

Preparation Checklist

January/February:

- Obtain approval from your school administration
- Check Summer Camp dates with your schedule to determine which week you can attend
- Post the Summer Camp Promotional Information and Sign-Up Sheet
- Recruit students
 - Use promotional materials on the website (Video, PowerPoint's, etc)
 - Set a deadline for registrations to be received
- Line up transportation
- Plan for fundraisers to help pay for camp. We also recommend asking for local businesses and individuals to sponsor a student.
- Post REV IT UP information. Ask students to bring small donations to REV IT UP
- Distribute information to parents and students
 - Letter to Parents
 - Parental Consent Form/Medical Form/Code of Conduct
 - Camp Policies/Dress Code
 - What to Bring

March/April:

- Collect money from students
- Submit Online Registration and send Deposit at least four weeks before camp. (Send it earlier to make sure you get the week you want - some weeks will fill up before the deadlines!)
- Line up chaperones as needed. If you do not have an advisor for both genders, line up a chaperone OR contact an advisor from another school who is coming to camp for the same week.
- Remind students to bring small donations to REV IT UP

April/May:

- Line up balance payment and REV IT UP funds through your school bookkeeper
- Make any changes in your numbers before the Early Registration Deadline
- Discuss policies and expectations with students
- Remind students to bring small donations to REV IT UP.
- Collect any remaining money from students
- Collect Parental Consent Form/Medical Form/Student Code of Conduct
 - Make copies for you to have during camp and for travel after camp.

One Week prior to Camp:

- Submit Online Final Registration Roster by Wednesday 2:00 PM

Bring With You to Camp:

- Check for balance due
- Accurate Final Registration Roster
- Signed Parental Consent Form/Medical Form/Student Code of Conduct for every person
- Door Prize (\$10 value) and REV IT UP funds

After Camp:

- Turn in Feedback Forms before departure
- Send a press release to local newspaper

Advisor Responsibilities

Serving as chaperones for students

- Advisors and adult chaperones are responsible for supervising students at all times.
- We require a 1:10 chaperone to student ratio.
- If you do not have a chaperone for both male and female students that you bring, you must make arrangements with another advisor or bring another chaperone.
- Registration is free for one adult chaperone (that is not an FFA or FCCLA advisor) that you must bring to supervise a gender of students if you do not have an advisor for that gender. The chaperone must stay in the cabin with students to qualify.
- If you do not have enough chaperones, we suggest that you contact another advisor who will take responsibility for your students. Be sure to inform the camp at least one week prior to camp if you have another advisor responsible for your students so that we can make cabin assignments accordingly.
- Advisors must receive authorization from the camp director before lodging separate from their students.
- If you have lined up another advisor to chaperone your students, you must check in with that advisor on a regular basis during the camp week.
- If an advisor must leave during camp, they must secure another advisor to supervise their students. The advisor must notify the camp office when they leave and advise who is supervising their campers. There is a sign-in and sign-out sheet in the camp office to use when leaving the camp.

Enforcing rules

- Make sure that your students and chaperones are aware of the camp policies and dress code prior to camp.
- Enforce the rules throughout the week.
- Advisors have the authority to enforce policies with any student at camp.
- Supervise in cabins and make sure cabins are kept clean

Supervising dances

- Advisors are needed to help enforce rules and monitor dances for inappropriate behavior. Inappropriate dancing is prohibited.
- Advisors will be assigned a duty station during dances on a rotating basis.
- During dances in Mobley, all students are required to be in Mobley Hall or in the recreation area. Students may go back to their cabins only if accompanied by a chaperone.

Enforcing dress code

- Advisors are needed to enforce the dress code.
- Advisors should be familiar with the dress code and encourage students to bring appropriate clothing to camp.
- Note that the dress code applies to adults and staff as well.

Enforcing dining hall procedures

- Chapters are expected to be prompt for the serving of the meals. Campers are required to wear shirts and shoes in the dining hall; swimsuits are prohibited. Second helpings will be served only after the entire group of guests has been served. At the conclusion of each meal, make sure students clean up their dining area.

Being involved with students

- Help students have a great week
- Stay involved with the student activities at all times
- Portray a positive attitude, a high level of excitement, and good sportsmanship

Getting involved in assemblies

- Advisors are needed at all assemblies for crowd control and making sure all students are in the assembly.
- Assemblies are an excellent opportunity for advisors to build rapport with the students by sitting with them.
- Advisors are needed to participate in some activities during assemblies

MONDAY

9:30 am-11:30am Check-In at Mobley (advisors only)
 9:30 am-2:15 pm Canteen Open
 12:00 pm-1:00 pm Lunch (Sheffer Hall)
 1:00 pm Advisors Meeting (Georgia Power)
 2:30 pm Student Orientation Meeting (Mobley)
Wear Camp T-Shirt
 3:00 pm Team Time, Team Pictures
 5:15 pm Supper (Sheffer Hall)
 6:30 pm Assembly in Mobley
 8:30 pm Dance, Canteen, General Rec
 10:00 pm Reflections
 10:30 pm Team Meeting in Cabins
 11:30 pm Lights Out

