



CAMP GRAFTON 2018 YEAR END REPORT

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Overview

Overall this was a successful summer of camp. We had a full 5 weeks of campers that had a blast. Of course, as in any year we had roadblocks that we had overcome.

The weather treated us significantly better than in the 2017 season, until the last week where we had lightning strike in the forest above the road. Thanks to the Anglemont Fire Department's quick response they arrived and put out the fire within 40 minutes. Upon discovering the fire, we evacuated the campers and staff to the beach while a few of us waited on the field for the fire fighters. On their way to the beach the campers were equipped with a life jacket and then were instructed to sit in a circle in which they started the nightly campfire. The campers handled the situation very well, and only a few wanted to call home due to being upset. Parents were notified via Facebook by Alix Dolson when the situation was under control, with an email sent out the following day. Unfortunately, due to staff using their phones during the emergency, people outside of camp found out before we made our official announcement. This is something we did not discuss with staff prior to the incident but will be adding to the list for 2019 training.

For the second year in a row we went with GFS which made food deliveries very simple. There was a learning curve for knowing how much food to order for each week. Comparing to last year we managed to reduce food costs by cutting purchases from Grocery People even more. The one thing we ran into was that since GFS only delivers on Tuesday, the first week we had to get food from Grocery People/ Costco so it could be there for Sunday. Next year we would like to do GFS drop off the week before camp on Tuesday so all weeks can be consistent, save money, and save us from trying to get the food from other sources, and having to make trips dropping it off at camp. This year we had quite a lot of feedback suggesting that the menu have healthier options. The goal is to have a meeting with Tammy to re do the menu for next year. Restructuring the menu will help us position meals based on deliveries. For example, place meals with bread immediately after the delivery so it will be freshest.

During week three one of our staff members had to be taken to the hospital after experiencing mouth pains. They were sent back to camp with medication and given the all clear for working with children/ not being contagious. Being extra cautious we got him to sleep in another cabin by them self for the night(final night of the week). The next week this individual who was not at camp that week, followed up with their doctor and found out they had hand foot and mouth disease. We immediately sent out an email to the parents of the camper attending this week letting them know. Due to this incident we increased the amount of cleaning being done. This included pre-washing tables prior to bleaching, and bleaching biffies 3 times a day instead of 1. We recommend these cleaning practices be carried on to next year to help keep camp clean.

The week following this we had a health inspector come. We would like to give a big thank you to Judy for helping Tammy with this, which we did a great job with.

We had a few complaints on leaders attires this year, from parents and staff. This included both bathing suits and what some staff wore around camp. We did not put in a dress code, nor have we known one to exist at camp. We would like the boards insight on how to address this in the future.

Promotions

This year promotions were primarily done through social media. This comprised of various posts on Facebook and Camp Grafton's new Instagram page. Leading up to camp we brought back "Meet the Staff Mondays" in which we shared a picture of our 2018 staff with a brief write up on their camp experience. We also did weekly "Throwback Thursdays" where pictures of camp in past years has been shared. These kinds of posts received numerous interactions. We attempted to do T-Shirt Give away promotions in which we would choose a random person to give an old camp shirt too who interacted with our page after they did something in return on our page. Such as share a photo or comment a memory. One of these promotions received a large number of interactions while the others did not. The total followers as of August on the Facebook page is 555 this is a 16% increase from last years 477. Next year we would like to send out an email to let all parents know of our Facebook page as we received some feedback at the end of camp that some parents were not aware we had a Facebook page.

Camp Grafton's new Instagram page has been a large success and is currently at 171 followers. While the Facebook page is primarily followed by an older audience such as parents and alumni the Instagram page has a large number of the campers and current staff. In addition to the promotions shared on Facebook, the Instagram account also shares Camp Memes which have we have received a large amount of positive feedback about.

