

2011 CRM Dean's Information Packet



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Summer Camp Leader's Manual



887 Jumonville Rd., Hopwood, PA 15445 (724) 439-4912

Welcome Deans!

Your staff at Jumonville are looking forward to working with you as a dean this summer. Our goal is to help make your event smooth and successful. You are a vital part of our program and by working together we can continue what I feel is one of the most fruitful ministries of the United Methodist Church and the Christian church at large. Thank you for volunteering your time and talents for this most challenging and rewarding cause.

As a part of the planning process, we will once again ask you to fill out an informational sheet for your event. This will help us to better anticipate your needs and serve you. This will also help avoid any scheduling conflicts and make the best use of our facilities. **Please return this form at least one month before your event.** Anyone who would like to meet with me to discuss their program in greater detail can contact me at Jumonville.

Please note that this Dean's Information Pack is not intended to replace the Conference Camping & Retreat Ministries (CRM) Dean's Manual. It is meant to be used as a supplement to give additional specific information related to Jumonville. Also this manual can only be a help if you are willing to read the information and deal with the contents.

We are also going to post this manual and other "dean's information" on our website. Go to the link for Summer Camp, then the link for Welcome, and then follow the links to dean's info.

We look forward to meeting and working with each of you this summer as we strive to provide the finest Christian outdoor education experience possible. Thanks for your cooperation and all that you do.

Sincerely,


Larry Beatty
President

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STAFF

President	Larry Beatty
Office Manager	Mary Meeder
Food Service Supervisor	Michael Lundberg
Director of Operations	Scott Meeder
Director of Program Services	Ree Enlow, L.P.N.
Office Assistant	Sarah Howard
Housekeeping Supervisor	Frances Holt
Maintenance Supervisor	Tom Anderson
Administrative Assistant	Jaye Beatty

JUMONVILLE'S STATEMENT OF PURPOSE

Jumonville is operated to provide an opportunity for persons of all ages to experience the life-changing impact of the Good News of Jesus Christ and the power of the Holy Spirit.

It's ministry consists of.....

- hospitality to, and on behalf of, the Western Pennsylvania Conference of the United Methodist Church.
- assistance to, and/or coordination of, program events sponsored by local churches and other Christian groups.
- offering relatively few, but significant, program events to meet specialized needs.

REGISTRATION

Registration for events beginning on Sunday is listed on the camper's general information sheet as scheduled 3:00-4:30 PM. Deans and counselors assisting with the registration should be at their lodging areas by 3:00 PM at the latest. If at all possible, we will start registration promptly at 2:45 PM so that we can eliminate the last minute rush before Sunday evening's 5:15 PM dinner. **Please note change in Sunday dinner time--5:15 PM**

Our Sunday registration procedures this year will be as follows: the "check in" by the health care staff, the photo id's, address check, and collections of picture and/or CD money will be done in Captain Webb's Mayo Room. The deans check in will be done at your assigned lodging site. This will allow better monitoring of arrivals. Wednesday registration may change.

This is due in part to the requirements for American Camping Association that all campers must be "checked" by the camp nurse. **The swimming pool will not be open during registration.** A member of the Jumonville site staff or another representative of the camp will also personally greet the arriving campers, parents and guests. They will help them to park, tell them of the Snack Shop, and direct them to registration as well as restrooms. There is a parking lot on Main Camp across the road from Captain Webb. All incoming cars will be directed there first. After registration, the parents may drive closer to the cabins and below Washington Lodge to get their camper's belongings unloaded.

Our goal is to make registration as easy and as pleasant as possible! Please be organized for your registration and make the process as quick and painless as possible.

Remember, registration is the first impression that parents have of camp!

SUNDAY REGISTRATION SCHEDULE

Jumonville staff will be meeting at 12:00 p.m. every Sunday to cover areas relevant to the week. **At 2:00 PM there is a meeting with you and your counselors and the Jumonville Staff.** At that time we will go over last minute procedures and schedule information. At the same time, in a different location, we will do a small training for all volunteer counselors. We will begin each meeting with a time of prayer for you, your staff, and the campers. At 2:30 PM, we have scheduled time for you to meet with your own staff for the week. We need your photo, your counselor's photos, as well as everyone's Photo ID's completed before leaving Captain Webb. By 3:00 PM, you and your staff should be at your lodging areas and ready to begin. Registration is officially scheduled to begin at 3:00

PM but we like to start at 2:45 PM. Registration should be complete by 4:30 PM and Sunday dinner is scheduled for 5:15 PM.

Here is a summary of the meetings & schedule that will involve you and/or your staff on Sundays.

Sunday Schedule	
Staff and Dean's Meeting	2:00 p.m.
Dean/Counselor Meeting	2:30 p.m.
Need to be at Cabins	3:00 p.m.
Registration Begins	3:00 - 4:30 p.m.
Sunday Dinner	5:15 p.m.
Sunday Evening Worship & Orientation	6:15 p.m.

It is imperative that you and your staff are here at Jumonville in plenty of time for the 2:00 PM Sunday Meeting. If for some reason that is not possible, please call Ree's cell phone at 724-880-3206.

