

AREA:

FROM:  TO:

CAMP ORGANISER:

ADULT I/C:

ADULT STAFF LIST	PERSONAL RESPONSIBILITIES

NUMBER OF CADETS

RATIO  1:5  1:10

PAPERWORK DETAILS	DATE	NOTES
Date notice up on board		
Date participants selected		
Date details sent to wing		
Date application to train sent to ARMY		
Date ARMY approval returned		
Date regional approval returned		
Briefing date		

TRANSPORT ARRANGEMENTS	
Vehicles required	
Staff vehicles / Private hire / Service	
Driver 1 (MT 600)	
Driver 2 (MT 600)	
Date transport booked	
Contact	
Confirmed two weeks prior to departure	

CAMPSITE DETAILS	
Location	
Contact at site	
Address	
Telephone number	
Booking confirmed in writing / by telephone on:	
Fees confirmed in writing / by telephone on:	

CAMPSITE FEES							
	Adults at		per night for		nights =		
	Cadets at		per night for		nights =		
	Vehicles at		per night for		nights =		
	Fixed charges						
					Total		







Radio Equipment Requested	Callsign	Channel(s) in use	Authorised operator	Returned intact

Date Booked

Confirmed 2 weeks prior to camp

Names of authorised operators	





