



Dear Volunteer Staff Member:

Camp is just around the corner and we are **so** excited you will be joining us for some big fun in the north woods of Minnesota! Thank you for joining our staff and sharing part of your summer with these special children. You are an important part of our team, and we look forward to working together.

The information in this packet will help prepare you for camp, as well as answer some of your questions. Please bring additional questions to staff training. You will also find general camp information, a staff questionnaire, and a medical form. Please read all forms carefully, fill them out entirely, sign and return them to the camp office (P.O. Box 2068, Stillwater, MN 55082 / fax: 651.351.9187) by **June 25, 2010**. Thank you.

We have a NEW hotel for staff training and camper registration this year - the Hilton Bloomington at the intersection of Hwy 494 and France Ave (on the south west corner). The address is 3900 American Blvd W. in Minneapolis. Their phone # is 952.893.9500. NOTE - there are 2 Hilton Hotels in Bloomington - we are NOT at the one by the Mall of America!

We can't wait to be at camp with all of you wonderful people...

Lots of Camp Odayin love,

Sara Meslow	Laura Miller	Kindra Molin	Alison Boerner	Matt Olson
Executive	Summer Camp	Summer Program	Assistant	Office and Finance
Director	Coordinator	Director	Director	Manager

P.S. If you are coming from out of town....

The **Hilton Hotel, Bloomington, MN** (where the bus drop off and pick up will be) is offering a discounted room rate for our group. Call 952.893.9500 and mention "Camp Odayin" when booking. Or visit these links to book on-line:

Chippewa: http://www.hilton.com/en/hi/groups/personalized/MSPBWHF-CAM-20100815/index.jhtml?WT.mc_id=POG
Ages 8-10 / August 16-20 / **Must book by JULY 16th**

Nokassippi: http://www.hilton.com/en/hi/groups/personalized/MSPBWHF-CON-20100808/index.jhtml?WT.mc_id=POG
Ages 11-13 / August 9-13 / **Must book by JULY 9th**

Flambeau: http://www.hilton.com/en/hi/groups/personalized/MSPBWHF-ODA-20100718/index.jhtml?WT.mc_id=POG
Ages 14-15 / July 19-23 / **Must book by JUNE 18th**

Namekagon: http://www.hilton.com/en/hi/groups/personalized/MSPBWHF-YIN-20100725/index.jhtml?WT.mc_id=POG
Ages 16-17 / July 26-30 / **Must book by JUNE 25th**



Cabin Groups

We have nearly 250 campers attending Camp Odayin Residential Camp this summer, about 50-80 campers in each session. Campers are divided into girl and boy cabins with 6-8 campers and 2-3 counselors in each. A nurse is assigned to each cabin to distribute all medications. In addition, a Camp Knutson (the site of Camp Odayin Residential Camp) staff will be assigned to your cabin. You will receive cabin and camper information at staff orientation.



Our Campers

We will be serving campers from all over the United States, Germany and Canada. All of our campers have a history of heart disease and are able to participate in most of the camp activities. There will be some campers who are more "fragile" and require some extra attention. Our goal is to adapt our program so that everyone may participate at his or her comfort level. Nurses assigned to each cabin will inform counselors of special needs and monitor the medical conditions of each camper. At staff orientation, you will be given special information and instructions regarding the health and safety of your campers.



Staff Training

We have **mandatory** trainings for **ALL** staff members. Please plan to be in attendance for the trainings associated with any and all sessions for which you are volunteering. *Namekagon and Chippewa staff*: please be aware that your Sunday training will be held on the Sunday eight days prior to camp rather than the day before.

Flambeau (July 19-23): Sunday, July 18th (1 to 6 pm) and Monday, July 19th (8:30 to 10 am)
Namekagon (July 26-30): Sunday, **July 18th** (1 to 6 pm) and Monday, July 26th (8:30 to 10 am)
Nokassippi (August 9-13): Sunday, August 8th (1 to 6 pm) and Monday, August 9th (8:30 to 10 am)
Chippewa (August 16-20): Sunday, **August 8th** (1 to 6 pm) and Monday, August 16th (8:30 to 10 am)

We will meet at the Hilton in Bloomington. Training will cover general information, care for our campers, policies and procedures, and an opportunity to get to know your team. Come ready to meet, greet, eat, and have fun! *Lunch will be provided for all staff on Monday to eat on the bus.*



Transportation

We have two air-conditioned coach busses reserved to take us to camp, and all staff members are required to ride the bus. Some of our campers are being picked up and dropped off at camp. We will be leaving from the Hilton parking lot after training on Monday morning. We will return to the Hilton **each Friday between 6:00 and 6:30 PM**. They have a few additional parking spots in their lot, and you can leave your car there for the week. Carpooling or being dropped off is encouraged.