TUESDAY

7:00 am Fishing Tournament (Catfish Pond)
 7:45 am Flag Raising, Breakfast
 8:30 am Morning Assembly (Mobley)
 9:00-11:45 am Morning Free Choice Rec
 9:00 am Team Competitions
 Round 1 Boys Volleyball,
 Girls Softball
 9:40 am Round 2
 10:35 am Round 1 Girls Volleyball
 Boys Softball
 11:10 am Round 2
 12:00 pm Lunch
 12:45 – 1:15 pm Firearms & Archery Course (Required
 for competition & recreation shooting)
 1:00-4:00 pm Talent Show Auditions (Mobley)
 1:00-5:15 pm Afternoon Free Choice Rec
 Leadership Course (as scheduled)
 Recreation Firearms and Archery
 (Course is required)
 5:30 pm Supper (Canteen open after supper)
 7:00 pm Assembly, Talent Show
 8:30 pm Dance, Canteen, General Rec
 Individual Competitions
 10:15 pm Reflections
 10:45 pm Team Meeting in Cabins
 11:30 pm Lights Out

Morning Free Choice Rec

- Canteen, Craftshop, General Rec (ping pong, basketball, miniature golf, tennis, horseshoes), The Blob
- Pool open at 10:00 AM
- Horses (sign-up at morning assembly)
- High Ropes (Tues), Slip & Slide (Wed, Thurs),

Afternoon Free Choice Rec

- Canteen, Craftshop, Pool, Canoes/Paddleboats, General Rec
- The Blob
- Horses (sign-up at morning assembly)
- Slip & Slide (Tues only), High Ropes (Wed, Thurs)

WEDNESDAY

7:15 am One Mile Relay (Mailbox)
 7:45 am Flag Raising, Breakfast
 8:30 am Morning Assembly
 9:00-11:45 am Morning Free Choice Rec Open
 9:00 am Girls Speech Competition
 9:00 am Round 1 Boys Volleyball
 Girls Softball
 9:40 am Round 2
 10:30 am Boys Speech Competition
 10:35 am Round 1 Girls Volleyball
 Boys Softball
 11:10 am Round 2
 12:00 pm Lunch
 12:45 - 3:00 pm Shooting Sports Competition
 Afternoon Free Choice Rec
 Swim Meet
 3:00 pm Supper (Canteen open after supper)
 5:30 pm Advisor Dinner in Terrace Room
 7:00 pm Assembly, Talent Show
 8:30 pm Dance, Canteen, General Rec
 Quiz, Cupcake Wars
 10:15 pm Reflections
 10:30 pm Team Meeting in Cabins
 11:30 pm Lights Out

THURSDAY

7:45 am Flag Raising, Breakfast
 8:30 am Morning Assembly
 9:00-11:45 am Morning Free Choice Rec Open
 9:00 am Round 1 Boys Volleyball
 Girls Softball
 9:40 am Round 2
 10:35 am Round 1 Girls Volleyball
 Boys Softball
 11:10 am Round 2
 12:00 pm Lunch
 1:00 pm Boat Races
 Afternoon Free Choice Rec
 Girls Challenge Obstacle Course
 Supper
 Boys Challenge Obstacle Course
 Canteen Open
 8:30 pm Dance, Canteen, General Rec
 10:00 pm Awards Assembly/Reflections
 11:00 pm Team Meeting in Cabins
 11:30 pm Lights Out

FRIDAY

7:15 am—8:15 am Extended Breakfast
 Cabin check out
 (as scheduled by group)
 Canteen Open

Tentative Schedule!

Final schedule will be given at camp

Advisor What to Bring

You will want to bring many of the items on the regular “What to Bring” list, but here are some extra items that you might find helpful.

