



CAMP CYOKAMO

DEAN BOOKLET

This booklet is created to help deans in their planning and organizing of the specific camp session assigned. Each category has a list of issues and ideas to consider. All deans are encouraged to collaborate and coordinate with other leaders from other sessions. Specifically, the dean and assistant deans are to work as a team to lead, oversee and administer the plan and details of their assigned camp session. We are grateful for your investment and preparedness to make each camp session inspirational and impactful.

Please be aware of the following:

- The CampTheme/Text for the summer
- Camper/Sponsor Policies & Procedures
- The Registration Packet including:
 - Camp CYOKAMO Church Registration Form
 - Camp CYOKAMO Registration Form
 - Camp CYOKAMO Worker Disclosure Form
 - Camp CYOKAMO Student Camp Sponsor Covenant
 - Camp CYOKAMO Vehicle Registration Form

All of the above are available at cyokamo.org under the "Church Leader" tab.

Months & Weeks leading up to your session:

- Collaborate with assistant dean/s and other ministry leaders attending your assigned camp session to create a general plan for your week.
- Create a proposed schedule for your week by the February deans meeting.
- Talk with the Camp Manager(s) about the menu and any special food requests. This can be done at the February deans meeting or the months to follow.
- Confirm with your speaker, worship leader/band and missionary months in advance. Ask about any special needs/requests they may desire.
- Coordinate any special activities/details with the Camp Manager(s) in advance.
- Decide on the amount of classes/teachers.
- Email cyokamo@hotmail.com or contact the Camp Manager(s) directly with any questions concerning resources or the facilities.
- Continue to tweak your daily schedules and plans and communicate with all involved as needed.
- Make arrangements for a camp team (if applicable).
- Communicate with attending churches if there is any helpful advance information they may need (i.e. dress up nights or theme days).
- Along with the chapel having full AV/Sound capabilities, the camp also has a small portable sound system for campfire area, decks, or basketball/tennis courts.
- Please bring prepared copies; the camp has a small printer for emergencies.

A CYOKAMO intern may contact you the week prior to your scheduled time to dean to review attendance projections, schedule, and special requests.

Check Requests: Please submit all check requests for your designated speaker, missionary, band, or any special features, and provide receipts (if needed or applicable) to the Camp Manager(s) prior to your designated camp session. cyokamo@hotmail.com

Also provide the contact/address information for the designated missionary to the main office for the offering check to be mailed after the completion of your camp session.

Day 1: It's GO Time!

- Update Camp Manager(s) about any changes and an overview of the camp session.
- Register your church.
- A volunteer will oversee the housing plan for the dorms to assist with spacing, bunk assignments, and dorm usage. Check in with these volunteers to see if any assistance is needed for any problem solving issues.
- Check in with the tech intern about the over-all needs of your session and specifically the first chapel session.
- Post schedules on main buildings.
- Be mindful of dorm needs/capacities/issues.
- Make a strategy for family groups (if using them).
- Prepare for and host the sponsor meeting.
- Hand out schedules/booklets.
- Review rules and schedule with campers.
- Establish a serving schedule for meals.
- Communicate with the camp nurse to learn of any of his/her needs/expectations.
- Communicate with all camp staff about details of the week.

Days In-Between: YOU GOT THIS!

- Have daily check-ins with the Camp Manager(s) on any adjustments, changes, or issues.
- Adapt to weather issues (rain plans, heat advisories, storms).
- Maintain/update daily schedule and communications with the camp staff and other camp sponsors.

Last Day: YOU DID IT! Well...ALMOST!

As the dean of your camp session, clean-up responsibilities for all buildings and grounds need to be delegated/assigned to every church sponsor group attending your session prior to the last day of camp. The camp buildings and grounds need to be cleaned and all resources returned prior to your departure from the camp.

- Boys' Dorm (multiple churches)
- Girls' Dorm (multiple churches)
- Boys' Bathroom
- Girls' Bathroom #1
- Girls Bathroom #2
- Chapel
- Rec Hall
- Grounds/Shelters: campers
- Dean's office in the Mess Hall: Dean & Assistant Dean/s
- Oversee lost and found items: Dean & Assistant Dean/s & Camp Interns

After cleaning is complete, all campers and sponsors gather for a closing prayer circle on the tennis courts. Communicate prior to the last morning with a tech intern for any portable sound system needs.

Grab breakfast and depart/dismiss for home.

Use the lists, questions, and ideas to help you prepare in the following categories:

Staff/Sponsor Meeting

Establish a meeting time at the beginning for all camp sponsors to be informed and prepared for the days ahead.

- Ministers are ultimately responsible for their sponsors' attitude/behavior.
- Have Worker Disclosure forms, Student Covenant forms and Vehicle Registration forms available for other churches/sponsors.
- Create serving schedules for meals/kitchen clean-up, dorm clean up, canteen duty, etc. Campers may serve in every area except the canteen/swag shop.
- Dorm duty: Delegate one ministry leader for both the girls'/boys dorms. This person will oversee "lights out" at the end of the day.
- Late night: explanations/expectations/volunteer needs (i.e. serving ice cream)
- Decide if daily sponsor meetings are needed/desired.
- Communicate the plan and purpose of family groups. The sponsor meeting is a great place to gather the volunteers for each of the family groups.
- High School only: Inform the ministers to watch for students worthy of the High School Awards' nomination, and discuss criteria for each position. (See High School Awards section)

Canteen

- Communicate with camp staff about specific times.
- An optional procedure to adopt: any canteen trash the dean finds on the grounds will eliminate that item from the next canteen time (or longer – it's your call).
- Consider if there are any limits on items and which canteen times this applies.
- Consider camp staff and meal times when planning the canteen times.

