A “camp” is defined as an overnight stay. An “excursion” is defined as a day trip to do or see something; it is NOT an off-campus Function like a dinner or a lunch.

If you are organising a camp or excursion for your club there are several things you need to do before, during and after the off-campus activity. Incomplete paperwork may result in UMSU refusing liability cover (your insurance).

Before you begin taking registrations (camps only):

- Order the Participant Information Form from C&S.
  Only C&S-supplied forms are permitted. Do not substitute. Email the office 48 hours in advance with the number of camp participants and we will make copies for collection.
- Underage participants MUST complete form before camp so their guardian can sign it.
  Every attendee must complete a form (including leaders). Make sure all details are complete, especially birthdate and health care number.

One week before the Camp or Excursion submit the following to the C&S office:

**Camps and Excursions:**

- Off Campus Activity Form (attached herewith): To be completed by the Organiser.
- Grant Application (Grant Type: Camps & Excursions)
- Venue and Transport Certificate of Currency
- Food Handling Plan (if self-catering)
  Use the C&S Food Plan form as a guide. It is very likely you will not fit sufficient detail on the form so a typed plan will need to be prepared outlining transportation, storage, supervision and cleaning procedures along with the usual food preparation procedures.
- C&S Responsible Serving of Alcohol (Camps) form (if alcohol will be either BYO or supplied)
- RSA certificates from 2 executive members (if not already on file with C&S)
- Copy of Liquor License (if applicable)
  The club may only supply alcohol if the camp is covered by a liquor license. This must be discussed well in advance of camp with the campsite and applied for with the Victorian Commission for Gambling and Liquor Regulation.
  No License: the camp must be strictly BYO. The principles of safe event management and responsible service of alcohol must be observed and designated non-drinkers be on hand to monitor consumption.
- Copy of First Aid Certificate
  Either a club member must be the designated First-Aider or you must discuss provision of First-Aid with the campsite.

At the Camp or Excursion:

- Event Attendance List
  This need only be done once over the course of a camp (at registration or a mealtime is good).
- Participant Information Forms (camp only)
  Keep collecting these during the camp.

Within 48 hours of the conclusion of camp submit to the C&S office:

- Participant Information Forms
- Event Attendance List

Within 2 weeks after the Camp or Excursion submit to the C&S office:

- Application for Payment form
- Tax Invoice and Receipts
  If the correlation between the Event Attendance List and the Participant Information Forms is deemed insufficient the C&S Committee will withhold payment.