

Reveal



Program Director Manual

Dear Program Director,

In this manual you will find the information that you need to plan a program at Lake Aurora. The following pages contain schedules, activity offerings, and the information needed to recruit your team. By using the project check-list, you can stay on top of the parts of program planning and the dates that they need to be completed by. This will help you alleviate last minute stress and help us be prepared for your program.

This summer we are starting our second theme in our 3-year progression. Last summer we we RESET our world views and our lives so that we could hear the Word and God's plan for our lives.

This summer the theme is REVEAL. God has so many ways in scripture and our lives in which He REVEALS His Will and His purpose for us. God Reveals Himself through His creation, His Word, and His Son.

I am looking forward to working with you this summer as we create a place for campers to experience God's plan for their lives and what He will Reveal to them!

Yours in Christian Camping,

Jason 

Teachings should focus on God's plan for our lives

How God has Revealed Himself to people throughout the Bible

God's Will for our lives through Biblical examples

How campers can look daily to what God will Reveal



Reveal

DUE DATE	DATE COMPLETED	PROJECT
4/15	_____	If Desired - Sub theme Chosen for your program (‘23 Camp theme = “Reveal”)
4/15	_____	Teaching emphasis chosen - Keeping in mind the 3 components: Bible study, Social Issue, Life Application that are needed every day.
4/30	_____	Admin staff meets. Off campus activities, field trips, music groups, special speakers, any diversion from recommended schedule need to be presented and approved by Jason before proceeding with further planning.
5/10	_____	List of Workers completed (please see “Recruiting a Lakeside/Hillside Team”)
5/30	_____	Job assignments to workers AND camp**
5/30	_____	Mission chosen (remember mission focus this summer)
3 weeks prior	_____	Worker Training completed by all workers (Please have all staff, both new and returning, read the focus series)
3 weeks prior	_____	Teaching materials to teachers**
3 weeks prior	_____	Screening materials to camp
14 days prior	_____	Worship Leader’s needs to camp
14 days prior	_____	Training of volunteers completed
14 days prior	_____	Special kitchen needs requested (This includes Ice Cream Parties and S’mores) will need to be sent to the camp Atten. Liz or email liz@LakeAurora.org
14 days prior	_____	Activity Director’s special equipment needs to camp

**** It is VITAL that you send a copy of all correspondence to your workers to the camp for our information to keep on file for future reference, e-mail may be “CC” to Jason at jason@lakeaurora.org .**

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- Worker Briefing*
- Personal worker Contract*

***These items and forms can be found online at www.lakeaurora.org/summercamp under “Summer Camp - Summer Workers - Volunteer Staff” on the drop down menu on the summer camp page.**

[^]Also available in Addendum online.



Section 1:

PD Communication

Use this section to add Jason's communication to you via PD Newsletter

Creditals of the Volunteer Program Director



Character and Experience

- 1) Must be an active member of a Christian Church/Church of Christ.
- 2) Must be considered to have high moral values and have the general respect of the Lake Aurora constituency to whom he is known.
- 3) Must have worked in at least one Lake Aurora summer camp.
- 4) Must have three years summer camp work experience with at least two of those years with supervisory or administrative experience.
- 5) Must have three years leadership, teaching or coaching experience within a church.
- 6) Must be 25 years of age or have a Bachelors Degree
- 7) Must participate annually in Lake Aurora's training and orientation program.

Staff Recruitment and Training

- 1) Responsible for recruiting the administrative team, the counselors, and other program workers.
- 2) Responsible for completing a Volunteer Worker Reference on each worker.
- 3) Responsible for seeing that each worker is adequately trained and familiar with all the information in the Focus Series.
- 4) Should submit the names of all workers to the camp for review.

Program Development and Operation

- 1) Program should be developed within the guidelines of the Program Committee and in consultation with the appropriate Lake Aurora staff member.
- 2) Need to develop teaching strategies and materials.
- 3) Need to prepare a daily schedule.
- 4) He/She or their assistant are to be on campus at all time when campers are present.
- 5) Responsible for the conduct of his recruited workers.
- 6) Responsible for knowing and following the Lake Aurora policies.
- 7) Consult with the Camp Director in major disciplinary situations.
- 8) While the Camp Director has final authority, the Program Director is generally in charge of the designated program that serves our owner/supporting churches as a whole.
- 9) Contact the Camp Director immediately in cases of emergency.

Basic Program Objectives

- 1) Values- the fruit of the Spirit (Gal. 5:22)
- 2) Holistic development of the camper (Luke 2:52)
- 3) Strong teaching on missions with an emphasis on personal involvement.
- 4) Every camper should be personally challenged to a closer walk with Christ.
- 5) Teach how to study the Bible, even with the camper is alone.
- 6) Help create within the camper the habit of having a personal devotional time.

L = Lakeside Campus
H = Hillside Campus
LE = Life Expeditions
CW = Campus Wide
SP = Special Program

2023 Camp Schedule

As of 8/24/22

Lake Aurora Christian Camp

"Reveal"

JUNE

JULY

AUGUST

S	M	Tu	We	Th	Fr	Sa
May 28	29	30	31	1	2	3
		Aquatics (40) 4 pm ----- Reyes/Garland/Richards ----- 12 pm				
		Omega Training 10am ----- 12 pm				
					WHOLE --- Garland -----	
4	5	6	7	8	9	10
Georgianna (160) ----- 9am 10:30 - L123a (75)-Littiken-4 pm						
Big M.A.C. ----- Fell ----- 2 pm						
WHOLE LE 456 Voice in the Wilderness ----- Garland ----- 10am				WHOLE --- 4pm		
11	12	13	14	15	16	17
L567 (64) ----- Robinson (CCW) ----- 2 pm						
H456a (64) ----- Spencer ----- 10am						
18	19	20	21	22	23	24
CW912 (224) ----- ?????? ----- 2 pm						
LE 912 - SMB ----- J. Fell ----- 4 pm						
25	26	27	28	29	30	1
CW678a (224) ----- Real Life - Funes ----- 2 pm						
LE 6-9a Canoe Peace Trip ----- Garland ----- 10am						
2	3	4	5	6	7	8
				L234 (160) ----- J. Mehlenbacher ----- 4 pm		
				Camp Friendship ----- Meeks ----- 4pm		
9	10	11	12	13	14	15
L678a (160) ----- Mocherman ----- 2 pm						
H345 (64) ----- Free ----- 10am						
LE Spiritual Survival ----- Garland ----- 4pm						
16	17	18	19	20	21	22
L456 (160) ----- Haskett ----- 10am 10:30 - L123b(75) - Haskett - 4 pm						
Volleyball Special ----- Johnson ----- 10am						
23	24	25	26	27	28	29
L678b (160) ----- Palmer ----- 2 pm						
H456b (64) ----- ??? ----- 10am						
LE7-10 Canoe Peace Trip ----- Garland ----- 10am						
30	31	1	2	3	4	5
3C Retreat (160) ----- 4 pm						
6	7	8	9	10	11	12

Alpha A 6/4-6/16

Alpha B 6/18-6/30

Alpha C 7/5-7/14

Alpha D 7/16-7/28



Section 2:

Activities & Scheduling

Some forms available online with the
['addendum'](#)

Program Checklist at Start of Program

Items discussed at the Program Director meeting with Jason at Sunday dinner.

Please complete the blanks and bring with you to the meeting.

Hillside 5:00pm - Worker Briefing

Lakeside 6:00pm - Worker Briefing

Campuswide 5:00 - Scrub Oak

Program Director:

- Program Director Reports and Worker Present Forms
- Daily schedule or copy of camper program book
- Verify Food Service Requests
- Campfire Volunteer: _____
Lights each campfire for program (built by LA staff)
- Emergency Driver: _____
 - Vehicle: _____
- Fire Drill set for: Monday after lunch
- Mission Emphasis: _____
- Mail Call Arrangements: Counselor delivered or mail call?
- E-mail directly to counselor groups
- Volunteers' Paper work

Chaplain:

- Clip board case containing....
 - Focus #5 on Spiritual Counseling and Baptism protocol
 - Decision Cards
 - Pens
- Bibles Available

Activity Director:

- Location of recreation equipment
- How to choose activities and fill out matrix
- Collection of counselor group requests
- Evening Activities.... (i.e. Faculty hunt, talent night, etc)
 - Sunday _____
 - Monday _____
 - Tuesday _____
 - Wednesday _____
 - Thursday _____



Sunday Check in Schedule

for afternoon check ins

Program staff on campus by 3:30, Check in starts at 4 pm, Regular check in (balance due, any other info needed) at office.

1:30 pm Permanent Lake Aurora Staff arrive

2:30 Permanent Staff, Omegas, Alphas meeting in Community Room off of Dining Hall

3:30 **Program Director and their staff meet (This is an important way to get everyone on the same page! Meeting Spaces - Lakeside-Chapel, Hillside-James/John)**
Health screening for all staff at this time.

