



WINTER CAMP 2010

Camper Reunion: Friday, January 29th - Sunday, January 31st

As many of you are aware for the past year there has been a great deal of discussion on the part of YMCA Storer Camps about the future plans for their facility. We have continued to work closely with them and were informed this fall that only one (1) week would be available to us during the summer of 2010. We strongly feel that a change of this nature would no longer allow us to carry out the philosophy and traditions of Special Days Camps.

We are very excited to announce that after an intensive facility search that YMCA Camp Pentalouan located north of Muskegon will be the new home of Special Days beginning Winter Camp in 2010. Making this move will allow us to offer expanded program options and to continue to serve the greatest number of families as possible.

We'd like to invite you to attend an open house for Special Days Camps families and staff on Sunday, December 6, 2009 at Knights Steakhouse in Ann Arbor. Join us anytime between 1 - 2:30 pm to see all your camp friends and learn more about YMCA Camp Pentalouan. Please RSVP to Camp Director, Tammy Willis, with the number of people attending in your party so that we may plan appropriately as beverages and appetizers will be served. You may e-Mail Tammy.Willis@gmail.com or call 866-448-4710 to reserve your spot today.

Attached you will find the winter camp application for returning staff members. Preference will be given to applicants that are received on or before **December 31st** and to applicants available to work the entire weekend (8:00 a.m. Friday - 2 p.m. Sunday). It is possible that we may have a staff waiting list, so please be sure to mail your application in before the deadline. If your application is received after December 31st then it will be considered based on open positions that may still be available.

Applications may be mailed to: **Special Days Camps PO Box 436, Dimondale, MI 48821**

Special Days Camps is committed to being a leader in helping families fight childhood cancer and our staff members are critical to our success. We hope that we may count on your continued support as we make this transition and hope that you will join us this winter!

Tammy Willis, Camp Director
tammy.willis@gmail.com

SPECIAL DAYS Camps Winter Camp 2010 Staff Application

Print or type your name		Date of birth	Gender	Tee Shirt Size
Address you would like to have mail sent to:		City	State	Zip (Area Code) Phone
E-mail address	Send camp info via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No	Best time and number to call		Cell Phone (Area Code) Phone
For office use only:	DAR	ACM	CMM	

- I am available to work from 9:00 a.m. Friday, 1/29/10 – 2:00 p.m. Sunday, 1/31/10
- I am available to work only the following dates and times:
(please be aware first consideration is given to individuals who may work the entire weekend)
- I would be interested carpool options that may be available

Position desired (check one) :							
<input type="checkbox"/>	Village Director: (circle one)	All Star (5-7 yrs)	Explorer (8-9 yrs)	Adventurer (10-11 yrs)	Voyager (12-13 yrs)	Trailblazer (14-15 yrs)	Outback (16-17 yrs)
<input type="checkbox"/>	Coordinator: (circle one)	Youth Camp	Teen Camp	Administrative	Tech Team		
<input type="checkbox"/>	Program Staff						
<input type="checkbox"/>	Cabin Leader <u>(Must be 19 years or older OR have successfully completed the summer SIT program)</u>						
	Age preference:	5-7 yrs	8-9 yrs	10-11 yrs	12-13 yrs	14-15 yrs	16-17 yrs none
<input type="checkbox"/>	Arts & Crafts Director	<input type="checkbox"/>	Arts & Crafts Staff	<input type="checkbox"/>	Tech Team		
<input type="checkbox"/>	Medical Staff	<input type="checkbox"/>	Camp Photographer	<input type="checkbox"/>	Transportation		

Emergency Contact: Please list names, phone numbers and relationship of person to notify in case of emergency.

