



# Program Dean's Supplement

## 2009

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## Program Dean Job Description

The Program Dean is a paid or volunteer employee with responsibility for the day-to-day administration of program and for assuring the care, safety, and protection of campers. The Program Dean will pay special attention to the Mission Statement of the Lake Louise Christian Community in making plans for their week of camp (Summer Camp Manual, pg 3).

### Lines of Authority:

- Lake Louise Sponsored Events-  
The Program Dean is recruited by and reports to the Executive Director.
- “Rental” Events (including Band Camp)-  
The Program Dean reports to the Executive Director.

The Executive Director recruits and evaluates all Program Deans.

### Program Deans Have An Opportunity To:

- Shape the camping ministry of the Lake Louise Christian Community
- Have a major impact on the spiritual lives of campers and counselors
- Be creative in their approach to their particular week of camp – frequently creating their own unique curriculum or plan.
- Be invitational in recruiting other adults to use their gifts for camping ministry
- Receive two ½ off scholarships for their own children to attend a Lake Louise camp
- Receive a free weekend at the retreat center for their family – to be arranged through the Executive Director.

### Responsibilities include:

- Recruitment of staff
- Cabin Assignment
- Planning, Scheduling
- Budget and Expenses
- Behavior Management
- Maintenance of all Policies (note: Waterfront staff are responsible for maintaining waterfront polices. The Program Dean will assist the staff in this task.)
- Assist in Camp Promotion and Recruitment of Campers
- Evaluation and Plans for Improving
- Training
- Note: Program Deans are no longer responsible for:
  1. Registration and Camper Release
    - LLCC will handle all check-in and check-out. If you need a table at check-in, let us know. In short, we will organize check-in to get your campers into the camping experience as quickly as we can.
  2. Maintenance and collection of Counselor forms
    - LLCC will handle all counselor records.
    - New counselors or those who have not counseled in a while need to submit their records so that they can be placed on file.
    - By the beginning of camp, any staff person without records will not be allowed to participate in camp.

## Recruitment

1. The Program Dean will submit a list of counselors with addresses, email and phone number information to the Executive Director by April 1, 2009.
2. Recruitment of a Health Officer
3. Choose staff based on quality of:
  - Character
  - Emotional Stability
  - Health
  - Ability
  - Experience
  - EducationBe aware of the special needs for the Health Officer. Consult the Health Officer Supplement for more information.
4. The Program Dean does not recruit waterfront staff or kitchen and maintenance staff.

## Staffing Ratio

The ratio of adult staff members to campers at any one time shall be based upon the following:

1. **For campers below the age of thirteen**, during their awake hours, there shall be one (1) adult staff member for every ten (10) campers or a fraction thereof beyond the first ten (10). For campers below the age of 13, during their sleeping hours, there shall be one (1) adult staff member for every fourteen (14) campers or a fraction thereof beyond the first fourteen (14).
2. **For campers 13 years of age or older**, there shall be one (1) adult staff member for every fourteen (14) campers or a fraction thereof beyond the first fourteen (14).
3. **For handicapped campers**, during their awake hours, there shall be one (1) adult staff member for every three (3) campers or a fraction thereof beyond the first three (3). For handicapped campers, during their sleeping hours, there shall be one (1) adult staff member for every six (6) campers or a fraction thereof beyond the first 6.
4. The minimum number of staff on duty and in camp shall be two (2) adult staff members.
5. In a camp with more than fifty (50) campers, the Program Dean shall not be included in determining the staff-to-camper ratio and shall not serve full-time as the health officer.

## Cabin Assignments

These are the total capacity numbers (total bed spaces). We are licensed for 150 campers.

### East Cabin Area

Ballard: 7

Hollow: 7

Van Every: 10

William Horner: 7

E.E. Horner: 16

Louise: 14

New Moon: 14

Gentile: 14

Alma: 14

Donn Doten: 14

### West Cabin Area

Tull: 14

Sam Harrison: 14

Stroud: 14

Toncra: 14

Albion: 14

Dean's Cabin: 2

## Planning, Scheduling

### Schedule Items

1. All check-ins at 3 p.m. Sunday (except Horizons, ReMember and Family Camp). All check-outs are at 10 a.m. Saturday morning (except Horizons, ReMember, Choir Camp, Teddy Bear, Black Bear and Family Camp). Plan your closing activities accordingly. Staff members should not arrive until 3 p.m. Saturday. If they arrive earlier, they must wait until the staff here is through cleaning cabins and readying the camp. No early arrivals.
2. Meals: Breakfast is 8 a.m.; lunch is at 12 noon, dinner at 5:30 p.m. Build your schedule around these times.
3. Waterfront: We will try to work with your schedule, if at all possible to provide a variety of waterfront times.
4. Your camp schedules – what is happening day to day – must be to the Executive Director by June 1.

