



FLORIDA 4-H SUMMER CAMP PLANNING GUIDE

Introduction

History of Florida 4-H Camping

In 1909, the Dean of Agriculture for the University of Florida, J. J. Vernon, organized the first 4-H clubs in Florida for boys in Alachua, Bradford, and Marion counties. Originally organized to promote agricultural best practices, 4-H steadily evolved into an effective way to teach youth needed career skills. Florida advanced quickly into the realm of camping, with the first club camp beginning in Clay County in 1917.

Florida's first permanent 4-H camp was opened in 1926 in Niceville, and has operated since then at 4-H Camp Timpooshee, which holds a place as one of the oldest camping facilities in the nation. 4-H Camp McQuarrie was the next 4-H camp developed in Florida, and was in operation from 1939 to 1966. Another fairly short lived camp was 4-H Camp Doe Lake, which was established for African-American 4-H members and ran from 1948 to 1972. These were followed by Florida 4-Hs acquisition of Camp Cloverleaf in 1957, Camp Cherry Lake in 1967, which had been operating as a 4-H camp since 1937, and Camp Ocala in 1983, all of which, along with Camp Timpooshee, are still in operation state-wide.

With Camp Timpooshee as the flagship, 4-H Camping became a major part of the overall 4-H program in the state. Supported by 4-H Extension Agents, volunteers, staff, and the youth themselves, Florida 4-H Camping eventually grew to encompass four continually operating facilities across the state. A major boon for Florida 4-H Camping came in the 1980s, when fund raising efforts, both private and public, were undertaken to make major improvements in most of the camping facilities. Ropes courses were added and several buildings were provided with much needed renovations. Since then, the four camps have continued to develop and improve, through the dedicated efforts of 4-H leaders and advocates both across the state and throughout the country.

Each of Florida's 4-H camps is operated through the University of Florida, and supports Florida Cooperative Extension, in addition to offering supplemental 4-H Youth Development

programming. Camp Timpooshee, Camp Cherry Lake, and Camp Cloverleaf are owned by the University of Florida. Camp Ocala, due to its location in the Ocala National Forest, is leased from the National Forest Service by the University of Florida. Each of the four camps has a resident camp director, who serves in a full-time capacity, and lives on-site. Annually, each of Florida's 67 counties has the opportunity to participate in camping programs at their respective facilities.

Camping Basics

Coming to camp is a great decision! Welcome to the camping team! We know that this decision not based on the fact that there is awesome food at camp, a few sleepless nights, or the fact that for weeks after camp participants will still be singing camp songs! We know that the decision to come to camp was made in order to give the youth in the county a unique opportunity to make friends and develop life skills in an outdoor educational environment.

This management plan is meant to be a practical guide for attending camp. This guide contains tools to make planning and implementation of a camp week as easy as possible to ensure that all participants have a wonderful and educational camp experience.

Camping Team

The Florida 4-H Camping team is made up of a group of incredibly dedicated professionals and exceptional volunteers, who want to ensure youth have a safe and educational experience at camp. At the state level the state program leader, camp business and administrative manager, state camping program coordinator and Regional Specialized Agents (RSA's) work to ensure that the best management practices and training resources are in place. At the local 4-H camp, the resident director, summer program director, summer program staff and facility staff work to ensure camp programming and facilities are first rate. At the county level, the county 4-H

agent, local 4-H volunteers, and camp counselors play an integral role in assuring the success of a camp week.

There are essential parts of the team that are at camp during the camp week whose role must be understood before the first camper arrives at camp.

1. **County 4-H agent** is responsible for promoting camp to and registering all youth interested in attending camp. County agents also oversee the recruiting, screening, and training of all camp volunteers, including teen volunteers (aka camp counselors). Prior to camp county agents play a key role when communicating with parents by answering questions and alleviating any fears or addressing concerns about the camp week. County agent work with the summer program director and resident camp director to design a week long camp program based on the identified educational objectives for the youth attending camp.

During the camp week county agents are supervising both your adult and teen volunteers (counselors) in addition to any teaching duties. County agents work with resident camp directors to manage any behavioral issues that may arise during the week of camp.

2. **Resident director** is primarily responsible for supervising and maintaining the camping facility to ensure a safe environment for camp participants. The resident camp director is also responsible for supervising the on-site program staff. The resident director serves as a liaison between the on-site staff and the county educator to ensure the camping program is conducted in a manner that serves the best interest of the youth attending camp.

The resident director serves as a resource person to utilize in the planning of the camp week and in handling difficult situations that may arise during the course of the camp week or after the camp week has ended. Resident directors are the final word in all matters involving risk or liability on the camp facility during the course of the camp week and can prevent any program from happening at any time.

3. **Summer program director** is responsible for the day to day supervision of the camp program staff. The program director works directly with the resident director and serves as a liaison between the county agent and camp staff. The summer program director communicates scheduling and teaching requests to the program staff. The summer program director will also work closely with the county agent to ensure camp counselors are performing their roles and responsibilities.

4. **Program staff members** are primarily responsible for teaching educational and recreational classes, conducting evening programs, and ensuring the safety of the camp participants. Program staff work directly with the youth participants and camp counselors and report to the summer program director and resident camp director.

5. **Teen Volunteers** (a.k.a. camp counselors), depending on classification as either junior or senior counselor, are primarily responsible for assigned campers during the course of the camp week. They provide the in-cabin supervision during the week. They are responsible for providing a safe and welcoming cabin environment to ensure all campers are able to enjoy the week of camp. More information about the role of camp counselors can be found in the camp counselor training manual located on the 4-H website.

6. **Adult volunteer** is an individual recruited, trained and screened by the county extension agent to assist at camp. These volunteers are a wonderful addition to the camp setting, as they are able to provide additional supervision for campers. All adult volunteers must be screened and trained according to 4-H policy, which can be found on the 4-H website: <http://florida4h.org/policies>.

Where You Camp

Attending camp “locally” means it is easier to recruit teen and adult volunteers to participate in programs. Additionally, tradition is easier to build with loyalty to one camp.

4-H Camp Cherry Lake serves

Alachua	Lafayette
Baker	Leon
Bradford	Levy
Dixie	Madison
Duval	Nassau
Gadsden	Suwannee
Gilchrist	Taylor
Hamilton	Union
Jefferson	Wakulla

4-H Camp Cloverleaf serves

Broward	Lee
Charlotte	Manatee
Collier	Miami-Dade
Desoto	OMK
Glades	Palm Beach
Hendry	Seminole Tribe
Indian River	Sarasota

4-H Camp Ocala serves

Brevard	Orange
Citrus	Osceola
Clay	Pasco
Columbia	Pinellas
Flagler	Polk
Hernando	Putnam
Hillsborough	Seminole
Lake	St. Johns
Marion	Sumter
OMK	Volusia

4-H Camp Timpoochee serves

Bay	Jackson
Calhoun	Liberty
Covington, AL	Okaloosa
Escambia	OMK
Franklin	Santa Rosa
Gulf	Washington
Holmes	Walton

Keeping Florida 4-H Camps Fiscally Sound

A large portion of 4-H Camps operating expenses (75- 80%) are paid for from camp **registration fees**. All camp employee salaries are paid by registration fees. UF pays for utilities at the camps and some maintenance projects through PECO (Public Education Capital Outlay) funds.

