



PLANNING WORKBOOK

OUTDOOR EDUCATION GROUP LEADERS

CAMP SPEERS YMCA

In the Poconos



CAMP SPEERS YMCA in the POCONOS

Welcome to Camp Speers!

Thank you for choosing Camp Speers YMCA's Outdoor Education Program (OE). Our Outdoor Education Program provides an opportunity for your students and you to enjoy a remarkable, fun, and educational experience in a pristine natural setting. Our 1,100 acre property is the perfect place for your students to immerse themselves in nature.

Camp Speers YMCA offers a variety of overnight accommodations, which include everything from classic cabins with spectacular lakefront views, to large lodges that offer modern amenities and the comforts of home. Our top-notch facility and beautiful surroundings provides your group with an exciting adventure that is truly one of a kind.

Our staff are trained and certified to teach all programs offered here at camp. While your time here be fun, we understand the importance of education. Our programs help students learn by allowing for numerous hands-on and engaging activities.

At Camp Speers, we are dedicated to customer service. We work with each group to develop customized programs and experiences. We take the time to learn what your group needs to make their stay unique. Our goal is to leave every visitor to our camp with wonderful memories to last a lifetime.

This program guide is designed to introduce you to the options available and to make it easy to plan your group's perfect camp experience. We look forward to the opportunity to share with you all of the amazing things that Camp Speers YMCA has to offer.

Thank you again for choosing Camp Speers YMCA as your Outdoor Education destination. We look forward to seeing you soon!

Cheers!

Christopher Helmlinger
Executive Director

Joshua Owen
Outdoor Education & Conference Director



CAMP SPEERS YMCA in the POCONOS

Welcome to Camp Speers YMCA in the Poconos

Thank you for choosing Camp Speers for your outdoor education experience.

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

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

Your outdoor education Director will stay in touch with you throughout the planning process.

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Pre-Trip Planning Checklist

6-12 Months prior to Retreat

- Contact the outdoor education Director 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 outdoor education Director know immediately as some presenters become completely booked certain times of the year, months in advance
- Discuss with outdoor education Director group dynamics, expectations, goals

6 Months prior to Retreat

- Expect contact from your outdoor education Director 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 outdoor education Director for details. This is mandatory for all groups coming to Camp Speers

3 Months prior to Retreat

- Hold an information meeting for students, parents, and teachers
- Arrange for transportation
- Arrange for a nurse to accompany students
- Solicit parent volunteers as chaperones to ensure a ratio of 1 parent or teacher chaperone per 15 students

2 Months prior to Retreat

- Finalize attendees and collect signed waivers of liability for all (students and chaperones)
- Contact outdoor education Director 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 outdoor education coordinator



CAMP SPEERS YMCA in the POCONOS

1 Month prior to Retreat

- Finalize number of participants with outdoor education 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 outdoor education coordinator
- Assign learning groups: 12-15 students per group with at least one chaperone
- Assign tables of 10 people per table maximum
- Assign one student at each table as the cruiser for each meal
- 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 outdoor education Director know if your group needs access to the Camp store during your visit
- Outdoor education will send you a list of outstanding paperwork needed prior to your visit.

2 Weeks prior to Retreat

- Finalize schedule and programming with outdoor education coordinator
- Finalize any special dietary needs for your group
- Make sure students know their cabin, group, table assignments etc.
- Return all outstanding paperwork as needed
- FINAL PAYMENT IS DUE

1 Week prior to arrival

- Contact Camp Speers to ensure all details/changes are made and ready for your group's arrival

Upon arrival

- Your outdoor education Director will introduce you to your host
- Turn in all release forms and attendance list of all participants
- Return final attendees list p.19
- Get settled into cabins, relax, and enjoy your time here at Camp Speers

Within a Month after departure

- Outdoor education Director will contact you for feedback on your stay; review evaluations
- Put dates on calendar for the following year, if you have them available

We look forward to working with you to plan a memorable visit!



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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 outdoor education 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 your insurance company.

