

FEDERATION AERONAUTIQUE INTERNATIONALE

COMMISSION D'AEROSTATION DE LA FAI

FAI BALLOONING COMMISSION

CIA



GUIDELINES TO ORGANIZING BALLOON YOUTH CAMPS

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1. Introduction

As in the past, each generation of balloonists carries the sport of ballooning further than many have dreamed possible. An integral part of “passing the torch” to the next group is to find, encourage and nurture them so they learn from the active balloonists and develop visions to move ahead. To that end, youth camps for balloonists are an excellent way to not only to help and teach the youth, but also to instill into them the fun of flying balloons.

This document is intended to be a guideline to organizing youth camps with a ballooning orientation. Some ideas and suggestions may appear too general for a particular situation. Work with local authorities and sporting bodies to adopt these guidelines for your situation. Also look for camp planning documents and assistance from your governments and sporting organizations as there is a lot of good information available.

When you find better approaches, please pass along the information to the CIA Public & Media Relations (PMR) Subcommittee [Email: cia-media@fai.org]. PMR will collect and incorporate new ideas in future editions of this document.

2. Camp Objectives

The primary objectives of every camp should be:

- 1. To make friends**
- 2. Have an outdoor living experience**
- 3. Develop life skills**
- 4. Learn about and experience the recreation and sport of ballooning**

It is important to remember that although ballooning is a significant activity, the camp should involve many other activities and responsibilities. If the weather and conditions did not permit any ballooning, the camp should still be considered successful by the youth.

3. History of Youth Camps

The Ballonsportgruppe Stuttgart in Germany held their first youth camp in 1972. In the 80's the camp was opened up to kids from other balloon clubs and was also held in other more northern places in Germany. The German Balloon Federation soon saw the significance of youth work and supported it materially and financially. By the late 90's the group called Ballooning Youth of Germany had 1 gas balloon and trailer, 1 trailer for camp equipment containing two large tents and 30 camping beds, along with other supplies.

The Covid-19 pandemic during 2020 prompted the first “Campinar” a webinar youth camp. This allowed a camp to still be held while maintaining social distancing for health's sake.

4. Key Considerations

4.1 Leadership and Partnership

Strong and creative leadership, throughout the organization, is required to plan, finance, organize and conduct the camp. The first camp or two will probably require outside help. This may come from other sporting groups or from other balloon organizations that have hosted such camps. It is important to get the right people in the areas where their skills and interests can be used most effectively.

Some criteria to consider:

- A capable and focused organization with enough individuals to handle the required committees necessary to do all the work.
- Good liaison people to work with governments and other sporting organizations in the areas of permission, licenses, guidance, technical assistance and finding sponsorship money.

- Strong people to justify and obtain funding from the appropriate areas
- Energetic and effective camp leaders to work with youth.
- Competent and personable balloonists able to work with youth

It is recommended that an organization chart be made along with short job descriptions for all those involved in the organization and operation of the camp. All personnel should know what their responsibilities are and what they can expect from others. A sample organizational chart is shown in Appendix A.

4.2 The Environment

The theme and location of the youth camp is very important for the kids to enjoy and learn from the experience. Participation in all aspects of accommodation, food preparation, camp activities and sport, and ballooning are the ingredients that will build friendships and mutual respect. Outdoor tenting camps are good but there may be other facilities such as cabins or dormitories that can be used just as effectively. Hotels and motels are not recommended, since 1) Kids are loud and there will always be someone disturbed, 2) They are usually in cities, 3) Since the group could be separated by non-camp participants into many rooms throughout the building, they cannot create an atmosphere conducive to building friendships. With ballooning, it is ideal if they could be launched from the same field/location as the camp and be able to fly a reasonable distance in any direction. All aspects of the camp and activities should be there to make it a fun, sharing and learning environment.

