



Camp Gut Busters 2010
June 27 – July 2, 2010

Volunteer Application Packet

IBD Summer Camp Foundation
A 501c(3) Non-Profit
P O Box 210521
San Francisco CA 94121

admin@ibdcamp.org



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WELCOME!

Spring 2010

To: All Medical Staff, Counselors, & Volunteers:

2010 Camp Gut Busters is Sunday, June 27th through Friday, July 2nd!

You can mail or fax the packet of documents to:

Camp Gut Busters
c/o Pam Lee
196 Ursuline Rd.
Santa Rosa, CA 95403

Phone: 707 573 8545
Fax: 707 586 3159

NOTE: The background check form (Applicant Release and Authorization Form) must be signed and returned IMMEDIATELY as we cannot get insurance without clearance. This is required! Receipt of this form confirms your commitment to volunteer at camp this year.

Please return the balance of the packet no later than June 1st 2010.

Orientation starts promptly at 9:00 a.m. in the garden shed and meadow area of the camp on Sunday, June 27th. Please be on time because there is so much to cover and we want to have time to catch up with each other and meet our new staff as well. Campers will begin arriving at 3:00 p.m. and then we dive right into the activities.

When you arrive, please park in the lower parking lot, follow the posted signs, and walk up to the garden shed where we will have Orientation. If you need to drive up to drop off your gear, we can arrange for that later in the day.

Camp will end at noon on Friday July 2nd.

If there are any questions or special needs, please contact Pam Lee at the number above or email her at: pamlee1@aol.com

Thank you for giving your time to make 2010 Camp Gut Busters a really great experience for the kids!!!

Richard, Mel & Pam



APPLICANT RELEASE AND AUTHORIZATION FORM

I hereby authorize **CAMP GUT BUSTERS** or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release and discharge my prospective employer or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes. **PLEASE PROVIDE 7 YEARS OF RESIDENTIAL HISTORY. ADDITIONAL YEARS SEARCHED BY CLIENT'S REQUEST.**

Name: _____ Alias/Other: _____
(First, Middle, Last - Print Clearly)

Date of Birth: _____ Social Sec. No.: _____

Driver's License: No.: _____ State _____

(1) Current Add: _____ City/State/Zip: _____

County: _____ Dates: From: _____ To: _____

(2) Previous Add: _____ City/State/Zip: _____

County: _____ Dates/From: _____ To: _____

(3) Previous Add: _____ City/State/Zip: _____

County: _____ Dates/From: _____ To: _____

Applicant Signature _____ Date: _____



COUNSELOR / MEDICAL STAFF / VOLUNTEER
APPLICATION FORM

Circle one: Counselor Medical Staff Volunteer

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Tel: _____ Mobile: _____

E-mail: _____

Company Information:

Company Name: _____ Work Tel: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Supervisor's Name: _____

Persons to contact in case of emergency (list two):

Name: _____ Relationship: _____

Home tel: _____ Work tel: _____ Mobile: _____

Name: _____ Relationship: _____

Home tel: _____ Work tel: _____ Mobile: _____



COUNSELOR / MEDICAL STAFF / VOLUNTEER
APPLICATION FORM

(Continuation)

General Information:

Do you have any physical limitations that require accommodations? Yes No

If yes, please describe any special need in detail _____

Do you have any special diet or dietary restrictions? Yes No

If yes, please describe in detail: _____

What special skills or talents do you have to offer (e.g., magic, guitar, arts & crafts, photography, video, sports)? _____

General Medical Information:

Physician's name: _____ Tel: _____

Address: _____

City: _____ State: _____ Zip: _____

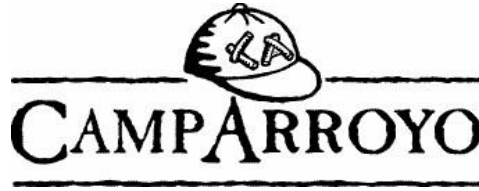
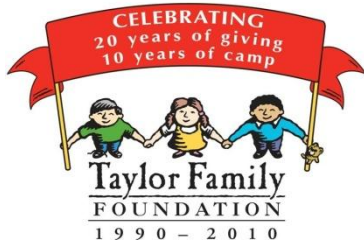
Insurance Carrier: _____ Policy #: _____

Please list any allergies, including allergies to food and medications: _____

Please list all medications and dosages, including non-prescription items: _____

Signature of Counselor/Medical Staff/Volunteer

Date



Participant Name (Print legibly in CAPITAL LETTERS)

Last

First

INDIVIDUAL RELEASE OF LIABILITY FORM
The Taylor Family Foundation's Camp Arroyo

Visiting Organization/Group Name _____

Participant Address _____

Age at Date of Participation _____ M F N

Name of Guardian (if Participant is a Minor) _____ Relationship to Minor: _____

Phone (h) _____ (w) _____ (cell) _____

Please Read Carefully-Signature Required

If the above-listed Participant is under 18 years of age, I hereby declare that I am authorized as their guardian to sign this Release of Liability Form on their behalf, and understand and agree that they are bound by all terms and conditions of this document.

