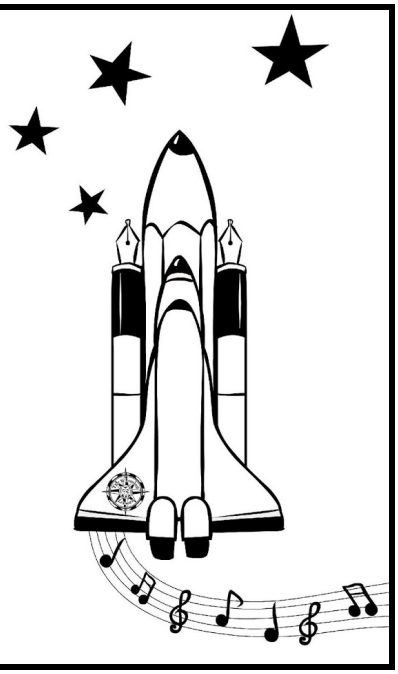
MISTER LEMUR'S

ADVENTURES IN WRITING CAMP



SITE ADMINISTRATOR CONTROL BOOK

SUMMER 2019

Name: _____

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Introduction

Congratulations on your role as Site Administrator at Adventures in Writing Camp. This summer you will play a leading role in what we think is one of the most amazing, transformative, and inspiring summer programs anywhere!

As your title suggests, you are the administrator of your session(s) of Adventures in Writing Camp. You will manage a team of people with diverse talents, backgrounds, and experience levels. You will likely have veteran educators as well as students early in their college careers. Your team may include musicians with limited classroom management experience, and/or Adventure Guides embarking on their first summer jobs. Some will be easy to manage; some will present growth opportunities for you as an administrator and manager of people. Remember that things that seem obvious to you may not be obvious to your team members—particularly when it comes to your less experienced team members who have had less practice with professionalism and proper etiquette for working with children. This does not mean that we accept less from them, but rather that you and the rest of their teammates have the obligation to help them learn and grow.

This book is designed to provide you the details you need to operate a camp that is a wonderful growth opportunity for campers, team members, and YOU! Adherence to the steps and processes in this Control Book will foster consistent quality across the camp sessions and streamline your path to success.

The AIW Camp Philosophy

At its core, this program is less about academics and more about kids having positive, confidence-building experiences with writing. There is only so much we can academically teach a camper in two weeks, but if we can help them fall in love with writing and to realize that they can be a good writer, we can truly make a huge positive difference in their life. This is the gift we aim to give every camper who attends Adventures in Writing Camp.

As campers create their projects, please remember that we're less concerned with the topic and more focused on children having fun with writing while applying the new skills they are learning at camp. Whether a child loves to write or hates to write, we're committed to helping him or her become a better, more confident writer.

As an educator, you already know this, but it's worth repeating: No two campers are alike! It is important that your team's approach reflects that reality. These are also good points to share with parents who are trying to understand what sets Adventures in Writing Camp apart.

- Auditory learners love that we've worked with professional musicians to turn the curriculum into professionally produced pop songs. Every school year we hear from parents and teachers who tell us that their child is performing substantially better in writing because of "things they remember from the songs!"
- Kinesthetic learners love the verbal and physical storytelling elements in learning games borrowed from improv theater.

- Some reluctant writers love being able to use an iPad or Chromebook to create a story about any (family friendly) topic of their choosing. Others come alive writing rap lyrics for good-natured rap battles with other camp sessions.
- Traditional learners thrive in the project-based learning environment. The curriculum is created fresh each year, and we remain committed to providing campers positive, confidence-building experiences with writing.

No matter how good the curriculum may be—and we think ours is pretty solid—a child's experience is highly dependent on the energy, attitude, and empathy that you and your team bring each day.

AIW Camp Leadership Philosophy

At its core, Adventures in Writing Camp was created to achieve two results:

1. Give campers a fun summer day-camp experience,
2. and give them positive, confidence-building experiences with writing

As a leaders, we want you to keep these objectives in mind as you go about managing your session. As AIW Camp has evolved, four pillars have emerged to guide us in our actions and decision-making. They are:

1. **Be Intentional** – act and lead with purpose.
2. **Be flexible** – You never know what's going to happen, so be prepared (and prepare your team) to adjust as needed**.**
3. **Be humble** – You don't have to know it all.
4. **Be and do your best** – We didn't set out to create an average writing camp. We set-out to create a camp that we would have LOVED to have gone to ask kids and begged our parents to attend!

Site Administrator Expectations

As the Site Administrator, you own the day-to-day responsibility of your camp session. You are responsible for your campers, staff, and parents having a great experience with Adventures in Writing Camp and for creating the camp culture. Make sure you define your staff's roles and your expectations for how you need those roles fulfilled.

1. **Create a great and fun culture**
    a. This is summer camp—not summer school! Days at camp should be fun and engaging for campers and staff!
    b. Create a fun, creative, and inspiring culture for everybody.
    c. The culture of the camp flows first and foremost from you, so be a little bit zany! Enthusiasm goes a long way.
    d. Take time to build relationships with campers, staff, and parents.
2. **Create a safe and supportive environment**
    a. Be safe. Prevent accidents from happening.
    b. Facilities should promote a comfortable learning environment. Air conditioning, fans, etc. must work. Contact the Home Office ASAP if something does not work.
    c. Set staff and campers up for success; work to anticipate problems and needs and address them immediately. Seek assistance if you need it.
3. **Lead and teach**
    a. Help campers and staff walk away feeling like they put THEIR best foot forward. They want to do their best!
    b. Provide feedback when improvement is needed and ample praise when improvements are made. People rise to the occasion when asked.
4. **You are an extension of us**
    a. Do the right thing—not just the easy thing!
    b. Engage with parents to make them and their children feel valued.
    c. "Bad" eBooks reflect poorly on the entire camp. Make sure eBooks are as good as possible and reflect individual campers' best efforts.
    d. Let us know how we can help! While you are the first-line problem solver for your site, please use us as a resource for resolving significant problems including missing campers, unauthorized visitors, accidents/incidents, parent complaints, and the like.

Timeline

As a Site Administrator, your responsibilities typically take place along the following timeline:

December/January	Commit to Site Administrator position
February	Place welcome calls to registered families
March - May	● Place welcome calls to registered families ● Attend Site Administrator training ○ Northern California | Saturday, March 2, 2019 ○ Southern California | Saturday, March 09, 2019 ● Help Recruit Staff ● Help Promote your camp ● Establish contact and rapport with your team
June – August	● Attend/Facilitate All-Camp Training ○ Southern California | Saturday, June 1st, 2019 ○ Northern California | Saturday, June 15th, 2019 ● Attend/Facilitate Site Set-Up Day ● Coordinate key pick-up/walkthrough of your facility ● Receive and organize supplies ● Manage communications with your staff ● Lead an amazing camp experience! ● Organize and Return (pass along) Supplies ● Provide feedback regarding staff and camp
September - December	Provide occasional references for employees (when requested)

Managing Your Own "Self-Care"

As an administrator, you are expected to be "on" at all times. But anyone who has been in leadership understands that we are "all human" and we all have our "moments." **So, what do you do when you feel frustrated or overwhelmed? The answer: self-care.**

First, it is important to take planned breaks throughout the day. The Site Administrator role builds in a personal lunch break from 1:25 to 1:55 daily. Additionally, there are times throughout the day when you are observing classrooms or taking photos. This time can also be used for a 5-10 minute break.

Second, it is helpful to have a sounding board. We recommend turning to your Assistant Site Administrator when you need to talk about a situation or problem. You may find that you develop rapport with a teacher or Secretary of Shenanigans. It is o.k. to discuss issues related to campers or parents, but please refrain from discussing staff issues with members of your team. **If you need to talk about specific staff members, please call the home office or another Site Administrator.**

Beware of the perception of favorites! Some people are naturally easier to get along with than others. However, as a manager, you must treat your team equally. If you are perceived as playing favorites, not only can it lead to unrest among your team, but it can have more serious HR repercussions as well.

Organizational Structure & Roles

Individual camp teams consist of a combination of the following roles and individuals. The exact composition of your team depends upon the number of campers enrolled by grade level.



Site Administrator

The Site Administrator ("SA") is responsible for the day-to-day operations of the camp and acts as the primary contact for parents, staff, and the Home Office team. They also perform a host of pre-camp and post-camp responsibilities.

Assistant Site Administrator & SuperPlay Supervisor

The Assistant Site Administrator works a shifted schedule (10:15 am to 6:15 pm) and is responsible for overseeing snack, lunch, and Supervised Play. Like the Site Administrator, they are responsible for the day-to-day operations of our after-camp Supervised Play program.

Entertainment Ranger

The Entertainment Ranger ("ER") embodies the fun, musical culture at camp. The ER serves as director of daily morning and afternoon assemblies. The ER leads camp sing-alongs and teaches writing lessons delivered as songs (with accompanying dance moves!) each day.

Secretary of Shenanigans (S.O.S.)

The SOS is responsible for injecting as much FUN into the camp as possible! They will serve as a Lead Adventure guide, helping to make sure that the AGs are scheduled, and prepared throughout their day. They will also create the Camp Video and help you take photos throughout the day.

Elementary eBook Ranger

During camp, the eBook Ranger is responsible for guiding campers through the process of designing, illustrating, and assembling their eBooks using the iPad app "Book Creator." Each day, ERs are responsible for teaching two 110-minute sessions.

Elementary Writing Ranger

During camp, an Elementary Writing Ranger ("WR") is responsible for helping campers brainstorm, draft, write, and polish their eBook stories. They support the eBook teacher, and will lead four 50-minute sessions.

1st Grade Ranger

The 1st Grade Ranger is guides a class of incoming 1st graders through the process of writing a class story and publishing it as an eBook. 1st grade campers do not rotate classes and will be with this teacher (and Adventure Guide) the entire day. We aim to develop an understanding of what good storytelling looks like, and to walk campers through the process of creating a book as a group.

Middle School Ranger

Leading a combined class of 6th - 8th graders, this ranger helps campers develop writing skills through focused mini-lessons, which are then applied to the production of a project. The middle school curriculum rotates yearly between video (2019), blogging (2017),and podcasting (2018).

Adventure Guide ("AG")

Adventure Guides are college students who serve as counselors during camp. They are assigned to a grade-specific "troop", and guide campers through their day. AGs play a starring role in the daily assemblies, facilitate camp-games during Troop Time, and when in class, help keep campers on-task, and assist Rangers as needed.

SuperPlay Scout

Super Scouts are high school or college students and work with the Assistant Site Adamin to provide supervision and instruction during extended care. Their work hours are 3pm to 6pm and they report to the ASA.

Troops (Campers)

AIW Camp serves campers entering grades 1 through 8. We offer three different curricula based on grade level: 1st Grade, Elementary (2nd-5th) and Middle School (6th-8th). Campers are divided into groups by grade level called "troops". Each troop wears a different color t-shirt:

- Yellow = Mouse (Rising 1st Grade)
- Red = Ruffed Lemurs (Rising 2nd Grade)
- Orange = Silky Lemurs (Rising 3rd Grade)
- Green = Aye-Aye Lemurs (Rising 4th Grade)
- Blue = Ringtail Lemurs (Rising 5th Grade)
- Grey = Fossa (Rising 6th – 8th Grade)

Home Office Contacts

Adventures in Writing Camp was founded by husband-and-wife team Hans and Jennifer Hartvickson. Hans and Jen are children's book authors writing predominantly under the pen name *Mister Lemur*, and are the founders of the educational band "The Scheming Lemurs." Jennifer holds a Master's in Education from Stanford and has traveled the country speaking to over 250,000 students at over 350 elementary schools. Hans holds degrees in Economics and Public Policy from Stanford and an MBA from Wharton. He previously worked for an investment bank and a hedge fund before following his heart into writing education. He is the president of the non-profit entity *Kids Love Writing* which operates some instances of Adventures in Writing Camp.

Adventures in Writing Camp is supported by a small but mighty home-office team. Contact the following individuals with questions related to their respective areas of expertise.

