



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA Camp Takodah LC APPLICATION PACKET - 2017

Dear Takodian,

If you will be completing 10th grade this spring, you're eligible for the Leader Corps (LC) program.

As the first leg of the Leadership Development Program, LC is a two-week session aimed at giving campers essential skills for leading group activities. Campers will learn about topics such as time-fillers, on-the spot games, lesson planning, giving directions, and speaking to groups. On the practical end, they'll put their knowledge to the test in an apprenticeship with a Takodah staff member assisting with a skill class. Campers in the LC program are revered in the camp community. It is the last year to enjoy some of our programs as campers, and to start making the transition toward greater responsibility.

In addition to moving on to the Leader-in-Training Program, graduates of the LC program go on to use their leadership skills to make positive impacts in their families, friend groups, schools, organizations, and communities.

As you know, the LC Program is very popular. LC positions fill quickly, so please send your application and recommendation forms as soon as possible. Please note that the LC Program is competitive, with only 16 available spots per session—unfortunately, some applicants might not be accepted. Preference will be given to applicants who have had previous camp experience at Takodah. While you are ineligible for preregistration, if you turn in all materials by October 1, you will be able to receive a hat. You'll find program descriptions and application materials enclosed. Please share these materials with your parents.

Qualifications

- Must have completed 10th grade before summer camp
- Ability to attend the entire 2-week session
- Must submit all application paperwork, and, once accepted, complete a Health History & Examination profile on CampDoc.
- Display the YMCA values (caring, honesty, respect, responsibility), as well as the Takodah Friendly-to-All way of life
- Display good character, fun-loving personality, positive attitude, proper appearance, and appropriate sense of humor
- Commit to putting the needs of others before your own needs
- Possess strong communication and teamwork skills with a focus on building positive relationships with others
- Possess a strong work ethic including flexibility and dependability
- Agree to comply with the Camp Takodah policies and cooperate with Takodah staff at all times

Session Available

- Boys Leader Corps 1: June 25 - July 7
- Boys Leader Corps 2: July 9 - 21
- Girls Leader Corps 1: July 23 - August 4
- Girls Leader Corps 2: August 6 - 18

Application Process

1. Submit the LC Application Online.
2. Ask two adults (non-relatives) and one relative—who can attest to your character and work ethic—to submit Reference Forms.
3. If accepted, you must register and pay the \$125 deposit to secure your spot in the program.

We will notify you about your acceptance status around January 15. Your acceptance will include the session to which you have been accepted. Unfortunately, we do not have space in the program to allow for the switching of sessions. If you are unable to attend the session to which you have been accepted, please inform the Takodah staff ASAP and we will extend the offer to another applicant. If there are still spaces in the program after the initial deadline, we will consider additional applications. If you have any questions or concerns about the LC program, please feel free to contact us at 603-352-0447 or maddy@cheshireymca.org. We look forward to receiving your application soon!

In camp spirit,
Takodah Leadership Team

CHESHIRE YMCA
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603-352-0447

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YMCA Camp Takodah LC PROGRAM CURRICULUM

A program that provides extra challenges opportunities, and responsibilities for Takodah's oldest cabin group.

Program Overview

The Leader Corps is Camp Takodah's oldest camper cabin group. Generally, this group is comprised of up to twelve teenagers who have completed 10th grade. Leader Corps participants pay full tuition to attend camp; therefore, while they are given some introduction to leadership skills and extra opportunities for responsibility, they will never perform tasks in the place of Takodah staff. They are supervised, directed, and guided by camp staff through a session that combines recreation with more advanced skill development. It is important to note that beginning with the Leader Corps year participants begin making the transition from campers to staff members.

Leadership

The Leader Corps Leaders supervise the Leader Corps experience. The Leader Corps Leaders are Takodah staff members chosen for their maturity, experience, and program skills. Additionally, Leader Corps is the first step of the Leadership Development Program, which is overseen by the Leadership Development Director. The Takodah Administrative Team and other key staff members also take a special, personal interest in this group to make sure their experience is of high quality.

