

STAFF MANUAL CONTENTS

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(1.)

Welcome to Camp Waupaca! The following pages of this manual are to be used as a guide to our program. You have been selected from a number of applicants because we believe that your experience, your skills, and primarily your interest in the happiness and well-being of children will combine to make a real contribution to each camper. Your job is an important and difficult one. The kind of memories and experiences the camper takes home with him will reflect the kind of person you are and your skill in helping him adjust to this kind of living.

We believe that there will be great satisfaction for you this summer, from helping the boys with whom you work to be happier with themselves and their world, and from your associations with the other counselors. There will be disappointments and frustrations too. There won't always be a "right" answer to the problems that arise. But, if you like people and are willing to work at the problems that arise with all the skill and help possible, you will do a good job at Camp Waupaca.

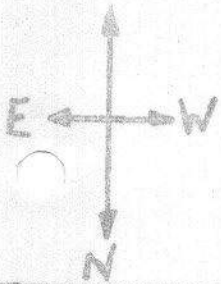
The camp administration has a right to expect certain things of you as a staff member. You should regard this as a job, not as a vacation, though it is important that you have fun doing it. You will be expected to work hard as an individual and as a team in order to be successful. Each is expected to carry his assigned share of the camp work and to be ready to pitch in occasionally if there is a program or emergency which requires extra work. This kind of teamwork will mean greater growth and satisfaction for you. The happiness and welfare of the campers is our primary consideration, and you are as important as anyone else in bringing your enthusiasm, skills and understanding to whatever camp job is yours.

Camp Waupaca was established in 1950 and from the first season of some 60 boys, Waupaca has grown to a capacity of 125 to 130 boys. The staff consists of 25 senior men as well as a number of junior counselors.

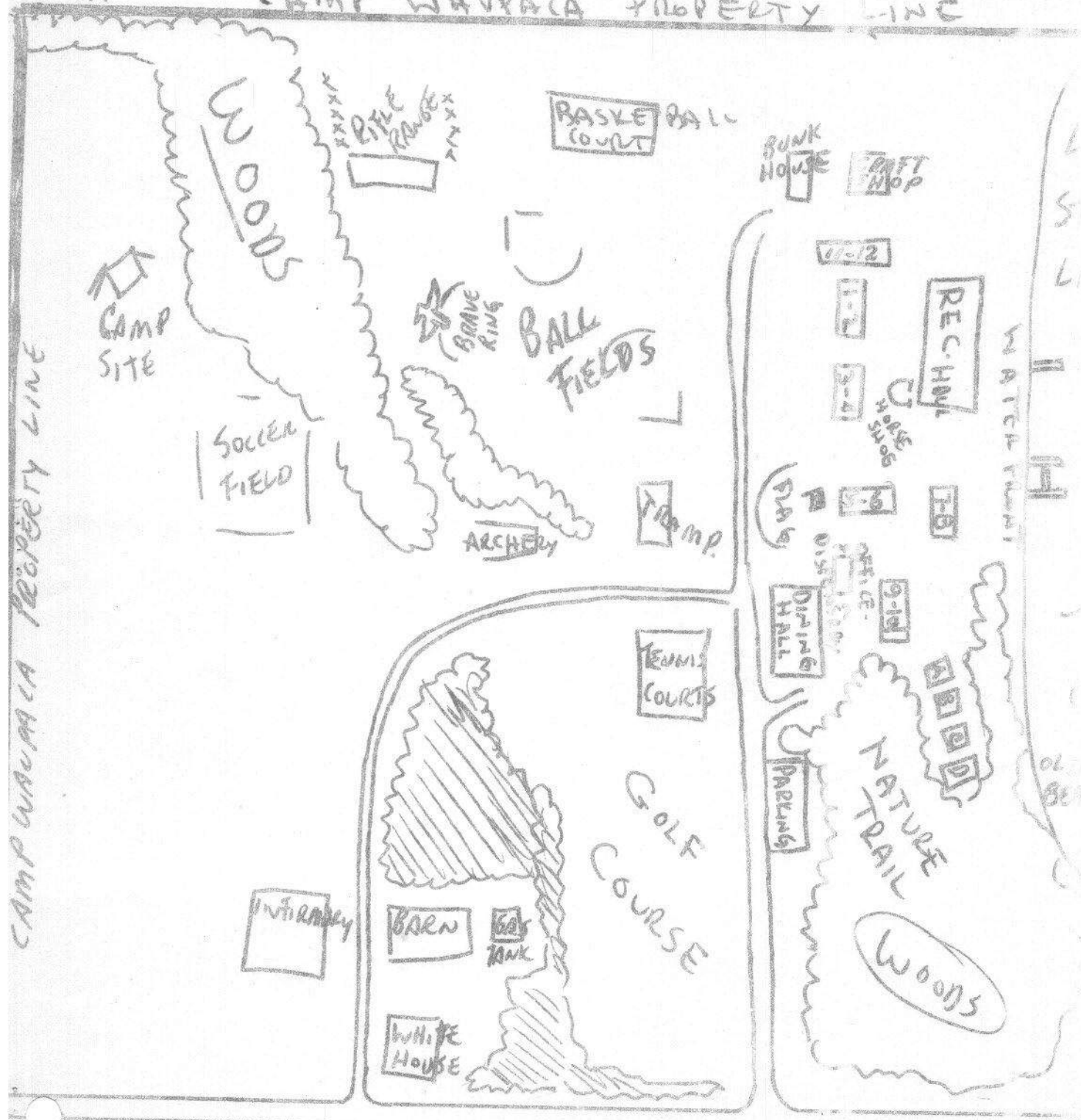
The camp covers 75 acres and has approximately 1,000 feet of shoreline on Little Lake Stratton. The town of Waupaca is about 10 miles away; it is a lively, friendly resort town. The relationship between the community and the camp has always been friendly, mainly because of fine conduct of the camp staff in town and the exchange of business between town and camp.

