

## Tilikum Group Coordinator Timeline

Due Date	Task	Time Frame
<input type="checkbox"/>	<b>Reserve week and camper spots</b>	January
<input type="checkbox"/>	<b>Sign &amp; return contract and deposit</b>	January
<input type="checkbox"/>	<b>Return budget planning sheet</b>	March
<input type="checkbox"/>	Attend Coordinator day	March
<input type="checkbox"/>	Spread the Word about Camp	January-Summer
<input type="checkbox"/>	Have church IT connect church website to Tilikum's personalized registration page	March
<input type="checkbox"/>	Send informational email & Church registration code to interested parents in you	April
<input type="checkbox"/>	Plan a sign up day (have ipads or laptops available)	April
<input type="checkbox"/>	Post posters at church and nearby neighborhood gathering places	April-June
<input type="checkbox"/>	Invite Tilikum to set up a display	April-June
<input type="checkbox"/>	<b>Find Volunteer Counselors (ages 16 and up)</b>	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"/>	<b>Plan Transportation</b>	April
<input type="checkbox"/>	<b>Collect Registration Forms</b>	March-2 weeks before camp
<input type="checkbox"/>	<b>Confirm numbers. Email <a href="mailto:mandy@camptilikum.org">mandy@camptilikum.org</a></b>	4 weeks before camp
<input type="checkbox"/>	<b>Rebate Check will be sent to you from Tilikum.</b>	4 weeks before camp
<input type="checkbox"/>	<b>Have Volunteer Counselors fill out online application</b>	4 weeks before camp
<input type="checkbox"/>	Volunteer Counselor Application deadline	2 weeks before camp
<input type="checkbox"/>	Receive & Approve Volunteer Counselor list from Tilikum	10 days before camp
<input type="checkbox"/>	<b>Email, or drop off Registration Forms to Camp Tilikum</b>	Monday morning 1 week before camp
<input type="checkbox"/>	Send out final email to parents (use Info sheets)	Monday 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	Monday of 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	1 week 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