

OAKCREST STAKE LEADER CHECKLIST

A FEW MONTHS BEFORE OAKCREST:

- Plan and hold your stake kickoff meeting in January or February.
- Suggest to wards that Oakcrest be announced and promoted in New Beginnings.
- Schedule a deadline for all wards to have their checks and forms to you. (Hint: Make the deadline at least 14 days before the actual registration day.)
- Download and complete the *Stake Registration List* using the information gathered from the registration cards. **Everything from the *Food Concerns, Health Concerns, and OTC Medication Permission* sections of the registration card needs to be entered on this form for each camper. If there are no medical or dietary concerns, please type, "None listed." If all OTC meds are approved, type "Yes to all OTC meds." If none are approved, type "No to all OTC meds." Otherwise, note the approved and non-approved OTC meds. Do not use all caps when filling out this form.**
- Email a copy of your finalized ***Stake Registration List*** to oakcrestcamp@gmail.com.
- Take the required registration materials to the Oakcrest Stake Registration Day on **Saturday, March 10**, at your assigned time, located on the cover of your binder

Please bring:

- One stake check made out to ***Oakcrest LDS Girls Camp***.
- The flash drive containing the Oakcrest introduction movie.
- **Two** copies of the alphabetized *Stake Registration List*.
- All completed registration cards with ***no more than 2 roommates*** stapled together and bus tickets detached. (Keep bus tickets in a safe place until your week of camp.) **Double check that each card has all three required signatures. The *Laurel Buddy Agreement* must be signed and attached to each Buddy Registration Card. Also, parents of girls who have indicated that they will be bringing an epipen to camp must fill out the *Epipen Form* found in the camper's registration packet. This form must be attached to the registration card.**
- If your stake has been given a camp opening or camp closing assignment, remind your priesthood leader to attain the required number of volunteers for your assigned day.
- Always get approval from your assigned Oakcrest registration committee member before allowing additional girls to register after the registration date and send information and checks as soon as you get them. Additions and replacements will be taken up until two weeks before camp if there is space available.

TWO WEEKS BEFORE OAKCREST:

- ☐ Invite the stake presidency and their wives, the bishops and their wives, and the stake Young Women presidency to Mutual night on Thursday. Copy the ***Thursday Night Mutual Information*** form and the ***Map to Oakcrest*** and give them to all invited leaders.
- ☐ Remind the girls in your stake of their camp dates, time/place to meet (busing location), and what to bring. Emphasize that they need to be dressed appropriately (modest shirts, long pants, socks, closed-toed shoes) when they arrive at the busing location. Remind them that no snacks are to be eaten on the bus.
- ☐ Find female chaperones (18 years and older) to ride with the campers on the buses on Monday and Friday.
- ☐ Purchase duct tape in your stake color and have the girls label their luggage by the Monday morning of camp. It would be a good idea to get the girls together before that morning to label their luggage. Make sure they follow the labeling instructions found in this packet.
- ☐ Make sure your ***2019 Projection Questionnaire*** is filled out and ready to turn in on busing day.

THE MORNING OF OAKCREST:

- ☐ Plan to be at the central busing location on Monday morning by **7:30 a.m.** with your ***Stake Registration List*** (for your own reference), Oakcrest binder, cell phone, bus tickets, colored duct tape, ***Oakcrest Busing Form*** (found in your binder), and completed ***2019 Projection Questionnaire***. **This form will be given to each stake on Registration Day.**
- ☐ Meet your girls at your designated station to check them in, label any unlabeled items, and give them their bus tickets. Then direct them to their assigned bus. **Please do not bring treats to the busing location for your girls. This causes problems for girls with severe allergies.**
- ☐ Once your chaperone(s) and your bus have arrived, direct your campers to load their luggage. Collect their bus tickets as they load the bus.
- ☐ After all your girls have checked-in or at 8:20 a.m., fill out the ***Busing Form*** and turn it in at the ***Open Enrollment/Registration*** table, along with your empty binder and completed ***2019 Projection Questionnaire***.

DURING AND AFTER OAKCREST:

- ☐ If you are a member of the stake Young Women presidency, go to Oakcrest on Thursday for Mutual night. Remind your bishops and stake presidency to do the same. The program for Mutual is under the direction of your stake.
- ☐ Help take care of any lost and found issues for your stake after Oakcrest as needed.