Correspondence

If your family needs to reach you in an emergency they can call the Camp Odayin cell phone at **651.491.3035**. This phone will be activated between July 17-August 20 **only**. If anyone wants to send you a letter while you're at camp, here's the address (no packages, please):

Your Name, Camp Odayin at Camp Knutson, 11169 Whitefish Ave. Crosslake, MN 56442

In addition, your friends and family can send you electronic messages through our partnership with BUNK NOTES. Please see the information provided in this packet if you'd like to use this service.



Themes

One of our main goals at camp is to provide a **FUN** experience for our campers. One of the ways we do this is through many silly activities, crazy meals, and goofy evening programs. Campers love to see their counselors, doctors and nurses dressed up and having a good time. **NEW THIS YEAR** - an e-mail will be sent in June with your "fun" packing list. Please try to bring some special clothes for these events. Check the closet, visit your local thrift store, and hit the garage sales (don't spend \$\$\$\$ - this is camp and things can get dirty...).



Medical

In order to comply with our American Camp Association accreditation, **we must have a medical form on file for all staff**. This medical information will remain confidential and is very important in case of an emergency.

In addition, all staff medication must be turned into the Health Center on the first day of camp. Our policy is that all medications and vitamins, including the staff's, are to be stored and locked in the Health Center and cannot be kept in the cabins. This includes over the counter medicine such as Advil, Sudafed, etc. When you need your medicine, you may retrieve it from the Health Center at any time. Please place your medication in a Ziploc bag and label it with your name before you come to camp. Thank you.



Camp Gear

For those of you who would like to support Camp Odayin further, we are offering awesome hats, sweatshirts, sweatpants, track jackets, bags and much more for sale during camper registration in the Twin Cities. We have items in adult and child sizes, and all proceeds benefit Camp Odayin. You can also purchase (or preview) all of our gear through our website! New inventory will be posted online by Monday, June 28th.



Website

For the last few years we have posted daily pictures on the Camp Odayin website. Tell your friends and family to log on to www.campodayin.org each day to see your antics.



What to Pack

- swimsuit (camp appropriate) and beach towel
- water shoes or beach sandals
- tennis shoes (closed toe) - required for horseback riding
- a hat (crazy or practical)
- outfits / costumes for special themes (see below)
- sunscreen (lip and body)
- plastic bag for dirty / wet clothes
- 3-4 pairs of shorts
- 4-5 T-shirts - one long sleeved
- 2 pairs of jeans or long pants (required for horseback riding)
- sweatshirt or sweater (1-2)
- rain jacket or windbreaker
- toiletries & bath towel / washcloth
- plenty of socks and undergarments
- sleeping bag, pillow and PJ's
- watch / alarm clock
- an OLD outfit you could even throw away after camp (grubby t-shirt and shorts)

Miscellaneous Stuff:

Optional items to bring: Camera, journal, flashlight, decorations for your cabin, travel coffee mug (if you'll want more coffee than what you can consume at meals).

Please **do not bring** food, candy, gum, CD players, ipods, money or valuables to camp. We asked this of the campers as well. **Please clearly label all items -including luggage, bedding and clothing**, as Camp Odayin is not responsible for lost items. Thank you!



CELL PHONES!

You may certainly bring your cell phone to camp if you'd like, but we maintain a strict policy regarding usage. Cell phones are not to be used in front of campers and should remain off at all times. You may use your phone during rest hour each day or in the evenings after our staff meeting (more on this at staff orientation). Thank you for following this request in order to make this a true camping experience for our children.



Docs and Nurses: Please send a copy of your current Minnesota license with your forms if you have not already turned one in to the office.

If you are an out of state doctor, please visit the following website:

www.bmp.state.mn.us to fill out the "application for camp doctor registration" form.

There is no charge for this.

If you are an out of state nurse, please visit:

www.state.mn.us/portal/mn/jsp/home.do?agency=NursingBoard and click on the "licensure by endorsement" tab. You will be asked to put \$100 on your credit card and Camp Odayin will reimburse you for this. Please print off your receipt from their website and send to us with the forms in this packet (due June 25th). Thank you!



