

Appendix C: Holiday Lake 4-H Center-Specific Information

HOLIDAY LAKE 4-H EDUCATIONAL CENTER AN APPENDIX TO THE VIRGINIA 4-H CAMPING HANDBOOK

Revised 2010 by

Nate Mahanes, Program Director

Holiday Lake 4-H Educational Center

1267 4-H Camp Road

Appomattox, VA 24522

(434) 248-5444

A. Risk Management C-6

- 1. Emergency Numbers/Important Telephone NumbersC-6
- 2. Emergency Procedures.....C-7
- 3. Emergency Equipment LocationsC-10
- 4. Cabin/Lodge/Bathhouse Monitoring ProcedureC-12
- 5. One-on-One Situations.....C-12
- 6. Modesty Code.....C-12
- 7. Parent/Guardian Visitation.....C-12
- 8. Documentation of Parent/Guardian Contact.....C-12

B. 4-H Camp Planning, Implementation, and Evaluation..... C-13

- 1. Junior 4-H Camp CalendarC-13
- 2. Junior 4-H Camp Suggested Schedule.....C-13
- 3. Holiday Lake 4-H Educational Center Junior 4-H Camp Traditions.....C-14
- 4. 4-H Center Organizational ChartC-15
- 5. 4-H Center Staff Chain of Command/Communication.....C-15
- 6. 4-H Center Organization, Staffing, Roles, and Responsibilities.....C-16
- 7. Junior 4-H Camp Class DescriptionsC-17
- 8. Junior 4-H Camp Meal Procedures and Special Diet RequestsC-20
- 9. Suggested List of Things to Bring to 4-H Camp.....C-21
- 10. Groups and Meeting LocationsC-21
- 11. Camp Newspaper/Camp Video.....C-21

C. Inclement/Severe Weather Emergency Action Plan..... C-22

- Inclement Weather/ThunderstormC-22
- Severe Weather/ThunderstormC-23

D. 4-H Camp Health and Wellness C-24

- 1. Holiday Lake 4-H Educational Center Rules and PoliciesC-24
- 2. Medical Standing OrdersC-25

E. 4-H Camp Operational Management..... C-26

- 1. Pre-camp Meeting.....C-26
- 2. 4-H Camp Financial Statement.....C-26
- 3. Damage Cost Sheet.....C-26
- 4. Arrival and Departure Procedures.....C-26
- 5. Documentation Required at the Time of Registration.....C-27
- 6. 4-H Center Cabin/Lodge Floor Plans and Sleeping Capacities.....C-27
- 7. Lodging/Room Assignments.....C-27
- 8. Camp Store Price List.....C-28
- 9. Camp Bank.....C-28
- 10. Camp Mail.....C-29

F. 4-H Camp Human Resources C-30

- 1. Teen Apprentice Program (TAP) Application.....C-30

G. 4-H Camp Program and Activities..... C-31

- 1. Things Summer Staff Will Be Prepared To Do.....C-31
- 2. Swimming Pool Polices and Procedures/Hours of Operation.....C-31
- 3. James River Canoe Trip Parental Permission Form.....C-31

RESOURCE 1: Cabins/Lodges and their Sleeping Capacities..... C-32

RESOURCE 2: Lodging/Room Assignments..... C-33

RESOURCE 3: Special Dietary Needs Form C-34

RESOURCE 4: Suggested Packing List C-35

RESOURCE 5: 4-H Camp Financial Statement Form C-36

RESOURCE 6: James River Canoe Trip Parental Notification Form..... C-37

RESOURCE 7: Teen Apprentice Program Application..... C-38

RESOURCE 8: Documentation of Parent/Guardian Communication Form C-39

RESOURCE 9: Master Camp Roster (Example).....C-40

RESOURCE 10: Camp Cell Phone & Electronics Policy (Example).....C-41

A. Risk Management

1. Emergency Numbers/Important Telephone Numbers

For All Emergencies Dial 911

All numbers are local Area Code 434 calls unless noted otherwise.

4-H Center	248-5444
Bryan Branch (on site) Center Director	248-3144
Nate Mahanes Program Director	248-5746
Tamara Arrington (on site) Natural Resource Education Coordinator	248-9241
Appomattox Family Practice	352-8235
Dentist: Dr. Richard Po Office:	352-2301
Home:	352-2520
Fire Departments:	
Appomattox	352-5212
Toga	1-434-969-1772
Appomattox Sheriff Department	352-8241
Appomattox County Social Services After hours hotline	352-7125 1-800-552-7096
Holliday Lake State Park: Concession	248-6308 248-6107
Central Virginia Electric: Pole #FH56-1	1-800-367-2832
Poison Control Center – 24 Hours	1-800-222-1222
Animal Control	352-7922
Virginia Tech Office of Risk Management	1-540-231-7439

2. Emergency Procedures

a. Emergency Drill Procedure

Emergency drills will be conducted near the beginning of each camp week. **Fire Drill** and **Emergency Shelter Drill** instructions will be presented at the opening assembly and at the first meal.

i. **Dining Hall Fire Drill** - The Program Director or designee will inform the Kitchen Manager of the time for the drill and will plan the drill to assure as little disruption to the kitchen operation as possible. The Program Director or designee will pull fire alarm and clock the time required to get everyone from the building. The date of drill and exit time will be recorded and kept on file in the office.

ii. **Dining Hall Fire Procedure** - When the alarm sounds, each teen leader will rise and lead the 4-H'ers through the proper exit as indicated. The first teen leader to the door will hold door and assure orderly exit. Campers will be led to the flag poles and lined up by cabin or bunk where all campers, teen leaders, and adults will be accounted for by taking roll.

b. Fire Procedure

i. In case of **fire at the Dining Hall**, the fire alarm will be sounded, and the Dining Hall Fire Drill Procedure will go into effect. If the fire is noticed before the alarm sounds, the person noticing the fire will pull the alarm at one of the dining hall exits.

ii. In case of **fire in any other location**, the Center Director, Camp Director, Program Director, or other adults noticing a danger will immediately order everyone from the building or location of the fire. The flag pole area has been designated as the safe location for line up. Person noticing the fire will send a staff member to call the fire department.

iii. The announcement "**FIRE DRILL - LINE UP BY CABINS AT THE FLAG POLES**" will be made 3 times on the page system by the Center Director or the Program Director or the adult who finds a fire. The Summer Program Staff will initiate drill according to previous training, which includes:

- Using a fire extinguisher to extinguish flames if possible
- Making sure all campers are out of the buildings and safely lined at the flag poles
- Informing fire department of situation and assisting as instructed by the fire department

iv. Program Staff will move all campers to a safe location and initiate rainy day activities or other games and activity as appropriate while waiting for the fire department to arrive.

c. Evacuation Plan

In case of emergency or unusual situations requiring evacuation, the following procedure will be implemented:

i. Fire/Emergency Drill procedure will be followed to account for all camp participants.

ii. Rescue, fire, and/or police will be notified of the need to evacuate by the Center Director.

iii. Buses will be brought down from the parking lot and loaded at the circle, if safe. If not, campers will hike to the bus parking lot for loading. 4-H Center Staff and adults will direct the loading of buses and will assist the Camp Director with accounting for all campers.

iv. If buses are unavailable at camp, Appomattox County Schools will be contacted to provide buses for emergency evacuation, and the same loading procedure will be used upon their arrival.

v. Buses will carry campers to the Appomattox Recreation Building where plans for the return to camp or transportation home will be made.