Finally we have Camp Sunday. This year we chose a theme of "how camp has helped me grow". We asked past staff during interviews what camp means to them? And how camp has helped them grow? We recorded their responses and compiled them in a slideshow of camp photos. This provided the church with an insight on life at camp and how we feel about it. We included Camp Sunday as part of training in addition to promoting the event on Facebook and managed to have 18 camp staff/ campers in attendance.

Registration

Most of the weeks of camp filled up very early and had waitlists for campers wanting to get in. This year we had 209 campers registered. We also had 50 campers that were waitlisted that were unable to attend camps. In total we collected \$60,950.00 in camp fees and awarded \$5,900.00 in camperships (Budgeted: \$4912.80).

Total Campers 2011: 145

Total Campers 2012: 193

Total campers 2013: 205

Total Campers 2014: 210

Total Campers 2015: 205

Total Campers 2016: 179

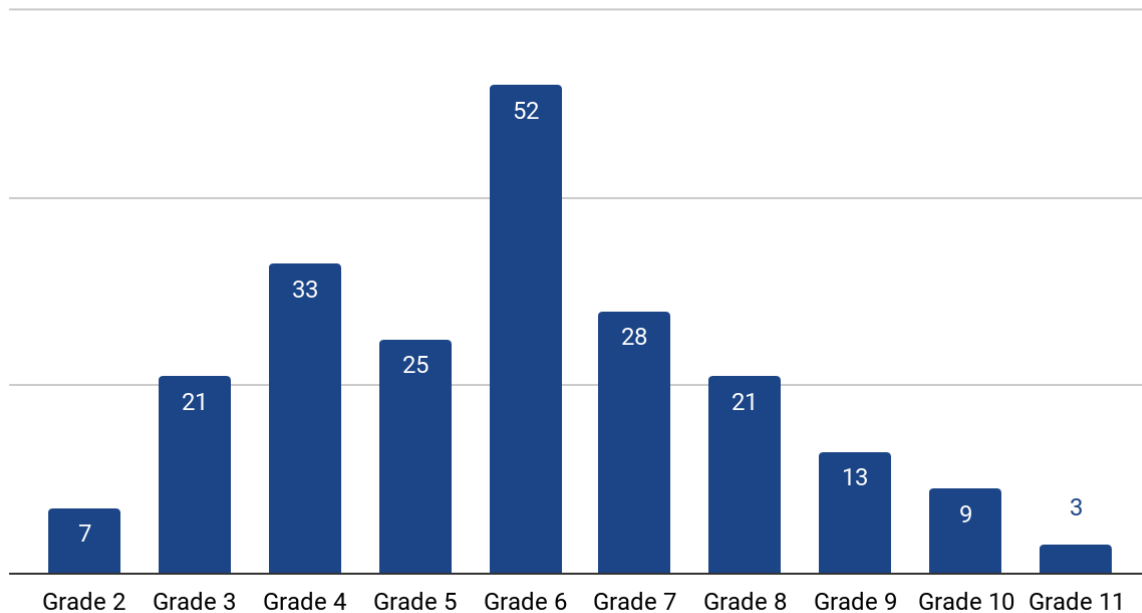
Total Campers 2017: 215

Total Campers 2018: 209

Due to the increasing numbers and large waitlist we recommend we add an additional week for 2019. And depending on how well that goes staffing wise add a 7th week in 2020. Age wise for these weeks we would recommend having 2 junior weeks, 2 intermediate, 1 senior, and 1 junior

intermediate. This would fit with the current demographics attending camp as seen in the graphic below. With the possible alternative to keeping two junior intermediate.

Camper Grade Completed in June 2018



Fundraising

To raise money for camp we continued to sell the tank tops and discs that were purchased in previous years. In addition to this we also sold the white T-shirts that were given out last year. These were extremely popular as a lot of parents forgot to bring tie-dye items for their children and were very interested in giving their kids something to tie-dye.

In addition to this we did pre-orders for hoodies, toques, hats, and stickers which we promoted on social media and through emailing parents. We purchased extra quantities which we sold at the registration table.