Marketing & Finance (Hans Hartvickson) hans@misterlemur.com (833) 974-8366 x 701 *Expertise: marketing and outreach, general questions and strategy, and camp founder*	**Web, Curriculum, & Training (Jen Hartvickson)** jen@misterlemur.com (833) 974-8366 x 700 *Expertise: curriculum, training, website, camp operations, and camp founder*
Facilities (Caitlin Orr) facilities@aiwcamp.com (833) 974-8366 x 702 *Expertise: facilities and flyers*	**Recruiting (Zee Smith)** recruiting@aiwcamp.com (833) 974-8366 x 704 *Expertise: referrals and hiring*
Human Resources (Ramsey DeLano until 6/15/19) hr@aiwcamp.com (833) 974-8366 x 703 *Expertise: payroll, employee onboarding*	**Site Administrator Training** siteadmin@aiwcamp.com (833) 974-8366 x 705 *Expertise: Site Administrator training*
Parent Support (Alison Gervais) contact@aiwcamp.com (833) 974-8366 *Expertise: questions, transfers, cancellations, additions, pins, scholarships, etc.*	

2019 AIW Camp Schedule by Start Date

Session 1: 6/3 – 6/14/2019 Fullerton | Laguna Road Elementary Hacienda Heights | Grazide Elementary Summerlin | Doral Academy Red Rock	**Session 2: 6/17- 6/28/2019** Oakland Hills | Aurora School Calabasas | Chaparral Elementary Irvine | Crean Lutheran High School Las Vegas South | Doral Academy Pebble Campus Los Altos | Covington Elementary Millbrae | Green Hills Elementary Pleasanton | Alisal Elementary Inner Richmond | Congregation Beth Sholom San Jose Almaden | Williams Elementary San Ramon | Neil Armstrong Elementary Palo Alto | Escondido Elementary
Session 3: 7/8 – 7/19/2019 Burlingame | Burlingame Intermediate School Danville | Montair Elementary Huntington Beach | Sts. Simon & Jude Catholic School Los Altos | Covington Elementary Brentwood | Saint Sebastian School Menlo Park | Laurel Upper School Palos Verdes | Lunada Bay Elementary Pleasanton | Alisal Elementary Tustin | Tustin Memorial Academy Saratoga | Saratoga Elementary	**Session 4: 7/15 – 7/26/2019** Carmel | All Saints Day School Cupertino South | Bethel Lutheran School San Mateo | Beresford Elementary
Session 5: 7/22 – 8/2/2019 Alameda | St. Philip Neri School Burlingame | Burlingame Intermediate School Diamond Bar | Mount Calvary Lutheran School Fremont | Mission Valley Elementary Redondo Beach | Valor Christian Academy Glen Park | St. John Catholic School Richmond | Saint Thomas the Apostle Catholic School West Hills | de Toledo High School	**Session 6: 7/29 – 8/9/2019** Campbell | Campbell Seventh Day Adventist Cupertino South | Bethel Lutheran School Hillsborough | South School Redwood City | Unitarian Universalist Fellowship of RC Walnut Creek South | The Seven Hills School

Managing Your Technology

Phone

Each camp has been set up with a unique phone and email address so that parents can communicate directly with Site Administrators while maintaining privacy of the Site Administrators' personal contact information. For this reason, **we ask that you keep your personal phone on, and with you, throughout the camp day**.

We use a phone system called Grasshopper that routes incoming calls to your cell phone. Camp related calls will be announced when you answer and a recorded voice will tell you to press 1 to accept the call. When your extension is created, you will receive an email with information about managing and checking voicemail.

Email

Similarly, we have set up each Site Administrator with a camp-related email address. If you are an Administrator at multiple sessions **you will need to check all of your accounts, or set up an auto forward into one account**.

How to Login to Gmail

Replace the username@kidslovewriting.org with the camp ID email, 2010@kidslovewriting.org

- Username: username@kidslovewriting.org
- Password: 17Pegasus78#

Email address you give to people is: username@aiwcamp.com. The aiwcamp.com domain is an alias and works just fine.

How to Set Up Email

1. Login into Gmail (or add an account) - gmail.com
2. At prompt change your password
3. Run through the setup wizard that Gmail presents to new accounts
4. Add the AIW Camp email as another email to send from - this is important
    1. Click on the little gear icon just above the inbox at the top right
    2. Click "settings"
    3. Click "Accounts"
        1. Under "Send mail as" click on "Add another email address"
        2. Enter username@aiwcamp.com and follow the instructions
        3. Set the aiwcamp.com email as the default

2019 Site Administrator Contact information

Camp ID	Camp Location	Start	End	Admin First	Admin Last	Email Address	Phone	Ext.
1996	Alameda	22-Jul	2-Aug	Rasheedah	Jones	1996@aiwcamp.com	(833) 974-8366	735
1966	Atherton	8-Jul	19-Jul	Veronica	Talton	1966@aiwcamp.com	(833) 974-8366	709
1982	Brentwood	8-Jul	19-Jul	Grant	Frailich	1982@aiwcamp.com	(833) 974-8366	732
2026	Burlingame	8-Jul	19-Jul	Deborah	Mar	2026@aiwcamp.com	(833) 974-8366	711
2028	Burlingame	22-Jul	2-Aug	Deborah	Mar	2028@aiwcamp.com	(833) 974-8366	711
1984	Calabasas	17-Jun	28-Jun	Robin	Jankiewicz	1984@aiwcamp.com	(833) 974-8366	723
1968	Campbell	29-Jul	9-Aug	Philina	Lin	1968@aiwcamp.com	(833) 974-8366	736
2036	Carmel	15-Jul	26-Jul			2036@aiwcamp.com	(833) 974-8366	753
1974	Cupertino South	15-Jul	26-Jul	Craig	Kabert	1974@aiwcamp.com	(833) 974-8366	701
1972	Cupertino South	29-Jul	9-Aug	Craig	Kabert	1972@aiwcamp.com	(833) 974-8366	701
2022	Danville	8-Jul	19-Jul	Rasheedah	Jones	2022@aiwcamp.com	(833) 974-8366	735
1976	Diamond Bar	22-Jul	2-Aug	Christi	Tucker	1976@aiwcamp.com	(833) 974-8366	730
2024	Fremont	22-Jul	82	Jenny	Situ	2024@aiwcamp.com	(833) 974-8366	708
1992	Fullerton	3-Jun	14-Jun	Kelly	Pellizzari	1992@aiwcamp.com	(833) 974-8366	716
1952	Glen Park	22-Jul	2-Aug	Jennifer	Carrade	1952@aiwcamp.com	(833) 974-8366	742
1978	Hacienda Heights	3-Jun	14-Jun	Leighana	Sears	1978@aiwcamp.com	(833) 974-8366	743
2006	Hillsborough	29-Jul	9-Aug			2006@aiwcamp.com	(833) 974-8366	754
2018	Huntington Beach	8-Jul	19-Jul	Stephanie	Philips	2018@aiwcamp.com	(833) 974-8366	739
2016	Inner Richmond	17-Jun	28-Jun	Adrienne	Thompson	2016@aiwcamp.com	(833) 974-8366	706
1988	Irvine	17-Jun	28-Jun	Jami	Peters	1988@aiwcamp.com	(833) 974-8366	734
2034	Las Vegas (Red Rock)	17-Jun	28-Jun	Mark	Leamy	2034@aiwcamp.com	(833) 974-8366	737
1970	Los Altos	17-Jun	28-Jun	Meera	Pamidi	1970@aiwcamp.com	(833) 974-8366	744
2010	Los Altos	8-Jul	19-Jul	Zoe	Bader	2010@aiwcamp.com	(833) 974-8366	745
1962	Millbrae	17-Jun	28-Jun	Liz	Casey	1962@aiwcamp.com	(833) 974-8366	717
2014	Oakland Hills	17-Jun	28-Jun	Siena/Regina	Meeks/Sorey	2014@aiwcamp.com	(833) 974-8366	722
2002	Palo Alto	17-Jun	28-Jun	Veronica	Talton	2002@aiwcamp.com	(833) 974-8366	709
2008	Palos Verdes	8-Jul	19-Jul	Debra	Bogle	2008@aiwcamp.com	(833) 974-8366	746
2030	Pleasanton	17-Jun	28-Jun	Taylor	Cruz	2030@aiwcamp.com	(833) 974-8366	747
2032	Pleasanton	8-Jul	19-Jul	Taylor	Cruz	2032@aiwcamp.com	(833) 974-8366	747
1980	Redondo Beach	22-Jul	2-Aug	Rachel	Blitz	1980@aiwcamp.com	(833) 974-8366	748
1956	Redwood City	29-Jul	9-Aug	Liz	Casey	1956@aiwcamp.com	(833) 974-8366	717
2004	Richmond	22-Jul	2-Aug	Zoe	Marinkovich	2004@aiwcamp.com	(833) 974-8366	749
2038	San Carlos	17-Jun	28-Jun			2038@aiwcamp.com	(833) 974-8366	752
1998	San Jose	17-Jun	28-Jun	Dani	Strand	1998@aiwcamp.com	(833) 974-8366	750
1954	San Mateo	15-Jul	26-Jul	Piper	Walker	1954@aiwcamp.com	(833) 974-8366	751
2020	San Ramon	17-Jun	28-Jun	Haley	Walker	2020@aiwcamp.com	(833) 974-8366	715
1960	Saratoga	15-Jul	26-Jul	Dani	Strand	1960@aiwcamp.com	(833) 974-8366	750
2000	Summerlin	3-Jun	14-Jun	Mark	Leamy	2000@aiwcamp.com	(833) 974-8366	737
1990	Tustin	8-Jul	19-Jul	Evelyn	Seto	1990@aiwcamp.com	(833) 974-8366	713
1994	Walnut Creek South	29-Jul	9-Aug	Sandra	Elliott	1994@aiwcamp.com	(833) 974-8366	724
1986	West Hills	22-Jul	2-Aug	Robin	Jankiewicz	1986@aiwcamp.com	(833) 974-8366	723

Kinderlime Sign In-Out App

Adventures in Writing Camp uses an app called Kinderlime Sign In-Out to manage daily pick-up and drop-off. The app creates a unique pin for each family, and parents and guardians are required to enter the pin whenever a camper is signed into our out of camp.

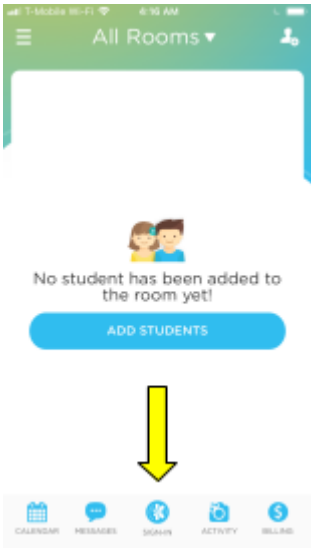
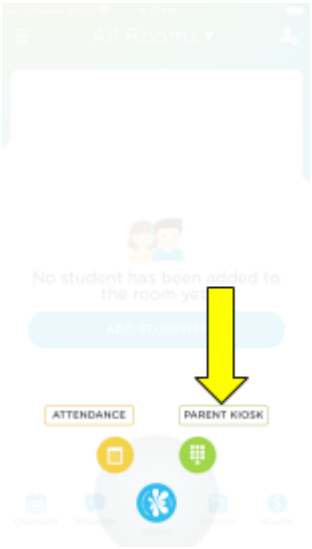
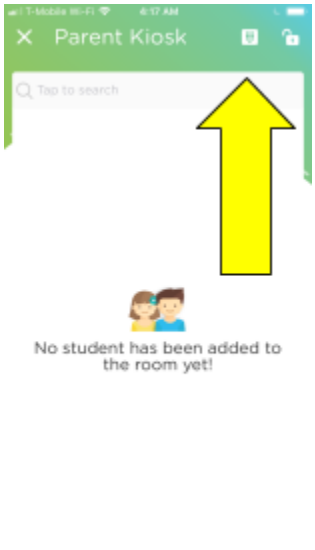
****NOTE: This year we are not asking Adventures Guides to download Kinderlime. In the past, we found that when everyone can sign-out a camper, no one has responsibility for ensuring that campers are properly signed-in or out. As a result, parents were walking away with campers-- a dangerous situation. Only Site Admins, Assistant Site Admins, and Rangers will have Kinderlime on their phones.*

To download the app please visit:
iPhone: www.AIWcamp.com/kl-ios/
Android: www.AIWcamp.com/kl-android/

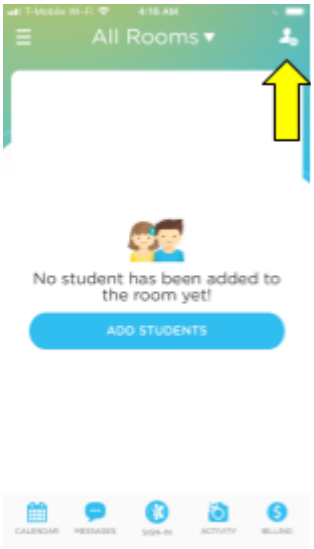
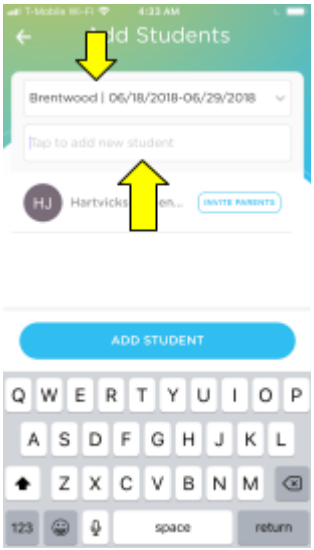
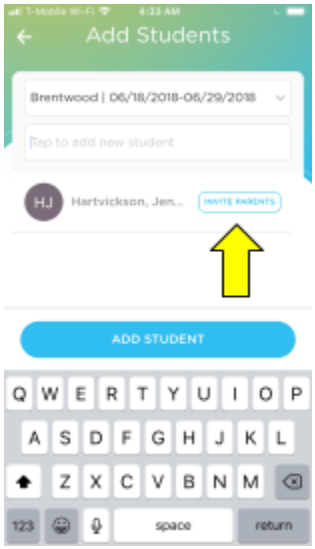
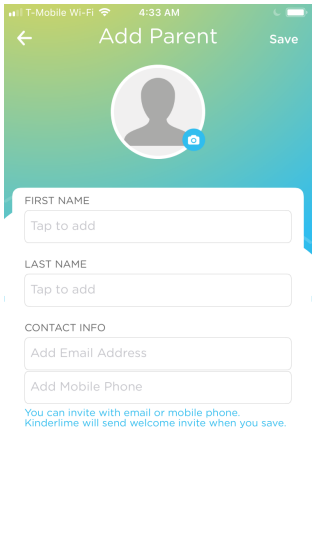
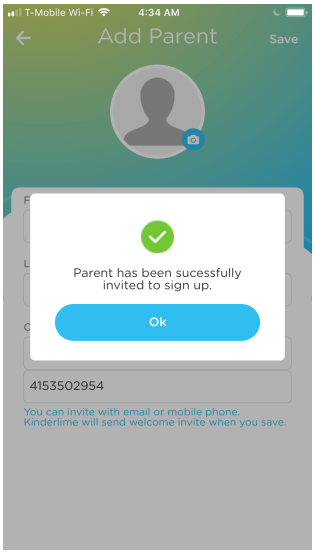
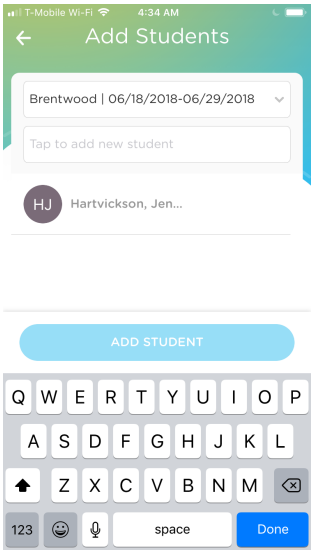
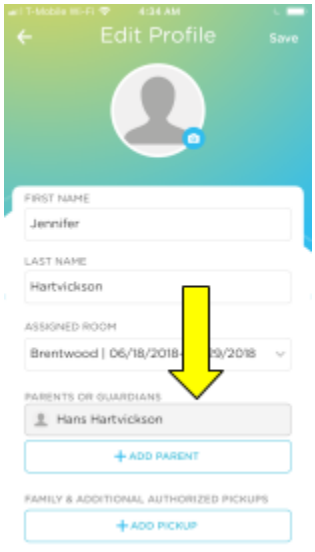
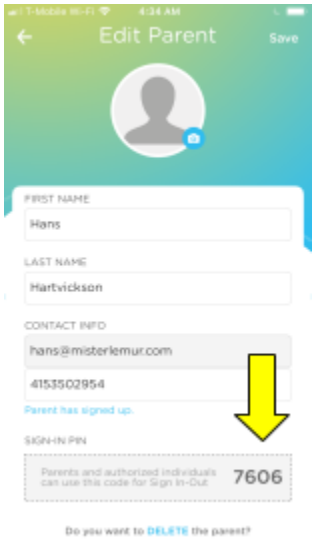
Site Administrator Login Credentials
1. Login: siteadmin@aiwcamp.com
2. PW: AIWcamp2019

