

Section 12: Pre-Camp Preparations

12.1 Time Line

Oct 2009

(Schedule 3) shows the Time Line that a Camp Director should follow in order to be ready for camp. While this is not written in stone, we would caution any Camp Director about falling too far behind. Remember, the Director of Programming has many resources to help you should help be required.

12.2 Staff & Campers

12.2.1 Adult Leader Application & Health Information Form

Oct 2009

A sample Adult Leader Application & Health Information Form is included at (Form 3). The Camp Director may amend this form as he/she sees fit, keeping in mind the following information:

1. It must remain an 'Application' giving the Society the right to refuse any request without explanation.
2. All honorariums are established from-time-to-time by the Board and can not be amended by the Camp Director.
3. All basic personal & medical information should be included.
4. The two references are mandatory.
5. The waiver, as detailed below, must not be changed without Board approval.

"I understand that leadership positions have honorariums with meals and lodging provided. Leadership positions are subject to the approval of the Camp Director and the Rock Lake United Church Camp Society. Further this is my permission for the Official-in-Charge or his/her designate to obtain the necessary surgical or medical attention in the event of serious illness or injury".

6. The application must be signed & dated by the applicant.

12.2.2 Cabin Leader Application & Health Information Form

Oct 2009

A sample Cabin Leader Application & Health Information Form is included at (Form 4). The Camp Director may amend this form as he/she sees fit, keeping in mind the following information:

Note: If the Cabin Leader is 18 years of age or older, then they should fill out an Adult Leader and Health Information Form as detailed in (Section 12.2.1) above.

1. It must remain an 'Application' giving the Society the right to refuse any request without explanation.
2. All honorariums are established from-time-to-time by the Board and can not be amended

by the Camp Director.

2. All basic personal & medical information should be included
3. The two references are mandatory.
4. The waiver, as detailed below, must not be changed without Board approval.

"I, the undersigned, acknowledge and consent to the participation of my child in the United Church Junior Camp program being held by The Rock Lake United Church Camp Society (insert dates). Details concerning this camp, including activities, travel, leadership, location and safety features have been communicated to me and are understood.

Further, this is my permission for the official-in-charge or his/her designate to make arrangements for necessary surgical or medical attention in the event of serious illness or injury. I understand that, if such action is required, every effort will be made to notify the parent or guardian.

I further understand that photographs and/or videos may be made of the camp and campers to be used for publicity purposes."

5. The application must be signed by the parent or legal guardian.

12.2.3 **Camper Application & Health Information Form**

Oct 2009

A sample Camper Application & Health Information Form is included at (Form 5). The Camp Director may amend this form as he/she sees fit, keeping in mind the following information:

1. It must remain an 'Application' giving the Society the right to refuse any request without explanation.
2. All basic personal & medical information should be included
3. The camp fee is set annually by the Board, although camperships are allocated at the discretion of the Camp Director in consultation with the Society's Treasurer as to the amount available. It is the Board's policy that we never refuse a camper's attendance at camp based on their inability to pay.
4. The refund policy, as detailed below, must not be changed without Board approval.

"Refunds will be given only upon receipt of written cancellation received by The Rock Lake United Church Camp Society, at the above address, at least four (4) weeks prior to the start of camp. No refunds will be given for any cancellations received less than four weeks prior to the start of camp."

5. The waiver, as detailed below, must not be changed without Board approval.

"I, the undersigned, acknowledge and consent to the participation of my child in the United Church Junior Camp program being held by The Rock Lake United Church Camp Society (insert dates) at Rock Lake Camp. Details concerning this camp, including activities, travel, leadership, location and safety features have been communicated to me and are understood.

Further, this is my permission for the Official-in-Charge or his/her designate to make arrangements for necessary surgical or medical attention in the event of serious illness or injury. If such attention is required, every effort will be made to notify the parent/guardian or responsible party.

I further understand that photographs and/or videos may be made of the camp and campers to be used for publicity purposes."

6. The application must be signed by the parent or legal guardian.

12.2.4 Cabin Leader Training Program Application & Health Information Form

Oct 2009

A sample Cabin Leader Training Program Application & Health Information Form is included at (Form 6). The Camp Director may amend this form as he/she sees fit, keeping in mind the following information:

1. It must remain an 'Application' giving the Society the right to refuse any request without explanation.
2. All basic personal & health information should be included
3. The camp fee is set annually by the Board, although camperships are allocated at the discretion of the Camp Director in consultation with the Society's Treasurer as to the amount available. It is the Board's policy that we never refuse a camper's attendance at camp based on their inability to pay.
4. The Cabin Leader Trainee acknowledgement, as detailed below, must not be changed without Board approval.

