



Summer Camp Planning Toolkit

Looking to create a fun, engaging and educational STEAM summer camp? Our **Summer Camp Planning Toolkit** is your go-to resource for designing an unforgettable experience. Packed with actionable tips on theme selection, age-appropriate activities, scheduling, budgeting and post-camp evaluation, this guide simplifies the planning process so you can focus on inspiring young minds. Whether you're an administrator, teacher, program director or camp organizer, this resource helps bring hands-on STEM learning to life.

Dive into the toolkit to start planning!



HANDS-ON STEM EDUCATION

For over 30 years, PCS Edventures has inspired students to develop a passion for Science, Technology, Engineering and Mathematics (STEM), focusing our efforts on making learning and discovery a fun and interactive process for grades K-12.

- Classroom
- After-School
- Summer School

How To Use This Resource

Planning a STEAM summer camp? Whether you're a seasoned administrator or a first-time organizer, this guide will help you design a fun, educational and well-structured camp experience.

I. Camp Framework

As you begin planning your camp, start by establishing the core framework of your camp. This foundation ensures a seamless planning process and a well-balanced experience for campers.

Grade Levels & Camp Size

Decide which grade levels you'll serve and how many campers you can comfortably accommodate based on your staff, space and resources.

Available Technology

Find out what technology will be available during camp—smart boards, Chromebooks, iPads? Make sure you have the tools needed for your planned activities. No tech? No problem! Explore our engaging tech-free summer curriculums.

Camp Themes

A strong theme ties your camp together, adds engagement and provides opportunities for marketing your camp. Start with a theme that excites students and aligns with STEAM learning. Some of our favorite themes include:

Artistic Escapades	Active Bodies, Active Minds
Great Minds & Mysteries	Earth Explorers
Digital Innovators	Brick Builders
Creator Club	Future Engineers

Visit our [A Year of STEAM Inspiration](#) for more themed learning ideas.

Activities & Field Trips

Ensure activities are engaging, age-appropriate and aligned with your camp's theme. Younger campers benefit from hands-on exploration and creative problem-solving, while older campers thrive with more complex challenges and real-world applications. Consider a mix of:

- **Exploration & Experimentation:** Nature walks, science experiments and hands-on engineering projects.
- **Technology & Innovation:** Coding, drones, robotics, 3D modeling and maker challenges.
- **Creative Expression:** Podcasting, digital media, animation, arts and interactive storytelling.
- **Real-World Connections:** Guest speakers, career exploration and field trips can reinforce learning objectives.

A balanced approach keeps campers engaged while fostering curiosity and skill development. Whatever sparks excitement in your campers, PCS Edventures has a program they'll love.

II. Themes & Activities

A well-structured camp schedule keeps activities engaging and purposeful. Use this section to align your theme with hands-on learning experiences.

Grade Levels

Determine your target age group(s) and tailor activities accordingly. Consider grouping campers into similar skill levels to maximize engagement. Add grade levels to the column on the left.

Themes

Add your themes to the top row to tie activities together and enhance learning.

Program Activities

Add your planned activities or programs to the columns below your themes.

Camp Duration & Structure

Define the length of your camp and the number of instructional hours to ensure that you have enough activities to fill your scheduling needs. Most PCS Edventures programs are divided into 12 one-hour sessions; however, they can be divided to suit your program's requirements.

1 Your grade levels

	Brick Builders	Land, Water and Sea	Artistic Escapades
Grades TK-K			
Grades 1-3			
Grades 4-6			
Grades 7-8			
	Weeks 1-2	Weeks 3-4	Weeks 5-6

2 Your desired themes and topics (12+ hours per topic)



Download our
A Year of STEAM Catalog
for more inspiration.
edventures.com/catalogs



3 Your program duration (# of weeks, hours, etc.)

Most PCS Edventures programs are divided into 12 one-hour sessions; however, they can be divided to suit your program's requirements.

III. Daily Schedule


A well-structured daily schedule keeps campers engaged and maintains smooth transitions between activities. Use this section to map out possible schedules for your camp. Be sure to incorporate breaks to maximize engagement and keep campers' attention spans on target.

Group Rotations for Engagement

Dividing campers into smaller groups helps maximize time and resources. Rotations allow each group to experience multiple activities, keeping engagement levels high.

	Earth Explorers			Active Bodies, Active Minds		
	Group A	Group B	Group C	Group D	Group E	Group F
7:30-8:00	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast
8:00-9:15						
9:15-9:30	Recess	Recess	Recess	Recess	Recess	Recess
9:30-10:45						
10:45-11:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:30-12:45						

Multiple Sessions? Easy!

 For camps with multiple sessions, programs can be rotated to provide a fresh experience for each grade or group. Speak with a STEM Program Specialist or visit our website for information about refill kits to keep activities stocked and ready for each session.