Program

The Leader Corps program combines the best elements of the traditional Camp Takodah program with several new opportunities for skill advancement. As do regular campers, Leader Corps campers enjoy daily swim instruction, special interest activities, cabin activities, recreational waterfront, any special camp events, and evening programs. In addition to these regular activities, Leader Corps campers also participate in:

- Daily "Leader Corps hour": 50 minutes of special activities, skill building, discussions, and seminar-type learning; campers look at essential components of activity leadership and debrief their experiences assisting with classes and programs
- Instructor's Assistant Opportunities: Under close staff supervision, assist a Takodah program instructor, learn leadership skills, and receive advanced skill training
- As a group, the Leader Corps organizes and runs periodic events and competitions for other campers during free time period
- An opportunity to be the leader of a younger cabin group during an afternoon siesta period
- An overnight wilderness trip out of camp
- Big/little brother/sister program: Leader Corps campers often offer support to younger campers who can benefit from some informal guidance and friendship
- Other special opportunities include hikes, world service projects, staff talks, etc

Outcomes

- Training in activity leadership, self confidence, and good work habits
- Resources and ideas for group activities
- Leadership experience with younger children
- Close friendships within a special group
- Encouragement/preparation for the Leader-In-Training program
- Memories that last a lifetime

YMCA Camp Takodah

LEADERSHIP PROGRAM PERSONNEL POLICIES

Purpose

Leadership Program participants (LIT's/LC's) play a unique role at Camp Takodah. They are still minors and campers, which means that they are subject to the same basic agreements in the Camp Brochure, Registration Card, and Parent Handbook. However, as part of a premier Leadership Development Program, they are subject to higher expectations than "regular" campers are.

Special responsibilities afford special privileges, which are granted at the discretion of Leadership Development Director, who reports ultimately to the Camping Services Director.

The purpose of this policy is to define expectations of LIT's/LC's in their daily interactions with younger campers and older staff members. In registering for a Leadership Development Program, you are required to sign that you have read and agreed to these policies.

TERMS OF PARTICIPATION

Eligibility: Campers must complete the 10th grade to participate the LC Program. Campers must complete the 11th grade to participate in the LIT Program. The Leadership Development Program is competitive, which means that some applicants might not be accepted into the program. Acceptance will be based on past performance, application, parent recommendation, and reference forms. Any applicant who is not accepted into the LIT Program will be entitled to a full refund of fees.

Future Employment: Graduates of the LIT Program are not guaranteed staff positions at Camp Takodah. Staff positions are very competitive, which means that some applicants will not receive job offers. If positions are available for LIT Graduates, selections will be based on performance during the LIT Program. LIT Graduates who are not offered paid positions may volunteer at summer camp.

Attendance: LC's/LIT's are expected to attend all camp functions and assigned duties (e.g. flag raising and lowering, meals, evening programs) unless otherwise assigned, on assigned time off, or specifically excused by the Leadership Development Director.

Arrival/Departure Times:

LC's should arrive and depart at the normal camper times (Opening Day on Sunday at 2:00 PM, and Closing Day on Friday at 6:00 PM).

LIT's should arrive on the SATURDAY preceding their Opening Day at 5:00 PM. LIT's will depart on their Closing Day on Friday at 6:00 PM.

Salary: LC's/LIT's will not receive any form of compensation for their service to camp.

Tips and Gratuities: It is not acceptable for LC's/LIT's to accept tips, gifts, or gratuities. In the event that a parent is insistent on tipping, invite them to leave a gift in the Camp Improvement Fund. If parents do leave a tip, LC's/LIT's should make this contribution "on their honor."

Medical Form: Each LC/LIT must fill out a Health History & Examination Form that is signed and dated by a licensed physician no more than six months prior to the start of camp. The statement must include a certification that you are fully capable of carrying out the duties of the Leadership Program.

Medical Care: Camp Takodah does not carry any form of accident/illness or dismemberment insurance on any camper. It is the YMCA's position that each camper's health, medical care, and medications are the responsibility of the respective parents. For all medical care, parents will be invoiced directly or the cost will be added to the camper's store account.

Evaluations: All LC/LIT performance is overseen and evaluated by the Leadership Development Director, who will provide ongoing formal and informal feedback, including a final evaluation. LC/LIT participants should understand that feedback is given in order to support individuals in their personal growth. As such, LC/LIT participants should accept feedback with an open mind and a commitment to giving their best to LC/LIT participants the camp community. When listing work-related experience on a resume, you may use the YMCA Camp Takodah and the Camping Services Director as references.