Each camp has 3 separate financial accounts within the Florida 4-H Foundation and **the funds are never combined or mixed between camps**. These accounts are:

- 1. Operational Accounts** – all registration income and day to day expenses are paid through these accounts.
- 2. Development Accounts** – all donations are handled through these accounts.
- 3. Reserve Accounts** – at the end of each fiscal year (Foundation Fiscal Year is April 1 – March 31) the Operational Accounts are zero balanced and funds are transferred into these reserve accounts. The reserve accounts are divided into 3 sections; spendable, designated and reserve. Major purchases are made out of the spendable funds (as not to reflect on the current year’s operating expenses). Monies designated for specific purchases are paid for out the designated funds and then the reserve balance is used as a savings account, for emergencies only.

Refund Policy

Campers leaving camp for illness/accidents or family emergency.

- Monday through Wednesday at noon – prorated to pay only for the charges incurred through the time they were at camp.
- After Wednesday at noon – no refund

Campers sent home for disciplinary reasons – no refund

Payment of Camp Invoice

All invoices are due for payment prior to the group’s departure from camp unless preapproved by the Resident Camp Director. Preapproved groups must complete payment within (15) business days of the date of departure from camp.

Camp Fees

- 4-H Summer County Camp Fees** –fees charged for county 4-H camps during the summer.

- B. **University Fees** –fees charged to 4-H (August – May), University and Outside User Youth Groups (Year Round). **These fees are approximately 12% higher than (A).**
- C. **Outside User Fees** –fees charged to Outside User Groups (Year Round). **These fees are approximately 23% higher than (A).**

Targeted Camper Week Goals

Because the 4-H Summer County Camp fees are the lowest charged and expenses higher during those weeks (program supplies, program staff salaries), counties are asked to do their best to reach the Targeted Camper Goals (Cherry Lake, Cloverleaf and Timpoochee – 110 campers and Ocala – 135 campers.) This is only a target not a limit on the number of youth.

Who Can Attend Camp?

Florida 4-H residential camp programming is designed for all youth ages 8-12. The camper must be at least age 8 and no older than 12 by September 1st of the current 4-H year. Youth interested in coming to camp do not have to have been active in a local 4-H program at any point prior to coming to camp. Camp is a self-standing 4-H delivery mode and also a great introduction to 4-H for many youth. A great camp experience often serves to encourage their interest a county program.

Older youth have the opportunity to come to camp in a leadership/service role by attending as either a counselor in training, junior or senior counselor.

Counselors in Training (CITs) are youth who are typically 13-14 years of age. CITs have no supervisory responsibility in the cabin setting and should be part of specially designed classes to help them understand their future role as camp counselors.

Counselors (Junior/Senior) are youth who are 14+ by September 1st of the current 4-H year. These are youth with prior camp experiences and completed substantial training in order to supervise other youth in a cabin setting.

If a large number of older youth that want to attend camp but all counselor positions are filled then it is strongly suggested that a senior level camping event is offered. Currently the state camping program offers a senior camp week at 4-H Camp Cherry Lake. More information can be found on the camping website <http://florida4h.org/camps>.

Going to Camp!

There are 2 basic ways to schedule county camps.

1. Single county camping independently
2. Two or more counties teaming up to camp cooperatively

In most instances camping groups are determined by conversations among the county agents themselves to find what works best for the county program and to ensure that a camping experience has a shared vision. However, there are times that changes are made to camping schedules or groups by the state camping coordinator, business/administrative manager in consultation with the pertinent resident camp director, RSA's, district administrators, and state program leader. Those changes are made in consultation with the county agent.

The choice is influenced by outside factors which include but are not limited to:

1. The availability of camp weeks at assigned camping facility
2. The number of youth that can be registered for camp
3. The number of youth that a county has historically brought to camp
4. The ending and starting dates of the school calendar

Single County

Single County camping independently requires a county program to guarantee a minimum number of youth to camp, usually at least 90. It is understood the intent of the county camping independently is to grow the program towards the optimum capacity of the camp.

Single counties are solely responsible for all the tasks involved in coming to camp such as, cabin assignments, name tag creation, and counselor training. All of these tasks can be accomplished by a following the timetable/timeline set forth in this plan.

Multiple Counties

Multiple counties coming to camp together may have similar camping philosophies or have been grouped in an effort to maximize the number of youth brought to camp during a particular week. These counties are pooling resources to provide an exceptional experience for the youth of all counties involved.

These counties share the work involved in coming to camp, and have an integrated camp structure that encourages a mixing of youth in every aspect of camp and ensuring that

counselors have the opportunity to train and prepare with one another prior to arriving at the camping facility.

Multiple counties coming to camp must make the commitment to communicate and assign tasks to all county faculty and adult volunteers well in advance of the day of arrival at camp. Consistent communication ensures all parties understand and agree on the various roles and responsibilities at camp.

The most crucial part of multiple counties camping together successfully is the identification of a “lead” agent. This agent will assume a few more administrative responsibilities than the other agents in the camping group. Ideally this responsibility would rotate thru all the members of the camping group on an annual or bi-annual basis. This person is the primary contact for the resident camp director and summer program coordinator before, during and after the camp experience.

Lead Agent Responsibilities

The Lead Agent from a group of counties camping together that will be the definitive authority on matters that concern the overall camp week. This agent will be responsible for overall decisions that need to be made before and during that week. These decisions include, but are not limited to weather related schedule changes, cabin assignment modifications, etc. The Lead Agent will make assignments to all camping agents to ensure the work load is distributed equitably. Please see the division of labor section with in this planning guide for suggestions.

The Lead agent is also responsible for facilitating communication between the county educators who are bringing youth participants to camp, the Resident Director, and the Summer Program Director. This communication is essential to the functioning of this group and directly impacts the success of the camping week.

Prior to Camp

- Schedule any and all planning meetings. These meetings should happen regularly to ensure that all responsibilities are assigned. These meetings also ensure that counselor trainings are being planned and conducted with continuity of programming across the camping group.
- Assign duties for pre, during and post camp to the appropriate agent or designated volunteer. These tasks and duties can be found in the registration workbook.
- Collect and monitor the registration numbers from each county to ensure the registration total falls between the

optimum programing capacity of the facility and the maximum programing number.