We attempted to do a fundraising dinner at a restaurant to expand past camp people in hopes to bring more money. We had booked a venue for August, but they unfortunately cancelled (Match Eatery and public house) because of their strike. We then had trouble finding a restaurant in August that would host us. We are now in the process of organizing a paint night in October. This will cost \$20 a person and we have discussed selling tickets for \$35 a person. Netting a 15\$ profit per person. For this the venue we are in discussion with can have max 50 people.

Staffing/Training

As in past years we struggled to find a first aider that was already trained. One of our returning staff, Maia was willing to take the course and work all 5 weeks. This is an unfortunate expense

that we have taken on multiple years and hope we can work towards finding a solution in the future. As of now Maia seems to be intending to come back to volunteer again next year.

Finding cooks was the biggest staffing struggle this year. We managed to find our week 1 and week 5 cook within the last week before week 1 of camp. For future years we did mark down a few cooks who assured us that if we had contacted them earlier than they would definitely be interested. In terms of the 2019 season Tammy is confident that she will be able to do 5 weeks. Carolyn also would like to come back. This will work perfectly if we do 6 weeks in 2019.

For the rest of the staff we found it difficult to recruit older staff and therefore the majority of our leaders were 17 or 18. We also had a lack of returning staff this year, with most of our experienced leaders only having a year volunteering at camp. This brought challenges, as staff needed extra guidance from the directors for camp to run smoothly. From this we learned that future weeks we will need to incorporate more day to day expectations of the staff during training and how the director should be making sure they are followed. We sent out a survey to all volunteers and asked for various feedback (summarized data can be found in appendix A). One common theme is staff wanting to see more interactions from the directors. I believe this is due to new staff needing the extra guidance as was described above. Most recent years we have had primarily returning staff with only a few new people, so this hasn't seemed to come up. For 2019 we want to set out new expectations for the directors to make sure this is resolved. In addition to this we got feedback on what worked and what didn't and how staff feel we can improve.

We had 4 trainings this year. The first of which was at the United Church. Here we did some introduction activities, so staff could get to know each other. We also began the planning of theme days and discussed leading activities for different age groups. Our next two trainings were at Prince Charles Park. In these we went over special populations/ reporting disclosures and the policy manual. Finally the weekend before camp we had onsite training. The rain was a big struggle for this one as it interfered with getting proper training on archery and wide games. Which we found through our survey affected staff's abilities. This weekend we went over job descriptions, campfire planning, chapel planning, and day to day activities at camp. We then finished by everyone signing their contracts.

One issue with coordinating training we found is that the original training dates allocated by the board was during grad for many the staff. We should verify which Saturday has grad next year before booking cleanup/ training weekend since most staff tend to be in grade 12.

We unfortunately had to let go of one of our life guards at the end of week 3 due to an unsafe situation that arose. This posed a challenge for us in terms of handling the issue discreetly, so the individual's colleagues did not find out. This was also difficult due to this being an individual who had been coming to camp since they were 8. With the help of past staff and other lifeguard connections we managed to find replacements for both weeks before week 4 started.

Recommendations

We have come up with list of recommendations in terms of maintenance and general camp upgrades based on observations and discussions with staff and directors.

1. To meet current first aid and lifeguard standards we need to purchase a new spine board for next year. The current one requires 6 people to lift or else it bends. This is not ideal when we only have three people onsite that are qualified to use it. The boards found at <http://spineboards.ca/products/> are of that used by the City of Kamloops lifeguards, with the adult spine board costing \$499.
2. In the next year lifeguards are moving towards have a new style of floatation device. It was recommended by LGOS (Lifeguard Outreach Society) and our current lifeguards that we get these devices for next year. These can be found here <https://thelifeguardstore.com/40-standard-rescue-tube-2313.html> for \$32.75.
3. The staff biffi needs to be drained or replaced. We attempted to get it drained during camp, unfortunately only Kamloops Septic was willing to drain it but at a significant cost. We attempted to contact multiple companies to get this work done. The two companies based out of Scotch Creek are no longer operational. Reliable septic out of Salmon Arm will not pump out outhouses.
4. Due to all of the storms last year we have accumulated a large amount of dead fall and piles of trees. After how much work got done during the fall work week where we did all the burning we should try and get an equivalent size group again this year. Promoting work weekends to past staff could help accomplish more of the yearly tasks and maintenance we need to accomplish.

