

# Group Leader – what to bring

- Program (listed where, when and what. Used for emergencies)
- List of all guests and leaders both full time and part time for emergencies
- Room allocation list (all campers/leaders first and last names)
- Separate room lists to clip on the door to know where guests are sleeping (please don't use blue tack or sticky tape. There are clips)
- Dietary request form (inform office or kitchen asap to any changes)
- First Aid Kit including: Ice Packs, Sunscreen, Insect repellent, sick bags, cleaning spray and wipes (for sick guests)
- Medication forms
- Duty group list (Breakfast, Lunch and Dinner duties)
- Car (for emergencies)
- Mobile phone (for emergencies. Optus is best for reception)
- Internet dongle (WIFI is not available)
- Sports equipment (basketballs, footballs, etc.)
- Spare towel/hat/sleeping bag/pillow/drink bottles (in case a guest forgets)
- Wet weather activities (e.g. board games)
- Any night time program equipment e.g. DVD's, torch, marshmallows
- Cameras and video cameras
- Pens, pencils and paper