



**Betsy-Jeff Penn 4H Educational Center • 804 Cedar Lane • Reidsville, NC 27320  
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Welcome everyone to another exciting summer of camping fun at Betsy-Jeff Penn 4-H Educational Center. Let me start by thanking each of you for the hours of work and energy you put into Youth Development, particularly Summer Camp. We do understand the time involved in successfully planning your week of camp and recruiting campers to attend. Thank you for all that you have done and continue to do.

This Planning Guide is designed to make your camp planning experience as painless as possible. Please review this guide and discuss any important details with your camping team. Please realize that good communication between the camping team and camp staff are critical in making your week a success. We know that we all have great ideas about what the perfect week will entail, but keeping communication open is high on the list for a successful week at BJP!

We currently have on-line registration for our open enrollment program. We also have it available for you as counties. However, if you do not have campers wishing to pay by credit card and you have your own system that works out for payment, I would encourage you to continue to use that. Furthermore, if you do have parents that wish to pay by credit card I will be more than happy to walk you through that process!

Thanks again for all you do and please do not hesitate to contact me with any questions, comments, or concerns that you may have. I look forward to another great summer here at BJP. All of you helped to make summer number one memorable and exciting, so let's continue to get as many campers to have the week of their life together at BJP!

I will continue to be in contact with all of you!

Stacy Burns  
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# Summer Camp 2012



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## Planning Guide

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# ENROLLMENT/REGISTRATION

## Fees:

The 2012 price is **\$390** for Traditional and Adventurer campers and **\$410** for our Trekkers. This price includes the 2012 summer camp T-shirt as well as a \$15 store credit. This is a spend it or lose it policy. One invoice, no returning store money or change hassles. We found that this was the most popular choice, and much easier to keep track of billing. If you wish to add more money to store cards that can be worked out on an individual basis.

## Traditional Camp: 126 Spaces

### Age Ranges:

- Ages 8-12
- Groups are Head, Heart, Hands, Health, Earth, Sun, and are divided roughly by age.
- Generally, it will be 8-9 yr olds in Head/Heart, 10-11 yr olds in Hands/Health, 11-12 yr olds in Earth/Sun. However, this breakdown could change depending on the age distribution for a particular week.

## Adventure/Trekker Program: 44 Spaces (22 Adv/22 Trek)

### Age Range:

- Ages 12-14
- Participants must be at least 12 years of age by the first day of their camping week for the Adventurer program at least 13 years of age for the Trekker program.
- Participants must have a signed and completed ***Trekker Consent Form*** in order to participate in Trekker program. This form does NOT guarantee placement in the Trekker group.
- Space is **limited to 22 spaces** for each group, **11 Boys and 11 Girls** spots for each program. **These are the absolute maximum numbers for these programs.**
- Placement should be done prior to camp on a first come first served basis. Please do not assume that you have Trekker or Adventurer spaces reserved unless you have talked with the Summer Camp Director. I will keep a running list based on first come to determine spaces available in both programs.
- If a Camping Team would like to reserve all the Adventure and/or Trekker spaces, contact the Summer Camp Director.

*Note: 13-14 yr olds not placed in Trekkers will automatically be placed in the Adventurer group.*

## Deadlines:

- Feb 1st: \$50 deposit due for each camper. Deposits are “non-refundable” and “non-transferable”. Reservations are “locked in” on this date. This is the number you will be invoiced for and will be responsible for payment.

## Camper Space Changes:

- You may drop, add, and trade spaces as needed up to the February deadline.
- You may buy spaces from camp or other counties after February 1st. You will, however, be charged for the spaces reserved on the Feb. 1st deadline. Payments for camp spaces should be handled by the counties involved.
- All changes should be emailed to the summer camp director, Stacy Burns at [stacy\\_burns@ncsu.edu](mailto:stacy_burns@ncsu.edu) as well as Keith Russell at [hkrussel@ncsu.edu](mailto:hkrussel@ncsu.edu).
- There is usually very little flexibility in male/female spaces. If you have 10 male spots and 10 female spots, you cannot change a female to a male spot or vice versa unless you swap a male for a female with someone within your Camping Team.