Ranger & Assistant Site Admin Login Credentials
3. Login: staff@aiwcamp.com
4. PW: AIWcamp2019

How to Sign-In (or Out) a Camper

			
Step 1: Login From the home-screen, tap the "Sign-In" icon.	**Step 2: Parent Kiosk** Tap the green Parent Kiosk icon	**Step 3: Choose Keypad** Tap the keypad icon in the upper right corner	**Step 4: Parent Sign-In** Enter PIN provided by parent.

How to Add a Camper, Add a Parent, and Lookup a PIN

			
Step 1: Login From the home-screen, click “Add Student” icon	**Step 2: Add Camper** Select your campus from the drop-down, then enter the camper’s name	**Step 3a: Add Parent** Click “Invite Parent” next to the added camper’s name	**Step 3b: Add Parent** Add parent contact information
			
Step 3c: Confirmation If added successfully, you will receive a confirmation	**Step 4a: Lookup PIN** Tap on the camper whose pin you would like to lookup	**Step 4b: Tap Parent** Tap on the parent’s name	**Step 4c: View PIN** View camper’s pin. Return to Parent Kiosk o sign-in camper using PIN

Google Photos

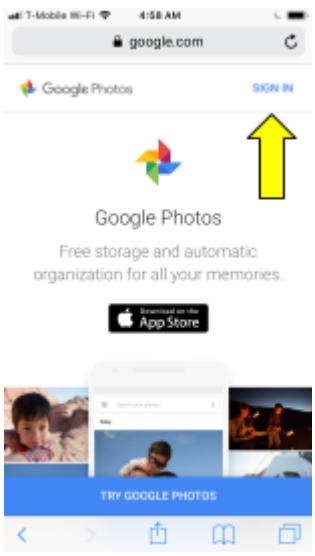
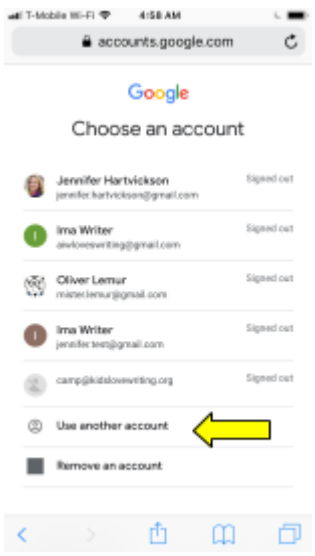
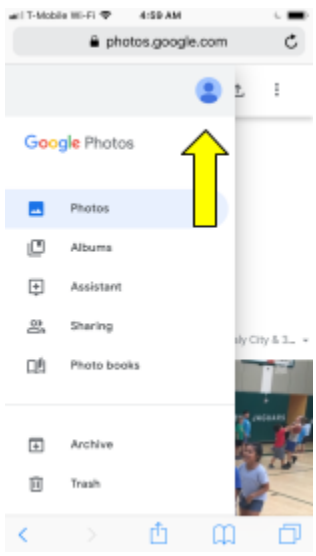
Parents receive a nightly email summarizing what occurred at camp. The email is sent at 4pm and the Site Administrator is responsible for capturing and uploading photos to their camp's Google album by 3:30pm daily.

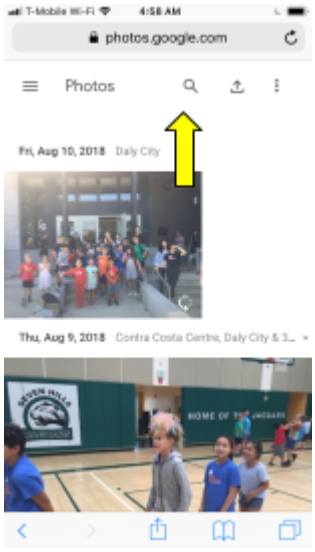
Photos should include a variety of grade levels (don't forget about 1st grade and middle school), and have a good mix of:

1. fun and work
2. iPads and paper/pencil writing
3. dancing and teachers teaching, etc.
4. kids (and staff!) making silly faces, etc.

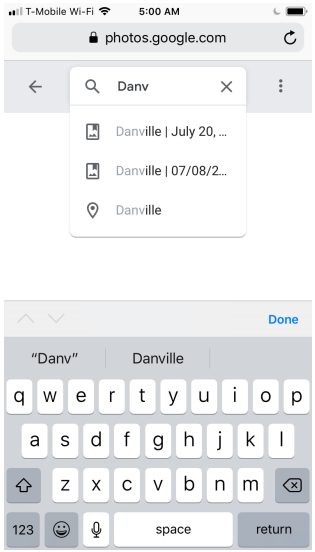
IMPORTANT: Due to personal photos being accidentally uploaded, we ask that you DO NOT USE THE GOOGLE PHOTO APP. All photos should be uploaded through a browser window on your cell phone. Thank you!

How to Upload Photos to Google Album

			
Step 1a: Sign-In From a browser window, type photos.google.com in the address bar. Click Sign-In	**Step 1b: Sign-In** Select Ima Writer or choose "Use another account" using: aiwloveswriting@gmail.com PW: AIWcamp2019	**Step 1c: Optional Logout** If already logged into your personal account, you will need to logout. Click the three bars in the upper left corner.	**Step 1d: Optional Logout** Click the round image at the top right of the sidebar. You will be prompted to choose or add an account.



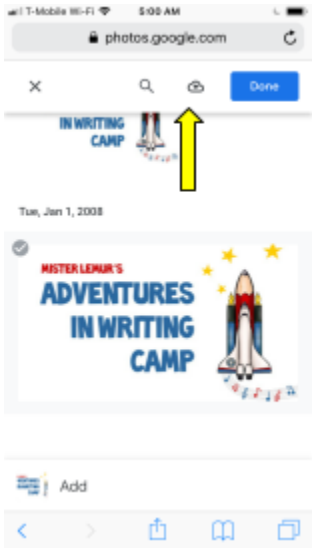
Step 2a: Find Your Album
From the homescreen, click on the magnifying glass



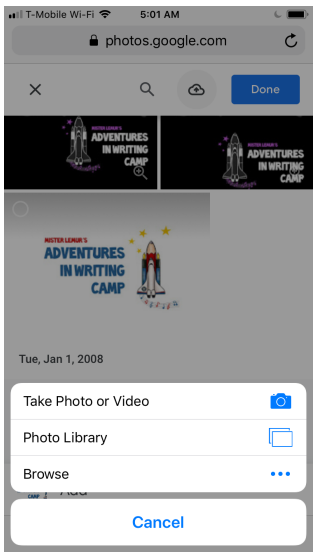
Step 2b: Find Your Album
Search by the name (location) of your camp. Select the 2019 album!



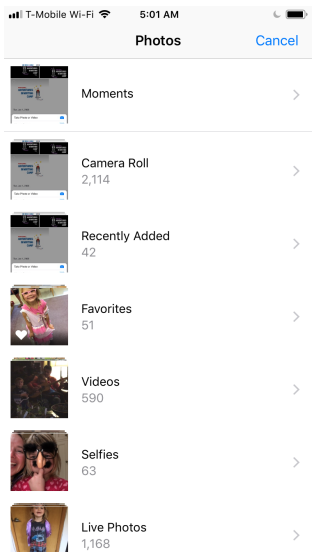
Step 3a: Add photos
Click on the Add Photo icon in the upper right corner



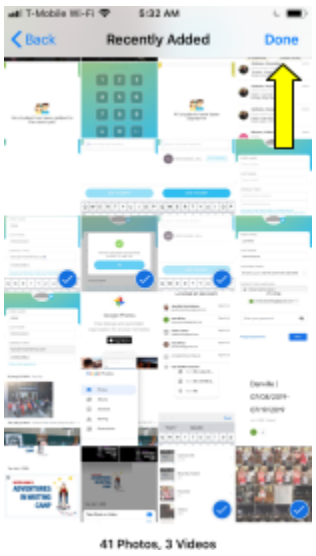
Step 3b: Add photos
Click on the upload "cloud" icon in the upper right corner.



Step 3c: Add photos
Tap on "Photo Library"



Step 3d: Add photos
Select "Camera Roll." (Note: instructions apply to iphones)



Step 3e: Add photos
Tap photos you would like to add, then tap Done



Step 4: Confirm Upload
Once uploaded, scroll through to confirm successful upload

Technology Procedures

As Site Admin, you are responsible for the technology (iPads) at your camp. Some iPads will come with your supply boxes. Others will be sent iPad supply boxes. To keep track of them all, we ask that you sign-in and sign-out your iPads using the **Technology Tracker** (found in the Day 1 Logs of the Camp Management binder). We then ask you to update the online Technology Tracker by the end of the day you recieve technology (typically Day 1 and 10). The form can be located here: https://www.aiwcamp.com/technology-tracking-google-form/.

Safely Storing Technology

Unfortunately, iPads have been stolen from the camp before, including a theft of twelve iPads from a locked classroom. To reduce the risk of technology theft, please ensure that the following precautions are taking place:

1. Do not allow campers to play with technology.
2. When leaving technology in a room, lock the doors. If doors must remain open, move technology to an inconspicuous space.
3. When possible, store and charge iPads in a place where they are NOT visible to someone looking in from outside (i.e. under desks and tables) and ideally behind two doors (i.e. classroom door and storage closet or middle room).
4. Stolen iPads are a huge challenge due to lost camper work, and in the past have resulted in Site Administrators needing to file a police report and be on call to testify at trial. Save yourself the trouble by taking a few moments at the end of each day to secure the iPads (and Chromebooks where applicable) in a locked interior room or at a minimum in a non-visible area.

Walkie Talkie Use and Etiquette

Each session will be provided enough walkie talkies for the Site Administrator to be in communication with an Adventure Guide from each grade level. In the absence of a PA or bell system, walkie talkies are the best way to communicate with your team. Since radios (walkie-talkies) may be unfamiliar for your team, please spend a bit of time reviewing the rules of radio etiquette with your team. **Please make sure that radios are plugged in and charging at the end of each day.**

Golden Rules of Radio Communication

1. **Clarity**: When using a two-way radio, you cannot speak and listen at the same time. Speak slowly with a clear voice.
2. **Brevity**: Be precise and to the point.
3. **Security**: Do not transmit confidential information on a radio. Remember, frequencies are shared, you do not have exclusive use of the frequency.
4. **Test**: Perform radio checks to ensure your radio is in good working condition.
    a. Ensure the battery is charged and the power is on.
    b. Keep the volume high enough to be able to hear calls.
    c. Regularly make radio checks to make sure everything is working and that you are still in range.

Managing Your HR Responsibilities

A part of your responsibility as a Site Administrator is to **ensure YOU and YOUR entire staff has completed their onboarding**. For staff who did not attend training, some of their onboarding will have to be completed with your help on the first or second day of camp. The Friday before camp you will receive a summary of your staff's onboarding progress. Please use this information to help HR nudge your team over the finish line!

