

# Delaware State 4-H Camp

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## *Staff Training Manual*



*Developing Tomorrow's  
Leaders since 1949*

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# Background

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- **This training manual has been prepared for the Delaware State 4-H Camp Counselors. It serves as...**
  - A general guideline for the job of counselor, along with the roles of others who support the camp program.
  - A tool for staff training that is maintained as a living document...updated as changes are made to reflect the needs of the camp program.
  - A document of record regarding what staff has been taught for use in assessing impacts of behaviors that adversely impact campers or the camp program.
- **Counselors should become familiar with the information contained herein and should help to make modifications that will enhance its usefulness to those who follow them.**

# Staff Agreements

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- **In order to keep the staff functioning effectively as a team, we commit to...**
  - Arrive on time for all meetings
  - Volunteer and pitch in whenever we can
  - Ask for help when we need it
  - Respect each others differences
  - Follow through...do what we say we will do
  - Agree to disagree when necessary
  - Always present a unified front to the campers
  - Take time for rest when we need it
  - Focus on getting things done first and having fun second
  - Always put campers first
  - Spread ourselves among the campers

# Our Core Beliefs

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- **We serve the campers...**
  - they are our customers—camp is for them.
- **Voices & Echoes are the real leaders...**
  - we merely facilitate the process.
- **Everyone is treated fairly & equally...**
  - even family and close friends.
- **You can never not lead...**
  - someone is always watching and modeling.
- **We work as a team...**
  - when the team decides, we all support it.
- **We take things to the source...**
  - no backbiting or talking about others. Period.
- **We take time to Put 'Em Up...**
  - focus on what is good, not what is bad.
- **Be prepared...**
  - handle all situations with dignity and respect for the people involved.
- **Become the leader you are capable of being and teach others to do the same.**

# Our Core Focus

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- **Safety**

- We will do nothing that threatens the safety of anyone in camp; unsafe behaviors will be immediately stopped by the staff member judging the activity to be unsafe.

- **Health**

- Campers physical and mental health will be protected at all times. Even if an activity is deemed safe, it will not be engaged in if it threatens the physical or mental health of anyone (this includes hazing type activities which are not permitted in camp).

- **Education**

- 4-H is an educational program and we strive to make every activity have both direct and indirect educational benefits.

- **Fun**

- We are committed to making sure that people have fun at camp, but need to balance the fun against the above areas of concern. Laugh, play, cajole, and enjoy...so long as it is safe, does not threaten the physical or mental health of campers, and there is some educational benefit.

# People Groups

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- **Campers are organized in four People's at camp...**
  - Turtles who represent the water.
  - Moon and Stars who represent the sky.
  - Bears who represent the earth.
  - Thunderbirds who represent the wind.
- **Counselors are members of the Big Feet People...who represent humankind.**

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# RULES

**An Overview of the  
Important Rules that  
Keep Camp Manageable**

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# General Camp Rules

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- **State 4-H Camp is a closed camp...only pre-arranged volunteers who are helping in specific areas may come into camp during the week.**
- **Lights out means everyone in their own beds and sleeping.**
- **Ball playing only on the ball fields.**
- **Be where you are supposed to be or let someone know why you are not there.**
- **No alcohol, drugs, tobacco products, cell phones, pagers, keys, etc.**
- **No weapons of any kind.**
- **Everyone obeys the 4-H Code of Conduct...violations will be handled promptly and may lead to immediate dismissal from the program.**

# The Taboos

*(These will get you sent home!)*

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- **Alcohol is not permitted in camp.**
- **Drugs are not permitted in camp.**
  - Prescription medications must be surrendered to the nurse who will administer them as prescribed.
- **Tobacco products are not permitted in camp.**
- **No weapons of any kind...knives, firearms, mace, pepper spray, etc.**
- **Car keys, cell phones, and pagers will be collected on Monday morning and returned on Saturday morning.**
- **Sexual relations of any kind are not permitted in camp.**
- **Incoming calls, other than emergencies, are not permitted.**
- **Staff may make brief outgoing calls during free periods and after lights out.**
- **Everyone, campers and counselors, should be in their cabins from lights out until the morning siren.**

# Expectations for Campers

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- **Campers are expected to participate in all activities.**
- **Campers should be on time for all activities.**
- **Campers should attend the classes they selected and move quickly from one class to another.**
- **Campers are not permitted in off limits areas, including the cabin area during times when everyone else is at another activity. (See page 10)**
- **Campers are responsible for their belongings and leave other people's property alone.**
- **Campers manage their energy to last the entire week!**

