

Section 8: Site Specific Information

Camp Latgawa

Program Goals & Objectives

Opportunities for teaching and learning

- Opportunities through camp activities to learn at least 2 new skills or take previous skills to a new level.

Examples: archery, fishing, hiking, outdoor cooking, donkey/horse rides, donkey/horse care, mountain biking, outdoor living skills, water sports, music, writing, drama, arts & crafts, intercultural exchange.

- Opportunities to learn new songs, games, skits, and fun play.

Examples: participation at campfire, morning watch, free time, all-camp programs.

Self-esteem development

- Opportunities to discover and grow independently.

Examples: daily activities, choosing new activities.

- Opportunities to learn from camp leaders.

Examples: how to make new friends, how to perform a specific task, encouraging campers to try something new.

Interdependence with persons

- Daily participation in group decision-making and problem solving.

Examples: daily living groups, small groups, challenge course, initiative games.

- Community life participation—daily rotation of group living requirements.

Examples: KP, bathroom cleaning, cabin cleaning, grounds crew.

- Making new friendships

Examples: cabin leaders encourage campers to make at least 2 new friends each week.

Interdependence with creation

- Focus on “outdoor ministry” and setting programs outside of camp buildings.

Examples: morning watch, sitting in the grass, going to the beach, sitting under the trees, observing the stars.

- Use of sensory awareness activities—touching, listening, seeing, smelling.

Examples: ecology games for all-camp programs, cabin group activities, self-guided nature trails, Tidepool trips.

Expanding faith in God

- Practice praying—at least 3 different varieties.

Examples: aloud, in groups, private quiet times, walking labyrinth, prayer partners, grace before meals.

- Supporting each other in Christian discipleship.

Examples: call attention to or articulate in words: times of separation, forgiveness, reconciliation, and listening. Recognizing Christian values in action: sharing, caring, consideration, gentleness, and accountability.

- Sense of Christian life as journey.

Examples: affirm questions, encourage exploration in discussions, use your own stories, use of Biblical stories, use of stories from other people in faith tradition, use skits to actively involve campers in interpreting the tradition.

Opportunities for service

- Weekly service projects at camp or in local community.

Examples: trail maintenance, removing invasive species, and collecting items for low-income families.

- Sharing resources with children and youth around the world—learning about their needs.

Examples: UMCOR, Habitat for Humanity, UNICEF, Heifer Project International, preparing Health kits, supporting a homeless shelter, food bank or soup kitchen.

Bible Study & Reflection

Question One: Why do we do Bible study at camp?

Two kinds of study:

1) Inductive: starts with experience, then reflection on meaning, makes connections to Biblical story, how does that affect our life & faith?

2) Deductive: starts with the story, scripture passage, or theme, looks for the truths or values conveyed there, then builds connections to our lives

Both kinds can use the “reporter” questions:

What or Who? What happened? Who were the players? Who did what? What was the sequence of events? OR: What is the story about? Where does it take place? What is significant about the characters or actions? What feelings does it bring up? What might Jesus have done in the same situation?

Why? Why did it happen that way? Why did the players act/react the way they did? What would be different if this story took place today? Why is the story or experience important? (What issues or questions does the experience or story bring up for us?)

How? How do we respond to the issues or questions? How do we avoid repeating the mistakes that were made? How do we use the positive learning? How does the story apply to other issues we’re dealing with now? How does it affect us? How does it teach or challenge us?

...and our Biblical reflections are most fruitful when we pay attention to the question:

Now What? Make a mental note to self: “Remember This!” What will I change in my life to respond to this experience? Seek out opportunities to act on it.

LEADING A REFLECTION

You don't need to know all the answers, but help to ask the questions. Don't be afraid of silence. The group does not have to agree on everything: biblical reflection is also personal. The body of Christ is diverse, and there is room for conflicting opinions, as long as they are held lovingly.

We are all in process (2 Corinthians 3:18) God isn't finished with us yet!

PAY ATTENTION! Watch for what God might be doing in the group, throughout the day. Look for the connections between what we've talked about and how we're acting during the next day or next activity. Does the Holy Spirit have a sense of humor? Do you think God is watching our group dynamics? Pray for the group, for our learning together, for God's spirit to be noticeable in our day.

Favorite Scriptures for Camp / Small Group Living

Ecclesiastes 4:7-12 Two are better than one because...

John 13:34-35 They'll know us by our love

1 Corinthians 12 The body of Christ

Colossians 3:12-17 Small group love & behavior

Romans 10:12 There are no distinctions...

Luke 10:29-37 The Good Samaritan

Proverbs 17:9 forgiveness, gossip

Ephesians 4:24-32 speak the truth, no longer steal, be kind...

Philippians 4:8 Whatever is good, noble, lovely--focus on it

Mark 12:28-34 The Great Commandments

1 Corinthians 13 The Love Chapter

1 Thessalonians 5:12-18 advice for Christian community

Psalms 104 Praise the Lord, creation

Genesis 1:1-3 Creation poem

Psalms 8 Praise of Creator

Psalms 121 I lift my eyes up to the hills...

Add your own favorites! Search for scriptures that speak to your situation or the group's experience. A concordance can be helpful in searching by topic. Ask a counselor or friend to help you (two are better than one!)

Share with the group at campfire, during worship times or prayer, at meals, or during reflections. Think about doing a skit, writing a poem or song that reveal the scripture or show what you've learned. Write the verse in your own words, or illustrate it in drawing, collage, or watercolor. Make up hand motions that express it, or do it as a mime. If you have an all-time favorite, memorize it. Or memorize a scripture that inspires you to change something in your life.

