

## **Campus by the Sea Camp Director** *The Everything Sheet*

This file has everything the Camp Director (CD) needs to know to direct a successful camp at Campus by the Sea (CBS). If there are further questions, please contact Hans Schenk at [hans.schenk@interversity.org](mailto:hans.schenk@interversity.org) or 505-918-3572.

This sheet has (mostly) the same information organized in two ways:

1. Timeline Format
2. Topical Format

At the end of this document are some Emergency Procedures in case the channel weather conditions are too dangerous for the Ferry to run.

The companion Excel File (Chapter Camp Director's Excel Tool found on the Staff Website) will also be an invaluable help.

### **TIMELINE FORMAT**

#### **Registration**

- The IV Chapter Camp website can be found at [www.ivchaptercamp.org](http://www.ivchaptercamp.org).
- The Staff Vital Details Page can be found at [www.ivchaptercamp.org/staff-page.html](http://www.ivchaptercamp.org/staff-page.html). This page includes live registrations for each camp. Encourage staff to bookmark this page because there is not a link to it from the IV Chapter Camp website.
- Once Hans has the registration site up & running on RegFox, it is the CDs job to manage any registration needs. Please contact Hans if help is needed.

#### **3 Months Out**

- CHECK with CBS for actual final rates before making registration go live! **Hans typically does this so the CD does not have to.**
- Registration goes live
- The CD creates and distributes any promo materials to their week's staff they would like for camp ((Social Media graphics, flyers, videos, etc).
- The CD communicates camp info (including website and staff website) to the staff that will be at their week of camp.

#### **2 Months Out**

- The CD starts figuring out which staff is leading which track, and figuring out other staff jobs that need to be done, such as MC etc. (see the Staff & Jobs tab in the Chapter Camp Director's Excel Tool).

### 1 Month Out

- The CD checks with Hans regarding Ferry departure times if needed. Most likely these will already have been set and posted on the Staff Webpage.
- The CD communicates with staff about the scholarship Excel sheet (found on the Staff Webpage), and how scholarships will work. The Excel sheet needs to be returned to the CD one week before camp starts.
- The CD starts organizing which campuses will utilize which rooms. Classroom names and room capacities are found in the Chapter Camp Director's Excel Tool.
- The CD starts polling staff to figure out any special room AV needs and setup.
- The CD starts collating any special housing requests (staff with kids, electricity for CPAP machines, wheelchairs, etc).

### 2 Weeks Out

- Utilizing the **CBS Prep Sheet**, the CD is responsible for communicating the following items to CBS 2 weeks in advance:
  - Current registration numbers broken down by campus and gender.
  - Audio/Visual Needs (Please note that laptop for LCD projector is not provided. Projector has VGA & HDMI cable input. NO WiFi or Internet available.)
  - # of Classrooms and size per Class and Classroom set up (table configuration, # of chairs, audio/visual)
  - Special Instructions for waterfront activities, campfires, etc.
  - Any special housing needs.
  - Any known dietary restrictions.
- Schedule for the week
- Breakdown of registration list by campus and gender

### 1 Week Out

- Send registration numbers (broken down by campus and gender) & dietary restrictions to CBS.
- Finalize classroom assignments, let teachers know which room they will be in.
- Collect Scholarship Info from campus staff.
- Apply any and all scholarships in RegFox before leaving for camp. This ensures that students do not get charged more than they need to!
- Fill out the Camper's Insurance Request Form found at [https://stafflife.intervarsity.org/sites/stafflife/files/Camper\\_Insurance\\_Request\\_form\\_Updated\\_Rates\\_22\\_23.pdf](https://stafflife.intervarsity.org/sites/stafflife/files/Camper_Insurance_Request_form_Updated_Rates_22_23.pdf) for any student who does not have insurance. Send that in to [risk.support@intervarsity.org](mailto:risk.support@intervarsity.org).
- Communicate to staff that they and students should arrive at the Ferry dock 2 hours prior to Ferry departure.