# Nighttime Rules

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- **Lights out means lights out.**
- **25 minutes will be allowed after Council Circle to get ready for lights out.**
- **Everyone should be in the cabin when taps is played, including the counselor.**
- **Following taps and the quieting of your cabin, you may come out for 15-20 minutes in the kitchen with the staff.**
- **If your cabin is noisy you will be asked to return and quiet them.**
  - If that does not work, the night watch team will step in.
  - If the night watch team has to visit your cabin more than twice on a given night, the adult staff will be called in to deal with the situation.
- **If a camper has a problem in the middle of the night, they need to wake you and you need to take them to the nurse or wherever they need to go.**
- **No showers for camp in the morning before 7 am.**
- **Counselors need to set an example and get out of bed when the siren rings.**

# Off Limits Areas

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- **Waterfront, except during canoeing and rec periods when the Open flag is displayed.**
- **All wooded areas at all times, including area behind rec building..**
- **Pool, except during rec periods and classes.**
- **Parking lot at all times.**
- **House area at all times.**
- **A-frame, except when classes are meeting there or when rain forces the Moon and Stars People to meet there.**
- **Kitchen area of dining hall at all times.**
- **Camp Office next to Nurse's Office and adjacent room.**
- **Archery Range at all times. Only those campers enrolled in archery classes should be at the range and only during class.**
- **Counselor's area in cabin.**

# Evening Program Guidelines

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- **All staff are expected to participate in evening programs...the Big Feet should endeavor to involve everyone equally during the week in visible roles.**
- **Evening programs should be entertaining with a G-rating...no put downs, no hazing type activities, no risqué songs, skits, or yells.**
- **Staff need to balance their fun with the fun of the campers. Too much talking and playing around in the Big Feet detracts from the experience and encourages similar behavior on the part of the campers.**
- **Pace things through the week and work to build the spirit to its highest level on Friday night.**

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# COUNSELOR ROLES

**What Counselors Do To  
Make Camp Work**

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# Roles of the Cabin Counselor

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- **Manage a cabin of 10-12 campers**
- **Identify one older camper to assist them in the cabin**
- **Convey the camp rules to their campers during cabin meetings on Monday night**
- **Monitor behavior in their cabin & the bathhouse**
- **Teach campers about cabin clean-up**
- **Get cabins settled in and quiet by lights out time**
- **Help campers with problems during the night (or as needed at other times)**
- **Provide the first level of discipline when something goes wrong**
- **Work with the adult staff to solve problems**
- **Support campers in their effort to have a great week at camp**
- **Help each other as needed**

# *En Loco Parentis*

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- **During camp the staff serves as en loco parentis for the campers...**
  - This means that we are the local parents of the campers.
  - This is a responsibility that we take seriously.
  - We should remember at all times that the campers parents have entrusted us to protect their child for the week...mentally, physically, and from a health perspective.
  - If you are not comfortable with this role, then you should not serve as a cabin counselor.

# Roles of the Non-Cabin Counselor

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- **Maintenance...**

- Handles any maintenance problems that arise, such as clogged toilets, locked cabin doors, broken beds, downed clotheslines, etc.
- Provides back-up support for cabin counselors and night watch team as needed.
- Supports overall program in a variety of ways as requested by adult staff and One Voice.

# Roles of the Non-Cabin Counselor

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- **Non-Maintenance...**

- Assists with night watch and oversight of cabin area at various times during the day.
- Provide back-up support for cabin counselors and night watch team as needed.
- Supports overall program in a variety of ways as requested by adult staff and One Voice.
- Make sure that outgoing mail is placed in the mailbox each morning prior to breakfast.

# Cabin Meetings

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- **On Monday evening after Council Circle an additional 20 minutes prior to taps is provided for cabin meetings. The following information should be covered in these meetings:**
  - Introductions...who is who...know your campers
  - Your expectations for your cabin
  - Assignment of duties for the week
  - Review of People duties
  - Review of Program/Schedule
  - Review of General Rules
  - Lights out process...25 minutes to get everything done after Council Circle then quiet and rest.
  - Rising process...no one in the showers or out of cabins before 7 am other than counselors
  - Brief visit from One Voice and Adult Staff available as needed.

