

Overview

This very ambitious project began in 2009. It is a stand-alone outdoor event with a fun camp atmosphere, a true get away event, held from Friday evening to Sunday noon. Facilities include cabins as well as other requirements essential to a learning environment. It is run by experienced mentors utilizing Regional Management team members handling various areas of responsibility. It has become an annual regional event, and very specific goals are set to make the camp a learning experience for the participants.

Detailed Planning

Participants

Target age is 13-25. It was felt that younger than 13 would lack the maturity to socialize with the high school students. They also don't have the stamina and concentration abilities to attend class sessions and stand during riser time. The total participation is about 35 girls.

A Discipline policy is communicated beforehand stating the Goals and Expectations. They abide by a three strikes rule giving each girls an opportunity to correct their behavior before being sent home.

Three rules: Be safe, Be respectful and Be responsible.

Camp Set-Up

Lodging is in Cabins that are assigned by age, 7-8 to a cabin with an experienced Counsellor. There are well thought out Staff goals and expectations that are communicated to the staff.

Music

Two songs are selected to learn and perform. Music is not sent to campers ahead of time. They are voice placed during the first session on Friday night. Group learning time is also a skill building class.

Funding

The cost to attend runs about \$130 per camper based on location. It appeared that this is specific to the location selected. Scholarships are available for those in need and partially funded with an SAI grant. Donations from member were accepted to defray the cost. Also individuals could sponsor a

specific camper. One special event at camp is having girls with scholarships write a thank you to their sponsor.

Marketing

An independent dedicated website was established for all camp communications. It was felt that the website was best for the target audience of ages 13-25 for recruiting and communication with students, parents, teachers and community groups. A dedicated website was established to make communication easier for all. Everything you would need is on the website. It includes forms and informational pages, registration process and payments all in a convenient place for everyone to access.

Additionally there is a General Liability Release form and Photo/Recording Release form included on the website.

All the information anyone would need to attend is on the dedicated website mentioned before. It is well planned out and would require considerable advanced planning to pull it off.

Day-Of Scheduling

Being a three-day camp, class times are short with many breaks. Goal is to keep campers busy, fun and moving. Definitely not a cookie cutter regional event.

Personnel

Personnel are required to hold active membership within the region and pass a background check. This information is included in the website information so parents feel comfortable sending their child to camp.

Camp Director: usually the Youth Program Manager or designee.

Clinician: Chooses music with Camp Director, teaches some skill-based classes and is the lead the rehearsals.

Teaching Quartet: Song teachers and Section Leaders where they can also teach the nuances of each part. Partial to quartet with experience at International Convention or first place regional. Socialize with campers and are a role model for all Sweet Adelines has to offer.

Choreographer: Experienced chorus choreographer experienced with teens.

Camp Nurse: RN and licensed. Dispense meds as instructed.

Camp Counselors: Age 21 and experienced with teens. Specific duties are assigned to make the camp run smoothly.



mountain harmony camp

Region 12 Sweet Adelines International

2024 SCHEDULE

FRIDAY NOV. 22

TIME	MIN	ACTIVITY	ROOM	WHO
3:00 – 4:00 pm	30	Set Up Registration Table	Dining Hall	Registration Team
4:00 – 8:00 pm		Camper Arrivals	Dining Hall	Registration Team
4:00 – 6:00 pm		Risers arrive / set up	Discovery Center	Pacific Empire Chorus
6:00 – 6:55	55	DINNER	Dining Hall	Counselors
7:00 – 7:05	5	Welcome	Discovery Center	Camp Director
7:05 – 7:10	5	Physical Warm Ups		Choreographer
7:10 – 7:20	10	Ice Breaker GAME		
7:20 – 7:25	5	Announcements; Rules		Camp Director
7:25 – 7:30	5	Quartet Performance		Quartet
7:30 – 7:55	25	Vocal Warm Ups Counselor's Meeting	Berry	Clinician/Camp Director
7:55 – 8:05	10	Discover Your Voice Part – Voice placement & break into sections		Clinician
8:05 – 8:15	10	Present Song #1 / Pass out music Fight Song		Clinician/Quartet
8:15 – 8:20	5	Directions / Pass to sections	↓	Camp Director
8:20 – 9:05	45	SECTION REHEARSALS Song #1 Fight Song Lead Tenor Bari Bass	Discovery	Quartet
9:05 – 9:20	15	BREAK / SNACK Cupcakes Announce: Gluten Free/ Vege Snack Table	Discovery	Counselors
9:20 – 9:25	5	Directions / Pass to Duets		Camp Director
9:25 – 9:55	30	<u>DUETS:</u> Song #1 Fight Song Lead / Bari Bass / Tenor	Discovery	Quartet
9:55 – 10:00	5	Pass time to Discovery Center Main		
10:00 – 10:25	25	Run through Song #1 Fight Song	Discovery	Clinician
10:25– 10:30	5	Final Instructions - Lights out 11 pm - Safety Cabin# - Introduce Nurse & Med protocols - Introduce Counselors - B'fast @ 8 am - Start in Discovery @ 9 am SNACK– Graham Crackers		Camp Director
10:30 – 11:00	45	Off to bed – Lights out at 11:00 pm	Cabins	Counselors
10:45 – 11:00 pm	15	Cabin Checks Counselor's Roll Call	Cabins	

