

Camp and Retreat Ministry

Oregon Idaho Conference of the United Methodist Church

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Being a Camp Dean!

The Dean's Manual

1. Read about the 6 Steps involved in being a Dean
 - a. Training
 - b. Recruiting
 - c. Promoting
 - d. Planning
 - e. Leading
 - f. Reporting
2. Follow the timeline
 - a. Important Dates
 1. November 1st - Paragraph for publicity brochure, web, and catalog
 2. March 1st - Check on Staff Recruitment
 3. May 15th Status Report - All Volunteer info/disclosure forms must be in to you by this date. Campers will be placed on a wait list until your counselors are confirmed.
 4. The Site Director sets the number of campers for your location. You must provide enough staff for campers. If you need help recruiting, contact site director/manager for ideas and/or Susan in the camping office for names of past volunteers. (ext 46)
 - b. Start Recruiting Now!
 - c. Plan to have a Staff Meeting in the Spring (Feb-April)
 - d. Attend Onsite Training
 - e. Give all the volunteer info/disclosure forms to your site's director the day camp begins so he/she can enter the names into the Conference's networked computer.



Important information

1. Disclosure forms **must be filled out by all volunteers every year!**
This means you, too, deans... and all of your staff too!! (Counselors, CIT's, Health Care Professionals, Resource People)
2. If the volunteer hasn't served in an OR-ID camp in the last 2 years, a reference check must be done. This is for your benefit as well as your safety.
3. All staff are to be recruited 3 months before your week of camp.
4. The Director of Camp and Retreat ministries has the right to refuse a dean the use of a staff member if it is judged the person is not suitable.
5. Pay attention to the ratios of Campers/Counselors.
 - a. Max and Min
 - b. Percentage of under 21
6. If you find a volunteer who is willing to serve but unable to help at your particular camp, please give the name either to the camping office (Susan) or to another dean.

Health Forms

1. These must be completed every year and stay at the site for safety reasons.

Expenses

1. The site will handle all budget requests.
2. You have a limited budget...it will be determined by site director.
3. Use on travel expenses
 - a. pre camp meetings
 - b. to and from camp
3. Use on administrative expenses
 - a. Copies
 - b. Paper
 - c. Postage
 - d. Telephone
4. Program Resources- Check to see if Art and Craft supplies are available at the site. Most of the supplies should be purchased by the site to relieve financial burden of dean, and buying in bulk is cheaper.

5. Be a good steward of resources.
 - a. If you bought supplies for camp and asked for reimbursement, leave them at the site... don't take them home.
 - b. Items not approved by site director/manager will not be reimbursed.
 - c. Reimbursements for special snacks, coffees, T-shirts, etc. for staff will not be given.
 - d. Try to have site buy supplies, not volunteer staff, so if there's no reimbursement, they won't get stuck with the bill.

Reports after Camp

1. Dean's Report -
 - Report actual numbers attending camp
 - Report names of all campers who didn't show. *Note that refunds cannot be given to campers until the Camping Office (Geneva) has verified that they did not attend camp.*
 - Report names of all volunteer staff (including their role at camp)
 - Evaluate the week
2. Staff Evaluation - Dean's evaluation of the Volunteer's "performance" throughout the week. This is very important. Please be honest and report any problems with the volunteer.
3. Staff Feedback - Volunteer's evaluation of the week as well as evaluation of the dean. This can be given to director/manager for confidentiality
4. Take care of reimbursement

Many THANKS, for all your hard work!

