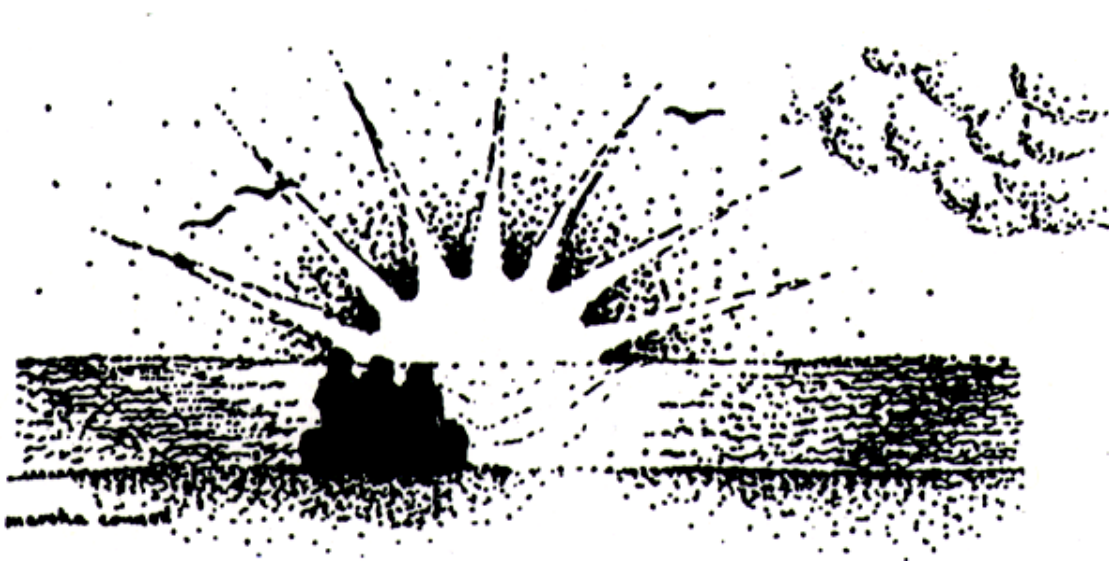


Chapter 8: Camp Magruder Dean's Manual Supplement



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Table of Contents

Our Ministry at Camp Magruder.....	Page 3
Housing Guide.....	Page 4
Handicapped Access/ What is a Camp Dean’s Job.....	Page 5
Training..... Training standards, training timeline, training your staff, staff ratios and guidelines, reference checks	Pages 6-8
What is a Camp Counselor’s Job.....	Page 9
Planning your Camp Program..... Age-level camping goals, getting ready for campers, camper registration forms, cabin-mate requests, opening and closing the camp week, daily activities	Pages 10-14
Age-Level Progression Chart.....	Pages 15-16
Program Activities..... Team building/ challenge course, ecology learning activities, night hawks, cookouts, home-in-the-woods	Pages 16-17
Camp Activities..... Swimming, watercraft, fishing, wave jumping, big swing, archery, donkey rides/ care, rainy day activities, camp store, snacks	Pages 18-21
Carrier Dining Hall Meals..... Meal times, KP duty, eating process, special meals, use of kitchen equipment	Page 21
Safety and Emergency Procedures..... Site visitors, driving cars on site, fire safety, camp siren, Tsunami/ earthquake, lost camper, news media, first aid, prohibitions, health concerns	Pages 22-24
Camper Discipline..... Positive discipline/ logical consequences, problem solving/ decision making	Page 24
Reasons to Send a Participant Home.....	Page 26
Supervising Your Staff.....	Page 27
Camp Magruder Site Staff..... Health care, lifeguards, Program Services Director, Summer Resource Staff, housekeeping services, food service staff, office services, Camp Director	Pages 27-28
Music Copyrights/ Whom to Contact if you have Questions.....	Page 29
2011 Camp Magruder Organization Chart.....	Page 30

Our Ministry at Camp Magruder

Camp Magruder is a special place to many people because of the friendships that they have formed, their experiences and appreciation of God's creation, and their deepening of faith. As a dean, you are accepting a special leadership position that will help all of this happen for another group of campers.

Camp is a great place to get in touch with the wonder of God's creation. While we continue to upgrade our buildings, we remind you that this is truly an outdoor ministry. We encourage groups to take advantage of the setting and do as much as possible outside among the trees, on the beach, and under the sky. The varied ecological zones at Camp Magruder are great places of discovery. It is easy to plan age appropriate activities with the objective of helping your campers discover their interdependence with all nature.

Ours is a ministry of Christian education and faith development. Through study, worship and play, with song and prayer, build your program to express faith in a loving God. Choose songs and stories carefully so that they reinforce the theme. Share not only from the curriculum, but also from your personal faith. Help your camp be a place where Christian discipleship can be talked about openly, where questions are encouraged even if they cannot be answered. Some of your campers will have no other community where this happens.

As a dean you help fulfill the mission of the Oregon-Idaho Conference camping ministry:

We are people dedicated to creating quality environments of Christian hospitality and learning.



We nurture persons so they may:

- Grow in wisdom and healthy self-esteem.
- Develop lifestyles of loving interdependence with each other and all of creation.
- Affirm and expand their faith in God and their service as Christian disciples within God's world.

Housing Guide

The following information, detailing the lodges and cabins, may be used to assist you in assigning people to their “home away from home.” You will be notified of which buildings are available for your camp’s use. Camper registration generally closes two weeks prior to the start of your camp. You may want to start making your cabin assignments earlier than that. Please feel free to contact the Program Services Director for help as needed.

WALWORTH –Rev. La Vernae Hohnbaum Health Center

1st floor – Health Center

2nd floor apartment – Apartment for the camp nurse.

HERRON & SMITH -each (16)

Two bedrooms with 4 double bunks each; each bedroom has divider doors to make the option of 4 rooms with 2 double bunks each. 2 bathrooms, 2 showers, kitchen, and meeting room for 20 in each building. This building is handicap accessible.

SHERLOCK (21)

Upstairs dorm - Three rooms with one room having 6 lower and 3 upper bunks; two rooms with 4 lower and 2 upper bunks; Inside stairway to bathrooms on main floor. This building has no shower facilities.

COLLINS, PINES, ABRAMS--each (18)

Two rooms, each with 5 lower and 4 upper bunks.

BUNCH (32)

Two first floor rooms with 3 double bunks each; two upstairs rooms with 7 lower and 3 upper bunks. Two first floor restrooms with showers and a meeting room for 32.

BEUTLER (24)

Two sleeping rooms with 6 double bunks each; two bathrooms, one shower room, meeting room for 24, kitchen for 24. This building is handicap accessible.

TWIN ROCKS, WES LOU, SUNNY DUNE, POTTERS HAVEN - each (8)

One room with 4 double bunks.

EDWARDS LODGE (47)

Eight bedrooms each with bathroom and shower, 3 bunk beds per room (one of the rooms has 2 bunks and 1 single), 2 of the rooms have tub/showers. There are 2 breakout meeting rooms for 12; Kimberly Center accommodates 107 with lounge area on west side.