Insert their local information in this section.

Planning Camp Worship with Kids

Goals: Worship at camp should:

- * Be primarily led by campers
- * Use a worship-enhancing natural environment
- * Appeal to the senses
- * Be participatory
- * (of course) Glorify God!

About camper-led worship:

For younger campers, good adult leadership will help this happen. For older campers, a few suggestions will get them started, and then they can work independently. Some resource books can be helpful, too-- (hymnals, books of prayers, poems, or readings, story books, contemporary versions of the Bible...).

Other helpful resources include:

a person who plays guitar or other instrument,
a pastor who can do Communion,
costumes and props for skits,
a group of people who will be a 'choir' or dance group
altar tables with symbolic objects the campers choose or make
etc.

1. Suggest some themes to help them focus (a Bible story or character, a church season like Easter or Christmas, peace, water, creation, rock, love, friendship, music, prayer...)
2. Give them a few activities or elements to include. For example:
 - *choose 2 songs, decide how to do them (with guitar, with clapping, only the first verse, last verse softly, with hand motions, with different words...)
 - *make up a Bible story skit using costumes, props, whatever (re-interpret a story for modern times, imagine a conversation between 2 Bible characters, bring concepts--like the fruits of the Spirit in Galatians 5--to life with people acting out joy, peace, patience, or illustrating the "body" from 1 Corinthians 12 with talking hands, feet, and noses; etc.)
 - *write a poem about the theme
 - *write a prayer that includes praise, thanks, and asking

Or give them a structure to fill in:

Gathering
Call to Worship
Scripture
Lesson
Offering (of rocks or other natural items, slips of paper with something written on them, a cheer of thanksgiving to God, a word spoken aloud...be creative)
Prayer
Benediction/Closing

Any of these items can be done in creative ways, as a song, a skit, a movement or dance, a poem, or really anything the kids can think of. Often, two or more of the elements will be combined in one activity. (For example, a Bible skit may be both "scripture" and "lesson", or bringing rocks forward to make an altar mound may be a "prayer" and "offering").

A simpler structure might be:

Praising God
Giving thanks to God for things
Asking God for things

Again, any of these elements may be done as song, spoken word, movement, drama, etc.

About worship environments:

Camp is the perfect place to experiment with environments. How does it feel to be on a mountaintop, under a tree, in a tipi, around a fire, in front of a cross, around a table of bread and juice? Don't let your group be limited to the outdoor chapel--help them find new places where God's presence is felt.

About sensory appeal:

Adult worship is usually heavy on words, but God has given us many senses. Kids (and probably all of us) learn best when we use sight, sound, action, and even taste, smell, or touch in our worship of our creative Creator God. Here are a few ideas that may inspire you and your campers:

Sight: what will campers see when they enter the worship space?

consider shapes, colors, sizes, objects, people

cross, trees, stars, altar, adults, kids, colored cloth, communion elements, posters, banners, fire, light, darkness, chairs, rocks, a bowl of water as a visual element or used as part of worship ritual, pile of stones, candles, etc.

Sound: what sounds will worshippers hear?

crickets, creek, music, words spoken

remember that silence is a sound, too, and can be a powerful worship tool

Action: what will worshippers DO?

stand, sit, clap, form a circle, line up, repeat something, sing, bring something forward, laugh, cheer, walk somewhere, open a book, hold something, eat something, feel something...?

Have the worship planners think about what images, sounds, actions remind them of God, of prayer, of Christian community, of the worship theme? Help them incorporate their responses into their planning.

About group participation:

Worship is not a performance. It is a corporate act of prayer that can take many forms. At camp we can teach a powerful lesson about the responsibility all of us have as worshippers together. Encourage worship leaders to ask others to read, sing, stand, gather in a circle, come forward, clap, imagine, pray, turn to their neighbor,...essentially to be active and involved in a variety of ways. In our entertainment culture, many people forget that it is not only pastors, professional musicians, and designated lay leaders who "do worship". We all do worship together, and camp is the perfect place to reinforce this point.

About glorifying God:

God is creative (think of platypuses and giraffes and you!). As we stretch ourselves, our comfort zones, and our preconceptions, we may find new ways to access God and relate to who God is, in Creation, in our neighbors, and in ourselves. The Bible is clear that our worship must be sincere and always done in love (otherwise we are "noisy gongs and clanging cymbals in God's ears!") God's word also reminds us that when two or three are gathered in God's name, God is there, too. And that all of us who have breath are charged to "make a joyful noise" and to praise God in whatever ways we can. As I understand God's word on worship, I think it's hard to go wrong whenever God (not ourselves or other idols) is the focus. So be creative, be joyful, and enjoy glorifying God at camp!

GROUP PROCESS & DYNAMICS

*First Stage: Forming (Exploration, Honeymoon)

Observe: excitement, anxiety, initial acceptance, positive attitudes, topics and physical contact stays in the "very safe" range

Help by: keeping group small (less than 12), seek diversity (discourage cliques), leaders model what they want the group to do, value members equally, be concrete (not philosophical/reflective yet)

Activities: look for similarities--

pair up: find 3 things in common (can you find commonalities in groups of 5? 10? how many things does the whole group have in common?)

"I like people who..." (switch places in the circle)

lineups: from oldest to youngest, from new to camp to old-timers

Human Bingo

learn names & share info.--

ball toss (say own name, then name of who you're throwing to, get faster, no repeats, and make sure everyone gets the ball)

round-the-circle (say name & adjective: "Joyful Jen", or do a motion that represents you, repeating the name and word/symbol/animal/action of each person around the circle.