"I understand that, Cabin Leader Trainee places at camp are subject to the approval of the Camp Director and Society and that, if accepted into the program I will have the status of a camper not that of a leader."

5. The waiver, as detailed below, must not be changed without Board approval.

"I, the undersigned, acknowledge and consent to the participation of my child in the UCC Cabin Leader in Training Camp program being held by the Society (include dates). Details concerning this camp, including activities, travel, leadership, location and safety features have been communicated to me and are understood.

Further, this is my permission for the Official-in-charge or his/her designate to make arrangements for necessary surgical or medical attention in the event of serious illness or injury. I understand that, if such action is required, every effort will be made to notify the parent or guardian.

I further understand that photographs and/or videos may be made of the camp and campers to be used for publicity purposes."

6. The application must be signed by the parent or legal guardian.

12.2.5 Adult Leader Agreement

Oct 2009

A sample Adult Leader Agreement Form is included at (Form 7). The Camp Director may amend the look of this form as he/she sees fit, but may not change the wording of it without Board approval.

12.2.6 Cabin Leader Agreement

Oct 2009

A sample Cabin Leader Agreement Form is included at (Form 8). The Camp Director may amend the look of this form as he/she sees fit, but may not change the wording of it without Board approval.

Note: If the Cabin Leader is 18 years of age or older, then he/she should fill out an Adult Leader Agreement.

12.2.7 Staff Employment Contract

Apr 2019

A Staff Employment Contract is included at (Form 21). This form can not be amended in any manner without Board approval.

12.3 Programs

Oct 2009

It is the responsibility of the Camp Director in conjunction with the Society's Program Director to develop a theme and a name for each camp. This theme must clearly follow the philosophies and objectives of the Society as detailed in (Section 1) of this Manual. As much as the camp program as is possible (teaching, games, crafts, special events, etc.) should follow this theme. All components of the camp must be directed towards the specific age group of the campers.

12.3.1 Bible Study Program

Oct 2009

The Bible Study can be purchased, should the camp budget allow, or developed in-house. The program must be detailed enough to justify our existence as a Vacation Bible Camp, yet simple enough to reach the campers at their age level.

The program should follow the basic Christian doctrine of 'Love Thy Neighbour' with no particular emphasis on specific worship rituals of any Christian church.

12.3.2 Music Program

Oct 2009

Music is a very important part of camp and it is vital that along with the traditional 'fun' campfire songs,'

Christ centred songs are also included.

12.3.3 **Craft Program**

Oct 2009

Crafts, should be 'keepers' that the campers can take home. Remember girls tend to be much more interested in crafts than do boys.

12.3.4 **Games Program**

Oct 2009

The Games Activity Leader must be aware of the possibilities of sunstroke and dehydration at camp and schedule games appropriate for the weather. Remember boys like more vigorous games than girls.

12.3.5 **Special Events**

Jul 2020

Any special events run at camp should be organized to take advantage of our beautiful surroundings. The lake, the trails, the woods, etc., should always be used to their potential.

The Camp Director may at his/her discretion bring in outside presenters to provide special events for their camp providing that any cost associated with the event would be covered within the camp's budget and the provider has a proven reputation and is in good standing in their community. Such providers need not undergo employment screening as they are to present their program to the entire camp and should never be alone with even a few campers.

Camp staff would need to know in advance about such events and what their rolls during them would involve.

12.3.6 **Christian Component**

Feb 2015

Besides Bible study time, the camp should include other components of daily Christian living at the discretion of the Camp Director. These could include, but are not limited to, Grace before meals, a daily Chapel, a daily Devotional during quiet time and a Morning Watch teaching.

12.4 **Camp Schedule**

Mar 2014

A sample camp schedule is included at (Schedule 5). The one is included here as an aid only. The Camp Director may make changes to format as he/she sees fit.

12.5 **Camp Brochure**

Feb 2015

A sample camp brochure is included at (Form 18). The one included here as an aid only. The Camp Director may make changes as he/she sees fit.

The brochure or any other advertising must include the camp's Mission Statement as detailed in (Section 1.1.2).

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