

Where can I get money for our trip?

Don't let money stand in your way!

We work hard to keep camp affordable and while our fees are very reasonable compared to similar programs across our region, we know cost can create a challenge for your students to attend Camp. Therefore, we have listed several suggestions for fundraising efforts that many schools have success with.

Grants

Contact your state Office of Environmental Education, Science Coordinators, or search the web for grant opportunities that exist out there.

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 at Camp Erdman.

Green Across America Grants: <http://www.neamb.com/green>

Target Educational Grants:

<http://sites.target.com/site/en/company/page.jsp?contentId=WCMP04-042306>

Fundraising Ideas

Approach Local Businesses: Many local businesspeople have fond memories of their visits to Camp Erdman and might be willing to sponsor one or more students.

Community Garage Sales: Encourage the re-use of items by sponsoring a garage sale in your school parking lot. 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. Students 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!

Scholarships: Camp Erdman maintains a scholarship fund to help students who could not otherwise afford to come with their schools. Please contact the Leadership Director for application information.

YMCA Camp Erdman Leadership Program Teacher Checklist

4-6 Months Prior

- _____ Make sure signed contract has been returned to the School Programs Director.
- _____ Discuss the goals and expectations for the schools' visit with your planning team.
- _____ If first time coming to camp, call the School Program Director to set up a planning meeting for your visit to Camp.
- _____ Recruit qualified chaperones if needed. Note: there must be at least one adult per learning group and cabin. Maximum of 16 and minimum of 13 people per cabin.
- _____ Reserve buses.
- _____ Set a due date for student permission slips, health forms, and payment collections. This will help you gain a more accurate count of participation.

1-2 Months Prior

- _____ Send in final schedule and activity choices.
- _____ Make school time activity decision (ex. Dance, talent show, rec time...).
- _____ Have a teacher orientation with all the teachers who will be attending. Be sure those who are not on the planning team are informed, especially if they will be running events.
- _____ Schedule a meeting with the students to set expectations and answer any questions.
- _____ Generate a purchase order.
- _____ Order Camp T-shirts (must be at least 6 weeks in advance)

1 Week-1 Month Prior

- _____ Finalize number of students and chaperones attending. Update this information with the Camp Directors.
- _____ Organize students and chaperones into learning groups
- _____ Organize students and chaperones into cabin groups
- _____ Assign students to meal tables and KP
- _____ Arrange for Emergency transportation. **Your school will be responsible for providing Emergency transportation if necessary.**
- _____ Designate who will be your CPR/First Aid person while at Camp.
- _____ **Assemble First-Aid kits**
- _____ Have a chaperone orientation on policies and set clear expectations of their responsibilities.
- _____ Collect Health Forms and Permission Forms from students.
- _____ Collect Odyssey III release forms
- _____ Review with students the "Packing list." Remind them to label their belongings.
- _____ Make Name Tags for every student, chaperone, and teacher. (See example)
- _____ Review Camp Erdman's schedule that was sent to you and contact us for any changes.
- _____ Notify Camp of any special food allergies or diets.
- _____ Send Teacher's Objectives in to Camp Director
- _____ Send Student Concern's list filled out to School Programs Director

YMCA Camp Erdman
Leadership Program
Teacher Checklist

The Day of the Trip!

- ___ Take a head count
- ___ Collect medicines
- ___ Make sure each student has a sack lunch
- ___ **Bring First-Aid Kit**
- ___ Bring medical and permission forms
- ___ Confirm time with busses for return trip
- ___ Make copies of schedules for ALL adults
- ___ **Bring Odyssey III Release Form** for each student. (Give to Camp Director)
- ___ Bring copy of Learning Groups for Camp Director
- ___ Bring copy of Cabin Groups for Camp Director
- ___ Bring copy of Table and KP lists for Camp Director
- ___ Bring School Food's Sheet filled out and signed by the principal
- ___ Bring statistics form filled out
- ___ Energy and Enthusiasm!

SIT BACK, RELAX, AND HAVE FUN!!!!



YMCA Camp Erdman
 Leadership Program
 Camp Store



I want to remember Camp Erdman forever!

Camp Erdman is always well stocked with sodas, candy, T-shirts, key chains, and many other great souvenirs! Your students can bring home items from Camp that they will cherish for a lifetime. Check with the Camp staff on arrival to arrange times for the store to be open. If you still do not want your students to bring money to Camp, we are happy to do a pre or post order for your school.

