

Group Retreat Leaders

Planning Workbook





CAMP SPEERS YMCA IN THE POCONOS

Welcome to Camp Speers YMCA!

Thank you for choosing Camp Speers YMCA's conference & retreats program. Our program provides an opportunity for your group to enjoy a remarkable, fun, and teambuilding experience in a pristine natural setting. Our 1,100 acre property is the perfect setting for your group to enjoy an exciting and relaxing time at camp.

Camp Speers 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.

Here at Camp Speers, we are dedicated to customer service. We work with your 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 make sure your guests leave camp with wonderful memories to last a lifetime.

This program guide is designed to introduce you to the options camp has 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 retreat destination. We look forward to serving you soon!

Cheers!

Christopher Helmlinger
Executive Director

Joshua Owen
Outdoor Education & Conference Director



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Welcome to Camp Speers YMCA!



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 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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- ✓ Due dates in preparation for arrival
- ✓ Raptor screening log sheet
- ✓ Program Offerings
- ✓ Cabin assignments worksheet
- ✓ Recommended packing list



CAMP SPEERS YMCA IN THE POCONOS

Pre-Trip Planning Checklist

6-12 Months prior to Retreat

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

6 Months prior to Retreat

- Expect contact from your group retreat Director to confirm dates and anticipated number of participants
- An agreement will be 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 Director 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 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 group retreat Director



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Pre-Trip Planning Checklist (cont)

1 Month prior to Retreat

- Finalize number of participants with group retreat Director. 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 two weeks prior to 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 Director
- 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 Director know if your group needs access to the Camp store during your visit
- Group retreat Director 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 Director
- 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
- FINAL PAYMENT IS DUE

1 Week prior to Retreat

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

Upon arrival

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



CAMP SPEERS YMCA IN THE POCONOS

Due dates in preparation for arrival at Camp Speers

My Arrival Date: _____

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 Director.
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 due date:** _____
3. Adjust minimum and maximum expected – you are financially responsible for your minimum attendees even if your final number drops. Due 2 months in advance. **My due date:** _____
4. Final number of participants: Due 1 month prior to arrival. **My due date:** _____
5. Notification of any dietary restrictions: Due 2 weeks prior to arrival. **My due date:** _____
6. Do you need access to the Camp Store during your visit? Due 2 weeks prior to arrival.
My due date: _____
7. Raptor screening log sheet. Due 2 weeks prior to arrival. **My due date:** _____
8. Final payment. Due 2 weeks prior to arrival. **My due date:** _____
9. Signed release forms for all participants: **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 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 need. Below is a list of our current offerings

Adventure Activities

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

Arts & Crafts

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

Evening Programs

- Campfire
- Capture the Flag
- The Beast

Horseback Riding (additional fee)

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

Recreation Activities

- Field Sports
- Trail Running
- Nature Hikes

Shooting Sports

- Archery
- Marksmanship

Teambuilding

- High & Low Ropes Courses*
- Teambuilding Classes

*High ropes require additional fee

Guest Presenters

(Additional fee and advance notice required)

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.

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.

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.



CAMP SPEERS YMCA IN THE POCONOS

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 Director to determine which cabins are available for your use. The numbers indicate the total number of bunks in the cabin. For your use only, camp does

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

not need a copy of this.



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 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
- 2-3 Pairs Long Pants
- 3-4 Shirts
- 2 Sweatshirts or Sweaters
- Changes of Underwear
- Several Pair of Socks
- Comb
- Insect Repellent
- Flashlight & Batteries
- Thermal Underwear (seasonal)
- Hat and Scarf (seasonal)
- Gloves or Mittens (seasonal)
- Sneakers & Boots
- Laundry Bag/Plastic Bag
- 1 Towel
- 1 Washcloth
- Toothbrush and Paste
- Soap (in plastic container or soap dish)
- Tissues, Chapstick, Sunscreen etc....
- 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 the event of inclement weather to the best of our ability