	Active Bodies, Active Minds			Earth Explorers		
	Group A	Group B	Group C	Group D	Group E	Group F
7:30-8:00	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast	Arrival/ Breakfast
8:00-9:15						
9:15-9:30	Recess	Recess	Recess	Recess	Recess	Recess
9:30-10:45						
10:45-11:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:30-12:45						

IV. Logistics

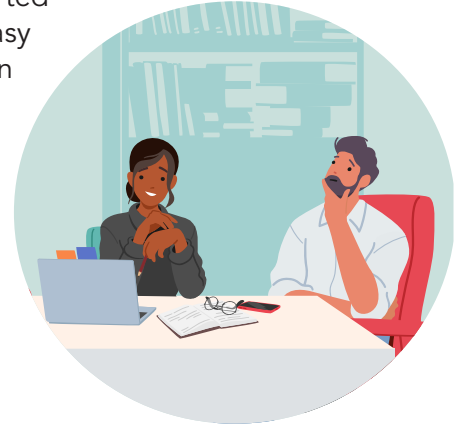
Supplies & Materials: Make a list of supplies and materials needed for each session. Choose reusable and low-cost options whenever possible.

Our STEAM programs **come with everything** you need to get started and many programs are reusable or have refill kits available for easy replenishment of supplies to **save you time and money**. We buy in bulk, so we can pass the savings on to you!

Staffing: Consider your staffing needs. Decide how many educators you need to monitor campers and provide instruction.

PCS Edventures empowers your staff through:

- ☑ Step-by-step lesson plans.
- ☑ Comprehensive digital resources (curriculum, student pages, slides and/or supporting videos).
- ☑ Product orientation for confident teaching.



Budget Considerations:

Running a camp can get pricey, so it's important to think about all the costs involved. You'll need to plan for things like materials, staff wages, transportation, and meals. But don't forget other expenses, like insurance, equipment, permits and any unexpected costs that might pop up.

Funding Opportunities:

With your budget in mind, explore ways to offset costs through grants, sponsorships and local partnerships. There are plenty of funding opportunities available, especially for programs with a focus on education or community impact.

For STEAM-related camps, you can easily find relevant grants using our **STEM Grant Advisor**—it's a **free tool** to help you discover the perfect funding sources for your program.

Technology Inventory:

It's a good idea to do a technology inventory before camp starts to make sure you have all the tech you need. This will help you avoid last-minute scrambling for equipment. Plus, keeping track of your inventory at the beginning and end of camp ensures everything is accounted for and in good condition. It's a simple step that can save you a lot of headaches later on!

Marketing and Communication:

How will you spread the word about your awesome STEAM camp? Creating a marketing plan is key! Think about how you'll get the message out—social media, flyers, newsletters, websites or word-of-mouth.

Don't forget to include your communication methods for keeping participants informed during camp. Whether it's for important updates or reminders, having a plan in place will help keep everything organized and ensure nothing slips through the cracks. It'll also help you stay connected with campers and parents throughout the experience.

IV. Logistics (cont'd)

Closing Ceremony/ Showcase:

A closing ceremony is the perfect opportunity to celebrate everything the campers have learned and accomplished. It's a great way to showcase their skills and highlight their hard work throughout the camp. Plus, it's a chance to acknowledge their achievements and make them feel proud of what they've done. Whether it's through presentations, projects or performances, a well-planned showcase leaves everyone with a sense of accomplishment and a memorable experience.

V. Post-Camp Reflection

Gather feedback from students, parents and staff to refine your program. Use surveys and informal discussions to assess what worked and what can be improved. Testimonials make a great addition to your marketing materials for future camps!

Don't forget to share your feedback with us! We love to hear your voice. Let us know what went well and suggestions for improvement—we're in this together. ❤️

Ready to launch an unforgettable STEAM summer camp? Let PCS Edventures help with expert-designed curriculum and materials!

Use the STEAM Summer Camp Planning Worksheet to brainstorm your ideas for the ultimate STEAM summer camp experience.

Contact us at edventures.com/consult
to get your custom STEAM solution.



Summer Camp Planning Worksheet

Camp Name	
Coordinator Name	
Camp Dates	

I. Camp Framework

<i>Grade Levels / Number of Students</i>	<i>Camp Themes</i>	<i>Available Technology</i>
<i>Activities / Field Trips</i>	<i>STEM Integrations</i>	<i>Learning Objectives</i>

II. Themes & Activities

1 Your grade levels

2 Your desired themes and topics (12+ hours per topic)

3 Your program duration (# of weeks, hours, etc.)

Summer Camp Planning Worksheet (Cont'd)

III. Daily Schedule

1 Your time blocks										2 Your groups
										3 Your Daily Activities

Summer Camp Planning Worksheet (Cont'd)

IV. Logistics

Supplies & Materials

Staffing Needs

Budget Considerations

Safety & Risk Management

Facilities & Space Requirements

Funding Opportunities

Summer Camp Planning Worksheet (Cont'd)

IV. Logistics (Cont'd.)

Marketing / Communications

Closing Ceremony / Showcase

V. Post-Camp Reflection

Reflection & Improvements

Important Dates

Additional Notes



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Experts in Hands-On **STEM** Education

