

Commissioner Henri E. Brooks

Annual Summer Camp Program- Church/Site Checklist

June 1 – July 24, 2026

Commissioner Henri E. Brooks Summer Camp Program

Participating Organization Compliance Checklist (2026)

1. Pre-Program Requirements (Before Camp Begins)

Organizational Eligibility & Agreement

- Confirm eligibility as a **Memphis or Shelby County faith-based organization** operating in **District 7**
- Designate an **authorized agent** for the program
- **Sign the required service contract** agreeing to provide the specified summer programming

Administrative Setup

- Obtain **all required administrative forms** from **South Memphis Renewal Community Development Corporation (SMRCDC)**
- Establish a secure system to **maintain records for each child**
- Prepare to track:
 - Attendance
 - Activities
 - Program overview documentation

Enrollment & Documentation

- Enroll children **ages 6–17 only**
 - Collect and file a **Parent/Guardian Consent Form** for **every child** before participation [
 - Meet required **camp enrollment numbers** for grant eligibility
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2. Program Implementation Requirements (During Camp)

Core Programming (Required)

- Provide **daily meals and/or snacks** for all participants
- Provide **mentorship opportunities** to children enrolled in the program
- Conduct a minimum of **two (2) field trips** during the program period

Literacy Emphasis (2026 Focus)

- Include activities with a **reading and reading comprehension focus**
- Implement age-appropriate literacy engagement strategies
- Collect **pre- and post-program reading data**

Activity Engagement

- Provide structured **games and learning activities**
- Document the **types of activities children are engaged in daily**

Community Resources (Encouraged)

- Utilize **free or reduced-cost summer resources** when possible (libraries, parks, pools)
 - Encourage participation in the **901 Pass Program** for access to City of Memphis community centers and free zoo admission on Tuesdays
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3. Grant Payment Milestones

Initial Payment: \$3,250

- Meet required **camp enrollment numbers**
- Submit **all initial paperwork** to the Site Coordinator

Second Payment: \$9,000

- Maintain program operations through **July 1, 2026**

Final Payment: \$1,000

- Submit **all required closeout forms and materials**
 - Ensure all documentation is complete and accurate
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4. Data Collection & Reporting (Ongoing & Closeout)

- Maintain **daily attendance records**
 - Maintain **activity logs** documenting daily programming
 - Track and document:
 - Pre- and post-program data
 - Evidence of **reading improvement**
 - Games and activities offered
 - Number and types of **field trips** taken
 - Any additional data showing **program success**
 - Prepare a **general overview summary of the Summer 2026 program**
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5. Program Completion & Closeout

- Submit **all closeout documentation** to the Site Coordinator
- Confirm records are retained on file per program requirements
- Verify information submitted is accurate to avoid loss of final funding