A completely onboarded employee has completed the following steps:

1. Accepted their Offer on the Employee Homepage
2. Submitted their background check code (found on the employee homepage) to Coeus Global
3. Completed their Onboarding Checklists in Paycom
4. Completed page 1 of their I-9 in Paycom
5. Supplied proper I-9 documentation so that you can complete page 2 of their I-9 in Paycom

You can find more detailed instructions for each of these steps in the Onboarding Handbook. Step-by-step screenshots are located in the All Staff Training presentation on the Human Resources page. (https://www.aiwcamp.com/human-resources-training-materials/)

Site Administrator Onboarding Checklist

Complete	Task ID	Task Description	Task Type	Task For	Completed By	Time Completed	Start Task
☐	6699	Employee Handbook	Document	Employee			
☐	470	Update Address and Add Emergency Contacts	Address and Contact Information	Employee			
☐	469	Tax Setup Information	Tax Setup	Employee			
☐	523	Direct Deposit Information	Direct Deposit	Employee			
☐	475	Designated Person Form	Document	Employee			
☐	521	Upload Your 1st Aid Certificate	Document	Employee			
☐	1948	Upload your CPR Certificate	Document	Employee			
☐	1947	Upload your AED Certificate	Document	Employee			
☐	1915	Adult Behavioral Guidelines	Document	Employee			
☐	1661	How to View My Paystub	Paycom University Course	Employee			
☐	2163	Staff Intake Form	Hyperlink	Employee			
☐	2272	Download Camp Apps	Hyperlink	Employee			
☐	2046	Background Check Code Submitted to Coeus	Hyperlink	Employee			
☐	2045	Background Check Completed by HR	Note	Employer			START
						Percentage Completed	0 %

Paycom

Ideal Paycom Timeline

After the Site Admin training you will be able to successfully function as a manager in Paycom. Below is an ideal timeline for when you and your team will complete different tasks related to HR.

Training Site Admin: Complete Section 1 of I-9 and bring I-9 documents to training for verification

Staff: Complete Section 1 of I-9 and bring I-9 documents to training for verification

Before Camp
Site Admin: Complete Site Administrator Onboarding Checklist
Staff: Complete General Onboarding Checklist and Section 1 of I-9 (Section 2 as well if attended training)

Day 1
Site Admin: Begin filling out timecard for Rangers and Super Play Team
Hourly Staff: Begin filling out timecard in Paycom

Day 2
Staff: Bring missing I-9 verification documents to show to Site Admin
Site Admin: Complete Section 2 of I-9 for staff in Paycom, review hourly staff timecards in Paycom to make sure everyone has begun filling them out

Day 3
Hourly Staff: Fill out personal timecard
Site Admin: Fill out timecard for Rangers and Super Play Team

Day 4
Site Admin: Fill out timecard for Rangers and Super Play Team
Hourly Staff: Fill out personal timecard

Day 5
Site Admin: Fill out timecard for Rangers and Super Play Team, review ALL timecards
Hourly Staff: Fill out personal timecard

Day 6
Site Admin: Fill out timecard for Rangers and Super Play Team
Hourly Staff: Fill out personal timecard

Day 7

Before 10:50 am
- **Site Admin**: Finish timecards for ALL staff through to Day 10

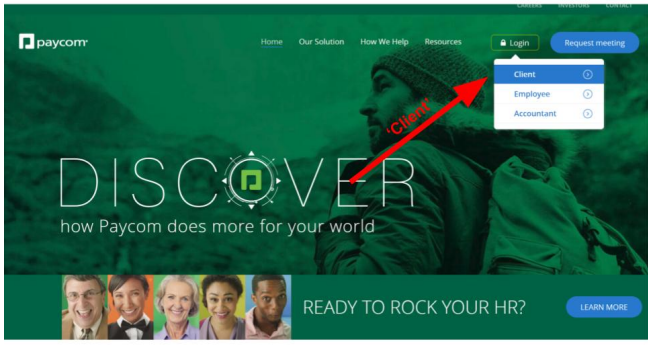
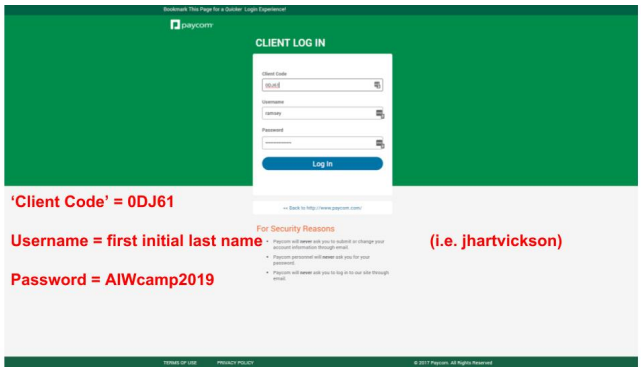
Between 10:50 am and Afternoon meeting
- **Staff**: Review timecards for accuracy, follow up with Site Admin for any corrections
- **Site Admin**: Review timecards with staff

Day 8
Site Admin: Send timecard corrections to hr@aiwcamp.com
Subject line: "Timecard corrections for 'camp name'" (Copy paste format below)

Day 9
Site Admin: Send timecard corrections to hr@aiwcamp.com
Subject line: "Timecard corrections for 'camp name'" (Copy paste format below

Day 10 All Staff: Paid through direct deposit or mailed a paycheck, send photo of receipts and filled out reimbursement form to hr@aiwcamp.com
Site Admin: Send timecard corrections to hr@aiwcamp.com

Logging Into Paycom

	
Step 1: www.paycomonline.com → 'Login' → 'Client'	Step 2: Fill out Client Code, Username, Password

Client Code	**Username**	**Password**
0DJ61	FirstInitialLastName *(ex: JHartvickson)*	AIWcamp2019

Step 3: Reset password	Step 4: Create Security Questions
Login Tips:	1. Copy paste username and password from email 2. Your username begins with a zero, not the letter O 3. Write down your new password 4. Use the same answer for all your security questions (i.e. 1234) 5. (App only) Activate thumbprint ID

For step-by-step screenshots, please review the training presentation on the Site Admin Resources page.

Verifying I-9s

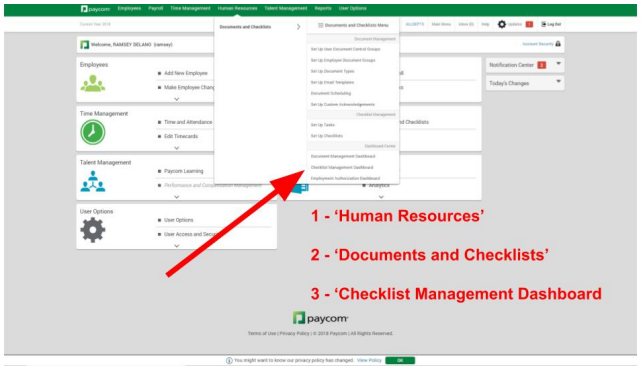
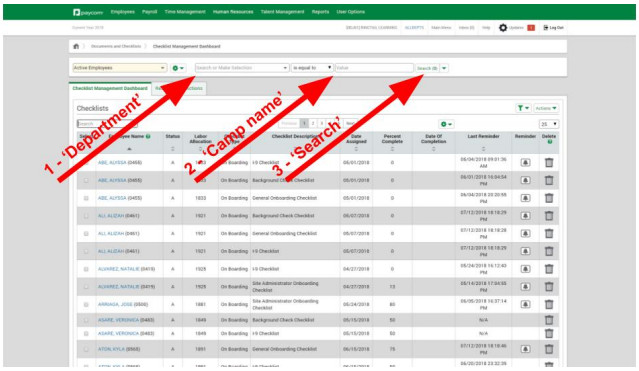
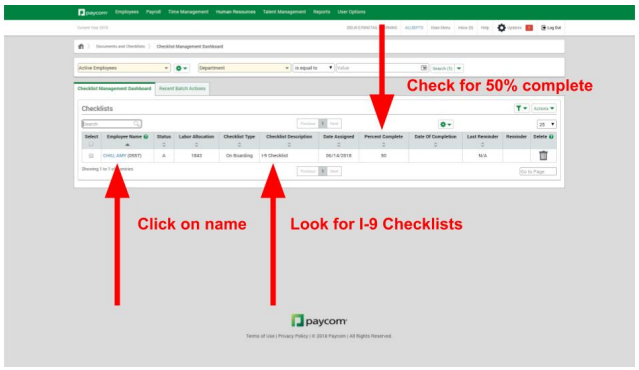
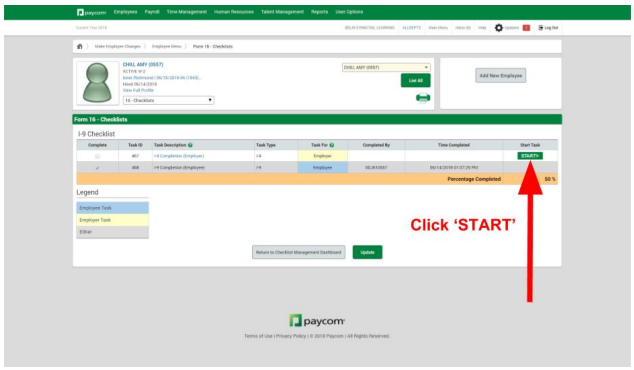
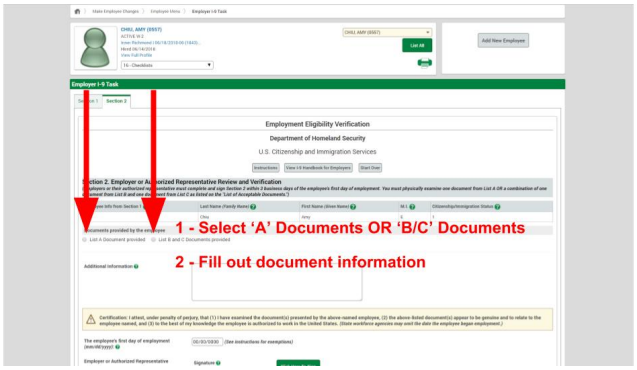
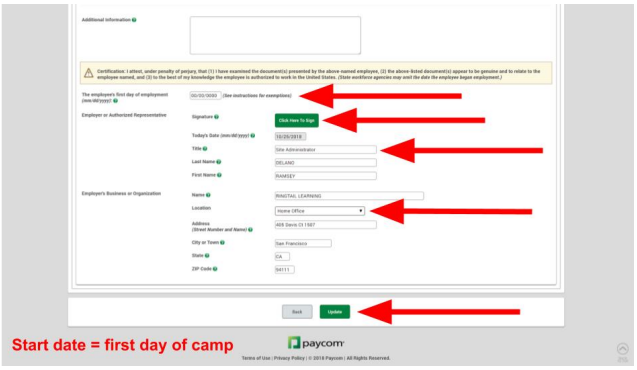
I-9 Verification is completed in Paycom. You will know which staff need to bring ID to show you on the first or second day of camp by looking at the summary email from HR. Step-by-step screenshots for verifying I-9s are available in the training presentation on the Site Admin Resources page.

If you collect ID information before inputting it into Paycom make sure to jot down expiration dates if applicable.

Step by Step Instructions

1. Login to Paycom
2. 'Human Resources'
3. 'Documents and Checklists'
4. 'Checklist Management Dashboard'
5. Filter by: 'Department' > 'Camp name' > 'Search'
6. Click on staff name with I-9 checklist (completed I-9 checklists will not display)
7. 'START'
8. Select 'A Documents' if passport, Select 'B/C Documents' if other form of ID
9. Fill out document information
10. FIll out start date (first day of camp), sign name, position, and address
11. 'Update'

How to Verify I-9s

<table>
<tr><td>
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<tr><td>Step 1: Navigate to Checklist Dashboard</td><td>Step 2: Filter by your camp</td></tr>
<tr><td>
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</td></tr>
<tr><td>Step 3: Click on staff name with incomplete I-9</td><td>Step 4: Select 'Start' to fill out I-9 information</td></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>Step 5: Select doc type and fill out information</td><td>Step 6: Fill out necessary info, hit 'Submit'!</td></tr>
</table>

Filling Out Timecards

Hours are tracked through Paycom's timesheets. Some of your staff fill out their own time cards while you are responsible for others. All timecards need to be completed by the end of Excursion 1 on Day 7 and approved by the end of Day 7 after staff have had a chance to review them. This requires you to fill out timecards through to the end of the second week on the morning of Day 7 and to ensure you and your staff are on the same page by the end of the day. HR runs payroll Wednesday morning to ensure everyone is paid on Friday.

