



264 Rubicon Road  
THORNTON 3712  
Ph: 5773 2285  
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## 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

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

### 8 Weeks Prior to Camp

	Pay Confirmation Deposit of \$1,000 on receipt of invoice from Rubicon Outdoor Centre.
	Confirm Student Numbers with Michael Cox.

### 2 Weeks Prior to Camp

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

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

Regards,

Michael Cox

Assistant Principal.

[cox.michael.g@edumail.vic.gov.au](mailto:cox.michael.g@edumail.vic.gov.au)