2024 SCHEDULE



SATURDAY NOV. 23

TIME	MIN	ACTIVITY	ROOM	WHO
7:00 – 7:55 am	55	Rise and Shine!	Cabins	Counselors
8:00 – 8:55	55	Breakfast	Dining Hall	Counselors
9:00 – 9:10	10	Physical Warm Ups	Discovery	Choreographer
9:10 – 9:30	20	Announcements Vocal Warm Ups <i>Counselor's Roll Call</i>		Counselors
9:30 – 10:00	30	Song #1 Review Fight Song		Clinician/Quartet
10:05 – 10:10	10	Song #2 It's My Song Present song / Pass Out Music		Clinician/Quartet
(9:55 – 11:15)	80	Group 1 Counselors Break		
10:10 – 10:15	5	Pass to sections		
10:15 – 11:00	45	Song #2 It's My Song SECTION REHEARSALS Lead Bass Bari Tenor	Discovery	Quartet
11:00 – 11:10	10	BREAK / SNACK Crackers	Discovery	Group 2 Counselors
11:10 – 11:15	5	Instructions for Break Outs Passing		Camp Director
(11:10 – 12:30)	80	Group 2 Counselors Break		
11:15 – 11:45	30	DUETS: Song #2 It's My Song Lead / Bari Bass / Tenor	Discovery	Quartet
11:45 – 11:50	5	Passing Time		
11:50 – 11:55	5	Physical movement break	Discovery	Choreographer
11:55 – 12:25	30	Song #2 Review It's My Song		Clinician/Quartet
12:25 – 12:30	5	Instructions for afternoon		
12:30 – 1:15	45	LUNCH	Dining Hall	Counselors
1:15 – 2:15 pm	60	FREE TIME – work on campfire	Cabins	Counselors
1:15 – 3:00	1h45m	Love Notes & Clinician free time		Quartet
2:15 – 2:20	5	Meet in Discovery <i>Counselor's Roll Call</i>	Discovery	Camp Director / Counselors
2:20 – 3:00	40	Visual Performance Class	Discovery	Choreographer
3:00 – 3:10	10	BREAK / Snack – Cookies		Counselors
3:10 – 3:50	40	Kathy's Class – using Love Notes Qt (Sarah's Free Time – 1 hour)		Camp Director/Quartet
3:50 – 3:55	5	GAME		
3:55 – 4:55	60	Song #1 Review Fight Song		Clinician/Quartet
4:55 – 5:00	5	LOVE NOTES – Sing a song for us!		Quartet
5:00 – 5:15	15	BREAK - do regional thank you project		
5:15 – 6:00	50	Song #2 It's My Song – add visuals		Clinician/Choreo

2024 SCHEDULE

SATURDAY NOV. 23 (cont)

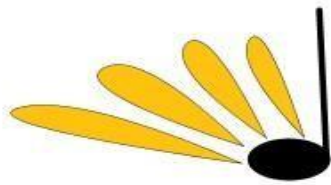
TIME	MIN	ACTIVITY	ROOM	WHO
6:00 – 6:50 pm	50	DINNER	Dining Hall	Counselors
6:50 – 7:15	25	To Cabins for Campfire clothes/prep	Cabins	Counselors
7:15 – 8:10	55	Counselor's Roll Call Song #1 Fight Song Put together – add visuals	Discovery	Clinician/ Choreographer
8:10 – 8:20	10	BREAK / Snacks – Fruit Snacks		Counselors
8:20 – 8:35	15	GAME – Birds & Perches		
8:35 – 9:25	50	Rehearse the "SHOW"		Clinician/ Choreographer
9:25 – 9:30	5	Pass Out T-Shirts – Counselors hold bags Instructions & Passing Time to Campfire	↓	Camp Director / Counselors
9:30 – 10:40	70	Cabins perform CAMPFIRE S'mores	Firepit	Camp Director / Counselors
10:40 – 11:30	50	Off to bed – Lights out at 11:30 pm	Cabins	Counselors
11:15 – 11:30 pm	30	Cabin Checks Counselor's Roll Call	Cabins	Camp Director