In consideration of the services provided by The Taylor Family Foundation ("TTF"), the YMCA of the East Bay, and the East Bay Regional Park District and their respective agents, employees, directors, officers, contractors, volunteers (collectively the "Released Parties"), in connection with Participant's participation in the Visiting Organizations program ("Program") at Camp Arroyo, I as Participant or, if Participant is a minor, as parent/guardian of Participant agree as follows:

I am familiar with the Program and all of my questions about the Program, including questions concerning the details of activities, the physical conditions, and the Program's location have been answered to my satisfaction. I understand that participation in the Program creates a risk of injury and I expressly acknowledge and assume the risk of such injury to the Participant. The following describes some of those risks:

- The Program involves outdoor activities where exposure to environmental risks includes poison oak, insects, snakes, predators, unpredictable forces of nature such as storms, earthquakes and wildfires. Entering restricted areas on the property is prohibited and could be dangerous.
- The Program may require travel to an off-site activity by bus or vehicle and Program components may or may not include: arts and crafts, swimming, basketball, bocce ball, field sports, challenge course (includes rock wall, zip line, high and low ropes course elements), horseback riding, hiking, boating, and gardening. Possible injuries include, but are not necessarily limited to, sunburn, dehydration, heat stroke, slipping, falling, drowning, and other mild or serious injuries and conditions.
- All Participants will be required to take a swim test. Participants who do not pass the swim test will only be allowed in the shallow end of the pool with a lifejacket on. If the guardian of the above-named Participant does not want the Participant to wear a lifejacket, they may indicate so in the box below*.



I agree that this description of risks is not complete, and that unknown or unanticipated risks may result in property loss, injury, or death. I understand that the unique character of this Program is to serve participants who are medically fragile and/or high risk. I have submitted, to the best of my knowledge, complete health history information to the above-named organization and represent that Participant is free from medical or physical conditions that might create undue risk to the Participant. I represent that the Participant is fully capable of participating in this Program. Therefore, I assume and accept full responsibility and assume the risk of and for any injury, death, loss of personal property, and/or expenses that may result from Participant's involvement in this Program, and I further agree to indemnify and hold harmless the Released Parties, Pacific Leadership Institute, Fort Miley Adventure Challenge Course, Challenge Works, Urban Concessionaires, Durham Bus Service, Peggy James and each of their agents, employees, directors, officers, contractors, volunteers, and all entities associated with it to the fullest extent of the law, from any and all claims, damages, losses, or liability that may result from Participant's involvement in the Program.

Food Allergies and Allergies Notification, Acknowledgment, and Release of Liability

An environment free of allergens, including but not limited to food allergens, **CANNOT** be guaranteed at Camp Arroyo. While reasonable efforts will be made to serve food not containing allergens as an ingredient, Camp Arroyo prepares meals in a facility that uses nuts, soy, wheat, and other known allergens. Therefore, the Released Parties cannot guarantee that any particular food product is free of all traces of any particular allergen, that consumption of a food product will not result in some form of allergic reaction, or that the Participant will not come into contact with any allergens while at Camp Arroyo and participating in the Program. The undersigned acknowledges and agrees that i) he/she is aware of such risks and that participation in the Program will expose the Participant to food, activities and persons that may result in exposure to allergens and injury and, in that regard and assuming such risks, the undersigned hereby fully releases and discharges the Released Parties from any and all liability and/or responsibility to the Participant, the undersigned, or any third party for death and/or injuries to the Participant, and/or any direct, indirect, punitive, incidental, or any damages that arise out of or relate to Participant's participation in the Program at Camp Arroyo and/or exposure to food allergens.

Participant/Parent/Guardian Initials _____

PLI/Fort Miley Adventure Challenge Course

This Release of Liability Form also covers participation in the Adventure Ropes Course offered by PLI, Fort Miley. I understand that certain elements of this program are physically demanding and that Participant should only participate in the Ropes Course if he/she is free of medical or physical conditions which might create undue risk to Participant or other participants. Participant is free from such conditions and I am aware that these activities involve a potential for injury to Participant and his/her property. To the extent that Participant participates in such activities, he/she does so *voluntarily* and I assume full responsibility for any loss and/or inconvenience resulting from Participant's participation. I further agree to indemnify and hold harmless the Released Parties, PLI, Fort Miley, the National Park Service, the San Francisco State University Foundation and each and all of their officers, directors, employees and agents from any and all liability incurred as a result of Participant's participation. I also agree that this Release of Liability shall serve as a complete legal release and assumption of risk for Participant's heirs, executors, and administrators, and all family members, including any minors.

Promotional/Photo Release

One of the best ways to explain our mission of supporting children is through photographs, video, artwork, and testimonials of our program participants. We use these in our brochures, newsletters, annual report and website. I agree that photographs taken of Participant or other materials created by Participant and submitted to TTFF, shall become property of and may be used by TTFF, at its discretion, for any publicity or marketing purposes, and I hereby consent and authorize such use without restriction.

By signing below, you understand and agree to the terms and conditions of this document.

Participant Signature (if age 18 or older) _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Please answer following questions:

- Yes No *If the Participant does not pass the swim test, I give permission for them to swim in the shallow end without a lifejacket.
(By checking NO, the Participant will be required to wear a lifejacket in the shallow end of the pool.)
- Yes No I give permission for the Participant to take part in the Adventure Challenge Course.
- Yes No I give permission for the Participant to have their photograph taken.



CAMP PRACTICES AND POLICIES AGREEMENT

Please read the following Camp Practices and Policies Agreement **CAREFULLY AND THOUGHTFULLY**, and then sign the statement of compliance that follows.

RESPECT: Each camp participant -- including campers, counselors, activity staff, medical staff and administrative staff -- has a responsibility to respect the camp leadership, as well as the health and well-being of the camp community.

CURFEW: Everyone is urged to get enough sleep to be able to function effectively throughout the day. All volunteers are expected to return to and remain in their cabins with lights out by the curfew established by the Camp Director.