Name	(Area Code) Phone number	Relationship
Name	(Area Code) Phone number	Relationship

Have you ever been convicted of anything other than a minor traffic violation? Yes No
If yes, explain:

Are there any felony charges pending against you? Yes No (Note: prior to selection a criminal record check is required)

Please return completed application to:

Special Days Camps
PO Box 436
Dimondale, MI 48821

Signature _____

Date _____

Questions? Contact Tammy Willis, Camp Director
Phone: (866) 448-4710 E-mail: tammy.willis@gmail.com

Special Days Camps CAMP POSITIONS

Teen or Youth Camp Coordinator	Teen Camp Coordinator: responsible for supervising Voyager, Trailblazer, and Outback villages. Youth Camp Coordinator: responsible for supervising All Star, Explorer, and Adventurer villages.
Program Team / Coordinator	Provides assistance in planning, coordinating, and leading programs and activities. Coordinator supervises the 4-5 members of the Program Team and the Arts & Crafts Director.
Administrative Coordinator	Administrative Coordinator: responsible for assisting Camp Director with all administrative tasks related to the camp session.
Tech Team Member / Coordinator	Work as a member of a team to produce a camp newsletter, end of camp presentation for closing ceremonies and any audio-visual needs for programming. Coordinator will supervise the 2-3 members of the team.
Arts & Crafts Director	Responsible for arts & crafts program and projects for ages 5 - 17. Supervises arts & crafts staff. Must be creative, organized, flexible, and enthusiastic!
Arts and Crafts Staff	Assists in the arts & crafts program. Must be able to work with campers ages 5 -17 and supervise their projects. Organization and patience is a must.
All Star Village Director	Responsible for the village program activities and schedule. Supervises up to 21 campers ages 5-7 and 4-6 cabin leaders. Village theme is "Friendship"; must be nurturing and selfless.
Explorer Village Director	Responsible for village program activities and schedule. Supervises up to 25 campers ages 8-9 and 4-6 cabin leaders. Village theme is "Enthusiasm"; must have extreme patience and energy.
Adventurer Village Director	Responsible for village program activities and schedule. Supervises up to 29 campers ages 10-11 and 6-8 cabin leaders. Village theme is "Responsibility"; must be highly energetic.
Voyager Village Director	Responsible for village program activities and schedule. Supervises up to 29 campers ages 11-12 and 6-8 cabin leaders. Village theme is "Respect"; must be highly energetic.
Trailblazer Village Director	Responsible for village program activities and schedule. Supervises up to 38 campers ages 14-15 and 4-6 cabin leaders. Village theme is "Teamwork"; must be able to positively motivate others.
Outback Village Director	Responsible for village program activities and schedule. Supervises up to 20 campers ages 16-17 and two cabin leaders. Village theme is "Leadership"; must be an exemplary leader.
Cabin Leader	Responsible for the safety, welfare, and most of all, the fun of campers. Helps lead program activities. Must be 19 years or older and be willing to do whatever it takes!
Medical Staff	Meets medical needs of campers and staff.
Transportation	Provides in-camp transportation for campers during Special Days week. Must be able to safely operate a 4 wheeler or golf cart, and safely drive after dark.

SPECIAL DAYS CAMPS: Staff Health History Record

Name _____ Birthdate _____ Gender _____
 Last First MI mm/dd/yy

Address _____
 Number and street City State Zip Code

Telephone (_____) _____ Camp Position _____

MEDICATIONS NEEDED OR USED

Name of Medication	Frequency	Dosage	Currently Taken?
			____ Yes ____ No
			____ Yes ____ No
			____ Yes ____ No

Please list special conditions such as ALLERGIES (Food, Penicillin, other):

Dietary restrictions:

Do you carry an infectious disease? ___ Yes ___ No (If yes, explain)

Are you currently infected with TB (Tuberculosis)? ___ Yes ___ No

Do you have any activity restrictions (because of physical defect or illness)? ___ Yes ___ No
 If yes explain degree of restriction, use back if necessary:

I certify the information on this form to be true, to the best of my knowledge.

Signature _____ Date _____

SPECIAL DAYS CAMPS: Staff Conduct and Rules

Because we are the adults responsible for the campers' supervision, it is expected that we all maintain an **exemplary** standard of behavior. We have only one set of standards at camp that applies to campers and adults alike. Please read this form carefully; **your signature indicates your willingness to abide by and enforce all listed and stated policies and rules.** Staff who are unable or unwilling to abide by camp rules may be given one written warning before they are asked to leave camp. However, some infractions will result in immediate dismissal from camp.

