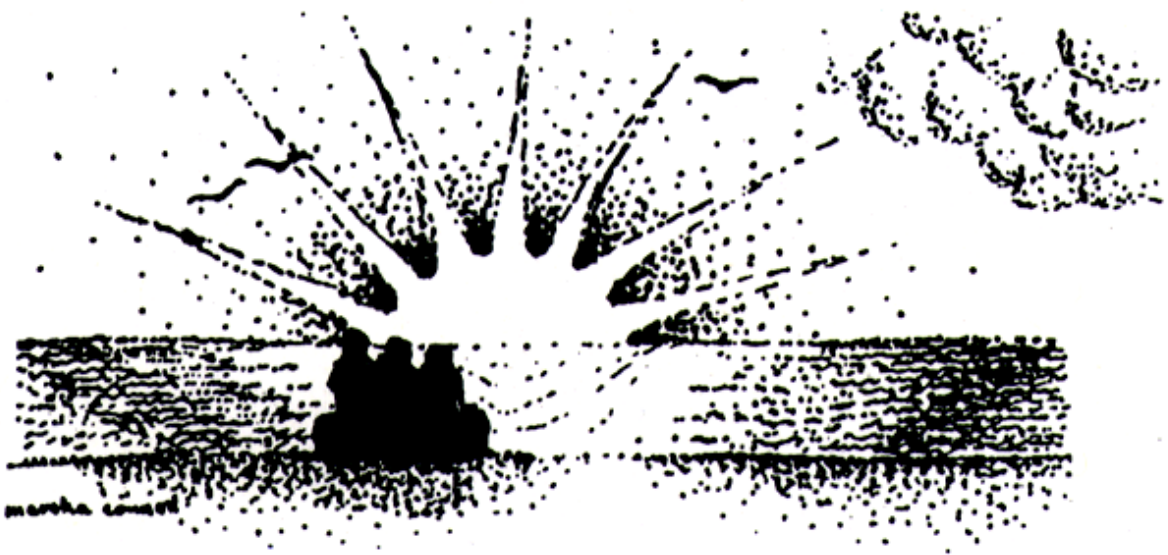


# Camp Magruder Dean's Manual Supplement



**2009**

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# Our Ministry at Camp Magruder

CAMP MAGRUDER is a special place to many people because of friendships made there, an awakened sense of awe for God's creation, and a deepened faith in. As a dean you have accepted a special ministry of leadership that will help this all happen for another group of campers.

Camp is a special place to get in touch with the wonder of God's creation. Even as we continue to upgrade our buildings, we remind you that this is "outdoor ministry" and encourage groups to do as much as possible outside among the trees, on the beach, under the sky. Individuals in our culture spend increasing time indoors, on pavement, and in structured programs. Persons who develop a strong bond with nature, and nature's Creator, are those who have played and imagined amongst bushes and trees and grass and dirt--touching, listening, smelling, seeing. Magruder's several ecological zones are great places of discovery. We can help your group experience age appropriate ecology learning activities with the objective of helping campers know their interdependence with all nature. In John's gospel we read, "For God so loved the *world* (cosmos) that God gave God's only son." Camp is a place to help families and adults to also so love the creation and the Creator.

Ours is a ministry of Christian education and faith development. Through study and worship, with song and prayer, build your program within a context of witness to our faith in a loving God. Choose songs and stories carefully that reinforce the Christian story and values. 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 adults and/or families to their sleeping facilities. Your activity schedule indicates which buildings are available for your use. Camper registrations usually close two weeks prior to the start of camp, but you may want to make your assignments earlier. Please feel free to contact the camp for help if needed.

## WALWORTH –Rev. LA Vernae Hohnbaum Health Center **This is a Change from years past!**

1st floor – Health Center

2nd floor apartment – This is housing for the camp nurse and any sick campers.

## HERRON & SMITH -each (16)

Two bedrooms with 4 double bunks each; each bedroom has divider doors to make option of 4 rooms of 2 double bunks each. 2 toilet rooms, 2 showers, kitchen, meeting room for 20.