MEDICAL SERVICES: The camp will provide medical care to anyone who becomes ill or injured. The camp medical staff and /or Camp Director will arrange all treatment. The medical staff must be advised promptly of any injuries or health problems.

TELEPHONE CALLS: Campers, volunteers, and staff will not be paged for calls, except in cases of emergency. Campers are not permitted to make telephone calls during their stay at camp, except in cases of emergency, or special needs as defined by the Camp Director. For volunteers and staff, a pay phone will be available during free time.

VALUABLES AND CASH: Everyone is urged not to bring highly valued clothing or accessories. Under special circumstances cash and small valuables may be turned in to the Camp Director for safekeeping. The camp cannot be responsible for either loss or damage to personal property.

PROFESSIONALISM: Personal information about campers given and received during orientation or throughout camp must be held in confidence. Volunteers are expected to act professionally toward all campers, volunteers and staff. Volunteers may not take campers off campgrounds without prior permission from the Camp Director. Any communication with individuals outside the camp community regarding campers must be made through the Camp Director or medical staff.

SMOKING: Smoking will not be permitted at any time on the premises

ALCOHOL, DRUGS, WEAPONS: The possession or use of alcoholic beverages and the illegal possession or use of illegal drugs are strictly forbidden, and will be grounds for sending a volunteer and/or camper home. The possession of a firearm, knife, or other weapon is strictly forbidden and will be grounds for sending a volunteer and/or camper home. To be under the influence of alcohol, illegal drugs or illegal use of prescription drugs at camp is not consistent with a volunteer's responsibility to the campers.



CAMP PRACTICES AND POLICIES AGREEMENT

(Continuation)

LIMITS: Setting limits is an important part of a volunteer's responsibility. No camper or volunteer can be allowed to intimidate or frighten other campers or volunteers, or to disrupt other activities. In setting a tone of respect for the right and feelings of others, cursing and ranting are not to be tolerated. Ridiculing, embarrassing, hitting, spanking, or frightening campers are not acceptable methods of modifying behavior. Corporal punishment of any kind is strictly forbidden and will be grounds for sending a volunteer or camper home.

MORAL BEHAVIOR: Everyone is expected to behave in a morally upstanding way. Immodest clothing or excessive displays of affection are not allowed. Any sexual activity at camp is strictly forbidden. Be respectful of campers when assisting with personal hygiene. Notify the Camp Director immediately if there are any concerns regarding personal contact with or among camp participants.

**In order to attend the CAMP GUT BUSTERS at Camp Arroyo in Livermore, CA,
I will follow the guideline as set forth below:**

- 1. I will respect the camp leadership.**
- 2. I have read the above Practices and Policies, and agree to abide by the policies established for the camp. I am fully aware that adhering to the above and any camp facility rules will be my sole responsibility. Deviation from these policies and rules will be cause for immediate dismissal from the camp and I will have to make arrangements for transportation at my sole expense.**

Signature of Counselor / Medical Staff / Volunteer

Date

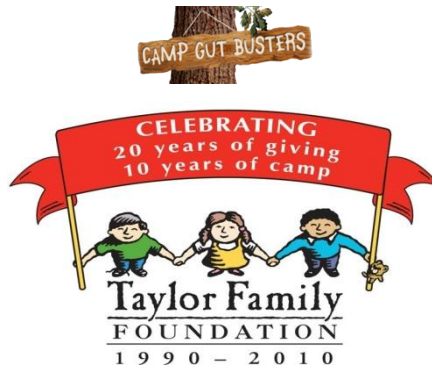
Signature of Parent/Guardian

Date



COUNSELOR / MEDICAL STAFF / VOLUNTEER **INFORMATION**

1. Please arrive at Camp Arroyo (driving directions enclosed) promptly at 9:00 am on Sunday June 27^h, for orientation.
2. Camp Gut Busters will be officially close at 12:00 noon on Friday July 2nd. For those who are not driving their own car to Camp Arroyo, please make arrangements to be picked up no later than 12:00 pm.
3. Do not bring any valuables such as expensive clothes, jewelry or cash. There is no opportunity to spend money, therefore, we highly discourage bringing any to camp.
4. Make sure to bring enough clean clothes for 7 days and 6 nights.



ORIENTATION GUIDELINES

The Taylor Family Foundation's Camp Arroyo

Our philosophy with all things camp this summer is *Leave No Trace*. Please embrace this philosophy throughout your stay at camp and, literally, *Leave No Trace* of your time here. *No trace* in the Dining Hall, *no trace* in the Cabins, *no trace* on the Meadows... *no trace* at all. Help us to preserve this wonderful camp we are thrilled to share with you. Enjoy your stay!

Upon Arrival

Group/Staff Orientation, Check- In/Check-Out Times:

Check-In, Check-Out and Staff meeting times will be pre-set for the 2010 camp season and are outlined below. Because we have groups scheduled back-to-back, keeping on this schedule is a must.

Check-In:

Check in times are no sooner than:

1:00pm for Director/Staff – ALL staff must be present for this meeting

3:00pm for Campers

(First meal for your group will be dinner.)

Upon your arrival, a TTF staff member and a YMCA Coordinator will greet you. The YMCA Coordinators will be your point of contact throughout your stay at Camp Arroyo. The YMCA Coordinators will be available during your entire stay to work with you in addressing needs, important issues and emergencies. They will be responsible for the following: Group Check-in, Orientation (including health & safety procedures and a fire drill), Critter Removal, Fire Pit, AV equipment, replenishing housekeeping supplies and Check-out/ Walk-through. You may contact them using the 3 radios provided by TTF at the time of your arrival.