### Planning

- It is the responsibility of the Program Dean to insure that all plans are in accordance with the Mission Statement of the Lake Louise Christian Community.
- Please send a copy of your plans to the Executive Director by June 1<sup>st</sup>.
- Review your camp traditions and activities – all of them. Voluntary hugging is OK, hug lines need to be reevaluated. If you had an activity or tradition where someone was injured or hurt last year, use this year to create new, safe traditions and activities for your camp. If you need my support on changing a tradition or activity, let me know. The Executive Director and Program Development Director will be glad to help you move some things in new directions.

## 2009 Schedule

<b>Camp Name and Dean</b>	<b>Dates</b>	<b>Description</b>
<b>Horizons</b> Pat Arvilla	June 7-12	Older Adult Camp
<b>Re-Member</b> Carl Gladstone	June 10-13	Intern/Young Adult Training
<b>Sr High One – Holy Ground</b> David Eardley	June 21-27	
<b>Choir Camp</b> Terry and Dave Gladstone	June 28 – July 4	A choir camp for 4 <sup>th</sup> – 13 <sup>th</sup> grades.
<b>Sr High Two – R 12:10</b> Matt and Liz Carr	July 5 – 11	
<b>Sr High Three - Radical Community</b> Jeremy Williams, Kelly Houghtaling	July 12 – 18	Senior high camp
<b>Sr High Four- L.I.F.E.</b> Brad Brillhart, Inge Whittemore	July 19 – 25	
<b>Elementary Week</b>	July 26 – August 1	Three Sections
<b>Teddy Bear</b> Kendall Janka, Carla Alexander	July 26 – 28	Child with Family Member (parent, grandparent) Everything is done together
<b>Black Bear</b>	July 26 – July 29	Child and Family Member Some things done together, separate sleeping and some special programs for adults
<b>Polar Bear</b> Lynn Manderville	July 26 – August 1	Elementary child alone
<b>Middle School-Plunge</b> Alicia Williams	August 2-8	Middle School camp
<b>Capstone:</b> Christie Brewster	August 3-6	A short week offered to all churches with day camp programs.
<b>Band Camp</b>	August 9-15	
<b>Family Camp</b> Vaughn Maatman	August 24-29	Clergy families

## Budget, Expenses and Supplies

1. Staff to camper ratio is 1:5-7, including all staff. If your ratio is less than 1:5, \$50 per staff member will be charged to your program budget. In short, you may choose to have more staff, but it will cost your program budget \$50 per staff member beyond 1:5.
2. Program budget: \$22 per camper (\$42 for choir camp). Make smart choices with expenditures, stay away from buying cheap junk, and make sure you utilize the inventory in the Buss Garage.
3. Fill out the Budget Summary and turn it in by September 1<sup>st</sup>. We are trying to track expenses for future planning purposes.
4. Buss Garage Inventory. Everyone has been provided with the inventory, and we will update it before camp. Use these materials! Do not buy stuff we already have on hand.
5. Pictures: If you want them we will try to do them in house at a low cost (we now have an almost photo quality printer). Figure \$2.00 per picture against program funds.
6. DVD's: One of your staff takes video or still pictures, turns them in to us by dinner on Thursday, we will produce DVD's at \$5 a piece charged against program cost.
7. T-shirts: By agreement at the meeting, there will be no camp-specific t-shirts this year. LLCC will provide a coupon for a shirt for all campers. We will check colors and design with you prior to ordering. If you wish your camp to have one color or one design, you must let us know in advance of camp, so we can place an order. So...we will make sure every kid gets a shirt, and there is no charge against program, but all camps must participate so we get the volume we need to offset coupon costs.
8. Training:
  - a. On-Site Training: No cost (Includes May 1-2 event)
  - b. Online Training: \$30 per counselor – deans may request reimbursement to a counselor who is not able to pay this amount
  - c. Deans may be reimbursed for the cost of food they provide at an off-site training event
9. Palmer's Hierarchy: Focus on creating transformative experiences with engaged staff. Mementos of camp can be important, but do not sacrifice your program budget to providing things for campers. Let's stay focused on providing memorable, transformative experiences and staff.
10. Consider using free resources:
  - a. Lake Louise Web Site: Each camp will have a "page" where they can post pictures, testimonials, announcements etc.
  - b. YouTube: Place your DVD on YouTube rather than burning individual DVD's.
  - c. Facebook: Create a page for your camp. Place announcements there.