SUNDAY NOV. 19

TIME	MIN	ACTIVITY	ROOM	WHO
7:00 – 7:55 am	55	Rise and Shine!	Cabins	Counselors
8:00 – 8:55	55	Breakfast	Dining Hall	Counselors
9:00 – 9:30	30	Clean Cabins Move luggage to Dining Hall	Cabins	Counselors
9:30 – 9:35	5	Physical Warm Ups	Discovery	Choreographer
9:35 – 10:00	25	Vocal Warm Ups Counselor's Roll Call		Clinician/Camp Director/ Counselors
10:00 - 11:00	60	Review both songs & choreo Plan "show"		Clinician/Choreographer
11:00 – 11:15	15	BREAK Snacks –Rice Krispies /Left Overs Clean & Set up room for Show/ pack snacks Return RX's		Counselors Nurse
11:15 – 11:45	30	Walk on / off Run Show		Clinician/Camp Director
11:45 – 11:55	10	Photo Time!		Counselors
11:55 – 12:00	5	Line Up		
12:00 – 12:25	25	SHOW Camp Chorus / Love Notes Introduce counselors, nurse, Sarah, Kathy	↓	Quartet Clinician/Camp Director
12:00 – 1:00	60	Camp Dismissed Pick Up Medications from Nurse Risers tear down / pick up		Camp Director PEC

Counselor Group 1:

Counselor Group 2:



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IMPORTANT INFORMATION FOR PARENTS & CAMPERS 2024

Mountain Harmony Camp
Walker Creek Ranch
1700 Marshall Petaluma Rd.
Petaluma, CA 94952

Land line phone:

Camp Director's Cell:

Camp Director's email:

☐ **Camp will be in session rain or shine – we are prepared for both.**

☐ **Arrival Time**

Drop off time on **Friday, Nov. 22 begins at 4:00 pm** Please do not bring campers earlier than 4:00, our contract with Walker Creek does not begin until 4:00 pm.

☐ **Check In**

Our check-in table will be in the Dining Hall. Upon arrival follow the signs to the Camp Office. The Dining Hall is across the road. Once you check-in we will direct you to your cabin. A Walker Creek campus map is attached to your confirmation email.

☐ **Friday Dinner**

Campers will be served dinner from 6:00 – 7:00 pm Friday night. **If you are arriving later than 6:30pm please feed your child dinner before leaving the town of Petaluma.** Once you turn onto Marshall-Petaluma Rd. there are no options for fast food.

☐ **Clothing**

We are at camp, so the dress is casual. Pack layers as we will be inside and outside. If weather allows, we will have a campfire Saturday night (with Smores) so bring a warm shirt and coat. If rain is expected bring appropriate shoes as we'll be walking a lot. We have a **Cowgirl** theme this year. **Yee-Ha!** If you have comfortable western wear feel free to bring it. You can wear boots for the Sunday Show if you have them.

☐ **Sunday Show Wear**

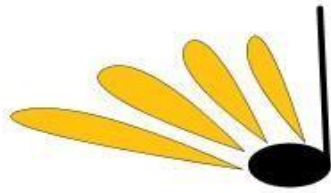
The camper's costume for our show on Sunday will be jeans, and the camp T-shirt that we will provide. Please pack a pair of blue jeans for Sunday.

☐ **Cell Phones / Wi-Fi**

Cell phones are allowed at camp. They are great for taking fun photos. However, there is NO cell service once you travel $\frac{3}{4}$ of the way down Marshall Petaluma Rd. **There is no cell service at Walker Creek Ranch.**

There is good Wi-Fi coverage throughout the ranch, and we will give everyone the Wi-Fi password at check-in. It's possible that if you set your phone to **Wi-Fi Calling** you'll be able to call, depending on your phone carrier. I've included instructions on how to set up Wi-Fi Calling. There is a land line in the camp office and one in the Teacher's Lounge that campers may use anytime. Just let your counselor know you need to make a call.

Campers are welcome to have their phones, but we ask that you remain respectful with phones silent during classes.



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□ **To set up Wi-Fi calling on your phone:**

iPhone: 1. Go to Settings 2. Tap Cellular 3. Tap Wi-Fi Calling 4. Slide button to ON

Android: 1. Go to Settings 2. Tap Connections 3. Select Wi-Fi Calling

Samsung Galaxy: 1. Swipe down twice from top of screen to open Quick Settings panel
2. Tap the Wi-Fi Calling icon

If you don't see the Wi-Fi calling option your carrier may not support it.

• **Emergency Calls**

In case of an emergency you will be called from the camp office's land line at 415-491-6600

That is also the number you should use if you need to contact the Camp Director, or a camper.

There is a Walker Creek staff member on site 24/7 and they have our schedule. Our Camp Director, _____, will set her iPhone to Wi-Fi calling and hopefully will receive calls. If you can't reach her during camp try an email.

