

CAMP DUNCAN

DISPOSITION OF DUTIES 1983.

The duties in relation to Camp Duncan will be divided into two parts.

- A. Those which will be the responsibility of the Camp Supervisor
- B. Those which will be the responsibility of the Camp Leaders.
(Form teachers and support teachers).
- A. CAMP SUPERVISOR DUTIES

Select staff for camps. These would be preferably Section leaders and other interested staff on a volunteer basis.

Allot sections to appropriate dates when camp is available to Ringwood Technical School.

Book buses.

When number attending each camp is known, prepare food orders and order same. Duplicate copies to camp leaders.

Check equipment in store and repair any which is faulty.

Issue camp leaders with

- (a) Facts about Camp Duncan sheet.
- (b) Clothing List.
- (c) Medical Authority Form.
- (d) Parent Permission Form.

Check receipts and hand money and receipts to General Office.

Keep all accounts relating to Camp Duncan.

Liase with Camp Duncan Committee and Education Department.

- B. CAMP LEADER DUTIES

1. Camp Application Forms - issue these to students who would like to participate at least six weeks before camp date. As returns come in keep a list in order of receipt and have a cut off point of twenty six students. Emphasise to students that it is a first come, first served situation. Also emphasise that the camp leaders and camp supervisor have the right to refuse to accept an application providing there is sufficient reason (on grounds of bad behaviour mainly) to do so.

Continued/...

CAMP DUNCAN

DISPOSITION OF DUTIES 1983.

B. CAMP LEADER DUTIES Cont/...

2. When all applications have closed (one month before camp) inform students as to who has actually been accepted and then keep reminding them to bring in the balance of payment.
3. Receipts - The camp leader/s must issue a receipt for all monies received. There is a pro-forma attached to show how this is done. Additional copies can be obtained from the camp supervisor.

The receipt book can be obtained from the General Office. When monies have been collected, money and book must be returned to the camp supervisor, NOT to the General Office. The camp supervisor will take money and book to General Office.

4. Approximately two weeks before camp have a meeting with all students going, hand out (a) Facts about Camp Duncan Sheet, (b) Clothing List, (c) Medical Authority form (d) Parent Permission Form. Emphasise to students that (c) and (d) must be returned or permission to attend will be withdrawn by the Camp Supervisor.
5. Have Leaders Meeting to plan program. Obtain Leader Information File from the camp supervisor. This has suggested program, roster, menu and recipes, activity suggestions, rope courses initiative activities etc.
6. Check with the camp supervisor at least one week before leaving that food, buses etc. have been ordered, obtain duplicates of food orders and generally check other needs.

* * * * *

RECEIPTS/FORMS PRO-FORMA

NAME	SECT.	DEP.	REC'T NO.	BAL.	REC'T NO.	MEDICAL FORM	PARENT PERMISSION
J.BLOGG	7.A	\$10	751	\$30	937	✓	✓
B.BROWN	7.B	\$10	752			✓	✓
C.SMITH	7.C	\$10	753	\$30	938		

J. BLOGGS will definately go, B. BROWN will probably go. C. SMITH will not go until medical form and parent permission form are returned.

SOME FACTS ABOUT CAMP DUNCAN

WHERE IS IT?

Camp Duncan is situated on an undulating site overlooking the Yarra River, at McMahon's Creek, approximately 20 kms east of Warburton. Access to the camp is via Peninsula Road.

WHAT DOES IT CONSIST OF?

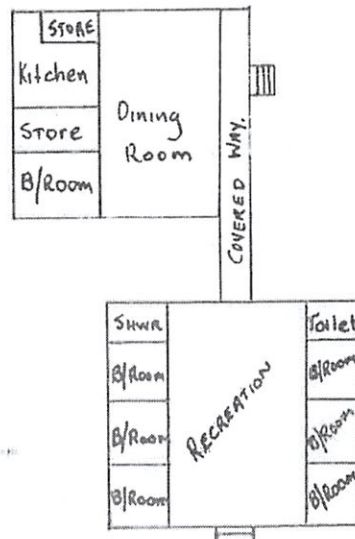
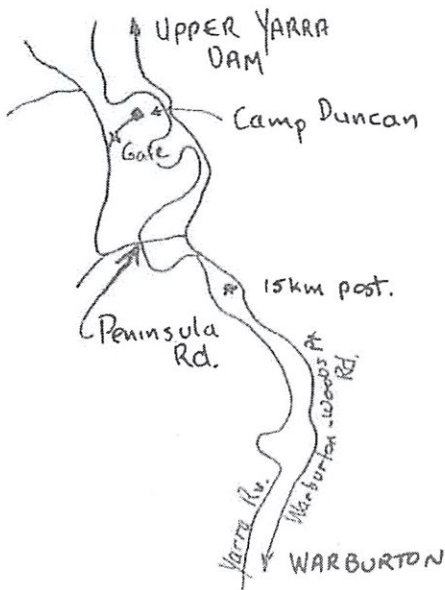
The camp consists of a dining/recreation area, - kitchen building which is attached to a dormitory building via a covered walkway. The dormitory building consists of six bedrooms (each containing two double bunks), a toilet block and a shower block. The bedrooms are separated by a large recreation area for indoor/night activities.

WHAT DO THE CHILDREN DO THERE?

Various activities are carried out while the children are at the camp. These in the main will be educationally based, but some will be purely leisure type activities.

Some of the activities are:

Hiking, canoeing, archery, fishing, orienteering, indoor games, tabloid sports, table tennis, volleyball, initiative activities as well as educational assignments as organised by the camp leaders.