# Special Needs Campers

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- **Occasionally we have campers with special needs. These can range from medical issues to physical limitations to emotional issues.**
- **Our general guidelines are:**
  - Don't label anyone with any label that reflects what you think is wrong with them...you are not qualified to diagnose problems.
  - Make every effort to involve all campers equally in the activities that occur.
  - Be sensitive to the needs the camper has expressed.
  - Be sure to review the medical information for campers whose forms provide insight into special areas of concern.
  - Work closely with the adult staff to identify ways to support and manage any special needs situations.
  - Be discreet in your conversation and handling of special needs situations.

# Daily Reports

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- **Each day you will complete a daily report.**
- **Forms are kept in a binder in the office.**
- **Reports are due by the end of Rest Period each day for the previous 24-hour period.**
- **Use these reports to give the adult staff updates on problem situations and to identify areas of concern.**
- **Be sure to sign your reports!**

# Incident Reports

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- **When something happens that adversely impacts a camper, the kids in your cabin, or the entire camp, you are expected to complete an incident report.**
- **Incident reports are kept in a binder in the office.**
- **The report defines the incident, lists who was involved, and assesses the impact on the camp.**
- **You will also state the action you took in handling the situation and follow-up within 24 hours to make sure things have turned out OK.**
- **Be sure to follow-up and sign your report to show that you did what you said you would do.**

# Emergency Procedures: Medical

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- **When a medical emergency happens...**
  - Get campers away from the scene and assign one to engage them or take them somewhere else, depending upon the seriousness of the situation.
  - Send a responsible person to get the nurse, or take the victim to the nurse if they are ambulatory.
  - If you are trained, deem it necessary, and are willing begin CPR. Use the equipment in the first aid kit.
  - If blood is involved, get the closest first aid kit and use the gloves that are in the kit.
  - Do not call 911...the nurse or adult staff will do that if it is necessary.

# Emergency Procedures: Weather

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- **When a weather emergency happens...**
  - Thunderstorms...
    - ✓ *Get campers out of the pool and depart pool area*
    - ✓ *Get campers in canoes & kayaks off the water*
    - ✓ *Move groups indoors or under cover*
    - ✓ *Wait for instructions via bull horn*
  - Tornado...
    - ✓ *Assemble in the Dining Hall to learn what to do (if there is time)*
    - ✓ *Move campers into the open area on both sides of the road and have them lie in the ditches, face down so they are as low to the ground as possible.*

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# 4-H STAFF & ADULT VOLUNTEER ROLES

**What Staff and  
Volunteers Do To  
Make Camp Work**

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# Roles of the 4-H Staff

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- **Manage the camp registration process—prior to camp and on Monday mornings.**
- **Oversee the camp program and provide support to the staff as needed.**
- **Discipline staff and campers as needed.**
- **Oversee the camp as needed...night watch, classes, etc.**
- **Provide guidance and input into critical decisions.**
- **Track and document the impacts of the camp program in terms of numbers of people involved, learning that occurs, etc.**
- **Provide support for counselor preparations for classes with lesson plans and materials procurement.**
- **Schedule activities and obtain educational programs for afternoon assemblies.**

# Roles of In-Camp Nurse

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- **Collect medications from campers at registration.**
- **Provide immediate First-Aid as necessary for serious injuries and health conditions.**
- **Provide First Aid treatment for minor injuries, insect bites, etc.**
- **Maintain and dispense medication as prescribed to campers.**
- **Maintain appropriate records of medical problems and medication.**

# Roles of In-Camp Adult Volunteers

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- **All adult volunteers help with various aspects of camp on an as needed basis.**
- **Some of the common duties include:**
  - Taking pictures for the end of week slide show,
  - Cabin check,
  - Dining hall management,
  - Night watch,
  - Backing up of classes,
  - Taking injured or sick campers to the medical center,
  - Watching cabin area during rest period,
  - and so forth.
- **All adult volunteers are invited to be as involved with the entire staff in preparing for evening programs and other activities as they wish.**
- **They are eligible to serve as Voice and Echo of the Big Feet.**

# Dining Hall

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- **The dining hall process is managed by an adult volunteer who works with the KP team at each meal.**
- **Counselors sit at the far end of the tables during each meal and informally monitor things.**
- **A staff table in the back provides a place for guests and the overflow staff...it also provides a place for discussions to be held out of hearing distance of campers.**
- **Staff should help to move campers to the back of the dining hall as they enter...it makes it easier to fill seats.**
- **Staff should monitor the hosts and hostesses and support them as needed.**