The program is varied but water skills are stressed although a boy can select classes from a wide variety of activities and skills. The camp is proud of its program and feels that the key to any successful camp is the staff. The real success or failure of the camp season rests with your enthusiasm and dedication to your job.

LAND AREA: 72 ACRES
SHORELINE: 1000 FEET



CAMP WAUPACA PROPERTY LINE



ROUTE #1 - STRATTON ROAD

← TO: HIGHWAY 22 TO WAUPACA

LEADERSHIP HINTS

The following are some hints to leaders which will help to win and sustain the confidence and respect of campers towards the staff and will tend to minimize discipline problems:

1. Know all your campers by name, and in addition, know something about them.
2. Be friendly, always show interest in what individual boys are doing and what progress they are making in camping, hobbies, and other activities they are participating.
3. Commend good qualities and actions.
4. Try to be constructive, not repressive in all dealings with campers.
5. Remember that a sense of humor is extremely vital.
6. When necessary, be firm - but at all times...be fair.
7. Never strike a camper. It may seem the easiest way, but usually aggravates the problem.
8. Do not judge misconduct solely on how much it annoys you.
9. Do not take your personal feelings and prejudices out on the camper.
10. Be consistent in all your dealings.
11. Maintain poise at all times. Do not lose your temper.
12. Remember: "The tongue is the only keen-edged tool which grows sharper with constant use." Do not be a nagger, bluff, or be officious.
13. Try to see the camper's side of the question.
14. Look for good qualities - all boys have them.
15. Do not pick on every little thing a boy does. Sometimes it is wiser to overlook some things.
16. Bear in mind that misbehavior is seldom willful. There usually is a cause, and it may be in yourself, the activity, or some other influence outside the boy.
17. Check program and facilities constantly. Study and listen to suggestions and complaints of campers.
18. Follow up all cases which have been disciplined. Be certain that you still have the respect and confidence of the camper.
19. Be sincere in your work. Set a good example yourself.
20. Have fun with the kids - but remember - you are still the leader...NOT ANOTHER CAMPER.

GENERAL RESPONSIBILITIES

Camp Waupaca reserves the right to dismiss an employee for the following offenses:

1. Excessive drinking, or drinking on the camp grounds.
2. Obscene or profane language while on camp grounds.
3. Physical abuse of the campers.
4. Extreme negligence and lack of performance of duties.
5. Disorderly behavior either on camp grounds or in town.

In addition, the following standards of behavior and dress are to be followed:

1. No smoking in the cabins at any time.
2. No smoking while teaching, guarding, or supervising an activity.
3. No swimming suits, bare feet or lack of shirts in the dining hall during meals.
4. No beards or excessively long hair will be allowed during the normal camp season.
5. Reserve adult conversations for times when there are no campers present, this includes junior counselors.

