

Section 2

Living & Working at Camp

Camp Echo Daily Schedule

Summer 2009

* bell *	8:00	Wake-up
* bell *	8:15	Proceed to Flag Raising
	8:25	Flag Raising
	8:40	Morning Reflections – Waiters Dismissed to Dining Hall
	8:55	Breakfast
	9:35	Cabin Cleanup, Service Tasks, Overnights Return
* bell *	10:00	Camptivity Class #1 Begins
* bell *	10:55	Camptivity Class #1 Ends
* bell *	11:05	Camptivity Class #2 Begins
* bell *	12:00	Camptivity Class #2 Ends
* bell *	12:10	Camptivity Class #3 Begins
* bell *	1:05	Camptivity Class #3 Ends, Waiter's Call
* bell *	1:20	Lunch
	2:15	Saska (Rest Hour)
* bell *	3:30	Cabin Group Activity Begins
* bell *	5:00	Cabin Group Activity Ends
* bell *	5:15	Fun Swim Begins (Non-Edible TP, Some Areas Open, Package Pickup)
* bell *	6:15	Fun Swim Ends, Waiter's Call, Overnights Leave
* bell *	6:30	Dinner
	7:15	Twilight Fun (Edible TP, Some Areas Open, Package Pickup)
* bell *	8:15	Proceed to Flag Lowering
	8:30	Evening Program
	9:30	Return to Cabins, Prepare for Bed, Taps Talk
	10:00	Taps ... All Quiet

Sample First Day Schedule

Sunday (Sessions 1-5)

- 2:30** Buses Arrive [bell will ring to announce arrival]
- campers and cabin staff go to the basketball court to get cabin assignments
 - non-cabin staff **and staff arriving on the bus** help unload buses
 - ***Do not leave the basketball court without matching faces to names!***
 - cabins meet, bring luggage to cabin, prepare for rotations
- 3:00** 0th Rotation - Adventure Trips to swim evaluation [no bell]
- 3:30** * bell * - 1st Rotation
- swim evaluation
 - change out of suits
 - health check & dining hall snack / table setting
 - rules/code of conduct/core values @ bell tower & trading post
 - barn visit and horse evaluation (for kids in lessons)
- 4:20** * bell * - 2nd Rotation
- 5:10** * bell * - Rotation Bell
- 6:00** * bell * - Rotation Bell
- 6:50** * bell * - Rotation Bell
- 7:30** * bell * - Dinner [no Waiters Call, tables get set during rotations]
- 8:30** * bell * - Campativity Skits in the Chapel
- 9:30** Opening Campfire in the Amphitheater
- 10:30** Night Time Meds, Taps Talk, Lights Out

Sample Last Day Schedule

Saturday (Session 1) Friday (All Others)

- 8:15** * bell * - Wakeup
- 8:30** * bell * - Waiters Call
- 8:45** * bell * - Breakfast
- 9:15** During Announcements, Bus Staff meet with Program Manager to review procedures
- 9:30** Service Tasks and Pack up
- campers taking the bus bring luggage to buses (some cabins get box trailer assistance)
 - layover campers put packed bags on their bunks
 - campers being picked up take luggage to the Klein Clinic or the Jay Johnson Trip Center
 - cabin staff facilitate cabin cleaning; distribute awards, lost & found; pack meds into luggage
 - non cabin staff will be assigned to check cabins
- 10:30** Load Buses
- 11:00** Buses Depart
- 11:20** Session Closing Meeting

Sample olympic Schedule

Sessions 2, 3, 4, and 5

Opening Evening

- 6:30** Dinner
- 7:15** Twilight Fun
- 8:15** Flag Lowering
- 8:30** Opening Ceremony
 - teams read off @ flagpole/social lodge, etc
 - teams meet: choose name, color, develop cheers
 - all teams converge for cheer off/group challenge
- 10:00** Night Time Meds, Taps Talk
- 10:30** Lights Out

Full Day

- 8:00** Wakeup
- 8:15** Flag Raising
- 8:30** Morning Reflection (prepared by gods to tie into olympic theme perhaps)
- 8:45** Breakfast (with cabins)
- 9:30** Service Tasks and Cabin Cleanup (as cabins)
- 9:45** Teams meet @ designated meeting spot
 - work on cheers, sign up for morning activities
- 10:15/10:30** Team game rotations or individual events (or something totally different)
 - coaches either ref games/run events or run around cheering for team contingents
 - campers play assigned games/sports then cheer on “off” rounds
- 12:45** Cheer Off
- 1:05** Waiter Bell
- 1:20** Silent Lunch (with teams-but waiters set and clear cabin tables)
- 2:15** Saska
- 3:45** Teams meet again
 - sign up for afternoon activities and evening activities perhaps
- 4:45** Team games/events
 - coaches either ref games/run events or run around cheering for team contingents
 - campers play assigned games/sports then cheer on “off” rounds
- 6:00** Cheer Off
- 6:15** Waiter Bell
- 6:30** Dinner (cook-outs)
- 7:15** Team game/event (eg. Steeple Chase)
- 8:45** Closing Ceremony
- 9:30** Night Time Meds, Taps Talk
- 10:30** Lights Out

Camp Echo Code of Conduct

Updated May 17, 2009

Because we care about others, are sensitive to their well-being, and helpful to others:

Always be sensitive to the feelings of others. We do not tolerate bullying, intimidation, harassment, or conduct or statements that demean others on the basis of their race, ethnic origin, gender, sexual orientation, or any other dimension of diversity. Campers are urged to report any instances to a staff member. Understand that camp will try to stop these things, but only if someone in authority finds out about them from you or someone else, or sees them happen. Never resort to fighting to settle a dispute.

Because we are honest, trustworthy, have integrity, and make sure our choices match our values:

Always tell the truth. Choose appropriate activities and use appropriate language – no swearing. Theft is not tolerated. Turn in any lost items that you find to a staff member so they can be returned to their owner.

Because we have respect, treat others as we want to be treated, and value ourselves and others:

Your cabin is your home for the weekend. Campers are not to go into cabins that are not their own.

Camp is a community. When a leader is up front and raises his or her hand, everybody does the same; when the hand goes up, the mouth goes shut. Never use booing to express your opinion.

Because we are responsible, do what is right, and are accountable for our behavior and obligations:

Follow all safety rules. Do not go near the lake except at the designated waterfront areas. Never enter a program area unless the staff is there to invite you in. No bare feet except inside a waterfront area. Staff and campers must wear life jackets in boats. All medications, including self-medications like aspirin, are held and distributed by your group leaders; when in doubt, ask your counselor.

Know what to do in an emergency. If you hear a siren or a continuous bell, move quickly to the Dining Hall and sit at your cabin's table. Rear exits in cabins and fire extinguishers are for emergency use only.

Your health is important. Do quiet and restful things during Saska in your cabin. The primary activity that should occur in your cabin after bedtime is sleeping.

Help keep camp beautiful. Marking or defacing of camp buildings or nature is not allowed. No gum. Do not litter. No food or snacks in the cabins; it attracts ants, mice, and other pests. Cabin cleanup, service tasks, and recycling are some of the ways for each person to "give back" to the community.

Enjoy camp, camp activities, and your surroundings while you are here. Do fun things outside the cabin during free time. Don't use portable entertainment devices or electronic games outside the cabin.