- Ensure the number of adults attending camp meet the supervision guidelines of one adult to every 10 campers.
- Work with camp group to select classes and activities, and communicate those selections with the Resident Director and Summer Program Director.
- Submit the schedule for the week to the Summer Program Director no later than two weeks prior to arrival at camp. Any special programming requests should be made at this time.
- Submit schedule and count for camp counselors arriving on Sunday.
- Communicate with the Resident Director and Summer Program Director to request camp staff at counselor trainings.
- Communicate total expected number of youth and adult participants to the Resident Director. Submit regular updates beginning approximately one month prior to camp, with final total reported no later than one week prior to arrival.
- Submit all special dietary requests to the Resident Director two weeks prior to arriving at camp. Camps can accommodate a variety of dietary needs if reported ahead of time.
- Communicate with agents in camping group and notify camp of the expected arrival time for the group.
- Secure the services of a camp health care provider for the week of camp.
- Notify the Resident Director of any significant medical or behavioral concerns with campers prior to arrival at camp.
- Provide up to date camper assignments, including, but not limited to, cabin and class assignments.
- Ensure all county activity supplies have been purchased.
- Ensure all guest speakers and instructors have been confirmed and have documentation of background screening.

During Camp

Be available to make decisions concerning schedule changes, discipline issues, responding to weather emergencies, etc.

- Meet with Summer Program Director and Resident Director on the first day of camp to turn in all camp paperwork, including SFSP forms, racial data and total camper numbers.

- Coordinate an adult meeting on the first afternoon of camp. This meeting serves both to introduce all volunteers and adults to the Resident Director and Summer Program Director and to review volunteer assignments and responsibilities.
- Hold daily counselor meetings at a time when campers are being supervised by camp staff (canteen) and invite the Resident Director and the Summer Program Director to participate in these meetings.
- Deal immediately, appropriately, and consistently with any camper or counselor behavioral issues that may arise over the course of the week.
- Communicate immediately with the Summer Program Director and Resident Director to correct any issues that arise concerning scheduling or behavior of campers, counselors, or staff. Ensuring that issues are addressed as soon as they arise makes it possible to fix those issues before they impact the quality of the week.
- Schedule adult meetings throughout the course of the week to ensure everyone remains on the same page and to address issues as promptly as possible.
- Update the Resident Director as to the outcome of any issue that required disciplinary action.
- Be available to supervise adult volunteers during their interactions with campers and counselors.

Suggested Division of Labor

The following represents a list of pre-camp tasks that can be either taken on by one agent, if a county camps alone, or split between multiple agents, for county camping in groups.

The list includes but is not necessarily limited to:

- Nametags
- Program
- Cabin Assignments
- Class Assignments
- Group Assignments
- Adult Assignments
- Supplies
- Snack
- Group Photo
- Counselor Dinner (Sunday)
- Counselor Supervision (Sunday)
- Counselor Meeting
- Registration Set-up (Group)
- Check out Set-up (at Camp)

With two agents, the following division is suggested

Agent One

- Nametags
- Program
- Cabin Assignments
- Group Photo
- Adult Assignments
- Supplies
- Counselor Meetings

Agent Two

- Class Assignments
- Group Assignments
- Counselor Dinner and Supervision Sunday night
- Registration Set-up
- Check out Set-up
- Snacks

With three agents, the following division is recommended

Agent One

- Class Assignments
- Group Assignments
- Check out Set-up
- Group Photo

Agent Two

- Cabin Assignments
- Supplies
- Snacks
- Counselor Meeting
- Nametags

Agent Three

- Counselor Dinner (Sunday)
- Counselor Supervision (Sunday)
- Registration Set-up
- Program

With more than three agents, please reference this guide and split tasks in a similar fashion.

Promoting Camp

Reaching camp attendance goals are critical to the survival and continuation of the Florida 4-H Camping Program. Each camp facility has an 'optimum' number of campers per week ranging from 110 at our smaller facilities to 135 at 4-H Camp Ocala.

The following 4-H Camp Timeline includes suggestions on possible tools/methods to have the best attended, yet fiscally sound, camping experience. Because marketing and fund development go hand-in-hand in the camp planning process, suggestions for both are included in each section. Again, the following are suggestions- effectiveness may vary for a number of reasons. Feel free to choose those ideas which work for you!

In all instances, harness the power of your youth and adult volunteers. They will be your primary advocates, and your tools to developing an outstanding county camping program. Many of the suggestions which follow could be easily delegated to trusted volunteers.

Fund Management

Camp fund development starts with having a budget on which you base your camp week. You can find a basic budget worksheet for use in planning your camp week in the Camp Planning Tools section of this document.

Once you have a camp budget you can move on to finding funding sources. Fortunately people love to give money for things they have fond memories of personally. Camp tends to be one of those areas, lots of people remember campfires, sleeping in the cabins with friends and of course swimming during those hot summer days. People support programs they believe in; it is time to give them the opportunity to support your program.

Not all money for camp comes from raising funds from outside sources. Sometimes it is simply a matter of helping parents to plan for the fiscal obligation of sending their child/children to camp for a week. There are lots of innovative ways to help parents and other family members plan for camp.

Please remember that when raising funds that you should refer to the policies related to fund raising and handling funds at <http://florida4h.org/policies>. More detailed ideas for fund raising can be found in the 4-H Summer Camp Timeline.

Timelines and Checklists

The following timeline is divided into information specific areas. Below is a brief description of each area. Items that are in bold should be considered mandatory.

This can serve as a checklist for planning and implementing a camp week. Some dates on the timeline may need to be adjusted based on when your county comes to camp. This timeline is organized to coincide with the 4-H calendar year and reflects a fall start date for camp planning.

This information is applicable to all counties coming to camp. Ideally, Lead Agents will use this information not only in planning for their own program but also in dividing tasks equitably between agents in a camping group.

Administrative

This section deals with information concerning decision making about transportation, camper registration packet, construction of camp schedule, cabin assignments and name tags.

Parent and Camper

This section deals with information regarding parent orientation, the registration process, fees and possible scholarships, the Summer Food Service program, frequently asked questions, camper recruitment, camper retention, and first time camper anxiety.

Adult Volunteer

This section deals with information concerning adult volunteer selection and screening, training requirements, on-camp assignments, and general volunteer roles and responsibilities.

Teen Volunteer/Camp Counselor

This section includes information concerning counselor selection and screening, checklists for training documentation, class preparation and information regarding individual counselor roles and responsibilities. For more in-depth information about camp counselor training, please review the Florida 4-H Camp Counselor Training Guidelines at florida4-h.org/counselor.

Camp

This section deals with the development of your camp schedule, planning camp activities, and coordinating with the Summer Program Director and Resident Director regarding the facility and meal related needs of campers.

Agent Pre-Camp Check List

AUGUST

Administrative

- Contact the local media with photos and write ups of the camp week.
- Send donor thank you cards. Include pictures and letters from camp participants to help personalize them.
- Complete the online camp evaluation immediately after returning from camp.

Parent and Camper

- Send post-camp email requesting success stories from parents.
- Send “Glad you came to camp” postcards to campers.

Adult Volunteer

- Conduct post camp debriefing meeting with adult volunteers.
- Send thank you letters or cards to camp volunteers.

Teen Volunteer/ Camp Counselor

- Schedule any counselor celebrations you wish to have.
- Conduct post camp debriefing meeting with counselors.

