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# Georgia FFA-FCCLA Center

720 FFA FHA Camp Road Covington, GA 30014

Phone: 770-786-6926 Fax: 770-786-1774

Web site: [Georgiaffacamp.org](http://Georgiaffacamp.org)

Email: [Gaffacamp@GaAgEd.org](mailto:Gaffacamp@GaAgEd.org)

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## Event Planning Guide

Thank you for choosing the Georgia FFA-FCCLA Center for your event. This packet is your guide to understanding our policies, procedures, and activities in an effort to assist you in having a pleasant and productive event. Feel free to contact the center for more information if you have further questions about your event.

## Event Checklist:

- Making the reservation:
  - Visit the Center to get to know the facility
  - Check your calendar for several possible dates of your conference
  - Call the Center office to check availability
  - Submit Reservation Form, Policy Acceptance Form, and deposit
- Update Projected Number of campers 90 days prior to your event date
- At least two weeks before arrival:
  - Obtain commitments from campers to determine actual number
  - Secure chaperones for cabins (must have 1 adult to 10 youth ratio)
  - Secure transportation (remember to figure for traffic!)
  - Make all copies of event materials (on-site copies are \$.25 each)
  - Check to see if any campers have special needs (*dietary requirements, medications, disabilities, etc.*)
  - Plan for speakers, special guests
  - Determine conference room needs
  - Plan event schedule
  - Secure First Aid / Medical Personnel and Equipment
  - Distribute to your campers:
    - Event Schedule
    - Emergency contact numbers
    - Personal Supply List (What to bring)
    - Parental Consent Forms / Medical Release Forms (for your organization's use only)
    - Directions to facility
    - Facility Map
    - Center Policies
    - Your Organization's Policies
    - Horseback Riding Release Forms (if applicable)
    - Ropes Course Release Forms (if applicable)
- Five days before arrival:
  - Collect money from campers
  - Fax the Guaranteed Number Form
  - Inform the center of special needs (*dietary requirements, medications, disabilities, etc.*)
  - Arrange payment for conference
- Day of Arrival:
  - Collect release forms from your participants
  - Collect any money due from your participants
- Upon Arrival:
  - Make payment (check or cash) for guaranteed number or actual number (if higher)
  - Turn in Horseback Riding or Ropes Course Release Forms (if applicable)
  - Inform the center of any change in final numbers
  - Discuss Policies with your group
- Upon Departure:
  - Sweep floors
  - Take all trash to outside trash cans
  - Turn out all lights
  - Return any keys (if applicable)

# Administrative Procedures

## **Prior to Arrival**

- Follow the Event Checklist to make sure you are fully prepared
- Fax the Guaranteed Number Form (Appendix A) and provide the following information to the center at least 5 working days before arrival:
  - Guaranteed number in group; please use enclosed form (Appendix A)  
*Your original projected number will be used as the guaranteed number if contact with the center is not made 5 working days before arrival. The guaranteed number may increase upon arrival, however if you foresee an increase of more than 5% please contact the center prior to arrival. You will be charged for no less than the guaranteed number of guests. Your guaranteed number can be no less than 50% of your projected number as of 90 days prior to arrival.*
  - Meeting room needs; i.e. tables, chairs, etc.
  - Event schedule; including recreation activity plans
  - Planned method of payment
  - Special needs of participants; i.e. disability accommodations, special dietary requirements

## **Check In Upon Arrival**

- Check in at the Georgia FFA-FCCLA Center Office located in Mobley Hall. Mobley Hall is the first stone building on the left as you enter the facility. The office is located on the left-hand side as you enter the building.
- Provide the following to the office staff:
  - Payment for the exact number of guests or the guaranteed number; whichever is higher
  - Finalized schedule of events
  - Signed copy of Ropes Course and/or Horseback Riding Release Forms, if applicable
- Pick up the following from the office staff:
  - Receipt for payment
  - List of assigned cabins and meeting rooms
  - List of meal and activity times
  - Emergency contact number of Director on call