Camp Echo is a tight-knit community of friends, and communication with other campers or staff members after camp often occurs. Accordingly, any outside-of-camp camper/camper or camper/staff communication (by mail, phone, internet-based, or face-to-face), including communications on social networking sites like MySpace and video sites like YouTube, must be healthy and appropriate. So that your parents can also enjoy and appreciate the strength of the bonds that form at camp, you should let them know about any outside-of-camp communication between you and other campers or staff members, and tell your parents right away if it makes you uncomfortable.

After Breakfast Each Day, We Say Together:

"Today, in spirit, mind, and body, we will strive to be caring, accept responsibility, show respect to all others, be honest in all we do – and have fun!"

Note: If you brought things to camp that are not allowed, and you do not turn them into your counselor immediately, and you get caught with them, you will be sent home. This is not a pleasant experience.

The Code of Conduct is for campers and staff. Everyone needs to follow the Code of Conduct.

Camp Echo Glossary

Updated April 19, 2009

Terms past and present. Notify the Camp Director if you have a suggestion for next year's list.

Arclight	Code word used by staff to let other staff know that situation is an emergency.
Apple Orchard	An overnight site on the edge of the camp property. Also, our new apple orchard.
B&C	Boating and canoeing. Also known as Small Craft.
Big House	The Camp Director's home.
Birches	Wilderness Site across the lake from B&C. Accessible by land or by sea.
Bungalo	Smallest cabin in Staff Village. Has more mice than Mouse Haven.
Campanologist	One that practices or is skilled in the art of bell ringing
East Side	Steffek, Friendship, McCallum, Potter, and Christopher.
FTX	An elaborate evening program involving teams, flags, and a military theme.
Gate	The entrance to Camp Echo. Always sing the Camp Echo Song here.
Gate House	The Property Manager's home.
HBO	The Horseback Overnight area, around the north end of the lake.
Hidden River	River across the lake, north of the Birches site, that is somewhat tricky to find.
High Road	Road beginning just inside the Gate, leading to Pioneer Village.
Hill	Fremont, Dugdale, Featherstone, Metz, Codor, and Alumni.
Hobie	The feared and revered Hobart dishwashing machine.
Horse	Short for Horse Haven, the staff cabin nearest the stables.
Kybo	Building with Toilets and Showers. Keep Your Bowels Open.
Lakeside	The Program Manager's cabin.
Le'Shack	The shack that holds all the Sports equipment.
Low Road	Road beginning just beyond archery leading to the Big House.
L.S.D.	Lost Swimmer Drill.
Meadow	Area devastated by the windstorm in 1998.
Moon	Optimist Staff Lodge (Staff Village).
Mouse	Formerly known as Sharp's Corners (Staff Village).
Northbrook	Optimist Club of Evanston (Staff Village). Left and Right halves.
ORT	Organic Recyclable Trash. Uneaten food scraped off people's plates.
Outpost	Wilderness Site along the west side of the lake towards the Big House.
Peak	Name for the newest staff living units. Numbered 1 through 9.
Pegleg Pete	The guy on the banner in the northeast corner of the Dining Room.
P.V.	Pioneer Village, overnight site. Former Wilderness living site.
Point	Wally Ford and Triangle. Also, the newest overnight site on camp property.
P.O.	Program Office. Doug Monahan Resource Center. Staff computer lab.
Rock	The largest sailboat, capable of holding almost an entire cabin.
Sand Pit	Area near the Gate House, off limits to Mountain Bikes.
Saska	Rest period after lunch.
Shmo	Outhouse buildings found in remote sites. S*it Here More Often.
Sidehill Gollywogs	Dangerous creatures that lurk on the hills in the woods of Echo.
Slounge	Staff Lounge.
Sunken Island	Very shallow spot just off the B&C pier.
Tall Pines	Mosquito breeding grounds. Also available as an overnight campsite.
The Village	Place where non-cabin staff, LITs, some Voyagers, and Ranch Camp live.
T.P.	Trading Post. The camp store, located on the porch of the Social Lodge.
Turtles' Paradise	Great place to fish. Across the lake from B&C towards the Birches.
West Side	Optimist, Ben Synder, Lions, Y's Men, and Kiwanis.

Nuts & Bolts

Updated May 13, 2009

Telephones

The telephones located in Lakeside, the Program Office, and the Health Center are for business purposes only. The lines must be kept clear for both incoming calls and in the event of an emergency. The camp phones are not to be used for personal calls. The phone in the Staff Lounge is for general staff use. The phone is restricted to local calls and toll-free calls (which therefore allows the use of 'calling cards' and 'phone cards.')

Please give the number of this 'staff phone' (231-924-6660) to friends and parents. See the Camp Director if you need to make business calls. Long distance calls require a long distance code.

Email, Internet Access

Internet access is provided in the PO for staff. The computers are for creating program handouts, doing research, checking email, and other legitimate activities. Inappropriate or improper use of the Internet will result in loss of this privilege. Staff may use the Computer Lab at any time (it closes at 11:50 pm) for camp business; conduct personal business on time off. ***Checking email must not delay your arrival at assigned areas or meals!*** Make a folder with your name on "Mac Share" and save your files there. Older files may be in "PC Share Archive." ***If you modify an existing document be sure to move it to the 2009 folder in Mac Share.*** Tidy up your workspace and push your chair when you are finished.

The PO, Lakeside, Clinic, Dining Hall, and most Peaks and Village Cabins are WiFi Internet "hotspots."

Faxes

Staff may receive faxes on the camper fax line, 231-924-7075. To send a fax, see the Camp Director.

Mail

Mail will be taken to town immediately after breakfast, and brought back from town around noon, Monday through Saturday. Do not "paw through" the mail prior to sorting. Assigned staff will sort mail, faxes, and incoming email for campers into the boxes. Pick up mail immediately after lunch and deliver camper mail during Saska. Take camper-prepared Bunk Replies to the Computer Lab after Saska.

Packages

Camper packages are distributed via the Trading Post. Along with the daily mail, campers may receive a package notice. They take the notice to TP during Fun Swim or Twilight Fun to get their package. All camper packages will be opened in front of TP Staff and food and gum will be removed and discarded. Staff packages are left on the shelf in the PO for pick up whenever you have time during the day.

Town Run

A Town Run Driver goes to Fremont daily, Monday through Saturday immediately after breakfast, to run errands, pick-up mail and packages, and to purchase supplies for camp. Program supplies should be requested a day in advance – ***plan ahead!*** Requests should be given directly to the Program Manger, who will approve the purchase and inform the Town Run Driver.

Trading Post

Staff who want to make one-time purchases (for example, clothing) may use cash, check, or credit card. If you plan to make ongoing purchases you must make a deposit or have your credit card number on file; you will then have a TP sheet in the Staff TP Binder. Certain items are available at a discount to staff.

Non-edible TP (clothing, etc) may be purchased at Fun Swim or Twilight Fun. Edible TP is only available at Twilight Fun. Enter the TP and serve yourself, but recognize that people are working. Record your purchase on your TP Sheet and adjust your balance. Cash balances may not fall below \$0.