4:00- 5:00 **CHECK IN TIME -- Counselors greet parents and campers at HOUSING units and help them feel welcome - DO NOT leave area until your unit is complete and you have met parents.**

- Express: go directly to Housing areas in front of cabins or dorms
All others go to MINISTRY CENTER (office)
- Lakeside campers begin swim tests at Waterfront or free swim for older campers
- Hillside campers take swim test Monday

See what's next

5:00	Both campuses, stay in housings until checked by LA staff member then...	
	Lakeside	Hillside
5-5:45	'Get to know you' Activity for campers/counselors	REQUIRED Worker Briefing for Hillside workers in James/John "Studio Sea". Camper will have orientation in James/John.
6:00	REQUIRED Worker Briefing for Lakeside workers with Jason in Studio B in Chapel. Campers in Chapel for orientation.	Hillside Dinner
7:00	Lakeside Dinner	'Get to know you' Activity for campers/counselors

Canteen 1st night canteen free - Both campuses in respective Steel Tent

11:00 **Lights Out -** No noisy outdoor activities after this time in consideration of neighbors and other consecutive programming.

Programs beginning in mornings will have a one hour check in process and will then be given to program staff to begin their program. We will have a condensed version of orientation rules and check housing sheets.

2023 Camp Schedule

Lakeside Campus Programs serving grades 9 and younger for 5 & 6 day programs.
Exceptions to this schedule should be negotiated by **May 30th**.

NOTE: Not all hours of the day are accounted for. Use your discretion for those times.

6:45 am	Morning Dip (Alternate Girls days/Boys days... less than 10 campers: not available next time)
??	Personal Devotions (Teach how to have personal devotions and then give opportunity to practice, this should be in addition to "Omega Led Devotions". Can be put at some other time of the day)
7:45-8:15	Breakfast (Remember Hillside eats at 8:30 am) <i>Monday - Group Photo on hill</i>
9 - 9:30	Omega Lead Devotions for campers - Chapel (Your staff meets in Studio B)
9:45	Period 1> (See Options)
10:45	Period 2> (" ")
12:00-12:30	Lunch
12:30-2pm	Program Option (PD to plan - i.e. Chapel, Activity, Rest time, etc.)
2:00 pm	Period 4 (See Options) Canteen Open for all programs 2-4 pm (Periods 4 & 5)
3:00	Period 5 > (" ") Coordinate groups using the canteen in conjunction with
4:00	Period 6 > (" ") other activity options. Canteen is not a 'stand alone' activity.
5:30-6:15	Dinner
6:30	Period 8 (No Omega led activities available)
?	Vespers (Optional outdoor worship area available)
?	Evening Activity
?(8:30/9 pm)	Canteen (For Lakeside, need to be finished no later than 9:30 pm)
?	Campfire Lights out should be adjusted so that campers are able to get adequate
?	Lights out - sleep (at least 8 hours) to function in a camp environment.

NOTES

1. The **hour time frame** allows for transition from one activity to another. i.e. Counselors should **end an activity in time to transition** and be at the next activity period at its start time. (10 min)

2. Normally, classes should take advantage of outdoor meeting areas.

3. Plan "B's, C's & D's" are needed in case of rain .

4. Activities may be able to be scheduled at times other than noted with advanced coordination.

5. Devotion time will be run by Omega staff and will be after breakfast so you and your entire staff can meet (9-9:30am in Chapel).

***Note - An optional 2 hour block** is available for programs 789 and up, this will include the waterfront & high ropes only. Swimming, iceberg, blob, lily pad, game room, & powerboats will be open to everyone at the waterfront. No powerboats will need to be scheduled during the rest of the day. Please see "Block Schedule Matrix" if choosing this option.

Critical Components
that every camper should experience on a DAILY basis:

Critical Component	Objective	Special Instructions
Chapel	Worship and education	Teach missions or combine with social issues or life application.
Small group Bible study	To familiarize them with the Bible and show them that they can study the Bible on their own	Make sure each camper is holding a Bible. Please let your program support know if you need extra Bibles for campers. Study directly from the Bible so they know how to use the Bible when they go home.
Social issues	To make Biblical teaching relevant to today's issues	Select issues that are age appropriate. Teach biblical truth, not opinions. Allow for good discussion. Can be action based, i.e., team building, service project, etc. Could bring in outside presenter. <i>Avoid views that do not have consensus within the church.</i>
Life Application	How to apply biblical principles or gifts to my home situation.	They need to know how to act like a Christian when they go home. How they fit into the church, how they help others, how they serve God at School, etc.
Swimming	Camper enjoyment	The camper probably came to have fun, help make that happen. Every camper MUST have an opportunity to swim each day.
Canteen	Refreshment break	<i>Make sure to schedule it into each afternoon.</i>
Vespers	A time to worship and hear a gospel presentation	This is the time to help them think seriously about their relationship to Christ. It should involve an age appropriate sermon. This is the time to challenge the camper to make those public decisions that help him acknowledge God before his peers.
Campfire	An end of the day reflection	Take the campers to a special place to help them process the events and teaching of the day. Should include devotional singing and inspirational thoughts. Light your own fires.
Meals	Physical nourishment	Make mealtime a good experience. Encourage each camper to eat and drink something. Arrive on time and leave on time for shift eating.



LAKE AURORA
CHRISTIAN CAMP

2023 Camp Schedule

Hillside Campus Programs **serving campers** for 5 & 6 day programs.

Exceptions to this schedule should be negotiated by **May 30th**.

NOTE: Not all hours of the day are accounted for. Use your discretion for those times.

?? **Personal Devotions** (Teach how to have personal devotions and then give opportunity to practice, this can be put at some other time of the day)

7:45-8:15 **Omega Led Devotions - James & John - Your staff meets in Studio Sea**

8:30-9:15 am **Breakfast**

9:45 **Chapel**

10:45 **Period 2 (See Options)**

11:45 **Period 3 (“ ”)**

12:45-1:15 pm **Lunch**

Program Option Time (PD to Plan - i.e. Chapel, Activity, Rest time, etc.)

2:00 **Period 4 - (Swim - 1st day of program swim tests @ 1:45)**

3:00 **Period 5 - Canteen in conjunction w/ activity** (“Zebedee’s” Snacks

4:00 **Period 6 - (See Options)** operated by LA staff)

5:00 **Period 7 - (“ ”)**

6:30-7:15 pm **Dinner**

? **Vespers**

? **Evening Activity**

? (8:30/9 pm) **Canteen** (Need to be finished no later than 9:30 pm)

? **Campfire** Lights out should be adjusted so that campers are able to get adequate

? **Lights out** sleep (at least 8 hours) to function in a camp environment.

NOTES

1. The **hour time frame** allows for transition from one activity to another. i.e. Counselors should **end an activity in time to transition** and be at the next activity period at its start time. (10 min)

2. Normally, classes should take advantage of outdoor meeting areas.

3. Plan “B’s, C’s & D’s” are needed in case of rain .

4. Activities may be able to be scheduled at times other than noted with advanced coordination.

5. Devotion time will be run by Omega staff and will be before breakfast so you and your entire staff can meet (7:45-8:15am).

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Meals	Physical nourishment	Make mealtime a good experience. Encourage each camper to eat and drink something. Arrive on time and leave on time for shift eating.



Friday Program Closing & Check Out for 6 day programs

Objectives:

- Process the “camp experience”
- Campers depart with great attitudes
- Campers/staff have an opportunity to debrief (share what they learned, decisions, memories, compliments).
- Campers have an opportunity to celebrate the Lord and what He did through the program.
- Campers receive a final challenge to apply what they have learned as they return to “real life.”
- Campers/staff have a planned opportunity to exchange addresses, autographs, e-mail, etc. and say good-bye.
- Parents experience an orderly pickup rather than chaos.
- Parents gain a concept of the program’s major themes, so they have a basis for conversation with their campers
- Campers leave behind a clean campus.

Lakeside

Debriefing	7:45-8:15	Breakfast
	8:30-9:00	Personal Reflection/Counselor led devotions •Journaling/ Letter to self sent in Dec.
	9:00-9:45	Morning Chapel - “Salute” to campers •Awards/Compliments • Program Staff encourage and praise (affirmation) campers from week’s events • Staff Skit • Testimonies
	10:00-10:45	Waterfront Blitz All camp swimming, blob, Iceberg
	11:00-11:45	Pack Cabins Move all belongings to back porches
	11:45-12:15	Lunch
	12:15-12:45	Campus cleanup Campus tasks assigned by housing unit
	12:45-1:45	Closing Chapel •Challenge by speaker •Summary of major program themes •Memory montage of slides or video to music (we have pictures from web page •Distribute bank money •Worship celebration •Camper/staff testimonies
	2:00	Baptisms/Dismissal T-shirt shoppe open
	* Not all times accounted for. ** Closing prayer circle should be included at some point in the afternoon.	

Hillside

Debriefing	7:45-8:15	Personal Reflection/Counselor led devotions •Journaling/ Letter to self sent in December
	8:30-9:00	Breakfast
	9:15-10:00	Morning Chapel - “Salute” to campers •Awards/Compliments • Program Staff encourage and praise (affirmation) campers from week’s events • Staff Skit • Testimonies
	10:00-10:30	Pack Cabin/Clean Campus Campus tasks assigned by housing unit
	11:00-11:45	Waterfront Blitz All camp swimming, blob, Iceberg
	12:00-12:30	Finish Packing • Move all belongings to front porches
	12:30-1:00	Lunch
	1:00-2:00	Closing Chapel •Challenge by speaker •Summary of major program themes •Memory montage of slides or video to music (we have pictures from web page •Distribute bank money •Worship celebration •Camper/staff testimonies
	2:00	Baptisms/Dismissal Hillside T-Shirt Shoppe Open
	* Not all times accounted for. ** Closing prayer circle should be included at some point in the afternoon.	