ORIENTATION GUIDELINES

(Continuation)

Staff Orientation:

Staff/Director Orientation w/ the TTFE and YMCA staff is mandatory and will take place in the GARDEN SHED at 2:00pm on day of your arrival.

Group Orientation:

Group Orientation w/ the TTFE and YMCA staff will take place in during dinner on your first night of camp. At that time, TTFE will hand out goody bags and camp t-shirts to all campers. Staff and counselors will receive a water bottle and are welcome to a t-shirt from previous camp years. We will not be handing out the 2010 shirt to staff and counselors this year. We will ask for your assistance in lining your group up so the hand-out process goes smoothly.

Check-Out:

Campers and Staff are required to check out after breakfast on the last day of camp (This does not apply to weekend camps during the Spring/Fall.). Directors are required to stay behind to complete their paperwork and perform a final camp walk-through. An adult 18 years of age or older from the Visiting Group must remain on campus until all campers have been picked up.

Communication

Your group's Camp Director will receive three (3) radios from TTFE. These will allow you to communicate with the YMCA Coordinators. Please return them to the TTFE staff at the end of your stay

Automobiles

All automobiles need to be parked in the lower parking area located below the Sport Court in order to allow access for maintenance and emergency vehicles. Emergency vehicles may be parked in the upper parking lot. **There are handicapped parking spots at each cabin; use of these spaces is limited to those who have permission from the camp director.** Vehicles may be used to transport cargo to areas needed and then moved to the appropriate lower parking lot.

Camp Arroyo and the TTFE Business Offices

The TTFE business office is located near the lower meadow and is staffed Monday-Friday from 9:00 a.m. - 5:00 p.m. All offices, phone, fax, computers, or other office equipment is not to be used by Visiting Groups. To that end, please do not give the TTFE office number to parents as a contact number. Instead please provide the parents with the cell phone number of a member of your group so they can reach you directly if needed. The infirmary has a copy machine for your use; please bring your own paper. Camp has wireless internet availability, but your own



ORIENTATION GUIDELINES

(Continuation)

computer is required. Computers must be equipped with a wireless card in order to access the wireless connection.

If the parents wish to send their kids written letters please give them the YMCA address. It is:

Camp Arroyo, 5535 Arroyo Road, Livermore CA, 94550

Facility Operations

Dining Hall

We are very excited about our menu at Camp Arroyo. We know how important it is to have nutritious, yet “fun” food for the kids and adults. All meals include hot and cold items with a vegetarian option. Service is “Family Style.” Please indicate special food needs on the forms provided.

Dining Times

8:00 – 9:00 a.m. Breakfast

12:00 – 1:00 p.m. Lunch

6:00 – 7:00 p.m. Dinner

Staffing is determined based on these dining times and they are pre-set. If your group needs to adjust its dining times, we will need to know that two weeks prior to your arrival at camp so staffing can be adjusted.

Dining procedures

- We have pre-set your menu for 2010. If your group has special dietary needs, we will need to know of them ASAP.
- Please confirm the number of meals you’ll need in the provided *Overnight & Meal Headcount Request Form*. This form is due back to TTF four (4) week prior to your arrival. Adjustments are difficult after this time-frame so please do your best to provide accurate information.
- Your group will need two (2) “Kitchen Liaisons” who will work with the kitchen staff to communicate your ongoing food needs. A Kitchen Liaison Information outline is provided and should be given to your liaison two weeks prior to camp so that they have time to familiarize themselves with the procedures.
- **No campers or camp program staff is allowed in the kitchen!**
- The kitchen is unable to store any personal food or beverage items for camper programs. A refrigerator in the Infirmary may be used for personal food items, but must be cleared of all items during departure.
- We will be offering family style food service. Groups will be in charge of setting, serving and clearing their own tables.
- Bus and clean tables and chairs after each meal service. Kitchen staff will provide cleaning supplies.



ORIENTATION GUIDELINES

(Continuation)

- Portable 5-gal water coolers are available for use. If they are needed please ask your kitchen liaison to contact the YMCA staff member on duty.
- A popcorn machine and a snow cone machine are available for your use upon request. An adult staff member, 18 years or older, should be placed in charge of manning these machines, serving the campers their treats, and cleaning these machines when your use of them is complete.
- Do not prop the Dining Hall doors open. This will help to maintain a cool temperature in the Dining Hall during the hot summer months.

Infirmary

The infirmary is equipped with a full bath, washer/dryer, adjustable treatment tables with privacy curtains, two Jacuzzi Whirlpool tubs (upon request), storage racks for medication distribution and small plastic bins for organizing camper medications. Groups are required to bring their own first aid supplies, towels, linens and laundry detergent (High Efficiency detergent only, please).

Housing

Cabins:

- Your Camp Director needs to provide a completed **Cabin Assignment Form** to a TTFF staff member or a YMCA Coordinator before the fire drill on arrival day along with completed release forms for all campers and staff attending camp.
- If at any time during your stay you have a change in housing, you must give the TTFF staff member or YMCA coordinator a new form to reflect those changes. This is needed in the case of an emergency.
- There are 12 beds in each cabin. The minimum required child to adult ratio is 11:1. For fire safety reasons, **BEDS AND MATTRESSES CANNOT BE RELOCATED** to other cabins.
- Turn off lights and close doors when leaving cabins. This helps to maintain a comfortable cool temperature in the cabins during the summer months
- Do not prop open bathroom doors. They run on hydraulics which will be damaged when left propped open.
- No candy, food or drinks in the cabins (water is okay). We do not want any unwanted critters visiting! If you have someone with a medical condition that needs food in their cabin, secure the food in an airtight container.
- Each group is responsible for keeping their cabins **CLEAN** throughout the duration of their stay.
- Depending on the length of your stay there may be a mid week janitorial cleaning of the cabins.