PRE-CAMP CONTACT

Please contact your campers before the start of camp. Give information on what to bring and what to leave home. Share some highlights in your schedule and mention off site destinations if appropriate. Also tell them if they need any additional "pocket" money for activities. Some sample pre-camp contact letters can be found on the Jumonville website under the dean's section.

NAME TAGS

We have both rustic wooden name tags and "stick-on" type name tags available for your camps use. However, we are requesting that if you are only going to use the rustic wooden name tags during the first day, that we provide you with the "stick-on" type name tags. It takes our maintenance staff a good bit of time to cut and drill the wooden name tags and many camps request them and then just throw them out by the second day. Therefore, please plan to use the stick-on type unless your campers will be using them throughout the week. Indicate your preference on the Jumonville Summer Information Sheet.

CAMPER ORIENTATION

In our efforts to make things as easy for you as possible, we will conduct an orientation for your campers, immediately after dinner on Sunday. While we are together, a staff member will lead a prayer and worship time. Let us start the week with our focus where it should be...on Jesus and the safety of our campers. Please plan to stay for this important event.

WEDNESDAY EVENING WORSHIP

Included in this packet, you will find a pre-worship solo sheet. With worship beginning at about 7:00 pm, there will be a short gap time between dinner and the start of worship. Please schedule solo time for your campers. (Small groups for mini campers, if attending & for elementary campers to prepare their heart for worship.) Also enclosed is a post worship discussion tip sheet. Worship location will be determined by space availability. You will be given this information at the Sunday dean's and counselor's meeting.

ROOM ASSIGNMENTS/FLOOR PLANS

A minimum of one counselor is to be assigned to each sleeping room and must sleep in that room during your event. Floor plans for your camp should be included in your packet. Additional floor plan/room assignment sheets are available upon request from the Jumonville office.

The Jumonville staff assigns cabins to each camp. If you have a problem with the cabins or rooms that you have been assigned, contact us immediately. We are trying to get maximum usage of our facilities and promote good stewardship of the resources with which we have been blessed.

At the Epworth Heights area, there are two deans quarters in the Program Shelter. Each dean's quarters contains one standard twin bed, a dresser, a desk/counter area, a closet, a phone, and private bath.

SUPERVISION OF CAMPERS

You are responsible for the actions of your group of campers. Please be sure that there are no unsupervised campers in buildings during meals and that you are aware of where each of your campers are at all times. Remember, there is no such thing as “free time”. Remember Safe Sanctuaries!

VEHICLES

Designate one vehicle for hospital runs. It should be parked in an accessible place. Make sure you see Ree to get proper insurance information before going to the hospital. She will generally not be traveling to the hospital unless it is deemed necessary. Someone on your staff should be given that responsibility. An alternate driver should also be designated. Designated drivers should be at least 21 years old.

All other vehicles should be parked in the lot below the chapel, in the lot below Washington Lodge, in the lot by the Adventure Center, or the parking lot at Epworth Heights. Please do not park (except for loading and unloading) around Washington Lodge and The Inn, on the road to the cross, or in front of any dumpsters. These areas need to be kept open and accessible. If your group is at the Ropes Course, vehicles cannot block the road to Topside.

During the last several years, transportation arrangements have been made for summer programs that require travel to and from Jumonville (primarily in the adventure programs that use Jumonville as a base camp). You will be assigned transportation for the week. **It is imperative that you send Ree a copy of your tentative schedule of when you wish to leave campus (day & time) and when you will be returning, and where you will be going, by April 15.** Make sure we have current copies of all driver’s licenses.

If you let a counselor or a camper drive your vehicle, you are personally liable for any damages. One year an accident occurred in which a counselor wrecked his dean’s car on an errand for the dean. The dean’s insurance was responsible for the damages.

TRAVEL

Camps that travel away from main camp are required to leave an itinerary as well as a phone number that can be used for emergencies. **If your group will be away overnight, you will be required to phone back to the office with Ree as a “check in” once every 24 hours.** A call should be made to Jumonville (724) 439-4912 or 1-800-463-7688 when you are on the way back to camp *if you suspect you may be late or you will miss a scheduled meal.* Please call the Jumonville office and let them know your plans as soon as you are aware that there is a problem. That will help our staff considerably. **Please check with Ree for travel emergency equipment. This is your responsibility. Also make sure that you take your health cards with you when traveling off site. All groups who travel “off site” need a cell phone. The number should be given to the office. If an emergency occurs while off site, please call Ree’s cell phone (724) 880-3206, with info for proper instructions.**

PHONES

The pay phone on the porch of the office (Fleming Lodge) is toll restricted but uses calling cards. Please discourage your campers from phoning home as this encourages homesickness as well as disturbs the “camp family” unity you are trying to build. The main camp phone number is (724) 439-4912 and the fax number is (724) 439-1415. Incoming calls may be taken at this number in the camp office, or dining hall. Please ask persons not to call at serving time, but shortly after the meal begins.

FOR EXAMPLE: Lunch is served at 12:30 p.m. Have them call around 12:45 - 1:00 p.m.

We will locate you for emergencies based on where your schedule says you will be. Please keep the schedule up to date. Make sure your caller knows the name of the event or group you are with.