Laundry

Staff laundry gets picked up / delivered on Tuesdays and Fridays. You are charged per pound with a minimum charge of about \$10. Laundry must be labeled and left on the loading. Staff members may wish to do their own laundry in town during time-off. There are two Laundromats. *All-summer staff members (defined as working 10+ weeks including Session 5) receive a \$50 laundry credit in August.*

Prescriptions

Coordinate new or refilled prescriptions with the Health Officer. If you have made a TP deposit that is large enough, the cost will be deducted from your TP account. If you have not made a TP deposit or the cost exceeds your deposit, the cost must be paid in a timely manner by cash, check, or credit card.

Personal Vehicles

Staff vehicles must be parked in the Parking Lot. Spaces outside the Dining Hall are marked for specific staff members and visitors. *Never, ever park in the Cook's parking spot unless you are the Cook!* Staff members must be 18 years old or older to transport other staff members while on time off.

Staff members who have personal vehicles at camp must have on file, with the Camp Director, a Vehicle Information Sheet (make and model of vehicle, license plate, photocopy of automobile insurance card.)

Staff leaving camp on time off must indicate what vehicle they are in and who is driving at the time of sign-out. This information is needed in the event that a vehicle fails to return to camp by curfew.

Maintenance Needs

Watching out for maintenance needs and repairs is everyone's responsibility. Write down repairs needed, with as much detail as possible, and place in the Property Manager's box located in the Program Office. There are specific "Maintenance/Repair Request Forms" for this purpose, but don't fail to report a problem just because you can't find a form. It is especially important that you report holes or tears in screens. The risk of mosquito-borne illness is significant in this area and we have told parents that screens will be repaired. In addition, the Health Inspector always looks specifically for holes in screens.

Buildings with Restricted Access

The Kitchen is strictly off limits except to those designated by the Head Cook. This means you. The Offices in Lakeside are for the Camp Directors and leadership staff to conduct business. The Dining Room, Staff Lounge, and PO (Computer Lab) will close at 11:50 pm each night. The toilets and showers in Lakeside, the PO Apartment, and the Clinic are for residents only.

Additional Staff Rules and Procedures are in the Personnel Guidelines Manual on Page 4-7

- Daily Time Off
- Weekly Nights Out
- Breaks Between Sessions
- Emergency Leave
- Sick Leave
- Computer Lab
- Staff Snacks
- General Expectations
- Diversity at Camp Echo
- Freedom of Speech
- Sensitive Issues
- Staff/Camper Communication
- Social Networking Websites
- Staff/Camper Contact After Camp
- Harassment and Intimidation
- Physical, Verbal, or Sexual Abuse
- Personal Displays of Affection
- Staff-Camper Relationships
- Illegal Drugs
- Alcohol, Substance Abuse
- Smoking
- Curfew
- Performance Warnings
- Transportation To/From Camp
- Personal Vehicles
- Pets
- Weapons
- Staff Children
- Child Care Waiver
- Personal Property
- Expense Reimbursement
- Visitors
- Injuries
- Gratuities
- Electronic Gadget Policies
- Shortened Season
- Pay Dates
- Lost Paychecks
- End of Session Obligations

Morning Reflections

Updated May 16, 2006

Purpose

Morning Reflections is an effective character development technique that helps us reach our camp goals.

Description

Morning Reflections is a non-denominational time at the start of the day (after flag raising) during which one staff member sets the tone for the day by making a thoughtful presentation. Morning Reflections offers a positive start for the day and gets the entire camp thinking about values. Morning Reflections is conducted in a manner that encourages everyone to think about what the topic at hand means to them.

As a YMCA camp, Camp Echo holds Christian values as important. As a camp that serves campers and employs staff from a variety of religious backgrounds, we translate and impart those Christian values in ways that do not favor any one religion or threaten anyone's beliefs. Everyone must feel welcome.

Leadership

Morning Reflections should be led by a staff member. Although campers can sometimes contribute by telling a story or acting out a skit, any such presentation should be prepared and practiced under the guidance of the staff member in charge. The presentation should not be "turned over" to a cabin group.

Components of an Effective Morning Reflections Presentation

- Introduce the topic. "Today's Morning Reflection is about ..."
- Read a short story or a poem and/or lead a song with lyrics that relates to the topic.
- If you decide to include a skit, consider using other staff members as the performers.
- If possible, include a personal anecdote that makes the topic "real" to the group.
- Close with a thought-provoking comment.

Suggested Topics

- | | | | |
|-----------------------------|------------------------|------------------------|--------------|
| • Caring | • Loyalty | • Positive Attitude | • Change |
| • Honesty | • Thankfulness | • Learning New Things | • Safety |
| • Respect | • Leadership | • Working Together | • Nature |
| • Responsibility | • Individuality | • Think Before You Act | • Happiness |
| • Diversity | • Peer Pressure | • Personal Property | • Kindness |
| • Asking for Help | • Overcoming Adversity | • Making Mistakes | • Courtesy |
| • Helpfulness | • Taking Risks | • Role Models | • Trust |
| • Growing Up | • Having an Open Mind | • Cleanliness | • Love |
| • Time/Place for Everything | • Sportsmanship | • Healthy Habits | • Friendship |
| • Cooperation | • Getting Along | • Bullying | • Integrity |
| • Problem Solving | • The Platinum Rule | • Pay it Forward | • Reflection |
| • Anger Management | • Goal Setting | • Show the Spirit! | • Courtesy |

Flag Etiquette

Added May 20, 2004

- The flag should be displayed on any day that weather permits, legal holidays, and special occasions.
- It is customary to fly the flag from sunrise to sunset. If displayed at night it should be lighted.
- Care should be taken to avoid letting the flag touch the ground.
- Display the flag at half-staff as a sign of mourning. Raise the flag completely, then down halfway.
- Display the flag with the blue union field up; for a hung flag it should be in the viewer's upper left.
- To salute the flag, non-military citizens remove their hats and place their right hand over their heart.
- Soiled or worn flags should be sealed in a box or bag and burned or disposed of in a dignified manner.

Dining Hall Procedure

Updated May 13, 2009

Before the meal ...

- Waiters go to the dining hall after flag raising in the morning (just before Morning Reflections) and at waiter's call, 15 minutes before lunch and dinner.
- Items to be "set" will be out. Cold food and some hot food may also be ready to be set out.
- After Morning Reflections in the morning, and at meal call for lunch and dinner, all campers head over to the dining hall. On the first day, make a meeting spot for your group. Your meeting spot should be at least 25 feet away from the steps. ***Do not line up at, or bunch up around, the steps.***
- The staff member in charge of the meal will invite the groups in when the meal is almost ready.
- A paid staff member should sit facing the stage! ***A paid staff member should sit facing the stage!***
- Get your group standing around the table. We do grace. After grace, be seated and send your waiters up to get any hot food that has been held until grace is completed.

During the meal ...