GETTING ORGANIZED

Counselors should organize their cabins as soon as possible. It is suggested that one counselor at each end of the cabin is the best arrangement. Shelves are provided for counselor belongings apart from the campers. If possible, the counselor should occupy the top bunk in order to have a better view of the cabin. If the cabin needs cleaning the counselors should have this completed before the campers arrive.

DAILY ROUTINE

- 7:30 Reville, everyone up.
- 7:45 Flag raising
- 8:00 Breakfast
- 9:00- 10:00 Cabin clean-up
- 10:00- 11:00 First period classes
- 11:00 - 12:00 Second period classes
- 12:00 - 1:00 Lunch
- 1:00 - 2:30 - Rest period
- 2:30 - 3:30 - Competition
- 3:30 - 4:30 - G - Swim
- 5:00 - Flag lowering
- 5:15 - 6:15 - Supper
- 6:15 - 7:30 - Free period
- 7:30 - 8:00 - Canteen
- 8:00 - 9:00 - Campfire
- 9:00 - Taps

The above schedule is the normal camp routine. There will be exceptions but these will be announced beforehand. The following is a more detailed breakdown of the camp day. Please read and familiarize yourself with the schedule and your specific duties.

7:30 REVILLE: Everybody up, wash up, dress, make beds. Counselors should set the example by being up and helping the kids along. Make sure they do wash and brush teeth.

7:45 FLAG RAISING: Cabins line up in order at the flag pole for personal inspection by the nurse, announcements. Saluting the flag: this is important and we want to teach the proper respect for the flag. Position of attention, proper salute with the right hand, quiet, eyes on flag.

8:00 BREAKFAST: All meals start with campers and counselors standing, then sing Grace: "(Morning, Noon-time, evening) has come, the board is spread. Thanks be to thee O Lord who gives us bread." Then say Grace: "For thee and all thy blessings O Lord we thank thee." All counselors are to be present at all meals unless excused by the Director. Boys are to remain seated during the meal. If counselor desires, he can appoint one older boy to assist him in getting the food, refills, etc. Counselor should see that all boys set good table manners, eat a balanced meal, and carry on conversation in a low voice. Stacking the dishes at the end of the meal should be a set routine with a regular schedule of everyone taking part. No one is to leave until table is cleared and dismissed by Director or Program Director.

9:00-
10:00 CLEAN-UP: This is an important duty and all beds should be made neat and tight, all pillows should have a blanket dust cover over them. The shelves should be neat and straight. Counselors should set up a schedule for clean up duties, listing such things as: "sweep", "rake", "dust", "shelves", "trash", and "day-off". Boys who are finished should be excused. The Clean-up develops a pride in the cabin and incentive is provided both by daily INSPECTION scores and a trip to the root beer stand for the cabin in the lead every two weeks. Counselors should impress upon the boys the importance of keeping the cabin and personal area neat and clean at all times.

10:00-
11:00 FIRST PERIOD CLASSES:

11:00-
12:00 Second PERIOD CLASSES: The class periods are usually signaled by bell or bugle but instructors are advised to keep track of time themselves.

Specific program areas are in the hands of those specialized staff members. General instructions:

Punctuality: require the boys to report on time and in proper dress. Also - be on time yourself.

Attendance: check and know all boys assigned to your class. Take roll each day, check up on those who are absent.

Instruction: be organized, do not just offer play or recreation situations.

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Teach, drill, practice, play and repeat. Keep track of the time, excuse boys 5 minutes before the hour to allow preparation for next class.

12:00-

1:00 NOON MEAL: Generally start meal at 12:15, all campers and counselors should be at tables. Do not allow or wear yourself swimming suits, athletic shorts, shower clogs to any meals. Bermudas, cut-offs, trousers, shirt, shoes, etc., are required of campers and counselors. Noon is the big meal of the day and it is important for counselors to see to it that all boys are served and eat. Any boys not eating, or complaining of loss of appetite or feeling ill should be reported to the nurse.

1:00- REST PERIOD: It is required by the State of Wisconsin that all camps enforce a 1½ hour rest period each day. We require that all boys spend the first half hour on their bunks, quiet, shoes off, and rest. For the younger boys this time may be lengthened. They are to be quiet - to rest or to sleep. The last 45 minutes or so can be spent quietly reading, writing, playing quiet games in the cabins. No boys are to be allowed out of the cabins during rest period. Radios may be played but the volume should be kept low, and loud-raucous music should not be played. Rest period is over at the sound of the bugle.