### Receipts and Reimbursement:

1. Receipts are required for **ALL** reimbursements.
2. All reimbursement requests must be made by Sept. 1<sup>st</sup>. (use enclosed form)
3. A 2 day notice is required for any reimbursements made during your week of camp.

## Budget Summary (due September 1<sup>st</sup>)

Camp Name:

Program Dean:

Item Description	Amount per item	Number of items	Total
<b>Counselor Training</b>			
<b>Program Supplies</b>			
<b>Guest Services (guest artists etc.)</b>			
<b>Picture</b>			
<b>DVD</b>			
<b>T-Shirt (other than the \$5 gift certificate)</b>			
<b>Mileage</b>			
<b>Other</b>			

## Reimbursement Request Form

<b>Make Check Payable to:</b>	<b>Date:</b>
<b>Name</b>	
<b>Address</b>	
<b>Description of Items</b>	<b>Amount</b>
<b>Camp:</b>	
<b>Program Dean's Signature:</b>	
<b>For Office use only:</b>	
<b>Executive Director's Signature:</b>	
<b>Date check written:</b>	

**A receipt for each item must be attached.**

## Behavior Management

A comprehensive list of behavior management strategies is available on the web site: *Positive Approaches to Behavior Management*. The Program Dean should become familiar with this resource.

In addition, each Program Dean must consider their own role in their camp's behavior management strategies. Questions for each Program Dean to consider:

1. Who is expected to handle cabin behavior? At first? Next Step?
2. Who is expected to handle inappropriate behavior during large group activities? At first? Next step?
3. What positive steps can you take to ensure a good camp experience for all?
4. What is your policy on "calling home"?
5. Are the lines of communication clear to your staff?
6. What will you do with counselors who exhibit inappropriate behavior?

### You Might Try This:

#### Camper Counsel

Have each cabin elect a representative to Campers Counsel. They will meet once a day with the Program Dean and discuss matters of concern.

The Program Dean can model healthy problem solving techniques and conflict transformation strategies with the Campers Counsel.

The campers can be encouraged to find their own solutions and to commit to carrying them through to completion.

# Maintenance of Policies

## Saturday Camp Clean-Up

### **Must be completed prior to breakfast!**

#### **Areas to assign for clean-up.**

Horner Center, Tennant Chapel, Strong Shrine (Little Chapel), Fire Bowl, The Meadow, Kresge Field, Prayer Trail, Shelters, and any other area that may be utilized by the next group. We are Christian servants to the next group!

1. Move all personal belongings to Horner Center porch or Retreat Center deck. It is okay to load buses or vehicles if Camp Program Dean approves.
2. A gray trash bag will be provided for all trash to be carried and placed in the dumpsters located near the dining hall. A clear trash bag will be provided to place in the empty can. Please do not place Saturday clean-up trash in the metal dumpsters located throughout the camp.
3. Make sure all shelves and bunk areas have trash removed. Check under mattress for trash or personal items.
4. Wipe mattress clean. Buckets and rags will be placed in the Horner Center Kitchen and counselors will take to cabin areas for your use. Please do not flip mattresses.
5. Clean trash and personal items from windowsills.
6. Sweep, sweep, and sweep the floors completely. Move bunks (lift, do not slide) and clear under each bunk. Do not sweep trash and dirt out the doors. Put all sweeping debris into the trash.
7. Leave windows open to air cabin out.
8. Check inventories below to verify supplies for next group.
9. Report all damages to Executive Director and Camp Program Dean.

#### **Cabin Inventory**

- One broom and one dustpan.
- One trash can.
- Fire extinguisher
- Fireplace screen
- Every bunk should have one mattress.
- Five metal chairs (some cabins have additional soft chair)

## Transportation Policy

The following guidelines will govern the transportation of campers for off-site programs or emergencies.