Note to Program Directors...

These are *suggestions* for planning a quality closing that ends at 2:00 pm Friday afternoon. Thursday closings will need to begin their process on Wednesday evening. It is **intended to provide concept guidelines** rather than a strict policy-- your program has the latitude to plan a day that will work for your campers. (Meal times/waterfront/ending are the only definite time frames.)

Lake Aurora Staffed Recreational Opportunities

Attention Program Directors & Activity Directors:

PLEASE NOTE: Your program is not limited to these activities; these are just the ones Lake Aurora staffs with Omegas. **See optional small group activities page for additional activity ideas.**



Logistics & Staffing

	Swimming	Power Boating	Boating	Archery	Leather craft	Nature	Stronghold Adventures	Pedal Carts
Appropriate for:	All Programs	456 & older (Swimmers)	All Programs (swimmers)	All programs	All programs	All programs	See Ropes Usage Chart	678 and younger
Notes:	Includes blob, lily pad & iceberg as individual options for 456 & older. Your program can designate days as "guys blob, girls iceberg", etc. Or just leave it open. Iceberg only available to L345.	Based at the Lakeside boat dock. Campers each get a turn on the banana. 789 begins with tube option and 1012 kneecboard. Departs directly from the dock.	At Pt Aurora near the dining hall. Free choice of canoes & paddle boats with funyaks available for 456 & older. (An adult must be in each vessel for 345 & younger.) No boats for grades 1-3	Located on the trail to the dining hall.	Basic craft is no charge; extra items purchased for .75-\$5 on canteen card/bank. Best for one group or two smaller groups.	Located at Scrub Oak Center. Includes live animals and GPS nature hike.	Progression available beginning with 567 and older. Team Low Ropes Challenge Course. High School progresses to 30' Climbing Tower/ Zip line, Giant Swing, Canopy High Ropes. See Ropes Progression	Located in the parking lot between the Ministry Center and Golden Bough. 678 programs and younger. Campers will race one another around the course in a pedal cart grand prix.
LACA Provides:	Lifeguards Gate Attendant	Boat Driver Lifeguard	Lifeguards	Archery Instructor	Leather Craft instructor	Facilitator OR	1-2 Facilitators	1 Facilitator
Your program provides	Blob Tower, Glacier & Iceberg Assists (3)	Adult to supervise boat dock (1)	Adult on the water for 456 & younger (1)	Counselor to supervise each group	No program staff required	"Self-led" Booklet for Counselor to be self-led	Depending on choices At least one counselor/adult	Counselor/ adult
Each group is scheduled:	Every day 1x Optional am (Lakeside)	Once during the program	Up to 2x during a program	Up to 1x during the program	Up to 1x during the program	Up to 1x during a program	Up to 1x during a program	Up to 1x during a program
Maximum # of counselor groups per activity	Up to 7-8 counselor groups (Max - 64 campers)	1-2 counselor groups (8-16 campers)	Up to 5 counselor groups (40 campers)	1-2 counselor groups (8-16 campers)	1-2 counselor groups (8-16 campers)	1-2 counselor groups (8-16 campers)	1-2 counselor groups (8-16 campers)	1-2 counselor groups (8-16 campers)

Period	Time	Swim	Power Boat	Boating	Archery	Leather	Nature	Pedal Carts
#1 - I	9:45 am			Lakeside	Lakeside			Lakeside
#2 - II	10:45 am	Lakeside	Lakeside		Lakeside	Lakeside		
#3 - III	11:45 am			Hillside	Hillside	Hillside	Hillside	Hillside
#4 - IV	2:00 pm	Hillside		Lakeside	Lakeside	Lakeside	Lakeside	
#5 - V	3:00 pm	Lakeside	Lakeside	Lakeside				
#6 - VI	4:00 pm	Lakeside	Lakeside	Lakeside				Lakeside
#7 - VII	5:00 pm		Hillside	Hillside	Hillside			Hillside
#8 - VIII	6:30 pm							

Please note Lake Aurora can support **up to three staffed activities per day per counselor group (swim plus two)**. At least one of the three should be non-waterfront. The other activity periods include Bible class, social issue and any other counselor-led activities or classes staffed by your program. **Note** that Hillside uses Activity Periods #2-#7. Lakeside uses Periods #1 & 2, 4-6, & 8.



Small Group Activity Options

Options Staffed by Lake Aurora (Omegas):

For details, capacity, and scheduling information see the “Lake Aurora Staffed Opportunities” page.

Swimming (1x a day, every day)	Target Sports (Archery/Sling-shots)	Ropes Course*
Power Boating	Leather craft	Service project**
Boating	Pedal Carts	

Options Staffed by Your Program (Counselors or Others):

Equipment for these activities is available from the camp; see your Prog Support person or Jason, S.C. Dir.

Traditional Team Sports:

Basketball	Soccer	Kickball
Chicago ball (16”softball)	Sand Volleyball	Football

Other Team Sports:

Capture the flag - rules & equipment available for an awesome variation played on the soccer field or “Oasis” field using fun noodles, multiple flags, bases (2-4 counselor groups)

Ultimate Frisbee - similar to soccer played with frisbees

Kick Ball or Softball - equipment available in equipment storage (bats and balls only - no gloves)

Dodge Ball - nets can be put on steel tent but will inhibit other options (Hillside has a permanent structure)

Options for an individual Counselor Group:

Corn Hole - 4 sets available. Activity Director responsible for making sure it is protected from rain.

Game room - carpetball, table games (counselor must be present)

Ga-Ga Ball - Located under steel tent on Lakeside or at Oasis on Hillside.

“Oasis” - Hillside game area including carpetball, ping pong, tether ball

18 Hole Disc Golf - 1st & 10th tee off of brick patio of Dining Hall. Map and discs available upon request.

Nature Scavenger Hunt - prepared search lists available or design your own; please allow review of items list by camp staff

Roller Racers - “3,4,5 grades” and younger - available for games or free play

Sidewalk chalk - chalk available; please draw on uncovered sidewalks (rain will wash away)

Spike Ball - 2 sets available

Four Square - Lakeside under steel tent; Hillside on slab marked off with chalk

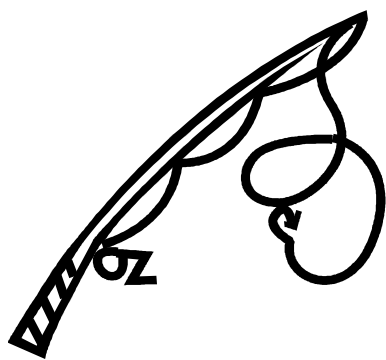
Fishing - As a group, it is ‘cane poles’ & needs to be scheduled. Individuals work out times with counselor. Please see program support Omega to set up time and location.

Also available - jump ropes, Velcro tag vests, beach paddle ball.

Activity Directors **may bring additional small group activities & add** to this list.....

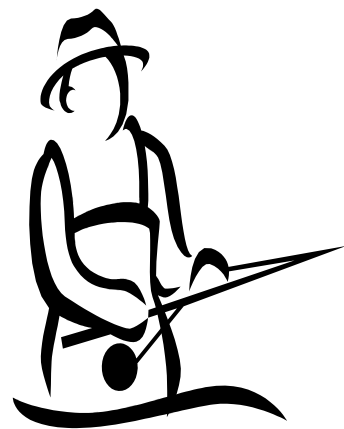
*Ropes Courses - Not available in all programs. See Ropes Course Progression for availability and staffing.

****Service Projects** - Please consider scheduling each counselor group for a service project around the camp at least once during your program. We provide tools and materials to get you started; you provide an adult to supervise and motivate. Some programs help coordinate a specific project before their program begins. Please **contact Steve** at the camp **at least two (2) weeks before** your program to schedule a service project.



FISHING

at Lake Aurora



Equipment

Lake Aurora keeps from 6 to 10 cane poles at the entrance of the Farquahr Deck. Extra hooks, line, and floats are kept inside Pt Aurora. Please be sure they are put back in holders and report any repairs needed to Program Support.

Location

Fishing can take place from the Farquar Deck, the power boat docks or from boats. Fishing is NOT allowed in the swimming area or from the swim docks. Campers who wade to fish must be accompanied by an adult trained in water rescue techniques, and not enter water deeper than their waist.

Staffing

Lake Aurora does NOT provide staff for fishing supervision or set up.

Fishing does require supervision, and each program will need to supply their own supervisor. It is suggested that the supervisor be someone who enjoys fishing, is able to bait hooks, and is able to coach technique. It works best if the same person does the supervising throughout the entire program, so they can keep the equipment repaired and ready for use.

Bait

Lake Aurora does NOT provide live bait, but may be able to provide bread. Live bait can be purchased in town and is the responsibility of each program.




