



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

## **YMCA Camp Takodah LIT APPLICATION PACKET - 2017**

Dear Takodian,

If you will be completing 11<sup>th</sup> grade this spring, you're eligible for the Leader-in-Training (LIT) program.

The LIT program gives older campers the opportunity to develop their leadership skills and learn how to work effectively with children. LIT is an intensive four-week immersion program in leadership development—a more intensive, resume-worthy extension of the training process you began in Leader Corps. Graduates of the LIT program go on to use their leadership skills to make positive impacts in their families, friend groups, schools, organizations, and communities. Some LIT graduates go on to serve as cabin leaders on the Takodah summer camp team.

The LIT experience is a demanding and rewarding one. Practical in-cabin leadership experiences, daily leadership seminars, extra responsibilities around camp, and training in Lifeguarding and First Aid/CPR will challenge you mentally and physically. While leadership development is the heart of the program, LIT is often considered the best year Takodians spend at camp.

As you know, the LIT program is very popular. LIT positions fill quickly, so please send your application and recommendation forms as soon as possible. Please note that the LIT program is competitive, with only 18 spots available at South Camp and 8 at North Camp—unfortunately, some applicants might not be accepted. Preference will be given to applicants who participated in the Takodah Leader Corp program. While you are ineligible for preregistration, if you turn in all materials by October 1, you will be able to receive a scarf. You'll find program descriptions and application materials enclosed. Please share these materials with your parents.

### **Qualifications**

- Must have completed 11<sup>th</sup> grade before summer camp
- Ability to attend the entire 4-week session
- Must enroll in the LIT program, submit all application paperwork, and, once accepted, submit a Health History & Examination Form through 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

### **Commitment**

- |                  |                     |                                    |                        |
|------------------|---------------------|------------------------------------|------------------------|
| • LIT Retreat    | May 12-14           | (optional—but strongly encouraged) |                        |
| • * Sessions 1-2 | June 24 – July 21   | Boys LIT (South Camp)              | Girls LIT (North Camp) |
| • * Session 3-4  | July 22 – August 18 | Girls LIT (South Camp)             | Boys LIT (North Camp)  |

### **Application Process**

1. Submit the LIT Application Form 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 you are accepted to the program, you must then register and pay the \$125 deposit to secure your spot.

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 LIT program, please feel free to contact us at 603-352-0447 or [maddy@cheshireymca.org](mailto:maddy@cheshireymca.org). We look forward to receiving your application soon!

In camp spirit,  
Takodah Leadership Team

**CHESHIRE YMCA**  
32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

**CAMP TAKODAH**  
55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

[info@cheshireymca.org](mailto:info@cheshireymca.org)  
[www.cheshireymca.org](http://www.cheshireymca.org)  
[www.camptakodah.org](http://www.camptakodah.org)

# YMCA Camp Takodah LIT PROGRAM CURRICULUM

*A challenging leadership development curriculum that meets the needs of today's teenagers,  
helping them to become tomorrow's leaders.*

## Introduction

One of the objectives of Camp Takodah is to cultivate leadership potential. More than an ordinary summer camp, Camp Takodah is a Growth Development Center. Although leadership skills are fostered within our entire camper community, our LIT Program specifically nurtures leadership potential over an intense four-week period for teenagers who have just completed eleventh grade. The program combines elements of practical instruction, seminars, discussions, group activities, and travel experiences, with opportunities to lead others and plan activities, in a positive environment supportive of personal growth and enrichment.

## Goals of the LIT Program

1. Stimulate positive interpersonal friendships:
  - Small group living
  - Emphasis on group activities
  - An intensive experience shared with peers
  - A "Friendly to All" atmosphere
2. Foster individual growth and self-discipline:
  - High expectations of behavior, ethical code, standards
  - Values discussions and reflective times
  - Participants entrusted with tasks that carry responsibility
  - Well-structured daily schedule
  - Ongoing feedback and constructive evaluation of the performance
3. Teach new skills:
  - Daily leadership seminars/experiences
  - Camp-related skill instructions (e.g. lifeguarding, first aid, program areas)
  - Advanced swim instruction
  - Guided teaching opportunities with younger children
4. Encourage independence and self-confidence:
  - Opportunity to be "one's own leader"
  - Positive reinforcement/special status within the camp community
  - Challenge with the opportunity to succeed
  - Living away from home for a month
5. Cultivate leadership potential:
  - Through all the above social interactions
  - Positioned as a leader yet given guidance
  - Instruction combined with opportunities for practical experience
6. Sharpen an appreciation for nature:
  - Outdoor, natural settings for activities
  - Participation in at least one outdoor overnight experience with the group
7. Nurture friendships and memories that will last a lifetime