- SCs or other Senior staff subbing for SCs, and the AC, are expected to eat with their cabins. The round tables accommodate up to 14 chairs. Starting in 2009 we should not ever have more than 11 campers in a cabin, or a total of 14 people. When your LIT joins you for a meal, your CIT eats at the LIT table.
- Be aware of what is going on at your table. See that food is passed around and watch for campers who are not eating. Insist on good manners! Tell campers to keep their voices down. It's OK to use a "he who kills it fills it" rule but limit how many are up at a time. ***Before someone goes to get seconds they should ask the group how much or how many to get.*** Don't let campers eat standing up.
- Individuals getting up from the table (for salad bar, etc) need to be wearing one of the two wristbands – this is to control the number of people walking around the Dining Hall at any one time.
- No cheers or songs while we are eating. Exception: One 'Kiss the Moose' at lunch and dinner. When cleanup begins, fine. Here are some traditional Camp Echo dining hall cheers: "We got spirit, yes we do ... We got spirit, how 'bout you? <point>" ... "We are table number 1 ... Where is table 2?" ... "Here's to --- and the way s/he does the ---" ... "Announcements, announcements, ..."

We all love cheers in the dining hall. It's a time the whole camp is together and a time for fun and spirit. But a pleasant atmosphere while we are eating is important for good health and peace of mind. Staff should use good judgment in leading cheers. Campers may suggest cheers, but don't be afraid to say, "No". Don't overdo the cheers. In moderation, they are fun. In excess, they will drive us nuts.

When almost everyone seems to be done eating ...

- Cleanup time begins when most groups finish eating. The Dining Hall Steward will initiate the cleanup by ringing the "Cow Bell." ***All food, condiments, and beverages go up first! No plates or cups until all the food is up!*** On the first trip up, the waiter should get a scraper and bring it back to the counselor.
- Beverages go back to the beverage window. *Empty beverage containers, and water containers full or empty, go directly to the "In Door."* This should also happen before plates and cups.
- A counselor should scrape the plates and bowls. Stack the plates, bowls and cups. The top plate or bowl should be the only ones with food left on them. Sort the silverware onto three clean plates – do not use cups for this purpose. ***Pour any leftover liquids from cups or bowls into the water pitcher.***
- Serving dishes with food still on them, and condiments, go to the food window. If there is a serving spoon in the dish, drop it in the silverware bin on the way to the window. Empty serving dishes should be scraped and stacked along with the rest of the plates.
- Silverware gets dumped into the properly labeled bin. Place the cups in the cup racks, upside down.

- The top plate or bowl gets scraped into the *smaller* garbage can. Stacks of plates and bowls are taken through the cleanup doors are neatly but quickly placed on the counter. The traffic flow is one-way, from right to left. “In The In Door, Out The Out Door.” Paper and plastic go in the *larger* garbage can.

After all the food is up and most groups have finished taking up their plates and cups ...

- When the person gets up to give the first announcement, cleanup stops, even if your table is not done! The service windows will close and no plates will be accepted. Food should **all** be up already! ***Do not let your waiters bring things up, sweep, or wipe tables during announcements!***

- The last announcement will end with a phrase such as, “Counselors, identify your waiters; campers, turn towards your counselors.” This means just what it says. You should train your campers to expect a short meeting after the meal. ***Nobody should get up and go until the counselor has dismissed the group.*** At this short meeting, you can say things like, “*I want everyone to go directly back to the cabin.*” Or, “*Don't forget, meet at the flagpole when the bell rings.*” Or, “*You three don't forget that you go with Bill for Kybo cleanup.*” **Campers must be reminded not to run while exiting the Dining Hall.**

- The counselor is responsible for reminding the waiters that they need to stay and finish the cleanup and check out. This takes just a few seconds and it is vital to the operation of the kitchen and the dining hall.

After the meal is over ...

- After every meal, the waiters wipe the table, sweep, and check out with the Dining Hall Steward. The Dining Hall Steward will refill napkin holders daily, usually after breakfast.

These instructions may seem hard to remember but it is the only way we can effectively serve a meal for nearly 300 people and clean up after. Please do your share to make mealtime a pleasant experience.

Dining Hall Rules

Updated March 24, 2007

Because we care about others, are sensitive to their well-being, and helpful to others:

- Wait until cleanup begins at the sound of the bell to start cheers or songs.
- Always walk when leaving the dining hall so you or others don't fall and get hurt.

Because we are honest, trustworthy, have integrity, and make sure our choices match our values:

- Waiters should not eat before the rest of their cabin.
- Take only your share when amounts are limited.
- Always use a wristband when you get up to go to the salad bar or the specials table.

Because we have respect, treat others as we want to be treated, and value ourselves and others:

- Remove hats upon entering the Dining Hall. Stand until grace is over.
- Always use good manners: "Please" ... "Thank You" ... "You're Welcome"
- Never play with food, pound on tables, or stand on the benches.
- Don't cheer when benches fall; someone could be hurt by a falling bench.
- Don't waste food; eat all the food you take and drink all the drinks you pour.
- When hands go up, every hand goes up, and everyone stops talking.

Because we are responsible, do what is right, and are accountable for our behavior and obligations:

- Waiters must wash hands before setting tables.
- Wear clothes to meals – no swimsuits or wet clothes.
- Cabin groups should wait outside, away from the steps, until their counselor says to go in.
- Waiters should ask the cabin group "how many" or "how much" before going up to get seconds.
- "In the In Door, Out the Out Door"
- When announcements are over, turn towards your counselor, and he or she will dismiss you.
- Waiters must stay after, wipe the table, sweep, and check out with the Dining Hall Steward.
- Only the Health Officer may take food or dishes out of the dining hall.

Tips for Making Announcements

Updated May 22, 2003

- When you first go up, stand on the stage, and try to catch the eye of a number of staff members around the room. It sometimes helps to put your hand up at "half mast," but don't put your hand up right away.

The other staff sitting with campers should start to catch the attention of their campers – tell them to "get ready to put your hand up." But don't put your hand up yet.

- After you feel you have caught the eye of over half the staff, put your hand up. Wait until everyone is quiet and put your hand down. **Do not talk with your hand up!** Put your hand down before you begin your announcement. **This may seem trivial but it is a key to making the 'hands up' process work.**

The other staff sitting with campers should jump on kids who are still talking right away. Everyone should be quiet within two seconds.

- Use the microphone and speaker system – speak in a normal voice and you will be heard. If you choose not to use the microphone, speak in an over-loud voice. Very few people are capable of this.
- During your announcement you may be interrupted by cheering. Wait until cheering has peaked before you raise your hand again to continue your announcement. It does no good to have your hand up for 15 or 20 seconds while people make noise.
- Repeat the most important things – times and places – at the end of the announcement. *"Remember, when the bell rings, meet at the Bell Tower."*
- Don't ask people to raise their hands for any other purpose than for getting quiet. If you want to take a survey, have people clap their hands. Example: *"Clap your hands if you've ever been to camp."* NOT: *"How many of you have been to camp?"* **This may seem trivial but we want hands up to mean quiet.**
- Go over the words of complicated songs the first time we sing them. For some songs this may need to be done every session!
- Don't clap your hands during a song, except possibly during the chorus of a song that **everyone** already knows. Tell everyone, "Snap your fingers" if you feel that some hand motion is needed. There is nothing worse than having 25 campers sing and clap while 200 campers wonder what the words are. There are new campers at camp every year and every session!

Remember ...

- The person giving announcements needs the cooperation of every other staff member in order to communicate his or her message. ***If staff members are talking, the campers will start to talk too.***
- If you are giving an announcement it must be important. Take charge. Make sure you have everyone's attention before you proceed. If you lose control, stop and get everyone quiet before you continue.
- Limit your announcement(s) to things that will happen between now and the next chance to give announcements (usually the next meal). Nobody will remember things more than 3 or 4 hours!