SHOREHOUSE (23)

The second floor dorm is above shower & restrooms. North room has 5 double bunks and 1 single; south room has 6 double bunks.

All buildings are heated. The north area of camp is served by Atwood bathhouse with showers and toilets; south side of camp by Shorehouse with showers and toilets.

Handicapped Access

Please let the Program Services Director or Camp Director know if any staff or campers require special accommodation during their stay. Smith, Herron, Beutler, and Atwood Bathhouse all meet ADA accessibility code. If necessary, temporary adaptations can be made in other locations around camp. The camp golf cart and beach wheelchair may be used for transport in certain situations as well.

What is a Camp Dean's Job?

1. To work under the guidance of the Program Services Director, and cooperatively with other staff members.
2. To annually prepare for their task with training: dean's training, on-site training, and the pre-camp Saturday gathering. Additional training is encouraged as listed in the training section of this handbook.
3. To be responsible for securing all counseling and program personnel for the camp week. Deans shall be responsible for collecting "Volunteer Disclosure Forms" from the above persons and submitting them to Camp Magruder two months before their event.
4. To oversee the training of their staff through: 1) training elements at pre-camp meetings; 2) strongly encourage attendance at On-Site Leadership Training and the Pre-Camp Gathering; 3) informing staff about other training opportunities as they arise; and 4) guidance and coaching in program and relational skills during the week of camp.
5. To guide site registration of each camper, meet parents, and assume supervisory responsibility for their child.
6. To plan and oversee their week's activities and program, utilizing provided curriculum, age-level progression information, and site resources. If not using the Conference curriculum, deans shall be in consultation with the Program Services Director concerning their plans.
7. To know and implement procedures for discipline, health, safety, and emergencies, including areas of diet, sanitation, and rest, as outlined in this Dean's Manual.
8. To utilize 2 hours per day of personal time away from camp responsibilities.
9. To complete the evaluation process for the event according to the instructions in this manual.
10. During times of on-site training and service, deans shall receive room and board. Mileage may be paid for travel to and from training and camp in accord with the current policy (travel more than 500 miles each direction). Administrative and program expenses will be reimbursed as per your camp budget.
11. Camp deans are asked to serve one year at a time, with encouragement to serve for three years to utilize their experience. The Program Services Director in consultation with the Camp Director and Program Division team evaluates the service of deans and can negotiate shorter or longer terms of service.

Training

1. Training Standards

Our conference Camp and Retreat Ministry Team defines the following areas of training and competency as important for those who serve as counselors and deans in the ministry of Christian camping:

- a. Faith development: faith sharing, using the Bible at camp
- b. Behavior management: positive discipline, effective small groups, ADHD and special needs children, active listening, conflict resolution, living with diversity
- c. Worship and music with children and youth (campfire and morning watch)
- d. Cooperative recreation, initiative games, challenge course leadership
- e. Risk management: camper health and safety, counselor responsibilities, emergency response procedures, standard first aid orientation
- f. Outdoor skill leadership (e.g. fire building, outdoor cooking, ecology studies, boating/ canoeing, water safety, home in the woods, nature crafts, archery, fishing, off-site tripping)
- g. Current curriculum
- h. Site orientation

2. Training Timeline

All deans and counselors are required to annually complete a minimum of 24 hours of training before camp starts, which includes 10 hours at the On-Site event, 10 hours during the 24-hour period before camp, and 4 additional hours at a pre-camp meeting or other approved training. See the “Camp Magruder Counselor Handbook” for additional training information.

Dean’s Training: Includes 1) retreat at Camp Magruder covering: spiritual renewal, faith sharing, program and curriculum discussions, staffing designs, and fellowship; and 2) one-on-one training with camp staff to help deans be up-to-date on Conference standards, roles and responsibilities and administration.

Pre-Camp Meetings: All counselors and deans should be aware of the many duties a counselor has at camp. In order to provide a quality camping program, our camping leaders need to receive proper training. As a dean, please ask your staff about the areas where they feel competent and areas where they do not. At your meetings you may need to do training in some of the areas in order to assure your campers are well cared for. Please document the names of staff present and the time they spent in training activities, and submit that record of training to the Program Services Director.

Camp Magruder On-Site Leadership Training Event: This event will occur on Friday, May 6, 2011 and run through Saturday, May 7, 2011. It contains 10 hours of required training. On-site offers workshops to meet the training standards, individual camp planning time, fellowship and fun. There is no charge for this event. Please inform your staff of the importance of attending this training event.

Pre-Camp Gathering: This event contains 10 hours of required training and usually begins the day before your camp. This is critical time for building a solid and unified staff as well as learning about safety concerns and emergency procedures.

What Happens if a Counselor/Dean Misses Part of the Training? While you may not wish to dismiss a volunteer if they miss a few training sessions, it is important that each staff member receives training every year. Our training standards are in place to encourage volunteers to fully prepare themselves for the job they are being asked to perform. Volunteer Staff whom are unable to attend training sessions may choose from the following:

- a. If a counselor should miss all pre-camp meetings, you will need to emphasize the need for them to be at the On-Site event or negotiate alternate training options.
- b. If you or any of your staff missed the On-Site training event, you are asked to attend a course or workshop in one of the six areas outlined above. Here are some places to find additional courses or workshops:
 - Christian Education and Youth Ministry workshops
 - Classes at a theological seminary (Northwest House of Theological Studies in Salem)
 - Community college classes (e.g. Parent Effectiveness training)
 - American Camping Association workshops (e.g. archery instructor, small craft safety)
 - Project Adventure workshops (e.g. challenge course facilitation)
 - Reading assignments or videos with a written response evaluated by the Program Services Director
 - Classes/workshops listed in The United Methodist or Camp Connection newsletters
 - Contact Camp Magruder for more information
- c. If you or any of your staff misses the pre-camp risk management orientation tour, you will be asked to review counselor duties and responsibilities prior to taking charge of campers.

3. Training your Staff

Your staff is key to the effectiveness of your program. All the planning in the world can be undone rather quickly, by staff members not knowing their job or staff members whom are not supported in a way that helps them to accomplish it. If you expect a job to be accomplished, you must train people to do it. They will not learn it all by osmosis. You, the camp dean, must provide instruction in what your expectations are, and what steps you want your staff to take to meet those expectations.

Training your staff should include, teaching counselors their job, delegating responsibility, evaluating performance and accountability, improving performance, and dealing with problems. This training should also provide counselors with techniques to work effectively with other staff, including teaching, modeling, coaching, reinforcing and correcting staff behaviors. The Camp Magruder Counselor Handbook covers the 6 competency areas of Faith Development, Camper Guidance, Worship and Music, Games and Group Initiatives, Camper Health and Safety, and Outdoor Skills and Crafts.

Elementary Camps:

- Counselors shall be at least 18 years of age or have completed our C.I.T. program.
- Not counting C.I.T. co-counselors, not more than 20% of your staff may be under age 18.
- 1st -2nd grade camps may assign up to 4 campers per counselor in a cabin.
- 3rd -5th grade camps may assign up to 5 campers per counselor in a cabin.
- C.I.T.'s may be assigned to your camp to serve as cabin co-counselors as part of their training. Pair them with mature counselors for mentoring. The experience of serving as a co-counselor satisfies part of their training requirements.

