

# **YMCA Camp Bernie Planning Checklist**

This list is to help you make sure all the pieces of this puzzle come together!

If you have any questions, please reach out to me,

HannahKate, at [hgrobin@campbernieymca.org](mailto:hgrobin@campbernieymca.org)

## **First Steps:**

- ☐ **Certificate of Insurance has been [sent](#)**
- ☐ **[Group Information Google Form](#) has been completed**
- ☐ **[Dietary information Form](#) has been filled out at least 1 week prior to arrival**
- ☐ **Packing list has been shared with participants**
  - [Day Trip](#)
  - [Overnight Trip](#)

**Next Steps.** Once you have filled out the Group Information Form, I will respond with more information that allows you to plan the following:

- ☐ **Participants know their Learning Letter groups.**
- ☐ **[Meal Information](#) if Camp Bernie is providing a meal**
  - **Participants know their [Table Assignment](#)**
  - **Participants know their [Waiter Assignment](#)**
- ☐ **Overnight Trip Participants know their [Cabin Assignments](#)**

## **Day of:**

- ☐ **[Directions](#) have been shared with the bus drivers. Important!**  
**These are often different than Google/Apple maps and will take you through roads unsuitable for busses.**
- ☐ **All waivers have been collected and either [emailed](#) or hard copies will be brought to camp upon arrival**