4-H Camp Planning Checklist

A planning checklist for 4-H camp organizers to track site, staff, health, activities, supplies, and communication before campers arrive. Print it, tick each box as you go, and file the page with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Site booked and confirmed	☐	☐	☐
Camp director and staff assigned	☐	☐	☐
Counselor training scheduled	☐	☐	☐
Health forms and medications plan ready	☐	☐	☐
Registration and fees set up	☐	☐	☐
Meal plan and food safety arranged	☐	☐	☐
Activity schedule written	☐	☐	☐
Supplies and equipment gathered	☐	☐	☐
Emergency plan reviewed	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Share a copy of this list with the whole camp team and assign each line to a named person.

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