### **Program:**

- Buses or vans used for transporting campers shall be appropriately licensed, insured and inspected as required by law.
- The number of passengers shall not exceed the manufacturer's rated capacity for the vehicle.
- Not less than two (2) adult staff members shall accompany any individual or group.
- For emergencies, one staff member shall hold training and certification equivalent to requirements for a camp health officer.

### **Emergency:**

- **Minor injuries or illnesses:** May be transported in a private vehicle. Examples include sprains, sore throat, etc.
- **Severe injuries or illnesses:** Call 911 for emergency transport. Do not attempt to transport these campers in a private vehicle! Examples include compound fractures, severe bleeding, suspected neck or spinal injury, etc.

### **Driver Qualifications:**

The driver of any vehicle transporting campers shall be twenty-one (21) years of age or older and shall possess a valid operator or chauffeur license appropriate to the vehicle and the circumstances of its use.

### **Vehicle Inspection:**

Any vehicle used for the transportation of campers shall be appropriately licensed and inspected as required by state law, and shall include legally required safety restraints and equipment.

### **Rider Supervision:**

One (1) staff member *in addition to the driver* will accompany any individual or group. All campers and staff will wear vehicle safety belts.

### **Emergency Evacuation:**

Staff will be aware of all available exits from the vehicle to be utilized. Campers are to be evacuated away from the vehicle and other hazards. Once in a safe area a head count is to be taken. Only then mark vehicle with safety reflectors or flares in accordance with State law.

### **Loading/Unloading:**

All loading and unloading of campers and gear will be done off of roadways. A staff member is to make a head count any time passengers enter or leave the vehicle. Do not block exits or aisles. All passengers must have a seat.

### **Camper Release Policy**

1. Campers are to be released on Saturday at the completion of their camp session.
2. Camper release will take place in a location designated by the Executive Director.
3. The designated individual picking up a camper must sign the release form.
4. Campers will only be released to the individual listed on their release form. If plans change, the camper's parent/guardian will send a written, signed statement allowing their child to be released to that individual.
5. Authorizations shall also include the names of persons who may not pick up campers.

### **Emergency Procedures Orientation**

The campers and camp staff shall be informed of emergency procedures on Sunday Night before dinner during the speech given by the Executive Director.

### **Building Policies**

#### **Buildings**

- **Cabin and Building Clean-Up**

Cabins are to be cleaned by the camp user groups before breakfast on Saturday morning. Groups are to follow the Saturday Clean-Up Checklist (See Page 13)

#### **Cabins**

- **Use of Nails, Staples and Tacks**

The use of nails, staples and tacks in cabins to attach items to the cabin's or building's interior or exterior is prohibited. Not only does the continued use of fasteners deteriorate the facilities, it creates a health and safety hazard to all persons who help with the cleaning. When wiping the walls, hands may be cut or punctured. Many of the fasteners can rust and create a possibility for tetanus infection. Thank you for helping us care for our facilities and personnel.

- **Top Bunk Warning:**

Although the top bunks have safety rails, they are not a guarantee that you will not fall off. There is an unavoidable risk to the use of the top bunk. Please use your best judgment when allowing adults or children to sleep on the top bunks. If there is any question of safety, use the lower bunk.

#### **Cell Phone and Computer Use at Lake Louise**

Coming to Lake Louise allows us to step back from our regular routines and step into natural environment for a time of recreation, reflection, and reconnection with what is important in life and our relationship with God. In stepping closer to creation in all of its physical elements, we are reminded of what is most elemental in our spiritual lives, and it is possible to gain fresh insight into life's challenges and adventures and God's interaction in them. That often happens best when we consciously disconnect from the relationships and things in our lives – including cell phones and computers - that can be stressful or distractions, or that keep us from thinking carefully and listening expectantly. It is in those moments we can hear more clearly the dialogue between our own inner voice and God's "still, small voice" within us.

For others, especially teenagers and young adults, text messaging with a cell phone or access to a wireless computer provides a vital connection to supportive relationships with family and friends that aid healthy personal and social development, *and* healthy faith development. To be cut off from relationships that support and sustain may be stressful and can create a barrier to being open to fresh insight and new growth.

Each Program Dean, in concert with the Executive Director and the camp Counselor staff, shall designate a "Technology Time Zone" for their camp. A Technology Time Zone identifies for campers and staff a period of time during the day and a place within the camp **to choose to use** cell phones, to do text messaging, or access email. The time and place for this activity shall be communicated clearly to campers at the beginning of camp. It should be clear *when and where one may choose* to use technology. It should also be clear *when and why* technology may not be used so that gadgets do not become a barrier to participation with groups or in activities, or interrupts the experience of others.

This is an honor policy. Campers retain possession of their cell phones and may use them in the Technology Time Zone. If campers use them at other times, address the behavior. It is also an honor policy for the Counselor staff, for it is important that staff model appropriate behavior regarding technology use and abide by the guidelines they set for their camp. The Horner Kitchen and the Camp Office are safe zones for camp staff where one may use a phone or computer at any time of day.

Note: Lake Louise is not responsible for the loss of cell phones or other electronic devices.

#### **Adherence Plan for Child Protection Laws**

The Lake Louise United Methodist Camp shall follow the following plan for compliance with the Family Independent Agency rules regarding Act #238, Public Acts of 1975, as amended, being sections 722.621 - 722.636, Michigan Compiled Laws.

1. The Program Dean should be thoroughly familiar with the Definitions and Procedures regarding Child Protection in the Staff Manual (see Staff Manual). When an incident of abuse is reported, the Executive Director takes the lead, but the Program Dean, the Health Officer and the camper's Counselor will be involved in its resolution.
2. The Program Dean is also responsible for assuring that the volunteers on his/her staff are thoroughly familiar with the policy and its procedures and have received training appropriate to the policy and their roles within it.

#### **Lake Louise UM Camp Emergency Procedures**

**The Staff Manual contains procedures for handling the following Emergencies:**

- Fire
- Emergency Evacuation
- Severe Weather
- Medical Injury or Emergency
- Lost/Missing/Runaway Camper
- Stranger in Camp

The Program Dean should be thoroughly familiar with these policies and the roles of his/her staff in responding to an emergency. In all cases the Executive Director is involved and will take the lead, along with other appropriate staff (e.g. Health Officer). The Emergency Procedures will be explained to all camp staff by the Executive Director in the orientation for staff on the Saturday prior to the beginning of camp.

### **Nutrition and Food Services Policy**

- Three meals shall be served daily.
- Meal times shall be at 8:00 a.m., 12:00 p.m. and 5:30 p.m.
- Meals shall be served buffet style with campers hopping tables (setup and cleanup)
- Campers will inform the Health Officer and the Head Cook of any food allergies or special dietary needs

### **Waterfront Program and Procedures**

The rules and regulations governing the waterfront are found in the Staff Manual (see Staff Manual). All practices and procedures for the waterfront are under the direction and supervision of the Waterfront Director. Program Deans and Counselor staff should be familiar with these practices and procedures, as they may be asked to assist with parts of the program (e.g. Buddy Board), but the Waterfront Director takes the lead and is responsible for all activity at the Waterfront.

### **Off-Site Aquatic Program Statement**

A lifeguard will accompany the group for any off-site water activity and shall have current training and certification equivalent to the requirements for lifeguard, first aid, and CPR.

Lake Louise UM Camp will have one (1) currently certified lifeguard on duty at all times. One (1) lifeguard or aquatic observer will be provided for every ten (10) campers in the water.

#### 4. Watercraft activities

- Activities will take place during daylight hours.
- Occupants will wear appropriately sized, coast guard approved, personal floatation devices.
- An adult swimmer will be on each watercraft.
- The rated capacity of the watercraft shall be observed.

## **Assist in Camp Promotion and Recruitment of Campers**

There will be three communications sent out from camp, one prior to registration.

- If you wish to send something with our registration confirmation, we need to have your letter/information by January 15.
- We need your specific camp letter/information by May 15. If we don't hear from you, we will use a more generic LLCC letter.

Some Ideas for promotion are recruitment:

- Recruit counselors from a variety of churches. Include churches that have significant populations of your target group.
- Keep in communication with last year's campers
- Have a Camp Reunion Day

- Send out recruitment postcards to counselors and campers and ask them to mail them to potential campers
- Write an article for the *Advocate* about your camp experience
- Join the Lake Louise Camp Facebook page and add comments
- Encourage attendance at the ReUnion retreat each year.

