

## **GBCA Camp Guidelines**

### **Why the Colony has a Camp:**

The Colony has a Camp in order to: teach children the philosophy of the Colony, giving them a sense of community and continuity with the past. Immersing children in the Colony values. Encouraging creativity. Making use of the 17 acres and husbanding it, valuing it, and instilling a sense of stewardship of the land. Providing a unique community. Building respect for each other. Supporting the values of equality, diversity, intergenerational community, kindness, inclusiveness, and volunteerism. Providing employment to community colony children as well as meaningful activities. Camp activities include folk dancing, camp-outs, swimming, drama, sports, nature, art, boating, canoeing, and paddleboats.

### **Duties of the Camp Committee:**

1. Run and oversee the yearly Day Camp in the Goldens Bridge Colony
2. Maintain all required documentation for the Board of Health
3. Have one dedicated member assigned to the role of Chair
4. Have one dedicated member assigned as the Camp Treasurer

### **The Camp Chair shall:**

1. Interface with the Board elected Camp liaison
2. Oversee and maintain camp/colony interactions
3. Oversee and maintain parent and staff relations
4. Organize and chair camp committee meetings

### **The Camp Treasurer shall:**

1. Report to the elected Colony Treasurer and Finance Committee
2. Shall handle all the "Camp" finances, including but not limited to: the collection and disbursement of camp related tuition, maintaining files on staff, sending payroll information to the accountant's office, filing insurance information on staff
3. Shall present a budget to the Board yearly for discussion and approval

### **Camp Yearly Outline of Operations:**

#### **September**

- Inform the board of the projection of money the colony can expect to be transferred from the camp account to the main colony account.
- Address and request any camp capital improvement costs for the following year so they can be discussed and add to the coming year's budget. Anything over \$500 in capital improvement needs to be approved. (Items like BOH requirements being met after walkthrough will be considered emergency expenses, and separate from those requirements.)
- Finish last year's business
- Assess staff

#### **November**

- Begin to prepare new budget, evaluate colony versus non-colony
- Camp's future Budget set for the next camp year and shared with the E.B.

#### **December**

- Camp sets Tuition
- Look for director
- Update registration materials, frequently asked questions, discuss trips

Jan

- Email registration materials to all previous campers and colony members
- Hire director
- Email responses for registration. Continues through June

Feb

- Hire specialists
- Hire counselors
- Ideas for programs, plan calendar

Mar

- Mail registration materials to new inquiries (throughout, most in March and April)
- Hire assistant director and designate RTE's
- Walk through barn for needed repairs. Communicate to barn committee

Apr

- Adjust budget for registration
- Plan barn cleaning
- Review safety manual
- Call for fire extinguisher check
- Plan for county meeting
- Set up photo day
- Set dates for orientation and clean-up day

May

- Renew po box
- Finish hiring staff
- Apply for permit
- Email notices about camper and counselor orientation day, clean-up day, payment reminder, supplies list
- Form groups, assign counselors
- Buy t-shirts

Jun

- Clean-up day
- Prepare parent orientation information
- Parent orientation
- Staff orientation
- Review supplies and buy as needed
- Arrange barn cleaning date
- Barn cleaning – not by committee