# Roles of Visiting Adult Volunteers

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- **Volunteer support is critical to the effective delivery of the State 4-H Camp program. There are several specific areas where volunteers help out...**
  - Securing and delivering chicken for the barbeque
  - Cooking chicken on Wednesday
  - Providing music for the dances on Wednesday and Friday
  - Assisting with packing up and cleaning up on Friday afternoon and Saturday morning especially at the end of week 2
  - Teaching classes that require specialized knowledge or certification
  - Acting as speakers for assemblies
  - Observing to assess their ability to help in future years
- **All volunteers are expected to check-in at the office when they arrive in camp.**
- **Once their duties are completed, they are asked to leave camp to support the closed camp policy.**
- **Volunteers are also asked not to bring mail or special packages from home for campers...ask their parents to use the mail to minimize the disruption of the normal camp routine.**

# Roles of the One Voice

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- **The primary role of the One Voice is to provide leadership for camp program in its entirety.**
- **Oversee camp functions such as, People meetings, Voice-Echo meetings, People games, and Evening Programs.**
- **Teach Voices and Echoes to be effective leaders and facilitate their leading of the camp program.**
- **Monitor camp spirit and coach the team to create the best possible camp.**
- **Assist with staff training each year.**
- **Work with the Counselors to create a special experience each evening and in every area of camp.**
- **Observe everything in camp and identify problem areas and implement solutions.**
- **Serve as leader for Council Circle programs.**
- **Select Echoes, Hosts and Hostesses, Hs, and Spirit.**
- **Select annual theme for camp.**
- **Select thought for each day related to theme. Carry the daily thoughts through in the evening programs.**
- **Coordinate State 4-H camp program with 4-H state office.**

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# SPECIAL DUTIES

**Important Things  
Done Before and  
During Camp**

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# Pre-Camp Duties

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- **Arrange to be off work completely and able to participate in all camp activities, including training, arriving by 4 pm on Sunday before camp, staying in camp until noon on Saturday to support clean-up, and not having to leave camp during the week for any non-emergency reason or other commitments.**
- **Prepare class outlines, purchase class supplies, and prepare everything needed for class in cooperation with 4-H staff member assigned.**
- **Create a rainy day kit that you can use in your cabin...something you can use to occupy and engage your campers for at least 3 hours.**
- **Make necessary preparations for cabin decorations, in-cabin music, etc.**
- **Provide special support as requested by the 4-H Staff and the One Voice.**
- **Collect items needed to support your activities during week at camp.**

# Morning Assembly

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- **Morning assembly serves as a time for the camp to begin to build spirit for the afternoon and evening.**
- **All staff should attend and make every effort to show up on time.**
- **Staff should use judgment and not be too casual and talkative...the campers watch and do what you do!**
- **Singing is a key part of the assembly and when staff sing and move among the campers, the spirit soars.**
- **Mail call and cabin check should be done quickly and efficiently...spend more time singing and involving all of the campers and less time focusing on those who get a lot of mail!!**

# Afternoon Assembly

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- **Afternoon Assemblies on T, W, TR, & F are important educational opportunities for the campers.**
- **The 4-H staff plans and provides for these programs.**
- **The goal is to have at least three outside speakers or educational activities.**
- **The team will decide how to proceed at training and then implement their plan during camp.**
- **Each program should be 1 hour long and have a clear educational focus.**
- **One option is to have campers share class activities for assemblies on Fridays.**

# Cabin Clean-Up

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- **Counselors need to set the model for behavior by rising when the siren sounds in the morning.**
- **When counselors set the pace, the campers follow and cabin clean-up can be largely finished before breakfast.**
- **Provide leadership or designate an older camper to do so...involve all campers in the process, not just the older ones...use the duties sheet to manage this important daily duty!**
- **Don't forget...you select the best bed and best bag each day and write it on a slip of paper you put under your pillow before you go to class!!**

# Classes

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- **Camp classes are intended to be educational.**
- **Counselors are responsible for creating course outlines that involve the campers in learning something new every day with assistance from 4-H staff.**
- **Class outlines should include:**
  - Objectives for each day
  - Activities for each day
  - An approximate timeline for completion of any projects as part of the class
  - A list of supplies and materials
  - Estimated costs for teaching the class
- **Counselors should keep campers engaged during the entire class period in the location where the class is assigned to meet. No early dismissals.**
- **Clean-up is the responsibility of the counselor...include this in your timeline.**