d. Missing Camper Procedure

- i. The observance of missing camper will be reported immediately by teen leader, adult leader, or class instructor to the Camp Director.
- ii. The Camp Director, with assistance from 4-H center staff, will initiate the following actions:
 - Determine if the camper is actually missing by way of roll call in class, tribe, or cabin.
 - Determine where and when camper was last seen.
 - Available staff will initiate a search to include the amphitheater, pavilion, cabins, “Holly’s Hill,” campfire area, horse barn, trails, and trailers.
 - If the camper is not found in 30 minutes, the Center Director will notify the proper authorities (fire, rescue, police).
- iii. The parents/guardian of missing camper will be notified at a time deemed appropriate by the local authorities and the Center Director. 4-H programming will continue with all other campers.

e. Accident/Injury/Medical Procedure

If a camper or teen is injured and/or requires treatment, the following procedure will be followed:

- i. Person should not be moved unless necessary to do so, i.e., possible further danger.
- ii. Make camper as comfortable as possible and send for Camp Nurse/EMT.
- iii. Notify Camp Director and Center Director.
- iv. Camp Nurse/EMT will decide upon course of action:
 - Call Appomattox Rescue Squad
 - Administer necessary first aid
 - Carry person to Appomattox Family Practice or Lynchburg General Hospital
- v. Camp Director’s designee will transport injured or sick camper to the Doctor’s office (always have two adults together)
- vi. Camp Nurse/EMT will provide Camp Director with a copy of person’s Health History Form that includes medical insurance information. Upon arrival at treatment facility, forms and insurance information will be given to receptionist for processing.
- vii. In the event of a camper having no insurance coverage and AIL is the Primary carrier, the appropriate center AIL forms will be given to adult transporting camper
- viii. Directions to Southside Community Hospital (Farmville) and Lynchburg General Hospital are posted in the EMT’s station.

ix. **Emergency – Directions**

- **Appomattox Family Practice: (approx. 15 miles)**

Follow Rt. 723 out of camp 1 mile. Turn right onto Route 626 and follow to Route 24. Turn left onto Route 24 and follow straight to Appomattox. At the stoplight (intersection of Rt. 24 and Rt.460 Bus.) turn left and travel one block to the next stoplight. Turn left into parking lot of Appomattox Family Practice (across from Wilbun's Grocery Store).

Hospital Directions:

- **Southside Community Hospital – Farmville (approx. 22miles)**

Follow Rt. 723 out of camp 1 mile. Turn left on Route 626 and follow for about 9 miles to the intersection with Route 460. Turn left onto Route 460 and follow to Farmville exit. Exit from Route 460 at first Farmville exit and take Route 460 business toward downtown area. Southside Community Hospital is on the right, immediately after you cross the bridge at Wilck's Lake reservoir.

- **Lynchburg General Hospital – Lynchburg (approx. 35 miles)**

Follow Rt. 723 out of camp 1 mile. Turn right onto Route 626 and follow to Route 24. Turn left onto Route 24 and follow 9 miles to Appomattox. Turn right onto Route 460 West towards Lynchburg (approx.22 miles) Just after entering the city limits of Lynchburg you will exit right off of Route 406 onto Campbell Avenue. Continue on Campbell Avenue for approximately 2 miles and look for Campbell Avenue to turn left (just before the expressway). Follow Campbell Avenue to the intersection at Memorial Avenue where Campbell becomes Langhorne Road. Go four blocks and turn right onto Atherholt Drive. The hospital is two blocks further on the left.

3. Emergency Equipment Locations and Maintenance

a. Emergency Fire Equipment

i. Fire extinguishers are located at the following sites:

- Center Office (beside the kitchen sink)
- Camp Store (on porch beside drink machine)
- Dining Hall (beside lake entrance door)
- Kitchen (beside the range)
- Basement of Dining Hall
- Conference Room
- Porch of cabin #2
- Porch of cabin #4
- Porch of cabin #7
- Porch of cabin #13
- Boy's Bunkhouse (inside front door)
- Crafts Room (beside door)
- Bunkhouse (on porch between bathrooms)
- Bunkhouse Kitchen (in closet)
- Lake Lodge (porch of Room A)
- Staff Quarters (on "Rat Hole" trailer)
- Shop (beside garage door and over work bench)
- Barn (on wall inside tack room)

ii. Extinguishers are checked monthly during the summer camping season by the Facilities Manager and recharged as necessary. An annual inspection is performed in April or May.

b. Medical Supplies

i. Medical supplies are kept in a locked cabinet at the clinic. The minimum medical supplies are described in the medical plan.

ii. First-aid kits are located at the following sites:

- 4-H Center Office (above sink)
- Kitchen (over Kitchen Manager's desk)
- Shop (over work bench)
- Bunkhouse kitchen (in cabinet over sink)
- Barn (tack room)

- Pool (Waterfront Director's office)
- Clinic
- Camp van (under driver's seat)
- Camp pickup trucks (behind seat)
- Rifle Range (on pole under shelter)

iii. The EMT will be responsible for determining from the Health Plan the supplies to stock in each first-aid kit. In addition, the EMT will stock a first-aid shoulder pack to supply each staff member that leads a group on a hike or trip away from the center property.

iv. The EMT will check supplies weekly in the clinic and other kits, and notify the Center Director each Friday afternoon of any medical supplies needed.

c. Personal Protection Equipment

i. The following protective equipment will be available in the clinic and in all first aid kits for use by "Primary Responders", and any other person who comes in contact with blood or bodily fluids:

- Vinyl gloves
- Surgical masks
- Gowns
- One-way breathing masks
- Germicidal cleaner
- Waterless hand wash

ii. A Sharps disposal kit will be retained in the clinic. The EMT is responsible for maintaining the kit and is the only person at the Center authorized to use the equipment.

iii. A Hazardous Waste bag will be maintained in the clinic, and all waste materials will be deposited there. The bag will be collected by a Waste Disposal Service at times when necessary.

4. Cabin/Lodge/Bathhouse Monitoring Procedure

- i. Cabins, lodges, and bathhouses during 4-H Camp should be monitored in the following way to insure campers/teens are at the appropriate place at the appropriate time.
- ii. Two male and Two female adult leader/agent/teen* (must be two adults or two teens to avoid one-on-one situations) will walk by each cabin/lodge room and bathhouse. The adult/teen/agent of the same gender residing/utilizing in that area will knock on the cabin/lodge/bathhouse door and then look into the cabin/lodge/bathhouse to insure that no campers or teens are in these locations at times when they need to be elsewhere. These “sweeps” need to take place at the following times:
 - At the beginning of every meal
 - At the beginning of every class
 - At the beginning of each recreation period and randomly throughout recreation periods
 - At the beginning of each afternoon or evening program
- iii. In the event that a camper or teen is found at an inappropriate location during a “sweep”, they should be sent to the appropriate area or detained and turned over to their 4-H agent if the code of conduct is being violated.
- iv. In the event that a camping cluster does not utilize a cabin/lodge room they should inform the Program Director. The cabin/lodge room will be locked for the week.
- v. Adjustments to this policy can be discussed with the 4-H Center Program Director prior to the camping week.

5. One-on-One Situations

- a. See the *Virginia 4-H Camping Handbook*.

6. Modesty Code

- a. See the *Virginia 4-H Camping Handbook*.

7. Parent/Guardian Visitation

- a. See the *Virginia 4-H Camping Handbook*.

8. Documentation of Parent/Guardian Contact

- a. See the *Virginia 4-H Camping Handbook*. Each 4-H Center must develop a procedure to document parent/guardian contacts (i.e., phone, email, face-to-face), particularly when contact is made regarding an injury, suspicion of an injury, suspicion of child abuse/assault, or other instance when emergency services may be necessary. A “4-H Camp Parent/Guardian Communication Log” is recommended.
- b. See *RESOURCE 8* of this Appendix.

