



YMCA Camp Erdman
We build strong kids,
strong families, strong communities.



69-385 Farrington Highway Waialua, Hawaii 96791 ph: 808 637-4615 fax: 808 637-8874 www.camperdman.net

Dear Group Coordinator,

Thank you for choosing YMCA Camp H.R. Erdman as your Conference destination. I hope this letter finds you well and that you are excited about your upcoming visit.

I am sending this letter along with the Short Term Agreement Contract and Group Coordinator Planning Packet for your trip. I hope that the information contained in this packet will be beneficial as you plan and organize your visit.

Included in the Planning Packet are the forms that we need you to fill out in order to help us accommodate your group during your visit. To make things simple, we have created a Coordinator Checklist that will walk you through a step by step process of completing and returning the appropriate information at the appropriate time.

You will also find lots of other helpful information in this packet, including a variety of sample forms that you as the Group Coordinator are welcome to use such to aid in organizing your group members. Please note that by being the group coordinator you have now accepted the accountability of the group and their actions.

Please remember that communication is essential to a successful trip. Whether this is your first visit or your twentieth, your trip will be more enjoyable with a commitment to communication and planning. With that in mind, please remember that Camp Erdman staff is always available to answer any questions and provide additional information that may assist you in your planning.

If you have any questions or suggestions for the packet, please do not hesitate to call. I look forward to your arrival!

Sincerely,

Renee Deroche
Conference Director
808-637-4615 ext 32
808-637-8874 fax
rderoche@ymcahonolulu.org

YMCA Camp Erdman
Conference Program
Planning Check-list

Contract:

- _____ Upon receiving contract review for accuracy and call camp if any changes are needed
- _____ Sign and return contract with initial payment 1 month after booking date.
- _____ Group Detail Confirmation form filled in and returned to camp along with contract.

5-6 months Prior to event:

- _____ Discuss the goals and expectations for the groups visit with your planning team.
- _____ Arrange a suggested visit with the Conference Coordinator to tour camp and finalize group's needs for the event.
- _____ Set a due date for participants' permission slips, health forms, and payment collections.
- _____ Reserve buses/arrange transportation

4-5 months prior to event

- _____ Have an adult orientation with all the leaders who will be attending. Be sure those who are not on the planning team are well informed, especially if they are running events for your organization.

3 months prior to event

- _____ Schedule a FAQ session for participants attending event.
- _____ Group Detail Confirmation form due to Conference Coordinator
- _____ Updated amount of participants due to Conference Coordinator

2 months prior to event

- _____ Initial schedule of event and activities due to Conference Coordinator.

45 days prior to event

- _____ Final schedule due to Conference Coordinator
- _____ Accurate count of participants with any dietary/food allergies.

30 Days prior to event

- _____ Organize participants into cabin groups
- _____ Arrange for Emergency transportation. Your group will be
- _____ Responsible for providing Emergency transportation if necessary.
- _____ Assemble any additional First Aid Kits
- _____ Have a chaperone orientation on policies and set clear expectations of their responsibilities.
- _____ Ensure that all health forms, permission slips and camp waivers and appropriate camp waivers have been collected.

3 weeks prior to event

- _____ Final count of participants due to the Conference Coordinator.
In that count should include information on amount of people with any dietary restrictions or allergies.
- _____ Final requests group has for schedule or facilities due to Conference Coordinator.

Important to note that requests made this close to the beginning of the event will be made if at all possible, however camp cannot guarantee that all program options or facilities will still be available this late into the process.

- _____ Finalize cabin assignments for group participants
- _____ Finalize KP assignments for group participants.



Group Detail Confirmation Sheet

Please return this form no later than **60 days** prior to your event!!

We would like to make your experience here at Camp Erdman the best it can be.

This information helps us to plan for your visit and ensure that your program meets your expectations.

Thank you for taking the time to fill it out!

Group Name: _____ **Contact Person:** _____

Dates of Retreat: _____ **Daytime Phone #:** _____

Fax Number: _____ Email: _____

1) What is your final count? # of Adults: _____ # of Youth: _____ Total # in group: _____

2) How will your group arrive to camp? _____ all together _____ individually

3) When do you expect to arrive at Camp Erdman? Day _____ Time _____ am pm

4) When do you expect to leave (if before Sunday @ 1pm)? Day _____ Time _____ am pm

5) Do you have any vegetarians, food allergies, or other special dietary requirements? How many?