Another solution would be for us to have a firewood sale with all of the logs. The area above the road we could not utilize as much as we'd like as there was too much debris. A quick kijiji search found that people are paying between \$150- \$200 for a cord of firewood. We already have a large amount split and at camp, with many more logs that are easily accessible. If we advertise on social media and in scotch creek we could make a significant amount of money for camp while cleaning up an area we use frequently.

5. During our fire scare when we evacuated the campers to the beach we found although we have enough life jackets for everyone, we need more adult sizes in the case that senior camp was to be evacuated via the beach.
6. We found that the bridge to campfire has many boards rotting. We had a repair job done on the bridge by our resource staff but we will need to resurface it for next year.
7. Winter storage/ at camp storage: keeping the craft room clean is a constant struggle at camp. This is partly due to it becoming a storage room for all camp program things. To solve this more space is needed to store and organize all of the costumes/ and boxes that have accumulated in there. Any easy solution is to look for a cheap/ second hand garden shed that can be placed next to club med. This will allow for us to have the additional storage we need while not constructing new structures. This problem also includes mouse proofing. We purchased multiple new Rubbermaid bins to help keep the mice out of our programming supplies.
8. Once we do all the required upgrades to the septic that is preventing us from building. We need staff cabins. The cabin on the end of the first aid cabin is perfect for what we need out there. This year we gave club med a new coat of paint to help make it more

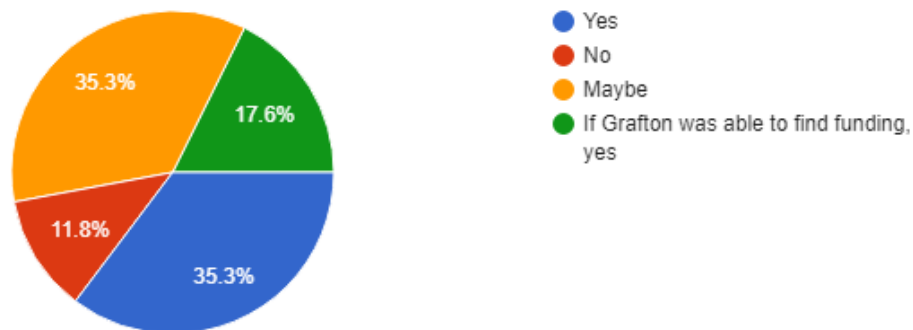
inviting. The same should be done for the old directors cabin. We had a complaint from our new cook about the smell, and that she developed a chest infection following staying in that building. Next year, prior to camp we should remove the plywood lining the ceiling as we believe it is infested by mice and remove any nests. Then replace it with new plywood. In addition to this we should put a new coat of paint. This will clean it up and make it a lot nicer to stay in. Finally, multiple windows are broken and need to be replaced. The broken windows are preventing this cabin from being aired out properly.

Alternatively to this if we are allowed to have pre-built units installed at camp we should search for a donation of a trailer or something similar to what is already installed. A company in Kamloops(Northern Trailer) is building trailers for BC housing in Vancouver and Kamloops. We should look into seeing if they are willing to donate an old unit or give a discounted price.

9. For the 2019 season we would like to organize a basic first aid course for all of the staff. We have asked the 2018 staff in our year end survey if they would be willing to pay for the course themselves and 35.3% of people said yes. With 17.6% of people willing to do the course if camp could find funding. I propose we inquire with the 2019 staff if they will be willing to do the course. This will help us meet our first aid policy and have an official instructor teach the course rather than a first aid review done by our first aid attendant.

