

IDEM - Work Camp Management Sheet.

To be filled in for every work camp with the responsible people entered next to the appropriate headings.

Name of Work Camp:

Date of Work Camp:

Address:

Country:

Work Camp Leader:

Local Project Leader or contact:

Person responsible in the office:

Task	Person	Deadline
Contact with local project		
Local contact person 1.		
Local contact person 2.		
Letter of invitation		
Project description		
Photographs		
Building or other plans		
Copy – Title deeds		
Copy – Tax exemption Certificate		
List of past Donors		
Budget for building		
Advertising and Promotions		
Write-up of project		
Place on Website		
Project flyers		
Postcards		
Presentations in schools		
Presentations elsewhere		
Newspaper articles		
Radio and television		
Finances - Participants		
Budget – participant's costs		
Find and contact foundations re travel costs		
Advise participants in raising travel money		

Financing of the project (Fundraising)		
Obtain budget from project		
Draw up budget locally		
Fundraising – participants		
Fundraising - foundations		
Organise local access to money. (credit card, transfers etc)		
Access to local bank (check security)		
Visa Information		
Inquire about visas		
Check that volunteers can work with only a tourist visa		
Price and waiting period of applications		
Any other costs		
Flight Arrangements		
Group booking		
Coordinate arrival and pick-ups		
Ensure all have correct contact information for the project		
Local Transport		
Find out what kind available		
Pick-up to & from project		
Excursions		
Latecomers, shopping etc.		
Medical Services		
Check all have Med Aid		
Check what Vaccinations needed		
Enquire re local medical services		
Routine for emergencies		
First aid kit and persons with first aid training		

Local Emergency Numbers:		
Hospital		
Ambulance		
Police		
Fire Brigade		
Local doctor, dentist, chiropractor.		
Consulates of participants		
Tourist office		
Catering		
Shopping		
Cooking and kitchen duties		
Accommodation		
Local accommodation incl costs		
Accommodation of individuals before and after camp		
Monitoring of Camp		
Bookkeeping		
Filing of all receipts and transactions		
Check all have paid and signed indemnity		
Ensure all contact details are correct and work		
Purchase of building and other materials		
Ordering and payment of services		
Cleaning		
Safekeeping of valuables		
Games and entertainment		
Music and cultural events		
Reviews and consultations		
Security		
Liaison with project contact person and foremen		
Keep in touch with participants		
Male mentor		
Female mentor		
Organise Documentation		

Departure		
Who needs thanks? Delegate.		
Security		
Transport		
Check all valuables returned		
Cleaning of site (well in advance)		
Ensure all accounts are settled		
Place locked and keys returned		
Follow-up		
Certificates of Attendance		
Follow-up meeting		
Arrange mailing list		
Arrangements to keep in touch		
Documentation and Report		
Complete income statement and hand to Idem		