Middle School Camps:

- Counselors shall be at least 19 years of age.
- No more than 50% of your staff may be under age 21.
- You may assign up to 6 campers per counselor in a cabin.

High School Camps:

- Counselors shall be at least 21 years of age.
- You may assign up to 7 campers per counselor in a cabin.

Resource Staff- All camps serving more than 30 children or youth should also recruit:

- An assistant dean or co-dean who compliments the dean's strengths in program leadership, administration, discipline, crafts, music, or theology.

4. Reference Checks

Deans must check at least two personal references for every staff person who has not served in our system within the last 2 years. You may count yourself as a personal reference if you know them well. Please strongly weigh the behavior, image, actions, and motivations of each staff prospect prior to asking them to work with children or youth. You will be asked to document your reference checks utilizing standard reference check sheets. Please return reference checks to the Program Services Director as soon as they are done.

You should personally interview any staff member not known to you, at least by telephone. Do they have experience with your camp age level? Are they an active Christian with a faith expression compatible to our United Methodist practices?

What is a Camp Counselor's Job?

1. Camp Counselor's shall work under the direction of the camp dean, and work cooperatively with other staff members.
2. The counselor shall participate in 24 hours of training and orientation for their week of camp. The camp will offer 10 hours of training at a May On-Site event and 10 hours at the Pre-Camp ~~Saturday~~ Gathering. Additional hours will be granted for staff preparation and planning meetings called by the dean, and classes and study as listed in the training section of this handbook. Counselors missing any portion of these training events shall participate in a special orientation led by camp staff.
3. Cabin counselors shall supervise and direct the campers assigned to their cabin. In this capacity they will enforce camp rules, encourage cooperation among their group, assist in group decision making, and by work and example encourage camper participation in camp programs and activities. The task for the week is to maintain focus on the lives and needs of the assigned campers, and not upon the counselor's peer relationships. By word and example the counselor shall encourage prayers, the sharing of faith journeys and faith questions within their cabin groups. By word and example counselors shall teach an acceptance of all persons regardless of race, color, national origin, sex, sexual orientation, or disability.
4. Counselors shall oversee the health, hygiene, and safety of their group, including areas of diet, sanitation, and rest.
5. As scheduled by their dean, counselors shall have 2 hours per day for personal time away from camp responsibilities. If more personal time is needed for rest or personal business, they shall arrange this with their dean while guaranteeing that their campers are supervised 24 hours per day.
6. Counselors shall attend staff meetings before and during camp as scheduled by their dean, and share in the planning and fulfilling the responsibilities of the camp. They shall consult with their dean and camp staffers about issues and problems that arise.
7. All discipline shall show respect for the campers as children of God. Counselors shall not hit a camper or use abusive or derogatory language with campers or staff.
8. Counselors shall make themselves familiar with, and abide by, camp rules and relational guidelines as stated in the Camp Counselor Handbook.
9. Deans and camp staff shall observe and guide counselors during their week of service. Counselors shall cooperate with the end of the week evaluation process. Actions judged inappropriate or harmful to campers may be grounds for dismissal.
10. During times of on-site training and service, counselors shall receive room and board. Mileage shall be paid for travel to and from training and camp in accord with the current policy of the Board of Camp and Retreat Ministries (when travel to/from events is more than 500 miles each way) with prior approval.

Planning Your Program

1. Age Level Camping Goals

Younger Elementary Camps:

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To share the Christian story and faith with campers.
- To help each camper assimilate and express Christian knowledge in a responsible way through living with others.
- To help each camper use their growing knowledge of the natural world and to respond in the role of caretaker of God's creation.
- To provide and interpret an experience of Christian fellowship as a demonstration of the life of the total church and a real-life expression of the Christian faith.

Older Elementary Camps

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To live and share the Christian story and faith with campers.
- To deepen camper's awareness of God and God's creation and their responsibility as caretakers of that creation.
- To communicate a living interpretation of New Testament teachings.
- To help campers learn to be a part of Christian community wherever they live.

Middle School Camps

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To develop self-understanding and self-acceptance as Christians and as part of God's creation.
- To help campers accept, on their level, an understanding of the Christian heritage: the Bible, church history, and Christian beliefs.
- To lead campers to dedicate their lives to Christ.
- To establish, model, and practice Christian values for camp life and home life.
- To perpetuate the joy of Christian living.
- To open the eyes of campers to the reality and power of worship and prayer.

High School Camps

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To deepen campers' understanding of the Christian story and faith.
- To stimulate and reinforce conscious commitment and loyalty to Jesus Christ and the church.
- To deepen appreciation and regard for all God's creation and our role therein.
- To widen the bounds of Christian fellowship by bringing youth of different races, nationalities, congregations, and denominations together.
- To create a sense of urgency for the mission of the church in the world.

- To provide training in leadership within the church, recognizing that youth are a part of the church today as well as tomorrow.
- To challenge youth to commitment to Christian vocation either through full-time church work, or through expression of the Christian faith in whatever work they do.

Intergenerational Camps

- To provide a living experience of Christian caring in which individuals, one-parent and two-parent families, extended families, and intergenerational families of all backgrounds and descriptions, are valued and accepted as part of God's creation.
- To deepen and stimulate the practice of living together as Christians in whatever setting of family life individuals may find themselves.
- To affirm and nurture the concept of a family of God as living in Christian community.
- To help individuals in each type of family setting to understand themselves and recognize the contribution they make to the building of the family of God.
- To guide individuals in developing skills in such areas as worship, prayer, and recreation for enriching and building their own family lives.

2. Getting Ready for the Campers

- Camper Letter
Camp Magruder and the Conference Office will write camper letters and send them to each dean for them to revise. Please review your sample letter for the following items and submit changed to the Program Services Director. Camper letters will be completed and in the conference office by December 9th.
 - ✓ Make sure any specialized camp activities are included so parents are well informed.
 - ✓ Review the camp dates, drop off and pick up times, and any special program parents are invited to attend.
 - ✓ Special clothes or items to bring for talent shows, etc. What not to bring.
 - ✓ Use of the camp store? If yes, how much money does each camper need?
 - ✓ If you would like your camp to participate in a selected service project for the week, please inform campers and parents/guardians.
- Camper Registration Forms
Camper registrations will be reviewed by site staff for special needs and diet requests. This information will be forwarded to the dean two weeks prior to camp. Please contact the Program Services Director with questions and concerns.
- Cabin-Mate Requests
It is your responsibility to track camper registration and cabin-mate requests. Please visit www.UMCData.com. Friends will be allowed to bunk together, up to two per cabin, as long as it is a mutual request. There may be times that three persons make this request, which will be the dean's decision. Deans should vary the composition of groups during the day and/or make sure the campers are meeting other people.