Wheelchair accessible.

## SHERLOCK (21)

Upstairs dorm - Three rooms with one room having 6 lower and 3 upper bunks; two with 4 lower 2 upper bunks; Inside stairway to toilet rooms.

## 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 dorms sleeping 10 each (2 upper and 8 lower). Two first floor toilet rooms, kitchen for 50, meeting room for 50.

## BEUTLER (24)

Two sleeping rooms with 6 double bunks each; two toilet rooms, one shower room, meeting room for 30, kitchen for 30. Wheelchair 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 room 2 bunks 1 single), 2 have a tub/shower. 2 meeting rooms for 16, Kimberly Center room for 80 with lounge area on west end.

## SHOREHOUSE (23)

Second floor dorm above shower & toilet rooms. North room has 5 double bunks and 1 single; south room has 6 double bunks.

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

# Planning Your Event

## 1. Event Development Guidelines

As you plan your event for Camp and Retreat Ministries, the Program Division provides the following guidelines. There are several components that together reach our goals for Christian camping and/or retreat ministries. In developing your event, consider these six areas.

- ✓ **Opportunities for teaching and learning** – What skills, ideas or activities will be introduced? Who will do the teaching?
- ✓ **Self-esteem development** – How will the event contribute to positive personal growth of participants?
- ✓ **Interdependence with persons** – What kind of community will be created? How will relationships among participants be encouraged and nourished?
- ✓ **Interdependence with creation** – What role will God's creation have in activities and personal development?
- ✓ **Expanding faith in God** – How will the event provide opportunities for participants to grow in their faith and understanding of God?
- ✓ **Opportunities for service** – What elements of service and stewardship are incorporated into the event?

## 2. Camping Goals

- a. To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- b. To deepen participant's understanding of and commitment to the Christian faith and Biblical story.
- c. To provide frameworks for theological reflection and integration of faith and life experiences.
- d. To challenge participants to deeper commitment to Christian leadership, stewardship, service, and mission.
- e. To provide opportunities for growth and development in areas of special interest (e.g. needlework, hand bells, drama).
- f. To develop skills in such areas as prayer, worship, and recreation.

## 3. Intergenerational Camping Goals

- a. 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.
- b. To deepen and stimulate the practice of living together as Christians in whatever setting of family life individuals may find themselves.
- c. To affirm and nurture the concept of a family of God as living in Christian community.
- d. 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.
- e. To guide individuals in developing skills in such areas as worship, prayer, and recreation for enriching and building their own family lives.

## 4. Program Goals & Outcomes

By breaking down the Mission of the Camp & Retreat Ministry of the Oregon-Idaho Conference (page 1-1), the following Program Goals and Outcomes should be used so that your event will provide a quality experience of Christian learning.

### a. Opportunities for Teaching and Learning

- Opportunities through camp activities to learn at least 2 new skills or take previous skills to a new level.

*Examples: archery, fishing, hiking, outdoor cooking, donkey/horse rides, donkey/horse care, mountain biking, outdoor living skills, water sports, music, writing, drama, arts & crafts, intercultural exchange.*

- Opportunities to learn new songs, games, skits, and fun play.

*Examples: participation at campfire, morning watch, free time, all-camp programs.*

### b. Self-esteem development

- Opportunities to discover and grow independently.

*Examples: daily activities, choosing new activities.*

- Opportunities to learn from camp leaders.

*Examples: how to make new friends, how to perform a specific task, encouraging campers to try something new.*

### c. Interdependence with persons

- Daily participation in group decision-making and problem solving.

*Examples: daily living groups, small groups, challenge course, initiative games.*

- Community life participation—daily rotation of group living requirements.

*Examples: KP, bathroom cleaning, cabin cleaning, litter patrol.*

- Making new friendships.

*Examples: cabin leaders encourage campers to make at least 2 new friends each week.*

### d. Interdependence with creation

- Focus on “outdoor ministry” and setting programs outside of camp buildings.

*Examples: morning watch, sitting in the grass, going to the beach, sitting under the trees, observing the stars.*

- Use of sensory awareness activities—touching, listening, seeing, smelling.