If we were to organize a level 1 first aid course before the start of 2019 camp for staff would you be interested? (paid for by you)

17 responses



10. After the fridge was replaced at the beginning of the year we were instructed not to use the generator for the fridges when the power was to go out. It was suspected that this was the cause for the fridges fail. To fix this we should purchase a ups sized to support the 2 fridges and freezers, or even the fridges. As consumer grade generators don't tend to output perfect sine waves for their AC power, a UPS can help smooth the curve to protect equipment. A long-term goal for camp should be to have a permanent install generator that can support the entire camp in a power outage. This can be sized to keep the entire camp running and have the power smoothing built in to protect out equipment.
11. In the 2019 camp season we would like to add canoe training. This year we had a large number of new staff who have not had the long years of camp canoeing staff in the past

have had. Reviewing some canoe basics and rescues will allow for the canoe portion of camp to run more smoothly.

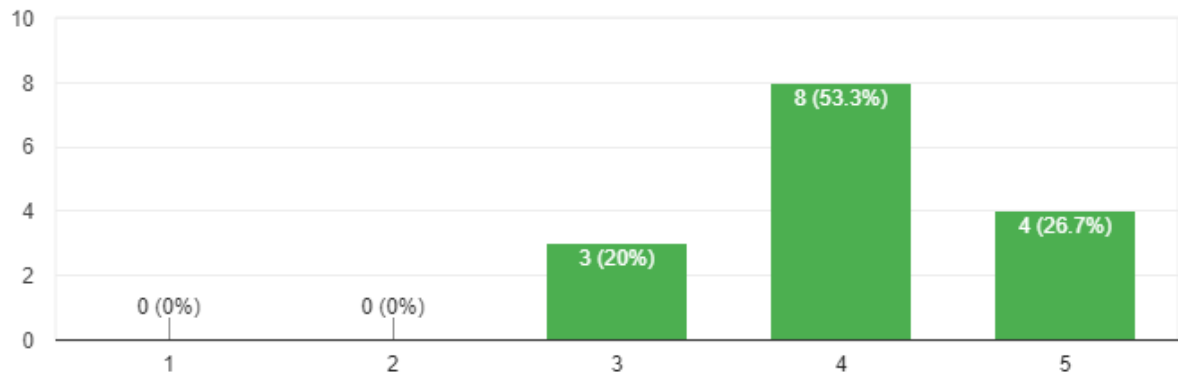
12. Leading up to the start of the 2019 season. We would like to restructure google drives format and create some standard templates to work off of for future years. In addition to this layout the training for next and future years, by making it a repeatable process.
13. A major cause of constant confusion is the campgriftoncoordinator@gmail.com email. Attached to the email is Alix's name. We have attempted to change it to "Camp Coordinator" but have been unsuccessful. It is awkward emailing people when they do not know who they are talking too. The tagline says Alix but the signature says Jason and Sarah. As we have a Campgrifton.ca URL, we should move towards having @campgrifton.ca email address. Including but not limited to Coordinator@campgrifton.ca, Fundraising@campgrifton.ca, and Registration@campgrifton.ca. This will help us look more professional, in addition to fixing the name issue on the email. It is my understanding that when you purchase a URL the emails from that domain are owned as well.

Appendix A

Summary of Survey findings:

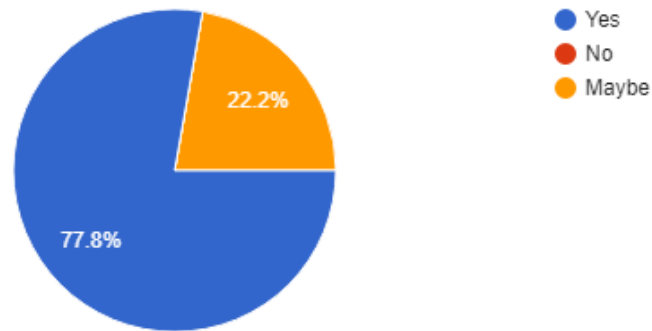
How was training this year?