T-Shirts (Group order)

If you decide to order Camp Erdman T-shirts, you can get them at a special bulk rate of \$7.50 per shirt! That is a bargain! The only catch is that your minimum order must be at least 60 shirts and the company needs 6 weeks or more notice. Contact the Camp Staff for an order form and for assistance in ordering.

Example of Other Items: Please note that prices may change. Full list given by request.

<u>Snacks</u>		<u>Souvenirs</u>	
Popcorn or Nuts	\$1.00	Shirts	\$15.00
Candies	\$1.00	Bandanas	\$5.50
Chips & Cookies	.50¢	Hats/Cap	\$10.00
Cup of Noodles	\$1.00	Carabineers	\$3.50
Granola Bars	\$1.00	Compasses	\$4.50
Mini Candy	.25¢	Dog-tag	\$3.00
		Frisbee	\$3.00
<u>Drinks</u>		Water Bottles	\$9.00
Canned Drinks	\$1.00	Lanyards	\$5.50
Water	\$1.00	Sunglasses	\$5.00
Apple Juice	\$1.00	Postcards	.25¢
Lg. Gatorade	\$1.50	Gym Sack	\$10.00
Sunny D	\$1.00		
Vitamin Water	\$1.50	<u>Misc</u>	
Arizona Tea	\$1.50	Cocoa Butter Lotion	\$5.00
		Deck of Cards	\$5.00
<u>Ice Cream</u>		Deodorant	\$2.50
Misc. range from \$1.00 to \$3.50		Shampoo or Soap	\$2.50
		Sun block	\$5.00
		Toothbrush/Toothpaste	\$2.50

YMCA Camp Erdman
Leadership Program
Helpful Hints

To make your first transitions smooth at camp, please have students divided into their cabin, learning groups, dining hall tables, and KP color before your arrival to camp.
Use of name tags will help out tremendously!

Example Name Tag

Oahu Middle School			
Timmy Smith			
Cabin 22	Learning Group C	Meal Table #3	KP Color-Yellow

Also, if you collect lunches at school and place them into boxes with each homeroom teacher then the first lunch may be a smoother transition as well.

Mrs. Toyama-Lunches

Color coded or numbered luggage tags can also be helpful.

Cabin 23

YMCA Camp Erdman

Leadership Program

Policies and Procedures

General Policies

- Camp Erdman's Environmental Education Program is a "school experience"- learning is the main focus of all aspects of the program and students should be prepared for this.
- The school is responsible for supervision and discipline at all times, including meals.
- Students are not allowed in or near the lodging of other schools.
- **YMCA Camp Erdman is a smoke, alcohol, and drug free facility. Thank you!**
- Upon arrival to camp, our School Program Director or Assistant Director will meet with all the Adult leaders for camp rules, policies, and emergency procedures. Our instructors will meet with the students for a brief orientation on guidelines and procedures while at Camp.

Safety First

Please help us keep Camp Erdman a safe environment by following & enforcing the following safety procedures.

Challenge Course

The Challenge Course at YMCA Camp Erdman is designed to safely challenge both the group and the individual. Adult Leaders need to take an active role in positively enforcing student behavior and are asked to respect Camp's philosophy of Challenge by Choice. Adult Leaders may also be asked to help spot students who are being lifted off the ground during any element.

Beach

Activities and classes may take place on the beach bordering Camp property as it is a wonderful natural classroom.

- Students are NOT allowed in the ocean at any time.
- Adults are responsible for assisting in the enforcement of student behavior on the beach during classes.
- Students must be accompanied by an adult on the beach.
- Sunglasses and hats are recommended for the beach

Mountain

Exploring the environment around Camp, a hike into the Waianae Mountain may be chosen as a daytime class. In order to ensure the safest experience:

- There will be at least one Instructor and one Adult Leader per activity group
- Students are strongly advised to bring water bottles (no glass, please)
- Mosquito repellent is strongly recommended

Shoes

*Students and adults are **required to wear closed-toe shoes** during activity times.*

Participant Behavior

YMCA Camp Erdman Instructors reserve the right to stop an unsafe activity or remove a student who is exhibiting unsafe behavior from an activity

First Aid and Emergency Policies

MEDICAL EMERGENCY

- ❑ Ensure the safety of the victim
- ❑ Call 911 immediately from a phone in the main building in the Dining Hall.
- ❑ Contact the Director on Duty for assistance. Have the appropriate Student Health information available for the Emergency Medical Service personnel.

