administrative details of the host organization and facility.
7. Complete 'Facility Checklist'
8. E-mail completed Facility Checklist, along with photos of the pool and surrounding area, to Lisa Ruby at lisa@icanshine.org
9. After approving facility, Shine will e-mail a 'Swim Camp Host Agreement' for review, signing and submitting along with a deposit of \$1,500.
10. Upon receipt of the signed Agreement and deposit, Shine will reserve the Host's requested week. An iCan Swim Host webpage will be created with specific information about the camp. This webpage can be accessed via the iCan Shine Find a Program webpage.
11. Shine and host will have an approximately one-hour planning call with the goal of getting host up to speed on all details involved in administering the swim camp.

12. Shine provides ongoing coaching, guidance and support to help camp hosts plan and organize an efficient camp, including phone conversations, e-mail correspondence addressing issues and answering questions up through the start of camp.
13. Shine provides 'Liability Insurance Certificate' naming Host and Facility as an "additional Insured" on Shine's insurance policies for the week of camp.
14. Camp Host reviews, customizes and utilizes the many standard documents (e.g. registration forms, marketing materials, etc) available on the iCan Swim Host webpage designed to make planning and organizing a swim camp efficient and streamlined.
15. Camp Host implements local marketing/recruiting efforts to promote the camp to potential families and volunteers to begin recruitment process.
16. Camp Host makes second and final payment to Shine totaling \$5,850 to be made three (3) days prior to camp.
17. Review 'Items Host Needs At Camp' to ensure all important items are addressed.
18. Two weeks prior to camp, the following occurs:
 - Shine communicates staff assignments to Host/Camp Director
 - Host/Camp Director provides a completed 'Swimmer Data Spreadsheet' to the Shine Lead Swim Instructor for review and planning purposes (not required if Host uses Shine's online registration platform)
 - Shine Lead Swim Instructor and Host/Camp Director have pre-camp phone conversation and e-mail correspondence to discuss and firm up camp details.
19. Shine staff meet Host/Camp Director at facility on Sunday (day before camp) for: 1) brief tour of facility; and 2) to ensure proper seating, available projector and screen for Shine staff to utilize for the Power Point presentation.
20. Shine staff conducts approximate 35-minute Parent and Volunteer orientation meeting followed by a 90-minute Volunteer Training, one hour of which is in the pool.

21. Host implements formal check-in process for volunteers and swimmers for each session each day of camp (nametag/waterproof markers provided by Shine staff). See 'Swimmer Daily Check-In Sheet' and 'Volunteer Daily Check-In Sheet'
22. Consider methods of donor recognition - banners, posters, t-shirts, media recognition, water bottles, etc.
23. Shine staff and Host/Camp Director meet on Thursday (Day #4) of camp to discuss how camp is proceeding providing both Shine staff and Host opportunities to provide constructive feedback on possible improvements for future camps.
24. Schedule optional award celebration for swimmers to occur on Friday during the last 10 minutes of each session. Often this entails the Host/Camp Director speaking to the group and announcing each swimmer to come up and receive their award from the volunteers (Shine staff is typically not involved).
25. Shine staff pack up Friday following camp and drive back to hotel. Shine staff check-out on Saturday morning.
26. Consider sending volunteers a thank you letter.
27. Shine sends feedback surveys to the Host, parents and volunteers via email the week following camp.