My COI due date is _____

3. Adjust minimum and maximum participants expected – you are held financially responsible for your minimum (even if your final number is below) Count due 2 months prior to arrival. **My due date:** _____

4. Final number of participants: Due 1 month prior to arrival

My final count 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 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 2 weeks prior to arrival

My due date is: _____

9. Signed release forms for both students and chaperones: **due upon arrival at camp**

10. Complete roster of all participants: **due upon arrival at camp**



CAMP SPEERS YMCA in the POCONOS

Program Offerings

Camp Speers YMCA offers a variety of programming that can be tailored to meet your groups' needs. Focus on outdoor educational classes, teambuilding skills or relax and enjoy our outdoor recreational programs. Our facilities encompass miles of trails, a 42-acre lake, several classrooms and meeting spaces, climbing courses, shooting ranges, waterfronts, sports fields, and more. Below is a list of some of our most popular offerings. Please feel free to look them over. If there is something you would like that is not listed, please just ask.

Science/History Based Activities

- **Nature Trail** – Experience our 1.5-mile trail through a pine, oak and hickory forest, glacial moraine, and through a sphagnum moss bog. Take advantage of the unique opportunity to explore the extraordinary environment in our bog, it is only one of 15 in the continental United States.
- **Pond Ecology** – Investigate the relationships and processes occurring in Nichecronk Pond, surrounds streams and similar aquatic environments. Students will work together using collection pans and nets to search for organism in our pond and streams.
- **Wildlife Ecology** – Students explore relationships between wildlife, their surroundings, and humans. Wildlife habits, needs, identification, and interrelationships are discussed.
- **Child's Park** – (Transportation required by group leaders) – Learn about the local natural history while strolling through an Eastern Hemlock forest and observing three cascading waterfalls and other unique geologic sites.

Adventure/Individual Skill Based Activities

- **Archery** – Participate in instructional archery training taught following the practices and guidelines set by the National Archery Association.
- **Climbing Tower**– Students will have the opportunity to climb at one of our two climbing towers.
- **Survival** –Learn basic survival skills that you would use in the outdoors and why they are so important. Work in small teams to build outdoor shelters and/or build a fire.
- **Mountain Biking** – Take a guided ride on our trails that will take you all over camp and around Nichecronk Pond. Helmets and bikes provided.
- **High Ropes** – Climb up into the high ropes elements, our circuit provides a choice of two separate paths, both end at our zip line. (additional fee required)
- **Horsemanship** (Additional Fee) – Learn about safety procedures around horses and participate in a group riding lesson to learn the fundamentals of horsemanship. Alternatively spend time hands on working around horses learning about basic care.
- **Canoeing** – Learn the basics of canoeing first hand from one of our instructors.

Team Building/Social Interaction Based Activities

- **Confidence Course/Low Ropes** – Learn and practice safe spotting techniques while understanding how to trust one another.
- **Team Building** – Enhance your cooperative social skills while playing a series of games and completing group challenges.



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Program Offerings (cont.)

Group Activities

- **Bombardier** – Students complete various group tasks that demonstrate what they've learned in the activities they have participated in. In between tasks, groups must follow the next clue to the location of the next task while avoiding the clever and well camouflaged bombardier.
- **Meadow Games/Basketball Court** – Let our staff open our sports shed and give out sports equipment so that students can relax and play on one of our fields or use our playground.

Evening Activities

- **Night Experience/Night Hike** – Take a walk to a secluded spot in camp where we will have a series of discussions and complete different activities to help students identify and understand how humans and other animals adapt to low light environments.
- **Campfire/Talent Show** – Held in our outdoor amphitheater, sing songs and show your cabin's talents and/or watch us show how silly we can be. Finish the night by roasting marshmallows over the campfire and making s'mores.

Guest Presenters :(These presenters require an additional fee and advance notice)

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.

Other Activity Information

Early Morning Activities: Teachers or chaperones may offer early morning activities (before breakfast) to interested students. These can include jogging, bird walks, deer walks, wake up exercise, fishing, etc. Chaperone must maintain supervision of all students, including supervision of students who choose to stay in their cabins.