5. Planning

As in all events, thorough planning is critical to setting the scope of the camp, identifying the requirements, and determining ways to fulfill the needs. Spend a lot of time in the planning stage, especially for your first camp.

5.1 Select camp dates

- Should conform to school holidays in the region.
- Should be the time of year with good ballooning weather
- Should not conflict with other major events in the region (ballooning, festivals, etc.)

5.2 Camp location and accommodations

- The first decision is tents, cabins, or dormitories. Each have pros and contras. Will everyone have the same accommodations (youth, staff, pilots, and visitors)?
Note: It is recommended Youth and staff should have the same accommodations for several reasons:
 - 1) The staff is close to action,
 - 2) You gain more respect from the participants by sharing the same accommodation,
 - 3) Other accommodation would result in a perceived hierarchy.
- Experience shows that youth camps shouldn't be in a populated area. Firstly, not to disturb the people there and secondly to give the kids more freedom. Also, distant enough so parents do not hang around the camp all the time.
- If camping, best places are in a forest or near a river or lake.
- If there is a balloon event close by make sure the camp maintains its own identity and that the kids are not misused as cheap crew.
- Has a good launch site and flying area for balloons.
- Fuel for vehicles and balloons is reasonably close.
- Campfires are suggested, as this is one of the most important institutions of a camp. It is the place to sit together in the evening, for talking, singing, briefing the youth campers about the next day, having the kids snack food around the fire and it is simply relaxing, encouraging camaraderie.

- Make sure the parking is safe and secure.
- Ensure sanitation and garbage facilities are provided.
- Ensure access to sufficient bathroom/shower facilities.
- Consider local customs and try to incorporate them into the camp environment.
- Signage - are camp signs required and who will make them?

5.3 *Participants*

- Decide on how many participants you want to have. It is suggested that the first camps start out small so that the organizers can collect experiences before moving on to larger groups.
- Decide on the age groups you wish to work with. Suggested are 12 – 27 for international youth camps, although you may prefer younger or older kids for your camp. The mix of different ages should be viewed as beneficial so that each group can learn from the other, while also having some one of their age to associate with. Considerations on age include legal issues within the host country.
- An International Youth Camp is much more complicated to prepare, get coordinated and to run than a pure national youth camp.
- Consider language issues and if you want to open the camp to disabled kids, which would require additional assistance.
- Make sure everyone is aware of what is expected from them, such as participation in all activities, contributing to the work around the camp, and associating with people of all age groups.

5.4 *Personnel*

It is critical to make sure that individuals with the proper skills and knowledge are chosen to be the leaders within the youth camp. Do not depend upon these coming from within the ballooning community but look for the best people available. This is especially true with the first camps, as they will determine if additional camps are held. The number of personnel involved in the camp will be determined by the number of youth attending.

- **Youth Camp Leaders** - At least two (so one can take care of other business while one is at the camp) **BE AWARE** this is a 24-hour job, and you have a huge responsibility. You don't have the time to rest nor is there a time when you aren't in charge. Leaders should be knowledgeable in the sport of ballooning and hold a reputation of being a good trainer.
- **Drivers for the vehicles** - they are responsible for the vehicle (looking after oil, having the cars refueled, and taking care that everyone in the car is buckled ...).
- **Kitchen staff**
- **Alternative program planner** - Someone preparing an alternative program in case of bad weather or free time. There must be a 24-hour program to keep the kids busy (going to the pool or lake for bathing; having some scouting games, going to a castle, having a boat tour, visiting a cavern, playing games like soccer, letting them build a float and mainly a lot of ballooning.... not recommended: going to the cinema or a theme park ...).
- **Adult supervisors** - about one to each 5 kids.
- **Pilots** - should be people with patience and who enjoy working with kids. Also, they must be aware that they are flying with kids, so that the critical weather point should be lower than with adults. The main difference is that you let the kids do as much as possible. For this reason, inflation and preparation takes a little bit longer and during chasing sometimes the chase vehicle is quite far away, so that after landing it takes a while until they are there, but hey, that is the only way to learn navigation.
- **Other skills recommended for camp personnel:**
 - Medical/First Aid. All should have CPR training as a minimum.
 - Water safety certificates and skills
 - Musical instruments