Hours you are responsible for **inputting** into Paycom:

Days 1-10

- All Rangers – add 1 hour to their timecard per day
- Site Admin (yourself) – add 1 hour to your timecard per day
- Supervised Play Scout – add 3.25 hours per day, even if children are picked up early
- Assistant Site Admin – add 1 hour per day

Days 7-10

- Adventure Guides
- Secretary of Shenanigans

Hours you are responsible for **reviewing** and **correcting**:

Days 1-6

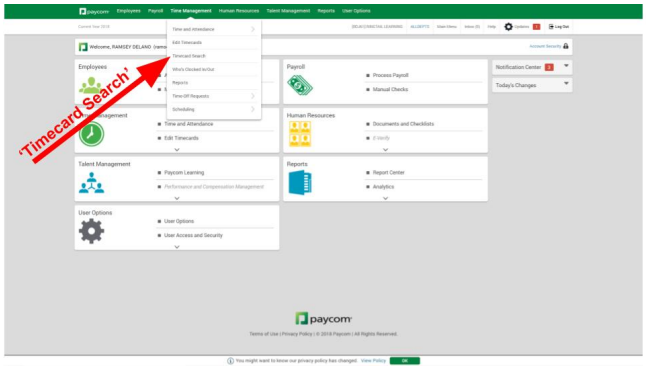
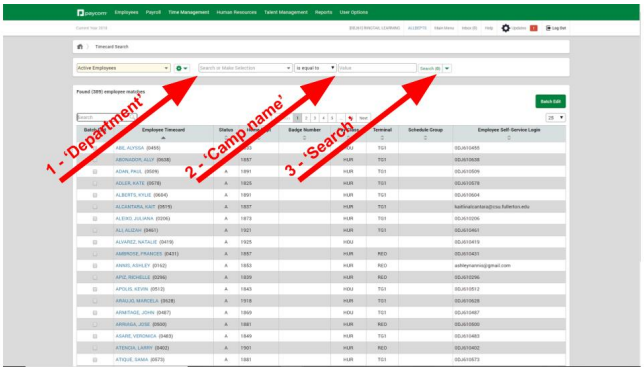
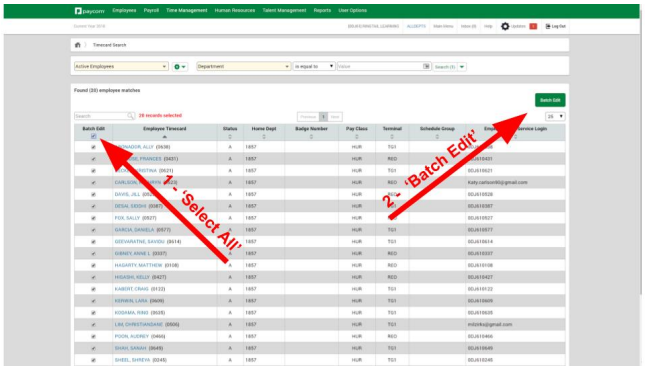
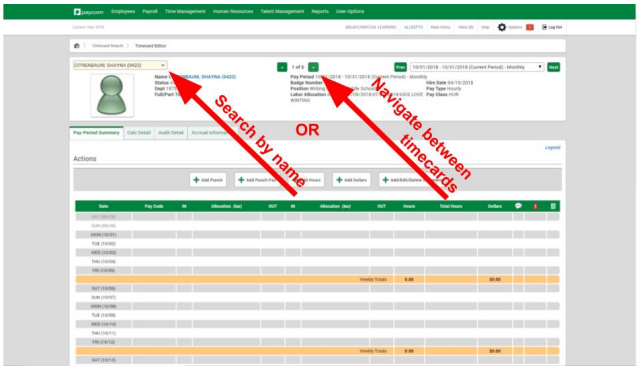
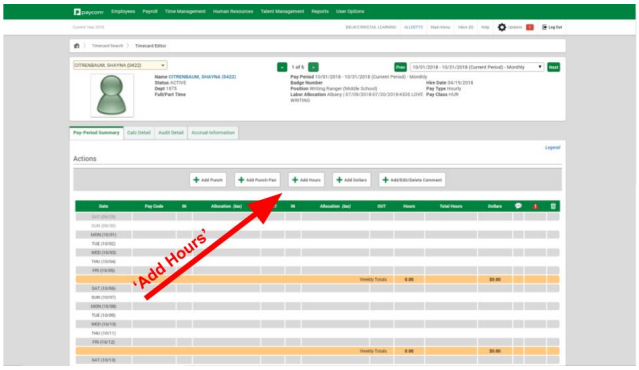
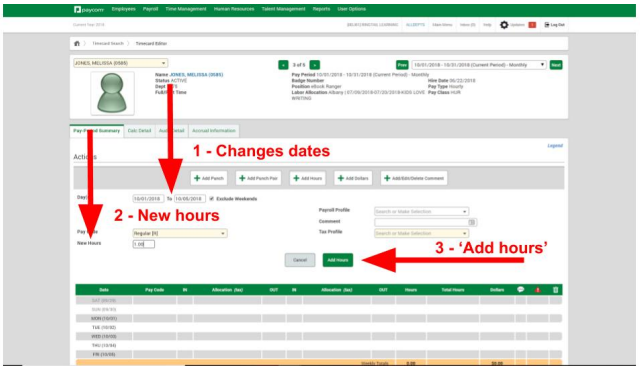
- Adventure Guides
- Secretary of Shenanigans

Filling out timecards

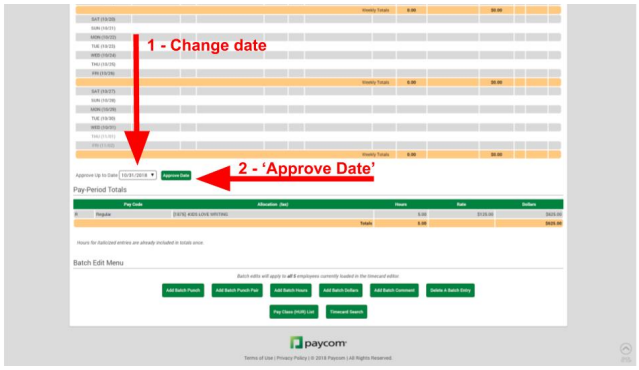
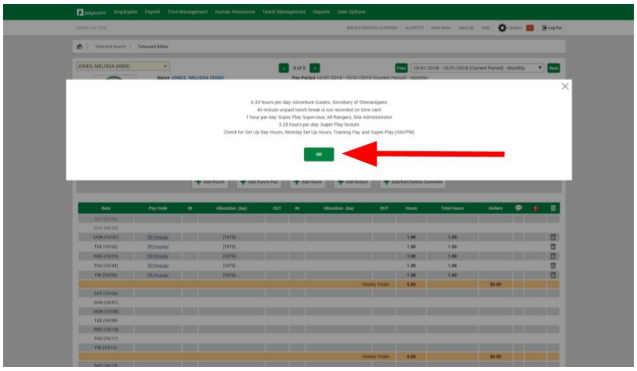
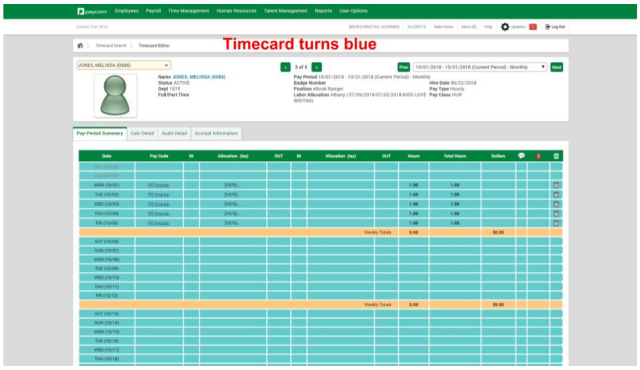
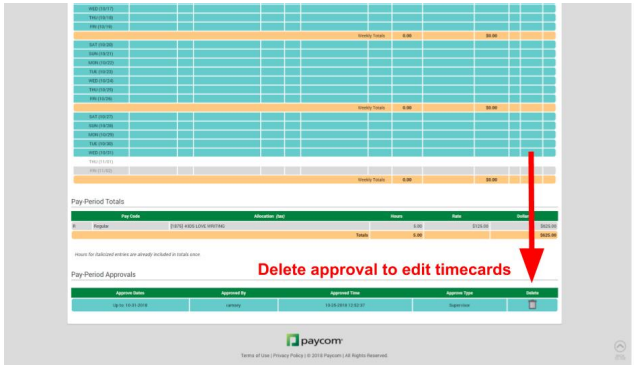
1. Login to Paycom
2. 'Time Management'
3. 'Timecard Search'
4. Filter by: 'Department' > 'Camp name' > 'Search'
5. 'Select All' > 'Batch Edit'
6. Find correct timecard by using drop down or navigating in the center of the page
7. 'Add Hours'
8. Changes dates, new hours, 'Add hours'
9. Click on trash can next to line item to delete any entries

Position	# of Hours per day	Timesheet Type
Adventure Guide	*Regular Day:* **6.42** (8:15-3:15) Lunch: 35 minutes unpaid *If working AM Super Play*: **6.42** (8:00-3:00) Lunch: 35 minutes unpaid *If working AM Super Play and attending afternoon meeting*: ***6.58*** (8:00-3:15) Lunch: 40 minutes *If working PM Super Play*: **9.42** (8:15-6:00) or ***9.57*** (8:15-6:15) <u>Final Friday of Camp</u> *Without AM Super Play* **6.83** (8:15-3:45) *With AM Super Play* **7.08** (8:00-3:45)	Editable
eBook Ranger	1	Read Only
Entertainment Ranger	1	Read Only
Secretary of Shenanigans	**6.42** (8:15-3:15) Lunch: 35 minutes unpaid For extra hours, see AG section	Editable
Site Administrator	1	Editable
Supervised Play Scout	**3.25** (2:45-6:00) If a Scout stays late, those hours are added to time card. Need 2 people at all times	Read Only
Assistant Site Admin	1 (10:30-6:15)	Read Only
Writing Ranger	1	Read Only
Writing Ranger (1st Grade)	1	Read Only
Writing Ranger (Middle)	1	Read Only

How to Edit Timecards

<table>
<tr><td>
</td><td>
</td></tr>
<tr><td>Step 1: Go to ‘Timecard Search’</td><td>Step 2: Filter by your ‘camp’</td></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>Step 3: ‘Select All’ staff and ‘Batch Edit’</td><td>Step 4: Search by name OR click through timecards</td></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>Step 5: Click on ‘Add Hours’</td><td>Step 6: Change dates, number of hours, ‘Add Hours’</td></tr>
</table>

How to Approve Timecards

	
Step 1: Scroll down, change date, 'Approve Date'	Step 2: Read over hour rules, hit 'ok'
	
Step 3: Timecard will turn blue	Step 4: Click trash can to delete approval to fix hours

Timecard Corrections Email Format

Please copy this format for hours corrections in your email to HR. Given that payroll is submitted the morning of Day 8, there will most likely be payroll corrections on Days 8, 9, and 10. Please send corrections as soon as possible to hr@aiwcamp.com. ***Do not make changes to individual time cards after Day 8.**

Email Subject Line: Timecard corrections for 'camp name'

Body Template:
Staff Name
Date of Correction
Time Added or Time Subtracted
Reason:

Example #1:
Ramsey DeLano
6/12
1 hour added
Reason: Late camper pick up

Example #2:
Caitlin Orr
7/13
2 hours subtracted
Reason: Left early not feeling well

***Typing in the correct subject line is crucial for keeping the HR inbox organized. Please send an email instead of a text. Help us manage the million moving parts that is AIW Payroll!

Managing Your Pre-Camp Responsibilities

Checklist of Pre-Camp Responsibilities

Months Before Camp Begins

- Accept offer and complete your onboarding
  - Background Check
  - Bio and Headshot
  - PayCom Onboarding Checklist
  - I-9 Verification (if needed)
  - Download Paycom App
- Set-Up phone and email
- Attend Site Administrator training day
- Place Welcome Calls to families
- Place Staff Welcome Calls and help onboard your employees
- Attend job and camp Fairs (as needed)
- Attend All Staff training day
- Receive and store camp supplies (SUBs and MUBs)
- Tour facility and pick-up keys (possibly)
- Schedule Set-Up Day with Adventure Guides

Week Before Camp Begins

- Place Welcome Calls to families (continued)
- Complete 20 Essential Questions form
- Send pre-camp email to your team
- Coordinate pick-up/delivery of additional supplies (SUBs and MUBs)
- Facilitate set-up day (see **Site Set Up Checklist** in the Camp Management Binder)
  - Create AM SuperPlay schedule
  - Assign Adventure Guides to Troops
  - Set Up the Assembly Room
  - Set Up Check in Table
  - Assemble 1st Aid Backpack
  - Charge and test radios (walkie-talkies)
  - Set aside staff name tags and shirts

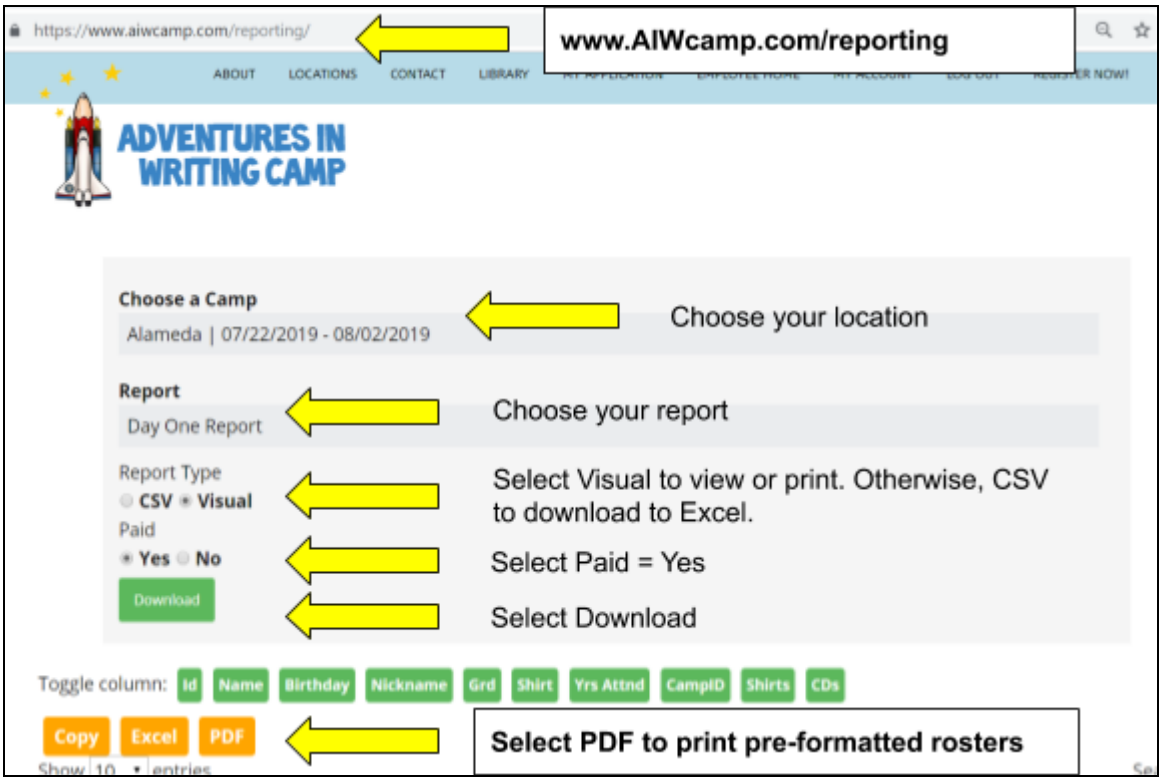
Day Before Camp Begins

- Print Rosters
- Assemble Camp Management Binder
- Download Kinderlime and review (a) looking up pins, (b)adding campers, and (c) signing in using pins
- Practice uploading a photo to your session's Google Photo album
- Set your alarm and get a good night's sleep!