2:30- COMPETITION: The competition period is organized into leagues and teams according to age. All boys are to participate and counselors should make sure that all boys do take part. No one is to remain in the cabins unless excused by the nurse. Counselors will be assigned teams the first few days to coach and assist them in getting organized. Each day of competition some counselors will be assigned to officiate the games. Officials should check the schedule, become familiar with the rules, and report to the playing field on time. He should check to make sure that every boy has a hat and is properly dressed. All games are on a time basis - i.e.: the sound of the bugle ends competition and the team ahead then is the winner.

3:30 - G-SWIM:

4:30 (Free-swim) at this time we hope to have all the boys and all qualified men at the Waterfront. Guards should report to the beach as quickly as possible and assume their guard stations. As a guard you must be in a swimming suit, ready to act at a moments notice. Guards should watch the water for buddies, breaking of rules, check-outs and check-ins. They should not talk to each other or to campers, they should concentrate on making sure their water is safe and accounted for.

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We cannot stress enough the importance of the job of life-guarding. We are proud of our Waterfront, of its safety record and our system and can only maintain this fine record through efficient, conscientious supervision. Boys may be sent out of the water for 1 or 2 buddy checks by the guards. No guard can suspend a boys privileges ("beach"), only the waterfront director can do this.

The "BUDDY" CHECK: The boys are checked into waters (beginner, intermediate, advanced, raft) in pairs or "buddies" using numbers assigned to them. Triples are not allowed except where one boy has no buddy and desires to swim: ONLY ONE TRIPLE IS ALLOWED IN A SECTION AT A TIME. We try to keep boys in pairs. The procedure for a buddy check is as follows:

1. Waterfront Director blows whistle, calls: "buddies"
2. Boys clasp hands, hold up high, everyone QUIET
3. Guards count buddies while board man checks his list.
4. Board man calls for check from each water, eg: "beginner", answer is number of buddies in water - "4". If there is a triple in the water the reply might be "4 and 1"
5. Anytime a guard sees boys more than 10 feet from a buddy he should warn boys once, then ask to leave water for one buddy check.

After the boys have completed their G-swim, there is usually a 15-20 minute counselor swim period before supper. Counselors must observe all safety rules. Do not swim alone, if you want to swim across the lake, get someone to swim with you and someone to follow you in a boat. Also, check with the Waterfront Director before going.

5:00- FLAG LOWERING AND SUPPER:

6:00

All campers and counselors must be present at flag lowering. Delinquent behavior on the part of the counselor invited delinquent behavior on the part of the campers and causes a breakdown in the routine and creates problems in the serving and handling of the evening meal.

6:15- FREE PERIOD: This period is a very important part of

7:30

the camp program and demands cooperation and active participation from all staff members. Alternately odd and even cabins can use the waterfront for boating, fishing, or sailing. Each evening all program areas are open affording the boys an opportunity to do whatever they like with adult supervision. Individual or team practices can be conducted, choose-up games, instruction

in special areas, meetings of interest groups: all experiences are open to the campers during this period. Counselors may accompany campers to the waterfront and are encouraged to participate in the free period with the boys as often as possible. Two waterfront men will be on duty during the time to check boats in and out and to patrol the lake.

*NOTE: Please See the WATERFRONT RULES AND REGULATIONS TO FAMILIARIZE YOURSELF WITH PROCEDURES AND RESTRICTIONS DURING FREE PERIOD.

7:30- CANTEEN:
8:00

Every camper is allowed one canteen treat each night (candy, fruit, or ice cream). He may also get any needed personal supplies at this time (toothpaste, writing paper, pen, etc.)

8:00-
9:00 CAMPFIRE:

Campfire consists of any number of activities; movies, stories, songs, skits, talks, counselor entertainment, etc. Everyone attends the campfires. Counselors should see that boys dress properly (long-sleeved shirt or jacket, long pants, shoes, socks, etc.) All counselors are urged to sit with the boys rather than stand or sit together at the rear. Control is much easier if staff members are among the campers instead of behind them.

*SUGGESTIONS:

1. At all campfires, attention, self-control, and especially respect for the campfire leader are musts.
2. Sarcastic or detracting comments by the boys are to be discouraged. If a boy cannot conduct himself properly, please ask him to leave, or separate him from his group.
3. Positive participation and setting of the proper example by all staff members is the best way to train the campers.