*Examples: ecology games for all-camp programs, cabin group activities, self-guided nature trails, Tidepool trips.*

### e. Expanding faith in God

- Practice praying—at least 3 different varieties.

*Examples: aloud, in group, private quiet times, walking labyrinth, prayer partners, grace before meals*

- Supporting each other in Christian discipleship.

*Examples: call attention to or articulate in words: times of separation, forgiveness, reconciliation, and listening. Recognizing Christian values in action: sharing, caring, consideration, gentleness, and accountability.*

- Sense of Christian life as journey.

*Examples: affirm questions, encourage exploration in discussions, use your own stories, use of Biblical stories, use of stories from other people in faith tradition, use skits to actively involve campers in interpreting the tradition.*

#### **f. Opportunities for service**

- Weekly service projects at camp or in local community.  
*Examples: trail maintenance, removing invasive species, and collecting items for low-income families.*
- Sharing money with children and youth around the world—learning about their needs.  
*Examples: UMCOR, Habitat for Humanity, UNICEF, Heifer Project International, preparing Health kits, supporting a homeless shelter, food bank or soup kitchen.*

### **5. Recruiting Staff**

Plan and recruit any staffing you will need to assist with camp leadership. Besides the dean, adult and family camps are allowed up to 1 staff not paying a registration fee for each 10 registered campers. With family camps this is usually one adult from each council family. June, July, and August camps will have some assistance from summer resource staff.

### **6. Welcome Letter**

Write a welcoming letter to your registered campers. We recommend that you write the letter 3 months prior to the start of your camp. Send it to Camp Magruder for review and it will be enclosed with registration confirmations from the Conference office. If you miss this deadline, the Camp Magruder office may be able to provide you with mailing labels. The letter should give further information of what to expect in programming and list anything special they should bring, like instruments or talent night props. You do not need to remind them of the time of site registration and departure.

### **7. Registration Forms**

Site staff will review camper registration forms for special needs, diet requests, and cabin-mate requests. This information will be forwarded to the dean two weeks prior to camp. Call the camp if you need the information earlier.

### **7. 24-hours Prior to Camp**

Camp staff may gather on site up to 24 hours before their campers arrive, *if* there is space available at the camp. Make arrangements for this with the Camp Director.

# Opening & Closing the Event

## 1. Registration

When campers arrive you will want to greet them at the registration booth or a designated building. Be prepared to collect health forms, assign rooms and KP times, and let them know the schedule and start getting acquainted with other campers. Help them feel 'at home'.

## 2. Director's Welcome

On the first afternoon or evening please schedule a short time for the Camp Director or Program Services Director to review key camp rules and answer any facility questions.

### Camp Magruder "Three-Rs"

In response to God's love, we:

#### Respect Ourselves

- ☆ Stay out of the ocean (except Wavejumping 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 barrels
- ☆ Keep on the trails
- ☆ Conserve energy around camp, turning off lights & water
- ☆ Show care for the plants and animals that live here

## 3. Closing Cleanup

At the end of your camp ask your campers to clean their rooms in accord with posted guidelines and to assist with cleaning common areas. Ask the staff to inspect just before leaving to see that gear is not left behind.

## 4. Evaluation

On the last day, invite your campers to offer feedback about the camp or retreat. The Magruder staff can design an evaluation form for your event. After your program is completed, it is good to have a short evaluation meeting with any staff or council that helped you lead the event. Camp Magruder has evaluation forms available for assessing your camp program. Complete the dean's evaluation and expense reimbursement forms and leave them at the Magruder office. These should be turned in before departure.

# Program Activities

The following program options are available for you and are led by the Magruder Staff. If you are interested in using any of these programs, please contact the Program Services Director (e-mail: [program@campmagruder.org](mailto:program@campmagruder.org)) at Magruder at least two weeks prior to your camp so we can set a day and time for each activity.