ORIENTATION GUIDELINES

(Continuation)

- The camp director is responsible for making sure that all cabins are clear of personal items before their check out with the YMCA staff.
- Any personal items left behind when your camp has officially left will be thrown away.
- Counselors are responsible for cleaning their cabins (supplies are in cabin closet).
- Before leaving, pick up all litter within 20 feet of cabins.
- **Close all windows and doors to assure proper temperature control**
- Turn off light in the cabins.
- Take trash and recyclables to the appropriate dumpsters throughout your stay; put new bag in garbage can.

Toilets

- **Only toilet paper may be flushed down the toilets (please no feminine products).**
- If you need additional supplies (such as toilet paper, soap, seat covers, etc.) please let the YMCA Coordinator know.

Phone System

A “restricted” phone is in the infirmary for your group to use while at camp. The number is (925) 371-8404. There is voicemail attached to this phone. There are “restricted” phones at the pool and in cabins for emergency 911 and internal calls only. Cabin to cabin calls can be made by dialing an internal extension. There is no need to dial 9 before dialing a cabin to cabin call.

Cleaning

Trash maintenance is the group’s responsibility on a daily basis. Please follow our “Leave No Trace” policy and leave the campus as clean as you found it when you arrived.

Activities

Pool

Your pool times will be provided to you in your camp packet. Camp has a 3,500 sf pool with equipment for pool volleyball. The pool was designed to allow campers in the shallow area (from 0 to 3’) as well as in the sports area. We have several lifejackets, noodles, and kick boards for your enjoyment. There is no swimming in the pool after 4:30 pm.

Absolutely no campers are allowed in pool area without a YMCA/TTFE approved lifeguard on duty. For more information about the pool policies, please refer to the pool logistics sheet in your camp packet.

Challenge Course with Climbing

Your Challenge Course times will be provided to you in your camp packet. The Challenge Course consists of multiple challenge elements facilitated by the Fort Miley Adventure



ORIENTATION GUIDELINES

(Continuation)

Challenge Course staff. There is a 36'x36' rock wall, a 210' zip line, as well as other high and low elements. The Challenge Course staff can only accommodate 20-25 people at a time. The MINIMUM time allowed for a group this size is 1½ hours. This allows for a 20-minute safety introduction and closure at the end. All participants must fit safety equipment properly and meet the minimum age requirements (see below) in order to participate. It is the responsibility of the Visiting Group to ensure that age requirements for the Challenge Course are upheld. Parental consent on the **Release of Liability Form** is required under the section titled, "PLI/Fort Miley Adventure Challenge Course Statement of Understanding and Legal Release".

Minimum age requirements:

- Rock wall (6 years)
- Zip line, including the elements leading to the zip line (8 years)
- Advanced elements, including group-based high & low elements (10 years)

Sports Equipment

We have the following sports equipment onsite for your use. You will need to return the equipment, in good condition, to the correct storage container after each use.

- Basketballs are located in a container at the Basketball Court.
- Soccer balls, Footballs, Frisbees, Hula Hoops, Paddle Tennis and other misc. equipment is located in a bin in the Dining Hall.
- Pool equipment such as toys, floatables and life jackets are located at the pool.

Please mark any equipment you bring to camp with your group's name and a phone number and remember to take it with you at the end of your stay.

Campfire

- Permission to use the camp fire must be requested by a YMCA staff member to the local fire department one half hour before the fire is to be lit. Permission will be granted or denied based on wind conditions at the time. *Please be sure to plan an alternate activity for your group in the event the fire department deems it unsafe to light a fire.*
- We have a beautiful amphitheatre with campfire pit and stage for your use.
- Audio Visual equipment is available upon request for presentations, etc. Your YMCA Coordinator will work with you to make sure you have what you need.
- Please request desired dates and times of use on the **Programming Request Form**.
- The Group Director will be trained in campfire protocols, AV Equipment, and how to manage the campfire area by the YMCA staff.
- The fire and any lights in the campfire area must be out by 10:00 pm.
- S'mores can be provided while you're at the campfire. Please request this on the Overnight & Meal Headcount Request Form.
- Movies can be projected at the campfire area, but be aware it does not get dark until 9:00 pm during the summer.



ORIENTATION GUIDELINES

(Continuation)

Horse Program (summer only)

The horse program is coordinated by a group of volunteers who bring their horses to Camp. The volunteers will take campers on individual rides around our ½ acre lower meadow. Helmets (provided) and close-toed shoes are required for participation. If temperatures exceed 95° F, our volunteers will stop the program for the safety of the animals and participants. This program works best by staggering groups of 10-12 campers every hour on the hour. The horse program operates only one day a week, so check with the TTFB Program Administrator for availability. Typically the horses will be on campus in the lower meadow from 9am to 11:30 am. Sign up for this activity on your Program Request Form.

Lake Del Valle (summer only)

A day trip can be scheduled to Lake Del Valle for boating, swimming and fun at the beach. TTFB will arrange for transportation to and from the Lake. All motorboat drivers carrying child passengers will be required to have a valid driver's license. Boat drivers will be responsible to ensure campers swim only in the designated swimming areas, where lifeguards are on duty. The minimum number of people required for a trip to the lake is 25, the most that we can transport on one day is 75 people. Sign up for this activity on your Program Request Form.