Ort Program: Ort is defined as "left-over food on a plate". Our ort program educates students about food waste and making good food portion choices. Participation in our ort program also helps conserve food that we don't eat so that it can be given to local farmers to feed their animals. The leftover ort is measured after every meal and the results are charted throughout the groups' stay. This program helps students connect the amount of food they waste during meals to how simple it is to make positive dining choices.

Camp Store: The camp store has practical items like batteries, flashlights, tooth brushes, etc. as well as Camp Speers YMCA T-shirts, sweatshirts, and other paraphernalia. Please speak with your outdoor education Director if you would like the camp store to be open during your visit.



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Camp Speers YMCA Activity Group Assignments

When assigning learning groups, the optimum number is 10-12 students. If you would like a smaller ratio, the outdoor education Director can arrange this, but there is an added staffing fee. Please make as many copies of this sheet as needed.

Group #	Group #	Group #
Chaperone	Chaperone	Chaperone
1	1	1
Students	Students	Students
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
Group #	Group #	Group #
Chaperone	Chaperone	Chaperone
1	1	1
Students	Students	Students
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



CAMP SPEERS YMCA in the POCONOS

Camp Speers YMCA Table Assignments

Tables hold a maximum of 10 people and we require one adult at each table.
Please make as many copies of this sheet as needed.

Table #		Table #	
Students	Cruiser Schedule	Student	Cruiser Schedule
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Table #		Table #	
Students	Cruiser Schedule	Students	Cruiser Schedule
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
Table #		Table #	
Students	Cruiser Schedule	Students	Cruiser Schedule
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	



CAMP SPEERS YMCA in the POCONOS

Below are the cabin choices at Camp. Schools 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 outdoor education Director to determine which cabins are available for your use. Please write the names of the students and chaperones/teachers that will be in each cabin. The numbers indicate the total number of bunks in the cabin.

Cabin Assignments – Eljabar Village		
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 in the POCONOS

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 in the POCONOS

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 in the POCONOS

Cabin Assignments - Speers Village South Shore

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
Cabin12B	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
- Medication (must be given to nurse)
- 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
- Tobacco, Alcohol, Drugs
- Electronic Games
- Knives/Weapons
- Radios/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.
- All activities are weather dependent. Alternative activities will be offered in times of inclement weather.



A Letter to Our Chaperones

Dear Chaperones,

Congratulations and welcome to the Camp Speers YMCA outdoor education experience. You play an integral role in the implementation of our programs, and we thank you. The outdoor classroom at Camp is an exciting and challenging environment in which the students will need and appreciate your help. We hope this letter familiarizes you with our program and your role. If you have any questions, please contact your group's lead teacher.

Primary Responsibilities: Supervision; students aren't allowed on the camp premises without adult supervision. Safety is our first concern. Please make yourselves available to students when safety concerns arise. Another primary responsibility of chaperones is communication with camp staff. The camp staff cannot be present in all locations of camp. Let us know when something needs to be fixed in a cabin, or if a program didn't go as you'd imagined, and feel free to ask us questions. We appreciate constant feedback because that's how our program continues to improve.

Class/Activity Time: There must always be at least one chaperone present in each activity group during classes/activities. Our program instructors will lead and be responsible for the presentation of class materials, information and activities. While chaperones are encouraged to participate and be engaged, it is important that chaperones allow the students to be responsible for their own learning. At no time should chaperones contradict a program instructor in front of the students. If need be, please find the time to talk with the program instructor or outdoor education Director privately. Please assist, as requested by the program instructor, with the resolution of disciplinary issues.

In-Cabin: It is recommended that there is at least one chaperone for every twelve students in each cabin. In the cabin, chaperones assist students with cabin and bathroom cleanliness, preparing for each day's activities, and maintaining appropriate quiet hours. Please let camp staff know of any issues within the cabins as they arise.

Meals: Supervision during meals is extremely important for the group to have a positive experience in the dining hall. There should be at least one chaperone at each table who is actively supervising the table. Chaperones learn dining hall procedures with students during the meal orientation and can help by modeling and enforcing dining hall rules. It is important that chaperones keep students seated at their table until after the meal has concluded, any group announcements have been made, and the group has been dismissed.

