



264 Rubicon Road  
THORNTON 3712  
Ph: 5773 2285  
Fax: 5773 2441

## Planning Checklist

This checklist is designed to assist you in your planning for the Program. It is important that timelines are met to ensure a smooth and efficient process. Please tick when completed.

### Three Months Prior to Camp

<input type="checkbox"/>	Return via fax the Information Request
<input type="checkbox"/>	Visit our website <a href="http://www.rubicon.vic.edu.au">www.rubicon.vic.edu.au</a> to gain Pre Camp Information.
<input type="checkbox"/>	Submit Program Design Option for the Program. Access from website.
<input type="checkbox"/>	You will be contacted to discuss and develop a Program.

### 8 Weeks Prior to Camp

<input type="checkbox"/>	Pay Confirmation Deposit of \$1,000 on receipt of invoice from Rubicon Outdoor Centre.
<input type="checkbox"/>	Confirm Student Numbers with Rubicon Outdoor Centre.

### 3 Weeks Prior to Camp

<input type="checkbox"/>	Submit Student Lists in room groups and Visiting Staff Details. Access from website.
<input type="checkbox"/>	Fax Medical and Consent Forms. 5773 2441. Ensure students have completed Horse Riding Waiver forms (if applicable).
<input type="checkbox"/>	Please Note: You must use the Rubicon Medical and Consent Form. Access from website <a href="http://www.rubicon.vic.edu.au">www.rubicon.vic.edu.au</a>

### 1 Week Prior to Camp

<input type="checkbox"/>	Friendly Reminder. Have you sent Student Lists, Room Groups, Visiting Staff Details, Medical and Consent Forms? <u>If not Fax NOW to 5773 2441.</u>
<input type="checkbox"/>	Arrange with Business Manager of your school for a Cheque for the balance owing on your Program? We will send you an Invoice.

Please feel free to [contact me](#) at any stage throughout this process for further information.

Regards,

Jenny Lambert

Assistant Principal.

[lambert.jenny.r@edumail.vic.gov.au](mailto:lambert.jenny.r@edumail.vic.gov.au)