

Timeline for Partnership camp planning 2021

PLEASE NOTE: ALL camps for 2021 need to be confirmed by 30 July 2020 at the latest

Timeline	Action	Activity by Partner	Activity by OTW
24-16 months ahead of camp	Informal discussion	Consider purpose, outcomes of camp	Consider flexing model of camp to accommodate
24-16 months ahead of camp	Informal discussion	Consider viability of camp	Consider viability of camp (meeting may include Head of Nursing) if new activity
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. OTW recruitment team meet with partners recruitment team to discuss strategy and plan.	
Various	Source funding	Charity fundraisers liaise to ensure no duplicate bids, conflicts of interest or ethical concerns. Provide supporting material.	
Aug/Sep	Meet with partners to cover plan and confirm launch/recruitment details		
Aug/Sep 2020	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 2020	Volunteer recruitment	Determine if any staff will become volunteers	Process of selection, reference checking, induction and training
01 October 2020	Hard launch	Campaign to inform members/community/contacts	Campaign* to inform members/community/contacts
01 October 2020	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
October through until application closing date	Recruitment tracking	Receive monthly/bi-weekly updates and action if target slippage	Provide monthly/bi-weekly updates
November 2020	Formative activity menu sent to partners	Review menu – choose preferred activities and indicate content of partner session	Formative programme menu sent to partners and arrange review meeting for Jan/Feb
December 2020	Activities confirmed	Partners return activity menu options	Activities booked at site
January through to application closing date	Recruitment tracking	Receive bi-weekly/weekly updates and action if slippage	Provide bi-monthly/weekly updates and consider supplementing OTW campers

			to ensure camp runs at capacity
Varies (Jan/Feb/Mar)	Meet with partners to cover recruitment issues and formative plans for camp		
Spring Camps – Applications close date tbd February and final offers by end of March			Place offered, waitlisted, accepted unsuccessful.
Note: any camp may close early due to demand and OTW reserve the right to make this decision for any camp.			
Summer Camps – Applications close date tbd April and final offers by end of May	Team lists completed		
Autumn Camps – Applications close date tbd June and final offers by mid July			
12 weeks before camp	Partners provide DBS (enhanced) or PVG evidence for day visitors who are attending camp		Check DBS/PVG status is valid and in date.
12 - 8 weeks before camp	Meet to cover final details and schedule for camp Draft Schedule provided to partner Determine if maximum numbers are likely <i>to attend camp</i> and consider mitigating action if not.		
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 up to camp start date	Cancellations reviewed place offered to waitlisted families		Cancellations reviewed and replaced with waitlisted campers
6 weeks before camp	Final programme confirmed	Partners receive final programme	Send programme to partners
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 with 48 hrs of attending and by 4pm the day before camp at the latest	Send completed form to the nursing team
Camp		Partners attend as volunteers or day visitors	Chaperone arrangements for day visitors
4 weeks post camp	Report	Agree date for post camp meeting	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		Coynce Survey results received and provided to partner	
<p>This is a general guide for information and not an exhaustive list of every action - the specific plan will be individualised and flex for each partnership camp as conditions determine.</p> <p>Green = Face to face meetings Orange = Important actions for partners Red = Critical actions for partners</p>			

*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