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Electronics and Media Use: Camp Takodah is a place “away from the stresses of our technological world.” Accordingly, LC’s/LIT’s are not permitted to bring computers, TVs, electronic games, cell phones, tablets, e-readers or other such units to camp. While the Leadership Development Director might provide a music player in the cabin for selective supervised use, no music should be heard outside the cabin. We prefer that Takodah be a place where campers and staff can make their own music, and can enjoy silence and the sounds of the woods rather than the constant chatter of background music.

In addition, LC’s/LIT’s should be mindful that any audio or print media used in a cabin holds healthy messages for youth. We are especially concerned about the impact of profane or vulgar lyrics, fashion, men’s/women’s interest, celebrity magazines, and violent or racy comic books. LC’s/LIT’s are asked to use common sense and good judgment in selecting media. LC’s/LIT’s should take questions or concerns about appropriate media to the Leadership Development Director.

Email and Media Use Policy: Camp Takodah has a superb reputation in the community and the camping industry. LC’s/LIT’s are required to maintain this image by respecting the following guidelines:

- The Children’s Online Privacy Act requires us to obtain permission to post images, names, and other information about youth under the age of 13 online. While we obtain parental permission to use campers’ images in the camp website and other promotional avenues, this permission does not extend to LC’s/LIT’s.
- We ask that LC’s/LIT’s supervise any photography going on inside our cabins, and forbid photography in changing areas and bathrooms.
- We ask that LC’s/LIT’s make use of the Camp Takodah name, logos, and images only with the permission of the Camping Services Director, especially in print or online public forums such as Facebook.

ROLE MODELING AND CONDUCT AROUND CAMP

Motto: “Friendly to All” is the motto of Camp Takodah. More than a motto, it is our way of life. LC’s/LIT’s should model the Friendly to All spirit and the YMCA core values of honesty, caring, respect, and responsibility in their interactions with everyone who is a part of the Takodah community—both at camp and beyond.

Appearance: All LC’s/LIT’s are to keep themselves and their living/working areas neat, clean, and well groomed. LC’s/LIT’s should always present themselves in a way that would meet the approval of the parents of our campers. Camp Takodah recognizes the rights of individuals in relation to dress and appearance, but reserves the right to require LC’s/LIT’s to compromise on dress and appearance when health, safety, or role modeling to campers is involved.

For example: The Camp administration might ask that certain body piercing rings/studs be removed or that tattoos be kept covered. Common sense tells us that LC’s/LIT’s cannot wear revealing clothing or shirts with racy slogans or advertising tobacco, drugs, or alcohol. Persons with long hair must wear it in a bun, ponytails, braids, or net while in the dining hall. Hats are required for food service crews.

Uniforms: On opening and closing days, LC’s/LIT’s must wear our uniform: a Takodah shirt (provided).

LC/LIT Fraternalization: LC’s/LIT’s must not let their friendships and relationships with fellow LC’s/LIT’s interfere with their duties. We certainly expect that rich friendships will develop amongst our LC’s/LIT’s, but our primary function is to serve campers. We also do not allow LC’s/LIT’s to mingle in living areas of the opposite gendered LC’s/LIT’s without permission from the Leadership Development Director.

Staff/LC/LIT Relationships: The relationships between LC’s/LIT’s and staff will vary depending on the roles involved. Generally, the relationship should be one of student to teacher. The best way for LC’s/LIT’s to learn leadership skills will be through active observation, interactions, and discussions with Takodah staff. Participants should watch the various examples set by staff and use them as a basis for discussion with the Leadership Development Director on what constitutes good leadership.

If a LC/LIT feels that they have been treated by any staff member in a way that is inconsistent with the Leadership Program, the LC/LIT should report the experience to the Leadership Development Director right away.

LC’s/LIT’s and Takodah staff members are forbidden from becoming romantically involved or socializing unsupervised outside of camp. Accordingly, relationships between LC’s/LIT’s and Takodah staff members must never progress beyond the limits of a good friendship. LC’s/LIT’s and Takodah staff members who allow personal relationships to move beyond these limits will be dismissed.

Guests & Visitors: LC’s/LIT’s should greet and welcome every guest, alum, or visitor to camp, displaying friendliness and appropriate body language, while directing all visitors to the camp office immediately upon their arrival. Guests other than the parents/guardians of campers are not allowed unsupervised access to our campers. If guests or intruders persist in trying to visit camp or campers without visiting the camp office, LC’s/LIT’s should contact the office (or nearest staff member with a

radio) to alert the Camping Services Director.

Alcoholic Beverages, Drugs, Stimulants, Depressants: All LC's/LIT's are required to abstain from using alcohol or drugs of any type (unless ordered by a physician and administered by the health center team) while on our camp property or engaged in any camp program on or off our property. Violation of this policy will result in dismissal.

Tobacco Use: The Cheshire YMCA recognizes both the danger of tobacco use and the poor role modeling that youth workers who use tobacco set for children. Therefore, we do not allow LC's/LIT's to use tobacco at Camp Takodah. Violation of this policy will result in dismissal.

CAMP TAKODAH STANDARDS OF SUPERVISION

LC's/LIT's shall never leave a child unsupervised or release them into the care of anyone but the responsible parent, guardian, or adult authorized by the parent or guardian at drop-off.

LC's/LIT's shall not abuse children including:

- Physical abuse – striking, spanking, shaking, slapping
- Verbal abuse – humiliation, degrading, threatening
- Sexual abuse – inappropriate touching or verbal exchanges
- Mental abuse – shaming, withholding love; cruelty
- Neglect – withholding food, water, basic care/needs
- Bullying – tolerating abuse of a camper by another staff or camper

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

LC's/LIT's must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement, rather than competition, comparison, and criticism. LC's/LIT's will have age-appropriate expectations and set up guidelines and environments that minimize the need for behavior management.

LC's/LIT's will respond to children with respect and consideration. All children are treated equally regardless of sex, race, religion, and culture.

LC's/LIT's will respect children's rights to not be touched in ways that make them feel uncomfortable, and their rights to say no.

While Takodah does not discriminate against an individual's lifestyle, it does require that LC's/LIT's will remain role models at all times. Conversations detailing personal or romantic histories, endorsing political, religious or lifestyle choices, or detailing graphic events should be avoided.

Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children is prohibited.

LC's/LIT's must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

LC's/LIT's will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

LC's/LIT's are required to review their Facebook, Twitter, and Instagram accounts, as well as any other online presences, to ensure that all images and comments are consistent with the values of Camp Takodah. Any LC's/LIT's who have online photos of role modeling inappropriate behaviors will be dismissed. LC's/LIT's should review their privacy settings and ask friends to remove inappropriate content of them.

In order to protect camp staff, children, and Takodah—at no time may you use the name Takodah or the names of other YMCA facilities on a personal or other non-authorized web page or in any other public domain on the internet (i.e. Facebook, and other peer networking sites). Similarly, you may not post the Takodah logo on personal or other websites not authorized by the Camping Services Director.

Under no circumstances may LC's/LIT's post identifying information or photos of children on their personal web page or any other public domain on the internet not authorized by the Camping Services Director.

If LC's/LIT's are contacted on-line by a camper in a way that displays inappropriate/unsafe behavior or might have a negative impact on the camp, LC's/LIT's, or Takodah, the LC's/LIT's will report such contact to the Camping Services Director.

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LIVING AT CAMP

Visitors: LC's/LIT's may not have visitors at camp, unless they have the permission of the Leadership Development Director.

Staff Lounge: LC's/LIT's are not permitted in Friendship Lodge.

Motor Vehicles and Transportation: LC's/LIT's are not allowed to have personal vehicles at camp.

No Food in Camper Cabins: We ask parents not to bring or send any food, fruit, candy, gum, or junk food for any campers. It is the role of LC's/LIT's to insist on and enforce this request for health (allergies), equity, and homesickness reasons.

Pets: Pets of any sort, even if just visiting, need explicit prior approval of the Camping Services Director. LC's/LIT's should arrange other care for their pets during their time working at Takodah.

Personal Gear And Explosives: Personal firearms, ammunition, fireworks, and explosives are prohibited. LC's/LIT's are discouraged from bring valuables to camp. Camp Takodah is not liable for any lost or missing belongings. You may use personal musical instruments and sporting goods in the program at the discretion of the Leadership Development Director and relevant Program Heads. LC's/LIT's are not permitted to use personal harnesses, ropes, or safety gear on our ropes courses or trips, personal watercraft at the waterfront, or any personal firearms or archery gear.

Mail And Parcel Post: Mail should be sent to *Camp Takodah, 55 Fitzwilliam Road, Richmond, NH 03470.*

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