



Program Information and Guidelines



Dear Group Sponsor/Coordinator:

The summer is approaching rapidly! Now is the time to start recruiting and registering campers and volunteers for your Camp Bob week.

If you have received this packet, it must mean that you are preparing for an amazing week of fun at Camp Bob! I want to first thank you for coordinating your group's time at Camp Bob. You have a large but rewarding job ahead of you.

Aside from getting the campers here, you will probably be doing fundraising, promotion, volunteer recruitment and transportation arrangement. The purpose of this packet is to make your job easier. Inside you will find information about the following:

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Please let me know at anytime if you need more information or have questions regarding this summer. Thank you and God Bless!

Sincerely,

A handwritten signature in black ink that reads "David Griffin".

David Griffin
Camp Bob Director

Campers

Recruiting and registering the campers is by far the best part of your job! In the mail, you will receive *Camp Bob brochures* that describe the camp program, facilities, health care, activities, staff, what to bring, what not to bring and pictures of camp. A *Camper Registration/Health Form* will be placed inside each brochure.

You, as the Sponsoring Organization will want to include a personalized letter to the parents, clarifying the:

- ▶ Dates your group will be attending
- ▶ Transportation
 - Drop off and pick up times
 - Drop off and pick up locations
- ▶ Meals while traveling (if applicable)
- ▶ Your contact information

Please distribute this information to prospective campers' parents. Your contact information is very important. As you can imagine, parents will have a wide variety of questions. Please make it easy for them to contact you. At times, they may try to contact me or others at Kanuga. I as well as the others here at Kanuga are happy to try and answer all their questions, but many times do not know such details for your group such as pick up and drop off times/locations, etc.

All that we need in return from the parents is a complete *Registration/Health Form*. After you have recruited your campers, they will need a reminder call or letter close to your date of departure. Below are a few things to remember when recruiting campers.

▶ **Camper Requirements:**

- 1) Campers should be between the ages of 8 to 12 years old. Please do not bring anyone under the age of 8 to camp. Our program is not designed for younger children.
- 2) This opportunity should be for children who might not otherwise be able to attend a summer camp (disadvantaged, under-resourced, at-risk youth).
- 3) These campers should not have any major behavioral problems. This is not a therapeutic program for adjudicated or court referred youth.

▶ **Expected Camp Behavior:**

We expect that campers will cooperate with and follow camp rules and standards of behavior. Campers exhibiting inappropriate behavior, including but not limited to hitting, biting, inappropriate language, running away, bullying or creating an unsafe environment, may require discipline or dismissal from camp. All campers as well as staff are expected to be respectful and kind to others.

What We Will Need from You:

Please send in a list of campers who plan to attend Camp Bob **at least two weeks in advance of your arrival date. THIS IS VERY IMPORTANT.** It may help to do this electronically with a *Microsoft Excel*® file and email it to david.griffin@kanuga.org with the following headings:

- ▶ First name
- ▶ Last Name
- ▶ Address (Address, State, Zip)
- ▶ Age
- ▶ Gender
- ▶ Any pertinent medical information (medications or medical issues)

Any changes should be confirmed with me as soon as possible before your arrival. A final list of campers must be faxed or emailed to us on the day of your departure.

You will need to have with you upon your arrival (or send earlier if possible):

- ▶ All of the **Camper and Volunteer Registration/Health Forms**, in alphabetical order by last name. Campers or volunteers will not be allowed to remain at camp without a complete *Registration/Health Form*.
- ▶ All **Camper and Volunteer medications**. Hand them to one of the Camp Bob administrative team members upon arrival. Please package your campers' and volunteers' medications together. All medication should be in the original container with the person's name and dosage on it. Campers or volunteers will not be allowed to remain at camp without their proper medications.

Camper Capacity:

To fulfill the American Camp Association's (ACA) camper supervision requirements, we must maintain a low staff to camper ratio. Based upon our staff and facility, our camper capacity is 54 male campers and 54 female campers. If you are the only group attending camp during your stay, keep in mind that you may not bring more than the above stated number of campers. If multiple groups are attending camp the same week, we will work out the details and numbers with you individually.

Cabin Assignments:

All campers will be assigned to cabins by the Camp Bob administrative team in conjunction with your recommendations. We have nine cabins – eight will be used for campers. Cabins 1, 2, 5 and 6 will be male camper cabins. Cabins 3, 4, 7 and 9 will be female camper cabins.