- Good in landowner relations

5.5 *Legal Issues and concerns, Permissions, Licenses, etc.*

- Be prepared to challenge the various levels of bureaucracy with national, regional, and local governments to get the required paperwork completed and approved.
- With the first camp start at least a year in advance but it does get easier the next time you hold the camp in the area.
- These permissions range from approval to fly over the area, have open campfires, storage and handling of fuel (e.g., propane), transportation of campers, sleeping overnight, meals (including options for special dietary needs), etc. Make sure you ask a lot of questions at each level of government to ensure all permissions are obtained. Prepare and use a waiver or release that parents of campers and staff sign so they are aware of some of the dangers involved in the camp and ballooning. Check with commercial balloonists in the region for samples.
- Prepare for additional legal issues and considerations when dealing with minors and/or camps with both minors and adults. We recommend using a two-deep leadership policy: two adults are present for trips and outings. Any situation requiring a one-on-one meeting with a camper should be conducted in view of other adults.

5.6 *Insurance*

- VERY IMPORTANT!!!! You must insure the organizer, staff and participants against any claims which could arise during this camp (third party liability, legal protection, the participants need to have a health and accident insurance, the cars need to be fully insured, the balloons need to be insured etc.)
- Obtain insurance through the national organization, if possible, or find an insurance agent that already worked with youth camps. Ask other national or regional sports organizations who they deal with.
- Make sure all balloons have extensive insurance. Additional coverage may be obtained by the company insuring the whole camp.

5.7 *Camp Code of Conduct for kids and camp personnel*

There are two approaches when dealing with a code of conduct within the camp. Choose the approach that is more meaningful in your country and area, but don't try to incorporate both at the same time, as it can cause confusion.

1. Draft a short code of conduct which applies to youth campers and camp personnel. This may be provided in the invitation package or should be given to them when their application is accepted. Although it may seem repetitive, you should also get them to sign it when they get to the camp. This would reinforce the need for everyone to follow some rules.
 - a. Establish any discipline policies and resulting consequences and get the campers, their parents, and staff to sign the document. Give a copy to each person to read and keep so they are aware. It is best to set the framework for the camp rules ahead of time so if situations arise, they can be handled quickly and hopefully without a lot of trouble from kids and parents. An example might be to how to deal with a kid who has run away for the night.
 - b. Discipline used in camps should be constructive and reflect Sound values. Corporal punishment is never permitted.
2. Use an informal code with a "partnership" approach to convincing and leading the kids. Written rules can have the opposite effect where forbidden rules become attractive to break rather than

follow. A good idea is to start the camp with a kind of general briefing telling the youth campers what special rules apply in this camp. From here the group usually sets its own discipline after 2 or 3 days and problems are usually solved within the group by peers. Nevertheless, everybody should be aware, that in case they won't obey the rules or instructions by the staff, they will be sent home at own expense.

5.8 Transportation

Transportation planning is as important as food planning, and especially so since it involves chasing balloons. It should include provision for the following:

- Moving the youth to and from the camp
- Chasing balloons
- Driving to and from certain planned activities

Other considerations include:

- Vehicles available will vary per country but consider using vans or small school buses.
- Make sure that the vehicles are safe and have seat belts. Vans should have seat belts on all the seats for safety and keep the kids in their seats, so they won't play around.
- Do you need to hire the drivers because of insurance rules, or can you use the adult camp supervisors as drivers? Who are the drivers and back up drivers?
- Do you have sufficient accident insurance for vehicles and occupants?
- How many people will you carry per vehicle?
- Availability of fuel nearby.