6) What is your first meal? _____ What is your last meal? _____

7) Meeting Space required? Yes _____ No _____ When? _____

Ka'ena room _____ Crosson Hall _____ Assembly Hall _____ Rotary Hall _____ Eagle's Lodge _____

8) Tables required? Y/N How Many? _____ Chairs required? Y/N How Many? _____

9) Audio/Visual Needs? Item(s) needed: _____ Location: _____

10) What is the purpose, goal and/or theme of your stay?: _____

11) Activities: Please confirm the programs your group has requested:

Recreational	Teambuilding	Evening Program
Archery _____	*TDC Course _____	Campfire Y or N _____
Group Games _____	(Teambuilding) _____	Amphitheater _____
Mauka Hike _____	*Odyssey Course _____	Fisherman's _____
Basketball _____	*Alpine Tower _____	
Swimming _____		
Climbing Wall _____		
Arts & Crafts _____		

* These programs have an extra fee due to staffing requirements. Please call in advance as space is limited.

IMPORTANT!! Return this form to:
Renne Deroche, Conference Coordinator
YMCA Camp Erdman
69-385 Farrington Highway
Waiialua, HI 96791

YMCA Camp Erdman
Conference Program
FAQ's for group Participants

Aloha! YMCA Camp Erdman has been serving families and individuals since 1926, and through the years we have come across some basic questions that most people have when sending a loved one to our facility. Please feel free to look over the information and if you have further questions we are always available and happy to answer them for you.

Where is YMCA Camp Erdman?

We are located on the North Shore of Oahu, just a few miles from Ka'ena Point and the leeward side of the island. We are situated between the Waianae Mountain Range and the ocean, providing a variety of beautiful natural settings.

What if I or my loved one is injured while at camp?

First aid is administered by the group leaders and chaperones for minor injuries such as scrapes, cuts, or bumps. A licensed physician at a proper location, which is generally covered by your insurance policy, will treat injuries that are more serious.

What if my child is going to camp and he/she takes medication?

Your child's group leader will collect any medication and is responsible for administering it at Camp. Please give detailed instructions on the Health Information Form.

What if I need to get in touch with my loved one?

If you have an important message, please call our Business Office at 637-4615 between 8am and 5pm and leave a message for your loved one's group leader. After hours, phone calls should be for emergencies only.

If you have additional questions, please contact your Group Coordinator. We are looking forward to having you at Camp!

Sincerely Yours,

YMCA Camp Erdman Staff

Directions to YMCA Camp H. R. Erdman

From Honolulu

- I. From **H1**, exit onto **H2** North (toward Mililani / Wahiawa).
- II. Continue on **H2** until it ends and becomes **99**
- III. Continue on this road past Schofield Barracks and Kemoo Farms. There will be several stoplights.
- IV. After Kemoo Farms, Schofield Barracks, and a ravine stay to your left as the road forks. **Follow the sign to Waialua**, not North Shore. This road is **803**. *Please refer to inset 1 for detail.*
- V. Continue on **803** through the pineapple fields and down the hill (*Kauknohua Road*). At the base of the hill continue going straight, this becomes Farrington Highway
- VI. Follow Farrington Highway, as it veers to the right. Then cut left at the small rotary to the stop sign and **follow the sign to Mokuleia**. Follow the road under the overpass. *Please refer to inset 2.*
- VII. Pass Waialua Intermediate and High School, on the left; continue past the residential area of Waialua, open fields, polo fields, residential area of Mokuleia and Dillingham Airfield.
- VIII. YMCA Camp Erdman is located approximately ½ mile past the end of the airfield.
- IX. Pull into the ocean side parking lot and check in with a staff member on duty.

From Ewa / Leeward

1. From **H1** or Fort Weaver Road **76**, get onto Kunia Road **750**.
2. Follow Kunia Road through pineapple fields until it dead ends into **99** at the stop light. Take a left at the light. *Please refer to inset 1.*
3. *Follow the above directions, starting from number III.*

From Windward / North Shore

1. Follow Kamehameha Highway around the North Shore.
2. At the stop light several miles after Waimea Bay, continue going straight. This is a bypass for Haleiwa.
3. At the next light, turn right and head toward Weed Circle (large one way rotary). Follow it around and pass two streets, one to Haleiwa and the other to Waialua Beach Road and **exit on the third to Mokuleia**. Note: this will be almost a complete circle. *Please see Inset 1.*
4. Now on Kaukonahua Road **930**, follow the road until dead ends into **803** Farrington Highway. Take a right at the stop sign onto Farrington. *Please see Inset 1.*
5. Follow the directions above starting with number **VI**.