# Camp Fire

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- **Camp fire is intended to be the culmination of the day for the People groups.**
- **Fire builders are responsible for making sure everything is ready to go before the evening tribe meeting.**
- **Fires are symbolic and not for heat...they should be large enough to light the area, but not so large as to cause people to be hot.**
- **To the extent possible, dry wood should be used and kerosene (or other fire starting ingredients) should be used minimally.**
- **The campfire programs need to begin around 8:30 pm each evening and end between 10:15 and 10:30 pm.**
- **Big Feet may be asked to do an extra song, skit, or yell, and may sometimes not get to do any depending upon the flow of the evening.**
- **Big Feet should be sure to monitor camper participation and involvement in the evening programs...keep an eye out for any withdrawal on the part of campers and help the People handle it.**

# Canteen

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- **Canteen is an important break in the evening...a time when people can finish their preparations for council circle and a time for informal mingling and conversing.**
- **Let the campers lead this activity as they wish, remembering to apply the safety, health, education, and fun criteria.**
- **Canteen leaders need to put sodas in the walk-in before the end of rest period each day and will need to set up canteen during Reflections.**
- **Be sure that the trash containers are moved back into the dining hall and that trash is picked up before everyone leaves the area.**

# Mail

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- **Someone on the staff accepts the responsibility of handling the mail...**
  - Picking up outgoing mail and putting it in the mailbox by the pool by 9:30 am each morning
  - Watching for the mail carrier and receiving the mail prior to assembly
  - Sorting (as needed) and distributing the mail at assembly
  - Returning containers to the mail carrier when they are no longer being used

# Morning Excitement

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- **Everyone needs to attend morning excitement...arrive promptly and participate!!**
- **Use this activity each day to start the day off on a positive note.**
- **Get campers involved and build upon the theme for the day/week.**
- **Let them see the staff as engaged at various points during the week.**
- **Someone (or a team) will prepare and lead this program.**

# Reflections/Flag Lowering

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- **Reflections is an important quiet time each day...it has value for everyone, so all staff should attend whenever possible.**
- **Intersperse with the campers, keep the quiet mood in place, and sing with them.**
- **Use the time to reflect a bit on what you are giving to the campers and what they are giving to you.**
- **Lead the movement to the flag pole and the positioning around the circle for flag lowering.**
- **The people who coordinate Reflections/Flag Lowering are responsible for getting their people at dinner each day and rehearsing.**

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# THE WEEK AT CAMP

**What Needs to Happen  
Every Day to Create a  
Successful Camp**

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# Sunday Evening

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- **Arrive by 4 pm, settle in and be ready to go to dinner at 4:50 pm.**
- **Upon returning from dinner, count beds and identify any missing items or maintenance needs for your cabin...bring a list to the evening meeting.**
- **Confirm that all supplies you need for your classes are in camp and in the proper location.**
- **Evening meetings – preparations for Monday.**
- **Pick up class and cabin lists, as well as duty sheets for the week and special camper needs.**
- **Spray all beds with disinfectant spray and sweep your cabin.**
- **Get to bed by 11 pm to ensure an**

# Monday Morning

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- **Rise at 7:30 am and prepare for breakfast at 8:00 am.**
- **Cars to parking lot; turn in keys by 9 am.**
- **Support arrival of campers...**
  - Registration team set up & ready for 10:30 am arrivals
  - Cabin counselors be ready and in cabins throughout the morning
  - Moving in team ready to start helping at 10:30 am
  - Maintenance be on the job & finished by 10:30 am
- **Leave all special situation decisions to the Registration team...don't take a side for or against anything with a parent or camper, send them back to registration to get the issue resolved.**
- **Meet and greet parents and make campers feel welcome!**

# Monday Afternoon

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- **Team of counselors will define the process for Monday afternoon at orientation training.**
- **Orientation objectives are:**
  - Involve campers
  - Introduce staff
  - Familiarize with camp
  - Build team within each cabin
  - Engage in physical activity
  - Fill 90-120 minutes
- **Swim Test...will be conducted after activity.**
- **Free Rec will follow.**