Health Officer's Notes to Staff

Updated May 16, 2006

- All persons, campers and staff members, will have completed Health Forms filed with the Health Officer upon arrival for their first full day at camp. If staff members have been unable to arrange a physical prior to your arrival at camp, an appointment will be made for you at your expense. All staff members are required to state, on their Health Form, whether they are free of infectious diseases, the date of their last tetanus shot, and that their immunizations are up to date (or give a reason why not).
- Camper medications are collected in Evanston and given to the Health Officer upon arrival. Counselors should ask each camper (especially those arriving by car) on the first day if they still have medications – even aspirin or Tylenol – they must be turned in to the Health Officer.
- Staff members must turn in all medications to the Health Officer before the campers arrive.
- Medication will be dispensed at meals and bedtime. Campers should be encouraged and reminded to get their medications before 10:00 pm, particularly if the Evening Program runs late.
- Medical issues noted on the Personal History Form should be discussed with the Health Officer if you have questions. The Health Officer will notify staff of camper restrictions noted on the Health Forms.
- Counselors of cabin groups going on an overnight (including on-camp overnights) must check out with the Health Officer to obtain a first aid kit. Medication taken on a regular basis should be picked up at this time. The counselor should know who, what, and when.
- Routine medication is available in the Klein Clinic for the following ailments: headaches, colds, sore throat, earaches, allergies, cough, congestion, nausea, vomiting, eye irritation, poison ivy, rashes, stings, burns, abrasions, soreness, strains, splinters, and blisters. The best form of medicine is preventative.
- Staff (and camper) visits to the Medical Center, including new or refilled prescriptions, will not be billed to camp. Staff must have insurance information or pay cash at the time service is rendered.
- The porch of the Klein Clinic is to be used for individuals waiting to see the Health Officer. The Klein Clinic is off limits until one is invited in by the Health Officer. During morning sick call, campers may be asked to wait outside the porch on the grass.
- While the Health Officer is available for illness and injury 24 hours a day, treatment for minor problems should be sought at sick call immediately following breakfast or dinner. Campers may not go to the Klein Clinic without asking, or being told to go by, their counselor. Only a serious problem should require the Health Officer's attention during Saska or the middle of the night.
- The Health Officer will appreciate your consideration for their privacy. The Health Officer is *not* running a 24-hour drop-in center. The position of Camp Echo Health Officer is exhausting enough even when everyone is healthy. ***Staff are expected to handle minor scratches by washing with soap and water and/or application of a Band-Aid.***
- The Health Officer monitors communications on the camp's two-way radio system at all times. If the Health Officer leaves the Klein Clinic, a note will be left on the door, and the two-way radio will be with them. The Camp Director, Program Manager, Property Manager, Birches, Outpost, and Barn have radios. There is a radio available in Lakeside for check-out by groups using the High Ropes courses.
- A few dry blankets and sleeping bags are kept in the Klein Clinic for emergency use. Clothes and sleeping bags soiled by bathroom accidents will be sent in for cleaning and charged to the camper's TP.
- A camper falling from a top bunk may not be moved. The Counselor may need to prevent the camper from moving his or herself. Notify the Health Officer immediately. Do not leave the camper unattended.

Programming Basics

Reviewed May 22, 2003

Types of Programs

- All Camp Program: All of main camp participates.
- Unit Program: For several cabins of the same age group.
- Cabin Group: Cabins plan individual programs for themselves.

Standard Programs

- Theme Day: A program where the activities are centered around a central theme.
May simply be a theme for a meal. Does not need to last all day.
- Special Interest Groups (S.I.G.): Unusual activities not offered in regular activity periods.
- Take Your Choice (T.Y.C.): Activity areas are open. Campers choose what they want to do.
- Station Game: Groups rotate among activities after short periods of time.
- Olympics: all camp program, lasting one or two days.
Campers are divided into teams by countries, colleges, or another theme.
Includes both athletic and non-athletic events.

Planning and Running Effective Programs

- Establish a purpose or reason for program.
- Think about content of the program. What are your objectives?
- Figure out location, set-up and equipment needs.
- Plan a good presentation of program to staff, and then campers.
- Determine responsibility of leaders involved. ***Include cleanup!***
- Make up list(s) of rules and instructions.
- Run the program.
- Evaluation –
 - What did you learn by doing the program?
 - Should we do it again?
 - What was the camper/staff reaction to the program?

Program Tips

- ***Plan Ahead!***
- Be enthusiastic and excited. (This is 98% of a program's success.)
- Be clear and concise in your announcements.
- Go for maximum participation.
- Build up enthusiasm for upcoming events.
- Give direction for action and challenge.
- Be aware of your timing.
- Use all your resources and ask for help if you need it.

Things to Avoid

- Violence.
- Frightening experiences.
- Fighting.
- Deep woods programs that invite poison ivy and injury.

Keys to a Successful “olympics” Program

Updated May 13, 2009

Purpose

The olympic programs bring the whole camp together for the weekend. Teamwork, cultural awareness, social understanding, and personal growth are the underlying message. Although competition between teams and individuals adds to the excitement, competition in and of itself is not a goal of our olympics.

Olympic Gods

Before each session, the olympic gods are identified. Any staff member could be named. If you are interested, you must be successful in lobbying the Program Coordinator for the job.

Choosing a Theme

For many years, there were three basic all-camp competitions at Camp Echo: An olympics with a true olympics theme and teams with names of countries; an NCAA event with a sports theme and teams with names of colleges; and a Campathalon with a Native American theme and team names with tribes. Study the older plaques in the Dining Hall and Social Lodge to see evidence of these events. About twenty years ago, staff began choosing more creative themes from various segments of pop culture. Memorable examples have been the Toy olympics, the Cartoon olympics, the Hip-Hip olympics, the Dr. Seuss olympics, the Wizard of Oz olympics, the Lord of the Rings olympics, and the Circus olympics.

Be creative! Even though the theme is typically kept secret from most of camp until the last minute, you must consult with the Program Coordinator for final approval of the theme.

Arrangements

Prepare an outline for the program, listing all the ceremonies, events, and activities. Identify where supplies might need to be purchased and begin investigating availability and cost. Identify any major setups, clever devices, or mind-blowing presentations that involve fire or require the technical expertise of the Property Manager. Clear everything before you plan the details of anything. Saturday night is Cook's Night Out so there are always team cookouts for dinner. The Head Cook orders standard cookout food unless you tell her otherwise the Tuesday before. Assign staff to do pack outs and clean up.

Suggested Activities

Basic ingredients of an olympics program include an opening ceremony, sports competitions, creative games, tug of war, a steeplechase, non-athletic competitions, and a closing ceremony. Each team typically creates cheers and designs a flag or a plaque in the craft shop. There has typically been an awards ceremony where sportsmanship and enthusiasm are recognized. Again, be creative! Consider a swim meet, war canoe races, a rodeo, an archery contest, a scavenger hunt, a theme meal, and so on.

Staff Assignments

Each team needs coaches. Be sure to check with the Main Camp Director to be sure the coaches you choose are not on a night out. After assistant coaches (including CITs) are assigned, the leftovers are used to officiate, help with setups, help with cleanup, serve as extras in skits, and so on.