## **Check Out Prior to Departure**

- Groups are responsible for cleaning the cabins and meeting rooms that they use
  - Leave the buildings as they were found upon arrival
  - Sweep all cabins and meeting rooms
  - Empty all trash cans into large can outside buildings
  - Turn off all lights and air conditioners (turn heat to minimum in the winter)
  - Any property damage should be reported right away

# Administrative Procedures

## Georgia FFA-FCCLA Center Office

- Regular office hours: Monday through Friday 8:00 A.M. to 5:00 P.M.
- Mailing address: 720 FFA FHA Camp Road, Covington, GA 30014
- Contact numbers: Phone- 770-786-6926 Fax- 770-786-1774
- Contact with the center prior to your arrival may also be done through e-mail to GAFFACAMP@GaAgEd.org
- Messages may be left for guests by contacting the office during regular office hours. Pay phones located outside Mobley Hall are available for guest use.
- In case of an emergency, calls may be made after hours and will be directed to the center Director on duty. Only emergency calls will be fielded after 9:00 P.M.
- Guests may receive mail using the above address with the guest and group name.

## Methods of Payment

- Payment is due upon arrival unless previous arrangements have been made.
- One payment for the entire group is expected.
- Cash or Checks are accepted. A minimum service charge of \$25 will be charged for returned checks.
- The reservation deposit is non-refundable; however, it can be applied to the payment if the actual attendance is at least seventy-five percent of the projected number.

## Meeting Room and Cabin Assignments

- Meeting Room and Cabin assignments will be made after **all** scheduled groups have submitted their guaranteed number of guests.
- Preliminary assignments can be determined one month prior to arrival for groups projecting more than 400 guests.
- Assignments are made to best meet the needs of all scheduled groups. An effort will be made to meet specific requests; however, *the center does not guarantee the assignment of cabins or meeting rooms requested or used during previous visits.*
- Meeting rooms are equipped with chairs and a table. Meeting rooms can be set up by our staff for an additional charge. Additional tables and additional equipment is available for rental.
- The group will be charged a minimum \$25 fine per building where there is evidence of food and drinks in the cabins or meeting rooms.
- Excessive cleaning requirements (ex. toilet paper rolling or food waste) will result in extra charges to the group.

# Dining Hall Procedures

## Dining in Sheffer Hall

- Meals regularly scheduled at 7:30 A.M., 12:00 P.M. and 5:30 P.M.
- Meal times can be altered for an additional fee at your request or at the discretion of the Director.
- The Center reserves the right to alter meal times to maximize the efficiency of serving and dining hall capacity.
- Each meal is served at the assigned time; the entire group is expected to be prompt for the serving of the meal.
- Groups may be charged extra if late for meals.
- Sunday lunch and supper will be charged at a higher rate.
- Groups with 200 or more guests must provide crowd control at dining hall entrances.
- Guests are required to wear shirts and shoes in the dining hall; swimsuits are prohibited.
- Meals are served in generous portions. Second helpings will be served only after all groups of guests have been served.
- Special menu needs, i.e. numerous vegetarian guests or special dietary requirements, can be requested by contacting the center at least 5 working days prior to your arrival.
- At the conclusion of each meal, each guest should:
  - Clean up their eating area and place their plates and trash in the appropriate place
  - Push in their chair
  - Exit the dining hall to make room for other guests

## Sample Menus:

The following selections are merely examples to represent to types of meals served at the center.

All meals include beverages; lunch and dinner also include dessert. Actual menus will be selected by the center staff one week prior to your arrival.

