

Greater Madison Writing Project

Young Writers Camp

Directors “to-do” list

January

- Get flyers ready
- Get registration set-up
- Send out flyers to teachers, through facebook page, to previous campers/families, schools???, etc.

February (or earlier!!!!)

- Recruit teachers

April

- Host an all teacher gathering to discuss goals and logistics for the camp (Wed, May 3rd????)
- Have everyone fill out W-9 form, collect, and give to Colette
- Share the google folder with everyone
- Secure guest writers

One Month Prior to Camp

- Organize the groups
- Email teachers the number of kids in their group and the age/grade range
- Remind teachers to post their outline for the week in the appropriate folder and ask for any materials needed
- Have Jenni Hart email families the update email with the health forms (link the update email template here)
- Send Jane the room set-ups for the camp and for the family event/authors reading

Two weeks before camp

- Email check-in with teachers (follow-up on the **outline for the week** & make sure they have a balance of writing activities/invitations and time for the kids to write), note the need to be there at 8:00 on first day for check-in
- Another email reminder to families with cell and email contact info, reminder about author's reading on final night, and request to let us know if the child won't be there for a day.
- Follow-up confirmation with guest authors about day, time, and content for their session
- Create check-in sheets with columns health forms and pick-up info
- Create emergency contact/attendance list for each teacher

Day One

- Send note home with kids with my cell and email, reminder about author's reading on Thursday night, and request to let us know if the child won't be there for a day.
- Make sure all health forms that have been sent are printed.
- Check off students as they bring in health forms.
- Double check at registration how child is getting home.
- Copy health forms for any student who has allergies or anything else that a teacher would need to be aware of.
- Have kids fill out guest authors request ASAP
- Create daily sign-out sheet ASAP and hand to each teacher by lunch time
- Organize guest author visits
- Email guest authors with an update on approximate number of kids, grades, and any changes to schedule
- Meet with teachers at end of day to cover logistics for second day
- Get group picture of each group

Day Two

- Have a copy of matrix for where kids belong for guest authors for each teacher.
- Print, cut apart, hand out list order of guest authors to kids (teachers tape to notebook).
- Assign teachers to a guest author.
- Assign locations for guest authors.
- Meet with teachers at the end of the day to discuss what needs to be done over the course of the final two days (revised pieces for anthology & reading, practice reading of whatever will be read at family night, work on pieces started with authors, balancing structured activities and time for kids to work on choice writing)
- Write thank you cards for guest authors, have kids sign and write a note on one card, mail cards out

Wednesday

- End of day: Hand out t-shirts and have kids wear the next day
- Make decision about where to have the reading and communicate to Jane (if applicable)

Thursday

- Get group pic of each group in camp shirts
- Have students complete [surveys/evaluation](#) at lunch time
- Reminder note about 6:30 family event
- Copy or type final pieces for anthology with first and last name
- If there is a drawing, it must be on plain paper
- Have kids put a sticky note on their notebook for the piece they want to read that night, collect the journals/notebooks before kids leave for afternoon, give to them at reading, and have them take them home after reading.

After Camp

- Get camp attendance list to Debbie Beich @ UW health (camp insurance)
- Get anthology pieces typed, alphabetized by first name within the group, and formatted for upload to anthology
- Create anthology
- Get surveys/feedback typed
- Review the feedback, make notes for next camp and/or next year