# Opening Council Circle

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- **GOAL: make the experience special and memorable for the Voices and Echos.**
- **Opening Council Circle kicks off the week and should set the tone for everyone.**
  - All decisions with respect to Echoes should be met with affirmation.
  - Voice-Echo Initiation should be viewed as a symbolic and ceremonial right of ascension, not a hazing activity.
- **Starting the week out strong is the only way to set the stage for it to end strong.**
  - Speeches should be learned and delivered with reverence and polish at the opening ceremony.
  - If the ashes don't magically light, don't talk about it...just move on and make the night special.
  - Do new songs, skits, and yells...let the Big Feet lead the way to creativity!
- **The intent is to finish around 10:30 pm so that there is time for the cabin meetings before lights out.**

# Selecting Echoes of the People

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- **Echoes are chosen in advance of Monday night based on their potential to be effective leaders of their People.**
- **The One Voice makes the decisions in consultation with the 4-H Staff.**
- **Primary consideration is the role that the camper plays in the camp program—all 4-Hers who qualify to come to camp are eligible. 4-H staff are consulted to ensure that there are no code of conduct violations or blemishes on the 4-Hers record that would make them a poor role model.**
- **Age is an important factor, as the Echo needs to be in a position to return as the Voice the following year.**
- **Gender and geographic distribution of the campers who will be on the Voice-Echo team in any given year is also a consideration.**
- **The key variable, however, is that the individual has demonstrated the ability in camp to lead their People based on the past performance that the One Voice and 4-H Staff have observed.**

# Selecting Hosts & Hostesses

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- **Hosts and Hostesses are named on Monday night following the Voice-Echo installation.**
- **10 older campers are chosen to serve in the dining hall as the hosts of a table for the week.**
- **This role serves several purposes...**
  - It provides a way of recognizing older campers who are not Voices or Echoes
  - It makes the dining hall process easier to manage
  - It provides a chance to observe the person in a leadership role and evaluate them for future roles in camp
- **Selections are made by the One Voice and should be spread across the People groups as much as possible.**

# Tuesday

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- **The keys to Tuesday are...**
  - Getting everyone up and moving so breakfast runs smoothly and cabins get cleaned.
  - A Great Morning Excitement that ends with people heading off to classes.
  - Classes that start on time and engage people...what will they learn, what will they make, how long will it take, why is it fun, what does the finished product look like?
  - A strong assembly that gets the spirit started and sets the stage for how cabin check and mail call will be handled during the week.
  - A good assembly and People meetings.
  - Games that start and end on time.
  - A smooth flow into the evening program and an energetic and lively First Year Camper night!

# Recognizing 1<sup>st</sup> Year Campers

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- **First year campers are honored in three ways at camp...**
  - Tuesday night is First Year Camper night...they sit on the front bench, are prepared with scout reports, laws of the council, and put 'em ups, and are featured in skits.
  - A first year boy is selected on Friday to serve as Globe Bearer in the Closing Ceremony.
  - A first year girl is selected on Friday to attach the ribbon on the globe during the Closing Ceremony.

# Wednesday

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- **Wednesday is about a change of pace...**
  - Great AM Excitement
  - Great Classes
  - Strong Assemblies
  - Good Games
  - A special evening...
    - ✓ *Party*
    - ✓ *Dance*
    - ✓ *Reflections*

# Wednesday Party

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- **Theme is selected by Voices and Echoes.**
- **Big Feet support it and make their vision a reality.**
- **Provide access in the afternoon to paints and supplies...make sure they get cleaned up!!**
- **Keep the party moving...45-60 minutes at most.**
- **Start Dance by 8:45 and go until 10:30 pm.**
- **Move quickly into a quiet and emotional Reflections...make it special and full of impact.**
- **Get them to bed for rest!!**

# Thursday

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- **The key to Thursday is understanding that campers are tired from Wednesday night.**
- **Let the camp come alive in the late morning at assembly.**
- **Plan on intense volleyball games in the afternoon...the strong teams will be clear and there will be competition. Keep things on time and stay on top of it.**
- **Make the evening special with talents and a high energy council circle program that brings the camp to a higher emotional level than they experienced on Tuesday.**
- **Manage the lights out process and get the camp quieted down and ready for Friday!**

# Friday Morning

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- **Need a really strong AM Excitement for Friday to kick off the last day.**
- **Wrap up classes carefully...**
  - Make sure all projects are complete
  - Let the second class help you clean up and pack away supplies
  - Plan ahead for project distribution Saturday
  - If you finish early, stay in your area and do something with your class
- **Make Friday's assembly rock... lots of songs, lots of calls to Willie...build the energy and don't let it drag.**