3. Weekly Schedule

You will receive a sample schedule for your camp. The schedule is coordinated with the other camps that week. Activity, waterfront, and staff meeting times are staggered to best utilize the leadership of our summer staff. If part of the schedule does not meet your needs, please contact the Program Services Director to negotiate possible changes. Simple changes may be easy, but significant changes in scheduling may preclude your camp from receiving the full benefit of our summer staff.

4. Opening and Closing the Camp Week

- Registration

Campers register from 3-4 pm opening day. Be ready to start processing campers at 2:45 pm, in the registration field. Campers will first go to the camp nurse to review health forms, then to the Program Services Director to bank any money for the store, and finally to your camps' designated table to check-in with the dean. It is your job to greet campers and parents, and to match campers with their assigned cabin counselor, who is hopefully near by. As you greet each camper, you will need to record their arrival, and make note of who will pick them up at 10am on the last day of camp.

It is important to get campers involved and acquainted as soon as possible. Resource persons can be leading a flexible large group activity/game. Counselors should have nametags ready and seek to gather several campers before making the trip to their cabin. Extra staff can greet and assist campers whose counselor is on a trip to the cabin. Before dinner, counselors will help their group learn each other's names, begin the process of setting cabin rules and goals, and complete a site tour with waterfront and dining hall orientations.

- Opening Night

The first night of camp should include staff and rule introductions, use skits or role plays to make it fun. We encourage using the Camp Magruder "Three-R's" as a way of giving campers more responsibility for their behavior.

Camp Magruder "Three-R's"

In response to God's love, we:

Respect Ourselves

- Stay out of the ocean (except wave jumping time)
- Keep our bodies healthy and drug free
- Obey activity area safety rules
- Wear shoes and walk on trails

Respect Each Other

- Touch only our own stuff
- Treat and touch others only with respect
- Obey quiet hours during rest time and at night
- Listen when others are speaking

Respect the Environment

- Place all litter in trash cans
- Keep on trails
- Conserve energy around camp, turning off lights and water

- Closing Morning

All cabins and program areas must be cleaned, swept, mopped, and all luggage/personal belongings need to be out of the cabins by 9:15 am. This includes staff belongings and lodges. Designate the place for gear storage and parental pick up. You may suggest some packing and cleaning the prior evening to get cabins organized. Assign cleaning of common areas so you and your staff are not left with a large task. Magruder staff will begin cabin inspections and cleaning at 9:15 am. All counselors and campers must be at their cabin for the Magruder staff final cabin inspection.

Each parent/guardian must sign the camp sign-out form before leaving with their camper. You must remain with any campers whose rides are late. Your responsibility ends when the last camper leaves camp. Medications left with the nurse need to be returned to appropriate camper parent/guardian. Envelopes with any remaining store money will be returned to campers at the camp store between 10-11:30 am. Unclaimed store money will be donated to the camp scholarship fund. Lost and found items may be retrieved in the registration field or at the main office.

When campers are checked out and program areas put in order, you should have a summary evaluation meeting with your staff. Surveys will be sent to each staff member by the Program Services Director about one week after the close of your camp.

5. Daily Activities

- Morning Watch - The time before or after breakfast where the campers praise God through song, scripture, skits, prayer, etc. Morning watch may be held in a variety of locations: Lakeside Chapel, Edwards Chapel, Moss Chapel, on the beach, by the lake, or at the tide pools. This is often planned and led by a small group or family group.
- KP - Each camp will either be assigned to set-up or clean-up for meals. Consult the weekly schedule for your responsibility. KP requires 7-10 campers for each duty. You may assign groups or make a sign-up chart.
- Cabin and Restroom Clean-Up - A daily routine is necessary to provide for healthy living conditions. Cabins should be straightened up, swept or vacuumed, and aired out. A daily "Clean Cabin Award" will encourage cleanliness. Please also designate groups each day to clean the bathrooms, also known as "Sweep and Swipe" (pick up paper, sweep floors, wipe sinks and mirrors).
- Program - Options for this time include program derived from the summer camping curriculum, an original design, or an option from the section "Program Activities" or "Camp Activities."
- Rest Time (F.O.B.) - A time to slow down and regain some energy for the rest of the day. This is important for both campers and counselors. Campers should remain quiet, respecting others who may want to rest or sleep. Counselors need to stay with their campers unless they have arranged for someone to relieve them. Rest time may also be

enjoyed away from the cabin in a quiet location, as long as the dean is informed of the location.

- Staff Meetings - These are important daily times for relaxing, reviewing assignments, discussing discipline or camper concerns, etc. Choose a comfortable location. These times are scheduled when adequate summer staff can supervise your campers in a Magruder Magic activity time. Summer staff will choose activities such as court games, large group field games, ecology games/activities, a camp service project, tide pool orientation, story- time, or music.
- Campfire - This is a popular evening time for singing, skits, stories, and faith sharing. Each camp will have a designated fire circle. Remind campers to wear clothing appropriate for the weather and mosquitoes. Counselors should sit among the campers. A summer resource person may be requested to prepare and extinguish your campfire. Campfires may be led by a camper group, but we recommend that deans review agendas and skits to ensure appropriate content and to ensure that one leader is ready to keep things moving. Some deans guide the closing of each campfire as a time of faith sharing and then dismiss cabin groups quietly during a closing song. Often the dean invites one small group or family group each evening to stay for s'mores and sharing.
- Cabin Time - After getting ready for bed, counselors should lead a time of sharing about the day's events. This can include likes, dislikes, cool discoveries, and what is in store for the next day. A story may be read and counselors should enable a closing prayer.
- Lights Out - This is a time for cabins to be quiet so as not to disturb others. The dean or an assistant should check each night to ensure that all are in their cabins and preparing for sleep. The dean may have a special "good night" ritual. Counselors are to stay with their cabin through the night.
- Choose and Do - This is the time when campers get to choose for themselves some activities to enjoy. It is important in the growth of a child to give them opportunities to make choices, however small they may be. There are crafts and activities that campers may choose to do, depending on the age level of the camp. Please consider the following age-level progression chart and note which crafts or activities must be led by the Magruder staff, the others to be led by your staff.

Age-Level Progression Chart

Crafts and activities should be chosen according to age-level readiness to account for developmental ability and to give campers something to look forward to in subsequent years. We have listed common Magruder activities. You will want to consult the Program Services Director about other ideas you may have. (* indicate it must be led by Magruder Staff).