See who can remember them all at the end!)

what are we gonna do? --

review schedule

bunk or group meetings

orientations to site, safety issues, etc.

*Storming (Transition)

Observe: impatience, tensions, low enthusiasm, criticism of leaders or each other

Help By: recognizing this stage!, be encouraging, keep your energy up, be flexible, confront, don't give up, never play favorites, observe and reflect

Activities: build trust-- challenge games
cooperative projects
group discussions/reflection on what's going on
leadership roles-- camper/staff contests (pool volleyball, counselor hunt)
challenge games with good debrief & reflection on roles

***Norming & Performing (Action)**

Observe: group gets along! feelings of freedom & determination, constructive feedback, commitment, distribution of leadership, agreement about rules or values, willingness to risk, no longer "me", but "we" are important

Help By: challenging the group, giving support, feedback, watch out for camper exhaustion

Activities: increase intimacy-- group discussions about values, adult issues
campouts, other special group activities
physical risk (backrub circle, "ha", human knot)
opportunity for achievement--
service projects
camper-led activities
group projects (murals, building projects, formal dinner, performances)

***Last Stage: Closure**

Observe: warmth, respect, appreciation, sadness, sense of loss

Help By: reflecting on positive outcomes, acknowledging feelings, not waiting til the last day /hour to name this stage

Activities: reflect/reinforce/come full circle--
finish projects, clean up
take photos
reminisce on the good, bad, learning times
silly awards
discuss what we didn't get done, what we could have done differently
evaluation
what growth did we have as individuals?, as a group?
think ahead to life application, next year's camp
Snapshot (take a few moments to think about a favorite, memorable time at camp, imagine yourself in the picture, what would you be doing? Take a mental snapshot of the scene. Now title the picture in 10 words or less. Share titles one at a time. No explanations necessary.)
give thanks, celebrate
pray together
affirmation circle
give blessings
exchange gifts
(credit to Bruce Tuckman for group development model)

Groups grow by: *common focus (worship, prayer together, shared values),
 *fun & games together,
 *solving problems/challenges (surviving Storming stage),
 *making agreements & consensus

Group member roles to look for:

leader (dominating, example, reflecting, parental, facilitating?)
monitor (safety, time, task, behavior/rules?)
clown/comic relief observer follower
scapegoat risk-taker

GROUP CHALLENGE/INITIATIVE GAMES

These are wonderful activities that can help groups develop, get along, build confidence and self esteem among members of a group, and stimulate a feeling of connectedness. They are not necessarily what people call “low ropes activities”, although they also work as group challenge games. We do not do low ropes activities or any activity that requires spotting or belaying at the camp.

The general order of events is:

1. A group gathers at a location where the game is set up.
2. The leader explains the challenge and any safety rules or restrictions.
3. The group goes at it!
4. Either they accomplish it or not, but either way, there will be a debriefing (reflection).

Remember:

1. To make sure that it is a reasonable task for the age level and skill of your group. Make sure it is not too easy or too hard. Keep in mind progression of group dynamics during a week.
2. Use metaphors/fantasy/biblical stories to explain the challenge to make the event less dry. (For example: You are Noah, and the Ark has a leak. You find a tiny island, and all the animals who can fit on it will survive. You have 5 more minutes to save as many as you can before the boat goes under.)
3. Always be concerned about safety issues. Look around for roots and rocks, avoid people pushing each other, stop the game if it gets too rough, etc.
4. It's OK if a group cannot do it. It is also OK to debrief a little and then get back to the game. It is not OK to tell them how to solve the problem.
5. There is more than 1 way to skin a cat! (You may be surprised by the way a group solves a dilemma!)
6. Always reflect (debrief) after an initiative game. Ask questions about the experience, and what they learned from it. This may take as little as a minute or as much as an hour, depending on the group, the event, the age, the time of day, etc.
7. Try not to give your opinion.(this is a hard one).
8. Allow things to go wrong, as long as it is not unsafe (this is a hard one, too). Failure (both your own and that of the kids) is only failure if you do not learn from it!
9. All of life at camp is a group challenge game: cleaning up, going to bed, hiking, playing, etc. Find opportunities to help the group reflect/debrief. You can design your own games, too!

Some “quick and dirty” games with little/no prep. needed:

- * See how many people you can get on a stump or milk crate
- * Build a human pyramid
- * Blind fold everyone except the person in the front. Let him/her lead the group (carefully!)
- * Stand in a circle, close your eyes, try to form a square, triangle, oval. With and without talking.
- * Line up by birthday, shoe size, length, first letter of name, etc., without talking and or looking.
- * Feet anchored to the ground, a person sways, being gently pushed back to the middle of a circle
- * Tie ankles together with blind folds; walk together as a group.
- * Make holes in a big bin. See if you can fill it up as a group with water from the creek
- * In the pool, splash someone holding a #10 can. See if the group can fill up the can.

PROGRAM IDEAS FOR CAMP LATGAWA

1. Go to the creek. Challenge small groups to build a boat (ark) out of natural materials. See how far they float, and if they stay together.
2. Build fishing poles out of sticks. The camp can provide hooks and lines. Go fishing at a hole somewhere.