Report Manager

To generate reports, go to www.AIWcamp.com/reporting/ and login using your credentials.

Report Name	Contents	Source & Quantity
Set Up Day 1 Report	Grade, Shirt Size, Extra Shirts/CDs	**print 4 copies** and give to the Secretary of Shenanigans for the Site Set-Up day and the Day 1 Check-in Table
Emergency Contacts Report	parent contact info	print 1 copy, add to the Rosters Section of the Camp Management Binder (CMB)
Ranger Report	Camper allergies and instructional needs	print one for each Ranger
Staff Report	emergency contact for staff	print1. Add to Rosters section of the CMB
SuperPlay Report	AM and PM SuperPlay	Print 1. Add to the Rosters section of the CMB.
Lunch Report	A list of campers who ordered lunch	Print 1. Add to the Add to the Rosters section of the CMB and review with the Assistant Site Admin



Parent Welcome Calls

As a writing camp, we greatly value communication. To that end, we go to great lengths to communicate with families. After a parent registers their child, we ask you to give them a call and welcome them to your session.

The purpose of the call is to:

1. Introduce yourself and make parents feel welcome.
2. Answer questions.
3. Gather more info about the camper.
4. Leave parents feeling good about their decision and encouraged to tell others about the camp.

Welcome calls should be made within a week of the camper being registered. We recommend making calls on weekdays after 3:30pm and before 5:30pm. Saturdays are also a good time to catch parents. The process of making a welcome call involves logging into Report Manager through the Employee Homepage. You will then run a report to view families enrolled in your session(s). We provide you with an easy-to-use script and tracking.

HOW TO MAKE A WELCOME CALL:
Step 1: Login to aiwcamp.com using your login and password.
Step 2: Go to www.AIWcamp.com/reporting.
Step 3: Select your camp and the "Welcome Calls Needed" report. Set report type to "Visual" and Paid to "yes". Click download.
Step 4: Click anywhere on the parent name to open the Welcome Call tracking window. This opens a pop-up window with a script.
Step 5: Review parent/camper info in the script and place the call.
Step 6: Record the outcome of your call and click "Submit"
Step 7: Repeat above steps for remaining parents

Watch this video to learn how to make and record calls: www.AIWcamp.com/welcome-call

Employee Welcome Calls

While we wish it weren't so, staff (Adventure Guides in particular) have been known to not show up to their first day of work. To prevent surprises, an important step to prepare for your camp is to **personally connect with every member of your team before the first day and confirm that they will show up.**

To view who is on your team, visit Report Manager and run the Staff Report.

Ideas for What to Cover When Introducing Yourself to your Team:

- Before the call, read their bio on the website (go to aiwcamp.com and scroll down to the footer, then click on your session)
- Introduce yourself
- Ask questions to learn more about them
- Confirm dates and hours of the camp
- Establish your expectations of them (timeliness, attitude, safety, communication, etc)
- Review expectations of them (as related to the job/role)
- Review the dates of the All-Staff training and confirm their attendance
- Set expectations that they will attend the Site Set Up Day
- Answer questions they may have
- See if they're having any issues completing their onboarding (logging in to Paycom or the Employee Portal)
- Find out their availability before camp begins
- Find out the best way to reach them (phone, email, text)
- Add their contact info to your phone
- Have them add your contact info to their phone

Staff Welcome Call Tracker

Staff Name	**Phone**	**Conversation Notes:** (record the date you spoke with this person and any relevant notes)

Supplies

We rely on our Site Administrators to deliver the supplies to their camp session on the camp set-up day/1st day of camp. **Your camp supplies will be delivered to you at the All Staff Training Day in June**. It is helpful to have access to a truck or SUV at the All Staff Training and on the first and last day of camp. Depending of the size of your camp, a second car may be needed to transport supplies.

There are two types of supply boxes:

1. Single Use Boxes (SUBs) – these contain items that are intended for use at a SINGLE camp. Think of them as your consumables. Their contents may be discarded or donated at the end of your session.
2. Multiple Use Boxes (MUBs) – these supplies are intended for use at MULTIPLE camps and must be re-packed and delivered to another camp. Think of these as your reusables. **These boxes must be re-packed in their original state and passed along to another session.** If supplies are missing or broken, please email supplies@aiwcamp.com to request replacements.

A week before the start of camp, please contact supplies@aiwcamp.com to arrange for the Pick-Up/Drop-off of your camp supplies. If iPads are being delivered separately, make a plan for their arrival. Additional supplies may be delivered or shipped.

Make sure that you open and go through the contents of your Site Administrator MUBs and SUBs before the first day of camp. This helps you become familiar with your supplies, as well as the supplies that you need to hand out the first day of camp (i.e. AG Team A: Registration Table bag, camper workbooks, butcher paper, etc)

If supplies are missing or broken, please contact supplies@aiwcamp.com and order a replacement.

Site Administrators are authorized up to $25 per camp to purchase supplies (from the MUB & SUB packing lists) that are missing or damaged. Expenditures over $25 must be approved by the Home Office prior to making the purchase.

To be reimbursed, the Site Administrator must submit an Expense Reimbursement Form along with the original receipts within five business days of the close of camp. A copy of the form, including directions, is provided in the HR Forms section of the Camp Management Binder.

2019 Supply Chain Flow

North Peninsula / SF / North Bay

SC1 - Jun 17 - Aug 2	SC 2 - Jul 22 - Aug 2	SC 3 - Jun 17 - Aug 2
1 Inner Richmond	1 Glen Park	1 Millbrae
2 Richmond		2 Burlingame
		3 Burlingame

Peninsula

SC 4 - Jun 17 - Aug 9	SC 5 - Jun 17 - Aug 2	SC 6 - Jun 17 - Aug 9	SC 7 - Jun 17 - Aug 9	SC 8 - Jun 17 - Aug 9
1 San Carlos	1 Los Altos	1 Palo Alto	1 San Jose Almaden	1 Cupertino South
2 San Mateo	2 Los Altos	2 Menlo Park	2 Saratoga	2 Cupertino South
3 Hillsborough	3 Sunnyvale (TBD)	3 Redwood City	3 Campbell	

East Bay

SC9 - Jun 17 - Aug 9	SC 10 - Jun 17 - Aug 2	SC 11 - Jun 17 - Aug 2
1 Oakland Hills	1 Pleasanton	1 San Ramon
2 Walnut Creek South	2 Pleasanton	2 Danville
	3 Fremont	3 Alameda

SoCal

SC 12 - Jun 3 - Jul 19	SC 13 - Jun 3 - Aug. 2	SC15 Jun 17 - Aug 2	SC16 - Jul 8 - Aug 2
1 Fullerton	1 Hacienda Heights	1 Calabasas	1 Palos Verdes
2 Irvine	2 Huntington Beach	2 Brentwood	2 Redondo Beach
3 Tustin	3 Diamond Bar	3 West Hills	

Other

SC 14 - Jul 15 - Jul 26	SC 17 - Jun 3 - Jun 28
1 Carmel	1 Summerlin
	2 Las Vegas South

20 Essential Questions to answer before Day 1…

1. Have you heard from everyone on your team via phone, email, or text? If not, who is still MIA?

2. What do you do if a staff member doesn't show up to camp?

3. What are the working hours of your staff? How will you keep track of hours to put into PayCom?

4. Who is covering morning Super Play?

5. Who is supervising lunch with you? (When do they take their lunch?)

6. When are your staff taking their breaks? How long are breaks? Which breaks are paid and unpaid?

7. In what cases will your hourly employees have extra time on their time cards?

8. Who is covering troop time for 1st Grade, Elementary, and Middle School? (If it is the SoS covering Super Play for Middle School who is helping you with lunch?)

9. When do you print your rosters?

10. What are the Wifi and room assignments for your camp?

11. Can you upload a photo to your camp's google drive? Take a selfie/picture and post it!

12. Do you have all of your supplies? If not, what are you missing and who are you getting them from? How do you order supplies?

13. What will you do if a camper doesn't have lunch?

14. What do you do if a camper doesn't have a Kinderlime pin?

15. When is your Set-Up Day? Who is attending? What are you doing? Who do you send those hours to?

16. How do you access morning and afternoon assemblies?

17. How many iPads does Middle School get?

18. Who checks in technology on the first day? Who checks out technology on the last day?

19. Do you know how to verify I-9s in PayCom?

20. Do you know how to add hours to PayCom time cards?

Key Pick-Up & Walk-Through

In some cases, facilities will arrange a key pick-up and walk-through in advance of the camp. The Home Office will contact you if this is an option for your site to coordinate the walk-through.

Schedule Set-Up Day with Adventure Guides

Whenever possible, we will book a facility for a half-day on the Friday, Saturday, or Sunday before camp begins in order for you and your Adventure Guides to set-up. The Facilities Coordinator will reach out to you once the set-up day is confirmed. In turn, we ask you to coordinate the details with your team. Only Adventure Guides are asked to attend and they will be paid their hourly rate. Contact facilities@aiwcamp.com to learn if a Set-Up day is available for your session. On the Set-Up day you'll have the opportunity to conduct teambuilding, review emergency scenarios, set up classrooms and the Multi-Purpose Room, and most importantly, prep your check-in table! See the Set Up Day Checklist in the Daily Logs section of the Camp Management Binder.

Pre-Camp Team Email

A few weeks (and no less than one week) before the start of your camp, please send an email to your team outlining information for the first day of camp. This email should include important details such as:

1. Day 1 location and arrival time
2. Dress code
3. Team contact information & teaching/grade level assignments
4. Wi-Fi and Classroom assignments
5. Links to lesson plans & schedules

A digital copy of the email is available in the Camp Management Forms section of the Videos, Links, and Forms page on the Employee Homepage. https://www.aiwcamp.com/site-administrator-resources/

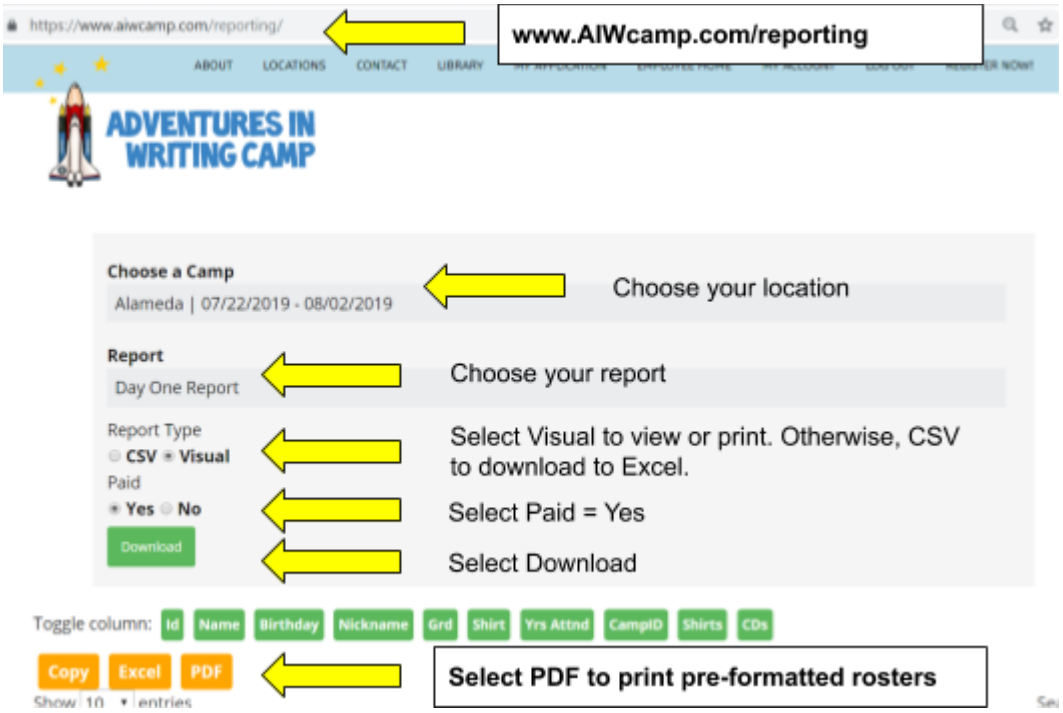
Coordinate Additional Supplies (SUBs and MUBs)

Make contact the Site Administrator at the camp before you (see 2019 Supply Chain Flow) to schedule a day, place, and time to pick-up/drop-off your supplies. If you are having trouble, please contact supplies@aiwcamp.com to help find a solution.

