

GROUP LEADER CHECKLIST.

Everything you need to prepare your group for camp.

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WELCOME

Every camper must receive these.

Before you arrive, make sure every participant has the essentials. Schools must use The Portal — consent and dietaries are submitted online.

SEND TO PARTICIPANTS

- ☐ Summit Consent Forms
- ☐ What to Bring List
- ☐ Dietary Requirements

PORTAL USERS

Skip the paper.

If you're using The Portal, consent forms and dietary requirements are captured online — no hard copies needed.

YOUR ROLE

What the group leader must do.

CONSENT

Collect every form.

Signed consent forms for ALL participants, including teachers.

If you are using The Summit's portal, signed consents can be completed electronically rather than hard copies signed.

ACCOMMODATION

Assign cabins.

Organise cabin and bungalow allocations. Your accommodation list will be emailed two weeks prior to camp.

You can also complete allocations of cabins within The Summit's portal.

ACTIVITY GROUPS

Group your campers.

Organise activity groups with a maximum of 15 participants per group. (Plus, one adult)

This can be completed electronically via The Summit's portal.

CAMP LOGISTICS

Plan dining & duty groups.

DINING

All dietaries in The Lodge.

Where large groups use multiple dining spaces, ensure ALL dietary meals are served in The Lodge.

Example: Groups 1–7 in the Lodge, 8–14 in the Stadium, ALL dietaries in The Lodge.

DUTY

Organise duty groups.

Duty groups handle kitchen and clean-up responsibilities during your stay. Clean ups include washing all dishes, packing and setting up tables)

Tip: duty groups can mirror your activity groups if that's easier to manage.

FINAL STEPS

Two weeks before camp.

14

DAYS

to lock everything in

CONFIRM WITH US

- ☐ Confirmation of final numbers
- ☐ List of food allergies and dietary requirements (via portal)
- ☐ Signed consent forms

MUST NOTIFY

All information must reach us at least 2 weeks before the program begins.

KNOW BEFORE YOU GO

Important things you should understand.

FORMS

Consent forms

Know what you've signed and what your participants have agreed to.

LEADERS

Your role on program

Understand how leaders assist Summit staff in running the program.

RULES

Rules & responsibilities

Attached to your quote — review with all leaders before arrival.

TRANSPORT

Vehicle on site

A vehicle is required to be on site at all times during your camp.

DOWNLOAD

All forms & resources.

Available on The Portal or thesummit.net.au

PLANNING

- ☐ Emergency Management Plan
- ☐ Risk Assessment
- ☐ Consent Forms
- ☐ Rules & Responsibilities
- ☐ Certificate of Insurance

CAMP INFO

- ☐ Frequently Asked Questions
- ☐ Activity Information Document
- ☐ What to Bring
- ☐ Information Packs
- ☐ Catering Information

ACCOMMODATION

- ☐ Floor Plans — Cabins
- ☐ Floor Plans — Bungalow Village
- ☐ Sleeping Allocations

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SEE YOU AT

THE SUMMIT.

Questions about preparing your group? Get in touch.

(03) 5633 3232

info@thesummit.net.au

thesummit.net.au

21 Cemetery Road, Trafalgar East VIC 3824