

TEN (10) WEEKS PRIOR TO PROGRAM - CHECKLIST

- Initiate discussions with your Principal & School Program Co-ordinator
- Share the Blackwood Website with your students and initiate program discussions:- <https://www.blackwoodssoec.vic.edu.au/>
- Initiate Menu & Cost discussions with your students & staff
 - Blackwood is a FULLY self-catered Centre
 - Including Bush Cooking & Campfire Ingredients (if required)

- Begin to plan an exact program cost to cover your group

- Accommodation Expenses
- Food
- Cleaner Costs
- Excursion Expenses
- Petrol
- CityLink Tolls
- Miscellaneous

CURRENT BLACKWOOD FEES	
Accommodation Site	INVOICE AMOUNT (per student)
The School	\$100.00
The Residence	\$100.00
The Tent Shelter	\$17.00 per student per day
CLEANING FEES - \$100 added to your Invoice	
BLACKWOOD DOES NOT CHARGE FOR STAFF or COLLECT GST	
Invoices are sent directly to Business Managers after tye completion of a Blackwood Program	

- Prepare letters to be sent prospective student's Parent/s or Guardian/s outlining:-

- Program Dates
- Venue including Accommodation Site
- Accommodation Site Phone Number

BLACKWOOD CAMP PHONE NUMBERS			
The Office	The School	The Residence	The Tent Shelter
5368-6768	5368-6555	5368-6576	5368-6383

- Activities - both Blackwood & Off-Site Activities
- Staff attending and their qualifications
- Travel Arrangements
- Catering
- Medical Assistance
- Risk Management
- Educational Purpose
- Cost:- What it includes & method of payment