Campfire ends with all campers and staff rising and singing taps: "Day is done- gone the sun
from the lakes, from the trees, from the sky
All is well, safely rest,
God is nigh."

9:00- BED TIME:

This song is a prayer and campers should act accordingly: quiet, all singing, followed by a moment of silence, then dismissal for bed. Counselors must be in the cabins, supervising the preparation for bed. Boys should shower quickly and at this time; a visual check of each boy is suggested at this time to look for any sores, bites, rash, skin problems, as well as general cleanliness. Each boy should brush his teeth and then get into bed quickly. Approximately 15 minutes after retiring to the cabins, the bugle sounds the final TAPS. This means lights out in all cabins and quiet.

The period immediately following lights out is important due to a normal resistance to sleep by some, a desire to engage in horseplay with the lights out by others, and a general restlessness and final flurry of activity. It is suggested that the counselor use this time by starting a story, reading a story, talking about the days gone by or the days to come, possible cabin activities, cabin projects, cabin night events, etc. Bed-time is a time to quiet down - a lot of humor or clowning around will extend this time and will most likely also disturb the adjacent cabins. One counselor must be in the cabin or on the camp grounds all night. He should check to make sure the boys are covered and are quiet before leaving the cabin. It is suggested that the counselor stay in or just outside the cabin for 20-30 minutes after the boys appear to be settled.

WATERFRONT REGULATIONS

All staff members should familiarize themselves with the rules and restrictions on the waterfront. Any questions concerning use of boats, swim area, or any activities on the waterfront should be directed to the waterfront director.

1. There will be waterfront activities only at the specified times and under the supervision of qualified staff.
2. No running on the docks at any time.
3. No swimming under the docks.
4. Diving is permitted only from the raft and the advanced end of the dock. No jumping or diving in intermediate or beginner water.
5. Campers will be on the dock only during class periods or during general swim.
- *6. No campers are allowed on the beach during guard swim unless supervised by the waterfront director.

THE BUDDY SYSTEM

1. Each boy chooses a buddy with the same qualification as he is. In cases where buddies are of two different ability levels, they must check into the lower ability water.
2. Buddies stand in sets of two, on the beach (above the steps) until all guards are in place.
3. Buddies give their buddy numbers and the section they are checking in to to the board man, quickly but carefully.
4. During the general swim the buddies will remain within reach of one another (ten feet). This includes during the time of checking and checking out.
5. When the whistle blows, the buddies will join hands and hold them high in the air; they will remain quiet and hold that position until the count has been taken.
6. There will be absolutely no talking, swimming or horseplay during the buddy checks. Violators will be asked to leave the water.
- *7. Swimmers will never leave the water or change sections without checking with the man at the checkboard.
8. At the close of general swim all will be checked out just as they were checked in.
9. Guards are to remain at their stations until the entire waterfront has been cleared.

WATER SKIING

- 1. The ski boat and equipment is for use by the campers only, Staff members are not allowed to use the boat or equipment at any time.
- 2. Only those staff members designated by the Director or the Waterfront Director will be allowed to drive the motor boat or the smaller patrol boat.
- 3. There will be no swimming in the ski launching area.

SMALL CRAFT PROGRAM

- 1. All small craft will be checked out and checked in with the waterfront director or the director.
- **2. A life preserver will be worn by any camper who enters a boat. No one connected with the camp is to enter any camp craft without a preserver. The State of Wisconsin enforces a \$25.00 fine for each person without a preserver in a boat.
- 3. No boats will leave Little Stratton Lake without the express permission of the Waterfront Director.
- 4. No standing in any boat.
- 5. No splashing or fighting between one craft and another.
- 6. Crafts will be landed only at the specified landing area.
- 7. No one is to leave his craft at any point other than at the specified landing area.

CAMP STAFF

- 1. All waterfront rules for safety apply to the camp staff as well as to the campers.
- 2. There will be a staff swim following G-Swim daily. During staff swim there will be at least one guard on duty.
- 3. Any use of the small craft or any waterfront facility must be cleared with the Waterfront Director.
- 4. There will be no night swimming unless approved by the W.F.D.
- 5. Do not swim alone at any time.
- 6. If you want to swim across the lake, check first with the Waterfront Director and then have another counselor row a boat to spot you.
- 7. No campers are allowed on the beach or in the water during counselor swim. Likewise campers are not to accompany counselors in boats during this time.
- 8. A cabin counselor is not allowed to carry on waterfront activities with his cabin unless he has cleared the activity with the Waterfront Director and made arrangements for proper supervision.