- **Money** It is not necessary for any camper to have extra money at camp. There is no store at or near Walker Creek Ranch. We will not be responsible for any money lost or stolen. Love Notes Quartet will have CD's for sale after our Sunday show. \$15 each or 2 for \$25

□ **First Aid / Emergency Care**

Our Camp Nurse will have general first aid supplies on hand and will administer first aid if necessary. The Office also has first aid, Tylenol, Advil, etc. if needed. In case of an emergency, we will contact 911. The nearest hospital is Petaluma Valley Hospital, 17 miles away, and they are a Level 2 trauma center.

□ **Medications**

Any and all medications for campers under the age of 18 must be turned in to our Camp Nurse at check-in, with a signed Medication Authorization Form, which can be downloaded from our website at www.mountainharmonicamp.org – under DOWNLOADS, or completed and submitted online ahead of time. This includes prescription and over the counter medications. All medications must come in their original containers.

All prescriptions must have a legible label from the pharmacy indicating the following:

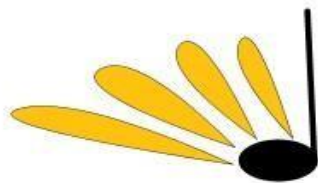
o child's name	date	name of medication	doctor's name	expiration
date	dosage	pharmacy name	pharmacy phone number	

Our Camp Nurse will be the only staff member allowed to administer medications on site and will log each dose. You, or a specified adult agent, must sign off for any remaining medications we return to you at check-out. If your child has any extenuating medical issues please call our Camp Director, _____, at _____, prior to camp, so we can properly prepare for your needs.

□ **Meals / Dietary Restrictions / Allergies**

All meals are included in the registration fee. We will eat together as a group in the Dining Hall.

The food service is excellent with nutritious, balanced meals. If your child needs Gluten Free, Vegetarian or Vegan meals you should have indicated that on your registration form. If you did not indicate that or have a need for extra special food preparation or handling contact our Camp Director NOW. The chef needs two weeks' notice to prep for meals. Campers will receive special meals from a separate section of the camp kitchen when necessary.



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- **Snacks**

We will offer snacks in our meeting room during breaks and before bed. We have a separate table for Gluten Free snacks. Food can only be eaten in our meeting hall – **no food allowed in cabins**. There are many cute creatures at camp that WILL find a way into your cabin for yummy snacks: raccoons, squirrels, fox, possum, skunks. Please don't tempt them.

- **Cabins / Counselors**

All cabins are separate from our meeting hall, dining hall, and the office. Pack smart, whatever you bring in you will carry out.

Cabins have bunk beds, which are shared by 8 to 10 campers and their assigned adult counselors. There are lights, heaters, and several electrical outlets in your cabin. Restrooms and showers are attached.

Counselors are chorus members from Sweet Adelines Region 12 who volunteer their time. They are vetted, background checked, and insured by Sweet Adelines International. They are responsible for the safety of their assigned campers and will assist with schedules and team building. The Camp Director will conduct a Counselor's Roll Call at lights out and several times throughout the day to account for each camper.

Everyone is expected to be respectful with all cabinmates and responsible for your cabin cleanliness.

- **Electrical / Valuable Items**

Please do not let your child pack laptops, tablets, i-pads, i-pods, mp3's, game players, etc. Our camp schedule is a busy one. We make new friends, work hard, and play hard. By lights out time campers are sufficiently tired! There is some free time in our day, however, we encourage campers to spend it outdoors and with each other. Cameras are great to bring to record lots of memories, and cell phones are fine for photos too. Please leave other valuable items, like jewelry, that might be lost or stolen at home. If rain is predicted, board games or card games are a good option to send.

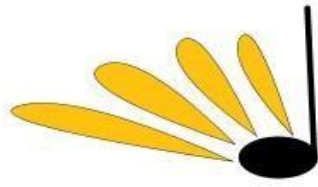
- **Pick Up Time / Camp Show Sunday 12 noon**

If you would like to see the product of your camper's weekend, please plan to attend our camp show before you pick up your child, on **Sunday, Nov. 24, at 12:00 noon, in the Discovery Center**. We will perform the songs and choreography we learned over the weekend and enjoy a performance by Love Notes Quartet. The show will start promptly at 12 noon and be about 20 minutes long.

Upon entry park your car in the Dining Hall or Office parking areas and walk to the Discovery Center. A campus map was included in your confirmation email.

All campers will be packed up and dismissed from the Dining Hall. Campers and visitors **must be off-site by 1:00 pm.**

Lunch will not be served on Sunday.



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□ **Travel Tips**

If your child is traveling in a car with another parent or teacher, or if you are transporting other children to camp, please be sure to write a liability release. It can be informal, or you can create one free on-line at: formswift.com/waiver Just pick your state, put in the necessary names and addresses, and it will produce a legal waiver form for you.

□ **Behavior Expectations / Consequences**

We enjoy our campers! We love their energy, amazing talents, and personalities. We welcome individuality and encourage uniqueness all while keeping our group behavior expectations high.