B. 4-H Camp Planning, Implementation, and Evaluation

1. Summer Camp Attendance Schedule by County or Cluster

For the current year camping schedule, please contact the 4-H Center or visit the 4-H Center Website.

2. Junior 4-H Camp Suggested Schedule

****ATTENTION****

This is a suggested schedule; please pay special attention to meal times, which cannot be changed without prior notification of Center Director.

MONDAY

10:00 - 11:30	Arrive-Unpack-Bunk	5:30 - 6:15	DINNER
11:30 - 12:15	Assembly & Intro's	6:15 - 7:00	Flags
12:15 - 1:15	LUNCH	7:00 - 8:00	Evening Program
1:15 - 1:30	Change for afternoon activities	8:00 - 9:00	Store/Group meeting
1:30 - 2:30	Swim Test/Camp Tour	9:00 - 10:00	Evening Program
2:30 - 3:30	Swim Test/Camp Tour	10:00 - 10:30	Prepare for Bed
3:30 - 5:15	Recreation	10:30	LIGHTS OUT

TUESDAY - WEDNESDAY – THURSDAY

7:00	WAKE UP	12:30 - 1:15	LUNCH
7:20 - 7:30	Flag Service	1:15 - 1:30	Rest (Adult & Teen Meeting)
7:30 - 8:15	BREAKFAST	1:30 - 3:00	Recreation 1
8:15 - 8:30	Cabin/Camp Clean Up	3:00 - 3:30	Store
8:30 - 8:45	Assembly	3:30 - 5:00	Recreation 2
8:45 - 9:30	Class 1	5:00 - 5:30	Prepare for Dinner
9:30 - 9:40	Change Class	5:30 - 6:15	DINNER
9:40 - 10:25	Class 2 6:30 - 7:00	6:15 - 6:45	Flag Service
10:25 - 10:35	Change Class	7:00 - 8:00	Evening Program
10:35 - 11:20	Class 3	8:00 - 9:00	Store/Group meetings
11:20 - 11:30	Change Class	9:00 - 10:00	Evening Program
11:30 - 12:15	Class 4	10:00 - 10:15	Prepare for Bed
12:15 - 12:30	Prepare for Lunch	10:30	LIGHTS OUT

FRIDAY

7:00	WAKE UP
7:20 - 7:30	Flags
7:30 - 8:15	BREAKFAST/evaluation
8:15 - 8:30	Camp Clean up
8:30 - 9:15	Cabin Clean up
9:15 - 10:00	Closing Assembly
10:00	Load buses, head for home

FRIDAY

7:00	WAKE UP	10:30 - 11:00	Awards Assembly
7:20 - 7:30	Flags	11:00 - 12:00	Clean Cabins, Pack Buses
7:30 - 8:15	BREAKFAST/evaluation	12:00 - 12:45	LUNCH
8:15 - 8:30	Camp Clean Up	12:45 - 1:00	load busses
8:30 - 10:00	Recreation I	1:00	LEAVE FOR HOME
10:00 - 10:30	Store (Souvenirs)		

3. Holiday Lake 4-H Educational Center Junior 4-H Camp Traditions

Holiday Lake 4-H Educational Center is located near Appomattox Courthouse in the 20,000-acre Appomattox/Buckingham State Forest. Appomattox Courthouse Historical Park is 12 miles to the west. Other nearby points of interest are: Buckingham Courthouse, the Town of Appomattox, the Town of Farmville, and the Saylor's Creek Historical area.

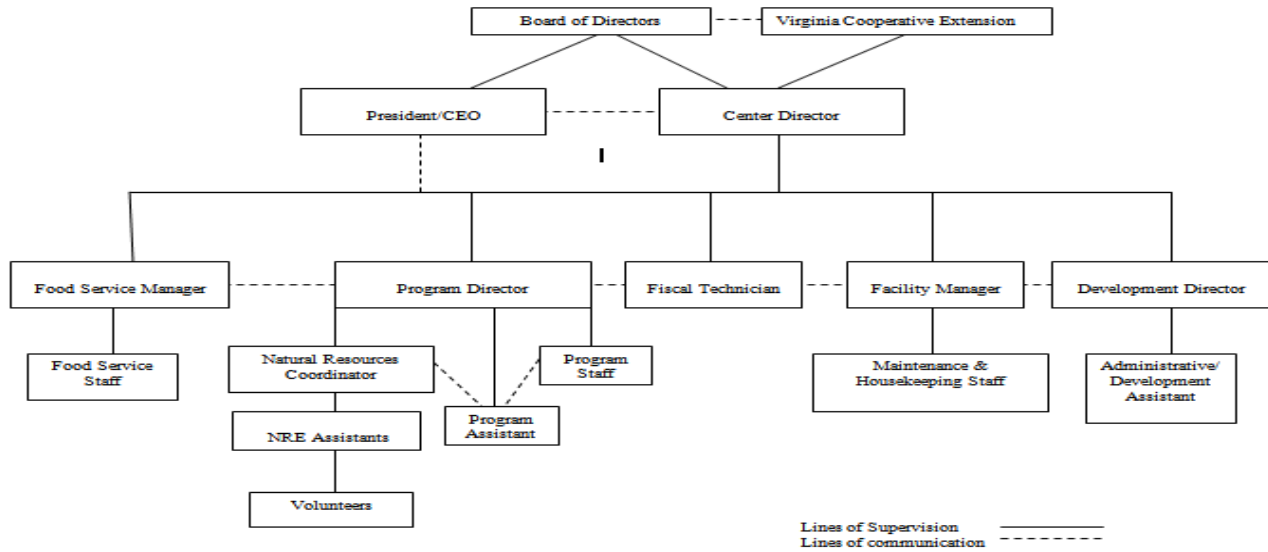
The 4-H camping tradition began at Holiday Lake 4-H Center in 1940, when a group of agents from surrounding counties met to consider leasing the site from the Park Service. The buildings on the property were constructed by the Works Project Administration during the 1930s to serve as a base camp for the workers building the dam and clearing the lake bed. A five-year lease was signed on 19.8 acres of land later that year. The site also included 16 cabins and a dining hall. Agents and volunteers worked to wire and improve the cabins prior to the first 4-H camp in the summer of 1941.

Through the years, the lease has been up graded to include 158 acres of property. The latest lease, which was approved by the Virginia General Assembly in December 1980, will expire in December 2080. Current building improvements include: 15 cabins, remodeled dining hall with conference room, a boys' bunkhouse, three winterized lodges (64, 32, and 24 capacity), a small kitchen facility for groups of 20 or fewer, covered amphitheater, Junior Olympic swimming pool, covered pavilion, basketball/tennis court, shooting education ranges, a barn for farm animals instruction, low- and high-element rope courses, multipurpose playing field, campfire circle, and two bathhouses.

Historically, programs at Holiday Lake have centered on outdoor activities. Campers have been divided up into small groups and a theme has been followed throughout the week. Classes have been planned to maximize the use of the resources available at the center.

Youth from 17 counties and 2 cities in the central Virginia area use the center. The various opportunities available include - Shooting Education, Natural Resource Education, and Outdoor Adventure programs; conferences; business meetings; banquets; church retreats; and much more!

4. 4-H Educational Center Organizational Chart



5. 4-H Center Staff Chain of Command/Communication

The successful completion of a camp week begins almost as early as the previous year's concludes. The team of agents, adult volunteers, teen leaders, and summer program staff, who plan and work to make the camp week run efficiently is very important.