YMCA Camp H.R. Erdman's Camp Policies and Procedures

Check-In Procedures

Upon arrival at camp, your group will check in at the camp's Welcome Center where the staff on duty will inform the Conference Department that your group has arrived. Once the group has checked-in, the group leader will receive all cabin and/or facility key(s) that the group is utilizing, arrange last minute details regarding the group's stay, and arrange for the orientation for the group's participants that day. Group leaders are asked to familiarize themselves with the following policies and procedures and assist camp staff in ensuring that they are upheld while staying YMCA Camp Erdman.

Parking

You are welcome to park your vehicle in any of the designated parking areas. Please respect designated staff and camp vehicle parking areas and leave clear access for emergency vehicles. There is NO parking or driving on our fields or grass areas.

First Aid

It will be the responsibility of the group to provide First Aid to any of their participants. First Aid kits are located around camp for your use.

Emergency Procedures

In case of emergency, please use the following guidelines:

- The phone is located on the second floor of the Hanai Pono building, in the Dining Hall
- If there is an emergency, please notify camp staff by using the 2-way radio, located in the front of the Hanai Pono building

Alcohol, Smoking, Drugs, and Weapons

YMCA Camp Erdman is a smoke-free, alcohol-free, drug-free, and weapon-free facility. If you do smoke then you must smoke on the beach not at the front of the camp property. Please dispose of cigarette butts respectfully.

Pets

No pets are allowed at YMCA Camp Erdman.

Quiet Hours

Quiet hours are from 10:00 pm until 7:00 am. Any activities taking place during quiet hours must be approved prior to arrival by the Conference Coordinator. Continued meetings/activities after 10:00 pm or before 7:00 am are at the discretion of the Conference Coordinator. Please respect other guests and staff that live on site.

Rubbish and Recycling

Rubbish and recycling bins are located in numerous areas for your convenience. Please help us protect the environment and respect our grounds by properly disposing of all rubbish and recycling aluminum cans, plastic bottles, and glass bottles. Please remove caps from plastic bottles before disposing them in recycling bins. Please don't place rubbish in recycling cans as the recycling center does not accept it and it will all be thrown away.

Dining Hall

We request that you please use the ramp on the side of the HP building to go upstairs and downstairs.

Safety Policies

Please enjoy the wonderful environment at YMCA Camp Erdman.

- In order to ensure your safety, please cross the road only at the designated crosswalk and have an adult accompany any young children.
- In addition, please pay attention to the warning signs regarding "No Swimming, Dangerous Current"
- It is recommended that all participants under the age of 18 be supervised by an adult group leader or chaperon at all times while at camp.
- All program areas such as; Challenge courses, Archery Range, Alpine Towers, Odyssey Course, Skate Park and Pool must have a YMCA Camp Erdman staff member present to use the equipment.
- All staff lead program areas listed above need to be arranged prior to your group's arrival. All participants in a group wishing to use the diving board or swim in the deep end must take a swim test prior to swimming. Any babies who are brought into the pool must be wearing waterproof diapers.

- All groups must send an adult to supervise and or discipline participants while swimming.
- The YMCA lifeguard is only there to maintain the safety of the participants while they swim.
- If a participant has a question about the swimming pool rules or in general, Camp Erdman asks that those questions be asked prior to swimming or at the end of the period. Prolonged discussion with the lifeguard is dangerous as it distracts them from keeping the swimmers safe.
- If participants break pool rules, the lifeguard may ask them to sit out of the pool for a period of time or leave the pool area depending on the severity of the infraction.

Schedules

Groups must supply the camp coordinator with the final schedule no less than 3 weeks prior to arrival. Please take note that any requests in the schedule that are made after the deadline cannot be guaranteed. YMCA Camp Erdman however will take the request into consideration and will accommodate those requests as best as possible,

YMCA Camp Erdman
 Conference Program
 Food Service

Camp Erdman's kitchen staff is under the direction of our Executive Chef who works very hard to ensure the quality of the food product and service is that of excellence. Participants who have special dietary restrictions need to inform their group leader. Our Executive Chef will do their best to work with the Conference Coordinator and the group leader to meet the needs of those participants. All special dietary requests must be made in advance.

All overnight groups as well as those day groups', who have opted to take part in our wonderful meals here at camp, will be served "Family Style" in our dining hall. The Dining Hall is located on the second floor of the Hanai Pono building and has a splendid view of the North Shore.

Groups are organized to sit together in our dining hall with 10 people per table. The group leader is responsible for assigning at least 2 KP's per table (KP responsibilities are explained on the next page). There is also a KP Form located at the back of this welcome packet, which we suggest you use to organize your KP's. It is helpful to bring that form with you to camp.