### 1 Day Out

- Send final numbers and any new dietary restriction info to CBS.

- Print out and bring 3 copies of the Boat Roster (1 Master and 2 for staff to check student arrivals at the dock).

### **At the Ferry Dock**

- Have staff and students arrive at dock 2 hours before Ferry Departure. This ensures that there is enough time to unload luggage, park cars at the church, check people in, and provide a buffer for any latecomers.
- Confirm arrival of and double-check all registrants with Boat Roster (if you bring multiple Boat Rosters, this is a good job for a couple of staff as students walk through the gate).
- Have 3-4 staff (recruited in advance) help with car parking at the church, and shuttling drivers back and forth to the ferry dock.
- Give updated Master Boat Roster to the Ferry staff.
- Help the Ferry Staff count the students as they board the Ferry.

### **Arrival at Camp**

- Designate a staff as Luggage Captain to be first off of the Ferry and help students be organized as they take luggage to camp.
- Students take as much luggage as they can carry (it doesn't need to be their own) and place luggage in long lines in the middle of camp.
- Students head to Main Deck for Camp Orientation, which consists of:
  - Welcome to CBS
  - Shout out to different schools that are present
  - Introduce Rod Fletcher (CBS Director)
  - CBS Orientation Video
  - Waterfront Orientation Video
  - Expectations for week together (behavior and COVID)
  - Housing Assignments
- Students and staff collect luggage and move-in to housing
- Before dinner, staff setup manuscript rooms. Students have free time.

### **At Camp**

- Collect any offline Funds from campus staff for their students if needed.
- Collect IV & CBS waivers from any students who did not fill it out online if needed.
- Confirm overall numbers with CBS Office.

### **After Camp**

- Staff fill out expense reports within 2 weeks.
- Initiate any scholarship transfers from scholarship accounts to camp account.
- Double-check to ensure the entire registration amount has been collected for each person.
- Hans will also be checking camp accounts to make sure everything has been transferred that needs to be transferred.

## **TOPICAL FORMAT**

### **Arrival at Camp**

- Designate a staff as Luggage Captain to be first off of the Ferry and help students be organized as they take luggage to camp.
- Students take as much luggage as they can carry (it doesn't need to be their own) and place luggage in long lines in the middle of camp.
- Students head to Main Deck for Camp Orientation, which consists of:
  - Welcome to CBS
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  - Housing Assignments
- Students and staff collect luggage and move-in to housing
- Before dinner, staff setup manuscript rooms. Students have free time.

### **Arriving at the Ferry Dock**

- Have staff and students arrive at dock 2 hours before Ferry Departure. This ensures that there is enough time to unload luggage, park cars at the church, check people in, and provide a buffer for any latecomers.
- The CD brings 2 copies of final registration list (for all campuses) to the dock (one copy for the boat and one copy for CBS).
- At the dock, Camp Director or volunteers checks off students/volunteers/staff as they arrive so that an accurate list is handed to the Ferry personnel.
- Parking
  - All cars except one are parked at Community Christian Church (1903 Summerland St, Rancho Palos Verdes, CA 90275)
  - Attendees first drop off their passengers and luggage at the ferry dock. Then they drive their vehicle to the church where a staff will direct their parking.
  - The drivers will be shuttled back to the ferry dock.
  - One vehicle for shuttling will be parked at the dock (\$20 per day).
  - All information about parking details for the church can be found on the Staff Vital Details Page.
  - It is highly recommended that the CD arrives at the dock with the Church address on their phone in order to quickly text that info to student drivers.