---

### CHESHIRE YMCA

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

### CAMP TAKODAH

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

info@cheshireymca.org  
www.cheshireymca.org  
www.camptakodah.org

## Program Content

### Pre-Camp Leadership Retreat:

- Orientation to the LIT program
- Expectations of LIT participants
- Seminars on leadership topics
- Group games, ice-breakers, activities, skits
- Fun social night out
- Lead tours during Open House

### Four-Week Summer Camp Experience:

- Daily leadership hour with seminars/discussions
- Daily opportunities to plan for/lead/teach younger children
- Lifeguarding and CPR Training with the opportunity to earn certifications
- Outdoor adventure and hiking experiences
- Direct leadership of camper cabin groups on a rotating basis
- An immersive two-week cabin stay under the guidance of Takodah cabin leaders
- Regularly scheduled formal and informal evaluation sessions
- Planning, design, and execution of one full-camp evening program
- Supervised recreational day off (e.g. trip to the beach)
- Leadership for four-week campers during the changeover weekend
- Skills that come with one-day apprenticeships in support staff areas: kitchen, maintenance, and office

## Leadership

The Leaders-in-Training are under the direct supervision of the Leadership Development Director and LIT Leader, both of whom are chosen for maturity, experience, strong skill levels, and personal warmth. Furthermore, the Takodah Administrative Team and other key staff members take a special, personal interest in this group, spending much time and effort to make sure that their experience is of the highest quality.

## Program Outcomes

### Leaders-In-Training Learn:

- Philosophies of positive leadership
- Practical and theoretical leadership skills
- How to address and influence a group
- Principles of teamwork, communication, and problem-solving
- How to manage camper behavior and deal with discipline problems

Participants also learn the characteristics of particular age groups of children. The LIT's are given exposure to the personnel roles, organization, and accountabilities of a business (in this case, a resident camp). All of this knowledge becomes very helpful in future pursuit of leadership positions and/or employment, social interactions, and can be useful toward the development of a personal philosophy for daily living.

### Leaders-In-Training Gain:

- Resources and ideas for group activities for all ages
- Self-confidence and good work habits
- Leadership experience with younger children
- Admiration and respect from the (camp) community
- Work experience and a source for future references
- Skill training
- Development toward responsible use of abilities for leadership in group, business, and community life

---

### **CHESHIRE YMCA**

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

### **CAMP TAKODAH**

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

info@cheshireymca.org  
www.cheshireymca.org  
www.camptakodah.org

# 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 10<sup>th</sup> grade to participate the LC Program. Campers must complete the 11<sup>th</sup> 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

---

#### CHESHIRE YMCA

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

#### CAMP TAKODAH

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

info@cheshireymca.org  
www.cheshireymca.org  
www.camptakodah.org

experience on a resume, you may use the YMCA Camp Takodah and the Camping Services Director as references.

**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 Fraternization:** 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

---

#### CHESHIRE YMCA

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

#### CAMP TAKODAH

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

info@cheshireymca.org  
www.cheshireymca.org  
www.camptakodah.org

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.

---

### CHESHIRE YMCA

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

### CAMP TAKODAH

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

info@cheshireymca.org  
www.cheshireymca.org  
www.camptakodah.org

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.

## 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.*

## ADDENDUM FOR LIT'S

**Laundry:** LIT's are responsible for their own laundry. Coin operated laundry machines are available in camp. LIT's need to provide their own detergent.

**Time Off:** We recognize that LIT's spend a great deal of time and energy providing many important services to the camp community. It is important that we set aside some time for leisure and enjoyment. LIT's usually have the following times free from program/training duties:

**R&R** – Snacks will be available in the Dining Hall most nights of the week from 9:30 to 10:10 PM. LIT's may attend R&R at the discretion of the Leadership Development Director.

**Day Off** – The Leadership Development Director will schedule one supervised LIT Day Off during the program.

**Changeover/Visiting Day** – The Leadership Development Director will schedule time during the changeover weekend when parents may visit or checkout LIT's from camp for a few hours.

**Periods Off** – From time to time, when possible and/or necessary, the Leadership Development Director may schedule time off for the LIT's on either a group or individual basis.

*While the personnel guidelines provide policies and procedures related to common issues in a summer camp setting, it would be impossible to predict every possible scenario. As such, the personnel policies may change at any time, with or without notice, as circumstances necessitate. LC's/LIT's must always use common sense and good judgment. LC's/LIT's should always take questions or concerns to the Leadership Development Director. The personnel guidelines are valid from the beginning to the end of the program.*

---

### CHESHIRE YMCA

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

### CAMP TAKODAH

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

info@cheshireymca.org  
www.cheshireymca.org  
www.camptakodah.org