



Planning Workbook for Group Retreat Leaders

**Camp
Speers
YMCA in the
Poconos**



For Youth Development
For Healthy Living
For Social Responsibility

Welcome to Camp Speers YMCA in the Poconos –

Thank you for choosing Camp Speers for your weekend retreat.

In the following pages, please find the materials needed to organize your trip to Camp.

Your group retreat coordinator is always just a phone call or email away, so please do not hesitate to contact us should you have any questions.

Your group retreat coordinator will stay in touch with you throughout the planning process.

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Camp Speers YMCA in the Poconos

Pre-Trip Planning Checklist

6-12 Months prior to Retreat

- Contact the group retreat coordinator to set date for your trip
- Sign and return facility agreement along with deposit to lock in your dates
- If a guest presenter is desired, let the group retreat coordinator know immediately as some presenters become completely booked certain times of the year, months in advance
- Discuss with group retreat coordinator, group dynamics, expectations, goals

6 Months prior to Retreat

- Expect contact from your group retreat coordinator to confirm dates and anticipated number of participants
- An agreement is sent if this has not already been done. Please return signed agreement with deposit in order to lock in dates and accommodations, these must be received within 30 days of receiving the agreement

4-6 Months prior to Retreat

- Return signed agreement with deposit (if you have not yet done so) in order to lock in dates and accommodations, dates will not be held beyond 30 days without these items
- Obtain and mail in a certificate of insurance, naming Camp Speers YMCA as additional insured; please refer to item 10 on facility agreement or contact the group retreat coordinator for details. This is mandatory for all groups coming to Camp Speers

3 Months prior to Retreat

- Hold an information meeting for participants.
- Arrange for transportation

2 Months prior to Retreat

- Contact group retreat coordinator if you need to adjust your minimum and maximum expected at this point. The minimum stated is the minimum you are held financially responsible for upon final payment
- Discuss programming needs with group retreat coordinator

1 Month prior to Retreat

- Finalize number of participants with group retreat coordinator. Please note that if your final number drops below the minimum expected, you are nonetheless held financially responsible for the minimum. An invoice is emailed to you for your final payment which is due one week before your arrival.
- Finalize and return raptor screening (mandatory sex offense screening) log sheet see page 5 for details
- Confirm your cabins with the group retreat coordinator
- Discuss programming as needed in order to finalize schedule, you will be provided with a preliminary schedule based on these conversations
- Discuss any special dietary requirements for your group, allergies, vegetarian, etc. We can accommodate most needs with appropriate notice
- Let the group retreat coordinator know if your group needs access to the Camp store during your visit
- Group retreat coordinator will send you a list of outstanding paperwork needed prior to your visit.

2 Weeks prior to Retreat

- Finalize schedule and programming with group retreat coordinator
- Finalize any special dietary needs for your group
- Make sure participants know their cabin assignments
- Return all outstanding paperwork as needed
- Collect signed waivers of liability from all participants

1 Week prior to arrival

- FINAL PAYMENT IS DUE

Upon arrival

- Your group retreat coordinator will introduce you to your host
- Turn in all release forms and attendance list of all participants
- Get settled into cabins, relax, and enjoy your time here at Camp Speers

Within a Month after departure

- Group retreat coordinator will contact you for feedback on your stay; review evaluations
- Put dates on calendar for the following year, if you have them available

Thank you for your support and we look forward to working with you to plan a memorable visit.

Camp Speers YMCA in the Poconos

Due dates in preparation for arrival at Camp Speers

My Arrival Date is: _____

1. Signed Facility Agreement and Deposit – Please sign and return your agreement along with initial deposit of 25% as soon as you book with Camp Speers, dates cannot be held without a deposit.

Deposit is due within 30 days of receiving agreement from group retreat coordinator.

2. Certificate of Insurance – **This document is mandatory for all groups utilizing Camp Speers property.** Please refer to item 10 on your Facility Agreement for details.