Craft Projects <i>Most are 1 hour long</i>	Group Size <i>Maximum per staff</i>	Recommended Grade Level											
		3	4	5	6	7	8	9	10	11	12		
Pottery*	15										1	1	12
											0	1	
Sand Candles*	15										1	1	12
											0	1	
Homemade Paper	8				6	7	8	9			1	1	12
											0	1	
Tie Dye *	15				6	7	8	9			1	1	12
											0	1	
Friendship Bracelets	15	3	4	5	6	7	8	9			1	1	12
											0	1	
Dream Catchers	15			5	6	7	8	9			1	1	12
											0	1	
Kites	15	3	4	5	6	7	8	9			1	1	12
											0	1	
Love Knots	15							9			1	1	12
											0	1	
Basketry	15			5	6	7	8	9			1	1	12
											0	1	
Sand Art	15	3	4	5	6								
Flower Presses	15	3	4	5	6	7	8	9			1	1	12
											0	1	
Pressed Flower Art	15	3	4	5	6	7	8	9			1	1	12
											0	1	
Activity <i>Length of Time</i>	Group Size <i>Maximum per staff</i>	Recommended Grade Level											
Archery 1 hour*	12			5	6	7	8	9			1	1	12
											0	1	
Fishing 1 hour.*	6	3	4	5	6	7	8	9			1	1	12
											0	1	
Donkey Care 30-45 min.*	12	3	4	5									
Row Boating*	25	3	4	5	6	7	8	9			1	1	12
											0	1	
Canoeing*	12			5	6	7	8	9			1	1	12
											0	1	
Kayaking*	10				6	7	8	9			1	1	12

Activity <i>Length of Time</i>	Group Size <i>Maximum per staff</i>	Recommended Grade Level											
		0	1										
Sailing*	1 or 2								9	1	1	12	
										0	1		
Swimming*	25	3	4	5	6	7	8	9	1	1	12		
										0	1		
Wave jumping 30 min.*	20 (on rope)	3	4	5	6	7	8	9	1	1	12		
										0	1		
Tide pools 2 hours*	30	3	4	5	6								
Challenge Course 1.5 hrs.*	15				6	7	8	9	1	1	12		
										0	1		
Ecology Activities 1-2 hrs.	15	3	4	5	6	7	8	9	1	1	12		
										0	1		
Night Hawk activities	30	3	4	5	6	7	8	9	1	1	12		
										0	1		
Star Gazing 1 hour	30	3	4	5	6	7	8	9	1	1	12		
										0	1		
Cookouts 1.5 hrs*	15	3	4	5	6	7	8						
Big Swing	20	3	4	5	6	7	8	9	1	1	12		
										0	1		

Other activities available which do not need to be led by Magruder Staff:

Hikes (Jetty, Pigmy Trail, Beach, Beaver dam, Large Dune)
 Volleyball, Basketball, Soccer, Softball, Tetherball, Frisbee, and other group games

Program Activities

The following program options are available for you and are led by Magruder staff. If you are interested in issuing any of these programs, please contact the Program Services Director at least two weeks prior to your camp so that we can set a day and time for each activity as well as ensure proper staff supervision.

- **Team Building/ Challenge Course**
 The challenge course at Camp Magruder is a low elements ropes course designed for team building and cooperation of groups between 8 and 16 people. It is a great tool to use early in the week to build cohesive cabin or family groups or at a time when a group needs to improve cooperation. A summer staff person facilitates the process as the group experiences a series of challenges or obstacles, followed by a discussion or processing session. An hour-and-a-half is required for an adequate experience. We may have up to six trained facilitators to enable a maximum of 6 small groups/ family groups to simultaneously share in the experience.

- Ecology Learning Activities

Tide pools- The “Three Graces” intertidal area is a 30-40 minute walk from camp. The camp lifeguard will lead the group to the tide pools and arrange for exploration activities. An orientation program will be presented to the campers and staff before departure to acquaint them with safety and tide pool conservation rules. A time for your camp to visit the tide pools will be scheduled for you if there is an appropriate low tide.

On the workday previous to the trip, a call will be made to the Port of Tillamook by the Program Services Director to see that no train is scheduled to run during the time campers will be walking on the railroad right of way. If a train is scheduled during the tide pool outing, the activity will need to be rescheduled or an alternate site used (Barview Jetty tide pools).

Ecology Activities- The camp has a wide variety of activities that encourage campers to further explore and learn about the natural world. These activities vary in group size and time requirements. A complete list of our ecology games can be found in the “Camp Leader’s Resource Guide,” available upon request.

Night Hawks- This is a time to enjoy the mysteries of the night. Learn secrets of nocturnal animals, use camouflage, or star gaze. The summer staff is available to lead safe and appropriate Night Hawk activities. Volunteer staff wishing to lead their own night-time activity should check with Magruder staff for age-level appropriateness and safety concerns.

- Cookouts

Cookouts are encouraged as part of the camps’ weekly program. All cookout menu options will be set ahead of time by the Program Services Director and dean. Summer staff may be present at each cookout to help facilitate the process upon request.

- Home-in-the-Woods

We encourage small groups to find a special place in the woods for their “home.” This is best established at the start of camp with time for campers to get acquainted with the natural world of camp. Younger camps may wish to put up a tarp and stick shelter, add decorations and mobiles throughout the week, and find “their” tree. Older groups may simply want a quiet place away from the main camp to be together. This becomes a special place for group discussions, quiet listening and reflecting, and maybe a sleep out. Be creative and maybe have an “open house” day where campers show off their “home” to other groups.

Camp Activities

- Swimming

No one is to be in the lake unless a lifeguard is on duty. All persons going into the deep area must have passed the swim test: swim from the corner of the dock to the buoy line and back again, any stroke. Persons going on to the trampoline must pass the swim test. In special circumstances, people will be allowed to go on the trampoline with a life jacket that have not passed the swim test. All swimming is to be within the roped area. A lookout must be scheduled to be out of the water in the swim area for each 10 campers in the water. A swim area orientation with the lifeguards should be done during the registration day tour.

- Watercraft

Age-level progression-

1st-2nd graders require a counselor in each rowboat and do not use any other watercraft

3rd-5th graders require a counselor in each rowboat. Under special circumstances they may use canoes with an adult in each boat.

6th-8th graders may use rowboats, canoes, and kayaks without an adult after skills have been demonstrated to the lifeguard.

9th grade and older may use the sailboat and sailboard with Magruder staff Supervision

- ✓ All boaters shall wear a snug fitting life jacket, properly fastened, before they go out on any portion of the boat dock. Please help your campers find one that fits properly.
- ✓ Boaters should start into the wind and stay within visual sight of the lifeguard, unless special arrangements are made for exploring the lake with a lifeguard.
- ✓ A boating safety orientation session with the lifeguards will be done during the registration day tour. Lifeguards will offer a short boating instruction session (to go over paddling and safety skills) to start your camp's first boating time.
- ✓ A lookout is required to be on the dock during your scheduled boating time. One lookout must be scheduled to stand on the dock per 20 campers in watercraft.
- ✓ No more than 20 watercraft may be on the lake at one time.

- Fishing

The State of Oregon plants 4-6,000 trout in Smith Lake each spring. The State of Oregon fishing regulations and license requirements prevail. People age 14 and older are required to possess a valid fishing license while fishing. The camp maintains a few fishing rods that may be used by campers under supervision of a skilled counselor. They are checked out from a lifeguard and should be returned in usable order. The south side of the boat dock is a good place to fish.

- Wave Jumping

As with all Oregon beaches, ours is a public beach and campers are not to be at the beach without staff supervision of at least 2 adults per group. There are dangerous currents and riptides in our area north of the jetty and the cold temperature quickly causes hypothermia. All campers and staff are to stay out of the ocean waters unless supervised by a camp lifeguard in a “wave jumping” or “wave teasing” activity, with rescue equipment in place. When on the beach, always watch for sneaker or extra large waves. Do not bury persons in the sand. Do not let persons walk on the jetty without adult supervision.

