



Planning a camp like a pro – project management

AT A GLANCE



Place

Indoors, tables and flip chart



Key idea

Preparing a camp with a timeline, tasks, budget and risk plan



Effort

Materials 15 min · Preparation 20 min



120 minutes



4–12 Scouts



16+ years



planning templates



Materials

- ☐ large wall calendar or a timeline on paper
- ☐ cards in three colours (tasks, dates, risks)
- ☐ laptop or calculator for the budget
- ☐ camp planning checklist
- ☐ Bible (Luke 14:28–30)



Schedule

0–15'

Opening – What has gone wrong at a camp before? Collect funny and serious stories.

15–40'

Timeline – Plan backwards: from the start of camp to today – registration, site, equipment, shopping, parents' evening.

40–65'

Tasks and budget – Who does what by when? Estimate costs per person: site, food, travel, equipment.

65–90'

Risks – What could happen? Storms, illness, injury, cancellations – and what is plan B?

90–105'

Devotion – Luke 14:28–30: whoever wants to build a tower first estimates the cost. Planning is not mistrust of God but acting responsibly.

105–120'

Closing – Decide and share out the next three steps.



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How it works – simply explained

- 1 Fix the camp date and plan backwards to today.
- 2 Write each task on a card with a name and a deadline.
- 3 Estimate the budget a little too high and plan a reserve.
- 4 Collect risks and note a plan B and a responsible person for each.
- 5 Agree regular meetings to check progress.

 **Example:** "The site must be booked six months in advance, registration takes four weeks – so the invitation has to go out in January."

Safety

- For real camps: plan in safeguarding, supervision, first aid and emergency numbers.
- Share responsibility clearly – nobody carries everything alone.
- Leaders under 18 are never solely responsible for a camp.

Variations

- Work with a real upcoming camp.
- Use a planning tool together (e.g. a shared spreadsheet).

Something to think about

Where in your life do you plan too little – and where do you trust too little?