**Boot Camp Chair Tasks & Planning**

* Schedule Boot Camp Date
	+ Begin Task about **2 months before end of current semester** (March for fall semester, October for spring)
* Send out Invitations to incoming students
	+ Send out invitations about **2 months before end of current semester** (March for fall, October for Spring)
	+ Check for RSVPs
* Book room & Parking for Boot Camp
	+ Request parking lot & room reservation at **end of current semester** May for fall, December for spring)
* Organize budget
* Breakfast and Lunch
* T-shirts
* Guest speaker
* Raffle items (i.e. uniform, stethoscope, medical terminology book, etc.)
* Survival packets: clipboard, thumb drive, pens, highlighters, calculators, badge reels, etc.
* Misc printing
* Review budget with Dean of nursing at **end of current semester**
	+ Keep all receipts
* Invite guest speaker
* Donation Requests for Raffle!! **Ongoing**
	+ Create FB post about donations
* Send out Boot Camp reminder to incoming students
	+ Gather new student e-mails
	+ Send out reminder minimum **2 weeks before Boot Camp**
* Schedule Volunteer meeting **1-2 weeks before Boot Camp**
	+ Create FB Post about volunteering
	+ Create FB event for volunteer meeting
	+ Create FB Post day before volunteer meeting
	+ At meeting
		- Assign volunteers to topic
		- Organize Agenda
		- Discuss activities and materials needed
		- Power Points are due to you for review
* **Week of boot camp**
	+ Assemble gift bags for students
	+ Review Power Points
	+ Short Welcome speech & Ice Breaker
	+ Create FB Post day before Boot camp
	+ Request 2 volunteers to bring laptop with HDMI hookup

**Volunteers & Materials Needed**

* Registration: 1 Volunteer
	+ Table & Chairs
	+ Change Box with small bills (Registration fee & Raffle tickets) – money from pre-paying students is used to fill change box, receive from President or Vice President
	+ Volunteer Sign-In Sheet (Copy to Membership Chair)
	+ Table Signs
	+ 30 Goody Bags (Clipboard, Nurse tag, Calculator, index cards, highlighters, pencils, flash drives, t-shirts)
	+ Raffle Tickets
	+ Raffle items
	+ Raffle tags
	+ Glass jars for raffle
	+ 30 folders (sticker for SNA Facebook page, Agenda, SNA Application, Mentee Questionnaire
* Continental Breakfast – Coordinate with President or Vice President
	+ Muffins
	+ Scones
	+ Coffee
	+ Sugar
	+ Creamer

**Boot Camp Schedule**

* Welcome: Boot Camp Chair & President
	+ SNA Membership Applications
* Introductions & Ice Breaker: Boot Camp Chair
* Keynote Speaker:
	+ Thank-you card & gift card or donation – coordinate with President or Vice President
* 15 Questions
	+ 15 Questions game form
* Mentor Program: Vice President
	+ Mentee Questionnaires
* SNA Information session: Alumni or board member
	+ PowerPoint (SNA picture slideshow)
		- Events described as each picture is shown
* Lunch
	+ Lunch Boxes
	+ Condiments
* Stress Management & Study Skills: 2-4 volunteers
	+ PowerPoint
* Introduction to medical math & terminology #1: 2-4 volunteers
	+ PowerPoint
* FAQ Panel: 2-4 2nd Semester volunteers
	+ PowerPoint
* Raffle & Closing: Boot Camp Chair

Importance of Boot Camp

Entering into nursing school can be scary, many incoming nursing students have no idea what to expect. Boot camp is a student run event that presents the opportunity for the incoming students to meet the members of their cohort, to ask questions, to laugh, have a good time, and to see what the program is like from a fellow student’s point of view.