Camps & Excursions
Checklist

Contact
Clubs & Societies Coordinator
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All forms are available from the C&S Office
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).

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.

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

Camps and Excursions:

☐ Off Campus Activity Form: To be completed by the Organiser.
☐ Grant Application (Grant Type: Camps & Excursions)
☐ Venue and Transport Certificate of Currency

Camps only:

☐ 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 form and University Checklist (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.

Begin distributing Participant Information Forms (camp only)
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.

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

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

☐ Application for Payment form
☐ Tax Invoice and Receipts
☐ Event Attendance List

If the correlation between the Event Attendance List and the Participant Information Forms is deemed insufficient the C&S Committee will withhold payment.