Caution

- **Hooks are dangerous, so please provide firm and constant supervision.**
- **Water can be hazardous, so please keep those fishing safe. Campers fishing from boats must wear life jackets.**



Official Tournament Rules of Carpetball

Set Up

1. 2 players - one at each end of table
2. Place 5 balls at each end of table in  pattern.
3. White cue ball is to throw to opposite end.



Rules of Play

1. Scratch of any ball will result in automatic loss of game.
2. In case of tie each player returns one ball to center spot for playoff.
This will continue until one player is eliminated.
3. A complete game shall consist of an equal number of throws by each player.
4. Each player must throw the cue ball from inside the throwing box.
5. No player will be allowed to move his carpetballs to improve his throw.
6. No carpetball shall be reset except those knocked outside of the

Elimination

1. Breakdown for team champion is done by single elimination.
2. Breakdown for camp champion is best two out of three.
3. Campers only are eligible for games.

Definitions

THROW: anytime a cue ball leaves the hand of a player

STRIKE: anytime the carpetball is legally knocked into the pocket and remains in said pocket

SCRATCH: whenever the cue ball or carpetball leaves the table

**Roller Racers available for
2,3,4 grade through 3,4,5 grades only**

Roller Racer Games

Roller Tag: The game is played the same way as regular tag, except that each player is riding a roller racer while playing!

Roller Polo: This game is played like floor hockey, but using shorter sticks and a small ball. Each player must remain seated😊

Ultimate Roller Frisbee: A Frisbee (or Nerf football) is advanced by throwing it to the other team members. The player holding the Frisbee cannot advance on his/her own—they must come to a stop after each catch and then advance it by throwing it to another team member. It is okay to throw either forward or backward, as long as it is caught.

The goal is to cross a touchdown line without letting the Frisbee touch the ground or be intercepted by the other team. If the Frisbee is ever dropped, it automatically goes to the other team.

Obstacle Course: Requires one Roller Racer for each team of players. Create an obstacle course using cones, fun-noodles or other objects to weave around. Time the course for extra fun!

Roller Races: Use the Roller Racer to race other players, get creative and try passing off a ball, or “push” races that require two people per Roller Racer.

Pedal Go-Karts

TRACK RULES AND SUGGESTIONS

Kids and adults love to ride the karts, they love the wind in their hair and to feel free! Rules should focus on safety and keeping riders free to have fun! If possible use positive words and focus on what participants CAN do instead of what they CAN'T. Since children (and adults) can only remember a couple of things at a time - limit rules to the most important.

RULE SUGGESTIONS

Use all or choose a couple you believe to be the most important:

- ★ Drive Safely!
- ★ Have Fun!
- ★ Ride when track attendant is present
- ★ Ride on track to which you meet height requirement
- ★ Stay on your kart while on the track - if you need help call the attendant
- ★ Ride in the same direction as other riders
- ★ No bumping
- ★ In order to keep all riders safe, riders who violate any rule should be removed from the track

We suggest that an attendant *verify* that each rider knows how to and *is able* to stop

Staffing:

This is an Omega-led activity for instruction. Counselors are needed to stay with their group as it is the counselor's responsibility to ensure safety measures are followed. May modify lap number for safety reasons per age group.

Age Requirements: This activity is available for 6,7,8 grades and younger. Size and weight of camp may limit participation. There are two different size carts. One for smaller/younger campers and one for older campers.

Safety:

Counselors must be present and in control at all times.

Helmets are required for play

A horn blow or whistle may be used to get riders attention to get on/off the karts



HOW TO PLAY CAPTURE THE FLAG LAKE AURORA STYLE



GET ALL TWELVE PIECES OF GOLD on your side of the line to win!

DROP YOUR BOPPER before you cross the line to steal gold.

CAPTURE PEOPLE by tagging them with your bopper when they step onto your side of the line.

GO TO JAIL when you are captured. Put your hands up so you won't get bopped unnecessarily. Wait at the jail until you get rescued!

GET RESCUED FROM JAIL when someone on your team comes and tags you without being caught. Everyone touching jail goes free. Yes, you can form human chains as long as one end is touching the jail.

GET A FREE WALK BACK FROM JAIL for the rescuer and the rescued people. Put your hands up so you don't get bopped. Don't steal gold on the way back — you're back in the game when you touch your side of the line.

GOLD IS SO HEAVY you can only carry one piece at a time.

IF YOU GET TAGGED WHILE CARRYING GOLD you are captured, but you get one last chance to throw the gold away. If your team gets it, they can try to get it to your side of the line. If the other team recaptures it, they put it in one of their bases.

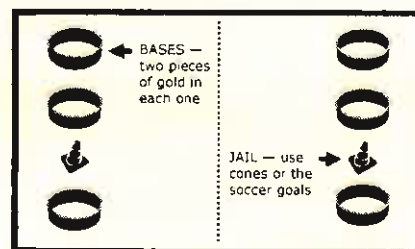
PUT CAPTURED OR RECAPTURED GOLD IN ANY OF YOUR BASES, but don't just pick up gold from one base to move it to another.

GUARD YOUR GOLD, but NOT by holding it, standing on it or standing in the base.

BASES ARE NOT A SAFE ZONE! They are just bases for the gold.

TAG WITH A BOPPER, not by throwing your bopper, tagging with your hands, carrying more than one bopper, or tagging the face or head. No tags above the neck!

USE TEAMWORK AND STRATEGY AND YOU WILL WIN!



“Strong Hold Adventures”

Lake Aurora Ropes Courses Progression

Usage and Facilitators

Lake Aurora has four rope course experiences available to campers at various ages and progressions: the Challenge Course (low ropes), the Climbing Tower (30’ tall with zip line), Double Zipline with stairs, the Giant’s Swing (50 ft high) and Canopy High Ropes Challenge.

The chart below will explain at what age each experience is available and what time of the day it could be scheduled. Training is available and a must (prior to summer camp) for the Challenge Course if it will be your program’s objective to get every counselor group through the Low Ropes.

Program	Low Ropes	Tower w/Zip	Canopy High Ropes Challenge	Swing/Zip Line
L567				Period I (Zip Only) 1 Facilitator
L678	Period I x 2 Facilitators Period II x 1 Facilitator			Period I 1 Facilitator
L789	Period I x 2 Facilitators Period II x 1 Facilitator Choice of Low Ropes, Tower OR Swing/Zip			Period I 1 Facilitator
MAC	Period I & II x 2 LA Facilitators + 1 volunteer staff Choice of Low Ropes, Tower OR Swing/Zip			Period I 1 Facilitator
Survival	1 evening x 2 LA Facilitators + 1 volunteer staff Choice of Low Ropes, Tower OR Swing/Zip OR Canopy			Period I 1 Facilitator
Focus	Program Self led Get 2-3 Program staff trained prior to summer.	Morning hours x 2 LA Facilitators + 1 volunteer staff Period IV & V x 2 LA Facilitators + 1 volunteer staff Choice of Tower OR Swing/Zip		
L912	Program Self led Get 2-3 Program staff trained prior to summer.	Morning hours x 2 LA Facilitators + 1 volunteer staff Period IV & V x 2 LA Facilitators + 1 volunteer staff Choice of Tower OR Swing/Zip OR Canopy		
Aquatics	Program Self led Get 1-2 Program staff trained prior to summer.	1 Morning x 2 LA Facilitators + 1 volunteer staff Choice of Tower OR Swing/Zip OR Canopy		

For example... L678 using L.A. Facilitators, they can run two counselor groups through in Period I and one counselor group through Period II. If they want to run more counselors groups through the low ropes, **the Program Director would need to recruit staff that would be willing to get trained on our Low Ropes course prior to summer camp. Call the camp to set up a training.**

Laser Tag at Lake Aurora

Available starting with 567 programs and older. Optional sign up.

Programs 567 and up need to build a two hour block into their schedules for this program.

Normally a 2 hour morning block with swimming in the afternoon and a 2 hour afternoon block for those swimming in the morning.

- Referees required in all types of field play
- Signed waiver required for all players
- **\$10 summer camp usage fee.**





Lakeside Activity Matrix

Completed by Activity Director Monday & turned in during dinner for entire week. One for each day excluding Monday.

	9:45 am Period 1	10:45 am Period 2	2:00 pm Period 4	3:00 pm Period 5	4:00 pm Period 6	6:30 pm Period 8
Maple A						
Maple B						
Oak A						
Oak B						
Palm A						
Palm B						
Pine A						
Pine B						
Azalea A						
Azalea B						
Daisy A						
Daisy B						
Hibiscus A						
Hibiscus B						
Jasmine A						
Jasmine B						
Rose A						
Rose B						

**Choice sheets for camper groups available in camp office/
Studio B based on camper age/progression options.**

567 Grade - Monday

Lakeside Activity Matrix

Completed by Activity Director Monday & turned in during dinner for entire week. One for each day excluding Monday.