### Breakfast

Eggs  
Sausage  
Grits  
Biscuits  
Fruit  
Cereal  
Milk  
Juice

### Lunch

Hamburgers  
French Fries  
Lettuce, Tomato, Cheese  
Condiments  
Cole Slaw  
Baked Beans  
Dessert  
Tea  
Water

### Dinner

Chicken Fingers  
Mashed Potatoes  
Green Peas  
Dinner Rolls  
Salad with Dressing  
Dessert  
Tea  
Water

# Safety Procedures

## Security

- Upon check-in, you will receive an emergency contact number for the Director on duty.
- In case of an emergency during the night, Directors reside in the two homes immediately outside the facility entrance gate.
- The gate to the facility remains unlocked while guests are present; however, the gate will be closed and secured but not locked at night.
- Guests are encouraged to remain at the facility after the gates are closed. Please inform the Director of any guests arriving late at night.
- The Director must be informed of any visitors not registered with the group.
- Security lights are stationed throughout the facility; however, we encourage guests to bring a flashlight.
- Guests are encouraged to stay on walkways, roads and major paths to ensure their safety.
- Adult supervision of youth is required **at all times**.
- Shirts, pants and shoes must be worn at all times when guests are outside their cabin.
- Cabins and meeting rooms do not have keys for general usage. Securing valuable items is the responsibility of the guest. The center is not liable for lost or stolen items.
- All campers must be in a group activity after 10:00 PM

## Safety

- Immediately notify the Director or center staff in case of an accident or injury.
- The group agrees to hold the center harmless from and against all claims, actions, damages, liabilities, and expenses of any kind or nature arising from any personal or bodily injury and/or damage to property arising from the group's usage of the facilities.
- Your group should provide your own first aid supplies and medical staff.
- In the event of a severe emergency, the closest hospital is Newton Medical Center in Covington. The hospital is approximately 15 miles from the facility.
- In the event of a severe emergency, guests may dial 9-1-1 for assistance if the Director or center staff cannot be located. Group leaders are expected to contact the Director on duty if 9-1-1 is called.
- Group leaders should communicate with their participants a plan of action in case of emergency.
- In case of an accident: immediately contact a staff member. Remain calm, leave someone with the victim while you go to get help, and do not attempt to move the victim.
- In case of a fire: remain calm, account for all individuals in the group, do not go back into the burning building. Report the fire to a staff member.
- In case of severe weather: remain calm, take cover, and go inside the nearest building but stay away from the windows. Remain in the building until the weather has cleared or you have received instruction from the center staff.
- In case of a power outage: remain inside the building until power is regained or you are given instructions by a center staff member.

# Recreational Activities and Procedures

## Overview

- Activities can be requested through the Reservation Form or a follow-up contact.
- Requesting additional activities may increase the rate for participants.
- Dates and times must be requested on the guaranteed number form enclosed.
- Adult supervision is required during all activities.
- Exclusive use of a recreational area cannot be guaranteed depending on the number of groups using the facility.
- The center reserves the right to dismiss a guest from a recreational area/activity if rules are not being followed.

## Bonfires

- Guests are not permitted to build fires; a center staff member will build and start the bonfire.
- Each bonfire will be built in a designated fire ring near the waterfront.
- The bonfire will be lit by the staff member 15 minutes before the scheduled activity.
- Guests are advised to bring a flashlight for foot travel to and from the waterfront.

## Canoes and Paddleboats

- The canoes and paddleboats are located behind the Chapel on the waterfront.
- A center staff member must be present to regulate canoe and boat usage.
- Guests must wear a life preserver at all times.
- Guests must keep their canoe or boat in the designated water area.
- Horseplay, including flipping canoes and lake swimming, is prohibited.

## Canteen/Snack Shop

- Located in the basement of Mobley Hall.
- Candy, snacks, drinks and some merchandise available.
- Drink machines are located throughout the facility.
- Equipment for the following recreational activities is distributed in the canteen: ping pong, tennis, volleyball, and basketball.

## Miniature Golf

- The 18-hole miniature course is located in the recreational area beside Mobley Hall.
- Adult supervision is required at all times.
- All equipment must be returned when the guest is finished with their round.