There probably will be other groups here at Camp Bob while your group attends, so your group may be mixed in with groups from other cities or states. Your volunteers will be expected to treat all children and other volunteers with respect and dignity

Volunteer Counselors

One extremely important part of your job, which may be the most challenging part of your responsibility, is pulling together a dedicated group of volunteer counselors for your week at camp. Good volunteers can make a world of difference. Now is the time to begin recruiting volunteer counselors. Few volunteer opportunities allow such great chances to interact and affect people's lives like volunteering at Camp Bob does.

To assist you in volunteer recruitment, in the mail or available on our web site, you will receive copies of:

- ▶ *Camp Bob Summer Brochure*
- ▶ *Volunteer Brochure*
- ▶ *Volunteer Registration/Health Form*, which includes the *Consent for Release of Information* and *Volunteer Guidelines*.
- ▶ *Volunteer Questionnaire*

The *Volunteer Brochures* are promotional materials that each prospective volunteer should receive to inform them about the program and our expectations of them. We hope these will be useful in drawing interest in Camp Bob and the opportunity to volunteer. A *Volunteer Registration/Health Form* must be completed and signed by each volunteer for your group. These forms need to be **returned to us one week prior to your group's arrival at camp. THIS IS VERY IMPORTANT** as we will need to do background checks on each volunteer before they arrive (more on background checks later in this guide).

You will need to bring one Volunteer Counselor for every six Campers. Please try to match this ratio with males and females as well. (Example: If you are bringing 20 male and 15 female campers, you should have four male and three female volunteer counselors.) For any volunteers over the expected 1:6 ratio, a room and board charge of \$25 per person per night will be applied (\$100 for a four night session). All other volunteers will be free of charge unless special accommodations are requested.

Volunteer Requirements:

- 1) Volunteer Counselors should be at least 18 years old.
- 2) Volunteer Counselors should commit to staying for the duration of camp and be prepared to sleep in the cabin with the campers and counselors. Coming and going is disruptive to the cabin group and staff and usually not as helpful.
- 3) Some experience working with children is often helpful. (Ex: teachers, parents, child-care, past camp counselors)
- 4) Volunteer Counselors must have a signed and/or completed the following:
 - ▶ *Volunteer Registration/Health Form*
 - ▶ *Volunteer Guidelines*
 - ▶ *Consent for Release of Applicant Information*
 - ▶ *Volunteer Questionnaire*

All of these should be on file with us a minimum of one week prior to arrival at camp. Without proper paperwork turned in at least one week in advance we will not be able to admit that volunteer to camp.

Ideas for Recruiting Volunteer Counselors:

- 1) Start building excitement NOW!
- 2) Be open and honest about what camp is like (activities, accommodations, cabin life, food, etc.). No surprises.
- 3) Network with friends and colleagues to find qualified individuals.
- 4) Look for pre-paired people, young and old, willing to come together.
- 5) Recruit on college campuses or at your church.
- 6) Show pictures, brochures, website (<http://www.kanuga.org/camps/campbob>)
- 7) Tell them this is an opportunity to make a significant impact on a child's life.
- 8) Hold a brief orientation meeting for those who might be interested in volunteering and have past volunteers speak about camp and show pictures.
- 9) Parents of campers, while encouraged to volunteer, must realize it may be best for them and their child to not be in the same cabin group as their child and should be prepared to not be in the cabin with their own child.

Volunteer Screening:

I cannot stress enough the importance of high quality volunteers and how much we appreciate the time and effort they commit. The last part of your quest for quality volunteers is the screening process.

To better ensure the safety of every camper, Camp Bob will be conducting a NATIONAL background check on all volunteers. In order for us to complete the criminal background check on each volunteer before he/she arrives. **VERY IMPORTANT! We must receive each volunteer's *Volunteer Registration/Health Form* at least one week prior to his/her arrival or the volunteer will not be allowed to stay at camp.**

In addition, we expect you as the sponsoring organization to complete a local COUNTY criminal background search on each volunteer as well. The county search should be for the county in which each volunteer currently resides.

You may do this by contacting your county Clerk of Superior Court-Criminal District or by using a commercial agency. For example, commercial agencies such as National Background Investigations (410-604-2430; www.nationalbackground.com) and Volunteer Select (1-800-342-5339; www.volunteerselect.com) can perform background searches on volunteers from \$5-\$15 per person. You can even ask your volunteers to obtain a copy of their own county criminal record and return this to you.