	9:45 am Period 1	10:45 am Period 2	2:00 pm Period 4	3:00 pm Period 5	4:00 pm Period 6	6:30 pm Period 8
Maple A	Boating	Power Boat	SWIM	Bible 1	Social Issue	in Field
Maple B	Boating	Power Boat	SWIM	Bible 1	Social Issue	
Oak A	Bible 1	Game Room	SWIM	Power Boat	Social Issue	
Oak B	Bible 1	Game Room	SWIM	Power Boat	Boating	
Palm A	ARCHERY	Basketball	Bible 1	SWIM	Boating	
Palm B	Social	Archery	Bible 1	SWIM	Dodgeball	
Pine A	Social	Archery	SWIM	Bible 1	Dodgeball	
Pine B	Disc Golf	Basketball	SWIM	Bible 1	Social Issue	
Azalea A	Bible 1	SWIM	Social Issue	Leather	Power Boat	
Azalea B	Bible 1	SWIM	Social Issue	Leather	Power Boat	
Daisy A	Nature	SWIM	Bible 1	Boating	Social	Group Game
Daisy B	Roller Racer	SWIM	Bible 1	Boating	Social	
Hibiscus A	Archery	Social Issue	Nature	SWIM	Bible 1	
Hibiscus B	Group Game	Social Issue	Roller Racer	SWIM	Bible 1	
Jasmine A	Social Issue	Leather	Social Issue	SWIM	Bible 1	
Jasmine B	Social Issue	Leather	Social Issue	SWIM	Bible 1	
Rose A	Social	SWIM	Archery	Bible 1	Roller Race	
Rose B	Social	SWIM	Archery	Bible 1	Roller Race	

- Canteen

Choice sheets for camper groups available in camp office/Studio B based on camper age/progression options.



Hillside Activity Matrix

Completed by **Activity Director** Monday & turned in during dinner for entire week. One for each day excluding Monday.

	10:45 am Period 2	11:45 am Period 3	2:00 pm Period 4	3:00 pm Period 5	4:00 pm Period 6	5:00 pm Period 7	
Philip A							
Philip B							
Andrew A							
Andrew B							
Simon A							
Simon B							
Bartholomew A							
Bartholomew B							
Thomas A							
Thomas B							

Choice sheets for camper groups available in camp office/Studio Sea based on camper age options.



Hillside Activity Matrix

Completed by **Activity Director** Monday & turned in during dinner for entire week. One for each day excluding Monday.

	10:45 am Period 2	11:45 am Period 3	2:00 pm Period 4	3:00 pm Period 5	4:00 pm Period 6	5:00 pm Period 7	
Philip A							
Philip B							
Andrew A							
Andrew B							
Simon A							
Simon B							
Bartholomew A							
Bartholomew B							
Thomas A							
Thomas B							

Choice sheets for camper groups available in camp office/Studio Sea based on camper age options.



Section 3:

Camp Forms

Some materials online and not printed here

The following rules are sent to the campers in a slightly different format with their confirmation information. They have signed a pledge on their registration cards that they would abide by these rules. This atmosphere acronym is explained on Sunday afternoon to the campers at orientation.

Rules for creating a good

A - T - M - O - S - P - H - E - R - E

1. ATTITUDE

Christian conduct and character are expected to be evident at all times. - **This includes counselors.**

2. TIME

You will be expected to follow the schedule and be on time. - **Help counselors understand it is their responsibility to get campers to their activities & bells are not rung. Wear a watch!**

3. MISSING

You will not be permitted to leave the grounds except for scheduled excursions. **Counselors need to clear any off campus ventures with the Program Director.**

4. ON AND OFF

Your dress should be of a modest nature. The standards of the world are not the standards of Lake Aurora. This especially includes swimsuits. -- **Counselors/Program staff have the opportunity to teach modesty and can ask campers to change or put a dark colored T-shirt on. Counselors are expected to have modest dress as well. [See Focus 6.](#)**

5. SICKNESS

All sickness and accidents must be reported to your counselor or camp nurse promptly. **(Counselors should ensure that all medication is turned in and administered through the nurse.)**

6. PROMOTION

Shirts and clothing promoting alcohol or tobacco products, with suggestive statements, grotesque scenes, or other graphics not consistent with a Christian environment may not be worn or displayed. This will include bumper stickers and signs on vehicles.-- **Campers can be told to change - again, a teaching opportunity.**

7. HEALTHY

Tobacco, alcoholic beverages, illegal drugs, and other such products are not permitted. **Camp staff has the right to search with proper procedures. Notify Dir. of Summer Programs.**

8. EDUCATION

To aid in creating a good environment for learning, electronic equipment ("gameboys", Ipods, etc.) & wifi enabled electronics should not be brought and if brought, will be confiscated for the duration of the program. -- **Labeled & stored for safe keeping for program duration & then returned.**

9. RIGHTS

While at camp your rights will be determined by The Golden Rule of Christ. Christianity is and always has been a religion that was based on one "denying ones self". This principle will affect what you say, what you do, what is expected out of you, and what you can expect out of others.

10. EMERGENCY

Telephone usage by campers will be for emergency use only. Campers should plan to communicate with their parents and friends by writing. -- **Cell phones are NOT permitted & can be removed and stored for the duration of the program.**



Lake Aurora High Five Contract

5 tips for creating a great camp atmosphere

Who doesn't love a high five? What better way to help celebrate campers experience and reinforce the positive lessons that campers have each day than a high five? As campers go through their day, even with 100's of other campers and counselors around, it is so important that each camper is challenged and then celebrated.

The High Five Contract takes this interaction between campers and counselors to a new level that allows us to keep the basics of camping in mind. ***Safety First, Respect, Love, Try and Have Fun!***



Safety First!

1. Safety First - Always. In everything we do. While Lake Aurora's mission is to meet all campers where they are and lead them to Christ. We have no greater job each and every day than to ensure our campers physical and emotional safety.

Creating an environment where every child is recognized as a child of God and helping them see the beauty in themselves is the goal of every Lake Aurora program and should be the goal of every interaction between campers and counselors.

Add this philosophy to the risk management procedures we already have in place and we can create a safe place for kids to be themselves.



Respect!

2. Respect - This is simply respecting the 3 P's. Person, privacy and property. Creating a place where campers are not only loved but respected as individuals AND as decision makers, we are able to have a maximum impact on those campers. Campers are also encouraged to respect each other. Campers should be free from bullying and peer pressure in a camp environment.



Love!

3. Love - Love is the basis of our Faith. It is what Jesus showed in every interaction he had with people. Therefore, we should love all campers. Especially the ones that are hard to love. As we show love and acceptance to all campers equally, so will they reciprocate that love to one another.



Try!

4. Try - At Lake Aurora we always "challenge by choice". We use this phrase to allow campers to realize that anything risk they take is by choice and that we are here to simply support them. Getting campers out of their comfort zone allows them to build trust with others and with God.



Have Fun!

5. Have Fun! - This is the most critical part of the High Five Contract. If the other 4 components are there, then this is the easy one. In an atmosphere where campers are safe, respected, loved and challenged, they can't help but enjoy every minute of their camp experience and then take that experience, along with the lessons they've learn, back home to impact their homes, schools and churches.

Lakeside Campus WORKER ASSIGNMENT Sheet

Return to camp office **no later than 2 weeks before** program

You may e-mail emmalee@lakeaurora.org

PROGRAM _____ DATE _____

Administrative Team

	Print Name	Assign Housing:
Program Director	_____	_____
Asst. Program Director	_____	_____
Chaplain	_____	_____
Activities Director	_____	_____
Missionary	_____	_____
_____	_____	_____

“Lakeside Villas” available for auxiliary staff. One for males, one for females or couples. Queen size bed in each room. **Oak Villa** also has a day bed with two twins. **Beachside Villa** has only bed/bath. **P.D. Apartment** has a queen size bed and a pullout couch in its living space. Four beds are reserved in each dorm for support staff or dependents. They will be “released” to campers once we receive your assignments. **Bottom line** is not taking more than 14 beds from campers.

COUNSELING TEAM (grades 1-3 use 1:5 ratio, grades 4-9 use 1:8, grades 10+ use 1:8)

Male Counselors

MAPLE	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
OAK	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
PALM	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
PINE	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	

Female Counselors

AZALEA	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
DAISY	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
HIBISCUS	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
JASMINE	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	
ROSE	1 _____	(3rd counselor only needed for grades 1-3 for a 1:5 ratio)
	2 _____	

Marigold not available to programs as it is housing female Omega/Alpha Team.

The camp office needs your housing assignments **no later than two weeks before** your program begins. You may e-mail (emmalee@lakeaurora.org).



Hillside Campus WORKER ASSIGNMENT Sheet



Return to camp office **no later than 2 weeks before** program

You may e-mail emmalee@lakeaurora.org



PROGRAM _____ DATE _____

ADMINISTRATIVE TEAM

The Hillside campus can be more flexible. This team can “wear more than one hat”. It is advised to have at least 3 persons on the administrative team. This would include the Program Director and 2 other adults to carry the various roles of Director, Activity Director, Chaplain, Missionary, Music, etc.

Print Name

Assign Housing:

Program Director	_____	_____
Asst. Program Director	_____	_____
Chaplain	_____	_____
Activity Director	_____	_____
Missionary	_____	_____
_____	_____	_____
_____	_____	_____

Four beds are reserved in each cabin for program staff (2 counselors plus 2 other staff). An option would be to release the two extra staff beds to campers and take half of a cabin for auxiliary staff. **Bottom line** is not taking more than 14 beds from campers. Thomas A is used for auxiliary housing & has 2 bunk beds & full size futon. Thomas B is nurse housing (2 bunks) & infirmary. James\John has a queen bed in the back bedroom.