Our general operating rules / expectations for everyone are simple:

Be Safe, Be Respectful, Be Responsible

Our expectations will be explained to all campers in our Friday night introductions.

If any camper becomes disruptive to their counselor, cabin, or the group by not following these guidelines we will follow these three steps:

1. The Camp Director, Counselor, and camper will have a discussion to clarify the rules and find a common solution.
2. If the behavior continues to be an issue, the Camp Director will have the camper call home and we will discuss solution options with parents.
3. If the behavior cannot be controlled, the camper will be expelled. The Camp Director will call parents and require they pick the camper up. The camper will not be allowed to participate in activities and not allowed back in the cabins. If necessary, they will room with the Camp Director until they are picked up. There will be no refund of fees.

Along with Walker Creek Ranch policies, we have a zero-tolerance policy for any behaviors that might be dangerous to others. This includes being in possession of any illegal substance, alcohol, or any item that would be considered a weapon, including lighters, knives, needles, scissors, etc. If you can't take it on an airplane – don't bring it to camp. There is no smoking, vaping, or alcohol allowed at Walker Creek Ranch – period. Any student breaking these rules will be sent home.



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COUNSELOR & STAFF NOTES FROM CAMP DIRECTOR, (

CELL PHONE:

EMAIL:

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CAMP GOALS

To develop confidence, creativity, and ensemble performance skills, by providing young women an outlet for creative expression in a fun camp atmosphere.

We allow campers to discover and enhance their talent in music, vocal production, and showmanship, through interactions with experienced mentors.

We emphasize personal artistic growth through small group classes, as well as fostering creative collaboration through choral singing.

We strive to nurture a life-long love of vocal music by offering students extraordinary levels of personal engagement with a cappella music.

STAFF EXPECTATIONS

Our camp staff will strive to create a positive, safe, and supportive environment for all girls. Our focus at camp will always be on the girls. Our campers are the reason we are at camp, and it is important that you focus on the girls' needs with supportive patience. Be enthusiastic and willing to be fully involved in the camp experience. Remember, you will be living the camp experience with your students; let them know you enjoy it and are glad to be sharing it with them!

Respect the fact that our camp provides a welcoming environment for **everyone**. You will need to respect individual differences in other staff members, and in our campers.

Act as an appropriate role model for children through your actions, language, work habits and general conduct. Camp may be fun and exciting, but you are expected to always act in a professional manner. Remember, you represent your chorus, your region, and Sweet Adelines International.

Abide by Walker Creek's policies, procedures and guidelines. No alcohol allowed on campgrounds. Smoking is permitted by adults only out of sight of campers.

Be a team player! Everyone at camp is important and we cannot be successful unless everyone is working together. We focus on building positive communities at camp.

Camper/Counselor/Staff Cabins

We will be in larger sized cabins this year. Most will have 12 – 20 bunk beds, so two groups will share the same cabin. We group girls together by age and you will be responsible for 7 – 9 girls. Bathrooms and showers are connected to the cabins. No walking outside to shower, YAY!

Faculty / Adult Cabins – All faculty will stay in the "Teacher's Lodge" which is a common room with adjacent separate bedrooms and a shared bathroom/shower area. There are two beds per room and each bed is made with sheets and a blanket. Bring your own pillow.

The common room has a small refrigerator, sink and coffee maker. Cyndi will bring Starbucks ground coffee and a creamer for all, and we can keep the pot full as long as you like. Bring your own thermal cup with a lid. You are free to use the refrigerator, just label anything you bring.



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We will move all belongings out of the cabins on Sunday morning, right after breakfast, and clean them ie: sweep the floors, remove garbage, etc. This includes all campers, counselors, and staff members. Our contract states we must vacate the lodging units by 10 am or pay a large fee. We must also leave them clean.

We have a **Country Girl** theme this year **Yee Haw!** so if you have comfy western wear feel free to bring it. I'm letting our campers know they can wear boots for the Sunday Show.

Group Introductions / Bonding

The first time your entire cabin group will be together may be after Friday night activities. Please take some time with your group to introduce yourself, and them to each other. Be clear about your expectations of them and remind them of your cabin / camp rules. If you have younger campers or notice some shyness among them, you might want to play a quick ice breaker (get to know you) game. If you need ideas contact me and I'll send you a list of some fun easy games.

The sooner your cabin group bonds the more fun everyone will have. Encourage group inclusion activities whenever possible. I've listed some options for you to think about. Some may require that you plan ahead to purchase and pack some supplies.

- Give their cabin group a name – I will have poster paper, markers and masking tape available to make a door sign if you want, just ask
- Create (positive) camp nick-names for themselves.
- Create a cabin cheer with moves – can use it anytime, before rehearsals, at campfire or at Roll Calls to be sure they are all there.

Again, if you need help just ask.

Special Meals:

The dining hall will serve vegetarian, vegan, gluten free, nut free, etc, meals from a separate kitchen window to those campers who need it, including adults. The kitchen has been given a list of names from the registration information and are expecting them. Your camper list will show any dietary needs.

State of California Mandated Reporting

If a camper should disclose any personal information that you feel might reveal abuse (physical or emotional) or neglect, you must report it to the Camp Director immediately. Your Camp Director, by law, is a mandated reporter for the State of California. If you are employed as a teacher, nurse, public servant/officer, childcare worker, etc., you are one as well. Please do not hesitate to report anything suspicious and we will work with the camp administration on following proper procedures.

Liabilities for Failure to Make A Required Abuse Report

The California law states:

1166.5(c) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine.

You can visit this site for more information.

<https://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp>



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Discipline Policy

We have three rules at camp:

- Be Safe
- Be Respectful
- Be Responsible

All activities and behaviors can be connected to these three principles. When correcting a behavior there is no need to yell, berate, nag, etc. Simply state to the camper which rule they need to remember. If they are engaging in an inappropriate activity, just redirect them to an appropriate one.

Examples: 1. "Sarah, throwing rocks is not safe. Let's go collect some pine cones."
2. "Maggie, leaving your dirty clothes on the floor is not being responsible, or respectful to your cabin mates. Let's find a better place to store them."

Students will usually respond appropriately, even if it is said firmly, when treated with this respect. If your student continues to misbehave, this includes being disrespectful of you, or putting others in danger, then please come to me. **You are not allowed to discipline a camper.** Cyndi Sharp, Camp Director, will decide if any discipline is needed, as follows;

We have a three strikes rule:

1st Strike: The camper, you, and I, talk over the issue together. We agree on a way to improve. A warning is given and the student returns to camp activities.

2nd Strike: The camper and I call home to let the parents know they are having trouble and we all discuss ways to change their choices / behavior. They are removed from camp activities for an agreed amount of time.

3rd Strike: I call the student's parents and plan for them to be picked up from camp. They are removed from activities and not allowed back in their cabin. If they cannot be picked up before the next day they will room with the Camp Director.

Simple and straight forward, but the Counselor is only involved in Step 1.

Roll Call / After Dark

Counselors will be given a list of their camper's names, ages, and any medical issues they need to be aware of. Please keep this information/list confidential – girls this age can be very sensitive about private matters.

Several times throughout the day I will ask for a **Roll Call**, usually after meals or after free time. When asked, just do a head count and report to me that you have all your campers – or not. Please be aware of where your girls are at all times.

Your campers need to notify you if they are leaving your cabin, or a group activity. Once the sun goes down it is VERY dark at camp. It is always best to have girls go in pairs when walking away from the group, but no one should be walking around alone after dark. Our lights out time is 10 or 10:30. You will be notified each night.

Just before, or at Lights Out each night, I will stop by your cabin for a final head count from you. No one is allowed to leave your cabin after that.



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Emergencies / Medications

Walker Creek staff are prepared to render critical First Aid but will call 911 in case of emergency. The nearest hospital is Petaluma Valley Hospital, 17 miles away, and they are a Level 2 trauma center.

We are bringing our own Camp Nurse, she will handle all First Aid and administer medications to minors according to our set procedures. All minors bringing medications must check them in with our camp nurse upon arrival. All meds will then be her responsibility. **You are not allowed to give any medication of any kind to a camper, not even a Tylenol. Contact our camp nurse.**

Campers aged 18 and up may bring and take their own medications, but they may NOT share them with anyone. If you bring personal medications, please keep them packed out of sight.

If there should be an emergency in your cabin at night;

1. **Stay with your sick or injured camper in the cabin**
2. **Send two girls to get the counselor next door – tell her of the emergency and have her come to the Teacher's Lodge to get Cyndi. Do not leave your sick camper and do not send girls to get Cyndi.**
3. **I will notify the Camp Nurse and we will come to you.**

Phones:

There is no cell phone coverage at Walker Creek, however Wi-Fi is available and steady throughout the camp, so email is an option. Everyone will be given the Wi-Fi password at check-in. Cyndi will have her iPhone's Wi-Fi Calling activated so should be able to receive calls and contact 9-1-1. If you can't get a call through try sending an email. The instructions on how to activate Wi-Fi Calling on your cell phone are included in the Important Information for Parents and Campers doc included in your confirmation email.

There are landline phones in the Teacher's Lounge and the Main Office for free outside calls. If a camper requests to make a call home just take them to the closest land phone.

Girls are allowed to keep their cell phones with them. They love to take photos, and we encourage that. We do ask them to silence them and put them away during class and rehearsal times. They are free to use them at breaks, meals, and free time.

Your hour+ break:

Counselors are divided into two groups. Each group will have a scheduled break (free time) on Saturday. You are welcome to spend this time any way you want. There are some beautiful hiking trails on site, just ask for a map at the main office. You can visit the cows or the creek within walking distance, or you may also stay and attend a class with the girls. If I had time, I'd take a nap!

Counselor's Meeting:

We will have a group meeting with all counselors on Friday night while the campers are learning their music. Please bring any cabin / camper information you've been given. We will review your duties, go over any last-minute details, and answer any questions that may come up.

Counselor Duties at Camp

- Help Cyndi and the RN set up and run the check-in desk at the Dining Hall on Friday
- Help man the check-in desk after dinner
- Direct campers to their cabins. (Bring a flashlight!)



mountain harmony camp

Region 12 Sweet Adelines International

- Introduce all campers to each other
- Acquaint campers to campground
- Accompany girls to classes, help keep an eye on “the group”
- Promote inclusion within your group – positive messages
- Help girls with duties / issues
- Help remind campers of their medication schedules with Nurse
- Help your cabin stay on schedule – wake up/classes/meals/ lights out
- Do not discipline - Report any rule infractions to Camp Director
- Help by singing on risers when needed – but don’t stay there. Let the girls learn it and do it.
- Assist by singing in section rehearsals when needed
- Take roll at scheduled times and report to Camp Director
- Keep all your girls on campgrounds – know where they are
- Help set up and clean up our snack tables
- Assist with the campfire activities – organize marshmallow roasting and S’more making.
- Help clean up / pack up our meeting room on Sunday
- No smoking on camp grounds
- No alcohol on camp grounds
- Have Fun! Participate in our vocal warm ups and dance breaks!
- Help teachers attending with their students feel welcome and included

Campfire

We have campfire activities Rain or Shine. The focus of our campfire is to include everyone in performing. So, we ask that each **cabin** prepare something to perform, as a group, for our “open mic”/talent show. This must involve all members of your cabin – no soloists while others sit out. Most girls want to sing, of course, however, they can do anything – perform a skit, a pantomime, tell jokes, do a spoof on a TV show, play a game with the audience ie: Jeopardy, or Wheel of Fortune, whatever their creative minds come up with is fine, as long as it’s age appropriate. They can use the electric pianos we have, guitars if they bring them, kazoos, ukuleles, etc. Some cabins mesh well, take this assignment, and run with it, others may need some encouragement, even prodding. Encourage them to use their resources for props – their luggage can become a prop of furniture; clothing can be worn differently (bras become air flight helmets), sleeping bags make great horse costumes, etc. We will tell the girls on Friday night about our campfire activity so they can start planning and they will have free time after lunch on Saturday to work on it. Remind them keeping it simple is best.

Of course, it’s always GREAT to have our counselors participate too! If you want to organize an adult group performance go for it – but keep it simple and the more prep before camp we have the better.

THANK YOU!

Thank you in advance, for giving your time, energy, and heart to these girls. I know that every Sweet Adeline has a busy calendar, and hundreds of ways to spend her time. I truly appreciate that you’ve chosen to invest it at Mountain Harmony Camp. You will make lifelong memories for your campers, along with infusing them with your love of music and harmony. Our goal is for each girl to leave camp with more friends, feeling successful and excited about Barbershop music in her future. Thank you for making that happen!

Basing numbers on Walker Creek Ranch contract for 50 total attendees

INCOME	Maximum Estimate (BEST SCENARIO)		Minimum Estimate (WORST SCENARIO)	
Reg 12 YWIH / MHC Balance	5,600.00	Current account balance as of 7/24	5,600.00	Current account balance as of 7/24
Future Fund Raising	1,000.00	Pass the Bag at Sept AIM	400.00	Pass the Bag at Sept AIM
Camper Registrations	4,680.00	36 Paid Student Campers X \$130	2,600.00	20 Paid Student Campers X \$130
Donations	1,000.00	Individuals, Qts & Choruses	200.00	
SAI Grant	3,000.00		0	
Outside Grant	1,000.00		0	
TOTAL INCOME	16,280.00		8,800.00	

EXPENDITURES	Maximum Estimate (BEST SCENARIO)		Minimum Estimate (WORST SCENARIO)	
Walker Creek Ranch Contract	15,229.82	Camper Cabins 35 X \$146 = 5,110.00 Counselors 5 X \$146 = 730.00 Staff Lodge 10 X \$244 = <u>2,440.00</u> 8,280.00	15,229.82	Camper Cabins 21 X \$146 = 3,066.00 Counselors 3 X \$146 = 438.00 Staff Lodge 10 X \$244 = <u>2,440.00</u> 5,940.00
5 Meals		Breakfast (2) 100 X \$21.50 = 2,150.00 Lunch (1) 50 X \$23.50 = 1,175.00 Dinner (2) 100 X \$30.00 = <u>3,000.00</u> 6,325.00		Breakfast (2) 70 X \$21.50 = 1,505.00 Lunch (1) 35 X \$23.50 = 822.50 Dinner (2) 70 X \$30.00 = <u>2,100.00</u> 4,427.50
Meeting Room		No fee		No fee
3 breakout rooms		No fee		No fee
Sound System	66.00	Set up fee	66.00	Set up fee
Campfire	37.00	Set up fee	37.00	Set up fee
Music	200.00	2 songs	200.00	2 songs
Learning Tracks	100.00	2 songs	100.00	2 songs
Snacks/ S'mores	200.00		200.00	
T Shirts	350.00	DIY	700.00	Professional printer
Copies	160.00	Music / Reg Forms / Handouts	120.00	
Badges / Name tags	40.00		25.00	
Paper goods / Ink	40.00		20.00	
Adult background checks	200.00		200.00	
Riser Transport / Rental	400.00	('23 SOS)	400.00	('23 SOS)
First Aid Kit	0.00	We have a full kit	0.00	

ESTIMATED BUDGET Mountain Harmony Camp 2024

Basing numbers on Walker Creek Ranch contract for 50 total attendees

EXPENDITURES (cont.)	Maximum Estimate (BEST SCENARIO)		Minimum Estimate (WORST SCENARIO)	
Website	0	Donated by local business	0	Donated by local business
Teaching QT Fee	800.00		0	No Teaching QT
Clinician Mileage	300.00	Airfare	300.00	
Camp Director Mileage	80.00		80.00	
QT Mileage	395.00	Airfare \$275 + miles \$120	395.00	
Choreographer Mileage	60.00		60.00	
TOTAL EXPENDITURES	18,657.82		18,132.82	

TOTAL INCOME	16,280.00		8,800.00	
TOTAL EXPENDITURES	18,657.82		18,132.82	
BEST SCENARIO TOAL	-2,377.82	WORST SCENARIO TOTAL	-9,332.82	

Notes:

We usually discount the cost per camper to keep registration fees lower for the students. A lower registration fee attracts more campers as well. This year I'm suggesting the fee be \$130

Actual cost lodging only per camper: \$146.00 (meals not included)

Our contract allows us to increase the number of campers so our income could be more.

36 Campers	\$130 ea (loss \$16 ea) this is income
4 Counselors	Comp'd at \$146 ea
8 Staff	Quartet (4), Director, Clinician, Choreographer, Nurse Comp'd @ \$240 ea
<u>2</u>	School Teachers: We comp teachers that bring/attend with their students. Usually 2 or 3 each year
50 Total attendees	

T-Shirts: I included the cost of professionally printing the shirts at \$700 in the worst-case scenario. However, I think we can DIY them by purchasing shirts online (\$2.99 ea) and using a printer and thermal transfer paper saving at least ½ the cost. I wouldn't mind doing this and would give me more last-minute control over quantity as well. I included the \$350 saving in the best-case scenario.

Mileage: I included mileage for staff in expenditures, as we have done in the past, but will need clarification from you before finalizing with personnel.

As always – Mt Harmony Camp isn't the cookie cutter regional program. It has its own unique requirements and expenses.

Scholarship Application Form 2024

Pacific Shores Region 12 Sweet Adelines International's Mountain Harmony Camp offers a limited number of full and partial scholarships on a first come, first served basis, to families of children age 13+ who cannot afford the cost of camp. Scholarship amounts are limited and applying does not guarantee an award. Awards are given on the following criteria.

- Financial need
- Interest and involvement in vocal music
- Potential growth and development opportunities for the student through the Mountain Harmony Camp experience.
- Space availability

Student Name	Last:	First:	
Age:	School:	City:	Grade:
Parent/Guardian Name	Last:	First:	
Address	Street:	City:	
	State:	Zip:	
Phone:	Cell:	Other:	
Email for notification:			
How much of the \$ 130 registration fee are you able to pay today?			\$
Please list vocal music, theater, or dance programs where you are currently enrolled			
PROGRAM #1			
School / Program Name:			
Teacher / Instructor Name:		Phone:	
Your position/involvement:			
PROGRAM #2			
School / Program Name:			
Teacher / Instructor Name:		Phone:	
Your position/involvement:			
Please attach an additional sheet of paper if you wish to add more programs			
How would you benefit from attending Mountain Harmony Camp 2023?			
I acknowledge that the above information is true and correct. I give permission for Sweet Adelines International, Pacific Shores Region 12, and/or Mountain Harmony Camp to use my/ my child's name and other information in this application for reports, grants, press releases, etc. I understand scholarship funds will be in the form of a credit to my registration and is not transferable between students or refundable to families.			
Student Signature:		Parent Signature:	
Print Name:	Date:	Print Name:	Date:
<i>You must submit this Scholarship Application Form with a completed Camp Registration Form to Mt Harmony Camp Director Cyndi Sharp mtharmonycamp@gmail.com</i> Or call: 925-639-2963			