- a. **CAMP DIRECTOR** is at the top of the hierarchy. This is the Extension agent or trained volunteer who is appointed and serves as the person in charge while at camp. In camp weeks where there may be several counties or cities camping together (a cluster), one agent leads the camp. During a week when there is only one county, there is most often only one agent, and therefore he/she leads the camp. The Camp Director works, plans, organizes and prepares the schedule; develops the resource of adult volunteers; makes contacts for special activities/resources; recruits teen leaders; signs campers up for camp and their classes; and essentially designs the camp week. He/she is aided and assisted by the adult and teen volunteers. He/she is responsible for every person brought to camp. This is a position that is, at times, a lot to handle.
- b. **ADULT VOLUNTEERS** make up the next group. These adults serve in a wide variety of roles, including, but not limited to: class instructor, outside resource, cabin monitor, camp banker, or camp nurse. They are responsible to the Camp Director and have no jurisdiction over Program Staff, although staff members work with them as a team and take suggestions and offer assistance when needed.
- c. **JUNIOR LEADERS** or "**Teens**" are a very important part of the camp week, as they have many responsibilities, roles, and duties. They are usually 14 to 18 years old and most often have been campers themselves. They come to camp to work, it is not their "camp week," yet camp should be an enjoyable experience for them also. These are teens who are trying on the robe of responsibility, sometimes for the first time! Their duties include: either assisting Program Staff or other adults in teaching class, or teaching their own class; assisting with afternoon recreation; conducting group meetings; planning/conducting various evening programs; and many other duties. A Junior Leader often is the most influential leader to the camper.
- d. **PROGRAM STAFF** is last group in this order. These people teach classes, plan and implement programs, serve meals, work in the store, and perform routine tasks. This group is under the direct supervision and support of the Program Director. Any and all questions and concerns/problems should come to attention of the Program Director.

6. 4-H Center Organization, Staffing, Roles, and Responsibilities

Holiday Lake 4-H Educational Center operates in a cooperative style with 19 counties and cities to offer educational, programmatic, and positive lifestyle opportunities to the area's youth and adults. During the summer, each camp week is planned and organized by the local camping unit to meet the needs of the campers from that area. There are ten weeks of Junior 4-H Camp, a week of Family Camp, a week-long Shooting Education Camp, and one week of Junior Forestry Camp. There is also a weekend Cloverbud Camp. In planning Junior 4-H Camp weeks, every effort is made to involve adult volunteers, teen leaders, and campers to ensure a successful week.

During the camp week, the Camp Director is the Extension agent or designated **Master Camp Director certified volunteer** in charge for the week. This individual has almost sole responsibility for all persons at camp. The Camp Director is responsible for programming planning, camper supervision, participant disciplinary measures, and group behavior. The Camp Director should be informed of any problem or situation, including behavior problems, scheduling changes, special needs, rules violations, safety issues, or any other unusual circumstances. Summer Program Staff will work through the Program Director, who is the liaison with the Camp Director, with everyday events and responsibilities.

The Camp Director or another supervising Extension agent should make decisions pertaining to discipline. Camp policy prohibits any disciplinary action that makes use of physical, mental, or emotional measures. Under no circumstances should any camper or teen leader be harassed or otherwise abused.

Members of the 4-H camp team include Extension agents, adult volunteers, summer program and other center staff, and teen leaders. Each member has a responsibility to assure that the camp week is a success for each camper. The Camp Director has direct responsibility for the adults, teens, and campers each week. The 4-H Center Director oversees the office staff, Facility and Food Service Managers, and Program Director. The Program Director oversees the Summer Program Staff.

7. Junior 4-H Camp Class Descriptions

The following courses will be offered 4 times each morning and are limited to 16 participants per class:

- **Archery: - Shooters to the line!**
This is an introductory course teaching the fundamentals of archery with an emphasis on safety. Students in this class will also have the opportunity to sign up for an exciting 3D archery session at our wilderness archery circuit that will take place during one of the afternoon recreation periods (limited space available).
This class is instructed by a Certified Archery Instructor.
- **Canoeing:**
Grab a paddle and a PFD and have fun learning the basics of canoeing and watercraft safety. Participants must pass the swim test to take this class. Campers age 12 and up may participate in an off-site canoe trip down the James River which will be offered during the Thursday afternoon recreation period. *(Signed parental consent form required)*
- **Low Challenge / Confidence Course:**
In this fun and physically active course, campers will put their skills to the test to complete challenging tasks and negotiate the obstacles and elements of the low challenge course. Through a series of teambuilding activities participants will gain self confidence, learn valuable cooperation and communication skills, and most importantly have fun! **Closed-Toe shoes required for this course (no sandals or flip-flops)**
- **Outdoor Living Skills:**
This course is an introduction to the basic principles of outdoor living and camping skills. Through fun and hands-on activities campers will cover topics such as how to pitch a tent, animal tracking, shelter building, planning a day hike or overnight camping trip, and basic orienteering. Participants will also have the opportunity to participate in an on-site over night wilderness camping trip on Thursday night.
- **Rifle Safety – Marksmanship:**
Ready, Aim, Fire. Campers in this class will learn the fundamentals of firearms safety and basic rifle marksmanship including aiming, shooting positions and proper firing techniques using .22 caliber rim-fire rifles.
This class is instructed by a Certified Rifle Instructor.
- **Beginner Swimming:**
In this class campers will gain confidence and learn to feel comfortable in the water. Campers will first learn how to float and enjoy the water and then gradually begin to develop basic swimming skills and learn their first strokes. This class is full of water games and fun activities focused on developing and advancing the skill level of all beginner swimmers!
- **Intermediate / Advanced Swimming:**
The goal of this class is to build upon campers basic swimming skills by providing additional guided practice. To enter this level students must be able to swim 15 yards independently. In this class students will learn to coordinate the front and back crawl strokes, begin orientation to deep water, refine key strokes, and be introduced to the butterfly stroke, open turns and diving. And don't forget the games!
- **Theatrical Arts:**
Lights, Camera, Action! Show your dramatic side while learning techniques of the performing arts including costuming, improvisation, and the use of props. Develop your skills and talents in this class designed to increase self-confidence as well as positive group interaction. And did we mention its fun!
Campers will have the opportunity to participate in a weekly talent show!
- **Leather Craft:**
Hammer, stamp, stain and be creative! Leather craft gives you the opportunity to use leather to create just about whatever you want from wallets to bookmarks and key chains to belts. This highly active and creative crafts class lets campers use their imagination to develop skills and possibly a hobby to last a lifetime. Fun for all ages!

The following courses are available to be offered 4 times each morning and are limited to 16 participants per class:

4H Extension Agents may choose to offer either of the two classes however only one course may be offered per class period.

- **Nature & Forestry:**
Venture out into woods for an exciting and hands on experience. Campers will have the opportunity to collect specimens from the creek, learn about and touch reptiles and amphibians, and dig through the dirt looking for various critters while learning about the natural wonders of the world!
- **Nature Crafts:**
In this class campers will have the opportunity to participate in lots of hands-on nature related crafts while also learning about animals and the environment. Some activities include track making, birdfeeders, painting, and lots more. Make sure to turn your imagination on for this class, because we will be using our surroundings for inspiration!

High Challenge or Climbing Tower courses are 2-block courses and will be offered 2 times each morning.

Classes are limited to 12 participants per class. 4H Extension Agents may choose to offer either of the two classes however only one course may be offered per 2-block class period.

