

Post Directors' Meeting Notes (2/22)

- Thank You for taking the time on Sunday to show up for our TTFF Directors' Meeting!
- **Short Recap of 2019**
 - 9 **Square In The Air & Gaga Ball** will be available for use in 2020 and beyond!
 - 9 Square In The Air will be located in the meadow (TTFF will try to make the game more portable)
 - Gaga Ball location TBD (near dining hall) – Rules will be posted at the entrance of the Gaga Ball pit
 - Instructions/Videos for the games will be posted on the Directors' Only Page
 - UCCR has done an excellent job taking over as Camp Operator
- Thank You Wanda Williams (Camp SuperStar) for sharing on ACA
- **Camp Policies**
 1. Background checks
 - It is up to the camp to ensure that everyone 18+ on site is background checked by a federal agency (DOJ)
 2. Rule of Three – e.g. 2 counselors with 1 camper, 1 counselor with 2 campers
 3. TTFF Directors' Web Page/ FB Group
 - It will be important to monitor these pages for TTFF updates
 - Use the FB group to ask questions, communicate ideas, etc.
 - Important updates will be pinned at the top of the FB page
 - TTFF will try their best to send out important news to the emails listed on our contact sheet for each camp group
 4. Sharps, Dogs, Outside Food & Incident Reports
 - Sharps - Camps should have their own policies to properly handle & dispose of sharps. Please do not leave them behind here.
 - Dogs – EBRPD only allows service dogs wearing a certified vest on site. Service dogs must be accompanied at all times and cleaned up after. Further details can be found on the Directors' Page, as well as in our orientation guidelines.
 - Outside Food – No outside food is allowed due to contamination risks. Please utilize the infirmary fridge for unique circumstances.
 - Incident Reports – A reminder that filling out incident reports promptly is very important. Please note that incident reports will now be submitted directly to UCCR.
 5. Check-in/out Timings
 - Please respect the time of camp groups before and after your stay at Camp Arroyo. There will be a fine for early arrivals or late departures.
 - **Check-in Change:** To ensure cleanliness, cabins cannot be moved into until 4 p.m. Belongings can be left outside of the cabins, however. During

internal camp switchovers, staff can leave their belongings on top of mattresses used during their entire duration.

- Check-out (Applicable to Summer Session): Please move out the cabins **Before Breakfast**. The standard time is 8 a.m., but if you believe your campers will not be able to pack in time, it can be delayed to 9 a.m. However, you must notify Jonathon of the change prior to check-out day.

6. Weather Forecast – Pool

- Please keep an eye on your 10-day & 7-day forecast. With hot summer temperatures, 7 days prior to your arrival at camp is the latest to make a reservation adjustments for the pool.

7. Liaisons (Further guidelines can be found on the Directors' Page)

- Kitchen Liaison
 - Directly assists with food hoppers during meal times
 - At the dish window (attempt to monitor utensils, sorting, etc.)
 - Stays in contact with the kitchen staff (table number changes, etc.)
 - Per Mario's request, TTFF will try to implement a number system to ease the hopper process. TBD
- **Equipment Liaison**
 - In charge of monitoring all sports and supplies used throughout the camp stay
 - Maintains an accurate count so that TTFF can quickly replace any lost or damaged things. We understand things break! ☺

8. Medication/ Infirmary

- Each camp's medical staff should have its own policy. We do suggest some system to ensure that all camper medication is checked-in/out at the infirmary.
- Due to the minor fire, we will continue to update all camps on the status of the infirmary and any other necessary solutions
- From here forward, there is **No Sleeping** inside the infirmary for everyone's safety

- **WHO DOES WHAT? (UCCR, Camp Group, TTFF, EBRPD)**

UCCR	Camp Group
<ul style="list-style-type: none"> • Attends morning meetings with group Directors for camp/program updates • Notifies EBRPD of maintenance issues (i.e. AC in cabins, faulty toilets & showers) • Responds to groups' needs during the day via radio • Gives Camp/Staff orientation & performs the fire drill • Lights & extinguishes campfires and brings the s'mores box to campfire • Brings water to program areas • Is the one you call first in the case of an emergency (notwithstanding 911) • Is the one you report to with any incidents • Staffs the kitchen, summer coordinators & cleaners • Checks in with Kitchen & Equipment Liaison • Assists with tables • Refills toilet paper/soap/etc. in buildings as needed, as well as cleaning supplies • Opens/closes gate & provides gate code • The Camp Operator!!! • Collects all relevant camp paperwork 	<ul style="list-style-type: none"> • Provides an adult (18+ to be present duration of campfire) • Responsible for setting up tie-dye stations, slip-and-slides (besides water connection), etc. • Coordinates with UCCR prior to arrival regarding facility use and needs • Puts up AND puts away POP-UP Tents • Cleans up bio fluids (and report to UCCR) • Develops a plan for the health and safety of all at camp • Coordinates, controls and supervises ALL the day-to-day activities at camp • Provides UCCR with information on vendors that aren't on main list • Responsible for the removal and disposal of all extra stuff (i.e. art supplies, cardboard) in cabins and camp • Responsible for all first aid and medical supervision or treatment • Cleans & re-organizes board games prior to departure • Coordinates Vendors to lead Ropes Course, Music at Camp, Horse Therapy & Dog Therapy
TTFF	EBRPD
<ul style="list-style-type: none"> • Raises the necessary donations to fund organizations to use Camp Arroyo at no cost • Provides therapeutic experiences and support for children with chronic medical, developmental, and emotional challenges • Provides goodie bags 	<ul style="list-style-type: none"> • Fixes maintenance issues (i.e. AC in cabins, faulty toilets & showers) • Staffs lifeguards • Gives parking tickets • Checks for dog vests

- UCCR! ☺
 - Jonathon Bayer will be the main point of contact for all camps!
- **Paperwork Procedure**
 - 1. Request for Campership Grant (To TTFF)**
 - For camps January – March: **DUE September 1st**
 - For camps April – December: **DUE January 1st**
 - **For 2020**, we will notify all camps on Facebook & by email as soon as all forms are ready
 - Please reasonably base activities on prior years
 - 2. Campership Approval**
 - For camps January – March: **Sent from TTFF on October 1st**
 - For camps April – December: **Sent from TTFF on February 1st**

- A **TTFF check** will arrive with this form
- Please follow the action steps on this letter as well
- 3. **Camp Arroyo Group Contact Form (Email to UCCR)**
 - On Directors' Page
- 4. **Marketing Agreement (Email to UCCR)**
 - On Directors' Page
- 5. **Orientation Guidelines**
- 6. **3-month, 4-week, 2-week Paperwork (Email to UCCR)**
 - Still the same! Except contact will be with Jonathan at UCCR
- 7. **Post-camp (To TTFF)**
 - Campership Utilization Report Form
 - Visiting Group Evaluation
- **Everything About Vendors!**
 - A cheat sheet for contacting all TTFF-approved vendors can be found on the Directors' Page
 - Pool Guidelines & PLI Rules (Ropes Course) will also be posted on the Directors' Page
 - Youth Giving Project – high school volunteer organization providing art project kits – a catalog & Google Form will be posted on Facebook & the Directors' Page for camps to choose projects they would like to receive and/or work with

We know there will be some growing pains, but TTFF is always here to help!

Words to Live By:

Collaboration Patience Oops! I got your back! No problem! How can I help you?