# PROGRAMMING

**Traditional Camp:** The Head, Heart, Hands, Health, Earth, and Sun groups make up the “Traditional” camping groups. These groups share some Core Activities. Each group also has their own unique learning experiences as well as a wide variety of core activities and choice periods.

## Core Activities:

- Arts and Crafts
- Archery
- Canoeing
- Swimming/Pool
- Horseback Riding
- Climbing Wall

## Unique Learning Experiences:

- Head/Heart: Pioneer Lifestyles
- Hands/Health: Environmental Education
- Earth/Sun: High Ropes

## Choice:

- Talent Show Prep
- Disc Golf
- Fishing
- New Games
- Aquatics
- Sports
- Archery
- Dance

**Adventure and Trekker Program:** This group does **NOT** participate in the Traditional Camping program. This is an Outdoor Adventure program and designed for participants in good physical condition. *It is very important that the participants and guardians understand the activities.*

## Trekkers

- Trekkers spend the first half of the week learning canoeing and climbing skills at the Center.
- They will also learn the importance of Trust, Communication, and Leadership through Teambuilding Activities and the High Ropes Course.
- Trekkers go off-site the last part of the week. Transportation is provided by Van.
- While off-site, the Trekkers will canoe down the Mayo or Dan River (based on water levels), Rock Climb at Pilot Mt State Park, and Camp at Pilot Mt State Park Group Site.
- Participants should have a basic level of swimming ability.

## Adventurers

- Adventurers stay on site and camp 2 nights at an outpost on Center property.
- They will also learn the importance of Trust, Communication, and Leadership through Teambuilding Activities, High Ropes Course and Climbing Wall.
- Develop and expand canoeing skills on the lake at Penn, as well as Outdoor Living Skills.
- Learn about GPS (global positioning systems) and practice their skills on various Geocaching adventures.

**Evening Programs:** These programs allow youth to interact with others that they may not be able to during the day. Youth will have opportunities to learn about other Cultures, show off their talents, play games, receive recognition for a job well done, and just have fun. Evening Programs may include International Night, 4-H Awareness, Talent Show, Land/Water Sports, Games, Dance, Camp-Out, and Campfire. If you have a special Evening Program you would like to host during your week, let us know. 4-H Awareness allows you to introduce new 4Hers to the programs and activities you offer in your counties.

**Program Options:** If you would like any special programming for your week, please let us know. We will do our best to accommodate your requests.

## PLANNING FOR YOUR CAMPING WEEK

Communication is essential for a successful, smooth running week of camp. Certain information needs to be communicated to parents and participants so they understand the program. This helps to limit the amount of unpleasant surprises that may occur during the camp week.

### General Info:

- Each Camping Team will need to designate a Coordinating Agent to be the point person.
- The Coordinating Agent is charged with monitoring the team's progress and communicating changes to the Center and/or State Camping Office.
- The camping team should decide on any special programs, decorations, etc that will be used during their week.
- Each county should bring a completed *4-H Camp Registration Form (dir form)* ready to be turned in upon arrival. Please make a copy for your records. This is required by the State Camping Specialist and important for your ES-237 annual reporting.
- Make copies of any forms that you wish to keep, **PRIOR** to camp. It is our policy to keep Forms on site.
- Check and double check that every camper has a completed **Medical Release**. A camper cannot participate or even stay on site without it.
- Camper Lists should be emailed in Excel format to [stacy\\_burns@ncsu.edu](mailto:stacy_burns@ncsu.edu) **at least 2 weeks** prior to your camping week, any changes within those 2 weeks prior to camp can be e-mailed as well. This spreadsheet will be emailed to you directly from the Center.
- We would like to discourage bringing cash for store. However, if your campers want to have more money than the designated \$15 please Write the child's name, county and \$amount on the front of an envelope or plastic bag.
- Each county should have their own color of store card if possible.
- Please notify the Center, as soon as possible, of any extenuating circumstances, special needs, etc.
- County Staff **ARE** responsible for conducting background checks on volunteers.