## **Recreational Activities and Procedures**

### **Horseback Riding**

- Availability is limited. Activity must be requested no less than two weeks in advance.
- All guests ride at their own risk, the Center assumes no liability for accidents.
- A signed liability release form (Appendix F - G) must accompany the group and every guest planning to ride the horses. The Center must receive this form. Releases for youth under the age of 18 must be signed by a parent or guardian. Participants will not ride without a form.
- “Under Georgia Law, an equine activity sponsor or equine professional is not liable for an injury to or death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of Title 4 of the official Code of Georgia annotated.”
- Center staff will operate the horseback riding program as outlined by the Georgia FFA-FCCLA Center Horseback Riding Safety Procedures Manual.
- The center reserves the right to close the activity when weather conditions pose a risk to the safety of riders or horses.
- All riders and spectators are required to follow the posted rules and procedures.
- Riders are encouraged to wear jeans or long pants to ride. Riders must wear closed toed shoes; flip flops and sandals are not permitted.
- Wet clothing causes damage to saddles. Riders may not wear wet clothing.
- Riding sessions are scheduled in 30 or 45 minute increments. Guests are expected to be at the riding area 5 minutes before their scheduled time.
- The riding area is located south of the swimming pool through the maintenance area.
- Each riding session will begin with a brief instruction period presented by the center staff.

### **Ropes Course**

- Activity must be requested no less than three weeks in advance.
- All participants must have a completed and signed copy of the Assumption of Risk / Voluntary Release (Appendix H) and have a medical release form from their group. Releases for youth under the age of 18 must be signed by a parent or guardian.
- The center reserves the right to close the activity when weather conditions pose a risk to the safety of the participants.
- The Georgia FFA-FCCLA Center will provide trained instructors.
- Participants attire should be appropriate for the activities. Jewelry and non-prescription sunglasses should not be worn. Participants wearing glasses or contacts should take precautions necessary for outdoor physical activities.
- Tobacco products, gum and candy are not allowed on the course or during activities.

### **Swimming Pool**

- Lifeguards will be supplied by the center during the group’s scheduled time.
- Adult supervision of youth is required even though lifeguards are on duty.
- The center does not guaranteed exclusive pool usage to a particular group.
- Guests must follow the posted pool rules and the directions of the lifeguards on duty.
- The center reserves the right to close the activity when weather conditions pose a risk to the safety of swimmers.

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# Appendix

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## Georgia FFA-FCCLA Center Guaranteed Number Form

Please fax at least 5 working days prior to your arrival

To: Russel Towns	From: _____
Georgia FFA-FCCLA Center	Group: _____
Phone: 770-786-6926 ext 1	Phone: _____
Fax: 770-786-1774	Fax: _____
Email: Gaffacamp@GaAgEd.org	Email: _____

Total number of guests (present for all meals and lodging) \_\_\_\_\_

For lodging groups only:

Total number of males \_\_\_\_\_

Total number of females \_\_\_\_\_

Total number of guests for Semi-Private lodging \_\_\_\_\_

Total number of guests for Bunk Lodging \_\_\_\_\_

Number of additional guests (present for *partial* meals and lodging.)

*Please list meals and nights with number of additional guests:*

\_\_\_\_\_

Meeting Room Requests: *Note: There is an additional charge to set up your meeting room*

Number of tables \_\_\_\_\_

Number of TV/VCR units (\$25 charge per unit) \_\_\_\_\_

Number of projection screens \_\_\_\_\_

Other Needs: \_\_\_\_\_

\_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Activity	Days Requested	Times Requested
Bonfire		
Canoes/Paddleboats		
Canteen		
Ropes Course		
Miniature Golf		
General Recreation		
Swimming Pool		
Other: _____		