Camp

- Ensure your camp invoice has been paid.**

SEPTEMBER

Administrative

- Attend post summer camp advisory committee meeting.**
- Review your camp evaluations. Contact State Camping Coordinator for hard copies.
- Put a link in your monthly newsletter to your Facebook page and ask your supporters to share.
- Consider developing a coupon system. 4-H'ers may be awarded coupons as a method of recognition for accomplishment or participation, which they can to deduct money from their total camp cost.
- Consider financial incentives to encourage registration: discounts for second year attendees, discounts for currently enrolled 4-H members, referral discount for those who have a friend register, etc.

Parent and Camper

- Send “Save the Date” postcards to all potential returning campers.
- Give parents access to any camp photos that were taken, and post the camp group photo on your county social media page, if appropriate.
- Add a “countdown to camp” calendar to your county website.
- Publish a monthly countdown until camp in your county newsletter.

Adult Volunteer

- Meet with volunteers to discuss success stories and possibilities for improvement. Share this information with both the Resident Director and the other agents in your camping group.

Teen Volunteer/ Camp Counselor

- Meet with both new and veteran counselors to discuss success stories and possibilities for improvement. Share this information with both the Resident Director and the other agents in your camping group.

Camp

- Notify Resident Director of feedback and suggestions from volunteers and counselors.

OCTOBER/NOVEMBER

Administrative

- Review camping data for use in your ROA/POW.
- Schedule fundraisers and speak to clubs about holding fundraisers to support camp attendance.
- Order/Find a small token for your gift certificate program that the gift giver can wrap and give as a gift to the camper.
- Develop and promote the gift certificate that goes along with the gift certificate program.
- Begin developing promotional materials. Display the official 4-H emblem and UF/IFAS extension brand prominently. http://florida4h.org/about1/files/4-H_BrandingGuide.pdf.

Parent

- Advertise your gift certificate program. This program has great appeal to grandparents, especially those that live out of state.

Adult Volunteer

- Coordinate with your volunteers to help advertise your gift certificate Program.

Teen Volunteer/Camp Counselor

- Advertise application submission dates.
- Advertise training dates.

DECEMBER

Administrative

- Send solicitation to donors. It is the end of the fiscal year; they may have additional dollars to donate.
- Schedule fundraisers or begin to speak to clubs about holding fundraisers to support camp attendance.
- Begin a bring-a-friend campaign among those youth already registered for camp. Possibly offer a prize for the youth who refers the most new campers.
- Advertise your holiday gift certificate program.

JANUARY

Administrative

- Promote camp dates. Ensure that dates for week of camp are in newsletters and announced regularly.
- Distribute a camp registration form and a FAQ sheet to all club members at meetings and events.
- Use camp advisory meeting as an opportunity for cluster planning meeting.
- Create or update a donor letter.
- Develop or reference a current list of potential donors.
- Send “Save the Date” postcards to campers from previous summers.
- Prepare a camp budget and schedule fundraisers in order to meet the needs of that budget.
- If camping as part of a group, work with Lead Agent to coordinate meetings either at or following the camp advisory meeting.
- Ask local businesses if they will allow 4-H to distribute promotional flyers and registration forms to those entering and exiting their business.
- Consider purchasing yard signs which say, “4-H Camp Your website address” and place in prominent locations.

- Look for opportunities to present a manned or unmanned static display- local libraries, organizational fairs, camping fairs, etc. Include lots of registration materials!
- Registration information should be placed in any locations where youth and/or families spend their time (schools, youth centers, recreation centers, churches, community centers, etc.)
- Compile camp scholarship application.

Parents and Campers

- Arrange payment plan structure for prepayment of camp fee. This is particularly helpful for families with more than one child attending camp.

Adult Volunteer

- Recruit potential camp volunteers.
- Recruit volunteers for a camp scholarship selection committee.

Teen Volunteer/ Camp Counselor

- Update and publicize counselor application.
- Announce counselor training dates. Conduct meetings with returning counselors.

FEBRUARY

Administrative

- Promote camp dates in newsletters, social media outlets, and local media sources as appropriate.
- Mail registration forms to parents with eligible campers who have camped in previous years.
- Utilize registration tracker for early registrants. (See Appendix)
- Confirm the acceptance of campers and provide parents with any necessary camp information.
- Contact listed donors, such as individuals and local businesses, regarding potential camperships. Offer several tiers of giving options, such as \$25, \$50, \$100, and full camperships.

Parents and Campers

- Publish dates for parent orientation.
- Bring registration form and FAQs to all events, so that parents have easy access to registration information. This includes club meetings, judging team events, local shows, and county and district events. Make registration as accessible for parents as possible.

- Continue camp promotion and camper recruitment. Have previous campers give brief talks at club meetings and events about their camp experience and why they want to go back.
- Offer a “bring a friend” discount—campers who recruit at least one friend who has never been to camp before receive money off their total registration cost.

Adult Volunteer

- Begin recruiting, screening, and training of new camp volunteers.
- Coordinate with outside resource personnel for any specialty class areas you are interested in offering.
- Provide all potential new volunteers with a brief fact sheet about the why’s and how’s of being a camp volunteer.

Teen Volunteer/ Camp Counselor

- Begin counselor trainings.
- Collect all counselor paperwork and schedule counselors for background screenings.

MARCH/APRIL/MAY

Administrative

- Update registration tracker.
- Enter campers into 4-H Online.
- Arrange for transportation of campers to the camp facility. If busses are available, coordinate with the local school system regarding their use. If not, provide parents with detailed directions to camp, as well as specific arrival and departure guidelines.
- If using a bus, contact and secure volunteer bus drivers if possible. This is a resource that some counties may not have.
- Reserve any county vehicles that would be necessary for the county staff to use during the camp week.
- Send an invitation to your CED, DED or other administrative personnel in the county to visit during the camp week. This is especially important if your county commission offers financial support for your program.
- Contact State Camping Coordinator to secure information on the Summer Food Service Program. This information will include updated enrollment forms and discount amounts. Contact your Resident Director if you need help determining whether a camper is eligible.

- Contact State Camping Coordinator to get the current list of camp classes and activities. If your desired class is not listed, consider bringing in an outside specialist or teaching it yourself.
- Communicate with Lead Agent regarding your county attendance goals and whether you are meeting them. If you are the only county camping, begin notifying the Resident Director and Program Director of your totals at the end of this period.
- Contact Resident Director and Summer Program Director to schedule a camp tour for any interested parents and campers.
- Update camp budget worksheet with current registration totals.
- Determine total amount available for scholarships and make scholarship information available as needed.
- At the end of this period, make scholarship awards and notify qualifying youth.

Parent and Camper

- Continue sending out registration information and answering parent questions.
- Make a note to talk to individual campers who have registered whenever you see them, especially if they are first time campers. Encourage them to ask questions.
- Alert parents to the possibility of facility tours and coordinate such tours with the Resident Director.
- Contact Resident Director and Summer Program Director to set up a “try a day” of camp. This gives both parents and children time to experience camp programming and facilities.
- Continue to promote camp and keep registration forms and FAQs with you at all events, in addition to having them available to pick up from the front desk of your office.