ACA

Did you know that Camp Odayin is accredited by the American Camp Association (ACA)? What does that mean? ACA Accreditation means that Camp Odayin submitted to a thorough review (over 300 standards) of its operation by the ACA — from staff qualifications and training to emergency management. The ACA collaborates with experts from The

American Academy of Pediatrics, the American Red Cross, and other youth service agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. Camp Odayin and the ACA form a partnership that promotes summers of growth and fun in an environment committed to safety.



Forms posted on-line

All of these forms will be posted on our website at www.campodayin.org if you happen to misplace these.



Great Non-Profits

We are so proud of the fantastic things folks have to say about their experiences at Camp Odayin. Visit this link to read more.....

<http://www.greatnonprofits.org/reviews/camp-odayin>



Want to do more?

Many companies and organizations will support your volunteer efforts with a monetary donation to Camp Odayin! Please check with your employer and see if they will match your volunteer hours. In order for us to continually provide this camp experience for our wonderful children, we rely on the generosity of many individuals, foundations and businesses. Thank you in advance for helping to grow our family of givers.



Heart & Sole Fun Run / Walk

Save the date - September 11th, 2010 for our annual 5k run and 2.5k walk to support Camp Odayin!

Camp Odayin Policies for Volunteer Staff

1. Camp Odayin has permission to use my image in print, on-line or on film for any advertising promotion.
2. I agree to indemnify, release, and hold harmless Camp Odayin, its agents, board of directors, officers, volunteers and representatives from all liabilities, claims, demands, actions and judgments, which I ever had or may have against Camp Odayin including but not limited to all personal injuries, either physical or emotional, known or unknown sustained by me, and any injury to property, real or personal, sustained by my property. I agree to hold Camp Odayin harmless for any injury that may occur to me while traveling to and from Camp Odayin. I agree that Camp Odayin is not responsible for the loss, damage, or theft of my property.
3. I agree to assume full responsibility for my own health and safety at Camp Odayin. In the case of medical or surgical emergency, I authorize Camp Odayin to render or to arrange for me to receive any care deemed necessary and advisable. I also agree to the release of any records necessary for my treatment. I understand I am responsible for the expenses of any medical or surgical treatment incurred on my behalf including transportation.
4. I agree to abide by all the rules of Camp Odayin, which include refraining from the use of all drugs not prescribed by a physician, tobacco and alcohol products for the entire camp session.
5. I agree to attend staff training on Sunday afternoon and Monday morning at The Hilton, Bloomington, MN, travel to and from camp via bus and remain at camp with the campers through Friday.
6. I understand that all information regarding staff, counselors, and campers is confidential. I agree not to disclose any information unless specifically authorized in writing by the Executive Director of Camp Odayin. I agree not to act in any way as a spokesperson for Camp Odayin without previous written authorization of the Executive Director of Camp Odayin.
7. I understand that if I have a cellular phone, I am not to use it in front of campers and I will keep it in a secure place.

Please initial here if you are bringing a cellular phone: _____

Voluntary Disclosure Statement / Questions:

- | | Circle: | |
|--|---------|----|
| 1. Have you ever been arrested and/or charged with a crime? | Yes | No |
| 2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? | Yes | No |
| 3. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? | Yes | No |
| 4. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? | Yes | No |
| 5. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? | Yes | No |

If you answered yes to any of the above, please explain on the back of this form.

I have read, understand and agree to the terms and conditions listed above and authorize the above information to be accurate and true.

Print Name: _____ Signature: _____ Date: _____

Camp Odayin Staff Medical Form

PO Box 2068, Stillwater, MN 55082 phone: 651.351.9185 fax:651.351.9187

Flambeau (July 19-23) Namekagon (July 26-30) Nokassippi (Aug 9-13) Chippewa (Aug 16-20)

Name: _____ Birth date ___/___/___
Current address: _____
City: _____ State: _____ Zip: _____

Person(s) to be contacted in case of an emergency:

Name: _____ Relationship _____
Cell phone:(____) _____ Home phone:(____) _____ Work phone:(____) _____

Name of Health Insurance Company _____
Name of Policy Holder: _____
Address: _____
Phone:(____) _____ Group # _____ ID # _____

Immunization history: (please give dates)

Tetanus Booster	___/___/___	Polio Series	___/___/___
Measles	___/___/___	Mumps	___/___/___
DPT series	___/___/___		

Allergies: _____

Prescription Medication: (All staff medication must be kept in the Health Center.)