“Wave jumping” requires at least three staff members to also go into the water as rope anchors. These persons must weigh at least 150 pounds. If there are not enough anchors the group cannot go wave jumping. A wave jumping time will be scheduled for your group, if your week has an appropriate incoming tide time.

- Big Swing

A big swing key is checked out to each dean with a list of rules that are to be reviewed and signed by each person who takes the key to supervise the activity. The swing must always be supervised or locked and rules carefully enforced for safety. High school youth are not to supervise their peers.

- Archery

The camp maintains an archery range SW of the main shop, and we have some low-tension re-curve bows and arrows. This is a good skill activity for 5th grade and up. The program staff is trained to instruct and safely lead groups of up to 12 campers.

- Donkey Rides

The camp has one donkey which can be ridden by campers weighing less than 50 lbs. Riders must wear long pants and toe covering shoes. The camp provides helmets for each rider. The donkey is walked by a lead rope. To protect the saddle, we do not ride in the rain. Rides will usually last about 10 minutes each, with no more than four rides per day.

Campers are to stay out of the corral unless supervised by camp staff. They may feed apples or carrots through the fence, keeping their feeding hand flat. Sometimes one donkey will graze around the property. As friendly points of interest, they should not be chased and can usually be approached and petted. People should not walk behind the donkeys.

- Donkey Care

Donkey care includes: feeding, cleaning the corral, giving treats and vitamins, and grooming the animals. Donkey care can be scheduled for groups of 6-8 people. Donkey care is usually 30 minutes in the evening before dinner. Donkey care must be scheduled with the Program Services Director two weeks prior to your camp.

- Rainy Day Activities

Camp in the summer is typically full of outdoor activities in the sunshine, but a rainy day does not need to dampen spirits. If it is not too cold, use the rain as a special resource and go out and enjoy it.

Dance in the Rain: Many activities can be done in summer rains with ponchos and raincoats. It is possible that a rainy day could become the highlight of the week. When rain happens, leaders should be positive to help the camp mood stay positive. Enjoy getting wet. Moms may keep campers inside at home, but camp gives opportunity for new experiences. Try puddle jumping. Who can make the biggest splash?

Test the theory that you can outrun some of the raindrops. Get two #10 cans from the kitchen. Set one on the ground or a picnic table for 5 minutes. Have the group take turns running around with the second can for 5 minutes. Compare to see if one collected more rain than the other.

Explore the woods in the rain. Discover dry spots around trees. Find dry wood among lower branches. Observe how some leaves collect or funnel the water. If the rain is very heavy, look for signs of erosion. Why does the water soak in at some places and run off at others?

Meditate on Rain: A rainy day can create an atmosphere of reflection. Have the campers look out the windows and observe the splash of raindrops. Have them write in their journals about the uses and blessings of water. How is their life like a raindrop?

Have Indoor Alternatives: Playing in the rain can be fun, but any good camp plan should have some extra indoor activities for times with no alternative. Have a list of games, crafts, reading, and role-plays that can be enjoyed.

Slip and Slide: A slip and slide may be requested if rain prevents a camp group from other activities. Two hours notice is needed to set it up. Consult with the program staff for other fun outdoor rainy day activities.

Get Dirty: Put on a swimsuit and t-shirt and see just how dirty everybody can get playing tag in the rain, or volleyball, or lawn games like wheel-barrel races, three-legged races, etc.

- Camp Store

The store will be open during check in and check out for the purchase of souvenirs. Use of the camp store during the week is at the dean's discretion. The dean's camper letter should state if the store will be used and how much money may be needed. Please know that it can take up to half an hour for a whole camp group to make purchases. Purchases are usually limited to two food and one drink item per camper. Since all money is banked at registration, the Program Services Director makes account sheets to track each camper's funds and expenditures. Items include candy, soda, popcorn, postcards, stamps, pens, T-shirts, sweatshirts, hats, flashlights, glow sticks, blankets, tote bags, and stuffed animals.

- Snacks

Camp Magruder will provide one daily snack, if requested. Options include fruit, popcorn, trail mix, graham crackers, goldfish, granola bars, and water. We will also provide ingredients for each of your campers to make one s'more. We can no longer reimburse for purchases of staff treats and snacks, so ask about items that can be provided by the camp.

Carrier Dining Hall Meals

- Meal Times

Meal times are 8, 12, and 5:30 unless other arrangements are made in cooperation with other camps at least three weeks in advance. If you desire sack lunches for a special outing or need to arrange special menus, please contact us in advance. Sack lunches are usually assembled shortly after breakfast. Camp can provide breakfasts "to go" to facilitate early morning hikes to the tide pools.

- KP Duty

Please schedule 7-10 people per KP crew to work 30 minutes before and 30 minutes after the meal. Counselors should model work as a fun part of life and work as part of the team. If the other camp is away for a meal (cookout, etc.) your group may have both sides of the duty. KP assignments will be determined prior to your arrival. Please consult with the Program Services Director for questions or concerns.

- Eating Process

Camp Magruder serves buffet style meals. A family style meal may be negotiated for camps with special needs or specific meal requests. In the dining hall we seek to promote community, sharing, and manners. Meal times are great for campers to learn to make good food choices. Your staff should be dispersed to all tables and may need to do some teaching of table courtesies and encouraging of positive conversation. We discourage most table games and songs as they too easily get out of hand. We compost food scraps from meals. This process will be explained by the site staff upon arrival. As a courtesy to other camps, announcements in the dining hall should be minimal. When tables are cleared and cleaned, deans may dismiss campers.

- Special Meals

If you have ideas for special meals (theme, location, staff servants, quiet, etc.), please consult with the Food Services Manager (kitchen@campmagruder.org) and the Program Services Director at least three weeks in advance.

- Use of Kitchen Equipment

It is camp policy that utensils and equipment are not to be loaned from the main kitchen. There are cookout kits available for special cooking needs. Non-mealtime requests for food ingredients must be made through the Program Services Director at least three weeks in advance and will be billed to your program budget.

Safety and Emergency Procedures

- Site Visitors - It is important that we provide a safe environment for children and all who use Camp Magruder. Thus, it is necessary to monitor all persons on site.
 - ✓ All employees and volunteer staff must annually complete a Disclosure Form indicating any police record or reason they should not be with children.
 - ✓ All visitors and vendors should report directly to the Camp Office or to Carrier kitchen. Visitors may be requested to complete a Disclosure Form and to remain in the presence of a staff person while on site. They may also be asked to wear a "Visitor" nametag.
 - ✓ Any staff seeing someone they do not recognize or of whom they are suspicious, can ask "May I help you?" as a means of gathering information and then referring them to the camp office. If unable to check them out, the staff person should notify camp staff of the suspicious person on site.
 - ✓ Former campers, staff, and camper friends are asked not to visit during camp as they tend to distract from activities and the new community.