*Additional Ideas for Camp Promotion and Recruitment are available on the Web Site in the staff section.*

## **Evaluation and Plans for Improving**

Each Program Dean is expected to conduct an evaluation of the camp. This can be done in person or through snail mail, email or blog etc. After your evaluation period is over, please summarize the ideas on this form and submit this to the Executive Director by October 1<sup>st</sup>.

**Camp:**

**Program Dean:**

**Our Highpoints for this summer**

**The Areas we need to grow in**

**The things we need to change**

**Our best ideas that we want to pass on to other camps:**

**We wish Lake Louise would provide:**

**Other Comments:**

# Training Plan for 2009

## Counselor Training Plan for Camp 2009

### Lake Louise Christian Community & United Methodist Camp

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*“Creating an environment that nurtures Christian growth and Christ-like community.”*

#### Section One: Requirements

It is required that each counselor receive 11 hours of training each year. All new counselors to Lake Louise will attend a weekend training event at the camp. All items in number one will be covered at that training event plus an orientation to the camp.

1. All counselors will receive training in: 5 Hours
  - a. Childhood and adolescent psychosocial development and effective faith development
    - i. Focus on a new aspect each year for returning counselors
  - b. Anticipating and de-escalating problems
    - i. Focus on a different issue each year for returning counselors
  - c. Child protection policies and practices of LLCC
    - i. Refresher course for returning counselors
  - d. One topic from the LLCC vision document
    - i. Hospitality
    - ii. Environment
    - iii. History and Heritage
    - iv. Working in a Diverse World
  - e. New Topic Each year (some suggestions)
    - i. Conflict transformation skills for counselors
    - ii. Bullying and Cliques
    - iii. Small group activities
    - iv. Group Building activities
2. All of our camp staffs will spend time together in preparation for their week at camp with an emphasis on:
  - a. Team building and Planning for an excellent camp experience that nurtures Christian growth and Christ-like community Hours determined by each program dean (minimum of 3 Hours)
3. Every counselor will have an opportunity to grow in their own faith and in their ability to nurture others in their Christian growth. This can be done in a group setting or on your own. 2 Hours
4. Every counselor will receive training on the Lake Louise Camp policies on the Saturday before camp starts(i.e. waterfront, what to do in case of fire etc.) 1 Hour

#### Section Two: How will we accomplish these goals?

It is the responsibility of each camp dean to assure that all of their staff have received the above training. Lake Louise United Methodist Camp will provide the following:

1. Web Site materials
  - a. Detailed manuals for counselors and deans
  - b. Tip Sheets on a variety of subjects including all of those mentioned in Section One
  - c. Basic information on: how to register, what you can do to promote camp, directions to Lake Louise, training dates and information, scholarships available, what to bring to camp
  - d. Creative ideas from our deans and counselors – successful ideas from past camps
2. An on-line course for experienced counselors. The course for 2009 is:
  - The Three Simple Rules for Camp Counselors
  - Two sections are scheduled. One in March and one in April. An additional section may be added if needed.
3. An on-site training day. (May 1-2, 2009) The target group for this event will be counselors who are new to Lake Louise. All counselors are welcome to attend this event – especially if they missed the training events offered by their dean.
4. Each staff will meet with the Executive Director at 4 pm after they arrive at camp on Saturday to go over the current camp policies and procedures and their responsibilities for the week.
5. The Program Developer for LLCC is available to work with each dean to assist them in accomplishing these goals.

### **Section Three: What do camp deans need to provide?**

1. Each dean will provide a detailed outline of their counselor training plan by February 15, 2009.
2. The outline will indicate how their staff will receive the required training. This can be through a combination of items 1-5 above and their own training events.
3. One week before camp each dean should provide verification that each of their counselors accomplished the 11 required hours of training and preparation.

### **Counselor Training Dates: 2009**

- **Web Site Materials:** Look for these materials by January 31, 2009
- **On-line Training** for Counselors: Section One: March, Section Two: April. The course will be offered through BeADisciple.com
- **On-site Training Day:** May 1-2, 2009 at Lake Louise (Counselors may arrive on Friday night and leave on Sunday. The training sessions will begin at 9:00 AM and end by 5:00 PM on Saturday)

## **Overview of the On-line Training:**

Theme: The Three Simple Rules for Camp Counselors

This course will use Bishop Reuben Job's book, [Three Simple Rules: A Wesleyan Way of Living](#) as a guide for preparing camp counselors for another year of camp ministry. The course will have three sections: Do No Harm, Do Good, Stay in Love With God. Since the target group for this course is experienced camp counselors it is designed as a learning and growing community, rather than a teacher/lecturer and learner class. What does this mean? As a learning community we will learn from one another. The workshop leader will provide the framework and materials that generate thought. The participants and the leader together will present ideas, respond to one another and create ideas for the whole community to use in their camp experience.