3. Hike to a nice overlook on either side of the creek. Take water colors, drawing materials or pencils and paper for poetry writing. See the sun set.
4. Do a sweat lodge, followed by a night swim or a dip in the diversion creek.
5. Prepare a meal for the whole camp with a small group. Decorate the dining hall, create an outdoor restaurant, dress up as servers, give the meal a theme (peace, mexican, singing, whatever)
6. Do archery as a small group. First make your own targets which could be personal goals, bad habits, Christian themes. Then shoot, then talk about how we achieve goals, etc.
7. Visit the Indian rock cave 1 mile down the road. Can be combined with a creek walk. You will then also run into the beaver dam. Talk about the Native Americans, share stories, etc.
8. Plan an overnight and cook out.
9. Go on all day hike to the top of the mountain where you can see towards Ashland. Bring lots of water and lunch. Get up at 5 a.m. to beat the heat. Have a nice swim when you get back.
10. Find a nice contained spot somewhere in the forest and let campers have some solo time (10 minutes to 1 hour, depending on age group & other needs.) Talk about what it means to be alone, the power of the forest, God's creation, etc.
11. Use the resources of the Cooperative Sports and Games Book or Sharing Nature With Children.
12. Find a nice spot in the forest/camp and do a positive circle. Go around and have people say positive things about each other. Good mid-week activity. Keep the group small.
13. Bake bread for eating and or ceremonial purposes. Use solar oven or earthen oven to bake.
14. Message in a bottle. Have people write something (i.e. what they want to tell the world) and float it in a plastic bottle down the creek. Can be done in 2 groups where people work together on the message.
15. Do a service project for the camp or for another group/cabin.
16. Go to the Soda Springs. Use orange sediment for face painting/body painting. See if you can find other natural colors in the forest/creeks. Wash off in the swimming hole.
17. See if you can make a wild tea with herbs and plants. Use pine needles, mint, blackberry leaves, paper bark from madrones. Make a salad from dandelions and miners' lettuce.
18. Make a banner, mural (on paper), etc. We have big rolls of newsprint.
19. Try to make stone walls, stick furniture, prehistoric tools, useful things out of the forest. Do not take anything alive, please.
20. Innertubing down the South Fork Little Butte.
21. Folk dancing (camp has some tapes)

DIVERSITY IN OUR CAMPS

It is often said that diversity is our strength. With our help, campers coming to our camp can make this saying come true. Although Southern Oregon seems to be predominantly white, diversity displays itself in many forms besides skin color. Not only can there be minority blacks, Hispanics or native Americans in your camp, there may also be gay people, handicapped kids, foreigners, or kids from different religious traditions/denominations. And if you begin to look closely at all the campers and people in general, you will start to see that we are all part of a minority in one way or the other.

In Christian community we want practice non-judgmental attitudes and unconditional love, the way Jesus taught us. One of the unique aspects of camp is that we are a new community. Kids that perhaps were teased or harshly judged in their home situation have a chance to start over. Kids that try to be cool at home by being bullies don't need to be part of that in camp. Adults can confront their own prejudices against certain children by loving them in the spirit of Christ.

The Bible is full of stories where diversity plays a role. Jesus addressed the acceptance of diversity in many events. The inability to make peace in the Middle-East, Ireland, Bosnia, and around the world is still partly related to people's refusal to embrace diversity. The journey toward world peace begins with a single opened heart and mind. Let's use the opportunity camp affords to embrace and celebrate diversity.

Think about the following questions as you prepare yourself for the summer camp experience:

1. What minority groups are you part of?
2. What kind of minorities do you expect to find at camp?
3. How do you think these can hinder the camping experience?
4. How do you think they can enhance the camping experience?
5. What biblical story do you think best reflects Jesus' message on diversity

This sheet may serve as a discussion topic for one of your staff meetings.

ARCHERY RULES AND GUIDELINES

Safety rules:

1. Only pick up bows, start shooting or retrieve when permission is given
to make sure that people do not get shot by accident
2. Always stand right by the line while shooting
to avoid shooting or being shot in the back
3. Arrows should only point at the ground or the target
in case they go off by accident
4. No "dry shots"

- this may shatter the bows because they are made of fiberglass
5. Carry a bundle of arrows by the tips; don't handle fletchings
tips to the ground in case you trip; a damaged fletching makes the arrow useless

Shooting instructions:

1. Stand: Feet shoulder width apart, perpendicular to the target
bow is in your left hand (lefties: do everything reverse)
2. Nock: While pointing arrow at ground or target
arrow is on the left side of the bow with the odd color facing away from the bow
3. Aim: Lock your left elbow, arm pointed towards the target
to protect your lower arm from the string you may want to bend your wrist a little
4. Draw: Bring your right hand up to your right cheek
index finger is above the arrow, middle- and ring finger below, only using the finger tips
5. Release: Pull your right hand back even further & release finger tips

Other tips:

1. Don't give all the instructions and rules all at once
focus first on safety and a few simple guidelines, give more instructions while shooting
2. Let them practice stand, aim and release without bow and arrow
this will help them to get a feel for it and can break up the instructions so kids will stay focused
3. These are recurve bows versus long bows
make sure that they have the recurve when the string is set
4. When an arrow is lost, ask the whole group to help find it
this will save time and encourages cooperation
5. Do not encourage competition
instead focus on the improvements that individuals have made while practicing

ARCHERY

Archery can be a great activity to give campers a feeling of adventure and success. For many it may be the highlight of the week. For the staff it is a very demanding task as it requires a lot of supervision and instruction. Take your time and enjoy seeing campers improve their skills. Archery may be used as a metaphor to identify spiritual and social issues.