COUNSELING TEAM (grades 2-4 use 1:5 ratio, grades 4-9 use 1:8)

Philip Counselors - Cabin #1 (Boys)

1 _____	_____
2 _____	(3rd counselor only needed for H234 for a 1:5 ratio)

Andrew Counselors - Cabin #2 (Boys)

1 _____	_____
2 _____	(3rd counselor only needed for H234 for a 1:5 ratio)

Simon Counselors - Cabin #3 (Girls)

1 _____	_____
2 _____	(3rd counselor only needed for H234 for a 1:5 ratio)

Bartholomew Counselors - Cabin #4 (Girls)

1 _____	_____
2 _____	(3rd counselor only needed for H234 for a 1:5 ratio)

Thomas A - Auxiliary Housing - 2 bunk beds & 1 fullsize futon

1 _____	3 _____
2 _____	4 _____

Assumption: 2 boys, 2 girls cabins. It is recommended to have some counselors on stand by if at all possible since we can not predict gender registrations. Please feel free to call to check on registration status.

The camp office needs your housing assignments **no later than two weeks before** your program begins. You may e-mail (emmalee@lakeaurora.org).



Decision Cards...

Vital tool in providing follow-up for those making decisions.

Please note the following:

- * Adult must complete card to ensure accuracy.
- * Chaplain or other Administrative team member should note contact information on back of card (i.e. left message, answering machine, no answer, etc.) including the date and time.
- * Once contact has been made, the name of the parent granting/denying permission should also be noted on the card.

Attention Chaplain:

The Chaplain should read Focus #5 ANNUALLY prior to the camp program to refresh their memory on procedures and policies regarding Life Decisions at camp.



Decision Card...

Counselor or Chaplain must write information - not camper.

Circle Program: Lakeside, Hillside, Canoe
Camper Name _____

_____ Grades

Mailing Address _____
_____ ST _____ Zip _____

M or F Birthdate ____/____/____ Parent's Name: _____

Home Ph: _____ Cell Ph: _____

Home Church or church group camper came with: _____
City _____

Type of Decision Made: _____ Date of Decision _____

☐ Baptism

Date of immersion: ____/____/____

Baptized by: _____

☐ To be baptized at home

☐ Not Ready for baptism

☐ Permission Denied

☐ Rededication

☐ Life Recruit

☐ Other _____

Name of person doing the counseling: _____

Name of person making contact with parent: _____

Note on back date/time of contact and response

Office Use Only:

Sent Baptismal Certificate ____/____/____

Sent Camper Letter ____/____/____

Sent Minister Letter ____/____/____

Reminder! - Check Out - Sign out for elementary programs serving groups 456 and younger.

Before a camper is released - signature must be gained from the person picking them up.

- This will be done by **program staff at the campus meeting area** (Chapel or James/John) until 30 minutes passed pick up time (10:30 am/4:30 pm) at which time Lake Aurora staff will take over for the remaining campers.
- The Yellow Checkout Gate card will still be in effect as a secondary safety check.

Side Camps Elementary H345 5 Days Male Attendee Sign-Out				Event End Date: 8/4/2016
	Last Name	First Name	ID#	Cabin
	Ball	Dylan	54237	Philip A
	Ball	Julian	54233	Andrew A
	Banta	Cameron	14742	Philip B
	Barbare	Max	50102	Andrew A
	Castillo	Lucas	52712	Philip B
	DeLong	Deacon	54202	Andrew A
	Dorsey	Samuel	54283	Andrew B
	Fisk	Talyn	54201	Andrew A
	Ford	Joseph (CONNOR)	50074	Philip B
	Gabrick	David	54142	Philip A
	Godfrey	Wyatt	18027	Philip A
	Grammas	Hunter	14181	Philip A
	Harrington	Kaleb	49797	Philip B
	Hotchkiss	Kerik	53071	Philip A
	Johnson	Dylan	50292	Andrew A
	Johnson	Vayle	50291	Andrew A
	Kirchner	Anias	54594	Andrew B
	Kirchner	Doron	54593	Philip B
	Meyer	Jacob	53487	Philip B
	Mocherman	Clay	14419	Philip A
	Owens	Brockton	16612	Andrew B
	Sherman	Jared	29223	Philip B
	Smith	Larry	49775	Andrew A
	Staniec	Payton	50176	Philip B
	Stroup	Lincoln	54292	Andrew B

* Began with 2017 Summer





Food Service Requests

Please let the camp kitchen know in **advance of your program (at least 2 weeks prior)** what special needs or requests you have for the kitchen. This may be a banquet request, dorm treats for best dorm, picnic, etc.

Any questions can be emailed to [Liz Kretzer at Liz@lakeaurora.org](mailto:Liz.Kretzer@lakeaurora.org). Meals can be a great continuation of your themes. Ask how it can be enhanced. Some limitations based on “progression of camper experiences” and/or budget.

Please also note any special medical health needs regarding food that staff/counselors may have.

Meal Time Shifts

Breakfast

Lakeside/Life Exped. - 7:45

Hillside - 8:30

Lunch.....

Lakeside - 12:00

Hillside - 12:45

Dinner....

Lakeside - 5:30

Hillside/Life Exp. - 6:30

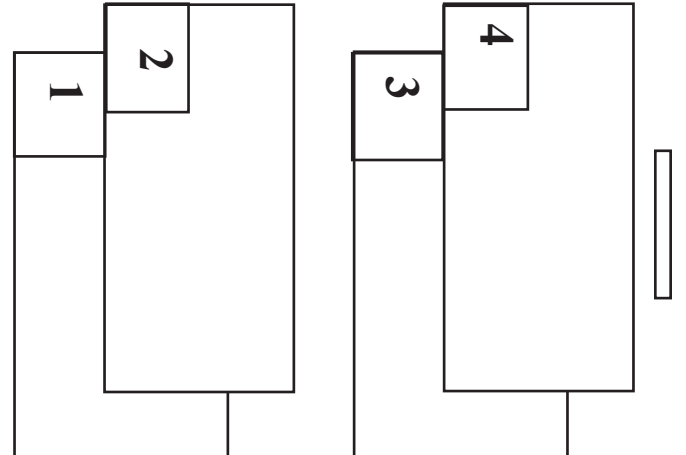
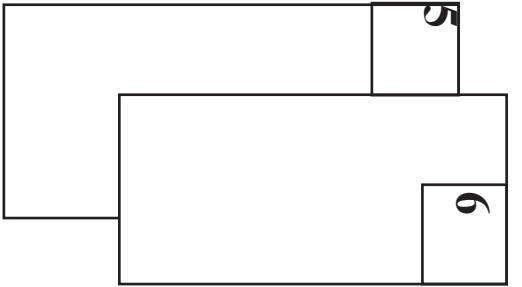
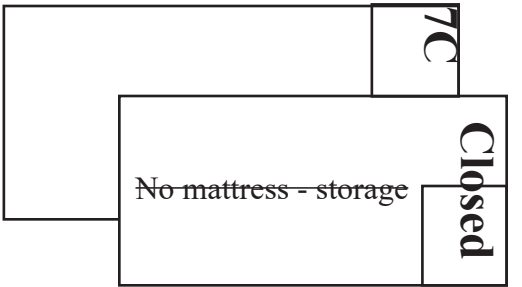
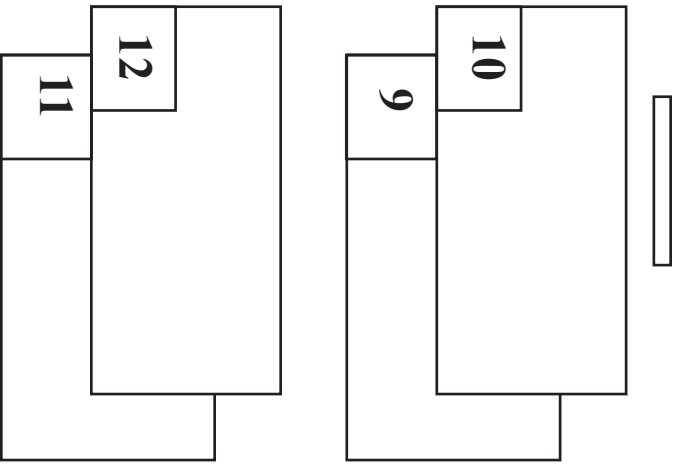
Program Name: _____ Date of Camp Week: _____