### Lodging for Adults:

- The Staff House can accommodate 12 agents/volunteers.
- 3 rooms with 4 beds each.
- Males and females must be divided accordingly.
- If beds are available, adults may be able to stay in cabins.
- The Staff House is air conditioned.
- The Staff House has wireless internet access.

### Arrival/Check-In at Camp:

- Arrival is between 2:00 pm and 3:00pm
- Pull busses/vans into main parking lot.
- 2-3 staff will be available to assist unloading.
- Male campers should take luggage to the picnic shelter and female campers can place their luggage in front of the main office.

- County Agent should check-in at the REC hall with their campers. Each camper should have their own forms and medication at the time of check-in.
- Campers will check in at registration tables designated female, male and adventurer/trekker to turn in forms, medications and to receive cabin assignments. Please stay with your campers during check-in.
- After campers are checked-in, agents/volunteers may settle into staff house.
- Tentative time for Agent/Volunteer Meeting will be 4:00pm in the Dining Hall.
- Agents and volunteers are requested to come to cook-out around 5:30pm to eat and assist.

**Concerns During Your Stay:** Penn strives to provide the best staff and programming possible. However, no person or program is perfect. If you encounter a problem or have a concern, please bring it to our attention as soon as possible. We encourage you to be proactive rather than reactive, as we strive to do the same. We cannot correct it if we are not aware of it.

- Daily Agent/Volunteer meetings after store in the Dining Hall are an excellent time to address concerns with the Camp Director or Assistant Director.
- Please include comments and suggestions on the evaluations.
- If you have a problem or concern with a staff member, bring it to the attention of the Camp Director. Please do not confront the staff member.
- **Communication is essential to a great week. Please let us know your expectations.**
- Remember that staff, directors, agents, and volunteers have the same goals for the campers. We may have different ideas on how to reach those goals. Each of us comes with a slightly different perspective, and together we can make it the most memorable week for the kids!

#### **Important Info for Parents:**

- All medication must be in the original container with prescription.
- The Center is only allowed to dispense prescription meds according to the original prescription on the container or by written directions provided by the physician.
- Non-prescription medication will be distributed according to the Center's written Health Care Procedures or under the signed instructions of the parent/guardian or individual's physician.
- Trekker Consent Form must be signed in order for participation in the Trekker Program, however a signed form does NOT guarantee placement in that program.
- **Roommate Requests: A camper can request to be with one other camper. They must be within 1 yr in age to each other. The Center CANNOT guarantee that requests will be filled.**

**Agent/Volunteer Roles:** Agents and Volunteers are a very important part of the camping program, providing support to staff and supervision for campers. We hope that you will give feedback on the program and ways to "make the best better." Agents/Volunteers will be able to sign-up for several necessary duties during the day.

- Horses: Leading horses in the ring, on trails, and assisting at the barn.
- Canoe: Getting campers in and out of canoes, assisting with lessons, being a safety look-out on the dock or canoeing with campers.
- Archery: Assisting with supervision during lessons.
- Pool: Being a look-out on deck, assist with supervision during lessons.
- Climbing Wall: Supervision of campers while not climbing and assisting as back-up belay.
- Bathroom Breaks: Take campers to restroom during activities.
- Snack Break: Set up snack breaks.
- Evaluations: Provide feedback on programs and staff.
- Agent/Volunteer Meeting: Attend daily meetings with camping team and program director.
- Doctor Visits: If a camper goes to the doctor/hospital, the agent representing that child's county, will be asked to accompany the child. The Director, Assistant Director, or Health Coordinator will also accompany camper and agent to the doctor/hospital.
- Cabin Relief: Staff receives one evening off during the week. Agents/volunteers may be asked to fill in during this time. The co-counselor will be present to assist.
- Volunteers will agree to abide by the *Camp Volunteer Staff Position Description and Expectations*.