Assemble Camp Management Binder

- ❑ Update Important Contact Information for your camp (Emergency Contacts, Site Address, Camp Facility Contacts, etc.
- ❑ Print Rosters and Add to the Rosters Section

Report Name	Contents	Source & Quantity
Set Up Day 1 Report	Grade, Shirt Size, Extra Shirts/CDs	**print 4 copies** and give to the Secretary of Shenanigans for the Site Set-Up day and the Day 1 Check-in Table
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Managing Your During Camp Responsibilities

Your Daily Schedule

Site Administrator

DAILY SCHEDULE

STA	END	ACTIVITY
7:55	8:05	See that SuperPlay is off to a good start
8:05	8:15	Open classrooms and check for clean bathrooms
8:15	**8:35**	**Facilitate Team Meeting**
8:35	8:45	* call missing staff * put on backpack * call all staff to front for check-in
8:45	9:00	Check In Campers
9:00	9:00	Send all staff to join the morning assembly
9:00	9:15	Check-in late arriving campers
9:15	9:25	Observe Assembly (and take photos)
9:25	9:50	* Observe start of Troop Time * Check classsroom air conditioning * See that Ranger's have what they need
9:50	**9:50**	**Issue 5-min Warning to Excursion 1**
10:00	10:20	Confirm and Call No-Shows *- check attendance in Kinderlime* *- visually confirm campers absence* *- check roster for notes* *- call parent*
10:20	10:45	Take photos and observe classrooms
10:45	**10:45**	**Issue 5-min warning to Snack/ Excursion 2**
10:45	11:00	Supervise Snack
11:10	11:45	Supervise 1st Grade Lunch
11:45	11:45	Issue 5-min warning to Elem. Lunch
11:45	12:25	Supervise Elementary Lunch
12:25	**12:25**	**Issue 5 min warning to Excursion 3**

DAILY SCHEDULE (Cont.)

STA	END	ACTIVITY
12:30	12:35	Re-check classroom airconditioning
12:40	1:20	Supervise Middle School Lunch
1:25	**1:25**	**Issue 5 min warning to Excursion 4**
1:25	1:55	Personal Lunch Break
1:55	2:30	Take photos and observe classrooms
2:30	**2:30**	**Issue 5 min warning to Assembly**
2:35	2:45	See successful start to assembly (take photos)
2:45	3:00	Sign-Out campers (walk-up parents)
3:00	3:10	Curbside check-out
3:10	**3:15**	**End of Day Check-In with Team**
3:15	3:25	Lock Up (not SuperPlay) Charge walkie-talkies (not in use) Upload photos to Google album
3:25	3:35	Check in with Asst. Site Admin.
3:35		Head Home

DAY 10 (ADDITIONAL RESPONSIBILITIES)

STA	END	ACTIVITY
12:40	**1:20**	**Set up chairs for assembly (utilize campers!)**
2:45	3:00	Return Camper Medication (to parents)
3:05	3:10	Take All-Camp Photos
3:10	**3:15**	**Hand Out Cleanup Checklists to Team**
		Confirm all eBooks and MS projects uploaded
		Confirm MUBs re-packed neatly
		Confirm iPads & walkie talkies powered off
		Load supplies into car
4:00	**4:15**	**Final Team Meeting (Thank You and dismissal)**
4:15	4:20	Lock Up (not SuperPlay)
4:20	4:30	Check in with Asst. Site Admin.
4:30		Head Home

Managing Your Facility

Camp Emergency Preparedness Plan

When visiting the facility for the walk-through and key pick-up, please ask for a copy of the site emergency plan. Use this document to create an emergency plan for your camp session. It should include where to go in the event of an emergency (i.e. grassy field or parking lot) and any other information pertinent to the site. If you did not conduct a walk-through, arrive early on the first day and choose a safe place to take campers during an emergency and for parent reunification.

Camp Security

- Visitors are not permitted during camp program hours, other than the opening and closing assemblies, as they can become a distraction, and camp staff are not permitted to bring guests to camp. When parents/guardians wish to visit, they must first check in with the Site Administrator, unless they are visiting as part of an activity that has been advertised as a time for visitation by parents/guardians.
- Unauthorized person(s) are not permitted to visit the camp site during program hours and will be asked to leave. Any visitor who refuses to follow these policies or who generally seems inappropriate for any reason, must be reported immediately to the Site Administrator.
- If it becomes necessary to alert authorities, call 911 and get everyone to safety. Call the home-office. When the emergency has been resolved, write up an incident report and mail to hr@aiwcamp.com with a description of what happened, who was involved, and how the situation was resolved.

Temperature Control

It is incredibly important that we maintain a cool, comfortable learning environment for campers. It will make their experience better and your life easier with regard to discipline. Most of the camp locations will have air conditioning, and as Site Administrator, it is your responsibility to make sure that the air is on and working in each room all day. In our experience, many of the classrooms have 90 minute to two hour timers on the AC, and in those situations, you will need to step into each room at regular intervals throughout the day to make sure the AC is on and functioning.

Key Notes:

- Don’t wait until it gets hot to turn it on! It is much easier to keep a room cool than to cool a hot room full of kids. Make it part of your daily routine to turn the AC on early in the morning.
- Don’t rely on the teachers to turn on the AC. In our experience, they get busy and experience the “frog in a pot of boiling water” situation where they don’t notice the temperature gradually creeping up in their room.
- Know who to call if the AC is not working. Response may not be immediate, so call as soon as a problem is noted.
- Kids in a cool room are better able to focus and learn.
- Kids in a hot room are more likely to wiggle, squirm, feel bored, and become discipline challenges.

Maintenance & Problem Reporting

From time-to time problems will arise at your facility. From construction to missing toilet-paper, we rely on you to be the first line of defense in resolving the problem. Typically, most problems can be solved by placing a quick call to the custodian. If not, the please call the home office and ask to be connected with the Facilities Manager and they will in turn reach out to our contact at the district or site. In most cases daily cleaning and air conditioning use have been negotiated as part of our contract, and therefore should be available. The Facilities Manager will be able to confirm what is included in our agreement.

Opening & Lock-Up

In most cases, a custodian will be on-site to open and close the classrooms we use. In some cases, we will be given a set of keys to open and close the facility. YOU are ultimately responsible for ensuring that the campus has been locked-up properly each day.

Rather than giving your keys to the Assistant Site Administrator (who will manage Supervised Play after camp) we ask that you lock all doors when you leave, and ask the ASA to pull them closed when they leave. In the event of a lock-out you may be asked to come back to campus to open a classroom.

Managing Your Team

Hours & Expectations

As a rule, staff work-hours are 8:15am to 3:15pm with the following exceptions:

- The Site Administrator works 8am to 3:30pm(ish)
- The Secretary of Shenanigans works 8:15am to 3:15pm
- AM SuperPlay Adventure Guides work a shifted schedule from 8am to 3pm
- The Assistant Site Administrator works 10:30am to 6:15pm
- SuperPlay Scouts work 2:45pm to 6pm

Staff members are given a scheduled 35 minute lunch break. Rangers take their lunch during the allocated lunch time on their camper's daily schedule.

Adventure Guides typically take their lunch at the same time as their campers unless additional playground supervision is needed, in which case the Site Administrator and/or the Secretary of Shenanigans will create a schedule that assigns AGs to work during the Elementary camper's lunch and take lunch during either Excursion 2 or 3. **For camps with more than 50 elementary campers, please create a lunch supervision schedule for the Adventure Guides, adding one additional AG for every 25 campers.** (i.e. 50-74 campers = 1 AG supervises lunch, 75-99 campers = 2 AGs supervise lunch). A Lunch Schedule Template can be found following the Set Up Day Agenda in the Daily Logs section of the Camp Management Binder.

Contacting Your Staff

You can access the personal phone and email information for your team via the Staff Contacts report available for download at the Report Manager. Please do not share staff information with members outside your team (i.e. parents) without prior consent. **When you need to reach a staff member, please reach out through all contact channels: phone, email, and text. In recent years we have noticed that people tend to respond faster by text than phone or email.**

Home Office Emails to Staff

The home office automatically sends regular emails to your team based on their role. (You too will receive these messages during camp.) They are meant to provide additional training and just-in-time reminders related to their role and lesson plans.

Morning Meeting (8:15am to no later than 8:45am)

Daily meeting agendas are included in the Daily Log of the Camp Management Binder (CMB). Please do not skip your morning meetings. This is your chance to develop the team, share relevant information, identify issues, and develop community. Sample agendas are provided in the Daily Logs of the Camp Management Binder.

The purpose of this meeting is to:

- Set intentions and expectations for the day
- Review policies and/or deliver training
- Address problems affecting the camp
- Recognize achievement as a team

Keep in mind that this is an all staff meeting and that some topics may not be relevant to your 1st grade or middle school team. At the end of the meeting dismiss teams to prepare for their day, or if necessary, plan to meet with individual teams separately.

Suggested expectations to set within the first 3 days of camp with your team:

- Safety and proximity to students by staff
- Tardies (sign in and sign out sheet with time stamping) and phone use
- Community building (compliment circle, secret buddy sheet on first day and do something for them during camp, fun activity)
- Assigning jobs with a rotation (cleaning up, reading ebooks, organizing Super Play basket and area, etc.)
- Communication between AGs and Rangers (establish how you want duties addressed, discuss responsibility for who does what)
- Logistics (timeline, schedule, breaks, off limits areas)
- Norms (set expectations on day one and write it down for all camp staff)
- Honor time and make meeting relevant and purposeful (allow Rangers time to prep for next day)
- Playground Supervision (what does it look like and have poster displayed)
- Bring snacks and use the SA money for staff. More is available if absolutely needed. Just tell Home Office
- Site map with clear drop off/pick up for team and parents, especially if your camp shares facility with other camps
- Address problems early on and ask if there are any hesitations
- Have a camp mantra and repeat it often
- Model procedures
- Parking lot for post its

Afternoon Meeting (3:05 – 3:15pm)

Please hold a daily check-in from 3:05 to 3:15pm. The purpose of this meeting is to:

- Identify issues that need to be dealt with before tomorrow
- Recognize success
- Verify incomplete I-9s or answer questions about Paycom/timecards

- Make yourself available to team members

Observations & Coaching

After camp, we ask you to submit a Staff Evaluation form for every member of your team. The form simply asks you to give an overall star rating of the candidate, a rehire recommendation, a promotion recommendation, and to leave comments for future hiring managers. As such, it is important that you make time to observe every member of your team. More importantly, observing staff makes them feel important, and gives you credibility to be able to offer feedback and coaching!

Being a two-week camp, we don't have a formal coaching or mentoring program in place. Rather, we simply ask that you spend time getting to know your team, and being able to offer positive feedback whenever possible. Building honest rapport with people often makes it easier to both give an receive feedback when performance could be improved.

Performance Management

Unfortunately, from time to time there are issues that arise that require us to go down the more formal path of employee performance management. More information about specific problem behaviors can be found in the Employee Handbook.

When performance management begins with a staff member, you are required to document each step of the management process. Contact the Home Office whenever you begin to manage performance, and see the Incidents and Behavior section of the Camp Management Binder for documentation forms and logs.

Quality Control

Camp Video

Over the course of camp, the Secretary of Shenanigans will be filming clips to make the End of Camp Video. The video will be played during the end of camp assembly, and sent home to parents via email.

It needs to be completed by 8 pm on the 9th day (final Thursday) of camp and should be entirely (or almost entirely) a series of 2-4 second VIDEO clips, —not still photos. Please have a good mix of:

1. Fun and work
2. iPads and paper/pencil writing
3. Dancing and teachers teaching, etc.
4. Kids (and staff!) making silly faces, etc. No bored kids please!

The video should be one song long (approximately 3:30 minutes long). Confirm with the Entertainment Ranger on the morning of Day 10 to that the video has been inserted into the Day 10 PM Assembly. (At a minimum, have the video pre-loaded and play it from the Dropbox folder during the assembly)

1st Grade Class eBook

At the end of camp, each 1st grade class sill have published a class-story. Please ensure that the 1st Grade book has been uploaded from the iPad to the Lemur Library and is titled, "[TITLE] by [CAMP NAME] 1st Grade" (e.g. Balloons by San Mateo 1st Grade.)

Elementary Camper eBooks

At the end of camp, each camper will have published their own story as an eBook. You are responsible for making sure that all of your camper's eBooks have been uploaded from iPads to the AIW Camp library. The eBook Ranger should have uploaded everything, but YOU will be responsible for tracking down missing books.

Using a roster and the AIW Library (www.AIWcamp.com) double-check that all camper books are displaying on the Library before you dismiss the team on Day 10.

Middle School stories and videos

At the end of camp, every middle school camper should have a short-story and a video. The Middle School Ranger should have uploaded everything to the MIddle School site, but YOU will be responsible for tracking down missing projects.

Using a roster and the AIW Library (www.AIWcamp.com) double-check that all camper work has been uploaded before you dismiss the team on Day 10.

Staff Injuries Involving Workers Compensation

If a staff member is injured at work and misses subsequent work days, the company is mandated by law to submit Workers Compensation Forms to the state and to give the injured staff member specific information and forms. Contact the home office immediately when a staff member is injured at work. We will guide you through the necessary paperwork and actions. Also see the Workers Compensation section of the Employee Handbook.

Managing Your Campers

Curbside Pick-up and Drop-off

One important job of the Site Administrator is facilitating a smooth and safe drop-off and pick-up process at the beginning and end of each camp day.

For parent convenience, please plan to offer "curbside" pick-up and drop-off beginning the afternoon of the first day through the morning of the last day. The logistics of this will depend on the size of your camp session and the geometry of your school parking lot/drop off area, but the general principle is as follows:

Pick-up:

- The SA will be at the curb with one or more Rangers no later than 2:55 sharp. The SA and AG(s) will spread out along the curb area with walkie talkies.

