

The Outbound Camps Coordinator has an increasingly pressured task starting for the beginning of the Rotary year with an accumulating number of students registering their interest at the website. S/he passes these on to districts where a suitable sponsor club is found and the application process is carried out. S/he retains direct contact with the students through the mailing list, the circulation of invitations and provisional selection of the students, up until the point where the student is placed on an actual camp and is communicating effectively with the Camp Organiser.

Here below are details of the role:

Registration of Interest at the Website:

Receives & processes registrations.

Locates appropriate district & sends details to the DYEO.

Ensures that the DYEO knows what to do regarding the interview and selection process and offers immediate support where necessary.

The Application Form

Emails the accepted student with information as to how to access WEBAPP, the online application form, and attaches a letter requesting the administration fee, with details of how to pay. Emphasises to the student that both application form must be complete and the fee paid before placement will begin.

Liaises with the student, the DYEO and the Club YEO in producing a complete and fully signed form.

Mailing List

Places students on the mailing list once they have completed their application form and paid their fee.

For Early Bird applicants:

After the 31st December deadline compiles an Early Birds list based on the recommendations of relevant DYEOs and then puts them in order of the date of their ROI.

Invitations to Camps:

Informs all applicants as to the evening and time when the invitations will be sent out.

Sends out invitations to all students (and DYEOs and interested Rotarians) on the mailing list at the same time but will offer the Early Birds the chance to email in their request for the provisional place half an hour earlier than the rest.

Allocates that place to the Early Bird student with the earliest ROI date of those EBs who email in. The reserve place goes to the first non Early Bird to email in.

If no Early Bird is interested both the provisional place and the reserve will be allocated to non-Early Birds.

Arranges for all the invitations to be placed on the website.

Placement on Camps:

Negotiates places with the Camp Organiser for students as they apply for specific camps.
Negotiates extra places where requested.

Forwards application forms to the relevant Camp Organisers.
Advises the student as to how the Administration Fee may be paid and on receipt of payment releases to the student the contact details of their Camps Organiser to enable each to deal with the other directly.

Support:

Gives support to the students up until their place is confirmed and is a link between the student and the Camp Organiser in case of communication difficulties.