5.9 Communications

This is a broad topic but involves everything from calling home, to contact with flying balloons to working with the media. You need to find a good technical person to help with the equipment and a good spokesman for the camp. The situations that will need good communications are:

- Camp message Centre
 - To initially take registrations and information calls. Many people will assume that this same number can be used to reach people at the camp, so some method of maintaining the number needs to be in place.
 - Recognize that each youth camper will likely have a cell phone. There should be strict policy on phone usage. Parents and campers should call each other only in an emergency or during designated free time periods. It is not the aim that every child has a daily conversation with his parents. If they are kept busy, they will not even want to.
 - A mobile phone should be available for medical emergencies, so help can be obtained quickly.
 - Media may want to do a story on the camp so they will need some place to call
 - Area authorities if they need to contact the camp
 - Lost balloon number
 - Balloon/cell phone tracking apps
 - Aviation radios
- Hikers and day trips
 - need to ability to contact the camp message Centre or authorities if an emergency arises
- Balloon to ground and to other balloons
 - Aircraft radios are essential along with radios in the chase vehicles and at the message Centre.
 - If you are using gas balloons, remember they fly greater distances and therefore make sure

you can communicate with them if the chase gets behind.

- Media and public relations
 - Hopefully, they will want to do a story on the camp and will want to stay in contact with the organizers and youth campers, have a plan in place to accommodate the needs if possible.
 - Assign a person or two to write articles for ballooning and sporting magazines about the camp. Make sure that a lot of pictures are taken for this purpose.
 - The policy of two-deep leadership extends into cyberspace. Another adult leader should be copied on any electronic communication between adult and youth member. This is to protect the sender as much as the recipient.

You will find that communications are a critical component, which requires good planning and equipment.

5.10 Camp Security

Although everyone plans for a wonderful and peaceful camp, it is necessary to have a security plan in place for the campsite. This should cover unwanted visitors whether they are human or animal. It is very unsettling to youth campers and staff when an intruder causes problems. Even more so to the parents who entrusted you with their children.

Considering the location of the camp decide whether you need to post guards, hire security, use parent volunteers, etc. to ensure no problem situations arise. It is better to be safe than sorry after a situation arises.

5.11 Emergency Plan

Emergency situations will also arise whether they are small cuts and bruises or hopefully not a serious accident. Document an emergency plan and make sure the camp staff and kids are aware of what to do in given situations. This should also be covered in the camp welcome session and pre-flight briefings. Items to consider:

- Content and location of first aid kits.
- Who should provide medical assistance (minor and serious)?
- Who is the most qualified medical person on staff?
- Location of nearest hospital and doctors.
- Where is the nearest dentist?
- Procedures in certain situations (e.g., when to call parents.)
- Media spokesman if there is a serious accident. You definitely do not want the media asking everyone and each person to speculate on the cause of the accident. The media likes to make a story more sensational than it really is, so have someone be readily available to work and stay in contact with them. Remember if you don't work with them, they will find someone more willing but who may not be appropriate.

It is advisable to obtain a brief medical document for each kid, containing items such as allergies and allowable medications, e.g., pain relievers (acetaminophen/ ibuprofen) or cold medicine.

5.12 Food Preparation

- Assign food responsibilities and menu planning. Keep in mind allergies or dietary needs/restrictions
- Deciding whether to cook for yourself or hire a cook. Each has advantages and disadvantages.
- Cooking yourself lets you prepare what you want. It can be a group experience, because everyone can play a role in the preparation and cleanup.
- It is classic to cook over the campfire and food can sometimes have a distinctive taste.
- When you have camp cooks, keep in mind that it is a skill to know how to cook for larger groups of people.

- It takes a lot of time (usually the head cooks have to stay in the camp while others are doing other activities)
- Who and when to go out shopping for the supplies?

5.13 Equipment Check lists

Check lists are great ways to plan and to make sure that all items are taken care of. Start your lists early and keep adding as you go through the camp. The final list will be very useful for next year.

