



**Headquarters  
Billings Service Center**  
2303 Grand Ave  
Billings, MT 59102



**Casper Service Center**  
428 S. Durbin Street, Suite 102  
Casper, WY 82601



**Great Falls Service Center**  
4930 Ninth Ave South  
Great Falls, MT 59405

800.736.5243 ♦ [www.gsmw.org](http://www.gsmw.org)

## Day Camp Director Timeline

Camp Name		Date	
tentative timeline	Action	due date	action taken
3-4 months	Submit Day Camp Intent Form to area Girl Scouts of Montana and Wyoming Community Development Manager		
	Arrange for a site and submit Site Confirmation Form to Girl Scouts of Montana and Wyoming area membership manager		
	Start recruiting staff and planning program		
	Optional: Submit Day Camp Sponsorship Form		
	Optional: Begin soliciting donations and sponsorships		
	Plan Budget		
	Check insurance		
1 month	Order additional insurance, if needed (See Additional Insurance Form)		
	Create Tentative Day Camp Schedule		
	Prepare Day Camp Staff roster		
	Train Day Camp Staff		
2-3 weeks	Develop Emergency Procedure Plan		
	Notify emergency personnel of event		
	Purchase food and program supplies		
	Submit any New G.S. Registrations with payment to Girl Scouts of Montana and Wyoming Headquarters (keep copy)		
	Send confirmation letters to registered girls		
1-3 weeks after event	Complete Day Camp Annual Financial Report and keep with other records		
	Retain First Aid Log and Incident Reports		
	Review Day Camp Adult & Girl Evaluations – including Program Aide evaluations (if applicable)		
	Keep for your records Day Camp Daily Attendance Records Day Camp Health History Forms Day Camp Registration forms Activity Schedule		