### **Campus by the Sea Info**

- [www.campusbythesea.org](http://www.campusbythesea.org)
- (310) 510-0015

## **CBS Prep Sheet**

Utilizing the Prep Sheet, the CD is responsible for communicating the following items to CBS 2 weeks in advance:

- Audio/Visual Needs (Please note that laptop for LCD projector is not provided. Projector has VGA & HDMI cable input. NO WiFi or Internet available.)
- # of Classrooms and size per Class and Classroom set up (table configuration, # of chairs, audio/visual)
- Special Instructions for waterfront activities, campfires, etc.
- Schedule for the week
- Breakdown of registration list by campus and gender

## **Director's Job at Camp**

- Serve as a pastor and spiritual leader for any conflicts or issues that arise during the course of the week (sickness, transportation problems, etc)
- Coordinate staff meetings/prayer meetings as needed.
- Coordinate/communicate information between campuses and CBS
- Before leaving camp, be sure that ALL campuses have accounts finalized with Wendy.

## **Expenses**

- Information about expenses (what can be expensed, where to expense items, etc) can be found at [www.ivchaptercamp.org/staff-page.html](http://www.ivchaptercamp.org/staff-page.html).

## **Ferry**

- CBS will coordinate and communicate with you boat times. That information will also be posted on the Staff Website when it becomes available.

## **Housing**

- CBS is responsible for arranging the housing by campus, gender, and staff/volunteer needs.
- The CD needs to provide CBS with an updated list of students & staff, and special housing requests prior to the camp. Details can be found under the CBS Prep Sheet section.
- The CD will agree to a finalized version of the housing.

## **Late Arrivals / Early Departures**

- This is for a student or staff that needs to come late or leave early
- We cannot give them a break on the camp price!
- In addition to the camp price, the staff or student needs to purchase a separate ticket from Catalina Express at <https://www.catalinaexpress.com>. This will cost \$42 one-way before tax.
- The student or staff will also need to pay CBS \$25 for their shore boat (to get them to or from Avalon).

- Inform the camp about the student or staff's ferry time once purchased so they can be sure to arrange the shore boat.

### **Manuscripts**

- Mark Manuscripts (RSV Classic with maps) are provided at camp for Mark 1 & 2 students.
- In the past we have asked Mark 2 students to bring their manuscript with them from Mark 1 to save paper waste, but that almost never happens so it is ok if the Mark 2 students use a new manuscript.

### **Program**

- The CD is responsible for determining the final program for the week. However, there are sample schedules on the Staff Webpage that can be used.
- The CD is responsible for communicating with the other staff/campuses attending camp the final program schedule.
- Program items to take into consideration:
  - Decide if you will have any large group/worship time
  - Plan 30 minutes in the program to unload during arrival at the island and 30 minutes to load when departing.
  - Camp's standard meal times are 8:00, 12:30 and 6:00.
  - If sharing teachers, coordinate classroom needs accordingly.
  - Decide if for week-long conferences you will do a "hike day" to Avalon with shore boat return. Give a rough estimate of how many will hike. (Please note that water taxi from Avalon will cost \$15 a person).
  - Full waterfront activities are permitted between 1:30 – 4:30 PM the second full day of your stay. No waterfront is scheduled on departure days. Please plan to show CBS's 8-minute waterfront rules & orientation DVD at the all group meeting before first waterfront.
  - Camp store opens for a portion of your afternoon free times and ½ hour before your boat departure.
  - What nights and times do you need a campfire to be set up? We can provide S'mores one night if you would like; which night and for how many portions? S'more kit is picked up at kitchen window
  - Set up your OTS groups. 10% of total group needs to be assigned to each meal.

### **Registration**

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- Once Hans has the registration site up & running on RegFox, it is the CD's job to manage any registration needs. Please contact Hans if help is needed.

## Incidents at Camp

- If a student gets injured while at camp, please do the following:
  - Make sure the student's Emergency Contact is notified
  - Fill out the Incident Report Form that is posted at <https://stafflife.intervarsity.org/sites/stafflife/files/IncidentReportForm.pdf>
  - Check to see if the student has their own insurance or if we purchased Camper's Insurance for them.
  - Email the Incident Report Form to [risk.support@intervarsity.org](mailto:risk.support@intervarsity.org)
  - If the student has their own insurance, you are done.
  - If the students has Camper's Insurance, wait on further instructions from InterVarsity's Risk Management office. Brian Koontz at [brian.koontz@intervarsity.org](mailto:brian.koontz@intervarsity.org) is the main contact there.