- **Door Prize**
Bring a door prize from your chapter worth about \$10. Your team will get points for bringing one door prize, and at the end of the week there will be drawings for door prizes.
- **Fundraiser Money**
Don't forget to bring the money your chapter raised for REV IT UP!
- **First Aid Kit**
We will have a nurse on site and first aid kits at each area, but it is nice to have band-aids and the other essentials with you at all times, especially in the cabin at night.
- **Copies of release forms, parent contacts**
You will turn in a copy of the Parental Consent/Medical Forms, but you need to keep a copy with you as well. Make sure you have them readily available, especially during travel. You will likely want to give parents your cell number as an emergency contact.
- **Cooler with drinks and snacks**
Some advisors find it helpful to have a cooler for their chapter in the cabin. The camp does not have a problem with it, as long as everything is kept clean.
- **Money to buy ice from local store**
The camp does not have ice available for coolers, so you will need to be prepared to purchase some. There are convenience stores located minutes from camp.
- **Hand Sanitizer / Hand Soap**
In a cabin of 20+ teenagers, it's a good idea to provide some hand soap in the bathrooms!
- **Paper Towels for bathrooms**
The camp provides toilet paper for the bathrooms, but not paper towels for drying hands.
- **Camera**
You will definitely want to capture some of the memories from camp! Remember to bring plenty of batteries and film or memory cards!
- **Pen and Paper**
There is so much going on, you will probably have to write down some notes to keep up with it all.
- **Small fan**
The cabins are air conditioned, but on hot summer days it is nice to have that extra boost!
- **Extra Money**
It's a good idea to have some extra spending money for yourself and possibly your students. Some advisors collect money to give their students daily for the canteen, craft shop, and recreation shooting sports.

Safety Procedures

Security

- In case of an emergency during the night, Directors reside in the homes immediately outside the gate.
- The gate to the facility remains unlocked while guests are present. 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.
- Adult supervision of students is required at all times.
- Cabins and meeting rooms do not have keys for general usage. Therefore, securing valuable items is the responsibility of the guest. The center is not liable for lost or stolen items.

Safety

- If a student or adult is running a fever or has flu-like symptoms, do not bring them to camp.
- Educate students about proper hygiene and hand-washing. Bring hand soap/sanitizer to camp and use it frequently.
- Tennis shoes must be worn. Flip flops and sandals will only be permitted at the pool and after supper.
- All campers should pay special attention to hydration. Be sure to drink plenty of water before, during, and after outdoor activities. Energy drinks are prohibited.
- Skipping meals can lead to health risks when participating in outdoor activities. All campers are encouraged to eat at every meal.
- All campers should use plenty of sunscreen and other forms of protection (hats, etc.)
- Stretching before, during, and after recreation activities will reduce the risk of injury.
- Guests are encouraged to stay on walkways, roads and major paths to ensure their safety.
- The camper fee includes a small insurance policy that covers illness and injury that occur while at the Center. For the camper insurance to be authorized, advisors must notify the nurse or Director before transporting any camper to the hospital.

What to do if there is an injury:

Assessing the situation:

- Determine the severity of the situation and ensure the immediate safety of the injured person.
- Contact the Camp Nurse and/or the Camp Staff

Contacting Camp Personnel

- During the day, any staff member can help you contact the Camp Nurse. There will also be someone in the office in Mobley Hall.
- At night, the Camp Nurse will be in the Infirmary. There will be an emergency number in front of the office in Mobley Hall. Directors also live in the houses outside the gate.

Calling 911

- In case of an emergency, contact the Camp Director or an administrative staff member before making a call to 9-1-1 unless the situation is life or death. If 9-1-1 is called the advisor is required to send someone to notify the Camp Director or administrative staff on duty. The camp staff will assist in getting proper medical attention and emergency personnel to the proper location. Our camper insurance will not cover a patient if 9-1-1 call is unwarranted or made without camp authorization. Do not call 9-1-1 unless the Director is notified first, or unless the situation is a life or death matter.

Other safety concerns:

- 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, go inside the nearest building but stay away from the windows. Remain inside until the weather has cleared or until you receive 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.

Directions to the Georgia FFA-FCCLA Center

720 FFA FHA Camp Road

Covington, GA 30014

770-786-6926

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.