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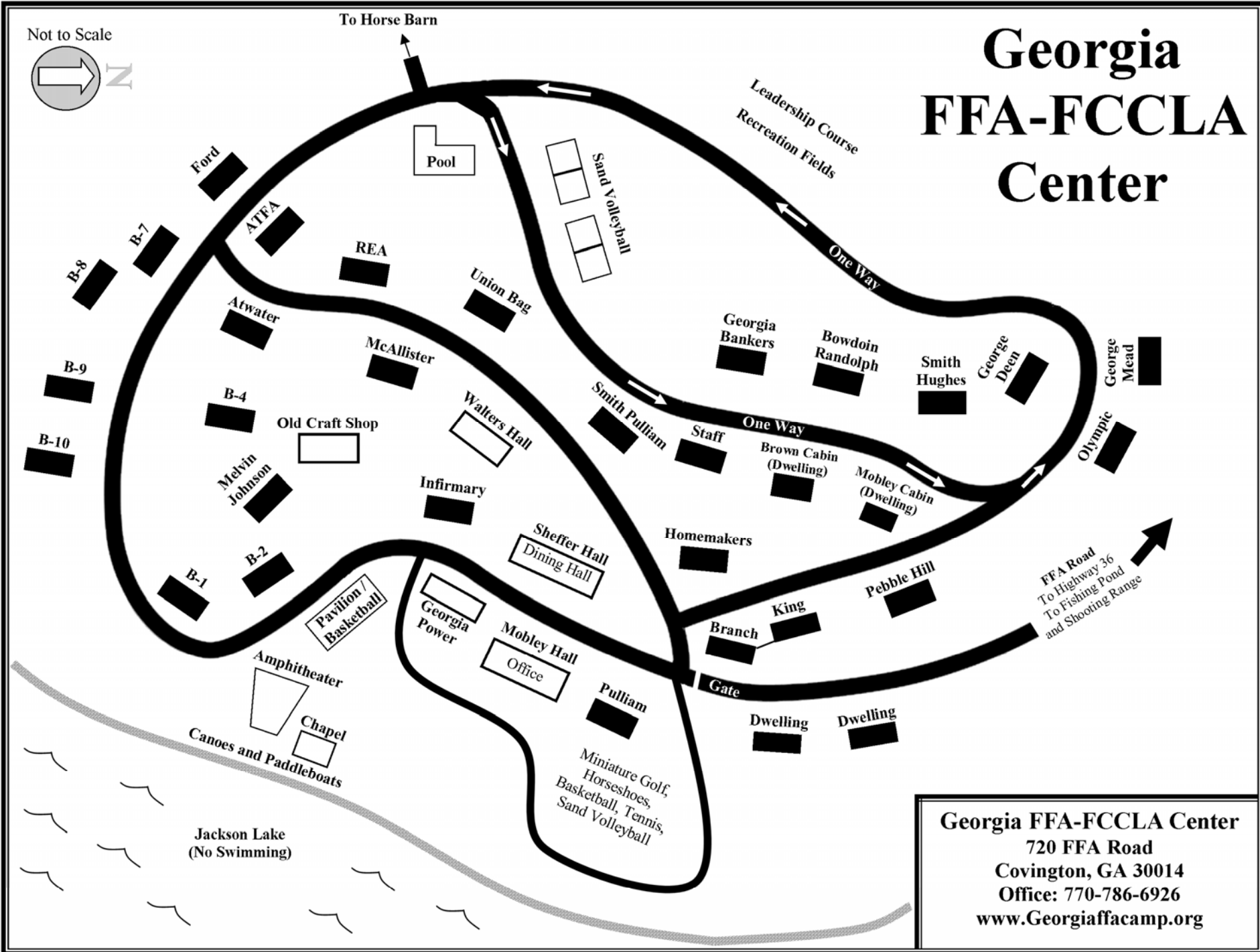
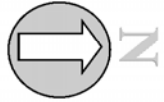
## Georgia FFA-FCCLA Center Center Policies

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- Alcoholic beverages are prohibited on the facility.
- Tobacco products are prohibited in all buildings.
- Pets are prohibited on center property, except animals such as seeing-eye dogs, etc.
- Firearms and weapons are prohibited without prior approval of the Center Director.
- Use of boat dock and ramp is prohibited; these facilities are for Center use only.
- Guest vehicles are to remain parked during your stay. Guests are prohibited from riding on tailgates of pick-ups.
- Speed limit throughout the entire facility is 10 M.P.H.
- All guests must be in a group activity after 10:00 PM.
- Roller blades, skateboards, and scooters are prohibited.
- The center does not assume liability for accidents.
- Adult supervision is mandatory. Please have proper supervision when utilizing recreation areas, cabins, and meeting rooms.
- Guests should be on time to meals. Guests should clean their dining area and exit the dining hall when finished eating.
- Evidence of food or drinks inside cabins or meeting rooms will result in additional charges.
- Damage to center property and excessive cleaning requirements will result in a fee added to the group's bill.
- Failure to abide by policies and procedures outlined will result in additional fees.