The job of a chaperone can be difficult, but we promise it will be equally rewarding. Please see the chaperone/adult code of conduct on the page following this letter. This will familiarize you with Camp's rules and student safety policies. Any violation of this code of conduct will result in asking the violator to leave the property of Camp Speers YMCA.

Again, we thank you for everything you've done, everything you're doing, and everything you will do to help the students have the best possible experience at Camp Speers YMCA. We look forward to working with and meeting you.

Sincerely,

Camp Speers YMCA Outdoor Education Team
(570) 828 - 2329



Chaperone/Adult Code of Conduct

1. All federal and state laws must be obeyed
2. Chaperones must never abuse children. This includes:
 - a. Physical abuse, such as striking, hitting, slapping
 - b. Verbal abuse, such as public humiliation, degradation, insults, threats
 - c. Sexual abuse, such as sexual contact, sexual verbal exchange or exposure to pornography
 - d. Mental/emotional abuse, such as shaming, withholding of appropriate support
 - e. Neglect, such as withholding food, water, shelter, basic care and appropriate supervision
 - f. Physical punishment, such as forcing students to do calisthenics, exercises, hazing or depriving children of sleep
3. The use of alcoholic beverages and illegal drugs is not permitted on Camp property. Persons who violate this rule and/or appear to be under the influence will be asked to leave the property.
4. Firearms, knives, fireworks, or other explosives/weapons are not permitted on Camp property.
5. The Camp is a smoke- and tobacco-free environment. Smoking and tobacco use is prohibited in all camp buildings and grounds.
6. Chaperones are expected to set good examples of appropriate behavior, language and attitude. When necessary, chaperones are expected to use positive techniques of behavior management to change a student's behavior.
7. Chaperones are prohibited from using profanity, making inappropriate jokes, sharing sexual details of their personal lives, or committing any other kind of harassment.
8. Chaperones must portray a positive role model for youth by embodying the YMCA core values of caring, honesty, respect, and responsibility.
9. In case of accident or injury, report to a member of the Camp staff immediately. The services of a physician are available when local medical offices are open. Emergency treatment is available at hospitals in Port Jervis, N.Y., East Stroudsburg, PA., Scranton, PA. or Newton, N.J.
10. The cost of repairing any damage to facilities or equipment (other than normal wear) caused by participants of your group is charged to the group.



Student Behavior Contract

The YMCA's core values of respect, responsibility, honesty and caring are the guiding principles for appropriate behavior at Camp Speers YMCA. Understand that good student behavior is essential for a successful experience at Camp. Some guidelines include:

Respecting Myself

- To be properly prepared for outdoor activities in all possible weather condition (warm clothes for when it's cold, rain gear for rainy days, etc.)
- To wear closed-toed shoes at all times outside the cabin
- To respect quiet hours at camp, 10:00 p.m. to 7:00 a.m. It is important that all students are well rested and ready for each day's full schedule of activities
- To not travel anywhere at Camp without adult supervision
- To get the most out of the trip by participating in activities and following instructions to the best of my ability

Respecting Others

- To cooperate with fellow students, teachers and Camp staff
- To not enter a cabin or living space that belongs to someone else without the permission of an adult
- To respect the property of others
- To be punctual for all activities and meals to the best of my ability

Respecting the Outdoor Environment and Common Spaces

- To help keep the cabin and bathroom areas clean
- To help keep Camp clean by picking up trash when you see it, even if it is not your trash or in an area you've used
- To not collect any living things (plant or animal) without the permission of a program instructor for a specific class or activity
- To respect camp property and equipment
- To help camp conserve energy by turning off lights and closing doors when leaving a cabin

Anyone who displays an inability to live harmoniously with others, endangers his/her own safety or the safety of others, or cannot accept the rules and regulations will be required to call his/her parents and will be removed from the group. Depending on the severity of the incidents or actions prior, the lead teacher and Camp Speers' program director may conclude that the student be asked to leave Camp Speers YMCA.

I have read and understand the above information. I promise to follow these guidelines and be on my best behavior during the trip.

Parent's or Guardian's Signature / date

Student's Signature/ date