CAMP DUNCAN DATES 1983.

21.02.1983	-	25.02.1983
21.03.1983	-	25.03.1983
30.05.1983	-	3.06.1983
4.07.1983	-	8.07.1983
1.08.1983	-	5.08.1983
8.08.1983	-	12.08.1983
26.09.1983	-	30.09.1983
26.10.1983	-	28.10.1983

* * *



THE RINGWOOD TECHNICAL SCHOOL

HEATHMONT ROAD, HEATHMONT, 3135

Telephone
870 4555

Principal
B. K. Knox

STUDENT CHECKLIST AND LUGGAGE REQUIREMENTS FOR CAMPS AND EXCURSIONS

LUGGAGE:

Luggage should be kept to a minimum. Each student will be permitted only one kit bag and one personal carry bag.

SLEEPING GEAR:

A sleeping bag and blanket is required.

STUDENT CHECKLIST:

<u>Clothing</u>		<u>Other</u>	
Strong pair of walking shoes	<input type="checkbox"/>	Bathers	<input type="checkbox"/>
Three pairs of trousers or jeans	<input type="checkbox"/>	Towel - Tea Towel	<input type="checkbox"/>
Four pairs of socks	<input type="checkbox"/>	Toothbrush	<input type="checkbox"/>
Four changes of underwear	<input type="checkbox"/>	Toothpaste	<input type="checkbox"/>
Warm Jumper	<input type="checkbox"/>	Torch	<input type="checkbox"/>
Four shirts or blouses	<input type="checkbox"/>	Drink Container	<input type="checkbox"/>
Waterproof outer garment	<input type="checkbox"/>	Fishing equipment	<input type="checkbox"/>
P. E. Clothes	<input type="checkbox"/>	Sleeping Bag	<input type="checkbox"/>
Runners	<input type="checkbox"/>	Indoor Shoes	<input type="checkbox"/>
Pyjamas	<input type="checkbox"/>	Pillow	<input type="checkbox"/>

** NOTE:

Students do not require, and shou'd not bring money to the camp.
(School bus money may be left with the Camp Co-ordinator.)

For further information you may contact the Camp Co-ordinator.

RINGWOOD TECHNICAL SCHOOL

MED/80

CONFIDENTIAL MEDICAL REPORT FOR SCHOOL CAMPS

This report is compiled to assist us, in case of any eventuality with the children. All information is held in confidence, and these forms are destroyed after the camp.

We ask parents to note the following requests and abide by them.

1. Is your child presently taking tablets and/or medicine? YES/NO

If YES, please state name of medication, dosage, etc.

2. ALL MEDICINES MUST BE HANDED TO THE TEACHER IN CHARGE PRIOR TO LEAVING FOR CAMP, WITH YOUR CHILD'S NAME, THE DOSE TO BE TAKEN AND WHEN IT SHOULD BE TAKEN. (These will be kept in the First Aid Centre and distributed as required.)

PLEASE DO NOT ALLOW CHILDREN TO BE IN POSSESSION OF ANY MEDICINE WHILE ON THE SCHOOL CAMP.

Please complete and return as soon as possible.

CHILD'S NAME: YEAR:

PARENT'S ADDRESS: POSTCODE:

TELEPHONE: AFTER HOURS: BUSINESS HOURS:

MEDICAL/HOSPITAL INSURANCE FUND: No.:

PLEASE TICK IF YOUR CHILD SUFFERS ANY OF THE FOLLOWING:

Bed-wetting..... Fits of any type..... Heart condition.....

Blackouts..... Sleepwalking..... Asthma.....

Dizzy spells..... Migraine..... Travel sickness.....

Other.....

ALLERGIES TO:

Penicillin..... Any foods..... Drugs.....

Others.....

What special care is recommended.....

Last tetanus immunisation was.....

If over four years since last immunisation, please tick if booster is to be arranged by parents before the camp

Booster date.....

IS THIS THE FIRST TIME YOUR CHILD HAS BEEN AWAY FROM HOME? YES/NO

PLEASE SIGN THIS STATEMENT REQUIRED BY THE DEPARTMENT FOR ALL CHILDREN ATTENDING SCHOOL CAMPS OR EXCURSIONS.

* I AUTHORISE THE TEACHER IN CHARGE OF THE EXCURSION/TOUR TO CONSENT, WHERE IT IS IMPRACTICABLE TO COMMUNICATE WITH ME, TO THE CHILD RECEIVING SUCH MEDICAL OR SURGICAL TREATMENT AS MAY BE DEEMED NECESSARY.

Signed:



THE RINGWOOD TECHNICAL SCHOOL

HEATHMONT ROAD, HEATHMONT, 3135

Telephone
879 4555

Principal
B. K. Knox

PARENTAL PERMISSION FORM

To The Principal,

My son/daughter _____
of section _____ has my permission to attend the school camp/excursion
at _____ from _____ to _____

Further, if in the opinion of the Teacher-in-Charge there is non-co-operation of any description by my child, I agree to meet the expense of him/her being returned to school either by a teacher accompanying him/her and then returning to camp or by collecting my child from the camp personally.

In the event of accident or illness, I authorise the teacher-in-charge of the excursion/camp to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

Signed: _____
(Parent/Guardian)

Date: _____

STUDENT DECLARATION

I, _____ of Section _____ agree to abide by the rules of the camp as outlined and agree to abide by the teachers' instructions for my own safety and the safety of others.

Signed: _____
(Student)

Date: _____

All communications to be addressed to The Principal