- Driving Cars On Site

All driving should be with caution, below the 10 mph limit, and with all passengers in seats with passenger restraints. No one is to ride in the back of pickups, etc. All cars should be parked in designated areas for the week. All drivers age 18 and under shall turn in their car keys for the week and not drive until leaving at the end of the week. Anyone driving off site with passengers under age 18 shall have registered car insurance and driver's license number with the camp office.

- Fire Safety

Campfires - Fires are only to be built in one of the six established outdoor fire rings, or in a fireplace or wood stove in one of the lodges. A dry summer sometimes puts us under fire closure in August. You can build a fire on the beach, but check the location with a camp staff person - it must be 50' away from any driftwood and vegetation on open dry sand. Beach bonfires are fun, but are usually difficult to conduct large group singing and sharing. Before starting any outside fire, you are to have three to four gallons of water in a nearby bucket, including at the beach. The water is for first aid of anyone burned and to extinguish the fire. Do not bury fires as the hot coals can burn feet at the beach or fill fire rings in camp. Wood can be taken from the wood sheds near Walworth or Bunch. After your campfire or cookout, please store extra wood under the fire circle table or return to covered storage so it stays dry for the next user. Please build only small and medium sized fires.

Candles - If candles are used, please contact camp staff concerning fire safety and keeping wax off the floors and tables. Peace boats with candles floating on the lake require camp staff retrieval.

- Camp Siren

A siren is sounded from the porch of Carrier Dining Hall in case of an all-camp emergency or test. All persons are to gather as soon as possible in front of Walworth for instructions. We plan to have a test or short drill on the first night of each camp.

- Tsunami/ Earthquake

If the camp receives notice of an impending tsunami wave, as by telephone from Tillamook Emergency Management, the siren will sound and evacuation instructions will be given. Should you experience an earthquake, protect yourself first (under a table or door frame), then get everyone possible up the big dune above the big swing trail to safety.

- Lost Camper

If a counselor cannot locate one of their campers or you know a camper has run off, the counselor will see to the continued supervision of the other campers while seeking assistance for the search. If the camper is not quickly found, have someone contact Magruder staff to supervise a systematic search.

- News Media

All reporters or news media representatives shall be referred to the Camp Director for clearance and information. In case of a major incident, the Camp Director shall be responsible to keep all staff, parents, and media informed as to what happened and follow-up actions.

- First Aid

Other than the Health Center, first aid supplies are kept at the main office, Carrier kitchen, camp vehicles, and with lifeguards on duty. Kits should be checked out from the health care center for all hikes.

- Prohibitions

- ✓ The use or possession of alcoholic beverages, depressants, stimulants, hallucinogens, or other drugs not listed on the health disclosure form and under the administration of the health care staff is prohibited and shall be grounds for a camper or staff person to be sent home.

- ✓ The use or possession of tobacco is prohibited for any camper or staff person under age 18 and shall be grounds for that person to be sent home. Staff age 18 and over not able to refrain from smoking must consult with the Program Services Director or Camp Director regarding appropriate times and places to smoke away from campers.

- ✓ Firearms and fireworks are prohibited on the camp grounds.

- ✓ Use of any flammable liquids or power tools must be cleared with the Camp Director.

- Health Concerns
 - ✓ Adequate rest is important for health and for the best enjoyment of the camp experience. Camp is more active and more outside than many campers are accustomed. The overall schedule should allow some relaxed “time at camp” with optional activity levels. Be sure campers are getting 8-9 hours of rest each night plus the after lunch rest hour. When you see your group getting tired or quick tempered, or if something has kept them up late, schedule some extra rest. Control bedtime raids, parties, and excitement levels. Be sure you and your staff are also getting adequate rest and that each is getting some daily personal space.
 - ✓ Encourage campers and staff to take extra fluid at times of physical activity or long periods outside, especially on warm days- dehydration causes headaches and other maladies. Coolers of water and cups can be requested throughout your event.
 - ✓ Encourage use of sunscreen for extended time in the sun, as on the beach. It is available from the health center.
 - ✓ Shoes should be worn except at the swim area and on the beach.
 - ✓ Sleeping arrangements should keep heads 30 inches apart to minimize disease transfer.

Camper Discipline

- Positive Discipline/ Logical Consequences

Camp leaders need to teach the campers about the relationship between the behaviors they engage in and the consequences (predictable outcomes) of those same behaviors; positive behaviors bringing positive outcomes and negative or disruptive behaviors bringing negative outcomes. The model says that the teaching/ learning balance is best served if, within the limits of safety, we can allow the “natural consequences” of behavior- those consequences which naturally flow as a result of the behavior. These consequences are usually sufficient and provide feedback to the camper about their behavior and predictable results. Sometimes a camp leader may need to teach the camper about a link between behavior and consequences that they don’t seem to understand. Asking a camper to stop and name the possible consequences of jumping off the top bunk is sometimes sufficient.

Sometimes the Natural consequence for a behavior presents a danger to camper health and safety. In this case it will be necessary to prevent the natural consequence and impose a logical consequence, an applied consequence derived from the leader. A logical consequence is usually first presented in the form of an ultimatum: “If you do (or continue to do) this certain behavior, then this consequence will be the result.

The imposed consequence should be realizable. It should be something the leader has control over or the authority to impose. It should be related. The closer the imposed consequence is to the problem behavior in terms of logical flow, the more effective the teaching/learning. It should be reasonable. It should be proportional to the problem. Don’t make mountains out of molehills. Lastly, the consequence should be respectful and not demeaning.

- Problem Solving/ Decision Making

Use these simple conflict resolution skills for making a decision when needed or to help solve a problem which may arise between individuals or within a group.

Define the Problem/ Decision - Do your best to determine what the real problem is (or decision to be made or conflict to be resolved). It is a waste of time and energy to solve the wrong problem or one which may not exist.

Brainstorm Possible Solutions or Options - Let your best creative thinking go to work on arriving at a list of alternative solutions to the problem (or decision at hand). Don't try to evaluate them now, just let them flow.

Evaluate the Options - Look at each of the solutions (options) generated by your brainstorming and literally find the value in each of them. Some may be obviously inappropriate, many others may be of possible benefit.

Choose the Best Option - After evaluating options/solutions; choose one which seems best, most appropriate, and workable to the parties involved. Then do what you have chosen.

Evaluate the Outcome - Given reasonable time, did the solution work? If not, you may need to ask if you had the problem defined correctly (back to step one). Or you may need to try a different solution (back to step two or three). This becomes a continuous loop until the problem is solved. When it is solved, celebrate.

Reasons to Send a Participant Home

Tough decisions must sometimes be made. Those of us in camping are in it because we care for campers; we believe in God's grace, we believe in the power of a loving God, and the life-changing experience that a camp can provide. There are times when inappropriate behavior may require sending a camper or staff member home. When a participant is negatively dominating the camp session, or so disruptive that the experience of other participants is being harmed, the possibility of sending the participant home should be considered. The Conference Camp and Retreat Ministry Team require that the use of alcohol/ illegal drugs or the possession of firearms/ weapons are absolute reasons for sending a participant home.