Our phone system allows emergency calls (police, ambulance, fire department, pizza delivery, etc.) to be made from anywhere on camp that a phone exists. Operating procedures are posted by each phone. ***If you are using your own personal cellular phone, please give the number to the Jumonville office.***

CRM policy is that campers are not to call home during the week unless it is an emergency. Even in an emergency, the phone call should be made with the consent/permission, and in the presence of the camp dean and Jumonville

staff. If you have a cell phone, please leave the number in the office.

EMERGENCIES

First aid supplies are kept in the Health Room and most other locations around camp. If anyone in your group requires medical attention, see the health care provider. Go to the main office if the health care provider is not in Washington Lodge and they will call the health care provider for you.

Emergency procedures are posted in the lounge of each cabin. They include guidelines for emergencies and a map to the nearest phone. Continuous ringing of the bells at the Dining Hall, Epworth Heights & Main Campus is the signal for a fire or other emergency. Please have all your staff and campers meet in the meadow in front of Asbury Dining Hall for further instructions. Any prank activity will call for serious disciplinary action. Please inform your staff and campers of this rule. Disaster & Emergency Plans and a "Lost Camper Plan" are available from the Jumonville office. If any of these situations should arise, contact the office immediately.

Please keep your campers off the top of the Bell Tower at the Dining Hall.

DEAN'S INSTRUCTIONS FOR REACHING HEALTH CARE PROVIDER AFTER OFFICE HOURS

The following steps should be taken when trying to get in touch with the on-duty health care provider after office hours:

Go to any phone on camp and dial the pound key (#) 76 to reach the health care's cell phone or...

Cell phones can call directly. **The health care provider's cell phone number will be given to you in your dean's packet of information.**

Whenever possible, please take your camper to the health room and make your call from there by dialing #76 on the health room phone.

HEALTH CARE PROCEDURES

All medication will be collected on Sunday at registration. At dinner on Monday, you will be given a list of your campers who have any medications or other health concerns that should be brought to your attention. Medications are dispensed in Asbury Dining Hall at each mealtime and at 8:00 p.m. in the office. **If you have "Bed Time Meds" please be sure to get them before your evening program begins.** In case of emergency or serious injury or illness, please contact the Jumonville office for location of the health care provider.

SECURITY

Several factors relating to camp security need to be considered:

1) We have a public road that goes directly through camp giving public access to our grounds; 2) The public have been allowed to "walk" the grounds as long as they were not abusive. (ie. alcohol, drugs, disruptive behavior...); 3) Due to liability of public injury on the Jumonville grounds, we must be careful how we state our rules regarding public use of our facilities; 4) A "hard nose" approach with the "locals" usually results in vandalism to our property & facilities.

In light of that information, the following actions have been taken:

- 1) An "information center" has been posted at the entrance way to Green Cathedral and at the bottom of the road to the Cross. These information centers contain general information about Jumonville and also a list of the following rules:
 - Only registered campers are permitted on the Jumonville grounds after sundown.
 - Alcoholic beverages are not permitted on the Jumonville grounds at any time.
 - If you must smoke, please exercise extreme caution in extinguishing your cigarettes.
 - Unauthorized vehicles, such as motorcycles, snowmobiles, and ATV's, etc... are not permitted on the Jumonville grounds
- 2) All cabins should be checked to make sure that curtains or blinds etc... are in place on all ground level

bedroom or bathroom windows to eliminate any attraction for “peeping Toms.”

- 3) Notification is placed in each cabin providing procedures to follow in emergency situations. This will include instructions to the nearest phone.

On occasion, some camps have used volunteers in the evenings to patrol the grounds and report any potential trouble. If you do confront a problem, please contact the camp’s permanent site staff for assistance. **Do not form your own posse!**

CAMP PICTURES & CAMP CD’s

Pictures are scheduled at a time and place agreed to by AV Staff and camp deans. For week long camps, pictures need to be done by Tuesday dinner. The cost of the 8 x 10 color group picture will remain at \$5.00 per person. We will only order pictures for which money is in hand; **money is due by Monday at noon.** Pictures are delivered by the end of the week. Group Pictures for mini camps are printed in house so that campers may get them before they leave camp. **Please Note-Monday dinner will now be at 5:30.**

Jumonville is again producing computer CD’s this summer as well as putting pics on the web site for parents to view during the week. Your staff will be responsible for taking the pictures. The AV staff will gather the camera chips at Asbury during dinner They will download the photos and then return the chips at the same meal. We may need deans to use their own cameras during weeks that we have more camps than cameras to distribute. We will be producing CD’s for every camp including Mini Camps & Mommy/Daddy & Me’s. The CD’s will be sold for \$10.00 if they are paid for during registration (pre-orders), \$12.00 each if they are paid for and picked up on the last day of camp or need to be mailed.

Counselors can purchase a CD for \$5. Deans will receive a free CD and Camp photo.

FOOD SERVICE MEAL TIMES

Normal meal times are as follows:

Breakfast - 8:30 a.m. Lunch - 12:30 p.m.
Dinner - 5:30 p.m. **Sunday dinner - 5:15 PM**

Please contact the Jumonville office ASAP if your program needs will create a conflict with the regularly scheduled meal times.