# Georgia FFA-FCCLA Center

Not to Scale



**Georgia FFA-FCCLA Center**  
 720 FFA Road  
 Covington, GA 30014  
 Office: 770-786-6926  
[www.Georgiaffacamp.org](http://www.Georgiaffacamp.org)

## Directions to the Georgia FFA-FCCLA Center

720 FFA FHA Camp Road  
Covington, GA 30014  
770-786-6926  
[www.Georgiaffacamp.org](http://www.Georgiaffacamp.org)

**The office is located in Mobley Hall, the large granite building on the left after you enter the gate.**

### **From Atlanta** (approx. 1 hour – plan extra time for rush hour traffic)

Take I-20 East towards Augusta. Take Exit 93 (Hazelbrand Road / Highway 142). At the top of exit, turn right onto Highway 142. Proceed 3.3 miles and turn left onto Highway 36. Proceed 9.3 miles until you see the Center sign on the left. Turn left into the driveway and follow FFA Road about 1 mile to the facility.

### **From Augusta** (approx. 2 hours)

Take I-20 West towards Atlanta. Take Exit 93 (Hazelbrand Road / Highway 142). At the top of exit, turn left onto Highway 142. Proceed approximately 3.3 miles and turn left onto Highway 36. Proceed 9.3 miles until you see the Center sign on the left. Turn left into the driveway and follow FFA Road about 1 mile to the facility.

### **From Macon** (approx. 1 hour)

Take I-75 North towards Atlanta to Exit 201 (Highway 36). At top of exit, turn right on Highway 36. Follow Hwy 36 through Jackson (you will take a right and a left in Jackson to stay on Hwy 36.) Continue on Hwy 36 approximately 14 miles from Jackson until you see the Center sign on the right (it is approximately ½ mile from the intersection of Hwy 212 and Hwy 36.) Turn right into the driveway and follow FFA Road about 1 mile to the facility.

### **From Athens** (approx. 1 hour)

Take Highway 78 toward Monroe. Just west of the Monroe exits, take the exit for Highway 138 toward Conyers. Follow Hwy 138 to Walnut Grove. At the traffic light in Walnut Grove, turn left/South on Highway 81. Follow Hwy 81 approx 5 miles, then turn left on Highway 142. After you cross over Interstate 20, proceed approximately 3.3 miles and turn left onto Highway 36. Proceed on Hwy 36 approximately 9.3 miles until you see the Center sign on the left. Turn left into the driveway and follow FFA Road about 1 mile to the facility.

### **From Loganville and Lawrenceville** (approx. 1 hour)

Take Highway 20 east through Lawrenceville toward Loganville. Highway 20 will combine with Highway 81. Follow Hwy 81 through Loganville and Walnut Grove. (You will take a left onto Hwy 78 followed by a right at the first traffic light to remain on Hwy 81.) Follow Hwy 81 approx 5 miles from Walnut Grove, then turn left on Highway 142. After you cross over Interstate 20, proceed approximately 3.3 miles and turn left onto Highway 36. Proceed on Hwy 36 approximately 9.3 miles until you see the Center sign on the left. Turn left into the driveway and follow FFA Road about 1 mile to the facility.



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**Georgia FFA-FCCLA Center**  
**Horseback Riding Liability Release Form**  
Must accompany ALL guests participating in horseback riding.