Some of the possible checklists are:

- What to bring - lists for kids, staff, and pilots
- Camp equipment needed (for fires, accommodations, activities)
- Transportation equipment
- Communications equipment
- Food preparation equipment needed
- Food supplies
- Emergency supplies
- Balloon equipment

There will be also many small lists, so make a point of collecting and sharing them so people can cross check to see if they have too many items or not enough. This also is a good way for the planning group to communicate what needs to be done.

5.14 Other considerations

There seems to be a never-ending list of items to consider and often they are remembered when someone wants to do something. Some possible items are:

- Parent visitation day
- Participation at a nearby ballooning event
- Visits to nearby balloon manufacturers or repair stations

6. Promotion

6.1 Advertising and Invitations

Where to advertise depends on where you wish to get participants. Some audiences are:

- The ballooning community (clubs, associations, and ballooning magazines)
- Schools
- Local groups working with youth.
- Regional and national sporting organizations.
- The general public

After the first few camps you will accumulate a database of interested children and organizations willing to work with you.

Establish a communications point where someone will take calls, and e-mails asking for more information or application forms. Be prepared to e-mail camp applications to those calling requesting more information and an application form. It is important to respond to questions quickly and keep track of application dates, so if the camp fills up quickly you will know which people applied first. It is suggested that you accept only confirmed and paid applications as some people may make a verbal commitment but are never heard from again.

6.2 Confirmation Letters

As invitations are accepted, e-mail out confirmation notices along with additional information on the camp. Such as lists of clothing to bring, list of activities, etc. It is also a good idea to do another information notice several weeks before the camp starts. This can provide last minute information such as

pick-up times and locations, new list of activities, names of camp leaders, and what other information the children or their parents will find useful. A sample is attached in Appendix B.

7. Financial

It is absolutely essential that good financial records be kept right from the first planning stage. Therefore, appoint a reliable treasurer and not only capture exact expenses but also start building estimated costs for all items. From this, a comprehensive budget will be easy to develop.

Good financial records will also be necessary for:

- Reports to government or sporting agencies
- Reports to sponsors
- Planning for next year

Do not underestimate the time and importance of this information.

7.1 Budgets

Develop the budget throughout the planning process and keep refining it at every step. Some of the major expenses are identified below but will vary considerably from country to country. A sample, but only general, budget outline is provided in Appendix C.

7.2 Camp Registration Fee

Setting the fee depends on how much sponsorship you have and your overall costs. So, you need to work out a fairly accurate budget.

An example is:

Costs for the days include but are not limited to accommodation, food, drinks, ballooning, entrance fees, transportation during the camp, and all other running costs.

The total costs identified in the budget can be divided out between the number of expected campers to get the camper registration fee. If sponsors/supports of camp are identified, the support funds can be subtracted from the total expenses in the budget and then the remaining amount divided between the expected number of campers to get the camp registration fee. The more support identified, the less costly the camp registration fee.

7.3 Sponsorships

When looking for sponsors, do not just ask for money. Often you can get more goods and services from a corporate sponsor than they would donate as money. Be creative in seeking support and in acknowledging sponsors contributions.

- Who can provide the hot air balloons?
 - private owners
 - commercial balloon sponsors
 - manufacturer demonstrators
- Who can provide the gas balloons?
- Does or will the sporting organization/camp own a balloon?
- Who can sponsor the fuel?
- Where can you get vans/buses?
 - manufacturer or automobile dealer donations
 - commercial balloon sponsors
 - other corporate sponsors
 - volunteer pilots' personal vehicles for chasing

Some ideas of what to tell sponsors that they will get for their support:

- Helping youth, which are future customers.
- Their corporate logo and signs at the camp.
- A notice of thanks in the local or national media. Invite the press to do a feature story on the camp and ballooning.
- Possible tax deductions for their donation. This depends on the countries tax laws and what is considered an appropriate group to donate to.
- Some sponsors employees may be interested in sending their child as a camp participant or attending the camp themselves to help.
- Other creative methods

7.4 Refund Policy

Set a refund policy and make people aware of it on the camp invitation forms. The situation will arise so be ready.