15 responses



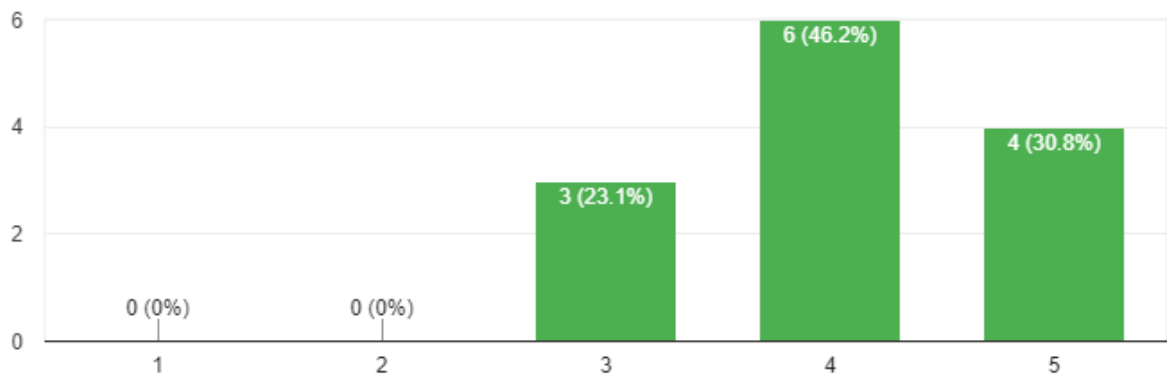
Did you understand your roll at camp prior to beginning your week?

18 responses



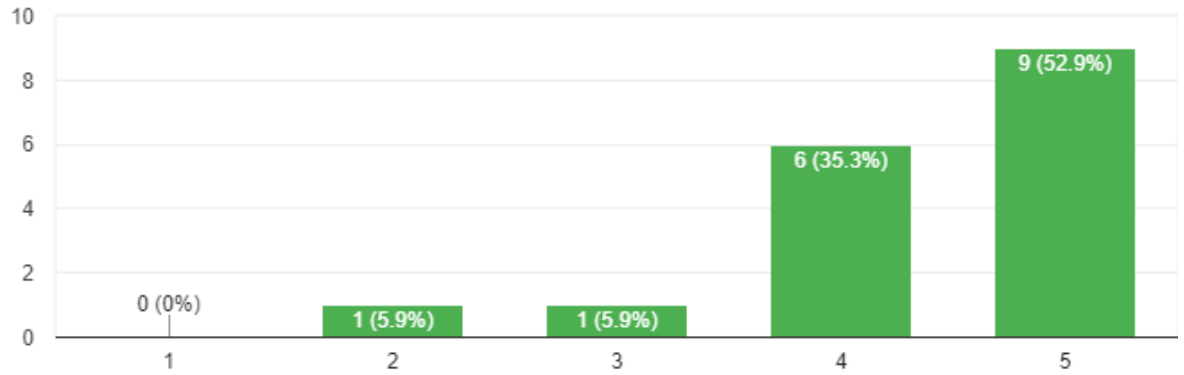
Did you feel prepared to lead a cabin upon showing up for your first week?

13 responses



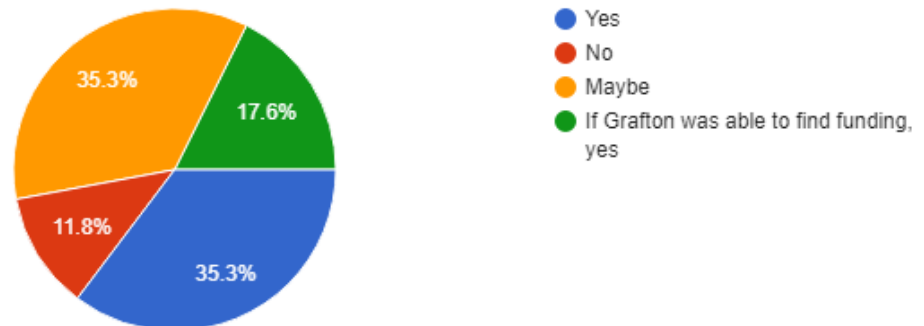
How were the directors overall?

