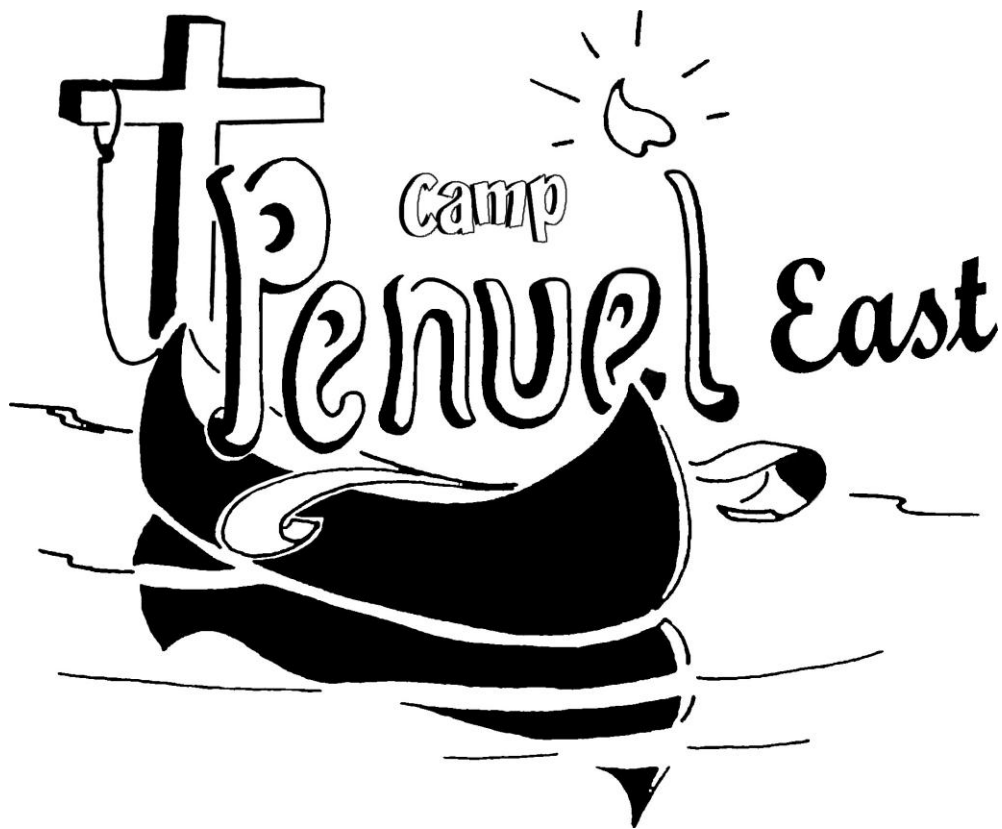


Group Coordinator Handbook 2010

version 1.3



P.O. Box 510 ♦ Eldred, PA 16731 ♦ (814) 225-3222

Camp Penuel East

Standards and Policies for 2010

Here at Camp Penuel East we are here to partner with you to reach out to the lost children in your local communities. We need to work together to see this goal achieved. Some of these changes are preemptive and some are reactive. We just want our camp to be the best that it can be, and we believe these changes will keep us moving forward in the right direction.

It is our policy that: EVERY CAMPER THAT SWIMS IN THE LAKE MUST WEAR A LIFE JACKET – EVEN IF THEY ARE AN ACCOMPLISHED SWIMMER.

The reason for the policy is as follows:

- 1) This does not affect adults; if they can't swim then they should stay out of the water.
- 2) This will allow the kids to have much more freedom during their swim time at the lake.
- 3) It will make every child HIGHLY VISIBLE in the less than clear waters of the lake.
- 4) **This is a preemptive policy** we are without incident, but this will make our lake swimming time a safer environment for both staff and participants alike.

COUNSELOR STANDARDS

- Campers will not be able to participate in scheduled events and activities unless their counselor or an approved substitute is with them.
- Counselors must remain at the activity or event for the entire length of scheduled time.
- During swim time at either the lake or the pool there must be a counselor present that represents every cabin that is swimming. This means either inside of the fence at the pools or on the shoreline or on the dock at the lake.
- **This is a reactive policy:** Coordinators if you sign up a person to be a counselor make it very clear to them that they will be with their kids every minute of every day. Our staff can't properly do their jobs and they are not here to cover for absent counselors.

