

SACRAMENTO STATE
AQUATIC CENTER

**SUMMER CAMP
INSTRUCTOR
HANDBOOK**

YOUTH STAFF IMPORTANT REMINDERS...

- You must stay for your entire shift. All counselors must work together to ensure that the site is properly set up and cleaned at the end of each day. Everyone is expected to be proactive.
- All of your campers need to be accounted for before you leave each day. They either need to be checked out by their guardian or you need to communicate with the check-out staff person and let them know which of your campers are still on site.
- Make sure that all campers are informed of the camp rules.
- After taking roll in the morning, please let the front office know if any campers are absent and call the parents or guardians by 9:00am. This is to ensure that all campers have arrived safely and are with their proper counselor.
- Please let the front office know which equipment your group will be taking for the day. The office staff needs to know what equipment is available to rent to the public each day.
- Please let the front office know if you are taking a trip down the lake, where you plan on going and when you plan on returning. The front office needs to be aware of everyone's location in case of an emergency.
- You will need to do a rotational lunch schedule with your partner so that the campers are supervised at all times. If needed a supervisor or another approved staff member can assist with lunch break rotations.
- Each camper will receive a photo magnet at the end of the week. It is your responsibility to look through the magnets, identify and collect your campers and ensure that each camper gets his or her magnet. If a camper is absent on a Friday or forgets to take home their magnet you need to address an envelope that Friday so the front office can mail it and it does not get lost.
- At the end of each week you will receive thank you postcards for each of your campers. Please sign and decorate these cards each week. Once you are finished, return the cards to the front office to be mailed.

SUMMER CAMP DESCRIPTIONS

BASIC CAMP (ages 7-17)

Basic Camp is divided into groups according to the campers' ages. The groups are: Guppies-7, Starfish-8, Turtles-9, Dolphins-10, Seals-11, Sting Rays- 12, Sharks-13 and up. Students will learn the basic skills of kayaking, canoeing, windsurfing, and sailing Monday through Thursday. On Friday all campers will spend the day doing fun activities such as the Boating Safety Olympics or Boating Safety Skits to learn about boating safety.

SAILING CAMP (ages 10-17)

In this advanced sailing camp students will use Lasers, Holders, Picos, Keelboats and our Catamaran. The campers will learn and practice rigging, sail trimming, boat handling, and racing through drills, games, and races.

PADDLE CAMP (ages 12-18)

Campers will learn flat water kayaking, canoeing, stand-up paddling, basic river kayaking, and Olympic rowing on Lake Natoma. Campers will also take a kayak trip down the Lower American River and a white water raft trip on the South Fork of the American River. On Friday campers will do a field trip and an adventure race. Some of the Paddle camp activities are combined with Adventure Camp.

ADVENTURE CAMP (ages 13-18 Teens)

This camp includes: a day of sailing and/or rowing, stand up paddling, a kayak trip down the lower American River, a white water rafting trip down the South Fork of the American River, team building, and an adventure race. This camp includes the overnight campout on thursday

WAKE BOARDING AND WATERSKIING CAMP (ages 8-18)

This course is designed for students of all ability levels from the beginner who has never wake boarded or water-skied, as well as the intermediate who has experience and wishes to learn the newest techniques. This camp takes place at Folsom Lake and is limited to 30 campers per week.

YOUTH "JET SKI" PERSONAL WATER CRAFT (ages 12-18)

By law campers must be at least 12 to operate a PWC with an adult on board and 16 to operate alone. Monday is spent at the AC learning all of the safety aspects of Jet Skiing and campers will complete the CA boating safety exam. Tuesday-Friday the campers will learn to safely operate the PWCs at Folsom Lake. Each day has a speed limit and specific skill that is practiced. The speed limit starts at 15mph on Tuesday and goes up each day until they reach 45mph on Friday. The skills and activities that are covered include docking, tight maneuvering, man overboard drills, a lake tour, and barrel races.