# ANSWERS TO FREQUENTLY ASKED QUESTIONS

## Health/Medical:

- ***Do campers need to have a physical each year?*** No. A camper's physical exam needs to have been done within 24 months prior to camp.
- ***What if a camper's family does not have insurance?*** Campers are covered under the Center's Insurance, Allstate, while participating in the program.
- ***Do parents need to send all over the counter meds that their child might need to take?*** No. The Center keeps many over the counter medicine in stock, Benadryl, Pepto-Bismol, Ibuprofen, Acetaminophen, etc. However, they are more than welcome to send these if there is a specific brand preferred.
- ***Is a nurse on staff?*** No. The Center is within 10 minutes of the hospital. Therefore we are not required to have a staff nurse. Our Health Procedures are approved by a local physician. We do have a Health Coordinator on staff. This person's main duty is to distribute medication and attend to basic injury/illness. The Health Coordinator has a minimum of First Aid and CPR certifications.
- ***Can the Camp/Center take campers with Special Needs?*** This depends on the specific situation. In general campers need to be able to feed, bathe, and use the restroom on their own. If a camper needs special individual assistance, we cannot guarantee that we would be able to accommodate this. In some cases, we will allow a family member or other designated individual to attend at no extra charge to assist the camper. Please contact the Center with the specific situation and for approval. Special Needs should be provided in writing to the Center 30 days prior to camp.
- ***Can the Camp/Center meet dietary requests?*** Usually. The Center provides vegetarian options at meals as well as a salad bar and other options. Special Dietary Needs should be provided in writing to the Center 30 days prior to camp if possible. In some situations, the parent/guardian may need to provide the food necessary to meet the child's dietary needs.

## Camp Life:

- ***What kind of supervision will my child/camper have?*** Penn follows a 100% supervision policy. There is always an adult with the group at activities or in the cabin.
- ***How are cabin/activity groups assigned?*** Campers are assigned to cabin and activity groups according to age distribution. Typically it breaks up roughly as follows; 8-9 yr olds are in cabins 1 and 5 (Head/Heart), 10-11 year olds in cabins 2 and 6(Hands/Health), 11-12 yr olds in cabins 3 and 7(Earth/Sun), and 12-14 yr olds in cabins 4 and 8(Adv/Trek). Please understand that this could change depending on the age distribution for a particular week.
- ***How many counselors are in a cabin?*** At least 2 and in most cases 3. Two cabin counselors are in each cabin and in most cases an activity instructor is also in the cabin.
- ***How many campers are in a cabin?*** 22 maximum.
- ***How many cabins does the Camp/Center have?*** Eight, four boys and four girls cabins.
- ***Are activity groups coed?*** Yes. During the day each group meets with it's counterpart for activities. Each group has a male and female counselor.
- ***When do campers have to get up and when do they go to bed?*** Flag Raising is at 7:45 am and Breakfast is at 8:00 am. Campers get back to cabins after Evening Programs usually around 9:30 pm.
- ***Do campers get a rest period during the day?*** Yes.
- ***Do campers get a Snack Break?*** Yes. There is a snack break every evening. There is also a store Break mid afternoon.
- ***When do campers buy souvenirs?*** Thursday
- ***Does my child/camper need everything on the "what to pack" list?*** No. This is to give a general idea of what is needed. Parents do not need to go out and buy articles that they might not have. Penn has some extras like water shoes and raincoats for example. If unsure, just ask us.

**Staffing:**

- ***Does the Camp/Center do background checks on staff?*** Yes. North Carolina State University conducts a criminal background check on American Staff. International Staff are placed through Camp Counselors USA. They require criminal background checks be provided by the individual's local law enforcement agency. During the hiring process, the Center contacts and verifies at least 2 of the applicants 3 references.
- ***Are all staff certified in First Aid?*** No. Most staff are certified in First Aid and CPR. There is at least one person at each area that is certified.
- ***Are Waterfront staff lifeguard certified?*** Yes. At least one person at each waterfront area is a certified lifeguard.
- ***Who is watching my child/camper?*** Most staff are college students. A few are still in High School. ACA asks that at least 80% of the staff be at least 18 yrs of age.
- ***What kind of training does staff receive?*** Staff Training is around a week and a half in length. In addition to learning how to lead specific camp activities, staff attends workshops on various topics. These are led by professionals in the field and may include Child Development, Behavior Management, Conflict Resolution, Child Abuse Awareness, Inclusion, and more.