- **High Challenge or Climbing Tower:**
Participants will learn safety techniques, belaying skills, develop self confidence and teambuilding skills, all while climbing to new heights. Campers will have the opportunity to learn the techniques of rock climbing at the Climbing Tower or traverse the 7-station High Ropes Course and travel down the zip line at a height of nearly 30 feet. Participants must be 12 years of age by the start of camp to enroll. This course is offered twice daily and is limited to 12 participants. **Closed-Toe shoes and long pants required for this course.**

The “Teen Life” course will be offered only once each morning during the 3rd class period.

4H Extension Agents may choose to offer Teen Life or request (prior to camp) that the staff member assists with the instruction of a CIT class.

- **Teen Life or CIT:**
This class is designed especially for teens and will be structured as a discussion group led by one of the Camp Program Staff. It will focus on current events and topics such as “Life after high school”, “Peer relationships”, “Becoming a leader”, and other teen related issues.

<u>Class Name</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Climbing Tower or High Ropes	6	<u>12</u>
<ul style="list-style-type: none"> • 2-block class, offered twice daily • Long Pants and Closed-Toe shoes required for High Ropes • Campers must be 12 or older by the start of camp 		
Low Challenge / Confidence Course	6	16
<ul style="list-style-type: none"> • 4 classes daily • Closed-Toe shoes required for Low Challenge / Confidence Course 		
Performing Arts	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Rifle Marksmanship	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Archery	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Canoeing	6	16
<ul style="list-style-type: none"> • Campers must pass swim test to enroll • 4 classes daily 		
Beginning Swimming	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Advanced Swimming	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Nature & Forestry or Nature Crafts	6	16
<ul style="list-style-type: none"> • 4 classes daily, only 1 class offered per class period 		
Leather Craft	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Outdoor Living Skills	6	16
<ul style="list-style-type: none"> • 4 classes daily 		
Teen Life or CIT	6	16
<ul style="list-style-type: none"> • 1 class per day, only during the 3rd class period 		

8. Junior 4-H Camp Meal Procedures and Special Diet Requests

- The 4-H Center uses **family style dining** during all meals. All campers will eat at the same time. All food will be on the tables when the campers sit down.
- Kitchen staff and appointed summer staff (runners) are responsible for setting the tables for each meal. Set-up will begin **15 minutes prior to each meal**. Staff will place flatware, cups, utensils, and food bowls on each table while campers are outside. **Hot food must wait unit 5 minutes before the meal is to be served to be placed on the table.**
- Two summer staff members will be designated as “runners.” They will coordinate between kitchen staff and the needs of the campers, teens, and adults. **Only 4-H Center Staff will be allowed in the kitchen area. Staff runners will attend to the needs of teens. Teens may come into the service line area to ask for more food, etc.**
- Campers will gather outside of the Dining Hall prior to each meal. Campers will be released by groups to go into the dining hall and find a seat.
- At least one (1) teen counselor must be at each table to supervise and socialize with campers. Teens are expected to spread themselves amongst campers, rather than sitting together and “clustering”. **This is very important!** Teens will be sent into the dining hall moments before the campers.
- As campers enter the dining hall and find a seat. Teens will help campers distribute food appropriately. Every camper should have “firsts” before any camper takes “seconds” at their table.
- To get “seconds”, one (1) person from the table will first check with surrounding tables for additional food. If food is still needed, the teen/adult from that table will wait for a Runner to call for “seconds”. Once this has occurred, the teen/adult may go to the serving line to get additional food. Seconds may not be available for all items. Campers may be allowed to refill pitchers. **Food can only be carried by Teen counselors and Adult Leaders.**
- All campers and teens must stay inside of the Dining Hall until dismissed by staff. Campers who have to leave the dining area (bathroom, visit Medical Staff Person, etc.) should be accompanied by “buddy” camper, a teen leader, or adult volunteer.
- Clean up will be conducted by table. Each table is responsible for “bussing” their own dishes, cleaning under their chairs and tables, and wiping off their table. Teens and campers will take plates, platters, and bowls to the dishwashing window after seconds have been served. Excess food will be dumped into waste baskets. **Silverware should be placed back in the silverware basket and brought to the window by the TEEN LEADER to minimize the amount of silverware being thrown away.** The cleanest table may be dismissed first!
- Everyone should have 20 minutes of uninterrupted eating time.

xiv. Special Diet Request Form: See *Resource 3* of this appendix. **Agents, please bring copies to Program Director for the meeting 2 weeks prior to your camp arrival.**

9. Suggested List of Things to Bring to 4-H Camp

- a. See *Resource 4* of this appendix.

10. Groups and Meeting Locations

- a. Groups names are decided by the camping cluster planning committee, usually based on the theme for the week.
- b. Group meeting locations are decided by the planning committee. Some good spots are:
 - Amphitheater
 - Front and back porches of dining hall
 - Campfire Circle
 - Large Bunkhouse Steps
 - Pavilion
- c. Groups are expected to keep meeting locations clean

11. Camp Newspaper/Camp Video

- a. These media pieces are usually created by the participants of a journalism/media class that is provided by a Camping Volunteer or Agent.

C. Inclement/Severe Weather Emergency Action Plan

In the event that it becomes necessary to relocate campers to shelter/secure locations due to the presence of or imminent approach of potentially dangerous or severe weather, the following policy will be implemented:

(Note: Campers should always return to their cabins unless it is necessary to assemble them in a central location due to the imminent threat of severe weather)

Inclement Weather/Thunderstorm

1. All 4-H Center Staff, 4-H Agents, and Volunteer Leaders who conduct activities outside of the main camp area (i.e. 3-D Archery Range, Ropes Course, Shotgun Range, Skeet Fields) will carry a 2-way radio in order to maintain contact with the Camp Director, Program Director, and 4-H Center Administration.
2. The 4-H Center and/or Camp Director will periodically check weather patterns by way of Internet. Additionally Holiday Lake 4-H Center will monitor weather patterns and advisories by way of a NOAA Digital Weather/Hazard Alert Monitor and Radio.
3. In the event that Campers need to be relocated to shelter due to mild or moderate inclement weather or thunderstorm, campers and volunteer leaders shall return to their cabins and await further instructions from the Camp Director and/or Program Director. *(it is recommended that each camping unit place a volunteer with a radio in each of the farthest cabins i.e. #s 9 and 15)*
4. Should it become necessary for a camper to use the bathroom during this time, one Volunteer Leader from that camper's cabin (as there are two volunteer leaders per cabin) will request the assistance of a volunteer leader from the adjacent cabin and the two will accompany the camper to the bathroom. At no time should a cabin be left unattended and the Above Suspicion Policy of supervision should be strictly adhered to.

Severe Weather/Thunderstorm

1. In the event that it becomes necessary to relocate campers to shelter or safe location due to the imminent approach of severe weather (such as severe thunderstorms, high winds, hurricane, tornado, etc), campers and volunteer leaders shall assemble in the dining hall and seat themselves by cabins, bunkhouse, or lodge, and a “Roll Call” will be taken to assure that all camp participants are accounted for. Volunteer leaders will assist in keeping campers calm and quiet, and will await further instruction from the Camp Director/Program Director.
2. Should an imminent threat of severe weather (Tornado) arise, and it becomes necessary to seek secure shelter, campers will be relocated to underground/block-walled facilities in the following order:

Lodging Area

Secure Shelter Area and Capacity

Large Bunkhouse B&C
Cabins 1 & 2

Large Bunkhouse Room C **(52)**

Large Bunkhouse A&D
Cabins 3 & 4

Large Bunkhouse Room D **(52)**

Cabins 5-6 &
Lake Lodge

Bunkhouse Kitchen **(44)**

Cabins 7-9

Laundry Room **(30)**
(Enter door to right of steps leading under dining hall)

Cabins 10-15

Supply Room **(60)**
(Enter door facing steps leading under dining hall)

Boy's Bunkhouse

Boy's Bathhouse **(35)**
(Divide group between sides and move to shower stall area)

Summer staff, teen, and adult leaders will keep campers calm and as occupied as possible. Once the Center Director, Camp Director, or Program Director has deemed it safe to emerge from these shelters, a safe location will be determined to account for all camp participants by cabin/lodge assignments. A team comprised of the Center Director, Camp Director, and Program Director will determine if camp will continue. If the decision to evacuate is made, the evacuation plan will be followed.