17 responses



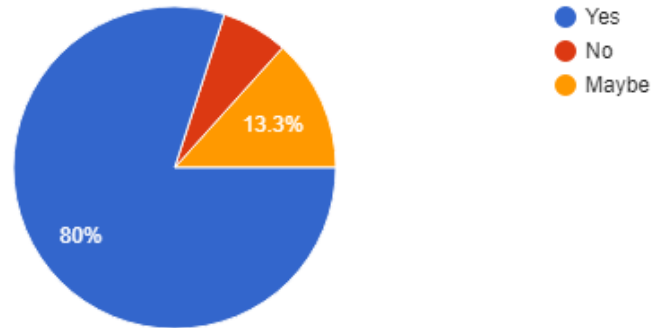
If we were to organize a level 1 first aid course before the start of 2019 camp for staff would you be interested? (paid for by you)

17 responses



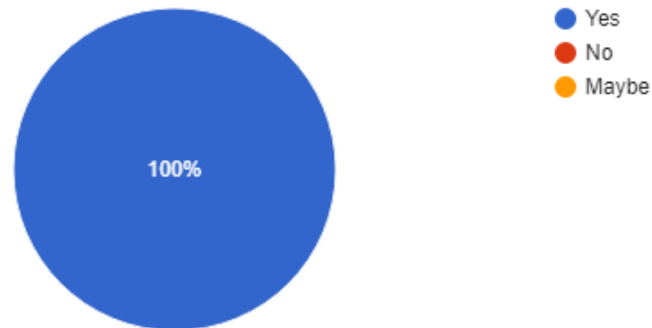
Would you think a canoeing overview during staff training would be beneficial?

15 responses



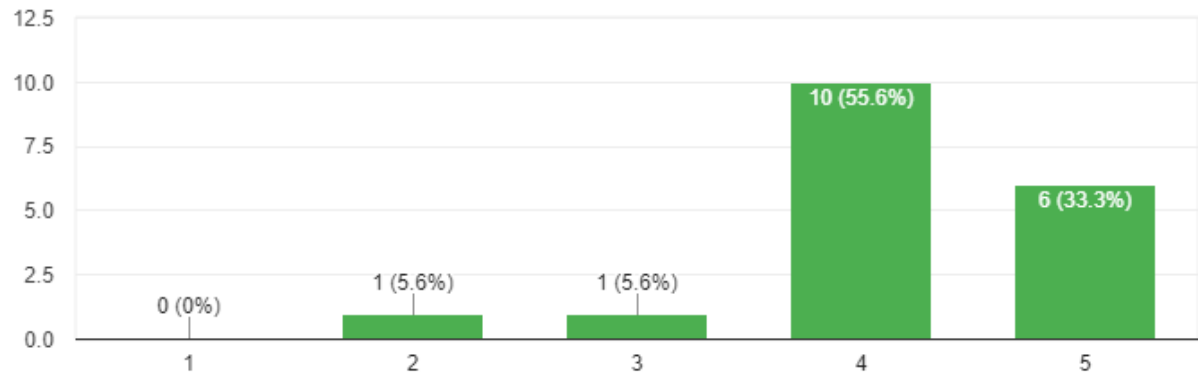
Would you want to work at camp in the future?