Archery procedures:

1. Archery can only be conducted at the archery range.
2. The activity can only be led by a trained staff person or counselor. There should always be 2 adults present during an archery session.
3. Only 3 people at a time may shoot; all others should stand behind the shooting line and away from the shooters.
4. All archery equipment is stored and locked up in the gray closet in Uncle Joe's. Only Camp Latgawa professional staff or trained volunteer staff is allowed access to the equipment.
5. No more than 12 campers should be at the archery range. The total space (meadow) shall not be used for any other purpose than Archery while in session.
6. Always use clear oral commands for picking up bows, shooting or retrieving arrows. Whistles are discouraged.

7. All safety rules and shooting procedures need to be covered with the participants each time before the shooting starts.
8. If someone gets injured on the archery range, follow the regular emergency procedures. Do not move a victim and do not remove impaled arrows from body parts.
9. Minimum age for participants is 8 years.
10. No protective gear is required; however, you may design arm protectors with the kids to avoid bruising (use old socks, card board, etc.).
11. At the end of each session, Camp Latgawa professional staff needs to be informed if any of the equipment is broken, dangerous or lost. Any incidents or accidents need to be reported.

OUT OF CAMP TRIPS

It can be an exciting event to leave the camp for a couple of hours, a day, or even an overnight. It adds to the spirit of exploration and adventure. It may involve a great physical challenge, or could be a trip with a van to an interesting site. However, several precautions need to be taken when you leave the camp.

Procedures:

1. An “out of camp” trip is defined as any event where you and the campers are further than a 20 minute walk away from the main camp. It does include an overnight above the water tank, a trip to the falls or to the Indian rock cave, it does not include the Soda Springs trail loop or a short creek walk to the 800 bridge. Always bring plenty of water and a first aid kit.
2. Each “out of camp” trip needs to communicate with the dean or the camp director the following information before the group leaves:
 - who is going (i.e. cabin 1 and 2)
 - when you’ll leave and when you plan to be back
 - what the plans are for inclement weather
 - what route you will be taking
 - how you plan to communicate in the event of an emergency.
3. Health forms always remain in the camp, also during out of camp trips. When the van is used, copies of the health forms and an insurance form need to be taken with you.
4. Each “out of camp” trip shall have one person who is oriented in:
 - the special challenges and dangers of the area you will be visiting
 - any special medical concerns of any of the campers, including medication.
5. The ratio of camper /staff is the same as in camp; there should always be at least 2 adults per trip.
6. All safety rules from the camp apply to “out of camp” trips. Groups need to stay together.
7. If a person from the group is missing or lost, follow the first 4 steps of our Search and Rescue procedures.
8. In case of an accident or injury, do not move a victim unless he or she is in direct danger. Let the most qualified adult in the group administer first aid, while the other will notify the camp director, the nurse, and/or call 911. Campers may be used as messengers if they are at least 14 years old and seem responsible. Always send 2 campers and remind them to go calmly so as not to cause another accident.

OVERNIGHTS

An overnight is a chance for a small group to spend the night under the stars. This may or may not include preparing and having dinner together outside of the dining hall. It's a great opportunity for campers to spend a longer amount of time together and to experience an adventure as a group. Overnights are great opportunities for discussion, sharing, stargazing, environmental activities, solo time, singing, etc.

Procedures:

1. The maximum number of campers going on an overnight is 14. The ratios of supervision in camp apply to overnights. (see "Supervision of Campers" page)
2. Designated overnight spots are: the gazebo, the Indigenous Village, the creek below Ephesus, and the outlook (above the water tank). A tipi and the gazebo may be used for shelter or groups may build their own shelter out of tarps as necessary. We encourage people to sleep under the stars.
3. Places to sleep, cook and play shall be chosen to minimize impact to the environment. Use already disturbed sites whenever possible and appropriate. Check with the camp director if you are unsure about a site.
4. Overnight locations need to be left ready to use for the next group. Please take all your trash.

COOK-OUTS

Cook-outs and camping go hand in hand. They are great opportunities for campers to help with meal preparation, learn new skills, become more self-confident and have fun at the same time. You may do cook-outs as often as you like, breakfast, lunch or dinner, as part of an overnight or not. Try to involve the campers as much as you can with both the planning and the cooking itself.

Procedures:

1. There are 5 ways of cooking food for a cook-out:
 1. over an open fire
 2. a sack meal (prepared earlier)
 3. using a solar oven
 4. using an earthen oven
 5. using the barrel BBQ

The use of stoves with flammable liquids is not allowed unless special permission and training has been given.

2. For #'s 1, 4, & 5, refer to the procedures on the use of fire.
3. All drinking water shall come from the camp's water system. The creek's water may be used to cook if it is first boiled, to wash hands and face, and to do dishes with the use of 1 cap of bleach per gallon of water.
4. All handling of dishes, soaps, washing and bleach shall happen at least 100 feet away from the creek banks.

5. All dishes and equipment can be obtained from Macedonia and should be put back, ready for the next group to be used. Dishes should be washed, rinsed, sterilized (see 3) and air dried after each use.
6. Before planning a menu, check with the kitchen staff to find out what foods are available. Any cook-out should be made known to the kitchen staff at least 24 hours before hand. Sometimes they can honor special requests if you give them input before shopping trips.
7. All potentially hazardous foods such as meats and dairy products should be kept in a cooler on ice, or may be picked up from the kitchen right before preparation time. All left over prepared food needs to be disposed of (in the compost if appropriate).
8. Food pick-up or return shall not happen 30 minutes before or after the regular meals in the dining hall, as to not hinder the kitchen staff with that process.
9. Always leave the area you used clean and ready for the next group to use.