8. Conducting the Camp

8.1 The Welcome

As people arrive at the camp pickup point or the camp, the first impressions are extremely important. Camp staff should be there to meet and greet the kids and have them introduce each other. There are many things that need to be done in a short period of time but do not make it a bureaucratic nightmare. Do it quickly, efficiently and make it fun. Some things that you might want to consider are:

- Signing the code of conduct and waivers (if not done before)
- Accommodations assignments
- Handout camp schedule
- Handout a photocopied sheet with pictures of staff (good way for kids to first remember faces and becomes a good souvenir)
- Camp maps
- Camp T-shirts
- Name tags,
- Etc.

8.2 Setting camp rules and expectations

Once everyone has arrived, hold a group meeting to review a number of items.

- Staff introductions & some background
- Ask the youth campers to introduce themselves
- Set down camp rules/guidelines
- Review camp schedule and planned activities
- Assign responsibilities
- Etc.

8.3 Activities and participation

Besides ballooning, plan on several other activities, which can be done during the day, and when the weather does not permit flying. Use activities which take advantage of the camp location. Such as if it is near water, hiking trails, wildlife parks, etc. Give the kids a choice so they can vote on an activity or divide into several groups to do their favorite one.

Here is a sample list of activities which have been done at previous camps

- Introduction to safety at the balloon.

- Introduction of Hot Air and Gas Balloon inflation.
- Weather observation.
- A visit to the peak of the highest hill and a hike down.
- Visit to the pool.
- Tour of local historical sites.
- Boat tour.
- Building of model balloons.
- Watch ballooning videos.
- Sitting at the campfire and singing songs.
- Having a barbecue at the campfire.
- Sports tournament: volleyball, soccer, baseball.
- River Rafting, etc.

8.4 Flight activities

It is important to have an evening briefing to plan the next day's activities. If you are flying, tell them if they are flying or in which crew they will be in. Make sure that you have a detailed list of who will be in the basket for the first hop, second hop, etc. Otherwise, there will be chaos in the morning when everybody is sleepy.

Some possible flying activities are:

- If space is available, try to fly into or from the camp
- When flying try to keep the balloons close to each other and land in the same place, as it is much more fun for the group to be together.
- Never run any competitive tasks as it causes unnecessary risk.
- During inflation and flying try to explain as much as possible about the weather situation you are flying in and what they must be aware of (the technical things).
- During inflation and deflation let the kids do the most work and let the pilots just keep an eye on it and correct them. The pilot must check everything afterwards. So, it will take a little more time, but it will get them participating.
- Fly over interesting places such as valleys, hills, lakes, but with safety in mind.

8.5 Camp History

Keep a logbook and take lots of pictures to record the many adventures, stories, and fun times at the camp. Assign a camp historian who maintains the logbook and ensures everyone is collecting information as it happens. If the budget allows, send a small photo album and story about the camp to each youth camper as a memory. They will also show their friends, and what better method to promote the camp than word of mouth from those who attended.

9. Camp Windup

9.1 Recognition and Awards

A camp identity is important and often logos, T-shirts, sweatshirts, jackets, hats, etc. can contribute to the fun and memory. Include some of the items in the budget.

Additionally, as the camp wraps up it is often nice to have the final evening devoted to recognizing some of the significant and fun contributions to the camp. Consider a few serious awards but often the best ones are the fun awards which resulted from some incident during the camp. Some examples are:

- Best fire starter
- A compass for the person who got lost the most times
- A chef's hat for the best cook

- A mini lifejacket for the person who fell out of the boat
- A thank you for the drivers and pilots
- Etc.

