



264 Rubicon Road
THORNTON 3712
Ph: 5773 2285
Fax: 5773 2441

Planning Checklist

This checklist is designed to assist you in your planning for the Program. It is important that timelines are met to ensure a smooth and efficient process. Please tick when completed.

Three Months Prior to Camp

<input type="checkbox"/>	Visit our website www.rubicon.vic.edu.au to gain Pre Camp Information and Forms.
<input type="checkbox"/>	Confirm a Program Design Option for the Program. Access from website.
<input type="checkbox"/>	You will be contacted to discuss and develop a suitable Program.

8 Weeks Prior to Camp

<input type="checkbox"/>	Pay Confirmation Deposit of \$1,000 on receipt of invoice from Rubicon Outdoor Centre.
<input type="checkbox"/>	Confirm Student Numbers with Michael Cox.

2 Weeks Prior to Camp

<input type="checkbox"/>	Submit Student Room and Group Allocations and Visiting Staff Details. Access from website.
<input type="checkbox"/>	Fax Medical and Consent Forms. 5773 2441. Ensure students have completed Horse Riding Waiver forms (if applicable).
<input type="checkbox"/>	Please Note: You must use the Rubicon Medical and Consent Form. Access from website www.rubicon.vic.edu.au

Please feel free to [contact me](#) at any stage throughout this process for further information.

Regards,

Michael Cox

Assistant Principal.

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