Adult Volunteer

- Contact volunteers from previous summers and recruit new volunteers, in coordination with Lead Agent. The Lead Agent is responsible for coordinating with all agents in camp group regarding total volunteer numbers.
- Contact local healthcare personnel in order to recruit a camp health aid. Contact your local health department, hospital, and Emergency Medical Services for this purpose as well.

- Begin camp specific training for new camp volunteers as well as new camp health aids. If needed, arrange for a pre-camp tour to familiarize volunteers with the facility.

Teen Volunteer/ Camp Counselor

- Work with camp counselors to select evening programs.
- If counselors will be teaching any classes during the week, have them sign up and submit a draft lesson plan.

Camp

- Contact camp to see if any major facility changes have happened since advisory committee meeting.
- Familiarize yourself with available cabin space and total possible camper numbers per cabin.
- Email Resident Director and Summer Program Director to introduce the Lead Agent and begin discussions about the camping week.
- Schedule to meet with Resident Director and/or Summer Program Director regarding camp classes and planning.

1 MONTH PRIOR TO CAMP

Administrative

- Collect any unpaid camp fees, or follow up regarding alternative payment plans.
- Confirm volunteers for county-led activities/classes.
- Confirm all supplies for county-led activities/classes are ordered.
- Arrange for any necessary transportation for off-site classes.
- Confirm any necessary transportation for initial camp arrival.
- Order thank you gifts for volunteers or purchase cards to write thank you notes.
- Order awards for campers and counselors or design and print certificates to be filled out.
- Create Clean Cabin award sign and order awards or print certificates for this as necessary.
- Create tentative schedule for adults for camp specific roles, including but not limited to, daily cabin inspections, camp clean-up assignments, night watch shifts, and bathhouse monitoring (where applicable).

Parent and Camper

- Collect all camper paperwork from parents. Encourage parents to ask questions.
- Host the parent orientation and counselor meet-and-greet. Bring extra copies of all paperwork with you, and ask any parents who have not completed paperwork to bring theirs at this time.
- Continue to take camper registration packets, until optimum camp target number is reached.
- Host parent orientation and encourage all parents to both attend and bring their campers. Review the behavior policy, the camp schedule, the FAQ's and the packing list.
- Review camper participation forms to ensure any special needs are identified and passed on to proper camp personnel.**
- Schedule facility tours for parents with the Resident Director.

Adult Volunteer

- Collect documentation and confirm all camp volunteers have successfully completed the required training, background screening and fingerprinting, in accordance with Florida 4-H policies. You must have documentation of successful completion of these requirements or your volunteers will not be allowed to attend camp.
- Confirm the services of your camp health aid.** Camp health aid dispenses medication and maintains records pertaining to medication during the duration of the camp week.
- Host a volunteer orientation and cover roles, expectations, and responsibilities of volunteers.
- Invite volunteers to your parent orientation and counselor meet-and-greet. Include time to go over any questions volunteers may have.
- Ensure that any outside resource personnel have been confirmed and properly screened, in accordance with you protection policies <http://florida4-h.org/policies>. You will need documentation of this in order for them to attend camp.**
- Provide all volunteers and outside resource personnel with directions to camp facility and information regarding travel and reimbursement as needed.

Teen Volunteer/ Camp Counselor

- Confirm that all counselors have completed all required training and screening.**
- Obtain all documentation of counselor screening to bring to camp.
- Obtain counselor-specific t-shirts or other identifying element for ease of recognition on the first day of camp.
- Designate a head male and head female counselor. Provide them with a sample agenda and instructions for conducting counselor meetings.
- Confirm attendance for Sunday evening at camp, if applicable.

Camp

- Send Class and Activity choices to Summer Program Director.**
- Send a tentative copy of the schedule to the Summer Program Director. Your schedule must be approved by both the Summer Program Director and the Resident Director before it can be finalized.
- Meet at least once with the Summer Program Director and/or Resident Director prior to the camping week. The Lead Agent should coordinate this meeting for a camp group.
- Make all special activity requests known to the Summer Program Director and Resident Director.**

2 WEEKS PRIOR TO CAMP

Administrative

- Make cabin and class assignments.
- Assign counselors to cabins.
- Contact any local media outlets to attempt to arrange coverage of your week
- Update camp budget worksheet.
- Confirm all payments from registered campers.

Parent and Camper

- Host make-up parent/camper orientation for late registrants or those who could not attend initially.
- Arrange camp tours for late registrants, if needed.
- Ask parents to review the behavior policy with their campers, and be sure both are aware of the items for which there is zero tolerance.

- Review camper participation forms to ensure any special needs are identified and passed on to proper camp personnel.

Adult Volunteer

- Confirm that all volunteers have completed all required training and screening. Have letters of confirmation on file to bring with you when you arrive at camp.**
- Purchase supplies and materials needed for the camp health care provider.
- Complete any additional training or orientation for late volunteers.
- Notify the Resident Director of the number and gender breakdown of volunteers that will be accompanying your campers to camp.
- Print your schedule of volunteer camp assignments. These assignments include but are not limited to daily cabin inspections, camp clean-up assignments, night watch duty, and bathhouse monitoring (where applicable).

Teen Volunteer/ Camp Counselor

- Collect all counselor lesson plans and review 10-15 minutes counselor teach-backs. Teach-backs are essential to ensuring counselors are adequately prepared to teach their designated classes. It is strongly recommended that counselors present this material in advance of coming to camp to ensure the content of the class is appropriate.
- Confirm attendance and transportation for Sunday evening at camp if applicable.

Camp

- Confirm camp schedule with Summer Program Director. If you have not sent or confirmed your desired schedule by this date, your Summer Program Director will prepare a schedule and send it to you. This schedule will be the one in use during your week, and is non-negotiable.**
- Send all special food needs to Resident Director.**
- Send tentative count of campers to Summer Program Director and Resident Director. This number must be submitted at this time, so staffing decisions may be made for that week of camp.**
- Notify Summer Program Director and Resident Director of any special accommodations your campers may need.**

- Send your list of camp volunteers, and include expectations for camp program staff and volunteer collaboration.
- Confirm attendance for counselors on Sunday evening is applicable, and include a schedule.**

1 WEEK PRIOR TO CAMP

Administrative

- Confirm all campers have completed registration, including completion of payment and paperwork.
- Create, double check, and print name tags. Bring supplies for creating new name tags for when campers lose or damage them.
- Print and laminate all schedules and camp assignments.
- Finalize any additional details of your schedule with the Summer Program Director.
- Confirm all registered camp attendees (campers and counselors) are registered in 4-H Online system, in compliance with Florida 4-H youth protection policies.**

Parent and Camper

- Contact parents via email with a final FAQ, a pick-up and drop off reminder, the packing list, and your contact information if they need to reach you while at camp.
- Host a final parent/camper orientation if needed.
- Send a reminder to campers and parents regarding behavioral expectations and address any final questions.

Adult Volunteer

- Host a final volunteer orientation, if needed.
- Go over volunteer assignment chart and the responsibilities of each assignment.