Making the Teams

Typically there are four teams. The gods attempt to balance the teams by gender, age, and ability.

Meals

For at least some of the meals in the Dining Hall (typically not breakfast), campers eat at tables in team groups instead of cabin groups. The gods must make sure that each table is supervised by a staff member. Non-cabin-group eating makes life difficult for the Health Officer who is trying to find campers who require meds. The gods are in charge of graces and assist with announcements. Waiters set their own cabin's table, and must be reminded to finish the cleanup at the end of the meal. Saturday cookouts are typically held at the amphitheater, behind Ben Snyder, the Meadow, and Staff Village.

Service at Camp Echo

Updated May 17, 2009

Service Tasks – After Breakfast

Each cabin is assigned a service task each day. One counselor from each cabin, either the AC or SC, is assigned to supervise a service task for an entire week. Service tasks include, but are not limited to:

- Grounds East and Grounds West – picking up litter from the common area of the peninsula.
- Dining Hall Porch – sweeping the Deck and the Steps, shaking the sand out of the door mat.
- Staff Tables* – setting/cleaning the tables on the Deck. The staff will get seconds and clear.
- Courts – sweeping the tennis and basketball courts. Brooms are in the rack on the PO Porch.
- Social Lodge – sweeping, putting the benches along the wall, picking up any litter from TP.
- H₂O – raking the sand on the swimming area beach up from the water's edge to the fence.
- Sailing, Skiing, B&C – straightening the PFDs and raking sand up from the water's edge.
- Kybo East, Kybo West, Kybo North – Picking up litter, sweeping, and replacing toilet paper.

* The Staff Tables Service Task begins after breakfast and includes setting breakfast the next day.

The Camp Echo “Adopt a Highway” Program

The Camp Echo “Adopt a Highway” program assigns to each cabin group a physical area or path at Camp Echo near or on the way to the cabin. These areas go beyond the regular Service Task list. Each cabin is encouraged to keep their area or path clean and free of litter on a regular basis, or to set aside a specific time when the cabin group can work to improve the appearance of their area or path. These assignments do not change; as campers move through the cabins they experience different areas.

- Steffek Hand Washing Station Area by the Dining Hall Deck
- Friendship Path on the east side of the Dining Hall
- McCallum Amphitheater
- Potter Chapel
- Christopher Path from Dining Hall to Christopher
- Wally Ford Path from Kiwanis to Wally Ford, general area behind Social Lodge
- Triangle Path from Kiwanis to Triangle, woodsy area between paths on the Point
- Kiwanis The slope from Kybo West up to the Social Lodge
- Y's Men Path from Swimming to Kybo West
- Lions Grassy area from Sailing to Ben Snyder Fire Pit
- Ben Snyder Ben Snyder Fire Pit and the Grassy Area over to Fishing
- Optimist Grassy area from Fishing around Swimming to Water Skiing
- Fremont Loop of Road through the Hill Area
- Dugdale Path from the Dining Hall to Dugdale
- Featherstone The Meadow and the Meadow Fire Pit
- Metz Path from Dugdale to Metz
- Codor Trip Center Field
- Alumni Path from Metz to Alumni, and Alumni out to Trip Center Field
- Northbrook Road from Dining Hall to Staff Village
- Moon Staff Village Area including the Fire Pit
- Outpost Path to Outpost, and Road from Biking to Archery
- Voyagers ***Behrends Hill Area - Special Care and Attention - See Brian McGinn***

Service Projects and Service Learning Experiences

Check with the Property Manager if you have an idea for a service project; successful completion will be recognized with a small hanging plaque in the Dining Hall. Voyagers do a one-day service project in Fremont. An Echo Service Corps program spent four weeks over the two summers of 2005 and 2006 constructing the Tree House Overnight Area. Additional service learning opportunities may be included as a part of other Camp Echo teen programs from time to time.

Supervision of Campers In General

Added May 14, 2008

Introduction:

Although we assign specific counselors to specific cabins, and although there are many staff members with non-cabin program and support responsibilities, we are *all* responsible for the supervision of *all* the campers *all* the time. The implications of this are:

- You should always be aware of the campers in your vicinity and what they are doing.
- Staff who are "on duty" should never put their own needs ahead of camper supervision.
- It is always appropriate to step in to handle a brewing problem or unsafe condition.
- The more campers in a group, the more staff members needed for adequate supervision.

General Supervision vs. Activity Supervision:

We have specific Program Statements that define supervisory ratios and supervisory procedures for each activity area around camp. We also have specific Cabin Group times when cabin staff are with their own campers, supervising their activities. We also require that a cabin counselor be present, and on duty, during Saska and all night in the cabin.

When we say "General Supervision" we are talking about all of those *other* times during the day, including, but not limited to:

- Times when campers are in their cabins, changing clothes or getting something they forgot.
- Transition times, when campers are moving from one activity to another.
- KYBO time in the morning, before meals, and before bedtime.
- Fun Swim and Twilight Fun choice periods in general.
- Any time campers gather at the Trading Post, courts, or game areas.
- During meals, when campers may be up and about as waiters or going to the salad bar.
- Before and after meals when campers are gathering at the Dining Hall.

Delineation of Roles When Several Staff Members are Present:

When several staff members are present, the following should govern who is "in charge":

- The person physically closest to the situation should intervene immediately.
- Depending on the severity of the situation, you may choose to:
 - Inform the camper(s) counselor(s) of the incident and resolution after the fact.
 - If camper(s) counselor(s) is/are nearby, they should be engaged in the resolution.
 - Escort the camper(s) to the appropriate Senior Staff Member.
 - Send someone for additional help, while you monitor and maintain safety on the scene.
- In a medical emergency, a highest-certified staff member provides care.

What to Look For or Listen For that Requires Action:

- Screaming or yelling. Pay attention to determine whether it's "fun" or "a problem".
- Inappropriate physical contact or closeness, particularly between boys and girls.
- Dangerous or unsafe situations – climbing things, waving sticks, throwing rocks, etc.
- A child who appears to be crying, in pain, or unexpectedly immobile.

How and Where to Get Additional Help:

- Someone is in the Klein Clinic at all times, or a note on the door will say where to look.
- Use the phone in the Clinic, P.O., or Lakeside to call the Camp Director at 928-0710.

Saska

Updated May 17, 2009

- Saska is a rest hour after lunch. Campers are expected to remain in the cabin, preferably on their bunks, during Saska. Trips to the Kybo should be regulated and are not an alternative to resting.
- At least one paid staff member must be in the cabin, **with the campers**, at Saska. In other words, if one paid staff member needs some time out of the cabin to make a phone call, take a shower, or plan a program, it must be arranged so the other paid staff member remains in the cabin. Often, an agreement is reached where the counselor who will be "sleeping in" that night has some personal time during Saska.

