2024 CLOSING REPORT

Director Name_____

Area_____

In addition to your closing report, the following items must be submitted to the Camp Director at the conclusion of camp:

Closing Inventory
Final Staff CDOS and Evaluation Forms
All Area Keys
Any other Documents, Outlines, Schedules, etc. used to run your Area

TO BE SUBMITTED NO LATER THAN MONDAY, AUGUST 12th
Submit electronically to closingreport@resicafalls.org

What training was conducted in your area to prepare your staff for the summer?

How did you schedule your staff and who was responsible for what duties?

What changes would you like to see in your area for 2025? (MB Offerings, Afternoon Adventures, etc.)

What information about your area should be updated or changed in the Program Guide and/or camp website? (MB Pre-Reqs, Program Details, etc.)

EQUIPMENT NEEDS LIST FOR 2025

(List in order of Priority)

	DESCRIPTION	QTY	REASON
1			
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MAINTENANCE/AREA REPAIRS NEEDS LIST FOR 2025

(Is your area in need of maintenance over the off-season? What facility changes or upgrades can be made to improve your?)

	DESCRIPTION	QNTY	REASON
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OVERALL PERFORMANCE/RECOMMENDATIONS CONCERNING YOUR STAFF
(Did your staff do the best job possible? Would you bring a staff member back? – BE HONEST!)

DIRECTOR REFLECTION

What was one improvement made this summer that was needed from prior summers? What is one improvement that can still be made for future summers?

What was your greatest accomplishment this summer? How did you grow your skills as a leader?

How would you describe the support your received this summer in your role? What else could've been done to make your job easier?

Do you plan on returning to camp for the summer of 2025? Why or why not? If so, what position(s) would you potentially be interested in doing?