Program Director's Name: _____

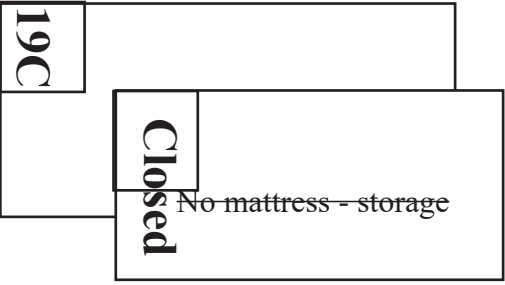
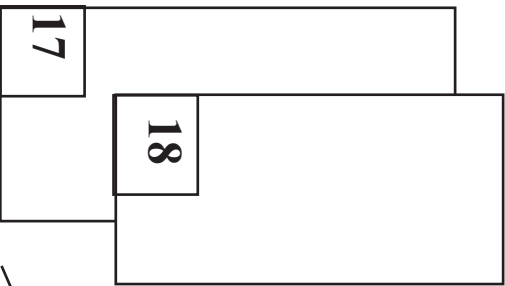
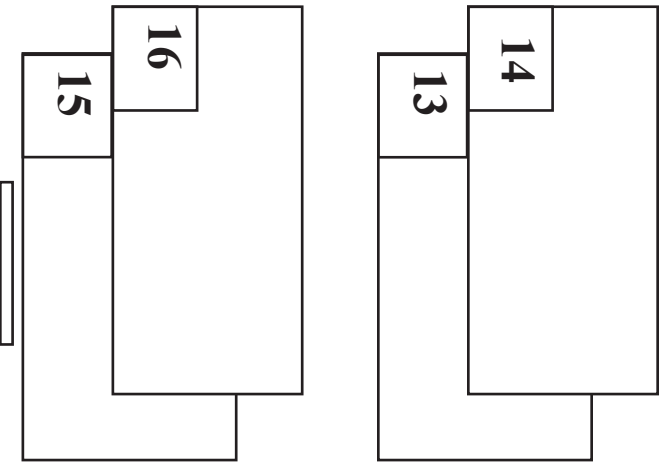
Special Meal Requests:(i.e. theme meals, banquet, picnics, etc.) _____

Other food items needed for this camp program:(i.e. S'mores, ice cream, best dorm awards, etc.)

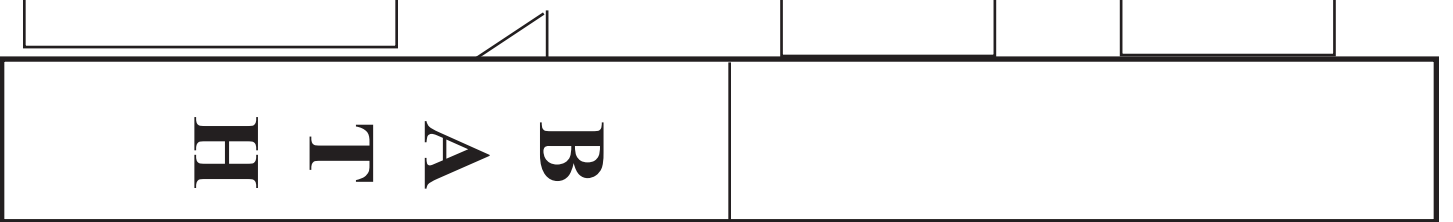
Please return to “[Attention: Liz](#)” Lake Aurora 237 Golden Bough Road Lake Wales, FL 33898



**Oak, Pine,
Azalea, Hibiscus**
*Upper bunks = even numbers
Lower bunks = odd numbers*

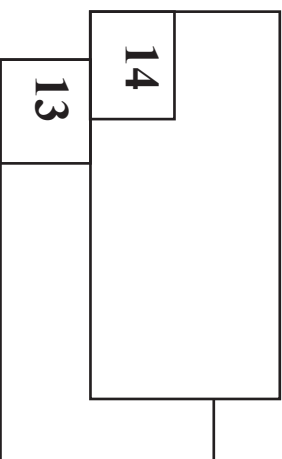
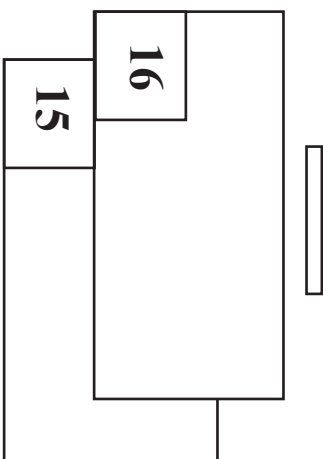
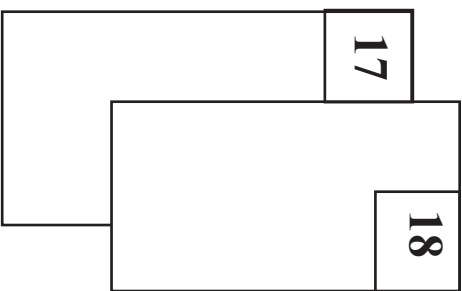
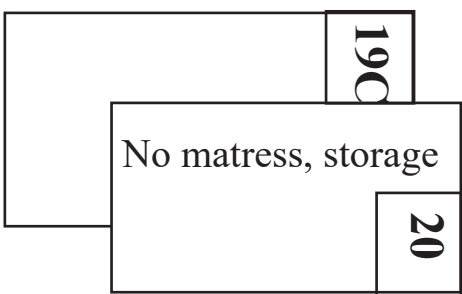


Lakeside Dorms (Left side)



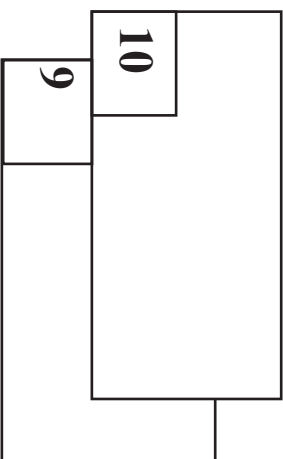
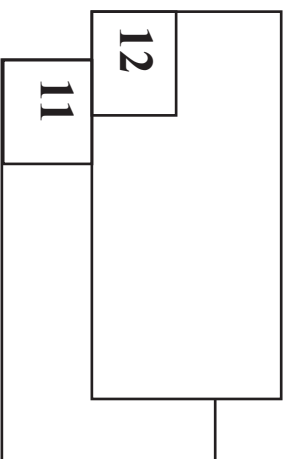
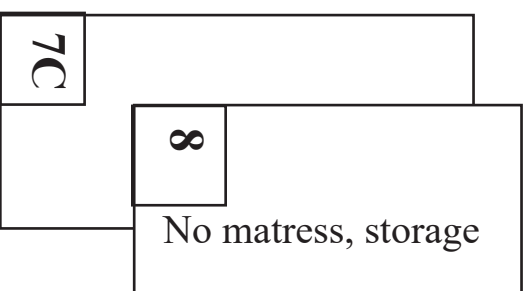
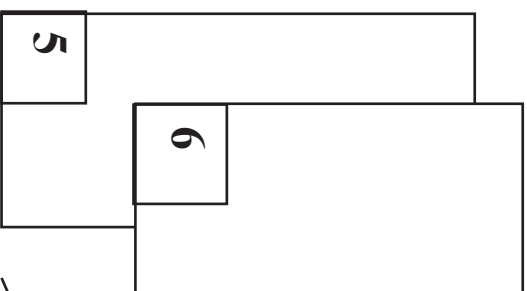
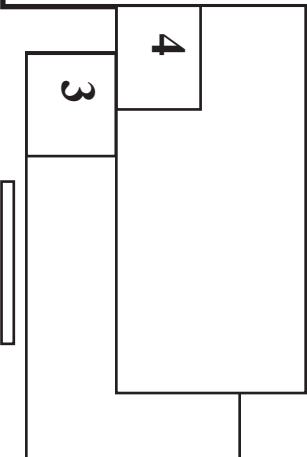
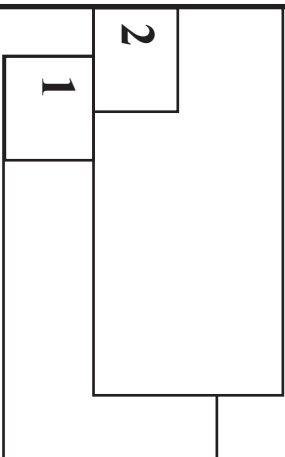
BATH

Lakeside Dorms (Right side)