1. **SMOKING** – Smoking or the use of tobacco products is only permitted on camp property in designated areas and only when arrangements have been made with your direct supervisor. All tobacco products must be secured in the medical center and under no circumstances may be kept in a cabin. Failure to abide by this policy may result in immediate dismissal from camp.
2. **ALCOHOL/ILLEGAL DRUGS** – Use, possession, or being under the influence of alcohol or illegal drugs is prohibited and will be cause for immediate dismissal from camp.
3. **WEAPONS/FIREARMS**- Possession of any type of weapon or firearm is prohibited and will be cause for immediate dismissal from camp.
4. **MEDICATIONS**- ALL medications (camper and staff) will be turned in to the medical staff. No medications, including over the counter medication (i.e. aspirin, vitamins, cough drops etc.), will be left in the sleeping areas. Failure to abide by this policy may result in dismissal from camp.
5. **PREMISES** - Staff will not leave the property or an off-site activity without the permission of the camp director.
6. **PERSONAL APPEARANCE** - Appropriate clothing and shoes will be worn at all times. Clothing (including hats) should be free of references to alcohol, drugs, sex, tobacco, vulgarity or violence. Clothing should be modest in appearance, especially swim wear. Males with long hair will pull it back or wear it under a hat at all times. Extreme body art and/or tattoos are unacceptable. Overall personal appearance will be acceptably clean, neat and orderly.
7. **PROFANITY/VULGARITY**- The use of profanity, vulgarity or foul language by staff or campers is inappropriate and unacceptable.
8. **CURFEW** – Age appropriate curfews have been established for campers. Staff will enforce camper curfews and adhere to a staff curfew of midnight.
9. **GOLF CARTS, FOUR WHEELER, SNOWMOBILES** - These vehicles are for the transportation of campers and/or staff with mobility problems and/or equipment. At NO time should a camper or staff member be riding these vehicles without permission of the camp director or medical staff director.

10. **SLEEPING AREAS** – Campers and staff are allowed only in the sleeping area to which they are assigned. A camper **MAY NOT** change his/her housing assignment without the consent of the camp director. A cabin leader (counselor) will be present at all times when there is a camper present, regardless of the age of camper. **NO** camper will be left alone or unattended at any time.
11. **PARTICIPATION** – Staff will participate in **ALL** activities with their campers including songs at mealtimes and campfires, swimming, group games, etc. All activities are mandatory, including flag ceremony, meals and evening activity. Staff are to know the whereabouts of each of their campers at **ALL** times.
12. **PUNCTUALITY** – Staff and campers will be at all scheduled activities including flag ceremony and meals on time.
13. **CAMPER MED CALL**- Staff will make sure campers report to the medical center as directed by the medical staff.
14. **MONEY** - All money and valuables should be deposited into the camp bank or left with the camp director. Money and/or valuables left in the sleeping areas will not be the responsibility of **SPECIAL DAYS** Camps.
15. **RELATIONSHIPS & SEXUAL HARASSMENT** - All staff will maintain friendly, supportive and professional relationships with campers and other staff. Fraternalization between staff and campers is inappropriate and cause for dismissal. Special Days Camps will not tolerate sexual harassment in any form. Any instance of such behavior from a staff member will be cause for immediate dismissal.
16. **TELEPHONES** – Phones (**including cell phones**) are for staff use only; campers may only use a phone in emergency situations with permission from the camp director. Staff are not to carry cell phone without approval from the Camp Director and arrangements should be made with your direct supervisor for use.
17. **PROPERTY DAMAGE** – Staff will inform the camp director immediately of any property damage including graffiti. The individual(s) responsible for the damage will be charged accordingly.
18. **RAIDING**- Under no circumstances is raiding allowed. This includes but is not limited to toilet papering, use of shaving cream or soap, knocking on windows and doors, or anything that is harmful or destructive. Camp pranks will be “undone” by the individual(s) responsible for them.

The above statements are not intended to be all-inclusive. Professional appearance, behavior, and judgment will be maintained at all times.

(Signature)

(Date)

(Print Name)