THE FALLS

One of the most exciting aspects of our site is the proximity to the waterfalls and swimming hole. For many campers, this is a highlight of the week. It is obvious that there are inherent dangers in visiting the falls, so please adhere to the following procedures:

1. Only accomplished swimmers may enter the big pool or slide down the waterfall. Others (those who have not passed pool swimming test) have to use the little wading pools below the big pool.
2. Swimming may only happen in the presence of a certified lifeguard. He or she needs to be equipped with a rescue tube and a first aid kit.
3. No more than 12 people should be actively engaged in swimming and sliding. Whole camp trips to the falls are discouraged as it takes away from the experience of enjoying the beauty and serenity of the falls.
4. Once you climb up you should come down by means of the falls or by jumping from place approved by the life guard. Climbing back is discouraged (and dangerous). One should only slide or jump feet first. Jumping or sliding may only happen after an adult has judged the water clear and gives a signal.
5. Before anyone uses the slide or jumps, an adult will check the pool for sticks, depth and debris that could cause accidents.
6. Adults should check the area after use for forgotten trash and clothing items.
7. The falls is a public site. Please respect other people's right to use this facility.
8. Going beyond the falls may only occur after communication with the camp director. It involves trespassing and requires additional safety precautions.

THE POOL

The pool is a great place to cool off and to play. Feel free to use the basketball backboard and any of the beach balls. No one should enter the equipment room without permission from the camp director. Be aware that the deck is uneven and when wet, slippery. There is a shallow end with easy access on the left as you enter the pool area.

THESE ARE POOL POLICIES AND PROCEDURES TO BE FOLLOWED BY ALL GROUPS USING THE POOL:

1. There should always be at least 2 adults out of the pool while people are swimming, one of whom is a certified lifeguard and certified in first aid and CPR. There should be a lifeguard for every 20 people in the pool and an extra adult look-out for every 10 people in the water.

2. The following rules need to be shared with all swimmers:

- * Shower before you swim
- * No running on the pool deck
- * No hanging onto the rope
- * Diving only in the deep end in the direction of the shallow end
- * No dangerous playing, especially not close to the sides

3. The lifeguard should position him/her self at the rope. Look-outs will follow directions from the lifeguard on where they should situate themselves, generally where the highest level of activity takes place.

4. The tasks of the look-outs are to:

- * Assist the lifeguard in preventative actions, spotting dangerous situations
- * Continuously observe the section of the pool assigned
- * Assist in an emergency.

Look-outs should not be sunbathing or socializing!

5. The following equipment should always be present during pool use:

- * First aid kit (located in the equipment room)
- * Rescue tube (stored in equipment room, next to lifeguard while swimming takes place)
- * Backboard with straps (hanging on the wall)
- * A throw rescue device (hanging on the wall)

6. A phone to call 911 is located in the managers house on the right wall after you walk in the main entrance and in the kitchen on the counter behind the stove .

7. Emergency procedures:

In case of an emergency in the pool area, follow these steps:

- * Listen to the lifeguard; he or she is in charge until more qualified personnel arrives.
- * Do not move a victim unless he or she is in immediate danger.
- * Send someone to call 911 immediately if necessary.
- * Send someone to get the camp director and any medically trained people in the camp.
- * Move all other participants out of the pool and away from the pool area.

THE USE OF FIRE

The experience of fire is magical during a week of camp. It not only provides us with a focus point and warmth during the campfires at night, but it also may help us to prepare food. Campers of all ages may enjoy the pleasures of fire and the satisfaction of building and maintaining one.

Procedures:

1. All activities involving fire need to have constant supervision by at least 1 trained adult.

2. The use of open fire may only happen if permitted by USFS (check with Camp Director) and in a designated fire ring or in a BBQ, earthen oven, fire place, or portable fire ring (such as an old cast iron sink). It should never occur anywhere in the forest outside of these devices.

3. Fires should be kept small and functional. For a campfire that means about 18" high. Unnecessary big fires are wasteful and dangerous.
4. Before starting a fire, always check the area for combustibles: Dry grass, trash, spare wood, buildings etc.; do not start unless these have been removed at least 30 feet away.
5. There should always be an emergency water source nearby, a hose will do. If a hose is not available, a few buckets nearby a stream will be OK too. You may never start a fire if water is not readily available.
6. All fires in fire circles need to be drenched with water after leaving the fire.
7. Open fires may never be left unattended.
8. In case of an emergency, follow the regular procedures. Burn wounds need to be treated immediately by flushing with lots of water. Use the creeks, buckets, hoses, etc. Health Care Provider needs to be informed immediately, and an incident report needs to be filed.
9. Matches, lighters, etc. should never be in the possession of, or be accessible to campers.
10. Report any damage to equipment or any unsafe situation to the Camp Latgawa professional staff.
11. No one may use sticks, etc. to transport fire outside the fire container.
12. All dead wood on the ground may be used for fires, assuming it is used safely. Avoid using wood out of the garage, unless specific permission was given by Latgawa professional staff.
13. #'s 3, 9, & 11, should be shared with all campers before the first fire of the session.