Some awards such as best crew person, best potential pilot, and most friendly may disappoint more people that they did not receive the award while making only a few happy. It is suggested that these types of awards not be given out.

9.2 Evaluations

Develop a camp evaluation form which everyone connected with the camp fills out as the camp is finishing. You may even do an evaluation several weeks later asking the parents about their child's experience with the camp and for any suggestions they have. All information is valuable to improve problem areas and to make the next camp better.

9.3 Financial Reports

Complete the reports as soon as possible. It is even better to have a preliminary report that people can review quickly after the camp and then make the final minor adjustments later. This information will be one of the key elements in deciding what to do next year.

9.4 Next years' Plans

Use the camp evaluations and financial information and conduct a review meeting as soon as practical after the camp. It will likely be the meeting at which you decide if you will be holding another camp next year, what format, improvements, etc. From this meeting people can start the planning for next year and have a longer timeframe to fulfill their responsibilities.

10. Campinar

10.1 Virtual Camp

We strongly recommend camp be held in person. This fosters more connections in both learning and friendships. However, if an in-person camp is not possible a Camp Webinar, "Campinar", is an option. Great care should be taken to ensure this is still a fun and interactive experience for the kids. This will require extra planning beforehand, vetting leaders/pilots and their topics.

10.2 Activity Leaders

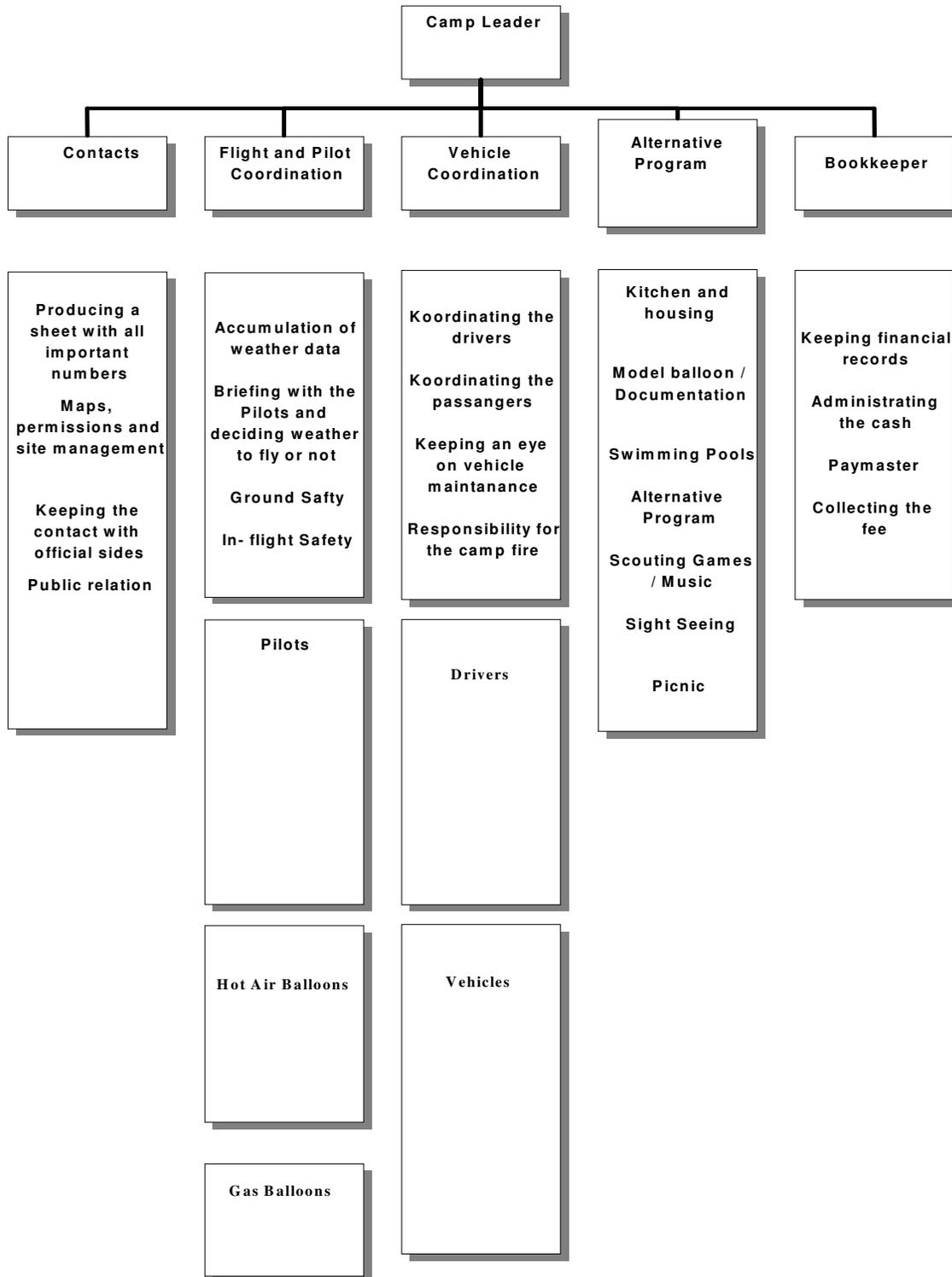
Leaders/pilots who are great working with youth in-person may not be skilled at electronic delivery and engagement. We recommend holding a mandatory practice session to work out any kinks in both the activities and potential video stream issues.

