

PRE-CAMP SUGGESTIONS FOR DIRECTORS

There are many things a Director can do prior to camp that will greatly enhance the actual week of camp. Here are a few suggestions:

A: Follow the theme set for the camp by the Outdoor Ministries Commission.

This summer's theme is "Handle With Care". This year, the curriculum is found on the web site (www.hartmancenter.com) under director's page. Also found are a variety of resources that were normally mailed to directors. Please study the theme materials and use them throughout the week for morning watch, Bible studies, and evening vespers. A Chaplain will be available to help convey the curriculum message if you need help during the week.

B: Send each camper a pre-camp letter three to four weeks in advance of the camp opening.

This letter should welcome campers to the camp you plan to direct, and introduce them to the theme of the camp, and the mission project. It should introduce you and the other leaders to the campers and act as a springboard for the fellowship and fun you will have together.

This letter should also list the clothing, sleeping needs, and equipment that each camper would need. (i.e. Bible, notepaper, pencil or pen, flashlight, sleeping bag, rainwear, extra shoes, etc.) Please discourage campers from bringing pocketknives, (except for Outpost camps, if needed), cellphones or CD players. You should also mention special costs for offsite trips such as Penn's Cave or Shaver's Creek Environmental Center that you might be planning.

You may want to prepare this letter ahead of time so that all you need do is address them when you receive the names of your campers. At the most, you will receive the names of your campers no later than 4 weeks prior to the beginning date of you camp.

C: Each director should plan to recruit the staff that is needed for his or her particular camp.

It is preferred that each director, after personal recruitment, would gather together his or her staff members at pre-camp meetings in order to plan the camping experience. Volunteers can be recruited from your local church, or from

the Counselor-In-Training camp that is offered during the second week of camp. If you need additional names for counselors you may contact the camp office. *It is highly recommended that your volunteer counselors are at least 16 years of age. Please try to abide by this suggestion.*

A day of joint planning will also be planned when all directors are invited to join the Summer Service Team during their training time. **Director Day will be held on Sunday, June 8 starting at 2 pm and concluding with dinner.** Time will be allotted for each director to meet with the Summer Service Team member(s) who will be assigned to you. It is advisable to forward the materials, schedule and objectives so that he or she can be planning ahead and be prepared to fully share in the program. It is also advisable to have your recruited volunteers attend the Director's Day.

D: A flexible schedule of activities should be outlined so that swim times, crafts, offsite trips, camp store, nature center times, etc., can be coordinated with other camps using the facilities at the same time as you. The schedule for these activities will be decided at the 3:00PM meeting on Sunday afternoon.

E: Sleeping accommodations should be assigned. Each camper is allowed to request one person they would like to bunk with. You will be provided with this information. We do this to encourage campers to meet new people and make new friends.

Cabins, A Frames, counselors and campers should be assigned in the proper ratio so that confusion at registration time can be kept to a minimum.

The recommended ratio of counselors to campers is as follows:

Grade.....	counselor:camper
3 rd	1:4-5
Jr.....	1:5-7
Jr. High.....	1:8
Sr. High.....	1:8-12

Thus if you have a group of 20 3rd graders you need, including yourself, a minimum of four counselors, with 5 being preferred.