FIRST AID

All groups are advised to bring a CPR/First Aid certified person and provide emergency transportation while participating at Camp H.R. Erdman

All groups are responsible for the basic first aid needs of any participant. Each group can request a conference/meeting room during your stay, which can be set up as your first aid location. **Please bring your own first aid supplies.** We sometimes have fully stocked first aid kits available to purchase in our camp store for around \$30.

If prescribed medicine of any kind needs to be administered, it must be done through the visiting teachers or appointed chaperone, following detailed instructions provided on the Student Health Information form.

EMERGENCY PROCEDURES

In the event of a camp-wide emergency all adult leaders and students need to report to the Dining Hall and have the students sit at their assigned meal tables. If the Dining Hall is unsafe, then please move to the large field on the mauka side. The school coordinator should check an attendance roster to make sure that everyone is safe and accounted for. Directions from the camp staff and/or the authorities will follow.

Example of camp-wide emergency: Missing child, pool emergency, tsunami warning, or fire.

TSUNAMI ALARM

In the event of an emergency tsunami alarm, everyone must immediately make their way up the mauka trail and wait for instructions from the authorities.

Swimming Pool

A recreational swim in YMCA Camp Erdman's outdoor pool may be chosen as a daytime class in the schedule. As a selected class, this allows Camp Erdman to accommodate all groups and/or schools on property and ensures that the allowed maximum number of swimmers will not be exceeded. Upon arrival at the pool, students will receive a thorough orientation to rules and procedures. Adults play an important role to watch and assist in the enforcement of rules in order to promote a safe and enjoyable swimming environment.

These rules are designed to help all our guests enjoy safe, refreshing time in our pool.

General Rules

- **There must be at least one adult chaperone per class supervising the students inside the swimming pool area at all times.**
- A ratio of one lifeguard to 25 guests will be enforced.
- Please wear appropriate swimwear, which consist of nylon or other synthetic materials designed for the water. Please refrain from jewelry, hair bands, and T-shirts in the water.
- No food or drinks on the pool deck or in the pool. Drinking water is acceptable. No glass please!

Upon Entering the Pool Area

- Please walk at all times after entering the pool area
- Please check with the lifeguards to receive orientation
- Everyone must pass the Swim Check before swimming in the deep end. This test is optional. Anyone who does not pass or chooses not to take the Swim Check must stay in the Shallow End
- Shower before entering the pool
- Please do not interfere with the lifeguard on duty
- Rough play is not allowed.
- Do not hang on the divider ropes.
- Floatation devices are not allowed past the shallow end rope.

The Whistles

Please give the lifeguard your full attention at the sound of any whistle

- One Blast: Give the lifeguard your attention
- Two Blasts: Clear the pool
- Three Blasts: Clear the pool and deck area immediately
Adults assist with moving all children to Theatre-in-the-Round

Additional Services

- **Parent Orientation:** The School Program Director or Assistant Director will present a slide show, discuss the program at Camp, and answer any questions. Call in advance to arrange a time & date
- **Student Orientation:** We are pleased to present a slide show, discussion, and question and answer session for the students. Student orientations are offered during school hours according to your class schedule. Please make arrangements at least two months prior as dates fill quickly.
- **Electronic Equipment:** A television, DVD player, extension cords, projector and screen for movies are available upon request and availability. Any of this equipment may be signed out by the on duty coordinator. Please contact the Leadership Director in advance to check on the availability. **Note:** We do not have any stereos, CD players, or sound systems available for groups to use.
- **Playground Equipment:** Basic playground equipment is available for use during your free time. Schools are responsible for supervision of the students during free time and ensuring that the equipment is returned after use. Items provided are the following; soccer balls, basketballs, volleyballs, footballs, playground balls, and cones. For additional equipment, please contact the Leadership Director for availability.
- **Coolers:** Camp can provide large coolers and ice for water or juice. Schools need to provide their own cups and are responsible for mixing juice, refilling coolers, and ensuring that any trash reaches proper receptacles. These coolers may not be available during daytime (water bottles are recommended).
- **Conference Room:** We have 2 conference rooms available upon request. Each one contains a refrigerator, microwave, sink, and an army cot for sick students. We do not provide linens for these cots. Please let us know ahead of time if you will need one of these rooms. Depending upon availability there is a possibility that 2 schools will need to share 1 room.

We are here to make your experience as enjoyable as possible. Please let us know if there is anything else we can do for you!

Revised