BEGINNER OLYMPIC ROWING CAMP (ages 12-17)

This camp is designed for the beginning/novice rower. It teaches safety, boat control, proper care of equipment, and correct rowing technique. Students will learn to row in a single shell and 4's or 8's. This camp is great for campers with a possible interest in high school rowing.

COMPETITIVE JUNIOR ROWING CAMP (ages 14-18)

This camp is designed for high school rowers that have competitive experience and wish to fine tune their skills before the fall season begins.

MONDAY MORNING

1. **All counselors will arrive early wearing RED to prepare for Monday morning**
2. All counselors share responsibility of area assignments
 - a) Tee shirts, check-in lines/tables, directing participants, beach, shelves, basketball, grassy hill games, gangways, directing parents, parking lot, etc.
3. All counselors should be prepared to answer any questions that campers or parents might have.
4. We need to have activities available for campers after they are checked in
 - a) Knock-out, jump rope, four square, chalk, hula hoops, etc.
5. When everyone has checked in each counselor will gather their group
 - a) Find an area to sit down and talk with your group
 - b) Facilitate defrosters and name games
6. Camper Packets
 - a) Review camper packets and be aware of any medical issues they might have
 - b) Look at the camper questionnaire page to get other info about your campers
 - c) Make sure that your class list, camper packets and kids all match up
 - d) When you have reviewed your packets and made edits to your class list they will go to your supervisor to be filed in the office. Do not keep them with you.
 - e) Notify parents of carpool form if necessary.
7. Camp pictures
 - a) The entire camp will take a large group picture together
 - b) Each group will take a separate group picture as well as individual shots for each child.
 - c) Have campers come up with a creative idea for a group picture using a boating theme
8. Go over camp rules and daily procedures
 - a) Camper Rules
 - Sunscreen
 - Must be applied at least 3 times a day
 - Make sure to let it soak in before going in the water
 - It is also good to wear a rash guard, sunglasses, hat or visor to protect from the sun
 - Rocks, sticks, sand
 - No throwing of any items
 - No skipping rocks
 - Life jackets
 - Must be worn at all times when on the water, docks, boats, or beach near the water.
 - Show them how it fits, do the thumb pull up test. It should be snug and not go above the ears
 - Safety is our top priority!
 - Hypothermia
 - Explain about the cold water and what hypothermia is
 - Our lake is usually between 55-65 degrees and there is always a risk of hypothermia.
 - The Dam
 - Always stay away from the dam, it is not a safe place to be
 - Explain the specific danger and what to do if they get too close
 - Inform parents not to park on or block Dam road
 - Water

- Campers need to drink lots of water, we will do water breaks every hour
- We will always have extra water so that they can refill their water bottle
- Tell them about the Tinkle Test: they need to go potty at least four times a day while they are at camp
- **Make sure campers know not to drink water from the lake**
- Geese
 - Leave the ducks and geese alone
 - Don't feed or chase them
 - They need to learn to find their own food and not rely on humans
 - They are aggressive and will bite
- No Running
- Be in view of your counselor at all times
 - Ask before going anywhere (i.e. the bathroom, to get sunscreen) and have your campers take a buddy
- Be polite and don't pollute
 - Pick up after yourself, never leave any trash behind
 - If you see trash pick it up, even if it is not yours
 - Be polite to others, no name calling or swearing
 - Use proper language
 - No fighting or rough housing
- Always be prepared for camp
 - Shoes must be worn at all times
 - Dress in layers, depending on weather
 - Bring lunch, water bottle and sunscreen each day
- b) Go over check-in and check-out procedures
 - They must be checked in every morning and let their counselor know they are here
 - They must be signed out by a parent or guardian every day after camp
 - They cannot leave the check-out area until their parent have come to get them
- c) Shelves
 - Show the campers where the shelves are
 - This is where they will keep their stuff every day
- d) Ice cream
 - Campers are allowed to buy ice cream after camp each day
 - Ice creams cost \$1 to \$2.75
 - Counselors will tell campers when they are allowed to get in the ice cream line after all boats are de-rigged and clean up is completed.
 - Remind campers to go back into check out area after getting ice cream
- e) Family Night
 - Thursday after camp from 3:30-5:30
 - They can show their families everything that they have learned during the week
- f) BBQ (weeks of campout 2, 4, 6, and 8)
 - There will be a BBQ on Friday for lunch
 - The cost is \$5
 - If they are vegetarian they need to tell their counselor
 - Hamburgers, hot dogs, chips, water melon, juice, cookies
- 9. Play name games and ice breakers to get to know your group
- 10. Do swim test
 - a) Have all campers take the swim test to make sure they are safe and comfortable in the water before starting any boating activities
- 11. Get started with your activity for the day