RIFLE RANGE REGULATIONS

The rifle range is off-limits to campers and staff unless the range instructor is on the range. Please follow all range procedures explicitly at all times.

- 1. No loud talking while on the range.
- 2. All ammunition must be accounted for with the rifle instructor.
- 3. All personal weapons must be checked in with the rifle instructor before the beginning of the normal season. NO WEAPONS ARE PERMITTED IN THE CABIN AREAS AT ANY TIMES. Weapons will be kept under lock and key on the range.
- 4. No "fast-draw" or rapid fire activities on the range.
- 5. No shooting at anything other than the official N.R.A. targets unless supervised by the range instructor.
- 6. Any questions concerning the range should be directed to the rifle instructor.
- **7. All ammunition is kept in the range shack. No counselors

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or campers should have any live ammunition or spent brass in the cabins.

HEALTH AND SAFETY

1. There is a Registered Nurse on the camp grounds 24 hours a day for treatment of all injuries and ailments.
2. No one is to take any medicine or medications from the dispensary or the infirmary without the permission and direction of the nurse.
3. All camper medicines must be turned into the nurse by the end of the first day the boys are in camp.
4. First-aid equipment should be taken whenever a group leaves the camp.
5. The nurse or director should be notified whenever there is an emergency as soon as possible.
6. Report all indications of abnormal or unusual behavior on the part of any camper.
7. It is important that each counselor see to it that every boy in his cabin brush his teeth twice a day and washes each morning and evening.
8. AFTER HIKING IN THE WOODS: See to it that every boy changes his clothes, takes a good hot shower, and washes any exposed parts of his body with brown soap to prevent poison ivy or other skin infections.

SAFETY

1. NO SMOKING OR PLAYING WITH MATCHES OR FIRE IN THE CABINS
2. Do not drive cars through the camp while campers are present.
3. Do not allow campers to ride in, on or on any vehicles unless under the approval of the camp director.
4. Do not allow campers to keep any food in the cabins, this attracts insects and small animals.
5. Do not bring food back to the campers after bed-time or for special treats, if something special is desired for a special occasion, make arrangements with the kitchen staff in advance.

THE KITCHEN

1. No one is allowed in the kitchen at any time unless asked by the cooks.
2. The kitchen and dining hall is off-limits after 9:00 at night.
3. Do not ask the cooks to make special foods in lieu of the regular menu.
4. The kitchen girls are paid for working, not for entertaining or being entertained by campers or counselors. Please do not disrupt their working day. If social associations are desired they should be carried on off the camp grounds.
5. Do not allow campers to enter the kitchen for needed items during the meals, request the needed item from a girl at the counter.

SPECIAL ACTIVITIES

Throughout the camp season there will be many special activities, usually planned as a surprise for the campers. These may be all-camp days, special half-day programs, campfires, and other types of events. Below are some of the more standard special days and a brief description of the activity. Please learn about the activity and if you have any contributions you can make, please bring them to the attention of the program director. Any new or different types of experiences are also welcomed.

1. Fourth of July: this is a special day with games, relays

- 2. Frank Buck Day: and contests during the day and a play and fireworks (if available) in the evening. This is a day when the boys compete by cabins to "bring 'em back alive", all of the live animals, insects, plants, flowers they can. They must identify each item they catch. They can only bring in one of each specie. Points are awarded for each item and the cabin with the most points is given a plaque.
- 3. Olympic Day: The camp is divided into 8 nations and each boy competes in at least one individual and one relay event. All areas of the camp are involved. Counselors are named to coach each nation. Gold, silver, and bronze medals are awarded to individual and team winners.
- 4. Fied-Piper Day: This is a special evening activity which begins with the appearance of the "Piper" at flag lowering and includes a special theme cook-out and evening contests and campfire.
- 5. Gold-Rush Day: Preparation for this day should begin early in the season with the cabin deciding on the kind of carnival booths they think will make the most money. The cabins compete with each other to see who can make the most money. Gold nuggets are spread on the camp grounds and the boys go out and collect as much as possible. The nuggets are weighed and then money is given in exchange for the gold. The rest of the day is spent in a carnival setting with the cabins trying to make the most money.
- 6. Big-Stick-Little-Stick: This is an evening campfire activity that deals with water stunts and jokes, some of the boys are involved in the fun. Counselors are asked to supervise and enjoy the activity but not to get involved in the water play itself.
- 7. Other days may be added, but there will be staff discussion and participation in organizing the activity.

