



## CAMP COORDINATOR PRE-CAMP CHECKLIST

**Before you submit your application to host an AFA CyberCamp, please take a moment to read through our Pre-Camp checklist to ensure that your organization is ready and able to host an AFA CyberCamp:**

- The host organization has the financial means to host an AFA CyberCamp.
  - The camp kit fee is \$1050 per camp session (weekly session) not per camp location. Payment must be received before any materials are sent to camp hosts. POs are accepted as forms of payment.
  
- The individual applying for the AFA CyberCamp will be the Camp Coordinator on record and will be the sole person responsible for receiving and requesting information regarding the camp.
  - All information will be sent to this individual and they will be responsible for forwarding communication to the necessary parties involved with the camp. NO EXCEPTIONS.
  - Camp Coordinators must have access to their email and Coordinator Dashboard to receive proper camp communication.
  - The Camp Coordinator is responsible for all communication before, during and after the camp session.
  
- The Camp Coordinator will ensure there is 1 instructor/assistant per every 10 campers (recommended). The host organization is responsible for the welfare, safety and wellness of their campers while attending an AFA CyberCamp.
  - Instructor/Assistants must be validated by the host organization that they have appropriate training in a Child Protection and Safety program of the host organization's choosing. A free program that would suffice is the Boy Scouts Youth Protection Training course:  
<http://www.scouting.org/Training/YouthProtection.aspx>
  
- Hosting organizations are responsible for recruiting the students for their camp program.
  - Camp hosts may request that CyberPatriot post the Camp Contact information on [uscypatriot.org](http://uscypatriot.org). CyberPatriot will not be responsible for registering students or collecting information for camp hosts. For privacy reasons only those hosts that request their contact information be advertised will have their information shared with interested parties.
  
- Host organizations verify that they have the computer equipment, technological resources and the physical space to host an AFA CyberCamp.
  - 1 computer per every 2-3 students is necessary.
  - Chromebooks and ThinkPad laptops WILL NOT WORK for an AFA CyberCamp. Students will need PC desktop or laptops in order to utilize the demonstration and Competition images. Mac laptops are usable but CyberPatriot will not be able to troubleshoot any Mac problems or issues.
  - It is recommended that Camp Hosts review the technical requirements listed here: <https://www.uscyberpatriot.org/competition/Competition-Overview/technical-specifications> and review this specifications with their IT staff before their camp session.



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- Camp cancellations must be requested in writing (email) at least 30 days before the approved camp session date.
  - All cancellations are subject to approval from the CyberPatriot National Commissioner. Failure to cancel a camp 30 days before the approved camp session date will forfeit the camp fee of \$1050.
  
- Camp hosts will be responsible for assuring their camp locations are successfully set up for each camp day. This includes having appropriate onsite IT support and reliable instructors.
  - Demonstration images are delivered to the Camp Coordinator one month before their camp session begins: Coordinators are expected to upload and test the demonstration images BEFORE the first day of camp.
  - Competition images are delivered to the Camp Coordinator one week before the camp Competition day: Coordinators are expected to upload and test the Competition images BEFORE the Friday Competition day for their camp session.

**By clicking the check box on the Registration page you are agreeing to abide by all of the checklist items listed above. All applications are subject to approval. Hosts will be notified within 1 week of their approval status to host a 2017 AFA CyberCamp.**

If you have any questions, please email [afaCyberCamps@uscyberpatriot.org](mailto:afaCyberCamps@uscyberpatriot.org) or call 877-885-5716.