

各位领队老师，

To all the leaders/teachers

您好！

hello

为给营员们提供一个安全愉快的学习环境，请切实负起领队责任。请您：

To provide campers a safe and pleasant learning environment, please take the position and the responsibility seriously. Please fulfill the following duties:

1.协助工作人员做好日常管理工作，包括物品发放、资料整理、住宿管理等。发现异常情况请及时与工作人员联系。

Assist the camp staff members with daily management tasks, including handing out camp material (books, papers, etc.), compiling data, room/accommodation management. In unusual or abnormal situations, please quickly contact with a camp staff member.

2.出行时做好协调管理工作，包括出发前点名、按时集合、按要求上下车，避免人员走失，确保营员安全。

When on the go, manage coordination of campers, including attendance before leaving, setting a time to gather together, having students get on and off the bus orderly, avoid campers and staff from getting lost, and ensuring the safety of campers.

3.督促营员认真学习，包括要求营员按时上课、遵守课堂纪律、完成学习任务，反馈相关信息等。

Encourage (urge) campers to be serious when it comes to learning, including (firmly) requesting campers to be on time for class, to abide by classroom guidelines (be disciplined), and be complete assigned work.

具体工作：

Specific jobs:

1.提供完整的领队和营员个人信息表及护照和签证复印件各一份。

Provide completed forms with personal information of leaders and campers and provide a photocopy of both passport and visa of each camper and leader.

2.营员入住后，请收齐护照、回程机票并统一保管（可免费存入酒店保险柜）。

Once the campers have arrived at the hotel, please collect their passports, return flight tickets, and store them together for safekeeping (there is a free safety deposit box at the hotel)

3. 颁发物品。（营员手册、营员证、营服等）

Distribute materials (such as lanyards) : camper handbook, certificate, uniform

4. 指导并帮助营员选择兴趣班，并及时告知承办单位。

Guide (provide direction) and help campers to choose an interest group (maybe this is a workshop), and promptly inform the organizer of the camper's choices.

5. 指导营员合理分组并选出小组长，由小组长协助领队负责物资领发、清点人数、召集就餐等事宜。

Provide general guidance to assist campers to logically/rationally split into groups and select a team leader, this team leader will help camp leaders with the responsibility of goods and supplies, head count (keeping track of their own team members), and have them ready to eat (?)

6. 传达承办单位的工作要求和安排，配合具体事项的实施和执行。

Pass onto the organizer job requirements (requests) and schedules (arrangements). Coordinate specific matters to implement and execute

7. 注意了解营员身体、生活、学习等情况，有异常情况及时告知会务组。

Pay attention to the particularities of camper's health, everyday life, studying and learning, etc. if there are irregularities, promptly notify organizer, camp staff.

对于活动期间，工作认真负责的领队，将适时予以表彰和奖励。

With regards to the duration of the camp, hard-working and responsible leaders will receive recognition and a reward.

感谢您对夏令营工作的支持！

Thank you for your support of this summer camp and your work

____年__月__日

领队签字：