Teen Volunteer/Camp Counselor

- Check camp schedule to ensure counselor meeting is scheduled every day. Suggestion for preferred time is during canteen, when camp program staff are supervising youth participants.
- Confirm counselor arrival times if counselors are arriving separately from campers and yourself.
- Confirm with Summer Program Director and Resident Director the schedule of activities and expectations for Sunday arrival.**

Camp

- Send final participant total to Resident Director.**
- Submit Sunday counselor schedule to the Summer Program Director and Resident Director, if needed.
- Send final cabin list to Resident Director, with all names of campers, counselors and adult participants.**
- Confirm arrival times with Resident Director.**

DAY OF ARRIVAL AT CAMP

Administrative

- Set time with Resident Director to go over camp invoice and billing.
- Ensure that all volunteer screening documentation is available to present to Resident Director, including documentation for outside resource personnel.**

Parent and Camper

- Sign youth in at designated camper drop off areas, and confirm pick up times. Double check who is allowed to pick camper up at the end of the week and confirm this with parents. (See How To's).
- Perform a private check for head lice as soon as campers arrive at either the extension office or at the camp facility. (See How To's).

Adult Volunteer

- Ensure volunteers are familiarized with camp facility and individual areas of responsibility.
- Participate in introductory camp meeting with Summer Program Director and Resident Director.
- Provide volunteers with the information and supplies needed to supervise and assist with their designated camp responsibilities.
- Introduce camp health care provider to the Summer Program Director and the Resident Director.

Teen Volunteer/ Camp Counselor

- Distribute counselor t-shirt or other identifying element. Have counselors wear this throughout the first day.
- Confirm with counselors that all campers have necessities of camp week, and either be prepared to provide them or request them from the Summer Program Director or Resident Director.

Camp

- Inform camp when you have departed the extension office and provide your estimated time of arrival.
- Submit all required paperwork to Resident Director. This includes, but is not limited to, Summer Food Service Program forms and documentation of volunteer screening.**
- Inform kitchen staff of which campers require specific diets.

DURING CAMP WEEK

- Perform routine walks around camp throughout the day to check on your campers.
- Facilitate or attend counselor meetings.
- Bring all questions and/or concerns regarding the program or facility immediately to either the Summer Program Director or the Resident Director.
- Meet daily or multiple times daily with the Summer Program Director and Resident Director.
- Handle camper discipline and parent notification of behavior problems
- Do night time cabin checks for safety and ensure that nighttime watch duty is being performed.
- Observe classes and provide constructive feedback as necessary for the youth activity leaders and/or summer camp staff.
- Model the behavior expected of campers in the areas of dress code, respect of people and property, and personal safety (drinking water, wearing sunscreen, etc.).
- Work directly with volunteers to support them and provide feedback on their performance throughout the week.

Insert Your Letterhead Here!

Hello Campers and Parents!

Welcome to the 2014 summer camping season! Summertime is fast approaching and we are looking forward to a fun filled camp week (*insert camp dates*) at (*insert camp location*). We are glad you will be joining us this year! Campers have an exciting week of outdoor recreation and educational activities planned for them this summer.

– Reminder –

Complete and Return

- Registration Form
- 4-H Participation Form
- Camp Authorization Form
- Summer Food Service Form

Deadline

All camp forms must be completed and received in the office on or before **4 pm, (*insert your date here*)**

Camp Fee \$ _____

Make check or money order payable to: *Your Information Here*

Refunds will not be given after camper arrival on Monday.

Camper Orientation

Join us *insert your date here*.

This will be your opportunity to meet your child’s camp counselors and ask questions about camp.

Mail to

Your Information Here

Enclosed you will find the necessary forms for camp. Please thoroughly read, complete, and return all forms included. A description of required forms is listed below. **We appreciated your time and effort in this area! See you at camp!**

- 4-H Participation Form Brief health history and Code of Conduct.
- Camp Authorization Form. This form contains the cell phone and authorized pick up information.
- Summer Food Service Form—If you do not wish to participate, please write, “DECLINED” across the form.

If participating, this form **must be completed** to be eligible to receive the free/reduced lunch discounted camp fee. **A signature is required on this form.**

Included is a Packing Checklist - This will assist parents/guardians in helping their camper pack for camp.

***Please Note: All completed forms and camping fee must be received in the office on or before 4 pm, (*insert your date here*)**

Sincerely,

(Insert Your Name Here)

4-H Extension Agent

2014 Summer Camp Youth and Adult Registration Form

(Insert Your Camp Dates Here)

Indicate One: ADULT YOUTH COUNSELOR 4-H Age (Youth Only): _____

Name: _____ Gender: Male Female

Address: _____ County: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ 4-H Age (youth only): _____

Preferred T-shirt Size (Indicate One): YS YM YL S M L XL XXL

Emergency Contact Information

Primary Contact: _____ Phone: (____) _____ Cell (____) _____

Secondary Contact: _____ Phone: (____) _____ Cell (____) _____

Tertiary Contact: _____ Phone: (____) _____ Cell (____) _____

Registration Deadline

All registration materials and payments must be **received** by Insert your date here.

Costs and Payment Information

The cost of camp is _____. A deposit of \$ _____ must be turned in with a completed registration packet and return to (County extension office info and dates). Final payments must be received by (Insert your date here)

Checks must be made payable to: (Insert your information here).

Forms Needed

Your registration must consist of these **completed** forms: 4-H Participation form, Camp Authorization Form, and Summer Food Service Program.

Rooming Request

Please indicate the name of a friend going to camp that you would like to have in your cabin (1 person of the same gender). We will do our best to accommodate your request but we cannot make guarantees. Please understand that we group campers in cabins based on age and your camper's choice must be within two years of your camper's age in order to be considered for placement.

NAME OF FRIEND GOING TO CAMP: _____

For More Information Contact: [Your Info here](#)

Phone: _____

Email: _____

Return/Send Registration Information to: _____ [Your Info here](#)

Last Name: _____ First Name: _____ County: _____ Age: _____

Florida 4-H Camping Official Authorizations

Cell Phone Policy

Camp is a unique environment. We are trying to help youth develop life skills at camp including independence and self-reliance. Campers are not allowed to bring cell phones or any other electronic devices to camp. If a cell phone is brought with a camper it will be held by the County Agent until they return to the county office. I understand that in case of emergency my camper maybe contacted by calling the office of the 4-H Camp my child is attending or by contacting their county agent directly while at camp.

Yes No Participant: I have read the cell phone policy above and agree to live up to the expectations. I realize my failure to do so could result in a loss of privileges during the event and in the future.

Yes No Verification by Parent/Guardian: By checking the box I understand and agree to the cell phone policy above. Checking the box is considered a Parent/Guardian Signature.

Graffiti Policy

Graffiti is defined as words or images that are written, scratched, painted or sprayed on walls or surfaces. Campers are not allowed to defame or deface **ANY** camp property. Campers/County will be held responsible for any and all graffiti and may be subject to any costs associated with the cleanup and/or repair of said graffiti.