## 1. Team Building Programs

The Team Building program at Camp Magruder consists of low elements ropes course, group initiatives, and guided facilitation, designed for team building and cooperation of groups between 8 and 16 people. It is a great tool to use to build cohesive cabin or family groups, or at a time when a group needs to improve cooperation. A summer resource 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 6 trained facilitators to enable a maximum of 6 family/small groups to simultaneously share in the experience.

## 2. Ecology Learning Activities

- A. Tidepools: The Three Graces intertidal area is about a 40-minute walk from camp. The site staff can lead the group to the tidepools and arrange for exploration activities. An orientation program should be presented to the campers before leaving camp to acquaint them with safety and tidepool conservation rules. (See your activity schedule for possible low tides.

*Three Graces area: On the workday previous to the trip, a call will be made to the Port of Tillamook to clear that no train is scheduled during the time campers will be walking on the railroad right of way. If it turns out that a train is scheduled during the scheduled Tidepool outing, the outing will need to be rescheduled or an alternate site used.*

- B. Ecology Activities: The camp has a wide variety of activities, which encourage campers to explore further and learn about the natural world. These activities vary in group size and time requirements. A complete list of our ecology activities can be found in the “Camp Leader’s Resource Guide,” available upon request, or consult the Program Services Director.
- C. Ecology Games: These games teach about the natural world and its processes, usually best played in large groups. A complete list of our ecology games can be found in the “Camp Leader’s Resource Guide,” available upon request, or consult the Program Director.
- D. Night Hawks: This is a time to enjoy the mysteries of the night. Learn the secrets of nocturnal animals, use camouflage, or star gazing with the camp telescope.

**If you have other program/activity ideas but are unsure how to implement them, contact the Program Services Director for a consultation. Camp staff can lead a variety of nature hikes, workshops, craft projects, and more. What can we do to help your event?**

# Camp Activities

## 1. 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 shallow area to the floating dock, any stroke. Persons going on to the floating dock must have passed the swim test or wear a lifejacket. All swimming is to be within the roped area (except for special arrangements made with the waterfront director at senior high camps). A lookout is required to be on the dock for every 10 persons in the water. Please schedule volunteers accordingly.

## 2. Watercrafts

A. Age Level Progression:

- 3rd and 4th graders require an adult in each rowboat and do not use canoes.
- 5th and 6th graders may use rowboats or canoes and require an adult in each canoe or group of boats staying close together.
- 7th graders and up may use rowboats, canoes and kayaks without an adult.
- 9th graders and up may use the sailboat and sailboard with appropriate instruction.

B. **All** boaters shall wear a snug fitting lifejacket, properly fastened, before they go down the ramp to the boats. Please help your campers find one that fits properly.

C. Boaters should start into the wind and stay within visual site of the lifeguard, unless special arrangements are made for exploring the lake with a counselor.

D. A boating safety orientation session with the lifeguards will be done during the Sunday afternoon tour. Lifeguards will offer a short boating instruction session (to go over paddling and safety skills) to start your camp's first boating time and new boaters should attend.

E. A lookout is required to be on the dock during your scheduled boating time. Please assign a counselor or program leader to assist the lifeguard.

## 3. Fishing

The State of Oregon plants 4-6,000 trout in Smith Lake each April. State of Oregon fishing regulations and license requirements prevail. The camp maintains a few fishing rods that may be used by campers under supervision of adults. They are checked out from a lifeguard and should be returned in usable order. The south side of the swim dock is a good place to fish.

## 4. Ocean and Beach -- Wavejumping

As with all Oregon beaches, ours is a public beach and children are not to be at the beach without adult supervision. Also, 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 staff lifeguard in a "wave jumping" 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 more than halfway out the jetty and stay back from its edges.

The "wave jumping" requires some adults to also go into the water as rope "anchors". If there are not enough anchors the group cannot go wavejumping. A wavejumping time has been scheduled for your group, if your week has an appropriate incoming tide time (see your schedule). All children and youth must wear a lifejacket.

## Magruder Age-level Progression (Intergenerational Camps)

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. (A \* indicates it must be led by Magruder Staff).