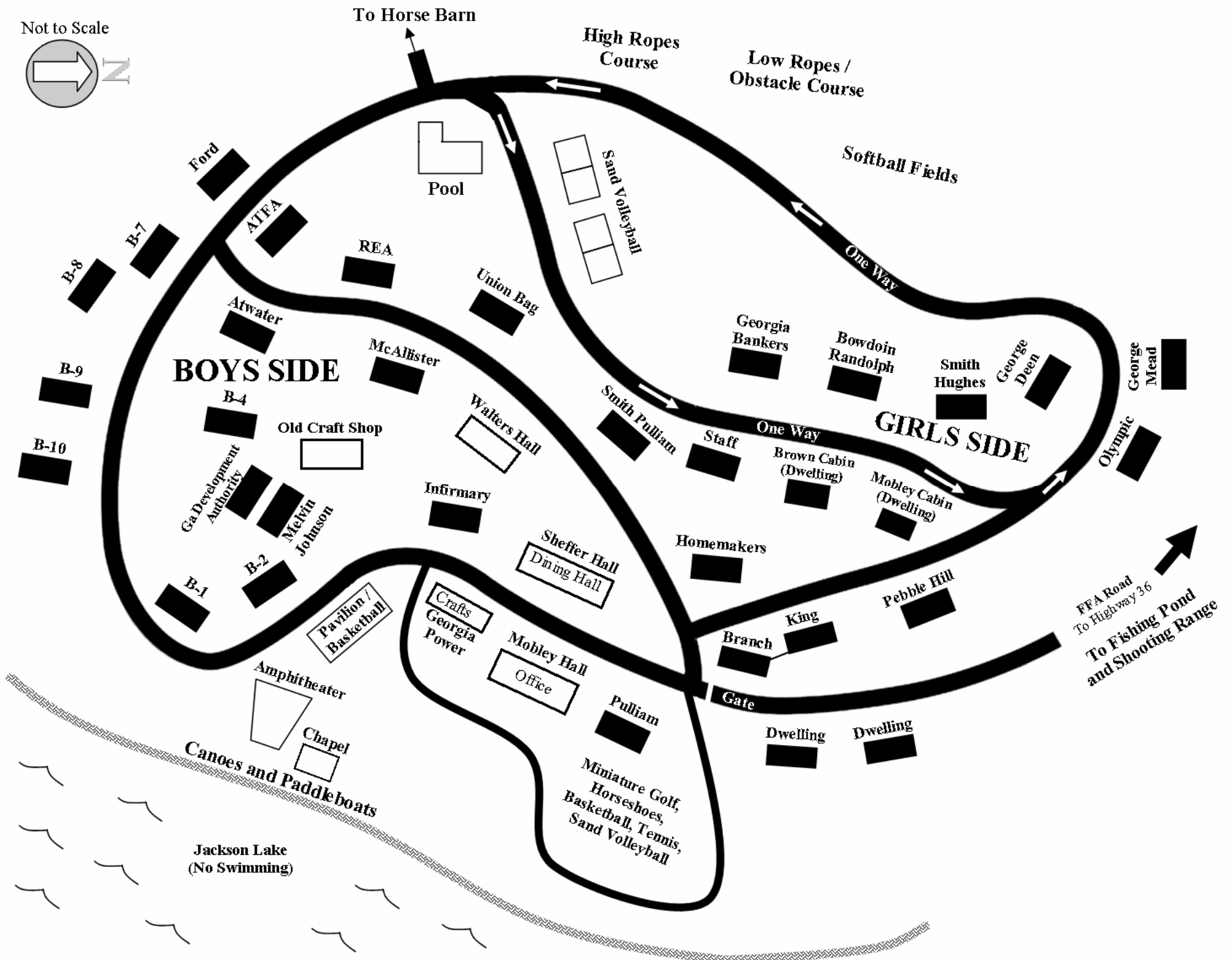
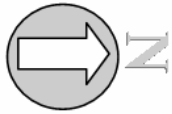
From Athens (approx. 1 hour)

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.

Not to Scale



FFA-FCCLA Summer Leadership Camp Golf Cart Policy

1. Advisors must receive prior permission from the Camp Director before bringing golf carts to camp.
2. Golf carts will only be permitted on camp in the case of a significant medical need. The user must provide a handicap permit or doctor's notice stating the need.
3. Other ATVs such as four-wheelers are not permitted.
4. Use is limited to the person who has the medical need. The cart should not be used to transport campers that do not have a significant medical need.
5. Only adults may operate the cart.
6. Carts must remain on the paved road. Exception is given only for driving to the ball fields.
7. Carts must be used in a safe manner.
8. The advisor assumes liability to loss or damage caused by carts.

Scholarship Letter

Advisors: The following letter is designed for you to edit and send to local sponsors who might provide funds for your students. Note that all funds should be collected by your chapter, not sent to the camp.

{Date}

{Recipient Name}

{Recipient Address}

{Recipient City, State, Zip}

Dear *{Recipient name}*

The *{chapter name}* chapter is registering students for FFA-FCCLA Summer Leadership Camp. We would like for you to get involved in helping our students have the time of their lives!

Summer Leadership Camp is a weeklong camp for FFA and FCCLA students from all over Georgia. Summer Camp provides a fun and exciting environment for students to develop leadership and learn teamwork. Our goal is to invest in the lives of these young men and women, and we believe this event will have a major impact on their lives. In addition to developing teamwork and leadership, they will develop confidence and will become increasingly involved in our organization, which has a great history of enriching lives of youth.

We want to send *{estimated number}* students to camp this year. We are asking you to consider sponsoring a student to attend camp. The cost for each student to attend is *{cost}*. If you are interested in sponsoring a student, please contact me at *{contact number}*, or simply mail your sponsorship to:

{School Name}

Attn: *{Advisor Name}*

{School Address}

{School City, State, Zip}

Please make checks payable to *{Your School or Chapter Name}*

If you have any questions, please feel free to contact me. I appreciate your consideration.

Sincerely,

{Advisor Name}

{Chapter Name}