## Emergency Ferry Situation

- In rare instances, Catalina Express can deem it too dangerous to take groups on their boats, and the groups can get stuck in Long Beach or San Pedro. In very rare cases, the closure may require the camp to relocate. In the vast majority of cases, the channel is reopened early the next morning.
- If the first scenario happens, the CD needs to think about the following:
  - Alternative/temporary lodging for campers
  - Food
  - Content – how to use the time before arriving at camp
- **Action Steps**
  - **Don't Panic.** God will work with our particular situation and things nearly always work out. God will meet students, and though the situation feels stressful, these things happen. Pray and seek God's peace and wisdom in this situation.
  - **Contact CBS.** Remain in contact with CBS at 310-510-0015. The camp will be working out the details of your new departure. **Do not** call local staff members in Long Beach. If you need assistance, call your supervisor or Hans Schenk at 505-918-3572.
  - **Gather your staff.** The director should gather all of his or her staff to plan out the contingency plan. While you feel like you need to provide content for students, students are generally very resilient and are fine to create their own content while waiting for the contingency plan.
  - **Contact Churches.** We have a relationship with a few local churches who have hosted us when we have been in this situation. The list is provided in this document. Note, depending on the time of year and the calendar of the church, it is not certain that the churches can necessarily host.
  - **Content Considerations:**
    - How can you change the schedule to do things in Long Beach that you were planning on doing at the island? For example, you may be able to do registration in Long Beach rather than carve out time while on the island.

- While you may not be able to do a full worship team, you might still be able to ask a worship team to prepare some worship.
    - If you have a speaker, that person might still be able to give the first message that evening. Or if you have seminars, you might be able to do the first seminar in the various rooms (if available) at the church.
  - **Pitch Vision:** Students need to recognize that this is not ideal and we're all in it together. Some campers may need prayer and pastoral attention as they deal with their missed expectations.
- **Church Housing Options**
  - These churches have helped us in emergencies in the past. Please note that they are all located 20-35 minutes from the dock.
  - Good Shepherd Presbyterian Church, 11600 Los Alamitos Boulevard, Los Alamitos, CA 90720 (562)493-2553 x200 – secretary
    - Needs contract
  - Parkcrest Church, 3936 Woodruff Ave Long Beach, CA. 90808-2199 (562) 421-9374
    - Has a preschool on Monday morning, but might be willing to help IF you promise to be out before 7am
  - Cornerstone Church, 1000 N Studebaker Road, Long Beach, CA 90815 (562)296-6490
    - Super nice! They want a staff member to stay at the church the whole time with the students.
- **Food Options**
  - **In-N-Out**, 1090 N. Western Avenue San Pedro, CA 90732
  - **Domino's Pizza**, 1510 S. Gaffey Street #788, San Pedro, CA 90731  
310-832-4521 or 29221 S. Western Avenue, Rancho Palos Verdes, CA (310)-832-0911
  - **Chipotle Mexican Grill**, 940 N. Western Avenue, San Pedro, CA 90731  
424-703-6498
  - For those who have special dietary needs, encourage them to get their own food (that you would reimburse) on the way to wherever you will stay the night. Don't try to accommodate those special needs.
- **Who to contact and who NOT to contact**
  - In case you feel stuck, please contact Hans Schenk at 505-918-3572, your supervisor, and Campus by the Sea at 310-510-0015.
  - **Please do not contact Long Beach Staff.**

### **Final Pastoral Word**

The Lord is good even when the weather does not cooperate. Some of our best leadership can come during times of crisis. Ask God to make himself mighty in the lives of campers in the midst of the chaos of the day.