CABIN NIGHTS

At least one night each week will be designated as "cabin night". This is an evening when the boys of the cabin and counselors spend the evening doing something as a group. The activity should be planned in advance. One night during the summer the cabin may plan for some type of off-camp activity but this is to be done in conjunction with the program director and must be planned at least two weeks ahead of time. At no other time is the cabin to leave the camp grounds unless cleared by the director. Below is a list of suggested cabin night activities.

- a. cabin ball games (challenge games, practices)
- b. ice-cream making (must be planned at least one week ahead)
- c. cook-outs (hot dogs, hamburgers, marshmallows, etc., must be planned ahead)
- d. floating suppers (reserve boats, arrange with kitchen for sandwiches, drinks, etc., take boys out into

- Little or Big Stratton for supper, boat trip)
- e. cabin hootenany or song-fest (fire, marshmallows)
 - f. cabin hikes (around camp grounds, not to Rural or on highway)
 - g. rope hike: (each boy holds rope, follows leader)
 - h. cabin scavenger hunt: counselors make up list, send boys out, plan refreshments after.
 - i. cabin tournament night: reserve rec-hall porch for ping-pong, chess, checkers, other games, give simple prize to winners.
 - j. cabin improvement project: building or improving cabin or perhaps even a camp improvement project.
 - k. cabin overnights: camp out at camp site, campfire, snacks, etc. perhaps even breakfast.
 - l. jungle breakfast: at camp site, hang all breakfast items from trees, boys must retrieve first before having meal.
 - m. fishing trips: (reserve boats at least one day in advance)
 - n. cabin discussion: talking about camp, school, brotherhood, prejudice, sportsmanship, loyalty, patriotism, etc. Do not get into subjects such as sex, adult dating practices, political opinions.
 - o. treasure hunt
 - p. beach party: (discuss with W.F.D. first, at least one day in advance)
 - q. pirate night: (everyone dress up like pirates, have treasure hunt)
 - r. relay races or sports night
 - s. evening swim NOTE: EVENING SWIM MUST BE CLEARED WITH THE WATERFRONT DIRECTOR AND QUALIFIED STAFF MUST SUPERVISE; THE SAME GUARD PROCEDURES USED DURING G-SWIM MUST BE FOLLOWED.

Cabin night affords the cabin ~~area~~ group to have fun and get closer together. Success depends upon sound planning and a wide variety of activities. Do not wait for the evening to decide what to do and do not do the same thing every week.

SERVICES

Each Friday night the camp takes part in services which are aimed at bringing everyone together to reflect on the weeks activities, give thanks for the blessings of the summer, the out-of-doors and the discussion of general spiritual values. The services are non-denominational and everyone is to take part. You might be asked to participate or to have your cabin take part. The cabins are to sit together and be clean and quiet. Suggestions and contributions are appreciated.

HONOR BOY

Honor boys are selected each Sunday night at staff meeting. They should be nominated on the basis of cooperation, conduct, and general behavior. The honor boys are given a blue feather for their selection and this adds to the progression toward Waupaca Tribe and Brave rank. The honor boy is an honor and it should be awarded as a reward for outstanding service. It should not be given as a bribe or as a joke.

WAUPACA TRIBE

The Waupaca Tribe is the camp indian organization. Boys are awarded feathers for class attendance, honor boy, honorable mention, and other accomplishments. Twice during the summer

a special campfire "Waupaca Tribe Sagamore" is held where the boys are told what rank they hold at that time. In addition each cabin elects a Sagamore (wise man) to report on the progress of the cabin.

BRAVE NIGHT AND THE BRAVE ORGANIZATION

Certain veteran campers are members of the Brave organization. These boys nominate certain boys they feel are worthy of being members of the Brave organization. They also name boys who are close to this position (pledges). Brave night is a surprise night where the Indians appear out on the lake and come into the camp. There is a special magic campfire and the nominees are "tapped" at this ceremony. This is a special night and counselors should cooperate by keeping order and staying in the background. This is an event that every boy looks forward to each time.