SPECIAL DIETS

It is best if our food service staff is notified about special diets at least one week ahead. If you haven’t done so, inform the Jumonville office or Dining Room Hostess as soon as you arrive. It is very difficult for us to help you if we don’t find out until meal time.

TABLE SETTER

One table setter for each table of eight should report to the dining hall at first bell, 10 minutes before each meal (no earlier please). This person also serves as “server” for seconds.

DINING ROOM PROCEDURES

Rules of the Dining Hall will be explained by the Dining Room Hostess at your first meal. Please encourage your group to follow these procedures so that things run smoothly.

1. Return all serving dishes to the kitchen. Take only two at a time and do not stack them. Also return pitchers, condiments, butter, etc... SALT & PEPPER stays on the table.
2. Collect silverware and serving spoons into the proper container.
3. Scrape off and then **stack plates and bowls together**. Collect glasses, cups, and dirty dishes and take them to the window area for washing by using a tray (so that trips are minimized and to help eliminate congestion in the return area--**please do not stack the cups or glasses**). Those with younger campers (mini camps) may find it easier to leave the dishes stacked on the tables rather than trying to have them carry dishes across the dining hall to the window. Anything from your table must all be washed every meal even

if it was not used.

4. Get a spray bottle and cloth from the small table by the “IN” Door, wipe off your table and return the bottle and cloth. Please do not wipe the crumbs onto the floor.

THERE SHOULD BE AT LEAST ONE COUNSELOR SITTING AT EACH TABLE DURING EVERY MEAL.

This will help greatly with any potential discipline problems. Please remind the counselors that they are to provide a “positive” example. Emphasize good manners and eating habits. **Also, please make sure all campers and staff remove their hats and the use of gum is prohibited!**

SINGING IN THE DINING HALL

Many groups enjoy singing in the dining hall after meals and some prefer to leave immediately after the meal and before the singing. Please let the office know if you do not plan to stay for singing so that groups who wish to sing can be placed in the middle with non-singing groups located on the ends of the dining hall. Remember, we do have **Jumonville songbooks** available for your use. If you would like songbooks for your church, please let the office know how many and we will provide them for you, free of charge.

COOKOUTS & SNACKS

The cookout/snack sheet is attached to your summer information sheet. Please complete it and send back with your information requests. We have tried to make this procedure as simple as possible for you and cut down on your paper work.

Food pick up is at the side door of Asbury Dining Hall (toward Epworth Heights.) Cooking procedures will be given to you when you pick up your supplies. All cooking equipment and snack utensils (coolers, knives, cooking forks, pots, etc....) must be returned to the cookout room in CLEAN condition BY THE NEXT MEAL following use. In the past, we have had a big problem with coolers not being returned by the next meal. Please be considerate of people after you. **To help eliminate errors, please check your supplies before leaving the cookout room area. Please pick up cookouts and snacks immediately following the meal prior to your cookout or snack, while kitchen staff are still in the Dining Hall.**

Cookouts Sheets

Please fill in the day(s) and the meal that you would like to have your cookout or packed lunch(es). If there are any changes in the number of people, time of meal or menu choice for a meal, please inform the office or the kitchen staff a minimum of 24 hours in advance.

Special sites are available for your cookouts where small wood will be available for use. Those 5 sites are as follows: Picnic Shelter behind the Chapel, Topside area, Green Cathedral Road (right side), the two sites behind Eagle’s Nest on Blue Trail, to the left of Topside road. The last four sites can not be used if the woods are too dry. That decision will be made by the Director of Operations. Make sure that you check in the office for updates on which sites are or are not available. In the Appendix is a map of the cookout sites. **A sign up sheet will be posted on the bulletin board at the office during your week at camp for you to request a site. Please sign up for all cookouts by Monday breakfast.**

Snack Sheets

Snack choices are listed at the bottom of the sheet. Please fill in the appropriate evening beside each of your choices. See Appendix for map with location of campfire sites.

COMMUNION ELEMENTS

Communion elements should be picked up in the kitchen at the meal prior to the event. Please notify the kitchen or the floater at least 24 hours in advance of your service. Specify whether you want common cup or individual cup when placing your order.

CAMP STORE OR SNACK SHOP

The Snack Shop will be open from 2:30 to 5:00 PM on Sunday afternoon. Hours for the Snack Shop are requested by the deans. Please specify your requests on the information sheet for your camp. The Snack Shop will not be open past 10:00 PM for the sake of the staff working there. Exceptions to this rule must be granted by the President. Proper camp attire is required for admittance to the Snack Shop.

DRESS CODE

Dress Code Policy set forth by CRM. It is as follows:

Bathing suits should be modest one piece for females and swim shorts for males. Camp staff, deans & volunteers will have the final decision determining the appropriateness of any suit worn by each gender, reserving the right to require any camper, volunteer or staff to wear a t-shirt over the swimsuit.

All campers should bring at least 2 pairs of comfortable shoes to camp. Preferred footwear shall be closed toed & heel, laced shoes. Sturdy outdoor sandals or Teva style footwear shall be permitted in casual or less strenuous activities. Flip flops are only permitted in lodging areas, showers, & pool areas.

Shoes for adventure activities need to be laced, closed heel & toe shoes, or hiking boots.

In keeping with the Christian atmosphere at camp, ALL CLOTHING SHOULD BE MODEST & SHOULD NOT INCLUDE ANY MESSAGES THAT WOULD BE CONSIDERED AS INCOMPATIBLE WITH THE CHRISTIAN FAITH AND THE UNITED METHODIST CHURCH. Things such as belly shirts, short shorts (shorts should be finger tip length), very low-rise jeans/pants for females (meaning bare midriff) athletic undershirts (“beaters”) and / or extremely baggy pants on (meaning pants that are meant to fall off from the waist) are not permitted. In most cases a t-shirt on top of the clothing will make the “outfit” acceptably modest.

(Asking a camper or adult to put on a t-shirt should be done with grace and firmness.)

MEDICINES

In keeping with industry standards, campers are to bring their meds to check-in line with them. They should be in original bottles since this is the permission to dispense. Please place in zip lock baggie with camper name and camp event name written in black marker.

SPORTS EQUIPMENT

Each sports camp dean is issued sports equipment at the beginning of their week and will be accountable for the return of the same equipment at the end of the week. Sports equipment can be acquired from the Floater. Please submit your request list by April 15th to be assured of equipment availability. Campers can obtain sports equipment kept at the office by signing out and signing in those items.

If you are counting on specific equipment, please check in advance. Typical equipment includes: softball equipment, footballs, flag football flags, volleyballs, basketballs, soccer balls, archery equipment, tennis racquets, hackey sacks, 4 square balls, badminton equipment, table tennis equipment, parachute, pylons, horseshoes, tug-of-war rope, frisbee golf discs, & pickle ball.

SWIMMING POOL

We must be notified of swimming pool hours in advance of your event. This is necessary to set up the schedule with our lifeguards. Some changes can be made but the main schedule should be followed. Pool can be scheduled from 1:30 to 5:00 PM Monday - Friday.

All camps who have scheduled off site water activities must schedule a swim test time on Sunday after dinner or a weekday morning. This is so that you and your staff know how comfortable your campers are in the water. All of your campers will be required to take a swimming test or they must inform you if they can't swim.

Dress Code for Pool

Bathing suits shall be modest one piece for females and bathing trunks for males. Camp staff, deans and volunteer staff will have the decision determining the appropriateness of any suit worn by either gender, reserving the right to

ask any camper, volunteer or staff member to wear a t-shirt over their swimsuit. (Asking a camper or adult to add a t-shirt must be done with grace and firmness.) If there is a problem that does not resolve successfully, it should be taken to you, the dean. Also, flip flops may only be worn at the pool area and not on campus.

CHALLENGE/ROPES COURSE & ADVENTURE CENTER

Jumonville's Challenge/Ropes Course and Adventure Center continue to be a very popular activities. Due to their popularity, it is necessary that you schedule your times to avoid conflicts with other groups.

Please notify us at least 1 month in advance if you would like a staff person to help with your group's use of either the adventure center or the challenge/ropes course. You must have a trained staff member accompany your group to use either site or be trained yourself - see info inclosed. Our challenge/ropes course contains both low & high elements. Please refer to your progression chart for age appropriate activities. Groups are generally subdivided into smaller groups of 15 each for low elements. Special arrangements, certification, and group structure is necessary for high elements. The Adventure Center is an indoor climbing gym. Portable initiatives for use in inclement weather are stored in Captain Webb. If you are interested in becoming a certified instructor for either the Challenge/Ropes Course or the Adventure Center, contact the Jumonville office for the date of the next training event, **a dean who trains for teambuilding will have waived fees.** A progression for the Challenge Ropes Course & Adventure Center is included with this packet. Please allow 2 hours for Low Elements sessions and 3 hours minimum for Adventure Center and High activities. **Please schedule belay certifications for Sunday after dinner. Campers must be at least 13 years old to become belay certified. Teambuilding is a prerequisite for any other high adventure activities.**

MOUNTAINBOARDS

Jumonville has 20 mountainboards (a combination skateboard, snowboard & mountain bike) that have been purchased for use in our adventure program and in our camp sampler programs. Arrangements must be made with the Jumonville office to use these in your program. It is suggested that you plan at least 2 or 3 one hour long sessions throughout your event. They must be used with a Jumonville certified instructor and are not available just for signing out. Campers must wear long pants, tennis shoes, helmet, and protective pads. Progression for the mountainboards is included. You may want to consider morning sessions if the temperatures are elevated. Please inform your campers to bring long pants and closed toe shoes for mountainboard activity. **The minimum age is 8 years old.**

AUDIO VISUAL EQUIPMENT

If you need any equipment such as PA systems, A/V equipment, and flip charts, etc., please make your requests as far in advance as possible to help eliminate scheduling conflicts. We usually have on site: overhead projector, audio cassette tape players, color TV's, VCR's, DVD players, video projectors, flip charts, podiums, screens, etc... If arrangements are made in advance, our staff may be able to help you .

SPECIAL EVENTS

Please let the Jumonville office staff know your schedule in advance (especially if you are planning campfires, concerts, speakers, or chapel services) so that conflicts with other groups can be avoided. Also, if you'd like to use Green Cathedral, Wesley Hall, or Straughn Amphitheater, please make arrangements in advance.

We can serve you better when we have at least 24 hours notice for preparation time.

Example: communion elements, microphones, kerosene for campfires, etc.

A Staff person should check with you during each meal to find out specific needs that you may have. He/She will be the central liaison between your camp staff and the Jumonville Staff.

PROVIDE A DAILY SCHEDULE OF ACTIVITIES FOR THE WEEK FOR THE JUMONVILLE OFFICE AND AN EXTRA COPY FOR THE STAFF IF YOU WANT TO INCLUDE THEM IN YOUR PROGRAM.

PICNIC PAVILION

The Picnic Pavilion behind Whyel Chapel has become a very popular facility and needs to be requested on your forms if you want to be guaranteed its use. The pavilion includes lights, a fireplace, and restroom facilities. It is

sometimes used as a substitute campfire location in cases where the weather has not cooperated.

CAMPFIRES

Some weeks we have quite a few camps scheduled at the same time. We have limited space for campfires, so we ask that you make your requests in advance so conflicts can be worked out in a fair arrangement for all. Those primary sites are as follows: Lower Edge, Upper Edge and Hairpin Curve. Additional sites are Topside, Picnic Shelter, Green Cathedral road (right of the road), and Behind Eagles Nest (Blue Trail). The last two sites cannot be used if the woods are too dry. That decision will be made by the Director of Operations. Please check in the office for current conditions. Matches can be found in the office and kerosene can be found in the brown box shed behind Washington Lodge. In the Appendix is a map of the campfire sites.

CHAPEL CROSSING

If you are planning to use the chapel in the evening, we have a safety aid for your use. A permanent caution light has been placed above the chapel to warn oncoming cars while your group is crossing the road. The light is to be turned on and off by staff or the dean. We do not have the right to stop traffic on the Jumonville Road. Cars have the right of way. Stop the campers, not the cars! Take the extra time to use the blinker. It could prevent a disaster!

FURNITURE

Please do not move any pianos or furniture! This includes beds, couches, ping pong tables, pianos, etc. Mattresses are not to be removed from beds and placed on the floor (or anywhere else) without permission.

Please return all chairs to their original place before you leave. Also return snack/communion supplies/coolers,ect. to the kitchen. Please be considerate of those who follow you and leave the area in the same or better condition than you found it.

DAMAGES & REPAIRS

Each Dean of an event is responsible to inform every camper of their responsibilities for the care of all facilities and equipment and to immediately report any broken or damaged equipment or facilities to the Jumonville office. This includes both accidental and intentional (vandalism) damages.

When damage occurs, the following policy will prevail:

1. If damage is repairable, repair costs will be charged to the responsible parties. If damage cannot be repaired, reimbursement shall be determined by depreciation value as established by the Jumonville staff.
2. If the damage is the result of individual carelessness and/or horse play, the dean and the President shall investigate and evaluate all of the aspects and nuances of the action to determine the responsibility and ability of the individual or group to handle the repairs and/or replacement. The decision of the Dean and the President shall be final.
3. If the damage is caused by malicious or willful intent, full responsibility for replacement is expected from the individual or group involved, and if reimbursement is not received the matter shall be reported to the Jumonville Board Finance Committee for evaluation and further attempts to obtain reimbursement or some other decision concerning reimbursement to the camp.
Any equipment not functioning properly should also be reported so the maintenance staff can be notified.
Remember we can only fix what we know is broken.

DISCIPLINE

The office should be promptly informed of any campers to be sent home for health or disciplinary reasons. Remember, ***DON'T SAY IT IF YOU AREN'T WILLING TO BACK IT UP!***

OFFICE LOCATION

The Jumonville Office is located on the first floor of Fleming Lodge and will be open from 8:00 am to 9:00 p.m. If no one is in the office and you need assistance, call the office from the nearest phone. The answering machine will

give you emergency numbers where someone can be reached.

CLEAN-UP

The rooms should be kept in a clean and presentable manner throughout your visit. Our housekeeping staff will clean your rooms after you leave. We often have the entire camp to clean in less than 24 hours so your cooperation will be greatly appreciated by our staff.

Please have rooms cleared of all personal belongings, and placed on the porch of your cabin BEFORE BREAKFAST on the LAST DAY. The central lounge areas may be used in case of rain. This is necessary to allow our housekeeping staff to properly clean the rooms before the next camp arrives.

Please pick up trash around your lodging and meeting areas before you leave. **Please leave trash bags inside lodging and meeting areas.**

LOST AND FOUND

Review all lost and found items on the last day of camp. The Dean or his/her delegate should check all rooms last before leaving, if possible. Lost and found items will be kept at camp for a minimum of 1 month before giving to the Salvation Army or Goodwill. A card file is kept in the Jumonville office for the purpose of keeping track of lost and found items.