Camp Release

This authorization form must be completed in full for someone other than the signing parent(s) to pick up a child from camp. Persons leaving camp will be required to check out and show their license or other picture ID as proof of identification. If a teen drives themselves or other friends be sure to list the teen driver as an authorized release person.

Signature of Parent or Legal Guardian _____ Date _____

Signature of 2nd Parent or Legal Guardian _____ Date _____

* If married, or divorced but having joint custody of the youth, both parents must sign. If divorced and having sole custody of the youth, only that parent with sole custody needs to sign.

Member Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Frequently Asked Questions

We are excited to have your child coming to camp! We also understand that you may have questions about sending your child to camp. We hope that this fact sheet provides answers to a few of your basic questions.

1. 4-H camp mission, philosophy, and program emphasis

The mission of the Florida 4-H camping program is to help develop life skills in youth through experiential education in a camping environment. Research has shown residential camping helps youth build life skills in a safe atmosphere while having fun. We offer outdoor adventure, environmental education and more, geared toward the positive growth of our youth.

2. Rooming Requests and Cabin Assignments

We make a best effort to ensure each child is with at least one person that is provided in their registration information, however since youth are developmentally different at certain ages, we have a policy that youth must be within 2 years of age of their cabin mates. For instance, we do not place 12 year old campers in cabins with 8 year old campers, regardless of familial relationships. This ensures that all campers have the best possible experience while at camp.

3. Cabin Supervision

Campers are supervised in their cabins by teenage volunteers who serve as cabin counselors. The teen volunteers have been trained by their county 4-H agent, and have been through the same level of background screening as adult volunteers and summer camp employees. Adults do not have a supervisory role in cabins, and do not stay in cabins with campers. Adult volunteers and county agents perform regular walks around camp during the hours after lights out to monitor camper cabins and be available in the event of an emergency. County agents also check in with campers at regular intervals during the course of the day.

4. Supervision Ratios

Campers are always supervised. During the course of a camp program day, a supervision ratio of 1 adult (either agent, volunteer or camp staff) to 10 youth participants is maintained. In the evening, after camp programming is done and youth go back to their cabins, they are supervised by teen counselors. This ratio is generally 2 counselors to 9/10 youth in a cabin.

5. Contacting Your Camper

If you wish to check on your camper or if there is an emergency, please call the camp office number. Each resident camp director has their cell phone number on the camp voicemail and is always happy to take parent phone calls and relay messages to county extension faculty to put you in touch with your child. Individual camp information can be found below.

Campers and teen counselors are not permitted to bring cell phones to camp. Bringing a cell phone to camp will lead to the confiscation of the cellular device and can lead to the dismissal of the youth participant from camp. As we live in a time when videos and photographs can be posted to social media sites in an instant, we want to ensure that the privacy of all campers is respected.

We do not recommend making visits to camp during the camp week, as it serves as a distraction your camper and others. If you would like to see the camping facility that your child will be attending the resident camp directors of each camp are happy to schedule a tour of camp prior to your child's camp week.

We do recommend sending mail to your camper. Please make sure that it is postmarked at least 2 working days prior to the camper arrival day at camp.

Please address mail as follows

Camper Name
Camp Address

4-H Camp Cherry Lake
3861 NE Cherry Lake Circle
Madison FL 32340
(850)929-4429
Resident Director
Neva Baltzell

4-H Camp Cloverleaf
126 Cloverleaf Road
Lake Placid FL
(863)465-4884
Resident Director
Steve Cooper

4-H Camp Ocala
18533 NFS 535
Altoona FL
(352)750-2288
Resident Director
Sarah Whitfield

4-H Camp Timpooshee
4750 Timpooshee Lane
Niceville FL
(850)897-2224
Resident Director
Jennifer Williams

6. Electronic Devices

Use of personal electronic devices during camp encourages campers to be solitary and sedentary, which clashes with what camp is all about -- developing social skills, building new relationships, sharing traditions, appreciating nature, and being physically active. At camp, these expensive items get lost, broken, stolen or dropped in the water and in the case of phones shared with other campers, resulting in charges you weren't expecting. More importantly, a child who is focused on using the device may miss out on learning something new, or worse, may lose concentration during an activity and be injured. We believe camp without electronics is the best policy for everyone involved.

7. Picking campers up early

For safety reasons and so all campers may enjoy the entire 4-H camping experience, campers are encouraged to arrive on time, not miss mid-week days, or leave camp early. We enjoy having each camper fully participate from the beginning to the closing of each camp week.

8. Camp Personnel:

All camp personnel are fingerprinted and background screened prior to their employment. Camp personnel are divided into 2 separate groups: program staff and facility staff. Program staff members are generally college students age 18-25. They receive approximately 200 hours of specialized training in working with youth. Their training includes managing behaviors, large group activities, and a variety of educational program areas. The program staff that work at the waterfront are certified American Red Cross lifeguards. Facility staffers have responsibilities for helping to maintain the facility. They are general maintenance, food service or clerical staff. They receive specialized training in their specific areas of work on camp.

9. Camp Food:

All food is provided by the camping facility. Your child does not need to bring any food or snacks to camp. All meals are reviewed by certified dieticians to ensure that your child is getting all the proper nutrition possible during the course of a camp day. They are served 3 meals and a snack at the camp canteen. If your child has special dietary needs or food allergies please let the county extension agent know as soon as possible.

Camp is able to accommodate a variety of special dietary needs. Camp has vegetarian options, options for the lactose intolerant and a limited number of gluten free meals. If your child has dietary needs such as gluten intolerance, allergies to dyes, or is vegan camp asks that you send supplemental foods to camp with your county extension agent.

10. Behavioral and disciplinary problems:

Behavioral expectations and consequences are communicated through the 4-H Code-of-Conduct, which campers and parents/guardians must sign prior to camp. During camp, expectations for behavior are reviewed the first day, and good behavior is facilitated through positive reinforcement and role-modeling. Corporal punishment is never allowed at 4-H camp. Contact your local 4-H Extension Agent for more specific information regarding this question.

11. Emergency Preparedness:

Each camp facility has extensive emergency action plans for instances such as thunderstorms and bad weather, hurricanes or other severe weather events, and accidents or injuries. All of our camp program staff are American Red Cross certified in First Aid and CPR. Each of our camp sites is accessible by emergency personnel.

12. Natural Environment:

4-H camp is meant to provide a natural experience. Camp staffers work to ensure that this experience is the safest one possible. There is the opportunity for campers to encounter different varieties of wildlife; every precaution is taken to make sure that these encounters are learning experiences.

13. Class assignments:

The structure of the camp schedule, as designed by the 4-H agent, determines the classes and activities that campers attend. It is the goal of both the camp staff and the county agent to make sure that campers have both an educational and fun week.

14. Personal Camper Needs:

The camping environment serves as an opportunity for campers to learn to care for some of their own personal needs. Campers are given time every day to handle their personal hygiene needs, such as showering, brushing teeth, etc. Medication at camp is collected and administered to camper by the camp health aid.