THE DAVE WEINER AWARD

The most sought after award given at Camp Waupaca is the Dave Weiner Trophy. The boy who is selected for this honor best typifies all of the ideals of camp. Fair play, cooperation, brotherhood, leadership and initiative are considered and each boy is observed, then evaluated. Counselors are urged to get to know every boy in camp in order to be able to aid in the selection of the boy who deserves this honor.

LAUNDRY

Each Thursday the camp sends out its laundry. Each boy should make out a list of the items he is sending. Counselors are to supervise the sorting and bundling of the laundry. Staff may also send their laundry, although the clothes are not pressed. When the clothes are returned (usually on Friday or Saturday) the counselor should supervise the distribution and check on shortages.

MAIL SERVICE

The mail is delivered each day about noon. Campers and staff are not to go through the mail or take mail until the mail clerk has sorted the entire delivery and called for a camp pick-up. Every Monday, Wednesday, and Friday the boys are to write a letter home. This letter is their ticket into the evening meal. It is important that counselors make sure that boys write since they are subject to forget and lack of mail can cause parental concern.

TELEPHONE

The camp telephones are for business only. Any outgoing calls by counselors should be recorded and charges reported to the director. Incoming calls should be scheduled at times other than meals or program activities. Evening calls are the best. Do not keep the phone tied up because the camp is on a party line and other neighbors may need to make calls.

FREE TIME

Each senior man is entitled to one day off each week exclusive of the first and last week of camp. Sundays are not included in the day-off schedule since the Sunday program is different and staff meeting is held in the evening. The day off runs from 6:00 A.M. to 2:00 A.M. It is each man's responsibility to provide for his own transportation and to be back at camp ready for the next morning's assembly. It is also each man's responsibility to make certain that his program area is

(15)

properly covered.

Each man is entitled to at least two nights a week off. The night out begins as soon as the boys in his cabin are in bed. It is important that both counselors in the cabin cooperate in deciding who will be in and who will be out. At no time are both cabin counselors to be off camp grounds or away from the cabin at the same time.

****NOTE:** Personal errands, haircuts, laundry, and other business must be conducted during day-off or night off. Do not leave the camp grounds for business without checking with the director first. The job demands that your first responsibility is with the boys and your specific program area.

PARENTS WEEKEND

The fourth and fifth weekend of the camp season is parents weekend. This is a trying and hectic time. Parents will ask questions about their boys; please be truthful but use tact and diplomacy. Do not allow parents to enter cabins while other boys are present, do not allow parents to give the boys or the cabin food to be eaten at a later date. The camp provides a substantial diet and the introduction of sweets, or other foods can create problems that may not arise until the parents are gone. Boys are not allowed to leave the camp grounds without the approval of the director. If for any reason any question or situation develops that you are uncertain about, please refer the problem or the parents to the director.

NOTE: The Camp and the American Camping Association's policy concerning gratuities is that staff members should not expect or suggest the granting of monetary gifts.

SALARY AND PAY DRAWS

After the first week of camp, staff members may make draws on their salary from the director. This should be arranged far enough in advance with the director and not be a last-minute request. Social security deductions will be made from all staff members salaries. Tax deductions should be arranged with the director before the closing of camp.

WORKMEN'S COMPENSATION

All employees are covered by workmen's compensation. In case of accident or injury while on duty, an employee is asked to notify the director immediately.

CLOSING CAMP

All staff members are expected to assist in the closing of camp at the end of the season. One to two days of work is usually sufficient to close the camp down. Staff members

IN CONCLUSION

Camping, which is a uniquely American institution, is reaching an ever-increasing portion of our youth. It is providing them not only with healthy outdoor living experiences and opportunities to acquire a variety of skills, but it is also helping to shape and formulate their character, values and attitudes. Our whole society is feeling the growing impact of camping on successive generations of its youth. Our democracy is being strengthened to the extent that we in camping are contributing to our nation's most precious heritage - its youth.

Whether we provide guidance through daily living situations or through activities and the teaching of skills, it is essential that we not only try to instill in campers such basic character traits as common courtesies, fair play, and integrity, but also such enriching qualities as intellectual curiosity, imagination, aesthetic appreciation, a spirit of service and devotion to a cause.

You, the counselor, have the rare opportunity to contribute in appreciable measure toward these important goals. The example you set, the values you hold, the skills you can impart, and the warmth and understanding leadership and guidance you can provide are the ways in which you can help our youth be better prepared to assume their responsibilities at home, in their local communities, and in our society as a whole.