Audio Visual

The Dining Hall has a CD player, iPod connections, projected VCR system, DVD Player, a screen for movies and PA system with a wireless microphone set for sound throughout the Dining Hall. Please see a YMCA Coordinator for instructions and to "check out" the remote controls. Sign up for this need on your Program Request Form.

Art & Crafts Center

The Arts & Crafts Center is a 30' yurt with a large deck. We have art supplies in there for your use; however, if you have a specific art project you want your group to participate in, you should bring those supplies. There is no electricity, heating or air-conditioning in the Arts & Crafts Yurt. This space is available to you during your stay. No sign-up is required.

Bocce Ball

Two Bocce Ball Courts are available for your use in the lower meadow. All necessary equipment is provided. A total of 16 people can participate at one time. Teams consist of four (4) people and there are two teams on each court. Sign up for this activity on your Program Request Form.



ORIENTATION GUIDELINES

(Continuation)

Health & Safety

All groups must bring in their own medical supplies. Guide dogs and medical assistance animals are welcome with prior notice.

Emergency Phone Numbers

If there is an emergency at camp, please dial **9-911** from any camp phone and immediately contact the YMCA Coordinator and let them know the emergency. The camp address is 5535 Arroyo Road, Livermore, CA 94550. Please make sure you give the address when calling dispatch.

The group's Camp Director should provide camper parents with his/her cell phone number in the event one needs to reach his/her child . **DO NOT** give out the TTFE or YMCA office numbers.

TTFE has an "after hours" emergency phone number that may be used **ONLY** if the Camp Director is unable to be contacted. This number is to be used **ONLY** for emergency purposes. It is (925) 455-7968

Hay Fever/Allergies

Camp Arroyo is located in the heart of Livermore's wine country, surrounded by rolling hills that are covered with wild grasses. Please notify your participants to plan for their hay fever and allergies accordingly.

Closest Hospital

There are two hospitals located in close proximity to Camp Arroyo. Both hospitals are part of the Valleycare Health System.

- Valleycare Medical Center, 5555 West Las Positas Blvd., Pleasanton (925) 847-3000
- Valley Memorial Hospital, 1111 East Stanley Blvd., Livermore (925) 447-7000

Accidents or Illnesses

Please inform the YMCA Coordinators and TTFE Program Administrator immediately if any accidents or non-routine illnesses occur.

Background Checks

For any staff, counselors, & volunteers over the age of 18 who will be working with children, a background check must be obtained from a law enforcement agency. The Taylor Family Foundation does not require that you submit these records to us; however, each group is responsible for ensuring a records clearance for all adult participants prior to arrival.



ORIENTATION GUIDELINES

(Continuation)

Dress Code

All participants are asked to wear appropriate clothing. **The following are not allowed at Camp: bikinis, provocative clothing, shorts with less than a 5-inch inseam.** If a participant is dressed inappropriately, they will be asked to change. Any one who does not comply with this request may be asked to leave camp.

Miscellaneous

No Tolerance Policy

To insure the safety of all, we must have a “No Tolerance” policy. Failure to abide by these rules will result in asking the camper, counselor or staff person to leave.

- No abuse of any kind, including verbal, mental and physical will be tolerated.
- No diving in the pool.
- No drugs or alcohol.
- **Camp Arroyo is a non-smoking campus. If a person from your group is caught smoking on campus, your \$3,000 deposit will not be refunded. Please make your guests aware of this policy. Smoking is permitted off-campus in a parking lot across the street from our lower, main parking lot.**
- No damaging may be done to any of the buildings or camp property.
- No misuse of the phones.
- No entering areas of designated as “off limits”.
- Only service animals are allowed on campus. No personal pets are allowed.
- The roads on campus are lined with light fixtures which break easily if struck by a car.

Gate Access

Camp’s main gate, the second gate on the right, will be open at designated times throughout your camp. Each camp is given a gate code prior to arrival to distribute to those who will be arriving late or leaving and coming back. The YMCA Staff will lock and unlock the gate.

Off Limits Areas

For safety reasons, the following areas are off limits at all times:

- All remaining cement sites (near the Challenge Course and on the way to the Meadow)
- The pool area when lifeguards are not on duty
- Challenge Course (unless supervised by the Challenge Course instructors)
- TTFF and YMCA offices



ORIENTATION GUIDELINES

(Continuation)

Decorating inside, outside and windows of buildings

- **Only** “painters/blue” masking tape is permitted to attach items to the windows or the roll up door. NOTHING on the walls please! (No tacks or other kind of tape).
- Items may be hung from the rafters by string or ribbon.
- No confetti, silly-spray, or glitter.
- Chalk only in the Chalk Garden in the lower meadow.
- No helium balloons in Dining Hall or anywhere at camp. Water balloons are allowed but you must **clean** up any broken pieces so as not to endanger the wildlife.
- No taping items to outside lights.
- Cushions from patio furniture must remain on furniture.
- Umbrellas on Dining Hall terrace must to be closed after each use.

Tent/Lawn Toys

- No tents or recreational vehicles are allowed on camp property.
- Lawn toys or structures such as slip & slides, sprinklers, or bouncy houses must be removed from the lawn daily and placed in a different location the next day. Any damage to the lawns will be deducted from your security deposit.

Visiting Vendors

If you are coordinating vendors such as a clown, dance group, medical speakers, fire truck, etc., please complete the Visiting Vendor Request Form. All policies mentioned here will apply to visiting vendors.

Laundry Room

There is a washer and dryer available for use in the infirmary. Please use only HE (High Efficiency) detergent. If an excessive amount of laundry is generated, the group will need to use the Laundromat in town.