Due at least 2 weeks BEFORE arrival at Camp Speers. Please give yourself appropriate time to request this from the appropriate source. **My due date is** _____

3. Adjust minimum and maximum expected – you are held financially responsible for your minimum should your final number drop below this

Due 2 months prior to arrival

My due date is _____

4. Final number of participants

Due 1 month prior to arrival

My due date is _____

5. Notification of any dietary restrictions

Due at least 2 weeks prior to arrival

My due date is _____

6. Do you need access to the Camp Store during your visit?

Due at least 2 weeks prior to arrival

My due date is _____

7. Raptor screening log sheet

Due 2 weeks prior to arrival

My due date is _____

8. Final payment

Due 1 week prior to arrival

My due date is _____

The following are due upon arrival at Camp Speers:

9. Signed release forms for all participants
10. Complete roster of all participants
11. Final attendees list – p.13

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RaptorWare® Screening Log Sheet

Group name: _____

- All adults over the age of 18 must have their driver’s license or non-driver photo ID with them at time of arrival/check-in at Camp
- Camp Speers staff will submit the information from the ID into the RaptorWare® System to search the registered sex offender databases
- This is mandatory for all adults on Camp Speers property
- Please fill out the first three columns only, prior to your groups arrival
- Please make as many copies of this page as needed

First Name	Last Name	DOB	Screen Date/ result	Staff Initials	Date & Time IN	Date & time Out	Vehicle Make, color & plate #	Parking Pass #

Camp Speers YMCA in the Poconos

Typical Weekend Schedule

Group:

Accommodations:

Dietary Notes:

Total People:

FRIDAY		SATURDAY			SUNDAY			
Time	Activity	Time	Activity	Staff	Time	Activity	Staff	
6-9PM	Check-In	8:00	Breakfast		8:00	Breakfast		
Expectations and Regulations <ul style="list-style-type: none"> • CAMP SPEERS has a begun a recycling program. Your group will be expected to sort and recycle all materials as needed. • There is No Parking in the cabin areas. Loading and unloading only. • Please respect other guests by adhering to our quiet hours. • Cabins must be vacated by 1:00PM on Sunday 		9:00	Activities		9-10	Activities		
							10:15	
		12:00			11:45		Lunch	
		12:30	Lunch		Group Departure 1:00PM			
		1:30	Activities		Group Notes : Program Goals:			
3:15								
3:30-5								
5:30	Dinner							
7:30	Campfire w/ S'mores							
8:30								
QUIET HOURS BEGIN AT 11:00PM								
<i>Our program areas are adult/child activities.</i> <i>We ask that parents/chaperones assume responsibility and accompany their children to all activities.</i>								

Camp Speers YMCA in the Poconos

Program Offerings

Camp Speers YMCA offers a variety of programs. With miles of trails, our 42-acre lake, several classrooms and meeting spaces, climbing courses, shooting ranges, waterfronts, sports fields, and more. We have the facilities to provide you with all the programming you can imagine. Below is a list of some of our current offerings. Please feel free to look them over. If there is something you want that is not listed, we are always looking to add more!

Waterfront Activities

- Sailing
- Canoeing
- Stand-Up Paddle Boarding
- Swimming

Adventure Activities

- Rock Climbing
- Survival Courses
- Mountain Biking
- Outdoor Cooking

Teambuilding

- High & Low Ropes Courses
- Teambuilding Classes

Arts & Crafts

- Candle-Making
- Tie Dye
- Bracelet Making
- Nature Art

Shooting Sports

- Archery
- Marksmanship

Recreation Activities

- Field Sports
- Trail Running
- Nature Hikes

Horseback Riding (additional fee)

- Must be pre-arranged
- Trail Rides
- Riding Lessons

Evening Programs

- Campfire
- Capture the Flag
- The Beast

And More!

Guest Presenters

(Additional fee and advance notice required)

Pocono Wildlife Rehabilitation Center

The Pocono Wildlife Rehabilitation Center can provide a number of different wildlife presentations to suit your groups' needs. Choose from Birds of Prey, Amazing Animal Adaptations, Predators & Prey and more. All wildlife presented are LOCAL to Pennsylvania.