3. Should a severe weather event occur during the night, campers and volunteer leaders will be notified to assemble in the dining hall (in order of lodging area) by means of the P.A. system, ringing the dinner bell located on the front steps of dining hall, and/or by direct notification.

D. 4-H Camp Health and Wellness

1. Holiday Lake 4-H Educational Center Rules and Policies

- a. Possession or use of alcoholic beverages or illegal drugs on Center property is strictly prohibited.
- b. No smoking in or around any buildings.
- c. No “rough housing” in any building.
- d. Pay phone on Center office porch is off limits to campers and teens.
- e. No campfires allowed except in the camp fire circle.
- f. Possession or use of fireworks, firearms, or knives is strictly prohibited.
- g. All guests must register at camp office and leave premises immediately at conclusion of evening program.
- h. Staff quarters are off-limits to all campers, teen leaders, and adult leaders.
- i. To conserve energy, please turn off all lights when not needed.
- j. No special events or social activities will be held during the camp week by or for any group, including: teen leaders, adults, agents, or staff.
- k. Toilets and urinals should be flushed after use.
- l. All litter and trash should be placed in the proper containers.
- m. Only authorized personnel are allowed in the kitchen.
- n. No pets allowed.
- o. In accordance with written request from Holliday Lake State Park, **no noise after 11:00 p.m.**
- p. Agents or leaders should not leave camp without knowledge of Camp Director.
- q. Shoes or other footwear must be worn at all times.
- r. No wading or swimming is allowed in the lake.
- s. Campers must be accompanied by an adult or leader when on the beach or docks. Campers must stay at least one body length from the water.
- t. No rock throwing at any time.
- u. Campers must stay out of the woods unless in an approved program, class, or event.
- v. Hang all wet items on lines at the cabins.
- w. Possession of aerosol cans is prohibited.
- x. Cell Phones and other electronics are not allowed at camp. With prior approval, electronics may be used if they are needed as part of a program or activity and only used at such time.
- y. Campers requiring medical attention must be accompanied to the clinic by a teen leader or adult.
- z. Fire extinguishers and smoke alarms are for emergency use only, and should not be tampered with.
- aa. Physical, emotional, or mental abuse/discipline or corporal punishment measures are strictly prohibited and will not be tolerated.
- bb. Abusive and profane language is not allowed.

ATTENTION: ABUSE/INFRACTIONS OF HOLIDAY LAKE 4-H EDUCATIONAL CENTER RULES AND POLICIES CAN BE CAUSE FOR DISCIPLINARY ACTION. THE CAMP DIRECTOR, CENTER DIRECTOR, PROGRAM DIRECTOR, AND ANOTHER ADULT SELECTED BY THE TWO WILL DETERMINE THE APPROPRIATE DISCIPLINARY ACTION. THE DECISION OF THIS PANEL IS FINAL AND NOT SUBJECT TO APPEAL.

2. Medical Standing Orders

- a. Medical Standing orders are reviewed and updated annually and are available upon request.
- b. Each Unit will annually received a revised copy once the Medical Standing Orders have been approved and signed by a practicing physician.

E. 4-H Camp Operational Management

1. Pre-camp Meeting

- a. It is expected that each Camping Cluster Camp Director meet with the Program Director at least two weeks prior to their camp week. This meeting should take place at Holiday Lake 4-H Educational Center so as to limit the amount of time the Program Director is away from the 4-H Center, during on-going camps.
- b. Information that the program director will need:
 - 20 copies of the schedule
 - Completed Health History Forms for all camp participants
 - Camp menu selections
 - Cabin Sweep and Pool Spotting Schedules for volunteers.
 - Estimated total number of all camp participants (campers, teens, adults)
 - Any special dietary, medical, or accommodation requests (See *Resource 3.*)
 - Master Camp Roster w/ Lodging Assignments (Refer to Lodging Supervision policy in the *Virginia 4-H Camping Handbook and Resource 9 of this appendix*)

2. 4-H Camp Financial Statement

- a. See *Resource 5* of this appendix.
- b. Holiday Lake 4-H Educational Center Policy: Those persons residing in a room, cabin, or lodge will be held financially responsible for the room and/or cottage and equipment. They will also be responsible for leaving the room and/or cottage in good condition each day and when checking out. The facilities will be checked before, during, and following each camp. If there is damage to the facility those responsible will be billed on a pro-rata basis for damage or missing equipment.
- c. Holiday Lake 4-H Educational Center programs and employment are open to all people regardless of race, color, religion, sex, age, veteran status, national origin, disability or political affiliation. An equal opportunity/affirmative action employer.

3. Damage Cost Sheet

- a. The Holiday Lake 4-H Educational Center Damage Cost Assessment Form is available upon request from the administrative office.

4. Arrival and Departure Procedures

- a. ARRIVAL/DEPARTURE

On Monday of each week, one Extension agent or adult volunteer from each camping cluster (or other person designated by the agents in charge), and the head of the 4-H center maintenance department or another 4-H center designee will go through all the cabins/rooms together.

 - i. On Friday, at the normal time (after cabin clean-up), the **same** persons who conducted the pre-inspection will conduct post-inspection to assess any and all damages that may have occurred during that camping week.
 - ii. This room inspection procedure will assure that all parties are represented during the inspection and no improper billing will occur.
 - iii. Once again, campers will not be able to enter their cabins/rooms until pre-inspection has been completed.

b. MEDICAL REVIEW

- i. Before attending camp, the health history reports for all participants are to be submitted to the Extension agent in charge.
- ii. Any special instructions or administration of medication is to be reviewed by the agent with the parent or guardian. Parents are to give all medications to the Extension agent.
- iii. Upon arrival at the 4-H center, the agent will review all records with the Center's nurse/EMT, especially those requiring special attention or medication. All medications will be given by the agent to the Center's medical designee.
- iv. The center's nurse/EMT will administer a health screening to each camper within the first 12 hours of arrival at the center. He/she will note those requiring special attention or medication.
- v. At day's beginning and throughout the day as necessary, the nurse/EMT will contact each participant receiving attention or medication. The medication or attention is to be administered by the designee who will remain with the patient until the medication is taken. Any campers not taking their medication must have their parents contacted immediately.
- vi. The 4-H center will maintain a treatment log for any action taken or medication administered during the camping week.
- vii. At the camp's end, all medications (or empty bottles) are to be given by the nurse/EMT back to the agent to give back to the parents. Any discrepancies or deficiencies will be resolved and filed for future reference.

5. Documentation Required at the Time of Registration

- a. See *Resource 5* of this appendix.

6. 4-H Center Cabin/Lodge Floor Plans and Sleeping Capacity

- a. See *Resource 1* of this appendix.

7. Lodging/Room Assignments

- a. Unit Extension faculty/staff responsible for 4-H camping are required to send teen and adult verification to the 4-H Center at least 2 weeks prior to camp. This allows the 4-H Center to verify that appropriate supervision has been secured and to take action if additional supervision is needed. (Refer to Lodging Supervision policy in the *Virginia 4-H Camping Handbook*.)
- b. This verification includes:
 - i. Volunteers' names,
 - ii. Ages,
 - iii. Total number of teen and adult volunteers registered,
 - iv. Placement of teen and adult volunteers in cabins/lodges, and
 - v. Total number of youth campers attending.
- c. See *Resources 2&9* of this appendix.