# Friday Afternoon

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- **Rest period is important on Fridays...use it to rest.**
  - **Conduct a strong assembly that involves the campers – they may offer demonstrations from classes.**
  - **Build up the Voice-Echo versus Big Feet volleyball game...**
    - Find ways to involve the campers
    - Do whatever it takes to make them want to be there and watch
    - Make sure people are monitoring other areas during the game and provide alternatives using extra staff and adults
  - **When game ends open pool and send Voices-Echoes to showers (4:30 pm)**
  - **Get everyone ready for a 5:00 pm dinner!**
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# Friday Evening

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- **Scheduling is tight on Friday night...**
  - Dinner ends around 5:40 pm
  - Closing Ceremony Practice until about 6:15 pm
  - People meetings until 6:45 pm
  - Closing Ceremony Preparations begin at 6:45 pm
  - Dance at 6:45 pm pending clothing removal from clothes lines behind cabins
  - Dance ends at 7:45 for Reflections
  - Everyone is lined up on the white top by 8:20 for the march to Council Circle
  - March starts at 8:30 pm
  - Program usually ends about midnight.

# Closing Council Circle

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- **GOAL:** celebrate the week that was shared and create lasting memories for everyone, while recognizing the Voices for the hard work they have done and identifying campers who reflect the ideals of 4-H.
- Closing Ceremony should be a reverent experience that bonds memories into the minds of campers.
- Things should flow smoothly from the rehearsals that have been held earlier in the day, but if they don't it is up to the staff to make it all look smooth.
- Big Feet songs, skits, and yells should be done quickly and efficiently...too much time can be wasted with these and the evenings too often get pushed back way too far because of it.
- Staff distributing Hs should rehearse their speeches and be ready to do them well. Staff should always lead the quiet "how-how" after Hs and Spirit are pulled from the circle.
- Getting the campers out of the circle is critical and staff need to manage the process so everyone can see the raft go out and so the singing continues during the lulls in the evening.
- Staff need to help get the campers to bed within 20 minutes of the end of the slide show...the morning comes early!

# Selecting Hs & Spirit

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- **Hs and Spirit are selected by the One Voice.**
- **The goal is to select individuals who best represent the H ideals and one who best represents all of the H ideals for Spirit.**
- **No consideration is given to whether they have been recognized before or what county they are from...these are recognitions for the current camp.**
- **Counselors are invited to share names with the One Voice ... people they think should be considered.**
- **4-H Staff and Adult Volunteers are consulted by the One Voice for names they think merit consideration.**
- **The One Voice makes an effort to observe People meetings, People games, Assemblies, Classes, and other activities to see all campers in action to ensure the best selections.**
- **There is no voting process...the One Voice observes the campers and makes the decisions, revealing them at the Closing Ceremony.**

# Saturday Morning Duties—1<sup>st</sup> Week

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- **Rise at 6:30 am**
- **Pack and move everything to the white top (or end of dining hall for Sussex)**
- **Clean Cabins...pass inspection prior to being dismissed to breakfast**
- **Finish breakfast by 8 am**
- **Volunteers for key duties**
  - Bathhouse, Pavilion, Rec Hall, Dining Hall, Pool Area, Waterfront
- **Closing Ceremony**
- **People Meetings**
- **Leave Camp by 9 am (buses and campers)**
- **Staff meeting and final clean-up**
- **Leave camp by 11 am**

# Saturday Morning Duties—2<sup>nd</sup> Week

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- **Rise at 6:30 am**
- **Pack and move everything to the white top (or end of dining hall for Sussex)**
- **Clean Cabins...pass inspection prior to being dismissed to breakfast**
- **Finish breakfast by 8 am**
- **Volunteers for key duties**
  - Bathhouse, Pavilion, Rec Hall, Dining Hall, Pool Area, Waterfront
- **Closing Ceremony**
- **People Meetings**
- **Leave Camp by 9 am (buses and campers)**
- **Adult Volunteers oversee clean-up & Packing up of everything**
- **Staff meeting and final clean-up**
- **Leave camp by Noon**

# My Assignments

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- **Cabin Assignment:** \_\_\_\_\_
- **Duty 1:** \_\_\_\_\_
- **Duty 2:** \_\_\_\_\_
- **Duty 3:** \_\_\_\_\_
- **Class 1:** \_\_\_\_\_
- **Class 2:** \_\_\_\_\_
- **Monday Assignments:**
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_