Camp Evaluation, Photos, Artwork

We value your input so each group will be asked to provide feedback of your stay through a Camper Questionnaire Form and an Evaluation Form. Because these documents provide us with essential information we need to apply for grants and continue our work here at camp, we will require you to turn in these forms to a TTFF staff member on the day of your departure.

We would like a CD copy of the pictures that were taken by your group during your time at camp as well as drawn camp artwork from your campers. We will use these to select art and photos for our website, newsletter, our *Day In The Park* t-shirt and other marketing materials.



LIST OF FORMS

FORMS THAT NEED TO BE COMPLETED, SIGNED, DATED AND RETURNED

- Applicant Release and Authorization Form (1 page) – Return Immediately!**
- Counselor / Medical Staff / Volunteer Application (2 pages)
- Individual Release of Liability (2 pages)
- Camp Practices and Policies Agreement (2 pages) – Return page 2 only

FORMS THAT DO NOT NEED TO BE RETURNED

- Cover Letter
- List of Forms (this page)
- Counselor / Medical Staff / Volunteer Information
- Orientation Guidelines
- Things to Bring
- Driving Directions to Camp Arroyo
- Camp Arroyo Map



LIST OF THINGS TO BRING TO CAMP

**Please mark all items clearly with your name, and
bring enough items for 7 days and 6 nights.**

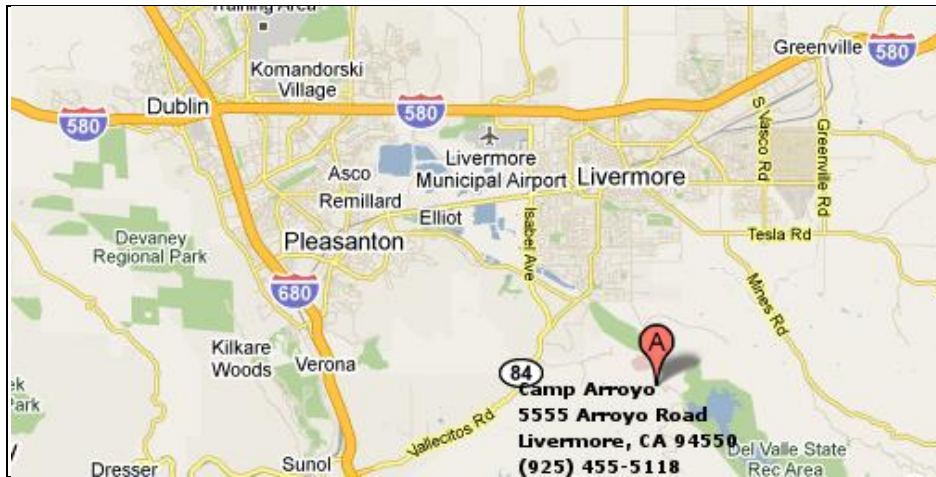
- Sleeping bag
- Pillow and pillow case
- Pajamas or other nightwear
- Underwear and socks
- Poncho or raincoat
- Shorts
- Jeans
- Sweater or sweatshirt
- T-Shirts
- Bath and beach towels
- Washcloth
- Swimsuits
- Soap
- Comb & brush
- Shampoo
- Toothbrush & toothpaste
- Sneakers
- Thongs or other shower shoes
- Walking shoes (hiking shoes preferred)
- Bugs spray
- Sun block lotion (at least SPF 30)
- Flashlight & batteries
- Hat for sun protection

Optional Items: Playing cards, books, games, fanny pack, musical instruments, costume for talent show

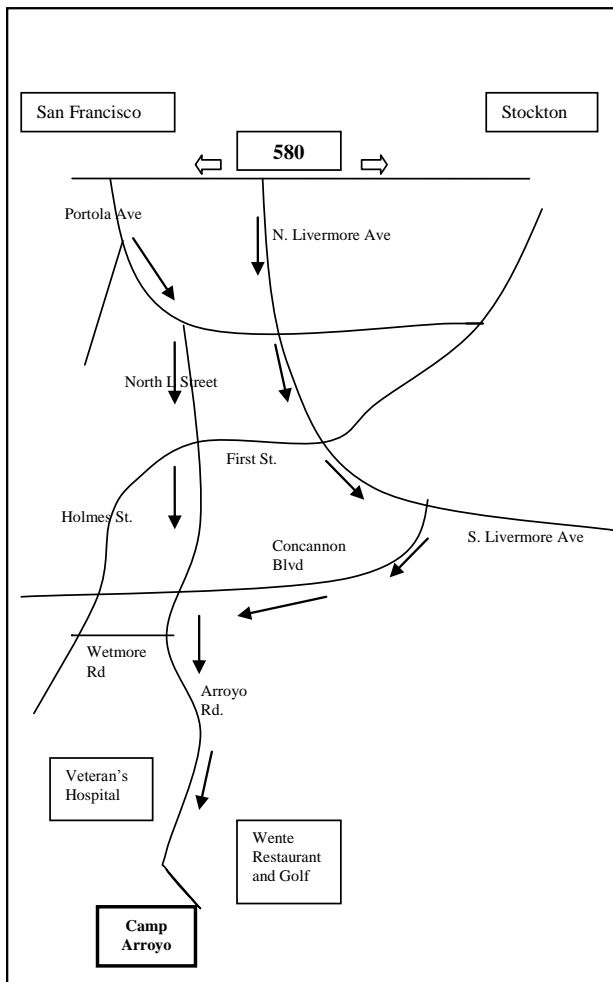
Please do not bring knives, matches, fireworks, electrical equipment or expensive clothing items. Do not bring jewelry, tobacco, alcohol, recreational drugs, boom boxes, MP3 players, iPods, cell phones, beepers, pagers, cash, or other valuables. Camp is a smoke free environment. No smoking will be permitted anywhere on the premises.