CAMPER POLICIES AND PROCEDURES

(TO BE SHARED DURING THE FIRST CABIN TIME)

1. COMMUNITY LIVING: Campers must respect the property and living space of others. You may only enter your own cabin. Please respect bedtime and lights out as to not disturb other people in your cabin or your neighbors.
2. BE KIND AND GENTLE: to each other, the camp and its facilities, and the natural environment. Stay on the trails, put trash in the trash cans and don't pick or kill anything.
3. SMOKING AND DRUGS: No campers are allowed to smoke or use any kind of illegal drugs.
4. LEAVING CAMP: No one is allowed to leave camp without the permission of the director.
5. FIRE: Fire is only permitted in the designated fire circles and only when supervised by an adult. No campers should have any form of matches, lighters, etc.
6. FOOD IN CABINS: To avoid having critters enter your cabin (bears, raccoons, mice, ants, skunks), please give any food or candy you brought to your counselor. You will get it back at the end of the week.
7. SHOES: To protect your feet, always wear shoes or sandals when walking around camp.

8. **SPORTS EQUIPMENT:** It is there for you to use. We do not lock it but count on campers to put it back after they are done using it.

9. **TOYS:** Campers may have things such as binoculars, a compass, or other outdoor equipment. They should not have walkmans, boom boxes, video games, anything that beeps, etc. Hairdryers are discouraged.

10. **SWIMMING:** Swimming is only allowed when a certified lifeguard is present. Showers are required before entering the pool. All campers must first pass a swim test before they are allowed to swim on their own or in the deep end. Please do not run in the pool area, hang onto the rope, dive or jump in the shallow end or engage in dangerous horseplay near the sides of the pool. Diving is only allowed in the deep end towards the direction of the shallow end. Always check the water before you dive.

11. **DINING HALL:** Campers may sit where they want to as long as there is at least one spot for an adult left at each table. Meal times are for enjoying good food, conversation and rest. Please do not play with food, yell to other tables or sing songs during meals. All should remain seated until the whole table has finished eating and assisted with cleanup. Be sure to drink some liquids at each meal as well as in between meals. Campers will take turns finishing the dining hall cleanup and doing the dishes.

12. **FIRE DRILL:** In an emergency a fire alarm will sound. If so, please gather at the Indigenous Village (lower meadow), find your counselor, and when everyone in your cabin is there, sit down quietly. Do not run. This will be rehearsed within the first 24 hours of each camp session.

GENERAL POLICIES AND PROCEDURES

1. **THE EXPERIENCE:** Being a counselor at Camp Latgawa is a unique experience. We hope that all those involved with the summer camp program have an enjoyable week, with lots of learning, sharing, giving and spiritual growth. We have the opportunity to give children and adults an experience that will transform their lives.

2. **TRAINING:** All summer camp counselors need to receive at least 24 hours of training, 12 hours of which on the Latgawa site. This covers some basic program planning and health and safety issues. If for some reason someone can't make it for some of the training sessions or has been recruited after some have already happened, they can compensate for this in communication with the camp director and Dean. The training starting 24 hrs. before the sessions begins can not be compensated. All program counselors need to be at camp during this time.

3. **MID-WEEK EVALUATION:** Each Wednesday there should be a 30 minute meeting planned with the camp director and the entire program staff. This serves as a necessary communication tool between the camp management and the program staff. The agenda will contain: The flow of the program, logistical problems, counseling issues, supplies needed, other issues.

4. **CAMP CLEAN-UP:** Each program week may decide for themselves how they plan on keeping the camp clean, including bathrooms, dining hall and program areas. Essential is that everything happens with hygiene in mind and that the camp is left clean and ready to be used for the next group. Campers should have an active part in this process. Program staff is responsible for the outcome (including on Saturdays).

5. **CAMP LATGAWA SITE:** Our site is leased from the U.S. Forest Service. Theoretically the general public is allowed on our site but not in our buildings. We request from people to walk around our site by means of the gazebo to the springs and falls. Be kind and gentle. Hostile intruders should be reported to the camp director immediately.

HEALTH AND SAFETY PROCEDURES

1. **LIFE THREATENING EMERGENCIES:** Lack of breathing or heartbeat, or heavy bleeding needs professional medical emergency care. Call 911, send someone to notify the health care provider (HCP) and camp director and provide first aid.
2. **FIRST AID:** All routine first aid and dispensation of medication (prescription and non-prescription) will be administered by the HCP. The exception is for out of camp trips.
3. **ACCIDENT PROCEDURE:** Do not move a victim unless he or she is in direct danger; send someone to get the HCP and camp director; do not panic; make sure all other campers are taken away from the scene.
4. **MEDICATION:** For the safety of the campers, all medication has to be kept in the Health Care Center. There should be no medication in the cabins whatsoever. The exception is medication for life threatening situations such as asthma and bee stings (and only by permission of the HCP).
5. **CAMPERS MEDICAL CONDITION:** The HCP will inform all counselors in writing regarding any special medical conditions or medication concerning their campers. It is the counselors duty to remind campers to go to the Health Care Center for their regular medication.
6. **INCIDENT REPORTING:** Each incident that led to, or almost led to someone getting hurt should be reported through the incident report form. This is a tool for the camp to keep track of dangerous practices and locations at the camp and to record the incident. Extra incident forms are in the Health Care Center.
7. **EMERGENCY COMMUNICATION:** Only the HCP in consultation with the camp director may inform the parents of minors regarding incidents, illness or accidents. Only the camp director is allowed to address the media.
8. **EXPOSURE TO BODY FLUIDS:** Everyone giving any level of first aid that involves blood or body fluids should wear disposable gloves. Always wash your hands after any contact with body fluids and after taking off gloves. Any contaminated supplies (bandages, etc.) should be placed in a zip lock bag and returned to the HCP for proper disposal. Under no circumstances should the urgent care of a bleeding child be delayed because gloves are not available.
9. **STAY HEALTHY:** Most importantly, you are the key to a healthy camp. Make sure that your campers are well fed, rested and drink enough water. Practice good hygiene habits such as washing hands and always be on the look out for dangerous situations. This may include things such as broken equipment, unsafe paths, rough and wild campers, dangerous tools, extreme heat, etc. By your example, help your campers gain awareness of their own health and safety.