NO-NO LIST

Smoking is not permitted inside of any building and should be discouraged on the grounds. Alcoholic beverages and illegal drugs are not permitted in the camp at any time. WE WOULD APPRECIATE IT IF YOU TELL YOUR CAMPERS NOT TO BRING TOOLS, WEAPONS, RADIOS, CD PLAYERS, CELL PHONES, IPODS, MP3 PLAYERS, HAND-HELD GAMES, ROLLER BLADES, SKATEBOARDS, ETC. FOR PERSONAL USE ON CAMP. These items are fine for program activities, but we would prefer they be limited to that use only. Pets are also prohibited on camp property.

PROGRAM STAFF

Plans are to have eight program staff hired to work at Jumonville for the summer. The staff will be assigned based on factors, such as specific program needs, volunteer staff recruited, and camper enrollment. You are not guaranteed a program staff; it is your responsibility to find volunteer counselors for your week of camp.

The program staff will have time off from 12:00 PM Saturday until 12:00 PM Sunday each week. They are required by the American Camping Association's Certification program to have a 24 hour time off period each week.

Registration will begin at 3:00 PM. This should allow extra time for staff meetings as some deans arrive on Sunday prior to the opening of camp.

Deans may request program staff when the deans meetings are held in the spring. **All program staff requests are due to Ree by May 1st.**

COMMITMENT TO CHRIST

Jumonville is a place where many persons have made a commitment in their life to follow Jesus the Christ. We would encourage your leadership to provide an opportunity for persons to make a commitment to Christ. This could be done in a formal service of worship, a small group sharing session, one-on-one counseling, in a quiet time of prayer, or in cabin devotions. We believe it is important that you follow up with those who have made a decision. Decision cards are available to make follow-up easier. Also be sure to note major spiritual changes on green sheets.

EVALUATION FORMS

At the conclusion of your stay you will be asked to complete an evaluation form which will help us to rate our service to you. The results of these evaluations are very important to our staff. This is the best way we have to upgrade our service and better serve in our "Ministry of Hospitality." Please feel free to share suggestions for improvements. It is only through your feedback and input that we are aware of what is most and what is least helpful. Your extra effort to keep us informed of these areas will be appreciated

Also, **please don't wait until the end of the week to tell us about a problem that you have had all week.** *We can only help if we are aware of the situation.*

MONEY-MONEY-MONEY

CRM GROUPS, PLEASE TAKE NOTE! If your camp needs operational money while you are at Jumonville, it is your responsibility to get a cash advance from the Conference Camping Office well in advance of your event. You will receive a check in the mail before your event. Please have it cashed before coming to camp. Jumonville cannot be responsible to "lend groups money" for program expenses. Think through your event, and if there is any money that you will need during your event, make the necessary arrangements in advance. **It is only possible to get a cash advance for your event from the Conference Camping Director when enough advance notice is given.**

Adventure deans who participate in biking, pedal paddle, or white water trips at Ohiopyle do not need to request that money ahead of time. The outfitters, Whitewater Adventurers, Laurel Caverns, and Hazelbakers, will be billing the Conference Center directly. This does not apply to transportation money since Jumonville gets that money straight from CRM and then pays the bills directly.

If you are a dean who chooses to eat a meal at a restaurant instead of making it back to the dining hall in time for dinner, your reimbursement for those meals done off site will be as follows:

lunch	\$4.50/camper or counselor
dinner	\$5.50/camper or counselor

So, for those that have done a pizza dinner after a pedal paddle trip (for example) you will be given up to \$5.50/camper and staff member to cover your meal costs. That would include your food, drinks, and tip. The money for those meals will come from Jumonville so, please let us know in advance so that we have the proper cash or check on hand. **All receipts must be turned in to the Jumonville office before or during your checkout, but no later than your scheduled check out. Any amount over and above the allotment, must come out of your program money so please plan accordingly.**

MISCELLANEOUS FOOD CONCERNS

Please discourage your campers from taking food to their rooms as it attracts mice, ants, and other pests. Also, we will not tolerate any sort of FOOD FIGHTS, eating contests, or any wasteful or childish behavior with food. The counselor sitting at the table should be in control and set a "positive" example. A minimum of one counselor should be assigned to sit at each table. This will help to eliminate most potential problems.

CRAFTS SUPPLIES & CREATIVE ARTS CENTER

If you have never tried crafts at Jumonville, we hope that you will consider incorporating them into your program this summer. We have excellent facilities and have a Jumonville Crafts Resource Guide with a heavy emphasis on nature crafts. That is in keeping with our increased emphasis on use of the out-of-doors. Please make sure that you are making the best use of the camp environment and that we are not conducting a program that could just as well take place in a church or in a standard Vacation Bible School program.

We will schedule the Creative Arts Center as efficiently as possible. It is important for our staff that you express your interest on the summer information sheet so that the schedule of the Creative Arts Center can be set and we can deal with ordering the necessary supplies. Let us know if you would like a copy of the Jumonville Crafts Resource Guide. We may be able to assist you in instruction and providing the materials or you can simply schedule use of the facility to conduct your own crafts activities. Scheduling will be done on a first come, first served basis. Please be aware that you should not plan on more than 20 campers at a time for craft sessions (15 is better).