Registering Youth for Camp

A good registration packet has the following information (samples of all these forms can be found in this document)

1. Welcome Letter
2. Registration page
3. 4-H Participation Form
4. Camping Authorization Form
5. SFSP form
6. Class selection or activity list- if you let youth pick their classes before arriving at camp
7. FAQ (Frequently Asked Question)
8. Packing Checklist- You may choose to give this out once you receive the completed packet and payment.

Information will need to be entered in some form of registration tracker. In addition to tracking the registrations all camp participants both counselor and camper **MUST BE ENTERED** into the 4-H online system. Entering all youth participants in keeping with the policies set forward by UF/IFAS youth protection policy, which can be found on the 4-H website: <http://florida4h.org/policies>.

Camper Drop Off

Check In at the Extension Office

The big day is finally here. Dropping off campers for their big day is a stressful time not only for the county agent but also for the parent and the youth participant.

As a county agents job is to make this process as simple as possible in hopes of alleviating these fears. A great tool to use is the frequently asked questions sheet in the registration packet sample.

The best way to do that is to make sure that all the bases are covered. Don't be afraid to over plan and remember that camp counselors are a great tool to use on this day.

Tips

1. Speak with your Resident Camp Director and Summer Program Director. This communication will ensure that the process goes smoothly.
 - a. Have a role for camp program staff
2. Proper signage in the parking lot of the camp.
 - a. Have directional signage that points the way to camper drop off. Make sure it has large lettering and bright colors.
3. Have camp counselors in the parking area close to entrance to direct parents to the appropriate check-in table(s).
 - a. Have counselors remind parents and campers to leave luggage in their cars or designated area until check-in is complete.
 - i. You don't want to have to have luggage inside the facility and mixing with other youth participant's luggage.
 - b. Remind counselors to smile and show them how to greet parents.
 - i. This is a time where counselors get to make a great first impression on the campers that they are going to be work with during the camp week. Not to mention alleviating concerns of parents dropping children off.
4. Have head lice check stations must be the first step in the camp check in process.
 - a. Instructions for head lice check can be found the How To's section.
5. Have check-in table(s) set up based on the number of youth coming to camp.
 - a. Tables should be divided alphabetically depending on anticipated numbers.
 - b. Have these tables staffed by adult volunteers or county office staff to make sure that youth get checked in with as little trouble as possible.
 - i. Remember here is where the following things happen.
 - Having parents check contact information and sign their child into camp.
 - Turn in medication and give any additional information concerning that medication.
 - As many medications are legally considered controlled substances make sure that the person handling them has been briefed on all policies concerning handling medications.
 - Create luggage tags
 - Have parents/counselors help campers to put tags on luggage.

- Agent should not be tied to a table but floating around to answer questions and supervise the overall process.

6. Building a sense of community at camp starts as soon as the campers are checked in.

a. Have small activities for campers to do. Counselors should start to get to know the campers during any waiting time.

- i. Teach songs
- ii. Small activities (bunk tags)

7. Have a quiet place set aside for parent and camper goodbyes.

a. A place for picture taking is recommended.

Head Lice Check

Station a person at the entrance door to monitor the flow of people in and out of the room. Remembering that head lice checks should be performed in private and special attention paid to children's privacy and feelings.

1. This station should be in a private room. Ideally it would have a separate entrance and an exit if at all possible.

a. Privacy should be given for the check to be conducted, as well as easy access to move youth in and out.

- i. Have a plan for directing youth that are found to have head lice to an area where they can meet with the county agent and discuss options.
- Most importantly make sure that any youth found to have head lice are not embarrassed in front of other campers.

b. IF a child is found to have head lice they cannot come to camp until the following has happened:

- i. Treatment of the child's hair and person
- ii. Treatment of any and all clothing (including bed linens and towels)
- iii. Treatment of luggage
- iv. Re-check by a trained individual and signed statement saying that they are both lice and nit free.

Cabin Assignments

There are many variables that must be considered when working on cabin assignments including camper requests, age and counselor requests.

A few things to take into consideration before starting:

1. How many counselors are attending the week?

a. Carefully consider counselor pairings 1st. Who will work well together not just who are super friends that want to spend a week at camp in the same cabin.

- i. A counselor's first priority should be the youth in their cabin- not being with their closest friends.
- ii. Let counselors choose the age group that they are most comfortable working with.

- It is suggested that the oldest counselors work with the oldest campers. Simply to ensure an age gap that makes the most sense better to have 17 year olds supervising 12 year old camper/cit's than 15 year olds.

- It is the tendency to have the oldest campers with the youngest kids. This is not always the best fit

2. How many campers are attending the week?

a. This determines how many cabins are needed.

b. Use of the a registration document makes cabin assignments easier.

- i. Using this document you can sort campers in the following ways
 - Sex
 - Age
- ii. Once sorted making the assignments is much easier.

3. Cabin assignments should be made primarily on the basis of age.

a. It is best to have campers that are no more than 2 years of age in the same cabin.

- i. Parents will ask for siblings several years apart in age to be placed in the same cabin. It is strongly recommended for the sake of the campers involved, do not do this.
- ii. It is also strongly encouraged that counselors are not put in cabins where they would directly supervise a sibling.

b. Having a cabin of boys or girls of similar ages helps the counselor(s) in knowing what age appropriate is based on their training of ages and stages.

c. Cabin assignments should be made based on roommate requests on registration sheet.

- i. Registration sheet should have a statement like the following.
 - It is not the policy of (County Camp Program) to automatically put siblings in cabins with one another.
 - ii. Registration sheet should say campers more than 2 years apart in age are not typically put in the same cabin.
 - d. Cabin assignments should not have siblings supervising one another.
 - i. Cabin counselor that is an older sibling should not have a younger brother or sister or other family member in a cabin. (if at all possible)
 - e. It is not always the best idea to have siblings in cabins together- regardless of counselor or camper roles.
 - i. Campers, who are siblings, as cabin mates is not always the best idea.
 - Issues from home come to camp and if they can't get along at home they struggle at camp.
 - f. Where possible leave a bed open in a cabin.
 - i. This allows for adjustments to be made at camp if necessary.
- 2. What should be on them?
 - a. Camper name (first and last) in large easily read font
 - b. Cabin Assignment
 - c. Group Assignment
 - d. Schedule

Camper Name Tags

- 1. Why are they important?
 - a. Serve as the first step at helping to build a sense of community at camp.
 - i. Youth like to be called by name and this is a visual cue that helps both camp staff and counselors to do this.
 - b. Name tags on campers are another way to manage risk at camp. They help a camp staff that is unfamiliar with youth quickly identify the camper that is standing in front of them.
 - c. In case of a health crisis such as loss of consciousness the child is immediately identifiable.
 - i. The county agent may not know personally every child that is taken to camp.
 - ii. The camp staff must respond immediately in medical situations

Neva Baltzell

State Camping Program Coordinator
Resident Director
4-H Camp Cherry Lake

Becky V. Bennett

Extension Agent I, 4-H Youth Development
UF/IFAS Extension Madison County

Steve Cooper

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