

Timeline for Partnership camp planning 2020

Timeline	Action	Activity by Partner	Activity by OTW
24-16 months ahead of camp	Informal discussion	Consider purpose, outcomes of camp	Flex model of camp to accommodate
24 – 16 months ahead of camp	Letter of Intent Signed	Sign LoA pay deposit (£2k) to confirm commitment	OTW book site, accommodation and confirm dates
16 months – 1 year	Determine recruitment criteria and process	Decide on recruitment criteria and process for recruitment	
	Soft launch		
Aug/Sep	Meet with partners to cover plan and confirm launch/recruitment details		
Aug/Sep 2019	Advertising leaflet	Agree artwork and logo	Get leaflets printed
	Confirm point of contact	Partner or OTW as first point of contact for promo material	Distribute to leaflets partner
Aug/Sep 2019	Volunteer recruitment	Determine if any staff will become volunteers	Process of selection, reference checking, induction and training
01 October 2019	Hard launch	Campaign* to inform members/community/contacts	Campaign* to inform members/community/contacts
01 October 2019	Applications open	Dependent upon agreed criteria	Accept registration of interest
October through until Feb/May or June	Recruitment Campaign	Campaign to inform members/community/contacts Set targets by month and actions to maintain momentum	Follow up (telephone) ROI Accept Registrations send applications form Send medical form Chase medical form Receive medical form Nursing assessment Health and Wellbeing Assessment
Varies	Meet with partners to cover recruitment issues and formative plans for camp		
Spring camp – Applications close February and final offers by March		Note: Dates tbc	Place offered, waitlisted, accepted unsuccessful. Team lists completed
Summer Camp – Applications close May and final offers by June		Note: Dates tbc	
Autumn Camp – Applications close June and final offers by July		Note: Dates tbc	
8 weeks before camp	Meet to cover final details and schedule for camp Draft Schedule provided to partner		
8 weeks before camp	Campers allocated to teams	T shirts if provided by partner ordered	Camper details (sex and age) forwarded to partner
8 weeks - camp			Cancellations reviewed and replaced with waitlisted campers
24 – 48 hrs before camp	Partners sent Health Screening Form	All staff who are attending camp on a day basis <u>must</u> complete and return Health Screening Form by 4pm the day before camp	Send completed form to the nursing team

Camp		Partners attend as volunteers or day visitors	Escort arrangements for day visitors
4 weeks post camp	Report		Report and links to photographs/videos sent to partners
6-8 weeks post	Review meeting	Meeting to review camp and learning points	
6-12 weeks post		Coyne Survey results received and provided to partner (if purchased)	

*Social media, website, letters, meetings, attendance at conferences/conventions

If you have any questions, please contact – Allan Jolly Head of Partnerships and Evaluation 02392 477110 or allan.jolly@otw.org.uk