Type	Dosage	Frequency	Preferred Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Medical Conditions:

Diagnosis	Surgical Intervention	Date Performed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cardiac Conditions:

Diagnosis	Surgical Intervention	Date Performed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Camp Odayin Staff Medical Form Continued....

Cardiac Device History:

Pacemaker: Brand: _____ Model: _____
Date of last reading: ___/___/___ Programmed to: _____
Mode: _____ Lower rate: _____ Upper rate: _____

ICD: Brand: _____ Model: _____
Date of last reading: ___/___/___
Mode: _____ Lower rate: _____ Upper rate: _____

Additional medical concerns that would be helpful for us to know about:

This health history is correct and complete to the best of my knowledge:

Signed X _____ Printed _____ Date _____

The following needs to be filled out by Licensed Medical Provider.

You CANNOT sign your own form!

We ask that the information be based on an exam that has taken place within the last 2 years.

Health Care Recommendations by Licensed Medical Provider

I have examined the above camp participant. Date of last examination: _____

In my opinion, the above applicant is is not able to participate in an active camp program.
The applicant is under the care of a physician for the following conditions:

Current treatment at the time of this report includes:

Recommendations and Restrictions at Camp

Treatment to be continued at camp:

Description of any limitation or restriction of camp activities:

Additional information for health care staff at camp:

Signature of Licensed Medical Provider _____ Date _____

Name & Title Printed: _____ Phone: (____) _____

Camp Odayin Staff Questionnaire

Name: _____

Phone Number: _____ Email: _____

What certifications and medical licenses do you hold? (These are not required - just for informational purposes.) Please send copies in with this form or bring them to orientation.

- CPR ___yes ___no
- PALS ___yes ___no
- ACLS ___yes ___no
- Other Certifications _____
- Other Licenses _____
- Professional Memberships / Affiliations _____

Any special needs or dietary restrictions we should know about?

Please share a little bit about your leadership style...

Is there something specific that you hope we cover on staff training day?

Is there anything that might interfere with your abilities to be a staff member? Please let us know here or give us a call.

CAMP DIRECTORY

- I give permission for my name and e-mail address to be shared in a directory with Camp Odayin campers and staff.
- I DO NOT want my name and contact information to be shared.

- I would like to **OPT OUT** of e-mails sent from Camp Odayin throughout the year regarding events and gatherings in the Twin Cities

T-SHIRT SIZE

- Small Medium Large X-Large XX-Large

We have many staff that will be joining us from outside the fine state of Minnesota. In an effort to keep the costs associated with traveling down, we are looking for folks that might be available to host or help transport out-of-town staff the nights before/after orientation and camp. This might include running them to and from the airport/bus depot or having them stay at your house.

- I live in the Twin Cities and would be willing to act as a "host" for an out-of-town staff member.
- I live outside the Twin Cities and need a "host" to help facilitate my trip. My needs include:

*** If you are requesting a host, please let us know sooner rather than later (and for sure before June 25th) so we can do our best to accommodate you... THANKS! ***

BUNK NOTES

We are excited to tell you about our partnership with Bunk1.com! Bunk1's secure, easy to use website services let people stay in touch with you while at camp!

Share the following information with your friends and family....

GET STARTED TODAY

To set up a new account and visit our Online Community:

1. Go to our Bunk1 website at **www.campodayin.bunk1.com**
2. Click the "Register Now" link
3. Enter your Pre-Approved Registration Code: **965DAY1**
4. Fill out all the required information
5. Purchase Bunk Note credits (you will need a credit card)
6. Send a one-way email to the recipient (cabin names will be provided at staff training)

Note: please advise people to only send Bunk Notes during the week you are at camp. We do not receive Bunk Notes sent on Friday.

FREQUENTLY ASKED QUESTIONS

How do I send a Bunk Note (one-way email)?

Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter the recipient's name, type your message, and hit the "Send" button.

Why do I have to pay to send Bunk Notes (one-way email)?

Each morning, the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers and staff. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps us cover the cost of the system, paper, ink, and labor and, more importantly, frees us to do what we do best – be with kids! Bunk Note credits cost \$1 each and are purchased in packs of various sizes.

Can other relatives use these services?

Certainly. Once an individual sets up an account, they will be able to invite other people to access these services.

What do I do if I lost my username and password?

You can get it online by going to www.Bunk1.com and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes.