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CAMP ECHO NEW STAFF MEMBER PREP

Greetings from the McGaw Y! As the summer approaches, I am sure that you are both nervous and excited for your summer ahead. As you prepare to come to camp, proper gear is an essential for your own comfort at camp. In addition, some of the nuts and bolts of being an Echo staff member are provided in this guide.

If you have any questions along the way, feel free to reach out in whatever way is easiest!

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WHAT WE SUPPLY

Camp Echo houses all of our staff and campers in cabins, and all of these buildings have electricity. There are traditional cabins, where all main camp staff live, that have 10 beds and a counselor space that is divided from the campers. The "counselor cubby" has two beds, and storage space for each counselor. There are two drawers and three shelves for each counselor. There are usually three staff members in a Main Camp cabin, and one staff member sleeps on the screened in porch on the back of the cabin. There are also several outlets (with American plugs).

If you are an out of cabin staff member, you will live in a 4 person cabin called a "peak." Each peak has two sets of bunk beds, and storage space for each person. Each peak also has a small porch.

WHAT TO BRING

If you are a cabin counselor, you will likely be moving around each session, so you should be prepared to move all of your belongings from place to place. A packing list is at the end of this document, but highlighted below are a few important items. While at camp, there will be opportunities to go to Wal Mart and other similar stores to purchase essentials, but it is best to come prepared.

SLEEPING BAGS & BEDDING

While at camp, staff sleep on mattresses. Some staff choose to sleep in sleeping bags while others choose to bring a sheet and blanket. Most like to have a fitted sheet even if they do prefer a sleeping bag. Either option is fine. However, main camp staff go on one "overnight," each session, where it is better to have a sleeping bag. Out of cabin staff do not go on overnights.

Note: Camp will provide bedding for all international staff, including sheets, pillow, and sleeping bag; however, you are welcome to bring/purchase your own as well.

FOOTWEAR

Good footwear is important at camp as we are up and on our feet all day long! You will need at least one pair of good closed-toed shoes, like gym/ running/ tennis shoes. There are several activities at camp that require these shoes (like running games and high ropes). In addition, most staff like to have a pair of water shoes such as Chacos, Keens, Crocs or other sandals. Many staff also like to have flip-flops for showering. There are many other activities at camp that don't require special footwear, but you want to make sure that you will be comfortable and supported in whatever you are doing.

MEDICATIONS

When you arrive at camp, you will check-in all medications with the clinic. Each session, there will be health-officers who will be responsible for dispensing your medications. Camp Echo supplies general over-the-counter medications for staff and participants, however staff are responsible for their own prescription medications and elective over-the-counter medications, such as vitamins or supplements.

Please plan to have enough medications to last at least through the first half of the summer, recognizing that re-filling prescriptions can be challenging and takes time during the summer. Do NOT count on refilling a prescription during a layover for the next session – plan at least one session ahead so that you are not scrambling at the last minute.

ELECTRONICS (COMPUTERS, CELL PHONES, ETC)

Participants are not permitted to have any devices with screens, with the exception of digital cameras that do not have any internet/wireless capabilities. We have the same expectations of our staff while they are working. While on camp, staff are permitted to use their personal devices out of view of all campers (in the cabin, off camp, or in other staff areas). We recommend letting your family and friends know of this expectation before you come to camp so that they know when to expect you to communicate. Staff are free to use their phones/ cameras while off camp. Computers are available in the Program Office (staff lounge) for staff. Laptops, like cell phones, should not be used in view of campers. Camp Echo WiFi is available in the PO, Social Lodge & Trip Center.

MONEY

All costs while programs are in session are covered within program fees. However, staff nights out (one per week during two week sessions) are at staff's own expense. Staff have the option to stay and eat on camp on those nights, but most choose to go off camp to eat. In addition, during layovers (between every session), camp provides lunch on Friday and brunch on Sunday morning but all other meals are not provided.

Staff will want to have access to personal funds for time off. Staff are paid every two weeks, with a slight delay. For instance:

Pay Period: Monday, May 20 to Sunday, June 2

Pay Date: Friday, June 7

Pay Period: Monday, June 3 to Sunday, June 16

Pay Date: Friday, June 21

Note: Staff that are not citizens of the United States cannot be paid until they have received their social security card. This can take up to 6 weeks from the time that they arrive in the United States. This delay should be planned for in advance, though Camp Echo can provide a pay advance if necessary for those who are waiting for their social security cards.

MAIL & PACKAGES

Staff can receive mail and packages at Camp Echo. Packages are delivered to Camp Echo by FedEx and UPS nearly every day, and sometimes multiple times per day, throughout the summer. When camp is in session, we also pick up US Postal Service mail and packages at the Fremont, MI post office on a daily basis. Packages are delivered to Camp Echo's loading dock located at the rear of the Dining Hall. Staff packages are then transferred to the mail area in the Dining Hall.

Camp Echo Shipping Address:

(Staff Name)

McGaw YMCA Camp Echo

3782 S. Triangle Trl

Fremont, MI 49412 (USA)

Note: Staff packages are the responsibility of the recipient. Camp Echo is not responsible for the delivery or receipt of any personal items, nor responsible for extra trips to the Post Office to pick-up packages outside of regularly scheduled pick-ups. The Post Office is closed on all Sundays and the 4th of July.

Staff may drop personal mail in the mailbox by the Dining Hall, which is taken to town on a nearly daily basis. Be sure to properly address and apply postage to letters. If staff have packages to ship, they may ask the Town Run Driver to mail the packages if they also provide cash for the costs. The Town Run Driver has the discretion to do this if they have time. Camp Echo is not responsible for personal belongings transferred to the Town Run Driver for shipping.