Assignments will be given as a way of documenting participation. Each participant will need to purchase Bishop Job's book which is available at [www.cokesbury.com](http://www.cokesbury.com).

## Training Ideas

### Childhood and adolescent psychosocial development

1. During Your Counselor Training Event, ask them to turn to pages 37-39. Use page 40 and have counselors discuss what they wrote down.
2. Start a discussion board online. Post the questions found on page 40 for discussion.
3. Read about the Search Institute's work. (pages 41-45). Fill out page 46 and discuss.

### Effective faith development for their camper age group

1. Refer to the "Religious" box on pages 37-38. Ask the counselors to create a list of questions that this information illicit from them and to bring those questions to the training event.
2. Do one of the circle dialogues found on pages 55 and 57 of the Manual. After you are done ask the counselors to talk about how they think their campers might have responded to this dialogue.
3. Ask that counselors read one of the following:
  - a. *The Handbook of Spiritual Development in Childhood and Adolescence* (available from the Search Institute)
  - b. *I Knew Them All By Heart* by Myrtle Felkner (available from General Board of Discipleship, GBOD.org )

### How to facilitate small groups in a camp setting

1. Refer to pages 53 and give these a try at a training session
2. Download one of the following and use at a training event: (available at LLCC web site)
  - a. Counselor Group Skills
  - b. Courage Beads
  - c. Girl's Circle
  - d. Circle Dialogues

### Anticipating and de-escalating problems

1. Use the Bob Ditter pages in the manual: pages 35-36
2. Use a case study. Have counselors read and discuss their ideas for how to approach the situation. Case studies are available on the web site in the staff section.

### Managing behavioral issues

1. Make sure all of your counselors download the *Positive Approaches to Behavior Management* and the *Tips* documents. Use one of the following methods to review these documents:
  - a. Charades: guess what my behavior is (prepare cards from the document). After each one discuss how you would handle this behavior
  - b. Create a sliding scale on newsprint. Ideas on the left that are the worse ways to handle this behavior and ideas on the right illustrating the best ways. Choose behaviors that you encountered as problems last year.
  - c. "I beg to disagree" have each counselor find some advice in the document that they disagree with and share it.
  - d. Have each counselor create a "Self Talk" card. Put brief phrases that you want to remember for this summer on one 3X5 card.

### **Conflict Transformation**

1. Use page 58 of the manual to begin a discussion.
2. Have counselors role play a conflict mediation.
3. Ask every counselor to download “Engage Conflict Well” from the web site. Pick out some portions to discuss.
4. Invite a specialist to your training event to work with your staff on this issue. Call Terry Gladstone for a list of people resources. 810-987-5333
5. Download the document: Boys Rap from the web site.

### **Child protection policies of LLCC**

1. Use a cast study as a starting point. Download John Girard, Donuts and Peace from the Emergedetroit podcast on itunes. If you can't find this, call Terry Gladstone for a copy.
2. Ask each counselor to share:
  - a. I have the hardest time with....
  - b. I find this one the easiest ....
3. Use of a copy of, *Safe Sanctuaries*, to inspire some discussion. This is available from Cokesbury.

### **Working in a Diverse World**

1. Use the case study in the Counselor's Manual (page 59)
2. And ... use the questions for a discussion
3. Encourage each counselor to examine their own behavior

## **Sample Plans**

### **Training Plan One**

1. Two training and planning events are planned: Sat, February 21 and March 21
2. In addition we will arrive at camp on Saturday for 2 more hours of training
3. Any counselor who misses our training events will take the online course.
4. All new counselors will attend the May 1-2 weekend at Lake Louise

### **Training Plan Two**

1. One planning and group building session will be held on Sat, February 21 and March 21
2. In addition we will arrive at camp on Saturday for 2 more hours of training
3. All counselors will take the online course
4. All new counselors will attend the May 1-2 weekend at Lake Louise

### **Training Plan Three**

1. Two training and planning events are planned: Sat, February 21 and March 21
2. In addition we will arrive at camp on Saturday for 2 more hours of training
3. Any counselor who misses our training events will either take the online course or read the book, Resilient Children.
4. All new counselors will attend the May 1-2 weekend at Lake Louise

**EMERGENCY TELEPHONE NUMBERS**

Ambulance -----911

Fire -----911

*When calling 911 ALWAYS give the name of the camp and directions to the camp!*

Lake Louise United Methodist Camp

11037 Thumb Lake Road

Boyne Falls, Michigan

The Lake Louise United Methodist Camp is located on the north side of Thumb Lake Road (also known as C-48) seven (7.5) miles east of Highway 131 and four and one half (4.5) miles west of Old 27 North. Direct emergency vehicles to the entrance with the camp sign.

Assign a member of your group to meet the emergency vehicles at the camp sign. Direct the emergency vehicles to the appropriate location(s).

Always – ALWAYS – inform one of the staff (see below) of an emergency, day or night, beginning with the Executive Director. If the ED is not available, call the next person on the list.

Vaughn Maatman, Executive Director -----989-350-2080

Home-----231-549-2226

Myke Sherman, Operations Director-----231-675-2780

Home-----231-549-2111

Thomas Crowe, Administrative Assistant-----989-350-2077

Poison Control Center -----800-764-7661

Charlevoix County Sheriff (Non-Emergency Number) -----231-547-4461

Michigan State Police (Non-Emergency Number) -----347-8108

Dr. Robert Mee D.O., Camp Doctor -----989-731-7860

Medcare Walk-In Clinic -----989-731-4111

Otsego Memorial Hospital Emergency Department -----989-731-2140

LLCC Guest Phone-----989-350-2075

**Physician of Record**

The Lake Louise has a working relationship with Dr. Robert P. Mee, D.O.

Dr. Mee (989) 731-7860  
Family Practice & Pediatric Services (989) 731-7833 Fax  
829 N. Center St.  
Suite 210  
Gaylord, MI 49735

**Directions**

Turn left onto Thumb Lake Road. When you reach the stop sign, turn right onto Old 27. Follow Old 27 through Vanderbilt and into Gaylord. Turn right at the first street after the fair grounds, which is Shipp. The parking lot is the 2<sup>nd</sup> entrance on the left. The doors are labeled PMB 2. Take the elevator to the 2<sup>nd</sup> floor. Dr. Mee’s office is Suite #210.

**Mental Health Resources**

In the event of a critical incident requiring mental health resources, the following may be used:

Vaughn Maatman, Executive Director. Vaughn is a former campus minister, was the Dean of Students at Kalamazoo College, has a background in counseling and did his clinical work in crisis intervention. He should be involved anytime there is a critical incident.

Each camp has trained pastoral staff, who can help with intervention and emotional support

The following local pastors may be called for pastoral / counseling support:

Wayne McKenney – Boyne Falls United Methodist Church  
4047 Mill St.  
Boyne Falls, MI 49713  
231-582-9776

Further Mental Health Resources are listed below:

**Emergency Mental Health Line**  
**1-800-442-7315**

**Child and Family Services**  
**347-4463**

**Department of Human Services, County Office Information**

Charlevoix County 15 – Region 2  
2229 Summit Park Drive  
Petoskey, MI 49770  
(231) 348-1600  
(231) 347-6211 Fax

Director: Bill Denemy

Unit	Daytime Phone	After Hours Phone
Childrens’ Protective Services	(231) 347-1700	(231) 347-1700
Adult Protective Services	(231) 347-1700	(231) 347-1700



## Dean's Checklist

- Confirmation letter for registration: Date Due Jan 1
- List of all counselors: Due Date April 1
- Camp Letter (sent just prior to camp): Due Date May 15
- List of all known counselors email to Terry Gladstone [DeaconTery@aol.com](mailto:DeaconTery@aol.com) : ASAP
- Schedule: Due Date June 1
- Plans: Due Date June 1
- Verification of Counselor's training: Upon arrival at camp
- Cabin Assignments: Due Date Saturday before camp
- Dean's Evaluation Meeting, August 17, Location TBA
- All Reimbursement Requests: Due Date September 1
- Budget Summary: Due Date September 1
- Summary of Evaluation: Due Date October 1
- Dean's Preparation for 2010 Meeting, November 10