WEEKLY SUMMARY FORM - side 1

Camp Location: _____ **Supervisor name:** _____ **Week #:** _____

1) TIME SHEET / LAST CAMPER PICK UP

** DO NOT LIST VOLUNTEERS HERE	MONDAY				TUESDAY				WEDNESDAY				THURSDAY				FRIDAY			
	start time	end time	(office use only, leave blank)		start time	end time	(office use only, leave blank)		start time	end time	(office use only, leave blank)		start time	end time	(office use only, leave blank)		start time	end time	(office use only, leave blank)	
SUPERVISOR name:																				
staff #2 full name:																				
staff #3 full name:																				
staff #4 full name:																				
staff #5 full name:																				
staff #6 full name:																				
last camper picked up																				
	pickup time				pickup time				pickup time				pickup time				pickup time			

Reason(s) for work time missed (list staff/supervisor name & reason): _____

2) ABSENT CAMPERS

Camper name:	Days missed	Camper name:	Days missed

3) VOLUNTEER HOURS (please record)

	# of hours
volunteer full name: _____	
volunteer full name: _____	
volunteer full name: _____	
volunteer full name: _____	
volunteer full name: _____	

Guideline: MORNINGS only - 15 hours, FULL DAYS - 35 hours (full week)

4) REGISTRATION FEES COLLECTED: (do not list any camp gear orders here)

If camper was not on any list you received, list camper name, payment amount collected & pay method (eg. Laura Jones $150 cash):

see reverse for side 2

WEEKLY SUMMARY FORM - side 2

5) SWIM TALLY

	# of campers	# of staff	# of volunteers
Mon			
Tues			
Wed			
Thurs			
Fri			
TOTALS			

6) SAFETY CHECK

	drop off area	field
Mon		
Tues		
Wed		
Thurs		
Fri		

Supervisor to initial each square when completed.

7) INDOOR TIME RECORD

	arrival time	departure time	facility/ room used	total hours or time rained out
Mon				
Tues				
Wed				
Thurs				
Fri				
			Total	

8)PRE-ORDERED SALES

	digital photo details (check appropriate box)		
	individual	group	week #
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			
camper full name: _____			

9) ON-SITE CAMP GEAR SALES

	product code	product description	cost	digital photos only (check appropriate box)		
				individual	group	week #
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						
camper full name: _____						

9) COMMENTS/ NOTES

see reverse for side1