We are doing this for a number of reasons:

- We want to be sure that campers get enough rest.
 - We want to be sure that there is no bullying or teasing going on during Saska.
 - We want to be sure that a staff member is present in the event of an emergency.
 - We want to be sure that campers stay in their cabins during Saska.
 - We want to be sure that staff pace themselves and realize they need a Saska too.
- Appropriate activities for campers during Saska include:
 - Reading mail, Bunk Notes, and faxes
 - Writing letters and Bunk Replies
 - Sleeping
 - Reading books or magazines
 - Listening to music with low volume on their walk-man, CD player, or iPod Shuffle
 - Playing cards with yourself or one other person
 - Whispering if they want to borrow reading material from a friend
 - Going to the Kybo as needed
 - Inappropriate activities for campers during Saska include:
 - Playing catch or any other outside activity.
 - Talking, yelling, singing, screaming
 - Any form of horseplay,
 - Bullying, teasing, harassment, or conduct or statements that demean others
 - Going to the Kybo to hang out with friends from other cabins
 - Taking showers – not as individuals, not in small groups, not as a cabin, not at Saska!
 - The counselor who is “covering Saska” should stop at the PO on the way to the cabin to pick up mail. Mail should be distributed to campers at the start of Saska. If you distribute a Bunk Reply sheet, be sure to collect it at the end of Saska and take it to the PO before Cabin Group time begins. (Bunk Replies written at night are brought to breakfast the next morning and turned in to the person collecting mail.)
 - Staff who are taking time out of the cabin during Saska should not be engaging in activities near camper cabins that would be considered noisy or disruptive. Appropriate activities include showering, checking email, making a phone call, or talking quietly in the Program Office or the Dining Hall.
 - ACs age 17 or under **are** permitted to be the sole staff member in the cabin during Saska. We allow this because the SC is "on call", nearby, and can be quickly notified of any emergency or cabin problem that needs attention. Our overall ratio of adult staff to campers on camp property is being maintained.
 - CITs are program participants and are **not** permitted to be left alone to supervise campers at Saska.

Bedtime

Updated May 16, 2006

- Evening programs should be designed to end before 9:30. The person in charge of the evening program should watch the clock and conclude the program on time. At the end of the evening program, the person in charge needs to remind campers who have bedtime medications to see the Health Officer.
- Getting your campers to put away the flashlights, letters, radios and games, get quiet and go to sleep is one of the most important, yet difficult tasks you will face as a cabin counselor.
- Establish a bedtime procedure for your cabin the first night. Younger groups should go to the Kybo as a group. With older campers, establish a system of trust and don't let campers violate your rules.
- **Taps Talks** are a sharing of experiences or a counselor message at the end of the day. Suggestions might include reading a story; going over plans for the next day; each person having a chance to talk about themselves, their fears, their goals, their hopes, or their experiences. Talk about the Morning Reflections from that morning and try to relate it to the camper's experiences that day. When doing this talk don't keep the lights on. Use a candle or flashlight. It helps create a more relaxing atmosphere.
- **Ghost Stories are inappropriate in a camp setting and for younger campers!** You need to know that you are establishing genuine fear in a camper when you tell them that there is the "Man in White Pants" lurking in the bushes waiting to get them.
- Both cabin counselors are required to attend the Taps Talk on the first and last night of each session.
- At least one paid staff member must be in the cabin, **with the campers**, all night. In other words, if one paid staff member needs some time out of the cabin to make a phone call, take a shower, plan a program, or is attending Staff Snacks, it must be arranged so the other paid staff member remains in the cabin. Often, the counselor who will be sleeping in that night gets some personal time during Saska.

We are doing this for a number of reasons:

- We want to be sure that campers get enough sleep.
- We want to be sure that there is no bullying or teasing going on after bedtime.
- We want to be sure that a staff member is present in the event of an emergency.
- We want to be sure that campers stay in their cabins for the night.
- We want to be sure that staff pace themselves and realize they can't stay up late every night.

We are giving weekly nights out and extending the curfew in return for this additional "duty".

- ACs age 17 or under **are** permitted to be the sole staff member in the cabin after Taps. We allow this because the SC is "on call", nearby, and can be quickly notified of any emergency or cabin problem that needs attention. Our overall ratio of adult staff to campers on camp property is being maintained.
- CITs are program participants and are **not** permitted to be left alone to supervise campers at night.
- Non-cabin leadership or support staff may occasionally need to be assigned to sub for cabins of the opposite sex for the evening. They will remain outside while campers change for bed. They may sit or sleep on the porch or outside the front door while they are in the cabin supervising the sleeping campers.
- The Officer of the Night will circulate among the cabins at least once before midnight to verify that all is quiet and that everything is under control.

Taps Talks

Updated May 17, 2005

Purpose

The Taps Talk is an effective character development technique that helps us reach our camp goals.

Description

A Taps Talk is a discussion activity at the close of the day (bedtime) during which campers and counselors share thoughts and ideas. The Taps Talk provides positive closure on the day and gets the group thinking and talking about how to have a better day tomorrow. Taps Talks should be conducted in a manner that allows each camper to contribute without feeling threatened or embarrassed.

Three ways to approach the Taps Talk

1. Follow up on the topic raised in Morning Reflections that morning.
2. Choose a topic that is relevant to something that happened in your cabin group that day.
3. Select a topic from the suggested list below, or any other topic.

It is often a good idea to preface a Taps Talk with a story that relates to your question.

Suggested Taps Talk Topics

- What is caring? What is honesty? What is respect? What is responsibility?
- In what ways are you the same as others in this cabin? In what ways are you different?
- What goal do you have for your session at camp?
- If you could meet anyone from history, dead or alive, face to face, who would it be, and why?
- If you could have any super power, what would it be, and why?
- What is one thing you did today that helped the group work on its goals?
- What was the best part of your day? (this can also be referred to as the “miracle moment”)
- What was your most favorite moment in your life?
- What is something unique (different) about yourself?
- If you could be any animal what would you be and why?
- What can you do to make tomorrow a better day?
- Who do you trust most in this world? What makes you trust them?
- Why is it important to cooperate? In what ways have you cooperated today?
- Say something nice about the person on your left/right.
- What is a way that you cooperate at home? at school?
- What is something you did today/this week that you haven't done before?
- If you could live anywhere in the world where would it be and why?
- What things do you look for when choosing a friend?
- Share something you learned about someone else today.
- How has someone in the group helped you?
- Do you feel different about camp now than when you first came? How?
- What is something that you did today that you are proud of?
- What is something that you are looking forward to tomorrow?
- What is something you feel you can do well?
- If you could change one thing about this camp what would it be?
- Tell about a time when you had a problem with a friend and how you solved it.
- If you met an all-powerful entity that could answer any question, what question would you ask?
- What do you want to do when you get out of school?
- What one aspect of camp would you like to take back home with you?

Nights Out

Updated May 13, 2009

- Staff are entitled to one night out each week. The Main Camp Director assigns nights out. There will be no nights out during the one-week Session 1. Exceptions may be made for staff working layover.
- The Night Out begins after Fun Swim. If you are scheduled to work Twilight Fun, you must find a substitute. If you leave camp, you must be back in camp by 12:50 am.
- Nights Out for ACs age 18 or under are scheduled, and supervised by a staff member age 21 or over.
- Cabin counselors are expected to sleep in their cabin on their nights off.
- SCs with under-18 ACs should verify at lunch that the assigned substitute knows that they will be subbing for them that night. Tell the substitute whether or not you will be leaving camp.
- Non-cabin leadership or support staff may occasionally need to be assigned to sub for cabins of the opposite gender for the evening. They will remain outside while campers change for bed. They may sit or sleep on the porch or outside the front door while they are in the cabin supervising sleeping campers.
- Staff leaving camp on time off must sign out on the clipboard at the Dining Hall Deck, and indicate whose vehicle they are in, who is driving, and a general destination (city) at the time of sign-out. This information is needed in the event that a vehicle fails to return to camp by curfew. ***If you are assigned to work Twilight Fun, you must also indicate the name or initials of the person who is subbing for you.***
- When you return to camp, sign in on the clipboard. **You must sign in and sign out yourself. You may not ask someone else to do it for you.** Failure to sign in may result in disciplinary procedures.
- Note: If you return to camp after 11:50 pm the PO, Staff Lounge, and Dining Hall will be closed.