10.3 Camp length

We encourage the organizer of Campinars to take timing in consideration. It is very taxing to sit in front of a screen and listen to a lecture type scenario all day. For this reason, we recommend Campinar days be much shorter to not expire the attention span of the kids. Experience shows going longer than concentration allows will leave kids with a poor experience and they will be less likely to attend a camp in the future, whether it is in person or virtual.

APPENDICES

Appendix A. Sample Organization Chart



Appendix B Confirmation letter

Dear Youth Camp Participant,

The _____ is glad to confirm your application for the International Youth Camp in _____. Many sponsors and a lot of good will made this year's camp possible. Our Time schedule looks as follows:

Camp begins _____

Camp ends _____

We need to know from everybody how and exactly when they are coming so we can arrange for them to be picked up. If we don't hear from you by _____ we will regard your application as not current anymore and let people on the waiting list take part in the camp. There is a list of participants included, so you can get together for traveling. The list contains only the applications we have confirmed.

Don't forget to bring with you:

A lot of good humor + warm and rain clothing (hope we won't need it) + compact shoes + working gloves + swimming equipment + flashlight + sun protection + passport (very important) + if you like a Music Instrument + if you have a Vaccination certificates book + if necessary, Visa + Fee.

In important cases we are to be reached during the camp at:

Tel:

E-mail:

If you have any questions, concerns or problems please feel free to contact us.

We are looking forward to hearing from you before _____.

Sincerely,

Appendix C. Sample Budget

REVENUE	
Sponsorship	
- includes equipment and balloon donations	
Local, Regional or National balloon organization	
Government or sporting organization	
Registration fees	
EXPENSES	
Advertising	
- magazines	
- youth publications	
- schools	
- balloon clubs and their newsletters	
Food	
- camp cooks	
- food cost per person per day	
- food preparation equipment	
Accommodations	
- camping equipment rental	
- camp ground rental	
- washroom facilities	
- leaders' accommodations	
Transportation	
- van rental	
- balloon chase vehicles	
- fuel for vehicles	
- extra vehicle insurance	
Balloons	
- hot air balloon charter	
- propane for balloons	
- gas balloon charter	
- helium/hydrogen for gas balloons	
- sand for gas balloons	
- extra balloon insurance	
Administration	
- communications	
- camp insurance	
- leaders honorarium	
- camp T-shirts/jackets	
- camp pictures	