8. Camp Store Price List

- a. Please ask your campers to bring small bills to camp (\$1's, \$5's, \$10's)! It makes the store go faster!
No \$20 bills, **PLEASE**

b.

<u>Item</u>	<u>Price</u>
4-H Logo Apparel	\$2.00 to \$10.00
Sweatshirts	\$18.00
T-shirts	\$9.00 to \$11.00
Hats	\$10.00
Arts & Crafts	\$3.00 to \$12.00
Stationery	\$3.50
Post Cards	\$0.50 to \$1.00
Soft Drinks and Juice	\$0.50 to \$0.75
Food, Candy, Ice Cream	\$0.75 to \$1.50
Assorted Toys and Games	\$0.50 to \$5.00
Stamps	sold at face value

9. Camp Bank

- a. Camp Bank Procedure
- Each camping cluster group may establish a bank to accommodate campers' money.
 - Each camping cluster group will assign at least one adult (***must not be teen counselor***) to function as the banker and additional adults for each group to serve as helpers.
 - The banker and helpers will set up individual accounts using small envelopes provided by the members of the cluster group.
 - The banker and helpers will dispense and collect envelopes to or from campers in his/her unit prior to and at close of store.
 - All reasonable care will be taken to avoid loss of money. However, the 4-H center will not be responsible for loss of camper money.
 - No personal checks will be cashed at the 4-H center.
- b. Alternate Camp Bank Procedure
- Bank bags will be issued to each camper, teen, and adult at registration the morning of camp arrival.
 - Camper/parent will take bank bag with money to bank table.
 - Camper/parent will turn in all money for week to be put in bank.
 - 4-H volunteer will count money and write amount on the outside of bank bag and also on bank card. 4-H volunteer will write their initials after amount deposited.
 - Bank bags are then placed in a milk crate alphabetically by camper name.
 - Bank cards are organized alphabetically and given to dean of men and women for camp. Bank bags are locked in dean of men/dean of women's car for the duration of camp.
 - Campers are told at orientation that camp store will not accept any cash, only money on bank cards will be honored. Campers are also told that if they take their card out of store area (or lose it) it will be considered that all money on their card has been spent. They will receive nothing back on Friday morning at breakfast.

8. Dean of men/dean of women take bank cards each time out of their car and give to adult volunteers working store. Adult volunteer must require that camper be wearing name tag or have their teen counselor with them to verify who they are before receiving bank card. Adult volunteer gives bank card to camper as they enter store.
9. Camper selects items and proceeds to store check-out. Camp staff enters item amounts into cash register and gets total spent for camper. Camp staff then deducts amount from total deposited on camper's bank card and writes total left. Camp staff writes initials after recording total left in camper's bank.
10. Adult volunteer sitting next to camp store registers collects cards, checks math and amounts, and alphabetizes cards to prepare for next store.
11. After last store on Thursday, dean of men and women get camp bank bags and camp bank cards. Adult volunteer team then removes money from camper's bank bag. Camper's bank card is checked and any amount left on bank card is then placed back in envelope to return to camper on Friday morning at breakfast. Money spent at store is turned over to camp to place in safe.
12. Camper's bank bags are returned at breakfast on Friday morning. Camper bank cards are kept for two months after camp to answer any questions that campers or parents might have.

10. Camp Mail

- a. Mail Call: mail received during camp is given out on a daily basis following Flag Lowering.
- b. Camper mail should be addressed as follows:
Holiday Lake 4-H Educational Center
Camper Name
1267 4-H Camp Road
Appomattox, VA 24522
- c. Out-going mail can be placed in the mailbox outside of the 4-H center office.

F. 4-H Camp Human Resources

1. Teen Apprentice Program (TAP) Application (See *Resource 7* of this appendix.)

“TAP” or Teen Apprentice Program, allows teens who are interested in becoming future summer camp staff members an opportunity to come back to camp and work as a pseudo-staff member for up to 2 weeks during the summer. This opportunity gives teens a chance to see what staff life is really all about, and at the same time gives us the opportunity to get to know and evaluate that teen and their respective knowledge, skills, and abilities.

TAP’s are paid positions offering \$100 / week.

2. Camp Staff Applications

Camp Staff applications are updated annually and are available for download from the 4-H Center website at www.holidaylake4h.com (click employment opportunities tab). Applications may be submitted at any time however when possible interviews are generally scheduled for November/December of each year. For more information please contact the Program Director at 434-248-5444

G. 4-H Camp Program and Activities

1. Things Summer Staff Will Be Prepared To Do

- a. Listed below is a list of responsibilities that the Summer Staff will be responsible for doing.

RESPONSIBILITIES

- Camp Wake-up
- Get Acquainted Activities
- Singing
- Flag Raising/Lowering
- Rainy Day Activities
- Line Up for Meals
- Keeping Points
- Field Day Activities
- Recreation/Sports
- Evaluations
- Announcements
- Class Instruction
- Water Olympics
- Campfire Programs
- Opening Assembly
- Enthusiasm!!!!

2. Swimming Pool Polices and Procedures/Hours of Operation

- a. In order to assure safe, clean, and sanitary pool water, the Holiday Lake 4-H Educational Center swimming pool will be closed from 10:30 p.m. until 8:00 a.m. daily. This will provide the time needed for cleaning, filter maintenance, and chemical checks.
- b. Community swim lessons will be offered from 12:30 to 1:30 p.m. and 5:30 to 6:30 p.m. Monday through Thursday each week.

3. James River Canoe Trip Parental Permission Form (See *Resource 6* of this appendix.)

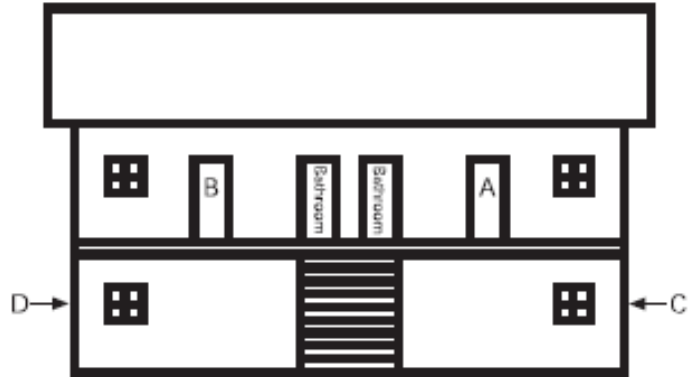
RESOURCE 1: Holiday Lake 4-H Educational Center Cabins/Lodges and their Sleeping Capacities

