



WEEK 1 – Introduction

Goal: Get familiar with the camp concept and planning process.

- Have general discussions about the Camp including the goals, overview of the tasks, topics to be covered, and how your STF Chapter will work with other chapters to create the Camp.
- STF Team will share general materials, timelines, and have a Question and Answer session.

WEEK 2 – Delegation

Goal: STF chapter will assign committees and responsibilities for the camp.

- Recap the Camp goals and general concept for your STF Chapter.
- Leaders should consult with STF Team to determine logistics for getting permission on campus.
- Begin discussing a target date and location for having the camp on campus.
- Briefly present each Camp topic and form committees that will research and brainstorm ideas.
- If your chapter is smaller, prioritize topics that your chapter would like to focus on.

WEEK 3 – Research

Goal: STF members will become informed on camp topics

- Each committee should review materials, research articles, and be prepared to share your findings with your group.
- Brainstorm in your committee messages, questions, and possible displays for your tent.
- Pick a target date to have the camp - and discuss back-up plan (i.e. rain).
- Assign publicity and historian roles for the camp.

WEEK 4 – Design

Goal: STF Chapters continue researching and brainstorming tactics for tent topics.

- Decide on final messaging, displays and plans for your tent.
- Document and share tent ideas with other chapters.
- Start building the display elements at this time.
- Talk with teachers about getting classes to visit the camp.

WEEK 5-6 – Construction

Goal: STF Chapters will finalize all display construction and prep for sharing.

- Collect and inventory all final tent displays
- STF Team will collect any materials that are ready.
- Follow up with any logistical issues on campus (permission, confirm date/times)
- Begin advertising for the camp about 2 weeks out.
- Assign member roles for “Day of” (set-up, tear down, who manages which tent)

WEEK 7 – Presentation (week of the camp)

- Confirm that you have all materials
- Set up camp before school in the morning
- Make sure someone is always present with the tents for security
- Guide classes, school groups through the tents and encourage action.
- **Celebrate all your hard work and a successful event!**