Touch of Nature

Jerry Zelenka brings 10-15 different animals, from the smallest mammals to large snakes, for an up close and personal show and tell.

Birds of Prey

The Delaware Valley Raptor Center brings up to 6 different raptors (hawks, falcons, owls, and eagles) for the students to experience up close while gaining an understanding of a variety of ecological concepts.

Below are the cabin choices at Camp. Groups are assigned specific cabins within camp based on size and special needs. We reserve the right to alter housing assignments as necessary to accommodate the needs of all participants. Please remember when assigning cabins, to contact the group retreat coordinator to determine which cabins are available for your use. Please write the names of the participants that will be in each cabin. The numbers indicate the total number of bunks in the cabin. For your use only, camp does not need a copy of this.

<p style="text-align: center;">Camp Speers YMCA Cabin Assignments – Eljabar Village</p>		
Lodge 1A	Lodge 1B	Lodge 2A
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
Lodge 2B	Lodge 3A	Lodge 3B
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14

**Camp Speers YMCA
Cabin Assignments – Eljabar Village (continued)**

Lodge 4A	Lodge 4B	Lodge 5A
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
Lodge 5B	Cabin 6	Cabin 7
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	Cabin 8	Cabin 10
10	1	1
11	2	2
12	3	3
13	4	4
14	5	5
	6	6
	7	7
	8	8

Camp Speers YMCA Cabin Assignments – Speers Village North Shore

Cabin 1	Cabin 2	Cabin 3
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
Cabin 4	Cabin 5	Cabin 6
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
Cabin 7		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Camp Speers YMCA Cabin Assignments - Speers Village South Shore

Cabin 8	Cabin 9	Cabin 10
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
Cabin 11A	Cabin 11B	Cabin 12A
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
Cabin 12B	Cabin 13	
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
10	10	
11	11	
12	12	

Camp Speers YMCA in the Poconos

Packing List

- 2 Sheets/Blanket or Sleeping Bag
- Pillow & Case
- Pajamas
- 1-2 Pairs of Shorts (seasonal)
- 2-3 Pairs Long Pants
- 3-4 Shirts
- 2 Sweatshirts or Sweaters
- Changes of Underwear
- Several Pair of Socks
- Thermal Underwear (seasonal)
- Hat and Scarf (seasonal)
- Gloves or Mittens (seasonal)
- Sneakers & Boots
- Laundry Bag/Plastic Bag
- 1 Towel
- 1 Washcloth
- Toothbrush and Paste
- Comb
- Soap (in plastic container or soap dish)
- Insect Repellent
- Tissues, Chapstick, Sunscreen etc....
- Flashlight & Batteries
- Camera

Mandatory

- ***Water Bottle***
- Raincoat or Poncho
- Rain Hat
- Waterproof Boots
- Warm Coat or Jacket

Do NOT Bring

- Food, Candy, Gum, Soda
- Electronic Games
- Knives/Weapons
- Radios/Walkmans/Ipods
- Blow Dryers
- Expensive Items

NOTES:

*Because of the elevation, expect the temperature at Camp to be about 10 degrees colder than it is at home during the same season.

*Label everything you bring, we are not responsible for lost or stolen belongings.

*Pack sleeping bag/sheets and blanket in a plastic bag to keep them dry.

*Please pack in a small duffel bag for ease of transportation.

*Please bring clothes you do not mind getting dirty.

***Activities are held outside rain or shine, so all participants should be prepared

Camp Speers YMCA in the Poconos

Final Attendees –

Group Name _____

Arrival Date _____

Please fill out your final numbers in the chart below and return to your group retreat coordinator.

Preschool Female	
Preschool Male	
Elementary Female	
Elementary Male	
Jr/Sr High school Female	
Jr/Sr High school Male	
Adult Female 18-29	
Adult Male 18-29	
Adult Female 30-54	
Adult Male 30-54	
Adult Female 55-64	
Adult Male 55-64	
Adult Female 65+	
Adult Male 65+	