There are other circumstances and inappropriate behaviors for which a participant may be dismissed from camp. Deans, depending on circumstances and only after consultation with the Program Services Director or Camp Director, may send a participant home for such reasons as sexual misconduct, fighting (physical or verbal), threats, blatant racist behavior, continued bad-mouthing of a person or program, not following safety guidelines, inappropriate or abusive language, or consistent disregard for directions or the life of the camp community.

The dean should first talk directly with any person whose behavior is considered detrimental. This should be done in Christian love and honesty with the intent of positive growth for the individual and enhancing the ministry. Specific behaviors for the future should be described and future expectations should be mutually agreed to. If the dean is unwilling or unable to talk directly with the person in question, but still believes the behavior must be addressed- or when the initial conversation is unproductive- the dean may seek consultation with the Program Services Director or Camp Director.

The reasons for considering sending a participant home are many and the situations are always difficult. Please don't make the decision alone, always consult the Program Services Director or Camp Director before you make the decision to send a participant home. If a participant is sent to a dean for further discussion of their behavior, it would be helpful to have a record of that conversation on file. Please document as much as you can regarding the nature and extent of this conversation and give it to the Program Services Director or Camp Director immediately following the incident. If the individual does not agree to cease inappropriate behavior after agreeing to abide by the expectations, that person may be asked to leave camp.

Campers who exhibit violent behavior or who present a danger to themselves, others, or camp property, may be physically restrained from doing such harm. If a situation arises requiring physical restraint, the dean, in consultation with the Program Services Director or Camp Director, shall notify the camper's parents/ guardians and/or pastor. In most cases, such a camper should be sent home and an appropriate incident report form completed.

Pastors, local churches, parents and guardians have a responsibility to notify camps about the special needs of campers. This notification can include information about campers who come from incestuous, severely abusive, drug dependent, homeless, or physically violent backgrounds. This also includes behavioral or medical conditions requiring special consideration or medication.

All people have sacred worth and are welcomed into full participation in the camping ministries in this conference. If a camper requires so much attention that it unreasonably detracts from the camp experience of other campers or if a camper's needs are beyond the training and experience of camp staff, it is appropriate to seek additional professional help or staffing, decline the camper to register for camp, or send the camper home.

There may be times when properly supervised alternative individual activities will be more appropriate for campers. Camp leaders should be open to allow an individual camper to occasionally opt out of a particular activity if that would better serve the needs of the individual or the group and if adequate staff and supervision are available.

Supervising Your Staff

Your staff is the key to the effectiveness of your program. You, the camp dean, must provide instruction in what your expectations are and what steps you want your staff to take to meet those expectations. Your staff must believe that you believe in them. They need your praise, your instruction, your encouragement, your behavior modeling on what you want done, and how to do it. They must know you care. You must supervise them the way you want them to supervise others. Coach them. Model appropriate skills and behaviors to your staff.

You will want to observe how each of your staff interacts with campers early on in the week. Do they speak with and listen to campers in a manner that reflects respect for individuals? Do they focus attention primarily on campers' needs and interests, rather than on other staff and themselves? Do they use appropriate, non-abusive language and touch with campers and other staff? Do they practice only positive behavior management techniques? Do they seek assistance when they need it? As a dean, it is your job to help your staff overcome such obstacles such as immaturity, stress, lack of knowledge, illness, fatigue, poor judgment, etc.

Camp Magruder Site Staff

- Health Care

The health care provider will be recruited by the site for each week. This person may be in charge of one or all the groups on site. They will be based out of the health center in the lower level of Walworth. If you know of someone wanting to serve in this capacity, please inform the Program Services Director.

- Lifeguards

Lifeguard services will be provided by site staff, under the supervision of the Program Services Director and the Waterfront Director. A lifeguard must be on duty for any activity in or on the water (swimming, boating, wave jumping, wave teasing, tide pools, water games). All water activities requiring a lifeguard should be scheduled at least two weeks prior to your event to ensure proper staffing and equipment.

- Program Services Director

Amy Wood is our year round Program Services Director. Amy has a wealth of knowledge and experience in camping ministries with resources and experience in areas of ecology learning, team building/ group initiatives, arts and crafts, and outdoor living skills. She is available for program consultation and to train staff or lead activities during your time at camp. Please contact her if you wish to make changes or have questions regarding your schedule.

- Summer Resource Staff

The camp hires resource staff for the summer that are trained and qualified to lead the following program activities. We hope that you will request them whenever any of your counselors need assistance or lack skills. They will not be available to serve as cabin counselors, except short term emergency coverage.

- ✓ Ecology Learning Activities and Games
- ✓ Team Building and Groups Initiatives
- ✓ Cookouts (including group planning, music, stories, and skits) and Campfires
- ✓ Donkey Care/ Rides
- ✓ Archery
- ✓ Night Hawks
- ✓ Waterfront Activities
- ✓ Magruder Magic Times

- Housekeeping Services

Camp employees check restrooms and showers daily to restock soap and replace paper supplies, and to perform any special cleaning needs in addition to having your campers perform a daily “sweep and swipe” of restrooms used by your camp and to maintain general cleanliness of buildings and grounds used by your camp.

- Food Service Staff

Our kitchen staff plans and prepares nutritious and delicious meals. They are willing to make special accommodation for people with special dietary needs. Please contact the Food Service Manager, Reno Brekke, with any dietary concerns or special meal requests at least three weeks prior to your camp.

- Office Services

Office Manager, Diana Gutzke, will pass along phone messages, mail, and access to a photocopier. She will bill your camp’s account for copies (\$0.10 single side, \$0.20 double side), long distance phone calls made by staff from office phones, and process reimbursement requests.

- Camp Director

Steve Ramage will consult on program and discipline issues, tell campfire stories, lead campfire songs, teach outdoor living skills, and facilitate teambuilding upon request.

Music Copyrights

The camp has purchased a Church Copyright License. This allows for use at camp of printing songs, making transparencies, recording programs, computer graphics, and making songbooks from the music of over 2,000 publishers. The camp has a large supply of overheads already prepared. Contact the Program Services Director to check if a particular song is covered or has any license restrictions. The license does not cover all music, only songs from the authorized list. Below is the sample layout you must use when reproducing an authorized song. Please be sure to list the copyright information of the song at the bottom of your copy as shown. Please be sure your music leader has this information.

Hallelujah
by John Doe

Hallelujah,
Hallelujah
Hallelujah!
Hallelujah,
Hallelujah
Hallelujah!

1988 Good Music
CCLI #1259713

Include the writer's name.

List the copyright date and publisher.

Put the license number at the bottom.
This is the Camp Magruder number.

Whom to Contact if you have Questions

Camp Magruder
17450 Old Pacific Hwy, Rockaway Beach, OR 97136
Phone: 503.355.2310
E-mail: program@campmagruder.org
Website: www.campmagruder.org

Amy Wood, Program Services Director - for questions about scheduling, program activity ideas, recruiting staff, camper registration information, or for questions about camp policy matters or risk management concerns.

Please send all forms, reports and inquiries directly to the Program Services Director at Camp Magruder

2011 Camp Magruder Organization Chart

