LSC Club and Child Application Process

ALL APPLICATIONS ARE NOW VIA AN EMAILED LINK FROM LICOLA

1. **Sending Club Application Forms:**
    - Licola will email a direct link to the Club Application Form to the District Clubs that have been selected for the next upcoming camp, 5-6 months before the camp date.
    - Clubs who have received the link and are intending to sponsor children for the camp listed must fill the form in online within a set deadline mentioned on the form.
2. **Reviewing and Confirming Sponsorship:**
    - Licola will assess returned forms to determine the number of sponsored children positions requested.
    - Licola will confirm acceptance via email to clubs along with the number of children they'll be sponsoring.
    - Late returns will be considered if places are available.
3. **Selection of Sponsored Children:**
    - Club application forms will have a section for your preferred schools for sourcing sponsored children. You may nominate more than one school. **If you don't have a nominated school Licola can do this for you and source children from your district.**
    - Licola's LSC Coordinator will contact nominated schools Wellbeing Coordinators or Principals.
    - Licola's LSC Coordinator will explain the camp's purpose and send relevant information, including child applications to the schools via a link.
4. **Approval Process and Documentation:**
    - All correspondence regarding child applications will be between Licola's LSC Coordinator and directly with the schools Wellbeing Coordinators or Principals.
    - Children's applications will be sent back to Licola via email link for approval.
    - Proof of age will be verified by the school.
    - Only children aged between 8 to 11 years at the time of the camp will be eligible. No exceptions.

5. **Confirmation and Welcome Package:**
    - Once approved, Licola's LSC Coordinator will send a confirmation email to the school Wellbeing Coordinator/Principal and to the sponsoring Lions Club.
    - Sponsoring Lions Club will be sent an invoice via email for their sponsored children to be paid via EFT.
    - Licola's LSC Coordinator will mail a welcome package to the sponsored child, containing a welcome letter and booklet, packing list, bag tags, and camp details (approximately 4 weeks before the camp). This will also include the bus pick up and drop off points plus times.
6. **Improving Communication with Families/Carers:**
    - The welcome package will ensure that families/carers have clear information about the camp. Most importantly direct contact details for Licola LSC Coordinator.
7. **Involvement of Lions Members and Clubs:**
    - Lions Members are encouraged to volunteer at the camp or participate in bus pick-up and drop-off points to engage with attending children.
    - Clubs sponsoring children will receive appreciation letters written by the children.
8. **Camp Scheduling and Logistics:**
    - Rotate camp allocations between districts annually to provide a varied experience for volunteers and attendees.
    - Implement innovations like colour-coordinated bag tags and on-board toilets for smoother logistics and enhanced child safeguarding.

SUMMARY PURPOSE

Organizing these steps in a logical sequence is crucial for ensuring a smooth application process that prioritizes effective communication and adherence to child safeguarding protocols.

1. **Clear Communication Channels:**
    - Establishing clear communication channels between Licola, clubs, schools, and families ensures that information flows seamlessly throughout the process.
    - Regular updates and reminders about deadlines and requirements help all parties stay informed and engaged.
2. **Transparent Selection Criteria:**
    - Clearly outlining selection criteria for sponsored children, such as age range and documentation requirements, ensures fairness and transparency in the selection process.
    - Providing guidance on acceptable proof of age documentation helps streamline the approval process.
3. **Empowering Wellbeing Coordinators:**

- Building strong relationships with schools Wellbeing Coordinators empowers them to identify children who would benefit most from the camp experience.
- Providing Wellbeing Coordinators with comprehensive information about the camp enables them to advocate effectively for eligible children.

4. **Timely Confirmation and Support:**
    - Promptly confirming sponsorship acceptance and providing support materials, such as welcome packages, helps clubs and schools prepare children for the camp experience.
    - Including detailed camp information in the welcome package ensures that families and carers are well-informed and prepared.
5. **Engaging Volunteers and Lions Members:**
    - Actively involving Lions Members in camp activities fosters a sense of community and ensures that experienced volunteers contribute to the success of the program.
    - Providing opportunities for Lions Members to volunteer or participate in camp events reinforces their commitment to the organization's mission.
6. **Flexibility and Adaptability:**
    - Maintaining flexibility in camp scheduling and logistics allows for adjustments based on feedback and evolving needs.
    - Implementing innovative solutions, such as colour-coordinated bag tags and on-board toilets, demonstrates a commitment to continuous improvement and child safety.
7. **Evaluation and Feedback Mechanisms:**
    - Establishing mechanisms for evaluating the application process enables ongoing refinement and improvement.
    - Regular review of protocols and procedures ensures that child safeguarding remains a top priority throughout the application process.

By prioritizing effective communication, transparency, and collaboration, the application process can operate smoothly and efficiently, ultimately providing more children with the opportunity to benefit from the camp experience while ensuring their safety and well-being.

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