* Group participants who have severe Food Allergies, and for whom we are unable to accommodate with our camp menu, are welcome to bring their own meals. In these cases, please be sure to request the use of a conference room with a refrigerator to store such items.

Example Meals

Breakfast	Lunch	Dinner
Scrambled Eggs	Hamburgers	Pasta
Rice	Fries	Garlic Bread
Orange Juice	OR	OR
OR	Cold Meat Sandwiches	Teriyaki Chicken
Sausage	Chips	Rice
French Toast	-----	-----
Milk	Salad	Vegetables
	Cookies	Banana Cake

*Please remember that these are ONLY examples of what we serve. The menu is subject to change at any time.

YMCA Camp Erdman
 Conference Program
 KP Duties & Responsibilities

Meals at camp run smoothly when participants are assigned tables and KP duty before their arrival. We have put together some information that may help you organize the tables and KP assignments.

- You will be assigned 1 table for every 10 people in your group. As our meals are served Family Style, it is important that you not sit at more tables than you have been assigned. The kitchen will not make more serving platters than there are assigned tables.
- There needs to be at least 2 KP's per table per meal.
- KP's need to be at the meals 15 minutes before the meal time. Their responsibilities include putting down chairs, setting the tables, and bringing out the food before the meal begins. After the meal, they are responsible for clearing and wiping the tables, stacking the chairs and sweeping the floor.

Meal Times for Conference weekends:

Friday Dinner: 6:30 pm

Breakfast meals: 8:00 am

Lunch meals: 12:00 pm

Dinner meals: 5:30 pm

- Please assign your KP's before arriving at camp. At the bottom of this sheet, we have added a list that may help to organize your KP's. The list is for your use only and is not required by camp.
- Important: please make sure you at least tell the KP's which meal they are assigned to. This is to help make sure meals start on time. As the same staff running your meals will also run your activities, timely starts to meals ensure timely starts to activities.

Friday	KP Name(s)	Saturday	KP Name(s)	Sunday	KP Name(s)
Breakfast	1) 2)	Breakfast	1) 2)	Breakfast	1) 2)
Lunch	1) 2)	Lunch	1) 2)	Lunch	1) 2)
Dinner	1) 2)	Dinner	1) 2)	Dinner	1) 2)

YMCA Camp Erdman
Conference Program
Participant Packing List

YMCA Camp Erdman suggests the following items for participants coming to our facility.

- Tennis Shoes- without closed toed shoes we cannot allow you to participate, so please remember to bring them!
- Sunscreen
- Shorts
- T-shirts
- Socks/ Underwear
- Sleepwear
- Windbreaker / Sweat pants for evenings
- Swim wear
- Hat
- Water Bottle!
- Bedding
 - Pillow
 - Sheets or Sleeping Bag
 - Bath & Beach Towels
- Flashlight
- Soap/Shampoo
- Toothbrush/Toothpaste
- Hairbrush
- Camera (inexpensive disposables work very well- please write your name on it)

Prohibited items;

- Weapons of any kind
- Drugs or alcohol of any kind
- Pets
- Explosives

Statistics

Please count the number of Participants coming to Camp and put the total number next to the correct ages.

5 & below (F) _____

5 & below (M) _____

6-11 (F) _____

6-11 (M) _____

12-17 (F) _____

12-17 (M) _____

18-29 (F) _____

18-29 (M) _____

30-54 (F) _____

30-54 (M) _____

55-64 (F) _____

55-64 (M) _____

64 & up (F) _____

64 & up (M) _____

YMCA Camp Erdman
Conference Program
List of Sample Forms

These are sample forms that you as the group coordinator may find helpful in organizing your participants and keeping them informed about their upcoming trip with Camp Erdman.

These are again sample forms and you may choose to use your own internal forms from your organization, however we have found that the basic information enclosed in the forms should be present in any materials you decide to finally use.

1. Health form
2. FAQ's letter to participants
3. Cabin Assignment lists
4. PO worksheet (if your organization uses PO's)
5. Permission slip

We are also enclosing a suggested list of fundraising ideas for your group to consider, should you feel that you will need to do so to assist participants with paying for the trip.

Health Information

Please complete and return to Group Coordinator. Mahalo.