- At 2:58 (assembly will need to wrap a couple of minutes early) one or more Writing Rangers will lead the campers to a safe waiting area somewhat near (but safely away from) the curb.
- When families arrive, make sure they "pull forward" to the front of the pick-up/drop-off area.
- There they will be greeted by the SA or one of the Rangers who will ask for the PIN, and enter the PIN in the Kinderlime app on their phone.
- When the name(s) appear on their phone, the SA/Ranger will walkie talkie to the waiting area "Please send John and Jane Doe to the curb."
- At that point that specific camper will be sent (or accompanied) to the pick-up area.
- SA/Ranger says "Have a great evening, see you tomorrow!"

Drop-off:

- When families arrive, make sure they "pull forward" to the front of the pick-up/drop-off area.
- There they will be greeted by the SA or one of the Rangers.
- The Rangers will politely ask the parent for their PIN and will use their phone to check in the camper.
- They will then direct the camper to a safe location (typically either directly inside if the drop-off area is close to the morning assembly room, or to a waiting team member who will lead campers inside if there is a significant distance between the curb and the assembly room).

As a reminder, on the first morning of each session, parents are highly encouraged to park and accompany their campers to the sign-in table. On the last afternoon of camp, families of first graders and elementary campers are invited to join the closing celebration. All other mornings/afternoons plan to offer curbside pick-up/drop-off.

Attendance Monitoring

Twice a day, at 10:30am and 1:30pm, we ask you to get an accurate camper count from your Adventure Guides. Then, using their count, cross-reference reported numbers with the number of campers currently signed in via Kinderlime. If there are discrepancies, set out to understand and resolve the difference. For example, you may need to:

- Remove canceled campers from Kinderlime. Sometimes campers cancel and are not removed from your Kinderlime roster. After calling the parent and confirming their cancellation, reassign the camper to the "Camper Not Attending" room in Kinderlime.
- Add missing campers to Kinderlime. If a camper is not in Kinderlime, please create a new camper and parent within the application and assign them to your session. Check with the Home Office to confirm that the camper is indeed registered for your camp session!
- Check for planned absences. Check the Camper Information roster to see if the parent made any not of their child being absent during camp.

- Conduct a physical camper count. Meet with the Adventure Guide to verify their count and to identify the missing camper. Find out if the camper was picked up, or accidentally signed in to camp. If truly missing, start the missing camper search process outlined in the Emergencies section of the Camp Management Binder.

Injury Prevention

First-Aid begins by preventing injuries from occurring. Make sure to review camp safety rules with your team. Use your best judgement when creating safety rules. Suggestions include:

- Avoid running and/or running games in paved areas
- Avoid climbing on tables and chairs
- Do not permit campers to share food
- Keep campers off the stage

Injuries

AIW Camp provides basic first aid to campers and staff. When an injury occurs,

1. Treat the injured person or call in appropriate Emergency Services
2. Notify the appropriate individuals (i.e. parents, home-office, emergency services)
3. Document the Incident
    a. Record the injury in the Injury Log (included in the Camp Management Binder)
    b. For ALL HEAD INJURIES… give parents and caregivers a Notice of Head Injury Form
    c. Fill out an Incident Report (if it is a serious injury, (i.e. head trauma, broken bones) or if the injury was not an accident (i.e. hurt by another camper, facility related injury)

Please note that treatment and follow-up actions will be determined by the Site Administrator.

Effective Playground Supervision

Source: https://cultureofsafety.thesilverlining.com/childcare/effective-playground-supervision/

Playground Injury Statistics

- An estimated 500,000 children are injured on playgrounds every year.
- Over 200,000 playground injuries require treatment in emergency rooms.
- 15% of injuries treated in emergency rooms were classified as severe.
- Fractures, contusions, abrasions, and lacerations make up almost 75% of all playground injuries.

Constant Supervision

Maintaining supervision is the only way to keep children safe on a playground. Anytime you're supervising children distractions will arise. If, for whatever reason, your attention is required somewhere other than the group of children, you need to identify an alternative. For example, if a child is injured on the playground you'll need to take your eyes off of the other children to address the situation. If this occurs, make sure another employee is there to continue supervising the children or get the other children off of the playground equipment as quickly as possible.

Maintain Appropriate Surveillance Positions

In the picture to the right you can see an example of a playground element that would make it difficult to see the entire playground at one time. From the angle this photo has been taken from you can see almost the entire playground, but if you were to stand on the opposite end you wouldn't be able to effectively supervise by yourself. If certain areas are out of view, reposition so as much of the playground is visible as possible.



Do Not Spend Time Conversing

People watching children at the playground often strike up conversations with one another. This situation hinders supervision since both adults are distracted and certain areas will not be completely supervised due to inadequate positioning. Conversations should be kept to a minimum.

Cell Phones

Texting, talking, and browsing on a cell phone while supervising children should be prohibited. Just as is the case with lifeguards and texting, people watching children on a playground must know that using their phones can significantly reduce their ability to effectively watch children. If you oversee a staff that supervises children, consider adding a zero tolerance cell phone policy to your employment manual. After all, bad things happen when childcare providers and parents **text around children**.

Always Observe Adult-to-Child Ratios

Maintaining adult-to-child ratios is very important in ensuring playground safety. Depending on the number of children playing on the playground, the amount of staff will need to increase accordingly. Even if the entire playground is in view of staff, providing appropriate supervision is impossible if there are too many children to watch at once.

Medication

If a camper requires medication during camp, a parent must first complete the Permission to Administer Medication form. Parents are asked to bring the form to the first day of camp. All medication should be clearly labeled and in its original container. **When received, Medication Release Forms should be stored in the Medication/Rosters section of the Camp Management Binder and all medications should be carried in the First Aid Backpack and worn at all times by the Site Administrator (or Assistant Site Administrator during SuperPlay hours), unless otherwise directed by the parent.**

Additional Medication Release forms are included in the Medication and Rosters section of your Camp Management Binder.

Allergies

Information about camper allergies was given by parents during the registration process and can be found on the Ranger Report (www.AIWcamp.com/reporting). **It is your responsibility to download and become familiar with the medical needs of your campers.** At the start of each camp you should meet with your team to review camper medical needs and let them know where to find specific medication (if it is not in your possession).

Food

Food allergies present a serious threat to camper health and safety. **As such, Adventures in Writing Camp does not provide food to campers, or permit campers to share food with each other.**

Staff members are prohibited from sharing food with campers. If a camper forgets lunch or a snack, ask the camper's parent to bring food for their child. If you see campers sharing food, it is your responsibility to stop the sharing.

Camper rosters that indicate food allergies are available to all staff. If you have responsibility for a camper who has a serious allergy, make it a point to check-in with the parent and camper regularly, and take every precaution necessary to ensure the safety of that camper.

Child Abuse and Neglect Reporting

Adventures in Writing Camp employees age 18 and over are required by law to report any suspected cases of abuse and neglect to their Site Administrator. More information and instructions for reporting can be found in the Employee Handbook.

Managing Your Parents

Phone Availability

You are both the Administrator of your camp and also the office secretary. As such, you'll need to be ready to answer calls and emails from parents. AIW calls will forward to your personal phone, and emails will need to be

checked daily (unless you choose to forward them to a personal account). **Please keep your phone on and be available during the camp day.**

Pre-Written Daily Emails

During camp, parents will receive daily emails with a link to the camp photo album and an overview of what happened that day. These emails are sent automatically from the Home Office at 4pm. **The Site Administrator should take photos daily and upload to the camp album by 3:30 pm daily**. For instructions, see the Managing Your Technology section above.

Camp Specific Emails

Kinderlime can be used to send camp-specific emails. Typically, these are email related to spirit days, pick-up or drop-off specifics, and medical information (i.e. lice or nut allergies).

To send an email newsletter through Kinderlime:

1. Access Kinderlime from a computer or iPad (not the Kinderlime App) and click on the Newsletter Tab.
2. Click on “Create Newsletter”
3. Click on Select Children to Send To
    a. Filter by your room
    b. Select All
    c. Click Select These Children
4. DOUBLE CHECK THAT YOU HAVE SELECTED ONLY CHILDREN FROM YOUR SESSION!!
5. Draft your email and include a Subject
6. Click Save and Preview
7. Proofread and click “Send Newsletter”

As a shortcut, you may also copy one of the existing emails and modify it to suit your session. From there you can draft your email, upload photos or images, filter by “room” (your camp), and send emails directly to your parents.

Message Board

While we prefer all communication to be sent electronically, a message board hung near the parent pick-up/drop-off location can be quite helpful (for camps not using drive-through pick-up/drop-off). Use the butcher paper, painters tape, and markers provided in the classroom supplies to create your message board. This can also be used to leave messages for SuperPlay parents, or to point parents in the right direction on the first/last day of camp.

Conflict Resolution

As an experienced educator, chances are good that you've already had to deal with an upset parent. While these situations are never fun, there are some strategies you can use to help ease and resolve the conversation.

- **Move the conversation to a safe place.** If there are kids around, find someplace private. If you feel uncomfortable, move to some place a bit more public (but out of earshot of others.) You can say something like, *"pardon me for interrupting, but this sounds really important and I'd like to move to a place where I can focus on what you're saying."*

- **Listen and repeat back what you've heard, then ask the parent to confirming that you've understood correctly**. This strategy helps clear up misunderstandings and will also buy you time before you have to respond. When they stop talking, try saying, *"O.K. so what I have heard is….. is this correct?"*

- **Look for common ground**. Keep in mind that the parent is upset simply because they care about their child and want the best for him or her. At the end of the day, we want what is best for the camper too! Try saying something like, *"I totally see where you're coming from, and as a parent I would want that too."*

- **Look for a mutually agreeable resolution.** This can happen a number of different ways. You might ask the parent how they would like to see the situation resolved. Or you can offer a few suggestion of ways to move forward. You might also say that you'd like to have some more time to speak with your team and to get back to the parent. Then set expectations for when you will respond.

- **Follow through and follow up.** This is very important. Make sure to follow through with what you said you would do. Then, take a moment to report-back to the parent (via phone, text, email, or in person) what actions you took. This shows them that you truly took to heart what they said and that their child is important to you.

- **Check-In again.** After the issue is resolved, make a point to check-in with this parent the following day (or a few days later.) Don't wait for them to bring another issue to your attention, but rather seek their input and advice. Again, they will feel valued, and oftentimes this follow up leads to them talking positively about how things have changed at the camp or with their child.

- **Debrief.** Managing conflict is scary and you don't have to face it alone. Talk to an educator colleague, or call the home office. Collectively, we've all had to resolve difficult situations and can lend support, ideas, and encouragement!

Managing Your After Camp Responsibilities

Checklist of Post-Camp Responsibilities

Last Day of Camp

- Clean Up & Lock Up Facility
- Set-Aside Camp Management Binder

Weekend After Camp

- Return Supplies and pass MUBs to the next Site Administrator
- Return Camp Management Binder along with supplies to the Home Office.
- Return Keys (if applicable)

Week After Camp

- Submit Staff Feedback Report
- Submit Expense Reimbursements

Throughout The Year

- Write Letters of Recommendation for Staff

Clean Up

Inspect every classroom that was used during your camp session and make note of any missing or broken items. Ensure that classrooms have been put back as they were found and are relatively clean. Throw away trash and recycling.

If possible, thank the custodian and say goodbye before you drive away.

Camp Management Binder Submitted to Home Office

Please return your Camp Management Binder to the home-office along with your camp supplies. In particular, make sure to include all behavior incident logs, as well as injury logs and incident forms. We will keep this information on file for future inquiries.

Submit Expenses for Reimbursement

If you incurred expenses during camp, please submit them within 5 business-days of the close of camp.

Key Return

If you received a key, please make sure to return to key to the appropriate person as soon as possible.

Supply Management

After camp, you will be responsible for organizing and returning supplies, ensuring the facility is left in good condition and sharing information that can be incorporated into next year's camp. Review all Multi-Use Boxes (MUBs) and contact the Home Office about supplies that need to be replenished.

1. Coordinate MUB handoff to the next camp
2. Coordinate returning MUBs to the Home Office (last camp of season only)
3. Send email to site principal thanking them for the facility and sharing link to video

Staff Feedback

After camp you will be asked to provide feedback about each of your team members. This information will be used to make future hiring decisions and should be submitted within two weeks of the conclusion of your session. To access the form:

1. Login to your Employee Portal
2. Navigate to Report Manager (www.AIWcamp.com/reporting)
3. Choose your session, and select the Staff Evaluation Report. Report type = visual. Paid = yes.
4. When the report loads, click on the StaffID to leave feedback for specific members of your team.
5. Repeat until feedback has been given for all members of your team.

Letters of Recommendations

Additionally, you may be asked to provide a reference or letter of recommendation for a team-member.

Expense Reimbursement Form

Employee/Payee: _____ Address: _____ _____ Phone: _____	Camp Start Date: _____ Camp End Date: _____ Camp Location: _____

Expense Details

Date	Store	Item & Purpose	Amount

Employee Signature: _____

Supervisor Approval:_____

- **All expenses must be submitted within five business days of the camp's end date**
- Submit one form per camp
- Email a clear and legible photo of the form and receipts to hr@aiwcamp.com
- Mail completed reimbursement form, with original receipts to:
  Adventures in Writing Camp, 71 E. Carmel Valley Rd.. Carmel Valley, CA 93924
- Payment will be made within 30 days of receipt, though it will be included in your regular paycheck whenever possible.