

Tilikum Group Coordinator Timeline

Due Date	Task	Time Frame
<input type="checkbox"/>	Reserve week and camper spots	January
<input type="checkbox"/>	Sign & return contract and deposit	January
	Return Budget Planning sheet	
<input type="checkbox"/>	Attend Coordinator day	March
	Have church IT link church website to Tilikum's website page	
<input type="checkbox"/>	Spread the Word about Camp	January-Summer
<input type="checkbox"/>	Send informational email & registration code to interested parents in church	February
<input type="checkbox"/>	Plan a sign up day (have ipads & laptops available)	April
	Use powerpoint slide in church service	May
	Use facebook/instagram photo to promote camp week on personal or church page	May
<input type="checkbox"/>	Post posters at church and nearby neighborhood gathering places	April
<input type="checkbox"/>	Invite Tilikum to set up a display for registration Sunday	April-June
<input type="checkbox"/>	Find Volunteer Counselors (ages 16 and up)	January-Summer
<input type="checkbox"/>	Invite campers' family members to volunteer as counselors	
<input type="checkbox"/>	Invite children's ministry workers to volunteer as counselors	
<input type="checkbox"/>	Invite high school youth group members to volunteer as counselors	
<input type="checkbox"/>	Plan Transportation	April
<input type="checkbox"/>	Receive weekly registration updates from Camp Tilikum	April-1 week before camp
<input type="checkbox"/>	Confirm numbers. Email mandy@camptilikum.org	4 weeks before camp
	Transportation Add On monies sent to church	4 weeks before camp
<input type="checkbox"/>	Have Volunteer Counselors fill out online application	4 weeks before camp
<input type="checkbox"/>	Volunteer Counselor Application deadline	2 weeks before camp
<input type="checkbox"/>	Receive Volunteer Counselor list from Tilikum	10 days before camp
<input type="checkbox"/>	Approve Volunteer Counselor list	10 days before camp
<input type="checkbox"/>	Receive Final Registrant Information from Camp Tilikum	Monday afternoon 1 week before camp
<input type="checkbox"/>	Send out final email to parents	Monday morning 1 week before camp
<input type="checkbox"/>	Receive and print off Camper Labels	Friday before camp
<input type="checkbox"/>	Have Transportation Roster ready for each vehicle	Friday before camp
<input type="checkbox"/>	Have copies of Camper information in each vehicle	Friday before camp
<input type="checkbox"/>	Wake up early, get coffee and PRAY!	Monday of camp
<input type="checkbox"/>	Don't forget to make your own lunch	Monday of camp
<input type="checkbox"/>	Check in campers and greet parents	Monday of camp
<input type="checkbox"/>	Load 'em up and drive safely to TILIKUM!	Monday of camp
<input type="checkbox"/>	Affix labels to campers for easy check in	Monday of camp
<input type="checkbox"/>	Check in with Mandy	Arrival at camp (daily)
<input type="checkbox"/>	Hang out with campers. Hear their hearts.	Daily at camp
<input type="checkbox"/>	Receive final invoice	Wednesday of camp
<input type="checkbox"/>	Return payment or receive reimbursement	1 week - 10 days after camp
<input type="checkbox"/>	Fill out online evaluation	2 weeks after camp
<input type="checkbox"/>	Call Tilikum to reserve the Hiding Place or Quiet Place to revive your soul	September-October