Camp Penuel East

Group Coordinator Responsibilities

- 1) Handout applications in your area for only campers between the ages of 7-11 (NO EXCEPTIONS).
- 2) Handout applications for counselors, and be sure to follow our requirements.
(No junior counselors age 12-15 permitted NO EXCEPTIONS)
 - Counselors must be 16 years of age or older.
 - Counselors must be mature and responsible.
 - Must not leave their group unsupervised for the entire time of camp.
 - Must be able to leave their children under 7 at home.
 - Must not be using alcohol or drugs, also this is a smoke free facility.
 - Must be willing to supervise children and treat them with respect.
 - Never suspected or accused of improper treatment of children.
 - Must be a Pastor approved counselor.
- 3) Collect applications for campers and counselors. Make sure that they are completely filled out by parents or guardians. You will bring these with you when you come to camp on the bus.
NOTE: Don't allow any campers or counselors to get on the bus if they don't have a completed registration form.
- 4) Separate applications of any kids or counselors with medicine or allergies, because it will make registration go very quickly when you arrive (we are only checking in kids that need medicine or have allergies).
Note: All medicine even adults must be checked into and stored in the nurses office
- 5) You must make sure that all of the kids are supervised in transit all the way to camp.
- 6) Your arrival time to Camp Penuel East should be around 3:00 pm so you should adjust your departure time accordingly. If you are coming from a great distance to our facility we will adjust our schedule to match the ETA that you give us while in transit. We will have dinner at 5:00pm we will also adjust this meal time according to your ETA if you are coming from further away.
- 7) Make cabin assignments and give your registration forms to the camp director when you arrive during your check in at Camp Penuel East.
- 8) Supervise your group and work with the camp director during camp.
NOTE: No phone calls except for emergencies and be sure there is no food allowed in the cabins.
- 9) Before you leave on the busses supervise cabin and grounds clean up.
- 10) When you return home we ask that you would send a letter about your camp experience. (we use them in the promotion of our camp)

Camp Penuel East

Camper Capacity

Boys

We have 5 cabins with 11 beds

10 campers per cabin and 1 counselor per cabin = 55 Total

Girls

We have 5 cabins with 11 beds

10 campers per cabin and 1 counselor per cabin = 55 Total

Total Camper beds is 100

Total Counselor beds is 10

Total Camp Capacity is 110

Note: If you have more boys than girls or vice versa then just copy the cabin assignments sheets and adjust your cabins accordingly. These extra boys/girls would be in a cabin closer to the opposite gender, but they are by no means mixed together. They are separated and have privacy and they do not share any basic services each cabin is fully equipped and self contained.

Camp Penuel East

Girl's Cabin Assignments

Group _____ Dates _____

CABIN #	GIRL'S COUNSELOR	GIRL CAMPERS			
Cabin 01	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 02	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 03	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 04	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 05	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	

Camp Penuel East

Boy's Cabin Assignments

Group _____ Dates _____

CABIN #	BOY'S COUNSELOR	BOY CAMPERS			
Cabin 06	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 07	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 08	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 09	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	
Cabin 10	_____ Full Name	01		06	
		02		07	
		03		08	
		04		09	
		05		10	

Camp Penuel East

Coordinator Information For After Camp

As you may know Camp Penuel East is a free camp for Inner-City and underprivileged children. Most of these children would otherwise never be afforded an opportunity to attend camp. Even though the camp is free, there are things that your group can do to help Camp Penuel East financially.

1) RETURNING HOME AFTER CAMP

- Write a letter of thanks, telling how the kids responded to their experience at Camp Penuel East. People who support us love to hear about the lives that are being changed at camp.

2) EVERYONE KNOWS SOMEONE

- If you know of a business, church, foundation, service club, individual who may be interested in helping, please send us their contact information. We will follow up from there.

3) ADVERTISE

- After returning home, put an article in the paper, on radio, or television. Let people know about Camp Penuel East and the program that we provide for children.