Summer Day Camp Fun

The day camp you work for is putting together its schedule for the coming summer. Your supervisor has asked you to arrange six fun and exciting classes for seven and eight year olds. The classes will be held at the local community center. You do not have a large budget, so you will have to be creative to meet your goal.

**Part 1: Write a letter**

**Goal:** Your goal is to find individuals who can teach activities at your camp.

**Create:** Key a general letter that you can send to people. Create a letterhead and use today’s date. Use standard business letter format with at least three paragraphs. Be sure to state why you are sending the letter, ask whether the person has any skills or talents that they would like to share with children, ask the person to describe the talent or skill they would like to teach, ask the person what days and times they might be available to teach and thank them.

**Part 2: Develop a Schedule**

**Goal:** You sent out your letter and received a great response. Many people have agreed to teach classes this summer. Your task now is to compile the information so you can develop a schedule of classes.

**Create**: Use the information from the Summer Camp Classes to create a table of the Class Schedule. The table should include the following heads: class, day, time, room, and teacher. Insert the information into the table. Format your table with bold lines around the outside border, bold the heads, add a table title, and adjust column width as needed.

Summer Camp Classes

Class: Beginning Guitar

Day: Monday

Time: 4:00 pm

Room: 104

Teacher: Janice Beck

Class: Outdoor Flowers

Day: Tuesday

Time: 10:00 am

Room: 111

Teacher: Greg Nguyen

Class: Painting with Watercolors

Day: Wednesday

Time: 3:00 pm

Room: 101

Teacher: Allen Rivoli

Class: Rocks and Fossils

Day: Thursday

Time: 2:00 pm

Room: 106

Teacher: Lisa Anwar

Class: Beginning Gymnastics

Day: Friday

Time: 11:00 am

Room: Gym

Teacher: Monica Sandoval

Class: Acting

Day: Saturday

Time: 2:30 pm

Room: 124

Teacher: Aidan Kearny

**Part 3: Make a Flyer**

**Goal**: It is your responsibility to publicize the camp’s summer classes. To do this, you decide to create an eye-catching flyer, which students will want to read and take home.

**Create:** Use Word to create a simple flyer; your flyer should include the following information:

* The name of the summer day camp
* The location of the camp
* When the camp is taking place
* A list of the classes being taught
* Contact information for people who want to learn more about the camp

Use Clip Art, WordArt, and other graphics to make your flyer visually interesting.

**Part 4: Create a Newsletter**

**Goal:** The summer camp was a big success. You have now been asked to develop a newsletter to report what happened at the camp. The newsletter will also advertise the next camp session.

**Create:** Use Word to create a newsletter. In your newsletter include:

* Photos, clip Art, and other graphics of the camp’s activities
* Two or three brief stories about the camp’s activities, events, or highlights
* The camp’s name, location, and dates of the next session
* State why kids love to participate in the camp

For your newsletter use either a two-column or a three-column design as needed to fit your content.