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Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Group Name: \_\_\_\_\_

Upon my acceptance of the horse and equipment, I acknowledge that I assume full responsibility for my safety. I understand that I ride at my own risk. I agree to hold the Georgia FFA-FCCLA Center, its officers, employees, etc. harmless from every and all claims which may arise from injury which might occur from use of said horse and/or equipment, in favor of myself, my heirs, representatives or dependents. I understand that the stable does not represent or warrant the quality or character of the horse furnished. I also understand under Georgia Law, an equine activity sponsor or equine professional is not liable for an injury to or death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of title 4 of the official Code of Georgia annotated.

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Required if participant is under 18 years old

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## Georgia FFA-FCCLA Center Group Horseback Riding Liability Release Form

To be completed by Group Leader. Must be presented upon check in.

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Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

The Georgia FFA-FCCLA Center will provide horseback riding to groups using the facility. Accidents can take place while participating in this activity. The Georgia FFA-FCCLA Center's staff will take many safety precautions to prevent any accident but, the Center assumes NO LIABILITY FOR ACCIDENTS. It is the responsibility of the group leader to have release forms signed by all participants. Participants under the age of 18 must have the parent or guardian sign the liability release form. Participants not having a signed release form may not participate in this activity.

The guest liability release form states the following:

*“Upon my acceptance of the horse and equipment, I acknowledge that I assume full responsibility for my safety. I understand that I ride at my own risk. I agree to hold the Georgia FFA-FCCLA Center, its officers, employees, etc. harmless from every and all claims which may arise from injury which might occur from use of said horse and/or equipment, in favor of myself, my heirs, representatives or dependents. I understand that the stable does not represent or warrant the quality or character of the horse furnished. I also understand under Georgia Law, an equine activity sponsor or equine professional is not liable for an injury to or death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of title 4 of the official Code of Georgia annotated.”*

I do hereby acknowledge that I have read and understand these conditions for our group.

\_\_\_\_\_  
Authorized Group Leader Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Georgia FFA-FCCLA Center**  
**Low Ropes Course and/or High Ropes Course**  
**Assumption of Risk / Informed Consent / Voluntary Release**

You will be taking part in a challenge course program that is physically and mentally challenging, but it is designed to be safe and within the capability of anyone in reasonably good health. If you know of any physical limitations that will limit your ability to participate in the course, please let your facilitator know.

The Georgia FFA-FCCLA Center operates under a "Challenge by Choice" philosophy, which means that you have the option to select your personal level of challenge in all activities. During the program, we will provide a challenging setting in which to expand your limits, while supporting your personal boundaries. As with any physical activity, there is some risk of injury. To minimize the potential for accidents, it is important to listen to the facilitators and follow their instructions. Please ask questions if you do not understand directions.

"I fully understand that my participation in the challenge / ropes course activities facilitated by the Georgia FFA-FCCLA Center and all of their employees and instructors could result in injury or death. I do voluntarily choose to participate in these activities. Also, my participation requires that I am of good physical condition and I do hereby accept all responsibility for my own physical well-being, and I do not have any medical conditions that will prohibit me from safely participating or will put me at risk of injury. Being fully aware of the degree of risk and injury to myself, I hereby release and hold harmless the Georgia FFA-FCCLA Center and all of their employees and instructors from any claim, action, damage, liability, and expenses of any kind resulting from accident or injury incurred while participating in these activities."

Participant Name (print): \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group Name: \_\_\_\_\_ Date of Program: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Parent or guardian *must* sign if participant is under 18 years of age.)

**Required Participant Information:**

Date of Birth: \_\_\_\_\_ Male / Female (*circle one*)

Home Address: \_\_\_\_\_

Parent/Guardian(s) Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

In case you are not available in an emergency situation, please indicate an additional person to be notified:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Is this student covered by medical insurance? Yes / No (*circle one*)

Plan Name: \_\_\_\_\_ Group #: \_\_\_\_\_

Does the participant have any medical conditions (including recent surgery, pregnancy, healing fractures, back or neck injuries, heart condition, etc.) that would limit participation in the program? Yes No

If yes, please explain: \_\_\_\_\_

List any current medications: \_\_\_\_\_

List any allergies: \_\_\_\_\_