Name _____

Home Address _____

Street City State Zip

Circle: Female Male

Birth Date _____ Height _____ Weight _____

If under 18 years of age:

Mother _____ Phone (H) _____ (W) _____

Father _____ Phone (H) _____ (W) _____

Guardian _____ Phone (H) _____ (W) _____

Emergency Contact Person (other than Parent or Guardian)

Name _____ Phone (H) _____ (W) _____

Relationship _____

Family Medical Insurance Company _____

Primary Health Care Physician _____

Primary Health Care Location _____

Policy Number _____

1. List any limitations that may hinder your participation in any activities:

2. List any medical conditions or special requirements:

3. List any dietary restrictions (allergies, vegetarian, etc.):

4. Allergies (insect bites, hay fever, etc.):

5. List any unusual fears (such as a fear of water or darkness):

6. List any special consideration that you feel would be helpful for us to be aware

of: _____

YMCA Camp Erdman
 Conference Program
 Cabin Assignments

Use this form to help you organize cabins. We recommend that you have at least one adult in each youth cabin. It is helpful to bring this list to camp with you.

Cabin #	Cabin #
1. (Adult)	1. (Adult)
2. (Adult)	2. (Adult)
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.

Please note:

Cabins 18-32 have 16 beds in each cabin

Cabins 11, 12, 14-17 have 8 beds in each cabin

These are the required Chaperone/Camper Ratios

Camper Age	Chaperone	# of campers
4-5	1	5
6-8	1	6
9-14	1	8
15-18	1	10

Permission Form

Please complete and return to Group Coordinator.

Please circle yes or no for each authorization and note any exceptions.

Name _____

Please Print

Parents/Guardians - Please indicate whether you give your child permission for the following:

To attend the YMCA Camp Erdman Conference Program:

I grant permission for my child to attend the YMCA Camp Erdman Conference Program and participate in *all* of the activities in the program.

YES NO

To authorize emergency medical care:

If my child requires medical care in the judgment of a group leader, chaperone or a YMCA staff member, I authorize to have my child transported by his or her group leader to and be treated at the Wahiawa General Hospital (the closest hospital to Camp Erdman).

YES NO

To authorize administration of Tylenol in case of fever or headache:

I authorize permission for the group coordinator to administer Tylenol or other approved medicine to my child as long as they contact me first. Camp Erdman does not distribute medicine of any kind to children.

YES NO

To authorize reproduction of video/photography and comments/drawings:

I grant permission for the YMCA to use photographs and/or videos in which my child appears and drawings and/or comments s/he may share for the purposes of education or public information.

YES NO

To swim in the outdoor pool at Camp Erdman:

I grant permission for my child to swim only in the outdoor pool under the supervision and direction of a certified lifeguard.

YES NO

Your signature authorizes ALL OF THE ABOVE.

Signature of Parent or Guardian

Date

YMCA Camp Erdman
 Conference Program
 Activity Group List

Use this example list to help you assign adults and youth to activity groups. It is recommended to have at least 1 adult with each youth activity group. It is helpful to have this list with you at camp.

Group A	Group B	Group C	Group D
Adult:	Adult:	Adult:	Adult:
Adult:	Adult:	Adult:	Adult:
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
(18)	(18)	(18)	(18)
(19)	(19)	(19)	(19)
(20)	(20)	(20)	(20)

Suggestions for supplementing funds for the trip

Don't let money stand in your way!

Although we find that our fees are very reasonable compared to similar programs across our region, we recognize that it is sometimes a challenge to find the money for a trip to camp. Because we believe that money should never be the reason not to come to camp, we have listed several suggestions for fundraising efforts.

Grants

If your group's focus is environmental, there are lots of grants out there to help with funding your trip. We recommend browsing the internet for appropriate grants, and highly recommend contacting this organization:

Kokua Hawaii Foundation: www.kokuahawaiifoundation.org

This is a new organization that raises money specifically for sending kids to Environmental Education programs! They will give grants to schools in need to participate in programs like the ones at Camp Erdman.

Fundraising Ideas

Community Garage Sales: Encourage the re-use of items by sponsoring a garage sale. You can rent parking spots to the sellers and sell food to the buyers. This can be a fun community building event.

Local Businesses: Many businesses offer fundraising products.

- Pizza Hut- www.pizzahuthawaii.com/com_prog/literacy.html
- Jamba Juice- www.jambahawaii.com/mug_fundraising.445.html

Trash-A-Thon: For a fundraiser and environmental project, collect trash along the roads or beaches. Participants can ask for pledges per bag or pound.

Create a Camp Erdman Fundraising Committee: Invite parents, chaperones, and students to get together to brainstorm different and new fundraising ideas to do in and out of school.

PTA: Visit the PTA fundraising website for great ideas and tips!
www.ptacentral.org/fundraising.htm

Check the web: There are thousands of creative and new ideas out there!