PERSONNEL POLICIES FOR COUNSELORS AND SEASONAL STAFF

Working with CITs

Elementary camps (3rd grade through 6th grade) will be assigned one to four counselors-in-training (CITs) for the week, depending on the size of your camp. Each CIT has attended a training event to prepare them for the week. CITs should be invited to your pre-camp meetings so they can become part of the staff. For the week of camp, each CIT should be paired with a mature adult for mentoring proper leadership skills. CITs are never to be in direct supervision of campers. Using the “*Supervising Your Staff*” guidelines, you are asked to check in with the CIT and their co-leader as often as possible, especially during the beginning of the week.

The dean and cabin leader will be asked to complete an evaluation form during the week. There will be a mid-week evaluation on Tuesday or Wednesday so the CIT has an opportunity to improve their skills. There will also be an end-of-the-week evaluation to inform the CIT of their performance as a cabin leader. Deans are encouraged to offer advice and performance review in short interviews during the week on their own but the Program Director will also be available should the dean feel uncomfortable.

Being a counselor at Camp Latgawa is a unique experience. We hope that all those involved with the summer camp program have an enjoyable week, with lots of learning, sharing, giving and spiritual growth. We have an opportunity to give children and adults an experience that will transform their lives.

1. **CONDUCT:** All must conduct themselves in a responsible manner which sets a good example for others and reflects positively on the camping program. This includes all that you do and say as well as your appearance. Counselors and staff must avoid romantic relationships with campers and each other while at camp. Any form of flirting, sexual jokes or inappropriate physical contact is not O.K. while at camp.
2. **ALCOHOL AND DRUGS:** The possession or use of illegal drugs is prohibited as well as the use of alcohol while or before on duty.
3. **SMOKING:** Persons over the age of 18 are allowed to smoke at camp, but never while conducting program activities or while with campers. Smoke only outside of buildings and on gravel, sand or rock areas. Never leave cigarette butts in the forest or on the ground.
4. **ARRIVAL AT CAMP:** All counselors are expected to be at camp 24 hours before the start of the session to receive necessary health and safety orientation and for last minute preparations. **NO EXCEPTIONS PLEASE!**
5. **USE OF POOL:** Counselors and seasonal staff may only use the pool when a certified lifeguard is present and out of the water.
6. **USE OF UNCLE JOE'S:** During the summer camp program, Uncle Joe's may be used as a staff lounge and program preparation area. Camper use of this area is discouraged. Please leave the room clean for the next group to use.
7. **ORGANIZATIONAL STRUCTURE:** The camp director is the overall supervisor and authority over the camp and the camping program. This includes all health and safety related issues as well as program appropriateness issues. The camp dean is the manager of the program and the counselors.

8. TIME OFF: Each person working at Latgawa needs to get at least 2 hours of free time a day. Deans are responsible for scheduling this for the counselors and all are responsible for taking it. Seasonal staff will get at least 1 day off per week.

9. TRAINING: All counselors need to receive at least 24 hours of training, 12 hours of which is at the Latgawa site. If for some reason someone cannot make it to some of the training sessions or has been recruited after some of it has already happened, they can compensate for this in communication with the camp director and the dean. The training starting 24 hours before the session starts cannot be compensated. All program counselors need to be at camp during this time.

10. EVALUATION: Each program week will have a 30 minute mid-week evaluation with the camp director. In addition, we ask all counselors to participate in the evaluation process at the end of the week in order to continue our personal growth and the improvement of our programs.

11. CAMP CLEAN-UP: Each program week may decide for themselves how they plan on keeping the camp clean, including bathrooms, dining hall and program areas. It is essential that everything happens with hygiene in mind and that the camp is clean and ready for the next group. Campers should have an active part in this process. Program staff is responsible for the outcome (including on Saturdays).

12. EQUAL OPPORTUNITY EMPLOYMENT: Camp Latgawa provides equal opportunity to employees and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age disability or veteran status.

13. COMPENSATION: All volunteer counselors receive room and board and accident insurance while at camp. Seasonal staff are also considered volunteers but may receive a stipend, to be negotiated at the time of hiring.

SEARCH AND RESCUE

If a person or persons are missing, a counselor should:

1. Make sure that his/her campers are adequately supervised before beginning a search. If necessary, send 2 campers to find another staff person or counselor.
2. Ascertain where the person was last seen, what they were doing, and their emotional state. Preserve and protect any footprints of the lost person.
3. Begin the search by circling the immediate area, calling the person's name and making loud sounds.
4. If unsuccessful, notify the camp director.

After being notified that a person is missing, the director may:

1. Sound the fire alarm and ring the bell continuously to gather campers and collect all possible information. The alarm may also be heard by the lost person, giving him/her an idea of how to get back to camp.
2. Send a staff person to drive or bike down South Fork Little Butte and a staff person to hike to the falls and the Soda Springs loop trail.
3. Initiate a thorough search of the camp grounds.
4. If the missing person still hasn't been found, notify the sheriff's department.