DIRECTIONS TO CAMP ARROYO



Google Map Link: http://bit.ly/camp_arroyo



Directions to Camp Arroyo

Heading Westbound on I-580

- Take I-580 towards Livermore.
- Take the N. Livermore Road exit. Head South on N. Livermore Road. As you get through downtown Livermore, the road will change to S. Livermore Road. You will travel about 2.5 miles from the freeway exit to Concannon Blvd..
- Turn right onto Concannon. Stay on Concannon for 1 mile to Arroyo Road.
- Turn left onto Arroyo Road. You will travel on Arroyo Road for about 3.4 miles to the Camp Arroyo electric gate.

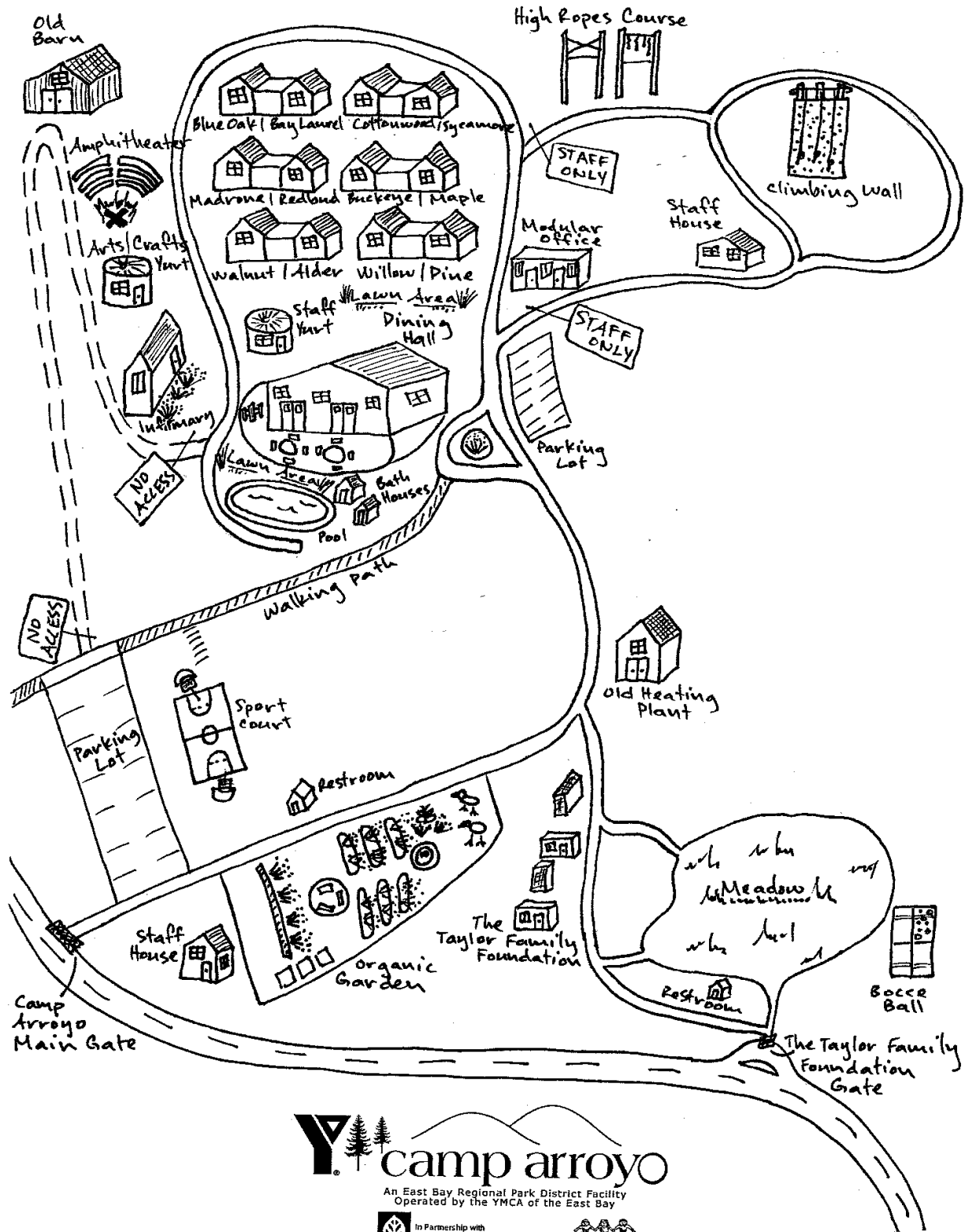
Heading Eastbound on I-580

- Take the Portola Ave exit. Continue straight on Portola.
- Turn right on North L Street.
- L Street becomes Arroyo Rd.
- Continue to almost the end of Arroyo Rd. to the Camp Arroyo electric gate.

As you travel down Arroyo Road you will pass residential areas, the VA Hospital and Wentle Restaurant/Golf Course. After you have passed Wentle, you will cross over a narrow bridge in the road (sides are painted white). Follow the road as it turns to the left and heads up a short hill. Look for the electric gate on your right (2nd gate after the bridge) and a big Camp Arroyo sign. You will need to dial your access code or 000 on the keypad if the gate is not open.



CAMP ARROYO LAYOUT



An East Bay Regional Park District Facility
Operated by the YMCA of the East Bay