<b>Craft Projects</b> <i>Most are 1 hour long</i>	<b>Group Size</b> <i>Maximum per staff</i>	<b>Recommended Grade Level</b>									
Pottery*	15	3	4	5	6	7	8	9	10	11	12
Sand Candles*	15	3	4	5	6	7	8	9	10	11	12
Homemade Paper	8				6	7	8	9	10	11	12
Tie Dye	15				6	7	8	9	10	11	12
Friendship Bracelets	15	3	4	5	6	7	8	9	10	11	12
Dream Catchers	15			5	6	7	8	9	10	11	12
Kites	15	3	4	5	6	7	8	9	10	11	12
Love Knots	15				6	7	8	9	10	11	12
Basketry	15			5	6	7	8	9	10	11	12
Sand Art	15	3	4	5	6						
Flower Presses	15	3	4	5	6	7	8	9	10	11	12
Pressed Flower Art	15	3	4	5	6	7	8	9	10	11	12
<b>Activity</b> <i>Length of Time</i>	<b>Group Size</b> <i>Maximum per staff</i>	<b>Recommended Grade Level</b>									
Archery 1 hour*	8			5	6	7	8	9	10	11	12
Beginning Fishing 1.5 hr.*	6	3	4	5	6						
Donkey Rides 1 hour *	12	3	4	5	6						
Row Boating*	30	3	4	5	6	7	8	9	10	11	12
Canoeing*	12			5	6	7	8	9	10	11	12
Kayaking*	10					7	8	9	10	11	12
Sailing*	1 or 2							9	10	11	12
Swimming*	25	3	4	5	6	7	8	9	10	11	12
Wavejumping 30 min..*	20 (on rope)	3	4	5	6	7	8	9	10	11	12
Tidepooling 2 hours*	30	3	4	5	6						
Challenge Course 1.5 hr.*	15			5	6	7	8	9	10	11	12
Ecology Activities 1-2 hr.	15	3	4	5	6	7	8	9	10	11	12
Fishing	8	3	4	5	6	7	8	9	10	11	12
Night Hawk activities	30	3	4	5	6	7	8	9	10	11	12
Star Gazing 1 hour	30	3	4	5	6	7	8	9	10	11	12
Cookouts 2 hours	15	3	4	5	6	7	8				
Big Swing	20	3	4	5	6	7	8	9	10	11	12

### 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

## 5. 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.

## 6. Archery

The camp maintains an archery range SW of the main shop, and we have some low-tension bows and arrows. This is a good skill activity for 5th to 12th graders. Our site staff is trained to instruct and safely lead groups of up to 10 campers.

## 7. Donkey Rides

The camp has donkeys which can be ridden by groups of campers under 100 lb. We do not weigh riders, and overlook a few larger elementary children so as not to embarrass them. Riders must wear long pants and toe covering shoes. The camp provides helmets for each rider. Younger campers often need another camper to walk with the lead rope. Rides are on camp trails in the dune area and on the beach when conditions permit. To protect the saddles, we do not ride in the rain. Depending on time and number of riders, rides are usually 15-20 minutes each.

Campers are to stay out of the corral unless supervised by camp staff. They may feed grass, apples, or carrots through the fence, keeping their feeding hand flat. Sometimes one or two donkeys will graze around the property as friendly points of interest--they should not be chased and can usually be walked up to and petted. Persons should stay away from the rear.

## 8. Rainy Day Activities

When you think of summer camps you envision 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. (Due to lightning danger, stay indoors during a thunderstorm.)

- A. Dancing in the Rain: With ponchos and raincoats, many activities can be done as normal in summer rains. But the possibility is there to make your rainy day a highlight of the week. When rain happens, leaders should be positive to help the camp mood stay positive. You don't have to be Danny Kaye to take the kids out to dance and sing in the rain. Enjoy getting wet. Moms may keep them inside at home, but camp gives opportunity for new experiences. Try puddle jumping. Who can make the biggest splash?
- B. 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.
- C. 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?
- D. 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?

