

# ROOKIE CAMP CHECKLIST

## May

- Form a committee include your GEAR UP Rep., parents, students and community members and secure summer communication info
- Set Rookie Camp date for August event
- Secure a site for the event
- Secure juniors to serve as hosts for the event as seniors
- Secure student hosts cell phone numbers to ensure contact over the summer Secure band, cheerleaders, mascot, etc. to attend event, if applicable
- Plan theme for the event
- Assign duties and responsibilities to committee members
- Contact student organization sponsors and arrange for representation at the event
- Contact community organizations and arrange for representation at the event
- Determine teacher roles and assign responsibilities
- Determine parent activities and assign responsibilities

## July

- Set up Requisition and Purchase Order for food
- Set up Requisition and Purchase Order for speaker
- Set up Requisition and Purchase Order for supplies and materials
- Order food from vendor
- Order student agendas and student handbooks
- Mail parent postcards to advertise the event
- Hang posters around town
- Put article in paper about the event
- Create a high school scavenger hunt for students
- Create handouts for event
- Create event banner for the day
- Create event schedule for the day
- Practice skit and secure costumes
- Arrange for college student to meet with freshmen on the day of the event
- Ensure parent activities are complete and ready
- Send out board member invitations

## June

- Create flyers for the event and send home with students prior to the last day of school (by June 1)
- Book speaker/trainer and secure contract (by June 1)
- Create posters and hang around the community
- Create postcard for the event for parents
- Secure door prizes for the event through community donations
- Subcommittee meets to organize event skit, if applicable
- Create map of high school and get copies made
- Post event on your school website, Facebook page, Twitter, and School Connect

## August

- Put article in paper about the event
- Print agendas for event
- Pick up food for the event
- Pick up door prizes
- Make copies of handouts
- Have dress rehearsal of skit
- Visit local churches and have event announced in church bulletins
- Contact school and community organizations and confirm attendance at the event
- Mail all guest speakers schedule of events & logistics
- Mail all teachers their assignments and duties for the event
- Set up tables at the event for all organizations
- Send student hosts a text reminder of the event
- Host "student host" training
- Purchase decorations and other necessary supplies
- Decorate for the event
- Secure student agendas and student handbooks

**\*Months may change dependent on schools Rookie Camp date chosen. (Some schools choose fall and some choose spring.)**