

ABC'S FOR KAMP STAFF

ADDRESS	Kamp Kiwanis, 9020 Kiwanis Road, Taberg, NY, USA
ANIMALS	There are many animals at kamp besides humans! There are skunks, raccoons, etc. They have their space and we have ours. However, be prepared for different sounds at night.
ARRIVAL	Please refer to the staff action report.
AUTOS	Automobiles may be parked on site. Please bring an extra set of keys to be left in the office for emergencies.
BEDDING	Bring pillows and pillowcases, sheets, 4 blankets or sleeping bag, and poncho. Since most units have an overnight kamp-out as part of their program, these items water proofed are useful. Cotton flannel sheets for damp, rainy nites are very comfy. Low cost bedding is available for purchase at nearby shopping facilities.
BICYCLES	We encourage you to bring your bike to kamp. Helmet is required. Please bring a lock.
BUGS	Mosquitoes are common around kamp. You should bring non-aerosol insect repellent. Plan on long sleeves and pants at night or for hiking.
CLOTHING	Kamp clothes should be geared to warm days (between 75°F - 100°F) and cool evenings (50°F-70°F). Tie shoes or sneakers and socks must be worn at all times on the trails because of poisonous plants, (i.e. poison ivy) insects and uneven paths. These are best stored in moisture resistant receptacles. Label all clothing. Please refer to UNIFORM.
DAY PACKS	They are handy for toting clipboards, first-aid kits, books, staff manual and other supplies.
DEPARTURE	All staff is expected to remain to help close kamp, complete reports and have work reviewed. The departure date is different for everyone and is stated on your agreement. Any exceptions must be arranged with the summer director at least 3 weeks prior.
E-MAIL	To receive e-mail you must set up your own email account. E-mail access is limited and available during your time off.
EQUIPMENT	Please use the checklist as a guide.
HEALTH FORM & HEALTH EXAM	This must be completed and filled out prior to kamp. <u>International staff must complete in addition to the health forms provided by International placement agencies.</u>
LAUNDRY	There are 2 laundry rooms on site and laundry may be done when kamper laundry is completed.
LIGHT	Candles and open flames are not allowed on kamp. We recommend head lamps instead of flashlights. Flashlights are cumbersome and we ask that they are not brought to kamp.
LEAVING KAMP	Except for authorized out-of-kamp time off, staff may leave kamp only with permission of the Kamp director.
MAIL	Mail is picked up once per day. We DO NOT ACCEPT MAIL WITH NO RETURN ADDRESS. Stamps and envelopes are best stored in moisture resistant receptacles. Ziploc bags are great. Wrap stamps in wax before placing in bag. Stamps can be purchased from Kamp secretary.

MONEY	Many staff both American and International have found that prices in the US and in New York are not the same as at home and wind up spending much more money than they expected. Your financial situation is yours to control, but, just a fair warning that there are rather large stores in the area. We also usually do a staff secret buddy program where each staff is assigned someone to give small gifts and messages to throughout the summer so you may consider bringing some small things with you.
MUSICAL INSTRUMENTS	We encourage you to bring instruments to kamp.
PETS	Pets cannot be accommodated at kamp.
PROGRAM	Program books will be extremely helpful to you during your stay. You may want to bring: <ul style="list-style-type: none"> ❖ Your own program books, games, songs, campcraft ❖ Your own camera or telescope ❖ Your own musical instrument ❖ Ideas for nature activities, crafts, conservation projects or rainy day activities.
PUNCTUALITY	Yes, you need to get up early in the morning, so it helps to have a battery operated alarm clock. Also a watch is a necessity to make sure that you are on time.
RECREATION	A staff room is provided where there is a television, VCR/DVD, a pay telephone, internet, playstation and comfortable seats. Staff may have use of within reason, of the swimming, boating, and sports facilities for in-kamp recreation when available during time off and by arrangement with the summer director or his designee. Bowling, golf, beaches, and movie theaters are all within 10 minutes to 1 hour driving distance.
SHOPPING	Try to bring all necessary equipment with you. Personal errands can be done on time off as shopping facilities are 10 minutes driving distance from kamp.
ALCOHOL/ILLEGAL DRUGS	Are strictly forbidden on kamp. Use of these substances on kamp property is subject to disciplinary action that WILL include dismissal.
STAFF MANUAL	A useful resource provided at pre-kamp training, the staff manual includes procedural and program information.
TELEPHONE	A pay phone in the staff room is to be used for personal calls. The kamp business phone may not be used for personal outgoing calls. The kamp office phone is 315-336-4568 and should only be used in Emergencies. Messages and callback requests will be accepted but staff cannot be called to the phone because of in kamp distances. In an emergency staff will be notified at once.
TIME OFF	Time off is allowed on a regular basis in keeping with regulations of the American Camp Association.
TRAINING	Pre-kamp training for kamp is required of all staff. Time varies per position.
UNIFORM	The kamp uniform is worn on incoming and outgoing days. Two staff shirts and nametag will be issued to you upon arrival. If lost the staff member is responsible for payment for a replacement.
VALUABLES	It is best to leave valuables at home. The kamp assumes no responsibility for the loss, theft or damage of personal items. Lockers are available for staff use.
WHAT TO BRING	See bedding, clothing, uniform and program materials. Also be sure to bring any personal belongings and any articles you wish in order to make kamp living quarters bright and comfortable. Keeping in mind there is limited space available for personal belongings and the recommended Staff Packing List.