**HOLIDAY LAKE 4-H EDUCATIONAL CENTER
CABINS/LODGES AND THEIR SLEEPING CAPACITIES**

Large Bunkhouse

Room Letter	Sleeping Capacity
A	14
B	14
C	18
D	18
Total	64

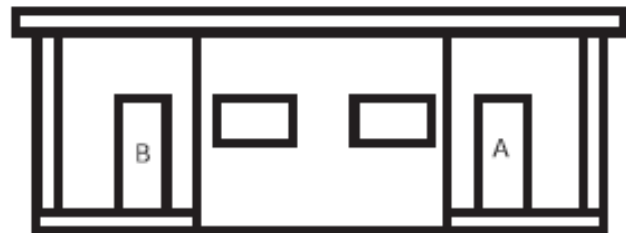
Heated - Yes



Lake Lodge

Room Letter	Sleeping Capacity
A	12
B	12
Total	24

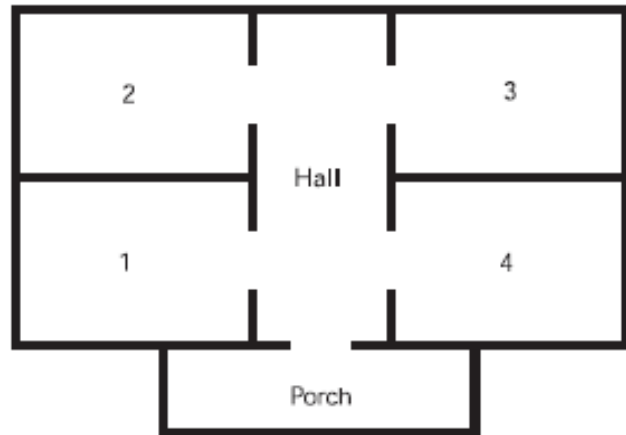
Heated - Yes



Boys Bunkhouse

Room #	Sleeping Capacity
1	8
2	8
3	8
4	8
Hall	2
Total	34

Heated - Yes



Cabins

1-9 Girls' side
10-15 Boys' side

Room #	Sleeping Capacity
1-15	10
Total	150

Heated - No



Resource 2: HOLIDAY LAKE 4-H EDUCATIONAL CENTER LODGING/ROOM ASSIGNMENTS

HOLIDAY LAKE 4-H EDUCATIONAL CENTER LODGING/ROOM ASSIGNMENTS

Agents, please present copies to Program Director when you arrive at camp.

County/City _____

Date of Camp _____

Name	Adult, teen, or camper (please list adults & teens first)	Age
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Cabin/lodge/room number or letter: _____

See *Resource 1* for number of beds per cabin/lodge.

RESOURCE 4: Holiday Lake 4-H Educational Center Suggested Packing List

HOLIDAY LAKE 4-H EDUCATIONAL CENTER SUGGESTED PACKING LIST

Place camper's name on all possessions!

- **Water bottle & Sunscreen!!!**
- 5 shirts and shorts
- Tennis shoes
- Pajamas
- Swimsuit
- Sleeping bag or twin-size sheets
- Pillow, pillowcases
- 2 towels, 1 wash cloth
- Medications (to be given)
- Soap, shampoo, deodorant
- Toothpaste and toothbrush
- A flashlight
- Socks and underwear
- Money for snacks and souvenirs
- Costume
- Talent show items
- Fishing pole (optional)
- Softball glove (optional)

What to leave at home

- Jewelry and valuables
- Pocket video games
- Cell Phone, I-Pods, MP-3 Players, Laptops, etc.
- Radios
- Knives and other dangerous items
- Food (We have mealtimes and the camp store is open several times a day!)

RESOURCE 5: Holiday Lake 4-H Educational Center 4-H Camp Financial Statement Form

For a current year camp financial statement, please contact the Program Director, 4-H Center, or visit the 4-H Center Website at www.holidaylake4h.com

RESOURCE 6: James River Canoe Trip Parental Notification Form

JAMES RIVER CANOE TRIP PARENTAL NOTIFICATION FORM

Campers age 12 and older are eligible to participate in the afternoon-long canoe trip down a section of the James River near the Holiday Lake 4-H Educational Center. The canoe instructor or one of the other lifeguards leads this trip. Campers sign up for this trip at camp.

To participate in this trip, your parent or legal guardian must complete and sign this form and return it the Extension office when you return your health form. Returning this form does not guarantee that you will be able to go on this trip, it gives you an equal opportunity to sign up.

CAMPER NAME _____ AGE _____

I understand that some of the James River Canoe trip will take place off the campgrounds. I give my 12 years old or older child permission to participate in this activity.

Signature (Parent or Guardian)

Date

Virginia Cooperative Extension programs are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in 4-H camp, please contact your Extension office no later than three weeks prior to the date assistance is needed between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

RESOURCE 7: Holiday Lake 4-H Educational Center Teen Apprentice Program Application

For a current year TAP application packet, please contact the Program Director, 4-H Center, or visit the 4-H Center website.

RESOURCE 8: Holiday Lake 4-H Educational Center Documentation of Parent/Guardian Communication Form

**HOLIDAY LAKE 4-H EDUCATIONAL CENTER
DOCUMENTATION OF PARENT/GUARDIAN COMMUNICATION
FORM**

This document is to be used when parent/guardian contacts (i.e., phone, email, face-to-face) are made, particularly when contact is made regarding an injury, suspicion of an injury, suspicion of child abuse/assault, or other instance when emergency services may be necessary.

Extension faculty/staff and 4-H center faculty/staff should include a witness on all phone conversations with parents/guardians to confirm details of the conversation. (Unit 4-H Extension Agent shall be notified if not present. Unit Agents should notify their District Directors where applicable.)

Time/date of call: _____

Name of person making contact: _____

Parent/ guardian contacted: _____

Relationship to child: _____

Reason for calling:

Result of contact:

Signature of person completing the documentation

Date

Signature of witness

Date

RESOURCE 10: Holiday Lake 4-H Educational Center - Cell Phone Policy (Example)

Junior 4-H Camp Cell Phone Policy

4-H camp participants including, but not limited to campers and teen counselors are prohibited from bringing cell phones or other electronic communication devices to 4-H Camp.

Bringing and using these devices is very disruptive to the camping experience in several ways.

1. Campers who experience mild home-sickness and have access to a cell phone will call home. Once that connection is made, the parents almost always end up coming to camp to take their child home. The same camper without access to that phone will be over their home-sickness in 24 – 36 hours and have a wonderful camping experience.
2. Other campers who do not have access to cell phones, but see others using them often feel as if they are being treated unfairly even though they are the ones who chose to follow rules. Seeing this can also incite home-sickness where it otherwise might not occur.
3. 4-H Camp is designed to be a place for youth to have a safe and fun learning experience away from home and their parents. Having direct contact with parents/family/friends throughout the week interferes with and even negates the developmental benefits that the camping experience is designed to provide.

Family and friends are strongly encouraged to send upbeat, positive letters, notes, and care packages to camp. You may even consider mailing packages on Thursday or Friday before camp so that your child will have a package waiting for them the first day of camp when they arrive. We suggest you send your child to camp with self addressed, stamped envelopes for their use. The address for the Holiday Lake 4-H Center is below:

Holiday Lake 4-H Educational Center
c/o: Camper's Name
1267 4-H Camp Road
Appomattox, Va. 24522

We realize that you are trusting us with your most valued possession and we take that responsibility very seriously. All adult and teen counselors must complete training each year which covers everything from games and songs to risk management. The summer staff at camp goes through two weeks of very intensive training to help ensure that your child has the time of their lives at 4-H camp.

In the event of an emergency involving your child at camp, you will be contacted immediately. This is why it is important to list all the ways we can contact you on the health form and to list at least one emergency contact that we can call if we can't reach you immediately. Likewise, if there is an emergency at home and you need to get in touch with your child, you can call the 4-H center main office number, **(434) 248-5444**, at any time to reach someone and get a message to your child.

Those who bring unauthorized cell phones to camp will have them confiscated. Parents can pick up those cell phones when they pick up their campers on Friday, or they can come to the (-----) County Extension Office the following week. Those who bring cell phones, but refuse to surrender them Monday before dinner, may be sent home.

If you have any questions or concerns about this policy, contact me at *(insert Unit office number)* or *(insert 4-H Agent email address)*.

Please help us enforce this policy for the benefit of everyone at camp and to ensure a fun, safe, and happy week at 4-H camp! We appreciate your cooperation.