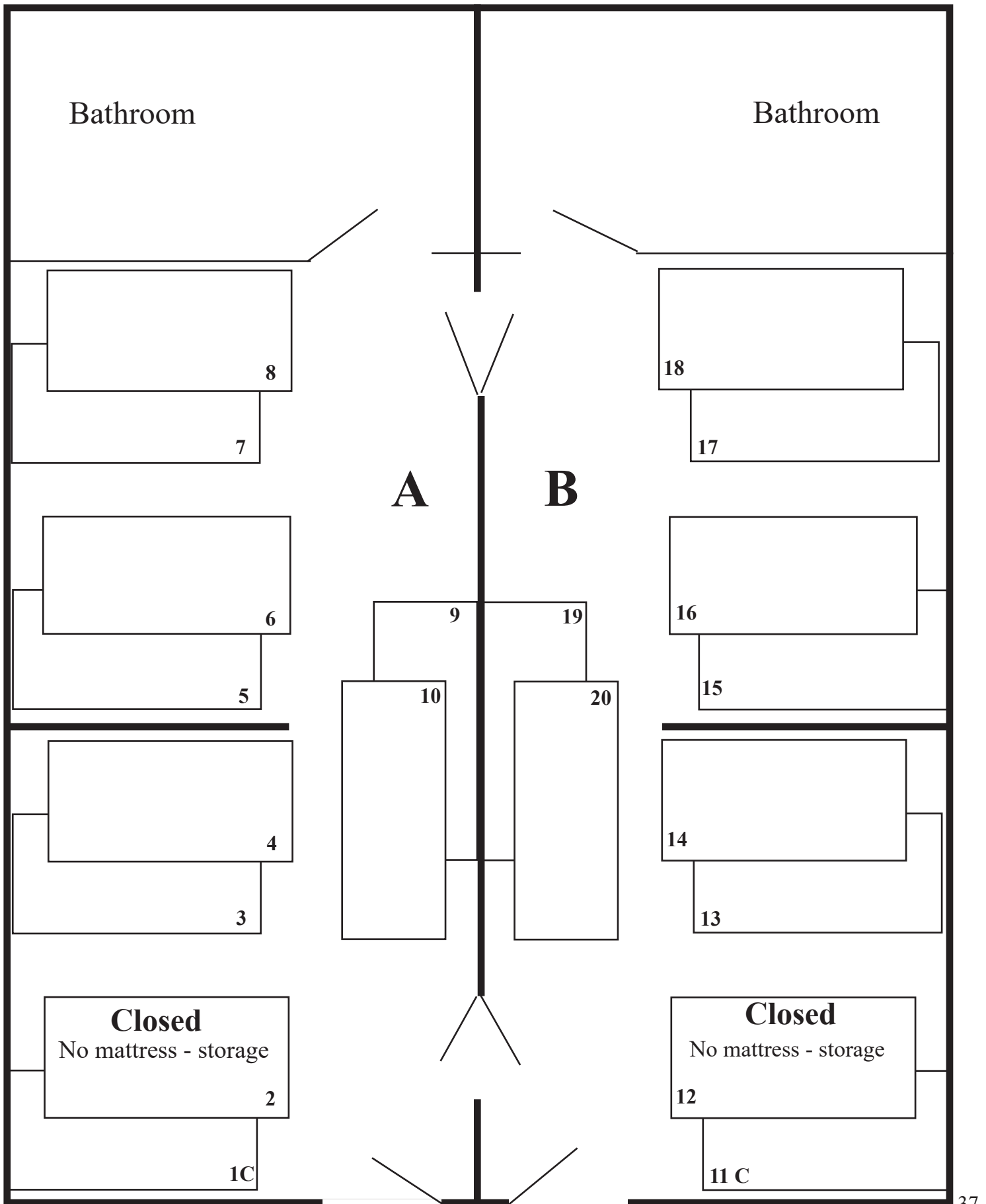


Maple, Palm, Daisy, Jasmine

*Upper bunks = even numbers
Lower bunks = odd numbers*



Hillside Cabins



Section 4:

Staffing and Screening

Screening materials online

Recruiting a Lakeside Team

Lake Aurora selects **Program Director**



Program Director should next select:

⇒ **3 Volunteers for the Basic Administrative Team.... (See Focus #1)**

Asst. PD - Assists the PD & be the primary coach & encourager of counselors

Activity Director - Organize daily activities, & coordinate & support counselor schedules

Chaplain - Will preach, teach, coach counselors, counsel campers with spiritual decisions

⇒ **2-5 volunteers for Optional Additional Administrative Team (See Focus #1)**

Worship Leader/Team

Teachers... (If counselors will not be teaching Small Group Bible Study)

Missionary

Team is responsible for training the Counselors... using “Focus Series” #1-#7, Recommended Reading resources, time on campus.

To aid in recruitment, select your administrative team first and let them help recruit counselors.

The camp receives notice and applications from individuals and parents wishing to work in programs. We will forward their application to you but we are still counting on you and/or your team to screen volunteers for suitability by checking references on those you do not personally know. Some churches require someone from their church attend with any youth attending. Please try to accommodate this philosophy.

⇒ **18 Counselors needed for programs L345 and up (See Focus #2 for qualifications)**

8 Male counselors

10 Female counselors

(L123 is limited to 75 campers - 1 counselor for every 5 campers)

⇒ **Paperwork needed on each volunteer** including workers under 18. If your church or employer screens workers & maintains the paperwork, re-screening takes place every 3 years.

If a counselor has been at Lake Aurora in the past year as a volunteer, verification of ongoing training and updated online application is all that is needed each summer.

New counselors or volunteers not in attendance last summer must turn in all of the following...

- 1) Lake Aurora ONLINE Worker Application - includes health form
- 2) Completed Fingerprinting (Background Check)
- 3) Affidavit of Good Moral Character
- 4) FDLE Request form completed for submission (NO Local Police Check is needed)
- 5) Copy of Driver's License

⇒ **Assign to Housing units and counselor groups using “Worker Assignment” Sheet...**

Counselors who are bringing dependents or need to have specific campers (including their own child) in their dorm/counselor group, need to **submit those camper names to the camp office 3 days prior** to the program beginning!!! VERY IMPORTANT!

Each Dorm is reserved 2 counselor beds and 2 auxiliary staff beds. If you do not use the auxiliary beds we will release them for camper beds. The registration department will call you if the program is filling to that point.

Once we receive your housing assignments we will not switch counselors from dorms or A/B groups. **If requests to switch are made from counselors,** clearance will need to come from you, the P.D. ³⁹

Recruiting a Hillside Team



Lake Aurora selects Program Director

Program Director should next select

(The Hillside campus can be more flexible. This team can “wear more than one hat” but, counselors should not wear an “administrative hat” and vice versa. It is advised to have at least 3 persons on the administrative team. This would include the Program Director and 2 other adults to carry the various roles of Director, Activity Director, Chaplain, Missionary, Music, etc.)

⇒ 1-2 Volunteers for the Basic Administrative Team.... (See Focus #1)

Asst. PD

Activity Director

Chaplain

⇒ 1-2 volunteers for Optional Additional Administrative Team

Worship Leader/Team

Teachers... (If counselors will not be teaching Small Group Bible Study)

Missionary

Team is responsible for training the Counselors... using “Focus Series” #1-#7, Recommended Reading resources, time on campus.

To aid in recruitment, select your administrative team first and let them help recruit counselors.

The camp receives notice and applications from individuals and parents wishing to work in programs.

We will forward their application to you but we are still counting on you and/or your team to screen volunteers for suitability by checking references on those you do not personally know. Some churches require someone from their church attend with any youth attending. Please try to accommodate this philosophy.

⇒ 9-10 Counselors needed for programs H456 and up (See Focus #2)

4-5 Male counselors (dependent of gender split of campers)

4-5 Female counselors

(12-14 Counselors needed for H234s) 1:5 ratio = 3 counselor groups per cabin

⇒ **Paperwork needed on each volunteer** including workers under 18. If your church or employer screens workers & maintains the paperwork, re-screening takes place every 3 years.

If a counselor has been at Lake Aurora in the past year as a volunteer, verification of ongoing training and updated online application is all that is needed each summer.

New counselors or volunteers not in attendance last summer must turn in all of the following...

- 1) Lake Aurora ONLINE Worker Application - includes health form
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- 3) Affidavit of Good Moral Character
- 4) FDLE Request form completed for submission (NO Local Police Check is needed)
- 5) Copy of Driver's License

⇒ Assign to Housing units and counselor groups using “Worker Assignment” Sheet...

Counselors who are bringing dependents or need to have specific campers (including their own child) in their dorm/counselor group, need to **submit those camper names to the camp office 3 days prior** to the program beginning!!! **VERY IMPORTANT!!**

Each Dorm is reserved 2 counselor beds and 2 auxiliary staff beds. If you do not use the auxiliary beds we will release them for camper beds. The registration department will call you if the program is filling to that point.

Once we receive your housing assignments we will not switch counselors from dorms or A/B groups. **If requests are made from counselors**, clearance will need to come from you, the P.D.

Online Worker Paperwork accessible at register.lakeaurora.org/hr

All summer volunteers will need to create a login unless they already have a Lake Aurora login from previous summers or used when registering campers as a parent or leader.

Once logged in, click “apply now” and choose “2022 Summer Camp Volunteers”

The entire paperwork process other than fingerprints and the Affidavit of Good Moral Character is done through this site.

PLEASE NOTE: All volunteers, even returning workers, must fill out the online volunteer paperwork. **If volunteers filled out the online paperwork last year, everything will be auto-completed and only needs to be updated. Look for current year application.**

Once the online worker paperwork has been filled out, the applicant will receive an email with directions to complete the background screening including fingerprinting. If you are unsure of your background screening status, please contact us at info@lakeaurora.org.

Core training for the Focus Series is REQUIRED of all workers. Make sure returning workers read over the information each year to refresh their memory. Especially in the areas of counseling, discipline and spiritual decisions.

Fingerprinting is REQUIRED PRIOR to being in contact with children. Even counselors 16-17 years old.

Exception to fingerprinting-

- Public school teachers with a letter submitted to camp on official letter head that they are in good standing.
- Prior Fingerprint through DCF/AHCA - names submitted through clearinghouse to verify. Most child care agencies and medical staff are in this Clearinghouse and we can access their prints if they complete the Clearinghouse forms.

[Click here](#) for Training Page and required Focus Reading.