Lunch/Mail Call

- Have a camper or sponsor pray before each meal.
 - Make a lineup plan prior to the meal: family groups, church groups, boy/girls, deck, etc.
 - Decide if you will have a designated mail call, pre-planning who will do this, when, where, and how.
 - Communicate with the tech intern if sound equipment is needed for mail call.
 - Communicate with the lifeguard and Camp Manager(s) if the pool is needed for mail call.
- Traditional plan: throw-ins for 3 letters or packages.

Pool/Lifeguard

- Rules of the pool need to be communicated to the campers by the dean with the lifeguards during one of the first sessions of camp.
- Pool attire should be managed by the dean and/or church leaders. This is not the responsibility of the lifeguards.
- Lifeguards need advance notice for baptisms.
- Confirm times, swim needs, and pool needs with Camp Manager(s) and lifeguards.
- Bracelets are given and required following pool swim tests for our elementary campers to allow swimming in the deep end and the use of diving boards.

Main Sessions, Missions, & Classes

Audio/Visual equipment in the chapel: mics with mic stands, handheld wireless mic, wireless over-the-ear mic, and tvs/screens for AV needs.

- Plan your topics and special needs for each night.
- Communicate all tech needs to the designated tech intern.
- Download/share all videos/slides that you are using with the tech intern.
- Check sound/video.
- Collaborate and work with the band/worship leaders.
- Make a plan for decision cards and pens/pencils. Know who will handle the decision time and when.
- Make a plan if you want to play music/videos as the kids enter chapel.
- Make a plan for missionary presentation needs.
- Collect missions money. Create a counting team if you would like daily up to date offering totals.
- Organize general announcements.
- Recruit teachers and plan locations for classes.
- Communicate content and vision to the teachers, providing resources if applicable.
- Find out if teachers have any special requests.
- Make a plan of designated class locations. Pre-assign placements, student/teacher rotations, class choice process, etc.
- Confirm with your teachers on their availability and topic at least two weeks prior to your week of camp.
- Communicate with the tech intern if these classes require technical support, TV carts, etc.
- Make a rain plan.

Family Groups & Devo/Quiet Times

- Determine purpose and plan.
- Consider group initiatives, Bible memorization, contests, and quiet time.
- Make a plan of who is providing quiet time materials (putting them together, printing, etc).
- Make a plan of how/when to assign campers to their families, leaders, and locations.
- Inform the students of the boundaries during devo/quiet time.

Recreation

- Plan who will lead recreation/tournaments, or if free time is the only allotment.
- Make a plan for materials, organization of games, and possible pool/canteen times.
Communicate all with lifeguard/camp interns.
- Make rain plans for each day of swim/play.

Late Night Activities

- Plan what will be done, where, and on which night(s).
- Pre-designate a leader.
- Communicate with Camp Manager(s) and camp staff.
- Have a rain plan.

Dorm Duty

- Designate one individual for both boys and girls to supervise the dorm and "lights out."
- Communicate with other church leaders about expectations.
- Ask sponsors to inform you with bathroom supply needs and communicate with Camp Manager(s) as items need refilled.

Camp Teams (if applicable to your age group)

- The Dean will be responsible to contact a Christian College in advance to see if a camp team is available for their designated week and finalize the details with the college representative.
- These teams are helpful for teaching classes, leading small groups, and leading activities.
- They will need a designated time to do a presentation for their school.
- They will need to be greeted and given an overview of their responsibilities and arrangements upon arrival to the camp.

High School Awards

Donna Bell Service Award – A student who shows a servant's attitude throughout the week

Kenny Chadic Evangelism Award – A student who shows concern throughout the week for those who have not yet become Christians

President, Vice President, Secretary – Students who show spiritual maturity and leadership throughout the week

Procedure for award selection process:

- Create a list of nominations for the Donna Bell Service Award & Kenny Chadic Evangelism Award and select a recipient from that list of nominations.
 - Create a list of nominations for President, Vice President and Secretary.
 - Vote for President from that list of nominations.
 - Vote for Vice President from the nominations remaining on the list after the vote for President.
 - Vote for Secretary from the nominations remaining on the list after the vote for Vice President.
-
1. On the first night, tell the sponsors and ministers to be looking for campers who display the qualities required for each award.
 2. On Thursday, meet with all the ministers (only) to nominate and choose a recipient for each award. Each church represented that week gets one collective vote for each award.
 3. Friday morning at prayer circle, announce nominees (to encourage them for being considered) and the winners. Bring the recipients to the center of the prayer circle and have the President close the week with prayer.
 4. Give Camp Manager(s) the list of award recipients.
 5. Ozark Christian College or other camp teams may present scholarships to students before the other camp award recipients are announced Friday morning.
 6. Deans have the option of presenting their own certificate to the recipients as a way of encouraging them and giving them something to show for their honor.