



## SAME Camp Requirements Checklist Template

Camp Development	STATUS	Risk Level
Camp Director:		High
Camp Location:		High
Camp Dates:		High
Camp Fee:		Medium
Max # of Participants:		Medium
Target participants demographics <i>(I.e. Urban/rural, male/female, age, grade, specific STEM focus, socioeconomic, regional, other demographics.....)</i>		Medium
MOU with corresponding base/host facility with reference (if applicable) to facility usage and personnel: <ul style="list-style-type: none"> <li>• Program space (classrooms, workshops, labs, pavilions, outdoor spaces)</li> <li>• Lodging/Sleeping quarters/latrines</li> <li>• Location for meals (Dining hall, pavilion)</li> <li>• Tours</li> <li>• Volunteer personnel</li> <li>• Official POCs</li> <li>• Other ancillary facility usage like USO</li> </ul>		High
Other MOUs		Medium
Camp Budget		High
Camp Description (for flyer and website) highlighting the program/learning objectives/etc. <i>This camp will focus/introduce participants to.....</i>		Low

Risk Level      High—Not accomplishing the task may result in failure of the camp to occur or be postponed to a later date.  
 Medium—Not accomplishing the task will severely impact the camp development resulting in budget and/or timeline delays.  
 Low—Not accomplishing the task may result in additional work but will not impact the overall camp budget or timeline.

Staff positions defined		Medium
• Logistics Director		
• Program Director		
• Senior Mentor		
• OIC		
• AOIC		
• Flight Leaders		
Mentor recruitment strategy		Medium
<b>Camp Planning</b>		
Registration page		Medium
Registration flyer		Medium
Staff positions filled		Medium
• Logistics Director		Medium
• Program Director		Medium
• Senior Mentor		Medium
• OIC		Medium
• AOIC		Medium
• Flight Leaders		Medium
Camp Insurance Policy		Low
Camp Curriculum of Activities		Low
Camp Schedule		Low
Camper Handbook		Low
Activity Sponsors		Low
• Activity 1 supported by X		
• Activity 2 supported by Y		
Supply list (by activity) categorized by capital and annual		Low
Mentor/staff background checks		Low
Mentor training webinar		Low
Mentor Roster with squad leaders		Low
List of Sponsoring Posts		Low

Risk Level      High—Not accomplishing the task may result in failure of the camp to occur or be postponed to a later date.  
Medium—Not accomplishing the task will severely impact the camp development resulting in budget and/or timeline delays.  
Low—Not accomplishing the task may result in additional work but will not impact the overall camp budget or timeline.

Camper packing list		Low
Camper liability waiver		Low
<b>Camp Implementation</b>		
Mentor/staff Risk Management Training		Medium
Mentor/staff program orientation		Low
Camper Arrival Process		Low
Activity 1 instructions		Low
Activity 2 instructions		Low
Activity.....		Low
Meal Schedule		Low
Transportation Schedule		Low
Defined Emergency/Medical Attention Protocol		Medium
Awards		Low
Copies		Low
Camp Evaluation		Low
<b>Post-Camp Follow-up</b>		
Camp AAR		Low
Camper SAME member invitation		Low
Camp budget report		Low

**Risk Level**

High—Not accomplishing the task may result in failure of the camp to occur or be postponed to a later date.

Medium—Not accomplishing the task will severely impact the camp development resulting in budget and/or timeline delays.

Low—Not accomplishing the task may result in additional work but will not impact the overall camp budget or timeline.