- E. Have Indoor Alternatives: As much as playing in the rain can be fun, any good camp plan should have some extra indoor activities in the hopper for times with no alternative. Have a list of games, crafts, reading, and role-plays that can be enjoyed.
- F. 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 your resource staff for other fun outdoor rainy day activities.

## 9. Camp Store

The dean may request a special time for the camp store to be open. The store will be open during check in and check out times along with other times throughout the week. These times will vary from week to week based on the availability of staff and the groups present each week.

Available are candy, cola and fruit drinks, toothbrushes and paste, combs, batteries, postcards, stamps, stationery, pens and pencils, film, and Camp Magruder T-shirts sweat shirts, hats, mugs.

## 10. Snacks

The camp will provide a daily snack, if requested. Options include apples, popcorn (you pop), trail mix, cookies, punch. We will also provide ingredients for each of your campers to make s'mores. These and similar items can also be provided for your staff area. We will minimally reimburse for purchases of staff treats and snacks. See "YOUR CAMP BUDGET."

# Magruder Site Staff

## 1 Health Care

The health care provider or nurse will be recruited by the site for each week, usually serving all groups on site from the health center in lower level of Walworth next to the camp store. If you know of someone wanting to serve in this capacity, please inform the camp.

## 2 Lifeguards

Site staff, under the supervision of the Program Services Director, will provide lifeguard services. A lifeguard must be on duty for any activity in or on the water (swimming, boating, wavejumping, ocean wading, tidepools, water games). There will be at least 3 staff lifeguards available during the summer and 1 lifeguard from September-May.

## 3 Site Program Services Director

James Ralston is our year round Program Services Director. James bring a wealth of knowledge and experience in camping ministry with resources and experience in areas of ecology learning, team building/group initiative activities, aquatics and outdoor skills. He is available for program consultation and to train staff or lead activities during your time at camp. Please contact him if you wish to make changes or have questions about the schedule.

## 4 Summer Resource Staff

The camp hires resource staff for the summer. These staff persons will be trained and qualified to lead a variety of program activities with small and large groups. They will be assigned by us to lead the various activities and program options you have selected for the week

- Team Building Programs
- Ecology Learning Activities and Games
- Activities and Crafts
- Campfires (including group planning, music, stories, skits)
- Donkey Rides
- Archery
- Night Hawks
- Waterfront Activities

## 5 Custodial Services

Camp employees provide daily custodial services to the restrooms and showers, and any special cleaning needs. You do need to schedule campers to do a daily “sweep and swipe” (sweep floors and wipe out sinks with paper towels) of restrooms used by your camp and to maintain general cleanliness of buildings and grounds used by your camp.

## 6 Food Service

Our food services crew offer nutritious meals and are willing to work with small groups in afternoon sessions of nutrition information, cookie making, popcorn ball production, etc. Consult in advance if you have special menu requests (e.g. program theme).

## 7 Office Services

The camp office will serve you with messages, mail, copy machine, camp store, camper money accounting, and a smile. They will also bill your camp’s account for copies (\$0.10 .015 two sided), long distance phone calls made by staff from office phones (\$1.00), and other items.

# Carrier Dining Hall Meals

## 1. Meal Times

Meal times are 8:00, 12:00, and 5:30 unless other arrangements are made 1 month before your camp. A barbecue picnic on the west side of the dining hall may be scheduled during your event. 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. The camp staff is also available to deliver breakfasts to the tidepool area.

## 2. KP Duty

Schedule 6 or 8 persons per KP crew to work 20-30 minutes before and 20-30 minutes after each meal where your camp has the responsibility. KP assignments will be determined upon your arrival or can be negotiated prior to the event.

## 3. Eating Process

We serve buffet style, we seek to promote community, sharing, and manners during meal times. Meals are a good time for children to learn to make good food choices. Camp Magruder has a composting program that will be explained during the first meal.

## 4. Special Meals

If you have ideas for special meals (theme, location, staff servants, quiet, etc.), please consult with the Program Services Director 1 month in advance.

## 5. Use of Kitchen Equipment

It is camp policy that utensils and equipment are not to be loaned from the main kitchen. There are cook-out kits available for cook-outs or special cooking needs. Non-mealtime requests for food or ingredients must be made through the camp office.