Officer of the Night

Updated May 13, 2009

Each night, a 21-year-old member of the leadership staff will be designated as the Officer of the Night.

The duties of the Officer of the Night include the following:

- Make two circuits around to all the 18 camper cabins and all the cabins that comprise Staff Village.
 - First, check the "Overnight List" in the PO so you know which cabins should be empty.
 - On the first pass (10:30) verify that any cabins with awake campers are supervised.
 - On the second pass (11:30) campers should be asleep. Staff Village should be under control.
- Make sure the interior light switches are off in the Kybos and the water is off. The lights in the toilet areas of East and West stay on all night. The exterior lights on North and Way North should be on all night. Turn off all lights in the Social Lodge. The overhead light on the Hill stays on all night. File a report for any burned-out light (Kybo or Hill) that is kept on only at night by a light sensor.
- Report intruders to the Property Manager. Do not be afraid to wake the Property Manager up.
- Food service ends at 11:30. You may be able to help the person in charge tidy up and encourage the staff in the Dining Hall clean tables. Close the Staff Lounge and the Dining Hall at 11:50. Turn off fans and lights and unplug coffeepots. See that the kitchen is secured and the light on the loading dock is on.
- Close the P.O. at 11:50. This includes the Computer Lab.
- Everyone – except those not back from their night out – must be in cabins and quiet by midnight.
- The Officer of the Night stays on duty until all staff who left camp for their night out have returned. Report a missing car to the Camp Director. Do not be afraid to wake the Camp Director up.
- Staff members out of their cabins after curfew without permission **will be written up** (not warned).

Parent Letters

Updated May 13, 2009

As each session of camp draws to a close, the cabin counselors share the duty of writing letters to the parents of each of their campers who is leaving for home, or leaving to move into another cabin. The well-prepared counselor begins making notes for these letters as soon as the session begins. You should start writing your parent letters during the second week. Do not leave them all until the last night.

This is an informal letter that is intended to let the parents hear personally from the counselor about their child's experience at camp. Although, we encourage you to handwrite each letter, you may type them on the Parent Letter Template in the Computer lab. ***The purpose of parent letters is to share with the parents some of the counselor's observations about their child's experience and in so doing to enlist their goodwill and encourage their child's return.*** Every year we hear from parents who look forward to and appreciate the parent letter. If a letter gets skipped or overlooked, we are certain to hear from a disappointed parent. ***Check the Personal History Form to see if you should be writing two letters.***

Refer to the Personal History Forms when writing your letters. On these forms, parents share their goals for their children's experience at camp. The back of the form has a letter from the parent to the counselor and a letter from the camper to the counselor. This information will guide you as you write your letters.

Although the SC and the AC may share the job of writing the parent letters, ***it is the ultimate responsibility of the SC to see that the letters get done.***

Since each of these letters represents not only the counselor, but also Camp Echo and the McGaw YMCA in Evanston, it is important that some care and consideration be given to their writing. The following suggestions may prove helpful.

- A mention of the Camptivity classes in which the camper participated is a good idea. Progress in swimming skills is also deserving of special mention. In cases where further instruction would be helpful you might suggest enrollment in swim lessons at a YMCA near home. Counselors who take the time to get to know their campers, and who take an interest in the activities in which the camper participates, will have no trouble with this section of the letter.
- Parents are always interested in their child's adjustment to cabin group living. Some areas worth mentioning are relationship to peers; relationship to the counselor; the camper's acceptance of leadership and service responsibilities; and the camper's attitudes towards camp.
- If the camper has had any problems at camp, the counselor should describe the problem, indicate what efforts were made to help the child, and describe what results were forthcoming (positively of course!). We are not trying to hide problems from parents. In some cases this may be the first a parent has heard of a particular problem and may be very happy to have had the problem dealt with.
- A closing that mentions a return to Camp Echo next year. A short description of the programs available at the next level (e.g. Trailblazers, Explorers, Birches, Trips, LIT, CIT) may be appropriate.

In spite of even the most serious difficulties experienced by the camper, the parent letter should be positive and constructive in nature. Indeed there will be frustrations compounded by exhaustion by the end of the session. Furthermore, there are campers who have many problems at camp. However, a parent letter should never serve as the release for the counselor's frustration. A negative can always be stated as a potential positive! When in doubt, ask the Social Worker or Head Counselor.

The Social Worker or Head Counselor will read your parent letters prior to mailing. You may be asked to rewrite letters that are too vague, impersonal, or which detail problems with negative wording that might cause distress, and which can be rephrased in a more positive way.

Completion of parent letters is required before you are released for time off at the end of a session.

Intruders and Unexpected Visitors

Updated May 19, 2004

The Camp Echo property seems pretty large and protected from outside influences; nevertheless, we need to be aware that we are in fact actually quite accessible to anyone.

The naming of the camp road "Triangle Trail" with an official road sign has prompted uninvited guests to enter out of curiosity. And although our property line is marked with "No Trespassing" signs, we do occasionally receive visits from uninvited guests who cross over from our neighbors' property.

Some people may want to find out about our program, or may be alumni from many years ago – this is fine. But others may have no business (other than intruding) being at camp. It is the latter about which we should be concerned for the sake of the safety and welfare for all our campers and staff.

If you see a stranger, ask politely, "May I help you?"

- If you suspect that the person is just curious about our program, you may explain a bit about our camp as you direct them to the Camp Director or Program Manager.
- If they want to stay and observe the program, ask them to speak with the Camp Director or Program Manager and direct them to the proper office.
- If they ask to see a particular camper, take them to the Camp Director, Program Manager, or Main Camp Director immediately. Never release a camper to anyone without direct notification from the Camp Director or Program Manager. The Health Forms have "Do Not Release" information.
- If you suspect that this is an intruder who may be dangerous or may be attempting to "case us out", remain calm, do whatever you can to keep your campers safe, and send someone for help. The word "arclight" can be used in a sentence to another staff member to convey the threat discreetly.

If there are people harassing campers and/or staff from the water:

- Do not respond.
- If possible, get the number on the boat.
- Report directly to the Camp Director or the Property Manager.

A Few Words About Pranks

Reviewed May 20, 2006

Pranks are fun. However, there is sometimes a fine line between what is considered a prank and what is considered vandalism. Before carrying out a prank, ask yourself the following questions:

- Does it waste resources beyond what would be used under normal circumstances?
- Does it damage property or the environment?
- Will it require an immense amount of work or a lot of people to clean up?
- Does it involve touching or moving someone's personal property?
- Is it dangerous to carry out? Will it be dangerous when people encounter the results?
- Will many people be offended, hurt, or inconvenienced? Will it affect the operation of camp?

If the answer to any of these questions is "yes", *don't do it*. Think of something else or forget it!