



## Items Host Needs at Camp

- Projector and screen for Sunday orientation (Shine provides laptop to show Power Point presentation)
- Documents, found at <https://icanshine.org/program-hosts/ican-bike-hosts/> :
  - Blank Rider and Volunteer Release Forms (in the event of late/at-camp registrations)
  - Rider Daily Check-in Sheet
  - Volunteer Daily Check-in Sheet
  - Rider Data Spreadsheet with contact information (only if host is not using Shine's online registration platform)
  - Waitlisted rider contact information (in case of rider no-shows on Day #1)
  - Completed Rider Registrations with signed Release Forms
  - Volunteer Data Spreadsheet
- Name Tags (simple peel and stick seem to be the best)
- Table and two chairs for check-in desk
- Pens/pencils
- Masking tape (for placing on family bike handle bars to write Rider name and session #)
- Magic markers (for name tags)

- Paper towels
- Signs to direct people to the facility check-in
- Seating for parents during camp (Shine staff will help determine the best area)
- Awards for riders (e.g., certificates, trophies, medals)
- Water and Shade- Make sure you have plenty of water and shade for everyone, especially during the 3 days of outside riding:
  - Recommendation: cooler(s) with ice, cups labeled with the rider or volunteer & session number
  - Have water bottles for each rider and refill as needed
  - Ask volunteers and riders to bring their own water bottles and refill them as needed
  - Have a tree, overhang or pop-up awning to provide shade