# Safety & Emergency Procedures

## 1. 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.

- A. All employees and volunteer staff must annually complete a Disclosure Form indicating any police record or reason they should not be with children.
- B. 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.
- C. Any staff seeing someone they do not recognize or of whom they are suspicious, may go to them and ask "May I help you?" as a means of gathering information and then referring them if appropriate to the camp office. If unable to check them out, the staff person should notify camp staff of the suspicious person on site.
- D. Former campers and staff and camper friends are asked not to visit during camp, as they tend to distract from activities and the new community.

## 2. Driving Cars On Site

All driving should be with caution, never drive faster than a child can walk, 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 drivers license numbers with the camp office.

## 3. Fire Safety

### A. Campfires

Fires are only to be built in one of the 5 fire rings, or in a fireplace or wood stove in one of the lodges. A dry summer sometimes puts us under a 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 driftwood and vegetation and at a time without medium or high wind. Beach fires are romantic but are usually difficult for the conduct of large group singing and sharing. Before starting any outside fire, you are to have 3 or 4 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 storage NE of the volleyball court or north of 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. Allow your group to build only small and medium size fires.

### B. Candles

If candles are used, please contact camp staff concerning fire safety and keeping wax off floors and tables. Handheld candles need special precautions if allowed. Peace boats with candles floating on the lake require camp staff retrieval.

#### 4. Walworth Bell

The bell atop Walworth apartment can be rung from the upper landing and is for signaling wake up and activity times for the lakeside camp. The ocean side camp uses its own creativity for group signals.

#### 5. Camp Emergencies

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 and short drill every Monday.

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). Sometime in the next 200 years, we could get a very large subduction zone quake, after which we will have 15 minutes to get everyone possible up the big dune above the swing before the first of a series of large waves engulf the camp!

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

#### 6. Lost Camper

- a. Be sure that other campers are under supervision.
- b. Determine who may have last seen the camper and what they know of his/her attitude or intention at that time, and what clothing was being worn.
- c. Have a search made of that camp's residence and activity areas. Determine if any of the camper's gear is gone.
- d. If there was a fight or dispute, assign a dean or counselor to discuss remedy and a welcome back with the group. In this case, it is likely the camper is hiding not too far away.
- e. Contact the Director or Program Services Director and other site staff and, carrying 2-way radios, organize a systematic search of the camp and beach.
- f. Telephone the Barview County Park at 322-3477 and report the missing camper.
- g. If not located on completion of this search, contact the County Sheriff Department, 842-2561, for further assistance.
- h. When known to be missing 2 hours, the Director should contact the camper's parents.

#### 7. First Aid

Besides the Health Center, first aid supplies are kept at the office, Carrier kitchen, in camp vehicles, and with duty lifeguards. Kits should be checked out for outings.

#### 8. Prohibitions

- A. The use or possession of alcoholic beverages, depressants, stimulants, hallucinogens, or other drugs not listed on the health form and under the administration of the health officer is prohibited and shall be grounds for a camper or staff person to be sent home.
- B. The use or possession of tobacco is prohibited for any camper or staff person under age 18 and shall be grounds for that person being sent home. Staff age 18 or over not able to refrain from smoking must consult with the Director regarding an appropriate time and place to smoke away from campers.
- C. Firearms and fireworks are prohibited on the camp grounds.
- D. Use of any flammable liquids or power tools must be cleared with the camp Director.

## 9. Health Concerns

- A. Adequate rest is important for health and for best enjoyment of the camp experience. Camp is more active and more outside than many normal lives. Be sure campers are getting 8 or 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 time. Be sure your staff are also getting adequate rest and that each is getting some daily personal space. The overall schedule should allow some relaxed 'time at camp' with optional activity levels.
- B. 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. Containers of water and cups can be requested, such as for a long afternoon at the beach.
- C. Encourage use of sunscreen for extended time in the sun, as on the beach. It is available from the health center.
- D. Shoes should be worn except at the swim area and on the ocean beach.
- E. Sleeping arrangements should keep heads 30 inches apart to minimize disease transfer.