CHECK-IN

1. All campers must be signed in by their parents in the check-in binder every morning.
 - a) Make sure parents use the correct binder.
 - b) Have each parent initial and write down the time of arrival.
 - c) Remember to keep smiling, welcome them with a “good morning, how are you?, are your kids having fun?, etc.”
 - d) Make sure to take your sunglasses off to make eye contact with the guests.
 - e) Remind all parents about Family Night, Campout, and BBQ/Pizza on Friday.
2. Once campers are checked in they may play games on the turf or b-ball court.
3. Counselors must take roll every morning.
4. If campers are absent and we have not received a note or message from their parents we need to call their parents to check the status of the camper.

CHECK-OUT

1. At the end of each day all campers are to be taken to check-out by their counselor.
 - a) The entire group will go to check-out together.
2. Campers should be taken to check-out at 3:30pm.
3. Ice Cream
 - a) After entire group has been taken to check-out, those who want ice cream can be taken to the ice cream line by a counselor.
 - b) They need to leave their stuff in the check-out area and only bring their ice cream money in line with them.
 - c) Ice cream needs to be taken back and eaten in the check-out area.
4. One counselor from each group needs to stay with the campers until there are only 2 campers left from that group.
5. All campers must be signed out by a parent/guardian/carpool in the check-out binder every afternoon.
 - a) Campers being picked up by a carpool must have a signed note on file in the binder.
 - b) Have each parent initial and write down the time of departure.
 - c) Remind all parents about Family Night, Campout and BBQ/Pizza on Friday.
 - d) Collect money from parents for BBQ and Pizza. Write Paid next to child’s name in the check-out section only.
 - e) Remember, even after a long day to greet parents with a smile and friendly words.
6. If campers are still here at the end of the 4:30 shift a supervisor should be assigned to watch the campers. When there are only a few campers left they may be taken into the office to wait for their parents.
7. If counselors are working in pairs:
 - a) One counselor should stay with the campers at check-out while the other counselor does their daily clean-up duties.
 - b) Switch once the first counselor has finished cleaning up.

DAILY CLEAN-UP

1. Each counselor will have a daily clean-up duty
 - a) PFD Racks/PFD & Sail Locker
 - Organize all racks according to size and type
 - Make sure all life jackets are buckled and facing the same direction
 - Clean off any dirty or sandy life jackets
 - Check areas around racks and locker for garbage and lost and found items
 - Sweep underneath racks
 - b) Bathrooms, Locker Rooms, Storage Room, Back sink/food prep area
 - Sweep out any dirt or sand; pick up any loose trash that campers may have left behind
 - Notify front office of any supply shortages
 - Organize and clean storage room
 - Make sure all dishes are clean and put away
 - Make sure sink and prep area are clean
 - c) Beach and Recycle Bin Toy Boxes
 - Check entire beach area for garbage and lost and found items
 - All toys need to be rinsed off and returned to appropriate bins
 - Clean toy bin area and make sure bins are clean and organized
 - d) Sweeping
 - Sweep concrete surrounding beach area, Founder's Grove, picnic tables, and office
 - The blower can be used for most areas as well
 - e) Classrooms & upstairs storage room
 - Sweep and wipe down floors, tables and chairs
 - Organize chairs and tables back to classroom configuration
 - Clean the white boards and put away all teaching materials
 - Clean and organize storage room, make copies of worksheets as needed
 - Notify supervisor of any material shortages
 - f) Docks, Camp Shelves, Lost and Found
 - Look over entire area including the docks, turf, shelves and picnic tables for items
 - Clean camp shelves and cubbies, pick up any trash and lost and found items
 - Make sure docks are in order, all equipment should be returned to its original place
 - Tidy up lost and found area (hang shirts, fold clothes and towels, empty lunch bags)
 - g) W.E.T. Course
 - Set up and take down all parts of the W.E.T. course
 - Put equipment in proper location for overnight storage
 - Notify supervisor of any items that need maintenance
 - h) Ice Cream & Staff Room Clean-up
 - Sell ice cream to campers and close and lock freezer when finished
 - Count cash and turn in daily drop, return cash box to Cindi's office
 - Wipe down and clean off tables in staff room
 - Tidy up and clean fridges (throw away old food, wipe up spills, etc.)
 - i) SafetyCheck
 - Check all first aid kits and restock as needed
 - Notify supervisor if we are low on any items
 - Check to make sure back boards, throw lines, and kits are on all boats
2. Everyone needs to work as a team so that everything can get done efficiently

3. Daily chores are done before and after camp each day. Make sure your area is cleaned and help co-workers with other chores before leaving for the day.

FAMILY NIGHT

1. **All counselors must be in a red staff shirt, heel strap shoes, and appropriate swimwear!**
2. All counselors will be assigned stations
 - a) Meet and greet
 - You are the first impression for the parents
 - Greet parents, have them sign waivers, give out wristbands to parents
 - Tell participants the boundaries
 - Direct parents to the life jacket rack
 - Warn parents about getting wet
 - Have them leave car keys in the front office
 - Clean-up
 - Put away table, release forms, wrist bands and other supplies
 - Check area for trash and lost and found items
 - b) Life jacket racks
 - Pass out life jackets, make sure participants are properly fitted
 - Direct parents to the activities
 - Clean-up
 - Organize and put away life jackets
 - Reorganize life jacket locker if needed
 - Check area for lost and found items
 - c) Hagen's Freeze stand
 - Set up table, serving utensils, cups, spoons, napkins and freeze by gangway
 - Place garbage cans near table
 - Pass out freezes to participants
 - Remind participants not to take the freezes on the boats
 - Clean-up
 - Clean area, wipe down table
 - Wash out buckets, serving utensils
 - Put extra freeze in the freezer
 - Put supplies back in their proper places
 - d) Windsurfing Beach
 - Lifeguard the beach
 - Have at least 4+ windsurfing rigs set up
 - Have at least 15 practice boards on the beach
 - Assist participants with windsurfing
 - Use ropes to pull less experienced participants back to the beach
 - Have participants take 5-10 minute turns
 - Do not sit down when working the beach station!
 - Clean-up
 - Make sure that all boards and equipment get put away
 - Clean up beach, throw away trash, check for lost and found items
 - e) Sailing dock
 - Lasers and holders are for sailing camp use only
 - Have Pico boats ready for participants to sail
 - Only campers that in sailing camp this week can use sailboats with their family

- Remind participants of the boundaries
 - Tell sailors not to stay out too long since there is usually a long line of sailors
 - Clean-up
 - De-rig boats and return all equipment to proper places
 - Check area for trash and lost and found items
- f) Kayak dock
- Have singles, Keas and tandems ready for participants
 - Help participants get in and out of kayaks
 - Give parents a brief paddling instruction if necessary
 - Remind participants of the boundaries
 - Clean-up
 - Put away boats and paddles to their proper places
 - Check dock for trash and lost and found items
- g) Canoe dock
- Have canoes ready for participants
 - Help participants get in and out of canoes
 - Give parents a brief paddling instruction if necessary
 - Remind participants of the boundaries
 - Clean-up
 - Put away boats and paddles to their proper places
 - Check dock for trash and lost and found items
- h) Hydro Bike station
- Have hydro bikes ready for participants
 - Help participants get on and off of the bikes
 - Make sure there is only one person per bike and that they follow all rules
 - Remind participants of the boundaries
 - Ask participants to take 5 minute turns so every has a chance to participate
- i) Back Dock/W.E.T. Course
- Set up obstacles (if not already set up)
 - Ensure that all participants are following safety rules
 - One person on the lily pads, slide, and fidget ladder at a time
 - Staff must help each participant on and off the tension traverse
 - No more than 4 people on the iceberg at a time
 - No shoes on the slide
 - No running back to the dock from the lily pads, they are one way only
 - Monitor all stations
 - Clean-up
 - Take down and put away W.E.T. course
 - Ensure all features are properly stored/locked up for the night
 - Check dock for trash and lost and found items
- j) Safety Launch drivers
- A safety launch must always be on the water when participants are on the water
 - Make sure participants are following the rules and staying in the boundaries
 - Be prepared to reinforce lake boundaries, give tows, right capsized boats, give instruction, perform rescues, etc.
 - Assist and talk to the participants
 - Round up all participants at the end of the evening
 - Have all boats head back to the dock at 5:15
 - Clean-up

- Put away all equipment to their proper places
- k) Water Ski & Rowing Videos
 - The water ski/wakeboard and rowing videos will be shown in the classrooms at 4:15
 - Set up classroom for viewing
 - Show videos and talk with parents
 - These counselors will help other stations after the video is over
 - Clean-up
 - Clean classroom and put away all video equipment
 - Help clean up other stations
- 3. All campers must be signed out by a parent to participate
 - a) All campers must stay in the check-out area until signed out by their parents
- 4. If parents are not staying and camper is staying for campout:
 - a) Campers can stay at check-out or
 - b) Campers can stay with their counselor or participate at other stations if they make an agreement with their counselor and check in with them every 15-20 minutes
 - This is up to the counselor's discretion
- 5. Parents must sign a waiver and get a wristband to participate
- 6. Staff can have one freeze between 3:30 and 4:00
 - a) Do not eat freezes in front of participants
- 7. Parents night ends at 5:30pm
 - a) Start putting away boats and cleaning up at 5:30pm
 - b) Stop sending boats out at 5:00pm
 - c) All boats need to be off the water by 5:30pm
- 8. ALL staff needs to help clean-up ALL areas
 - a) All boats and equipment must be put away and facility must be clean before signing out
- 9. All staff should be prepared to answer any questions that parents might have
- 10. All staff needs to be friendly and welcoming
- 11. Try to talk to the parents of your campers
 - a) Tell them about how their child has been doing during the week
 - b) Give them a friendly face to put to your name
- 12. Boundaries for Family Night
 - a) Windsurfing beach
 - Do not go beyond the state park dock and the steps on the point
 - Do not go on the state park beach
 - b) Sailboats, kayaks, and canoes
 - Do not go near the dam
 - Do not go beyond the point

Thursdays can be very long and tiresome; however this is the one chance we have to leave a lasting impression on the families of our campers. It is important to be friendly and informative to each participant you interact with. Take pride in our programs and the hard work we do with their children all week. Parents want to meet the people that are looking after their children, and we need to do our best to give a positive impression to each one.

Everyone will be responsible for a specific job during parent's night, as well as being part of a team that works together. Once your specific clean-up duties are done look for other counselors who need help finishing their jobs. Parent's night goes much smoother when everyone works together. This is not a time to socialize. All staff must do their part to ensure the guests have a great experience and that everything gets cleaned up in a timely manner. Groups of red shirts should not be seen together just socializing while others are working and cleaning up.

CAMP-OUT

1. Gather up campers that are staying on the turf while cleaning up from parents night
2. All campout staff need to report to the turf by 5:30pm
3. Check in all campout participants
 - a) Each counselor will be given a list of their campers for the night
 - b) Each group will get a separate color wristband to identify each group
 - c) Check in each camper in your group and give them a matching wristband
 - d) Turn in your attendance sheet when all of your campers are accounted for
4. Give your group the agenda and rules for the night
5. Help you group set up their sleeping stuff in the appropriate area
 - a) Boys on one side, girls on the other, counselors in the middle
 - b) There will be a separate area for younger campers (if needed)
6. Have your group create a chalk mural
 - a) The mural should emphasize boating safety, group name, theme, etc.
 - b) The murals will be judged and the winner gets to line up first for dinner
 - c) Have your group wash their hands before lining up
7. Spaghetti Factory dinner
 - a) Menu: spaghetti with meat sauce, spaghetti with tomato sauce, spaghetti with butter and Mizithra cheese, bread, salad, juice. Special menus available for diet and allergy reasons.
 - b) Set up serving tables, get out utensils, cut bread, mix salad
 - c) All campers must eat before anyone can have seconds
 - d) Dinner must be eaten on the picnic tables on the beach, not the turf area
 - e) Make sure campers clean up their dinner before the next activity
8. Kayak trip
 - a) Assigned staff leads campers on kayak trip
 - The trip should last around 1 ½ hours depending on the time
 - Be creative with the trip
 - Take campers to fun locations and have them participate in games and activities
 - Some ideas are to take them exploring in the swamps, play football on the Nimbus Flat beach, play the boulder game on blackberry island
 - b) Other assigned staff will stay on site to get out smores, start campfire, and prepare facility for the night. Staff can use this time to prepare personal stuff for the evening.
9. When kayak trip returns
 - a) Have campers dry off and change into pajamas/dry clothes
 - b) The staff that stayed on site will take over and watch the campers
 - c) The kayak trip staff will shower and prepare personal stuff for the evening
10. S'mores
 - a) Have campers line up and take turns roasting marshmallows and making s'mores
 - b) Counselors need to closely monitor the camp fire and assist the campers
 - c) One s'more per camper
11. Capture the flag
 - a) Split into two teams and involve all campers
12. Brush teeth and get ready for bed
13. Lights out. Bedtime.
14. There will be a staff member assigned to overnight security that will stay awake over night
15. Friday Morning

- a) Wake up campers at 7am
 - b) Have them clean up and get ready and dressed for the day
 - c) Have them put all stuff on the camp shelves or turf behind the stairs
16. Pancake Breakfast at 7:30am
- a) Start prep for pancakes at 6:30am. Tables, griddles, mix batter, etc.
 - Make sure to use separate circuits for griddles so we don't overload circuits
 - b) Make plain, wheat, blueberry, chocolate chip, and any other creations of pancakes
 - c) Counselors need to heat up griddles, mix pancake mix, get out toppings and juice
 - d) Cook a good amount of pancakes before letting campers get in line
 - The turf must be completely clean before campers can eat
 - e) Help younger campers with juice and toppings
 - f) A few counselors will watch the campers while the rest help with the pancake breakfast
 - g) All griddles and breakfast equipment needs to be cleaned and put away after breakfast
 - h) Make sure campers clean up eating area and join the rest of the campers for the day

BOATING SAFETY FRIDAY

FRIDAY SCHEDULE

- 8:30-9:30 Boating Safety (videos/books)/Thank You/Games
- 9:30-10:00 Get water ready/Life jackets
- 10:00-11:30 BOATING SAFETY OLYMPICS (stations 1-5)
- 11:30-12:00 OUTSTANDING CAMPER AWARDS
- 12:00-12:30 LUNCH
- 12:30-2:30 ACTIVITY STATIONS
- 2:30-3:00 CLEAN UP
- 3:00-3:30 End of week debrief with groups. Hand out goodie bags.

BOATING SAFETY OLYMPICS

- 9:30-10:00 Intro: Team Names & Team Cheers (All groups together on turf)
- 10:00-11:30 BOATING SAFETY OLYMPICS STATIONS (15-20 minutes per station)...

- Station 1: Main Docks- "Reach, Throw, or Row"/ "Stay with you Boat"
- Station 2: Beach- Trash Relay "Be Polite, Don't Pollute"
10 Rules "Learn the Rules of the Road"
- Station 3: W.E.T. Course- "Learn to Swim," "Look Before You Leap," "Learn to Float"
- Station 4: Front Grass- Dizzy Lizzy "Alcohol, Drugs, and Boating Don't Mix"
- Station 5: Basket Ball Court- Life Jacket Relay "Wear a Lifejacket"
Grassy Hill or Docks- Bucket Brigade "Don't Overload your Boat"

BOATING SAFETY SKITS (OPTIONAL)

1. Every Friday all campers will perform boating safety skits in front of the rest of the camp
2. Each group is given one of the ten boating safety rules to perform
 - a) 1. Learn to Swim, 2. Wear a life jacket, 3. Learn to Float, 4. Reach, Throw, or Row, 5. Look before you Leap, 6. Don't Overload Your Boat, 7. Stay With Your Boat, 8. Learn the Boating Rules of the Road, 9. Alcohol, Drugs, and Boating Don't Mix, 10. Be Polite, Don't Pollute.
3. Campers are to be informed of their skit lesson sometime in the beginning of the week
 - a) They should also watch the video with the ten boating safety rules
 - There are different videos for the age groups
4. Each group of campers should come up with their own original skit
 - a) Have the campers work together to come up with an idea for their skit
 - They can use costumes, props, songs, boats and other equipment
 - Counselors can help and give some general guidelines and ideas
 - o Counselors can't do all of the work!
5. The skits will be performed in the order of age groups
 - a) All campers must politely watch the skits of the other groups

CAMP RECOGNITION

1. At the end of the week each counselor will give out a camper of the week award
 - a) Awards are given for teamwork, cooperation, boating skills, following rules and going above and beyond expectations
 - b) Counselors will take turns announcing their camper of the week
 - c) Campers swim to the performance dock and give high fives when receiving their awards
 - d) A Camper Fun Pass is to be mailed to each of the winning campers
 - This is a 2 hour free rental card for them to come back with their family at a later date

FRIDAY BBQ (PENDING)

1. There is an optional BBQ every Friday for campers who wish to participate
2. Menu- Hamburgers, cheese burgers, hot dogs, veggie burgers, watermelon, chips, and cookies.
 - a) Counselor menu also contains: deluxe fixings for the burgers and anything else that has been prearranged and provided by the counselors (i.e. chicken, tri-tip, etc...)
3. Counselors need to split up BBQ duties and responsibilities
 - a) Cooking- Start at 11:00am, 2 people should be in charge of the grill
 - b) Cut watermelon, get out chips, cookies, condiments, plates and napkins
 - c) Make Gatorade or Juice drink in 5 gallon jugs
4. Counselors that are not setting up for the BBQ need to take over the responsibility of instructing the campers
5. The BBQ
 - a) Campers are called to get in line in groups according to their age or camp
 - Younger children will go first so that they can be easily helped with their food
 - b) Each camper can have either a hot dog or hamburger and sides on their first trip
 - c) Some counselors need to help serve food while others supervise campers eating
 - d) Seconds will be called only after every one has gotten firsts
6. Clean-up
 - a) After the BBQ is over the counselors who set up for the BBQ should supervise the campers and the other counselors should do the cleanup
 - b) Counselors should work together to complete all of the clean-up tasks
 - The grill needs to be scraped and tools put away
 - All leftover food should be put away in the fridge, freezer or trash
 - Wipe down tables, wash and dry dishes, and put away in proper places

FRIDAY CLEAN-UP

1. At the end of every Friday an entire camp clean-up takes place starting at 2:30pm
2. Trash Walk
 - a) Line up all campers on the beach
 - b) Walk the property in a line and pick up all trash, move forward about 10 feet at a time
 - c) Counselors have bags to collect trash from the campers
 - d) Campers will be directed to walk and pick up all trash in their path
3. Life Jacket Wash
 - a) Fill up wash and rinse buckets
 - b) Campers will dunk their jackets in the wash and rinse buckets
 - c) Counselors will need to replenish buckets as necessary
 - d) Have campers hang jackets in proper locations to dry