18 responses



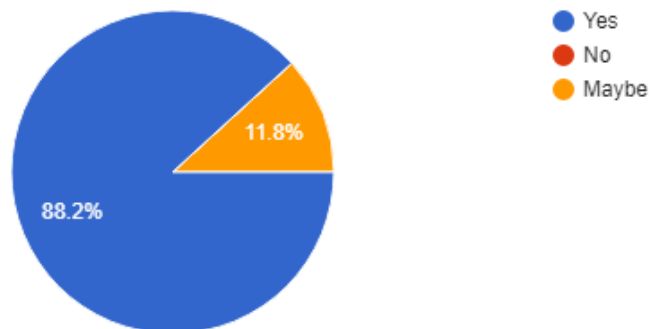
How do you feel the 2018 staff performed

18 responses



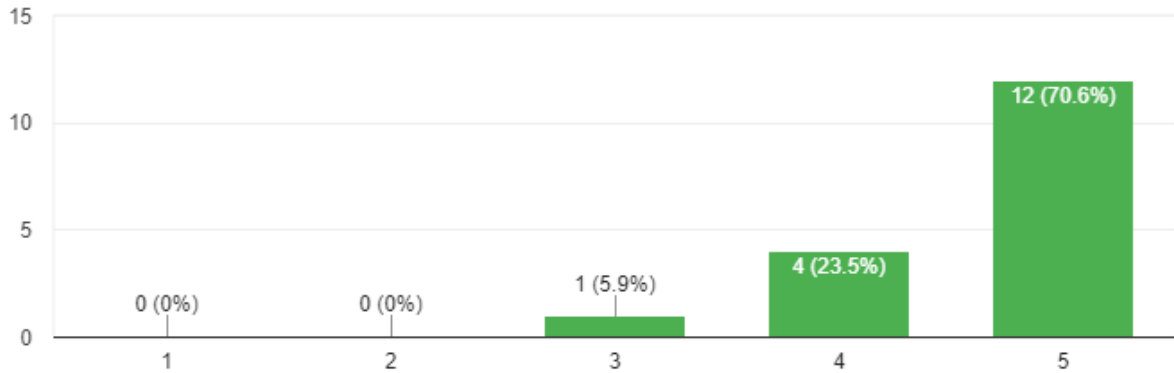
Did keeping the schedule in craft room keep the day organized?

17 responses



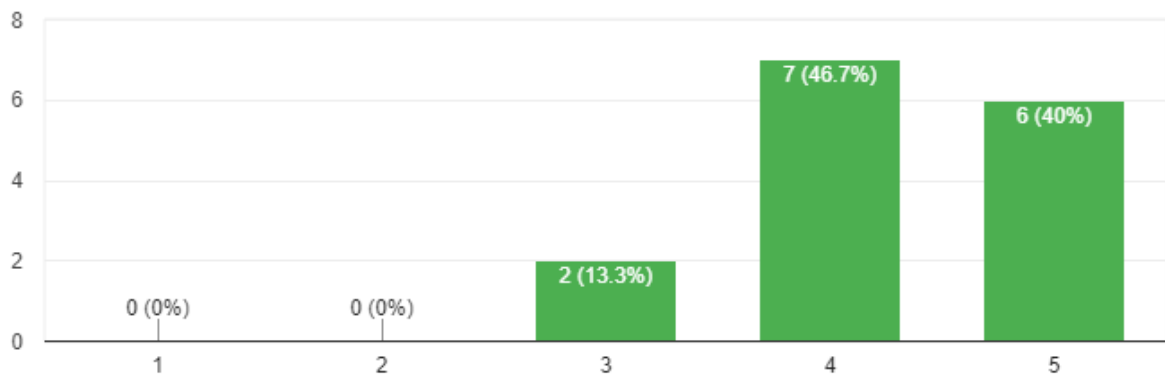
Did you find staff meeting minutes helpful?

17 responses



Did the campers enjoy the crafts?

15 responses



Note: We did not include parts of the survey to preserve anonymity. We asked a few short answer questions most of which we used the results in the content of the report. Key takeaways from staff comments to change for next year:

- Redefine the directors job description, the staff require more involved director's to operate
- Restructure training to fit more of the day to day program in it
- More detail on discussions and training on emergency protocols