Volunteers will not be allowed to remain on Camp Bob property unless these background checks have been completed.

Please do not hesitate to call or email if you have questions about this process or need additional help in conducting the county background checks. Again we will do a NATIONAL background check on them. In addition, we suggest including an application and reference checks as part of your recruiting and screening process. Not only will you know each volunteer better, but you can provide a safer environment for the campers.

Transportation

Group sponsors are expected to arrange and provide transportation to and from camp for campers and volunteers. We strongly recommend charter buses or rental vans. If using volunteer drivers other than a licensed transportation company, we recommend that you obtain a Motor Vehicle Record from the Department of Motor Vehicles or through a commercial agency on anyone who will be driving members of your group to, from or while at camp.

Arrival & Departure

All groups should arrive Monday between 3 and 5 p.m. and depart Friday between 9 and 10 a.m. unless previously arranged. This is **VERY IMPORTANT.** Please do not arrive earlier than your arranged time because we will not be fully prepared for your group.

Campers/Volunteers Who Need to Go Home Early

If a camper or volunteer is dismissed from camp due to behavioral problems, the sponsoring organization is expected to arrange and provide transportation for that person to return home.

Directions to Camp Bob

From I-26 East

Take exit 49-B to U.S. 64 West in Hendersonville. Continue for 2.3 miles.
Turn left on South Business 25 (Church Street) and drive nine blocks.
Turn right on Kanuga Street and continue for 3.75 miles.
Turn right on Kanuga Lake Road ... see below to arrive at Camp Bob*

From I-26 West

Take exit 53 (old exit 22) to Upward Road.
Turn left on Upward Road and continue to its intersection with U.S. 176 (Spartanburg Highway).
Go straight across the intersection to Highland Lake Road and proceed until the road ends.
Turn left onto N.C. 225 (Greenville Highway).
At the next traffic light, turn right on Little River Road** and continue until the road ends.
Turn right on Kanuga Road.
Make an immediate left onto Kanuga Lake Road ... see below to arrive at Camp Bob*

From I-40

Exit left onto the I-26 East (Hendersonville/Spartanburg) exit.
Take exit 49-B to U.S. 64 West in Hendersonville. Continue for 2.3 miles.
Turn left on South Business 25 (Church Street) and drive nine blocks.
Turn right on Kanuga Street and continue for 3.75 miles.
Turns right on Kanuga Lake Road ... see below to arrive at Camp Bob*

From I-85 South/Charlotte

Take I-85 South to U.S. 74 West (Kings Mountain/Shelby exit).
Follow 74 to I-26 West (approximately 50 miles).
Take exit 53 (old exit 22) to Upward Road.
Turn left on Upward Road and continue to its intersection with U.S. 176 (Spartanburg Highway).
Go straight across the intersection to Highland Lake Road and proceed until the road ends.
Turn left onto N.C. 225 (Greenville Highway).
At the next traffic light, turn right on Little River Road* and continue until the road ends.
Turn right on Kanuga Road.
Make an immediate left onto Kanuga Lake Road ... see below to arrive at Camp Bob*

From I-85 North/Greenville

Take the U.S. 25 (White Horse Road) exit and turn left.
Follow the highway into North Carolina.
Take exit 5 for Flat Rock/ N.C. 225.
Turn left on two-lane N.C. 225 and follow to the second traffic light.
Turn left on Little River Road* and continue until the road ends.
Turn right on Kanuga Road.
Make an immediate left on Kanuga Lake Road... see below to arrive at Camp Bob*

***To Bob Campbell Youth Campus (Camp Bob)**

Follow Kanuga Lake Road for approximately 1.25 miles.
Turn right on Kanuga Conference Drive and follow the main road for approximately 3/4 mile.
The road will turn into gravel at the Bob Campbell Youth Campus. Continue on gravel road to parking area near the bell.

****Buses from the South or Southwest**

Buses may want to avoid Little River Road.
Follow U.S. 176 into Hendersonville. Turn left onto N.C. 225.
Make an immediate right onto White Street.
Turn left onto Kanuga Street and continue about three miles.
Turn right onto Kanuga Lake Road, then continue with directions to Camp Bob, listed above.