TIME OFF

Camp can be very tiring, but also rewarding. Each day, staff get two hours off. This will include one campativity or Saska (rest hour), and either Fun Swim or Twilight Fun (free hours). This is time during which the staff member is free from assigned camp responsibilities, not expected to be at a specific place, or performing camp-related duties. For on-site staff, supervisors will arrange and schedule appropriate time off, given your specific job responsibilities. In addition, you will have one night out each week. The night out begins after Fun Swim (6:15 PM) and ends at the start of Campativities the next morning (10 AM). If the staff member leaves camp property, he or she must sign out, and must sign in by 12:45 am. All staff are expected to sleep in their assigned housing, including on nights off. There are no nights out during one week sessions (1 & 6).

LAYOVER

Each staff member gets two full days off, typically starting at noon (but only after all obligations have been met) and ending at noon, between sessions 1&2 (June 14-16), 2&3 (June 28-June 30), 4&5 (July 26-28), 5&6 (August 9-11). These breaks are also designated as "layovers" during which a small group of campers will be supervised by a group of assigned staff. All on-site staff are scheduled to work one layover on camp. Staff who are not assigned to work typically use this time to go into town, do laundry and relax. There are usually groups who choose to go to Chicago or the surrounding area as well.

LAUNDRY

Laundry service is not available at camp. There are a number of Laundromats in Fremont, with coin operated machines as well as drop-off wash & fold service. Staff members are able to do their laundry in town during time-off. Staff laundry may also be sent in with layover camper laundry, but staff TP accounts will be charged in advance. Staff working layover receive free laundry service.

PACKING TIPS FOR STAFF

THEME DAYS

At camp, there are theme days that you might also want to pack for. Some theme days include but are not limited to: Mumu Monday, Maintenance Monday, Tights Tuesday, Tie-dye Tuesday, Twin Tuesday, Wacky Wednesday, Romper/Onesie Wednesday, 4th of July, Echo Gear Day, etc.

VALUABLES

Do not bring anything that has a lot of value, it may get stained (paint/tie-dye), tattered/broken, or even lost - things get worn down and easily ruined at camp. Label items with your name, it makes it easier to return when things get lost. Lost clothing is donated to charity in September.

SPRING AND FALL

For those that will be at camp in late spring or early fall, bring layers because it gets cold at night and sometimes during the day. Bring a warm jacket, flannel shirts, sweatshirt, long underwear, and layers of synthetic clothes to keep you dry and warm are all good things to bring.

JOB SPECIFIC ATTIRE

Also if you know your job is working in the barn pack catering to that, meaning pack more pants and comfy shirts and proper boots knowing you will be in the barn every day and riding horses every day. If your job involves being in the water or driving boats pack catering to that, meaning pack more swimsuits, sun screen, and towels knowing you will be in the water every day.

APPROPRIATE ATTIRE

Remember that you are a role model at Camp Echo. Everything you do, say, listen to, and **WEAR** sets a standard that campers will believe is appropriate. Staff may not wear clothes with offensive or inappropriate language/graphics, including, but certainly not limited to, drug, alcohol, or violent content.

WHAT TO BRING: Camp Echo Staff Packing List



Camp Echo has partnered with Uncle Dan's: www.udans.com 901 Church St, Evanston, IL. Uncle Dan's is offering a 10% discount on any items that are not already on sale. When shopping online, enter the word "ECHO" at checkout.

Clothing

- 10-14 shirts or T-shirts (tanks, tee, long sleeve)
- 4 pairs of long pants
- 5 pairs of shorts
- underclothes for 12 days
- 8-10 pairs of socks (at least 1 wool)
- 2 or 3 swimsuits
- 2 or 3 beach towels
- 1 light weight jacket
- 4 sweaters/sweatshirts/fleece
- 1 poncho or light raincoat
- 2-3 pairs of pajamas
- 1 hat or cap
- 1 pair of sandals or crocs for walking around
- 1 pair of flip-flops for shower use only
- 1 or 2 pairs of closed-toe shoes
(gym shoes / athletic shoes / boots)

Bedding

- sleeping bag (cabin use and overnights)
& stuff sack
- pillow & 2 pillow cases
- fitted sheet (twin)

Optional

- sheets & blankets (cabin use only)
- books to read during Saska (rest hour)
- sunglasses
- musical instrument
- deck of cards, travel-size board games
- comic books or magazines to share
- music players without screens and/or WiFi
(ie iPod Shuffle)

Other Items

- soap and soap container
- toothbrush and toothpaste
- washcloth and 2 bath towels
- shampoo and conditioner
- comb and/or brush
- water bottle
- writing tablet, pens, and pencils
- envelopes (pre-stamped, pre-addressed)
- extra postage stamps
- flashlight (pack batteries separately)
- bug repellent with DEET
- sunscreen
- "wacky" apparel to wear on Wacky Wednesday
- bag lunch for the bus ride to camp – carry on!**

Do Not Bring

- glass containers (aerosol cans discouraged but permitted)
- guns, knives, weapons of any sort
- alcohol, tobacco products, illegal drugs, intoxicants, or paraphernalia
- valuable jewelry, or keepsakes (or pets!)
- matches, lighters, firecrackers, sparklers, or equivalent

**The McGaw YMCA is not responsible for lost or stolen clothing or items.
Please label everything.**