

Timeline for Planning Your Camp Kirby Trip

As you start your planning process, you'll need to think about the following things:

- Approximate number of students and adults attending
- The goals you hope to accomplish during the trip, and activity requests
- Ideas or requests for evening programs
- Any special requests or considerations that your group might have
- Transportation plan

Within 30 Days of Requesting Dates on Camp Kirby Calendar:

- Return completed [OE Program Agreement](#)
- Pay 25% Usage Deposit and Damage Deposit

At Least Three Months Before Camp Kirby Trip:

- Send in Certificate of Insurance.
- Arrange transportation to/from Camp Kirby.

Two Months Before Your Camp Kirby Trip:

- Discuss choices for [classes and evening programs](#) with your planning team.
- Discuss program choices with Camp Kirby Program Manager.
- Meet with participating teachers, chaperones, and students about the Camp Kirby program.

One Month Before Your Camp Kirby Trip:

- Finalize number of students, teachers, and chaperones attending AND submit final guaranteed attendance numbers to Camp Kirby.
- Give [parent letter](#) to student families.
- Make arrangements for arrival day sack lunches.
- Discuss goals and expectations with students and [chaperones](#).
- Make sure all necessary student information is acquired, including any dietary needs, health considerations, emergency contacts, etc.
- Make arrangements for your adult in charge of first aid.

Two Weeks Before Your Camp Kirby Trip:

- Send [Dietary Needs](#) to Camp Kirby.
- Organize students into learning groups and confirm numbers with Program Manager.
- Organize students into cabin groups and confirm cabins with Program Manager.
- Distribute schedules to students including Kitchen Patrol (KP) schedule.
- Finalize all transportation arrangements.

Before You Leave School on Camp Kirby Arrival Day:

- Count students, staff, and chaperones.
- Ensure that you have printed copies of all needed student/teacher/chaperone information.

Within Two Weeks After Your Camp Kirby Trip:

- Submit Final Payment to Camp Fire Samish & Camp Kirby