## 10. 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 experience can provide. We want to keep the doors open in a person's life, and not shut out a needy person from the camp experience. But 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 & Retreat Ministry Team requires 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 after consultation with the 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, possession of illegal drugs/alcohol, 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 and incidents should be pointed out rather than generalizations. In addition, positive 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 and/or Camp Director.

The reasons for considering sending a participant home are many and the situations are always difficult. **Don't make the decision alone**. Please consult with the Directors before you make the decision to send the participant home. If a situation is tense enough that a participant is sent to a dean for further discussion of his/her 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 Camp Director before you leave camp. If the individual does not agree to cease inappropriate behavior or continues the 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, to others or to camp property, may be physically restrained from doing such harm. If a situation arises requiring physical restraint, the dean, in consultation with the 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 report form completed.

Pastors, local churches, parents and/or guardians have a responsibility to notify camps about the **special needs of campers**, particularly deeply troubled campers from incestuous, severely abusive, drug dependent, homeless or physically violent backgrounds. This also includes behavioral or medical conditions requiring special consideration or medication.

All persons, including **deeply troubled campers, are persons of sacred worth** and are welcomed into full participation in camping ministries in this Annual Conference. However meeting the needs of deeply troubled campers requires additional staff personnel and training, and camps are not generally staffed by persons who are professionally trained and qualified to meet the needs of deeply troubled campers. If a deeply troubled camper requires so much attention that it unreasonably detracts from the camp experience of other campers or if a deeply troubled camper's needs are beyond the training and experience of camp staff, it is appropriate to seek additional professional help/staffing, decline to allow the troubled camper to register for camp, or send the troubled camper home.

When including troubled campers in the program of the camp session, there may be times when properly supervised **alternative individual activities** will be more appropriate. Camp leaders should be open to allowing 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.

## Handicapped Access

Let the Director know if any staff or camper needs mobility or handicap assistance while at camp. Smith, Herron, Beutler, and Atwood Bathhouse meet accessibility codes and temporary adaptations can be made, if necessary, at other locations. The camp golf cart can be used for transport in some situations. The camp has a special wheel chair to take mobility-impaired persons onto the beach.

# Music Copyrights

The camp has purchased a Church Copyright License. This allows **for use at camp** the printing of songs, making of slides or transparencies, recording of programs, computer graphic, and making songbooks from the music of over 2,000 publishers. The camp has a large supply of overheads already prepared. Contact the camp office to check if a particular song is covered or any license restrictions. The license does not cover all music, only songs from the authorized list. Below is a sample layout you need to 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.**

The diagram shows a rectangular box containing the following text:

**Hallelujah**  
by John Doe

Hallelujah,  
Hallelujah  
Hallelujah!  
Hallelujah,  
Hallelujah  
Hallelujah!

1988 Good Music  
CCLI #1259713

Arrows point from the following text to the corresponding parts in the box:

- "Include the writer's name." points to "by John Doe".
- "List the copyright date and publisher." points to "1988 Good Music".
- "Put the license number at the bottom." points to "CCLI #1259713".
- "This is the Camp Magruder number." points to "CCLI #1259713".

## Whom To Contact If You Have Questions

### Camp Magruder

17450 Old Pacific Hwy, Rockaway Beach, OR 97136  
Phone (503) 355-2310; Fax (503) 355-8701  
E-mail: [program@campmagruder.org](mailto:program@campmagruder.org)  
Web site: [www.campmagruder.org](http://www.campmagruder.org)

James Ralston, Program Services Director -- for questions about your weekly schedule, discussing changes in schedule, program activity ideas, recruiting staff or camper registration information. ( [program@campmagruder.org](mailto:program@campmagruder.org) )

Steve Rumage, Camp Director -- for questions about camp policy matters or risk management concerns. ( [director@campmagruder.org](mailto:director@campmagruder.org) )

**\*\*Please send all forms, reports and inquiries directly to Camp Magruder\*\***

# 2009 Camp Magruder Organization Chart