Fees are listed by each craft offered to cover costs of materials for your group for each of the activities that you choose from the Resource Guide. (If you would like to do crafts, but don't feel that you can afford the per camper charge, let us know and we will try to make some arrangements. We don't want the cost to hinder what could be a great addition to your program.) See appendix for craft list and pricing.

Tie-dyed t-shirts are also a popular activity. If you have your campers provide their own t-shirts, then the cost will be \$8.00. If we supply the t-shirts, the cost will be \$12.00. Please contact the office if you have questions about the age appropriate progression involving tie-dyed shirts.

There is a craft usage sheet located to the right of the door in the craft cabin that must be filled out and turned into the office after each use of the building and/or supplies. A progression for the crafts is included.

Crafts in other meeting areas - Please cover floors and tables with plastic. Wipe off all spills and clean up scraps daily or after each craft session. Please help us prevent our tables from being ruined! If you need plastic; ask and we will be happy to provide it for you.

MAIL

Outgoing mail can be placed in the box in the Dining Hall or the box on the porch of Fleming Lodge. Mail will be picked up daily at 9:00 AM from the dining hall. Camper mail will be put in the alphabetized box in the dining hall by dinner. Post cards and stamps will be sold in the Snack Shop.

The correct mailing address is:

CAMPER NAME
Camp Name & Event #
Jumonville
887 Jumonville Rd.
Hopwood, PA 15445

E-MAIL & FAXES

We will receive and distribute camper e-mail as well as faxes of camper mail. The e-mail address that should be used for camper mail is: **campermail@jumonville.org**. Do not use the normal Jumonville e-mail of **info@jumonville.org** for the purpose of camper mail. Specific instructions will be given to the parents during registration. We do not allow campers to send return e-mails and will not deliver e-mails with attachments. The fax number is 724.439.1415.

MEETING AREAS

Please do not assume that you can use any meeting area on camp at any time that you like. Every week has several different camps in session and specific arrangements are made for all of our meeting facilities. Plan ahead to avoid last minute surprises. Please check with the Jumonville Office to schedule the days and times for your meeting areas.

HIKING TRAILS

The trails at Jumonville have all been redone in recent years and will have trail markers for this summer that will make it much easier to find your way around our many mountain top acres. Trail maps will also be ready for use. Please be very careful of the stone quarry property and make sure that you keep your campers away from the quarry highwall. Jumonville's property lines are all indicated with painted orange bands around the trees. Please make sure that you keep your camp activities on Jumonville's property and not cross over into our neighbor's property.

PAPERWORK

The paperwork required for your camp changes from year to year. Copies of the current paperwork should either be included with this packet or available from the Jumonville Office. CRM events may need to contact the conference office-toll free #1-800-886-3382 to receive current copies of their paperwork.

ADDRESS LISTS

Address lists of campers may be obtained from the Jumonville office as long as we are provided with the current information. Deans should decide at the beginning of the week if they would like copies for their staff and campers. Address lists can be provided for the dean, counselors, and campers. Copies of address lists will be charged to your camp budget at \$.15/copy. Please turn in address lists with correction by Wednesday at noon with the names and contact information of your counseling staff. Mini Camps should turn in their lists on Tuesday and Thursday of their camps.

SIGN OUT SHEETS

Along with your address list you will be given a sign out sheet. Please have the adult who picks up your camper, sign this sheet. This is a safety procedure that we've used in recent years to accomplish several tasks. You will

know when all your campers are gone and Jumonville will have a written record of release of responsibility. At registration, parents must give us the name of the person who will be picking up the child at the end of camp. We feel a “heavy burden of stewardship” toward all children placed in our care. This sheet is to be turned in to the office before you leave the Jumonville grounds on Saturday. Please don't leave until all your campers are signed out

CIT

CIT's are scheduled through the Jumonville office. If you are interested/willing to use a CIT in your program, please notify Ree as soon as possible. Remember that CIT's can only shadow a counselor and may only work with elementary age children.

CRM BIRTHDAY CARDS & CAMPER LETTERS

For 2011 we are having birthday postcards printed that we will give to you for each of your campers at the beginning of the week. They will already have a mailing address applied to the postcard so that you and your staff can still put any personalized notes on the card and have all the staff members sign it. Jumonville will pay for the postage so it will not be deducted from your dean's program expense. The postcards must be turned back in before you leave camp. This is done for all campers in the conference CRM program.

An optional initiative that will again be available this summer, is to have your campers write letters to themselves that we will mail to them at a set time determined by the camp dean. For example, you may want your letters to go to your campers at Thanksgiving, or Christmas or in January after the camping brochures have been sent out. Jumonville will provide paper for the letters as well as envelopes.

MEET WITH REE

If possible, Ree would like to do some visioning with your campers. Just so this isn't a great imposition and interruption to your program, please schedule 30 minutes, if you are interested in facilitating the future of Jumonville.

YOUR OWN NOTES

Registration location:

Snacks

Sunday night:

Monday night:

Tuesday night:

Wednesday night:

Thursday night:

Friday night:

Swimming Pool Hours:

Snack Shop Hours:

AV equipment:

Adventure Activities

Sports equipment:

Communion requests:

Campfire requests:

Program Staff requests:

Picture Time: