

Winter Camp



Leader's Guide

Revised Edition - 2021

Winter Camp Leader's Guide

**Thoughts on how to plan and hold a successful Winter
Camp in the tradition of the world's most successful
Order of the Arrow chapter event**

Written by Steve Donohue

Additional Content and Proofreading by

Mark Bollman

Matthew Grimble

Keith King

Jeff Rand

Ethan Rein

Douglas Wilson

Copyright 2020 Winter Camp Future Society (WCFS).

All Rights Reserved.

This is the first revised edition.

Revised Edition Copyright 2021 by Winter Camp Future Society (WCFS).

Introduction

There have been talks about the need for this book for several years, but it hasn't materialized until now. I think in previous iterations we were focusing too much on writing a standard sort of guidebook that would identify positions and responsibilities, then assign tasks based on those responsibilities.

While that approach might work for most organizations, it's probably not right for Winter Camp. Winter Camp is an organic event with somewhat fluid roles and responsibilities. There are a lot of tasks to be completed, many of which are performed by the same person regardless of titles. This works for Winter Camp because no one feels the need to dictate, and no one worries too much about whose job something is supposed to be. It's part of the egalitarian nature of Winter Camp that people usually just lead and follow where needed and without too much trouble.

This works, but it makes it difficult for new people to crack the leadership team. Given the recent health crises of Winter Campers and the increasing age of some of the current advisers, it's probably good to write down things that are being handled along with some tips for accomplishing them.

The core of this book is the backwards calendar which lays out a plan which has previously led to successful Winter Camps. The calendar is the product of input from many members of the team. Even so, it may not be complete and there may be tasks which some consider more important than others. If we complete most of the tasks including all the ones with the critical icon, we'll have a good Winter Camp.

Corrections, suggestions, and improvements should be sent to Steve Donohue (sdonohue@wintercamp.com) for possible inclusion in future editions.

Revision History

- April 5, 2021** Numerous changes to break out the service project coordination and try to ensure we are better prepared for the planning meeting and our arrival at camp.
Changed references to Facebook to say Social Media where appropriate
Changed dates of the EWC update for the print edition.
Minor corrections to spelling and grammar.
- April 8, 2021** Replaced week with weekette in most places
- April 11, 2021** Added the Heath Officer as a mandatory adviser, noted the requirement for the kitchen adviser to be a ServSafe Food Manager, and referenced the Event Procedures manual, which is in progress.

Table of Contents

Introduction	i
Leadership Positions	1
Key Three Leadership Positions	1
Youth Leader	1
Activity Leader	1
Kitchen Leader	1
Optional Leadership	2
Newspaper Editor / Scribe	2
Quartermaster	2
Scout’s Own Coordinator / Chaplain.....	2
Service Coordinator	2
Time Capsule Coordinator	2
Trading Post Manager.....	2
Advisory Positions.....	3
Key Three Adviser Positions.....	3
Winter Camp Adviser	3
Activity Adviser	3
Kitchen Adviser	3
Optional Advisers.....	4
Chaplain Adviser	4
Newspaper Adviser	4
Quartermaster Adviser	4
Registration Adviser	4
Service Adviser	4
Time Capsule Adviser	4
Trading Post Adviser	4
Backwards Calendar (January – June).....	5
Backwards Calendar (July-December)	7
Tasks Explained	10
Activities database updated with corrections 🔥.....	10
Add PayPal link to the website and other locations	10
Add Previous Year’s Food Samples to Display	11

Winter Camp Leader’s Guide

Adviser for following year identified 🔥 11

Arrange for Ceremonial Gear needed for Time Capsule and other ceremonies to be at camp 🔥 11

Bottles Returned 11

Close registration 🔥 11

Collate new ideas from website(s), email, and previous evaluations. 12

Collect Food Samples for Historical Purposes. 12

Complete shopping 🔥 12

Conduct Final planning meeting 🔥 13

Confirm Project Day with Rangers 13

Conduct First planning meeting 13

Contact Rangers to Discuss Likely Projects 13

Contact Rangers to Set Date for Projects 13

Coordinate rides 🔥 13

Coordinate Service Projects with rangers 🔥 14

Create dead and live lists prior to the planning meeting 14

Create Winter Camp permission slip and distribute 🔥 14

Cross-reference leftover list with shopping list 🔥 14

Custom 3D Printing 14

Deliver report on Winter Camp at Chapter meeting 15

Determine Cost 🔥 15

Determine final roster 🔥 15

Discuss theme, events, and meals online and in-person 15

Distribute flyer at Chapter events 15

Enjoy holiday; pack 15

Evaluation data collated and shared ❄️ 16

Evaluation data collected ❄️ 16

Execute the schedule until Dec 31 🔥 16

Final Balance Sheet prepared 🔥 16

Final Reminder of projects and Equipment for members 16

Finalize Theme 🔥 16

Gather recipes for meals 🔥 17

Hold El Mediodia 17

Identify any special equipment requirements for projects 17

Winter Camp Leader's Guide

Identify someone to take home and clean towels	17
Identify someone to take home bottles	17
Inventory of Winter Camp binders	17
Inventory of Winter Camp patches.....	18
Manual Updated with new traditions and new nicknames ❄️	18
Meals Database updated with corrections 🔥.....	18
Monitor Activity Preparation 🔥	18
Monitor Meal Preparation 🔥	18
Monitor Soda Sales at local stores for good bargains	19
Notes on issues with activities collected at Winter Camp Future Society (WCFS) Meeting	19
Notes on issues with meals collected at Winter Camp Future Society (WCFS) Meeting.	19
Participate in set-up day if desired 🔥.....	19
Prepare activities 🔥.....	19
Prepare and distribute the post-camp newsletter	19
Prepare and print the Pre-Camp Newspaper 🔥.....	20
Prepare Meals 🔥.....	20
Prepare promotional flyer	20
Print Recipe Book and Meal sheets 🔥.....	20
Print Schedule and Menu pages 🔥.....	20
Print Winter Camp Manuals	20
Procure Trading Post Items.....	21
Promote camp at Chapter Meeting and other Chapter events 🔥.....	21
Promote El Mediodia	21
Promote Planning Meeting 🔥.....	21
Promote Shopping Trip 🔥.....	21
Provide updates on Social Media ❄️	22
Publish Schedule 🔥.....	22
Redundant or obsolete gear removed for either donation, recycling, or trash ❄️	22
Reminder for Towels to come to camp	22
Report service hours	22
Reserve Cabin 🔥.....	23
Reserve location for planning meeting 🔥.....	23
Risk: Legacy	23

Winter Camp Leader’s Guide

Secure Campership Funding 🔥 23

Select catchphrase for previous Winter Camp and prepare new sign 23

Shop for bulk food items 🔥 24

Spice and leftover food inventory created 24

Target items for replacement or addition to gear identified ❄️ 24

Themes proposed for following year 24

Update Encyclopedia WinterCampica 24

Update the Roster database with members and nights 24

Upload photos to Winter Camp Photo Share 25

Use Meals Database to create final menu 25

Use Meals Database to create shopping list 25

Website Update: Encyclopedia WinterCampica ❄️ 25

Website Update: History 25

Website Update: Newsletters and other new publications 26

Website Update: Pictures ❄️ 26

Website Update: Planning page for next year 26

Website Update: Roster 26

Write History 26

Youth Leader for following year identified 🔥 26

Appendix I: Registration 27

 Payment Methods 27

 In person 27

 Drop off 27

 Mail 27

 PayPal 27

 Campership 27

 Registration Form 27

 Medical Forms 27

 Scout Registration 28

 Youth Protection 28

 Part-Time Attendees 28

Appendix II: Sample Agendas 29

 First Planning Meeting 29

Winter Camp Leader’s Guide

Final Planning Meeting	31
Orientation.....	33
Appendix III: Sample Forms	35
Appendix IV: Sample Flyers and Newsletters	43
Flyers.....	43
Newsletters.....	45
Pre-Camp Edition	46
Daily Edition	47
Post-Camp Edition.....	48
Appendix V: Other Resources	49
Appendix VI: Theme.....	50
Appendix VII: Teams	51
Appendix VIII: The Planning Meeting.....	52
Appendix IX: Promotions	53
Winter Camp.....	53
El Mediodia	53
Planning Meeting.....	53
Appendix X: Planning and the WCFS.....	54
WCFS Event Backwards Calendar	54
WCFS Event Tasks	54
Discussion of potential souvenirs	54
Discussion of special event	54
Promotion of special event.....	54
Procure funding from members	55
Order souvenirs.....	55
Finalize count	55
Appendix XI: Being in Charge	56
General Advice	57
Identify.....	57
The Power of Delegation	57
The Power of “Unconventional”	57
The Power of “Tell and Take”	57
Planning Meetings	57

Winter Camp Leader’s Guide

Have an agenda..... 57

Prepare Resources 58

Delegate 58

Keep Moving 58

Wrap Things Up..... 58

At Winter Camp 58

 Have Your Adviser Manage Other Adults 58

 Be Prepared..... 59

 Make Announcements..... 59

 Confer..... 59

 Delegate 59

Leadership Positions

Winter Camp has traditionally had three major leadership positions: Youth Leader, Kitchen Leader, and Activities Leader. Each of these leaders has had an adviser. Frequently we forgo the kitchen leader. In past years we've had additional leadership positions and attendant advisers.

Key Three Leadership Positions

These are the positions which we try to have at every Winter Camp. Traditionally these are self-appointed, but if they don't appoint, we'll frequently ask the Youth Leader to fill out the other positions.

Youth Leader

The Youth Leader is the youth in charge at Winter Camp. His job is to administer the Backwards Calendar and run Winter Camp with his Adviser's assistance. His responsibilities include:

1. Promote Winter Camp year-round
2. Recruit additional youth to help run Winter Camp, particularly the kitchen and activities.
3. Schedule the planning meeting(s)
4. Lead the planning meeting(s)
5. In cooperation with the other key leaders, prepare the schedule for Winter Camp as part of the planning meeting.
6. Lead Winter Camp
7. Prepare post-camp history
8. Consult with adviser as needed

Activity Leader

The Activity Leader helps to prepare the schedule and serves as one of the key three leaders for Winter Camp. His primary responsibility is to ensure that the activities for Winter Camp are planned and led and that we have appropriate equipment on hand at camp.

1. In cooperation with the other key three leaders, prepare the schedule for Winter Camp as part of the planning meeting.
2. Ensure that each proposed activity has a definition and a plan. Where necessary, recruit additional help to ensure things are prepared prior to camp.
3. Develop a backwards calendar for activity setup during camp.
4. Motivate members at camp to be ready on time for scheduled activities.
5. Consult with adviser as needed

Kitchen Leader

The Kitchen leader oversees the kitchen and food preparation for Winter Camp. They aren't expected to do all the cooking but, working with their adviser, they ensure that meals are prepared correctly and executed during camp.

1. In cooperation with the other key three leaders, prepare the meal schedule for Winter Camp as part of the planning meeting.
2. Using the meals application, generate a detailed menu for Winter Camp.

Winter Camp Leader's Guide

3. Prepare the food lists for Winter Camp Shopping Day (traditionally December 24)
4. Prepare a backwards calendar for food preparation at Winter Camp.
5. Work with the Youth Leader to develop and follow a duty roster for meal preparation during camp.
6. Consult with adviser as needed.

Optional Leadership

There are several other youth leadership positions which can help to round out Winter Camp by involving additional youth and allowing the other leaders and advisers to focus on their own key tasks.

Newspaper Editor / Scribe

The newspaper editor works to produce the Winter Camp newspaper. Apart from writing stories himself, he actively encourages others to write articles on events and other topics of interest to Winter Camp.

Quartermaster

The quartermaster is responsible for Winter Camp gear. He shares this responsibility in part with the activity leader and the kitchen leader. His primary responsibility is to keep track of the gear to make sure it is available when needed and to ensure it's put away properly when the usage is complete. The quartermaster should maintain an inventory of our non-kitchen equipment.

Scout's Own Coordinator / Chaplain

On years when Winter Camp includes a Sunday, we have a Scout's Own service. The Scout's Own coordinator prepares (or finds) a plan for the service and coordinates members as needed to present the service. The Chaplain is also expected to arrange for people to give Grace at each meal.

Service Coordinator

The service coordinator works with the rangers to identify the service projects for camp. He encourages members to bring any necessary clothing or supplies. At camp he arranges the group into teams and coordinates their efforts. After camp, he files a service report with the lodge to ensure our project is included in the lodge's service totals for the year.

Time Capsule Coordinator

The time capsule coordinator helps to organize the content for the Winter Camp Time Capsule. Ideally, he ensures we have paper and envelopes for letters to our future selves. He might also maintain a control sheet identifying who has put what in the capsule and why. This last sheet is typically loaded in the capsule. He also supervises the opening of the old capsule.

Trading Post Manager

The trading post manager helps to identify the best product mix for the Winter Camp trading post. He assists with sales as needed and tracks the income of the trading post. He monitors stock levels to ensure we don't experience lost sales.

Advisory Positions

The basic responsibility of each adviser is to coach the corresponding youth to success. In some cases, there is more to it than that of course and this section will attempt to call out specific duties of each adviser.

Key Three Adviser Positions

Winter Camp Adviser

The Winter Camp Adviser is the point-adviser for all questions from parents. He is the face of adult leadership for Winter Camp and needs to remember that at all times. In addition to his coaching responsibilities, he is also expected to perform some specific tasks.

1. In cooperation with the key three leaders, prepare the schedule for Winter Camp as part of the planning meeting.
2. Ensure that the activities and meals selected for camp are likely to be fun. This is a hard task and it's important to remember that being injured is never fun.
3. Reserve the cabins at D-A
4. Recruit other advisers as needed.
5. Complete all tasks for which there is no other adviser and for which he fails to recruit one.
6. Be available to answer questions from the youth.

Activity Adviser

The Activity adviser helps to prepare the schedule and works with the Activities leader to ensure that the activities for Winter Camp are planned and led and that we have appropriate equipment on hand at camp.

1. In cooperation with the other key three leaders, prepare the schedule for Winter Camp as part of the planning meeting.
2. Help the Activities Leader to obtain equipment and other resources to make activities successful.
3. Be available to answer questions from the youth.

Kitchen Adviser

The Kitchen Adviser is responsible for helping to prepare meals, food lists, and recipes for Winter Camp. He also provides general kitchen and cooking advice like "What is braising?" or "How many tablespoons in a cup?".

1. In cooperation with the key three leaders, prepare the meal schedule for Winter Camp as part of the planning meeting.
2. Using the meals application, generate a detailed menu for Winter Camp.
3. Prepare the food lists for Winter Camp Shopping Day (traditionally December 24)
4. Prepare a backwards calendar for food preparation at Winter Camp.
5. Work with the Youth Leader to develop and follow a duty roster for meal preparation during camp.
6. The Kitchen Adviser should be SafeServ Food Manager certified; if the adviser is not certified they must work with and heed the guidance of a designated member who is certified.

Mandatory Advisers

Health Officer

In addition to the three key, Winter Camp must have a trained Health Officer. This position is mandated by national standards and has specific requirements for professional certification and training. There is more information on this in the Event Procedures book. In addition to professional certificates, they must complete Health Officer Training.

The Health Officer makes all decisions regarding treatment of injury or illness, including if a trip to a hospital is necessary. They also oversee the management and distribution of camper health forms and medications (working with the Registration Adviser).

Optional Advisers

These are additional advisers who may be useful to have available. Like the optional leaders, their task is to remove tasks from the purview of the Adviser. All advisers have the general goal of ensuring the success of their associated Youth Leader and all other leaders.

Chaplain Adviser

The adviser helps the youth coordinator to conduct a non-denominational religious service.

Newspaper Adviser

The newspaper Adviser helps the editor produce the newsletter.

Quartermaster Adviser

Helps the youth to find and transport needed gear to Winter Camp and provides help with caring for and storing/returning gear to either the attic or the owner.

Registration Adviser

The registration adviser collects payments for Winter Camp and ensures every attendee has turned in the appropriate paperwork.

Service Adviser

The service adviser helps coordinate transportation and equipment for the various projects. He advises the youth on special skills and who might possess them.

Time Capsule Adviser

The time capsule adviser provides guidance on items which are safe to put into the capsule and helps coordinate any necessary repairs prior to sealing and burying the capsule.

Trading Post Adviser

The trading post adviser works with the youth to help keep the trading post profitable.

Backwards Calendar (January – June)

The calendar will start right after the last Winter Camp, probably on January 1 and continue through December 26. Winter Camp often has a flurry of activity in January to close out the previous year's camp and then slows down until later in the year.

There are two icons in use below.

Items marked with 🔥 are very important. If they aren't completed on time, it is possible that someone will be legitimately accused of ruining Winter Camp.

Items marked with ❄️ are nice to have but not critical to the success of Winter Camp. No one who skips one of these will really ruin Winter Camp.

Any item with no icon is important – it should be done, but the timing may not be critical and in some cases, it could even be completed every other year.

Timing	Action
Dec 31	Spice and leftover food inventory created
	Notes on issues with activities collected at Winter Camp Future Society (WCFS) Meeting
	Notes on issues with meals collected at Winter Camp Future Society (WCFS) Meeting
	Themes proposed for following year
	Target items for replacement or addition to gear identified ❄️
	Redundant or obsolete gear removed for either donation, recycling, or trash ❄️
	Youth Leader for following year identified 🔥
	Adviser for following year identified 🔥
	Identify someone to take home bottles
	Identify someone to take home and clean towels
	Update the Roster database with members and nights
	Collect Food Samples for Historical Purposes
Jan 1-31	Write History
	Website Update: Encyclopedia WinterCampica
	Website Update: History
	Website Update: Pictures

Winter Camp Leader's Guide

Website Update: Roster

Website Update: Newsletters and other new publications

Website Update: Planning page for next year

Prepare and distribute the post-camp newsletter

Evaluation data collected ❄️

Evaluation data collated and shared ❄️

Meals Database updated with corrections 🔥

Activities database updated with corrections 🔥

Bottles Returned

Manual Updated with new traditions and new nicknames ❄️

Final Balance Sheet prepared 🔥

Deliver report on Winter Camp at Chapter meeting

Report service hours

Provide updates on Social Media ❄️

Inventory of Winter Camp binders

Inventory of Winter Camp patches

Upload photos to Winter Camp Photo Share ❄️

February Promote camp at Chapter Meeting and other Chapter events 🔥

Discuss theme, events, and meals online and in-person 🔥

Promote Winter Camp on social media channels

March Promote camp at Chapter Meeting and other Chapter events 🔥

Discuss theme, events, and meals online and in-person 🔥

Promote Winter Camp on social media channels

April Promote camp at Chapter Meeting and other Chapter events 🔥

Discuss theme, events, and meals online and in-person 🔥

Promote Winter Camp on social media channels

May Promote camp at Chapter Meeting and other Chapter events 🔥

Discuss theme, events, and meals online and in-person. 🔥

Winter Camp Leader's Guide

Promote El Mediodia

Promote Winter Camp on social media channels

June

Promote camp at Chapter Meeting and other Chapter events 🔥

Discuss theme, events, and meals online and in-person 🔥

Promote El Mediodia

Promote Winter Camp on social media channels

Backwards Calendar (July-December)

July

Promote camp at Chapter Meeting and other Chapter events 🔥

Discuss theme, events, and meals online and in-person 🔥

Promote Winter Camp on social media channels

Conduct First Planning Meeting

Reserve Cabin 🔥

Finalize Theme 🔥

Determine Cost 🔥

Prepare promotional flyer

Hold El Mediodia

August

Promote camp at Chapter Meeting and other Chapter events 🔥

Promote Winter Camp on social media channels

Distribute flyer at Chapter events

September

Reserve location for planning meeting 🔥

Promote camp at Chapter Meeting and other Chapter events 🔥

Promote Winter Camp on social media channels

Promote Planning Meeting 🔥

October

Promote camp at Chapter Meeting and other Chapter events 🔥

Promote Winter Camp on social media channels

Promote Planning Meeting 🔥

Create Winter Camp permission slip and distribute 🔥

Add PayPal link to the website and other locations

Winter Camp Leader's Guide

- Contact Rangers to discuss likely projects
- November
 - Print Winter Camp Manuals
 - Promote camp at Chapter Meeting and other Chapter events 🔥
 - Promote Winter Camp on social media channels
 - Promote Planning Meeting 🔥
 - Promote Shopping Trip
 - Coordinate service day and projects with rangers 🔥
 - Collate new ideas from website(s), email, and previous evaluations
 - Create dead and live lists prior to the planning meeting.
 - Identify any special equipment requirements for projects. 🔥
 - Conduct final planning meeting 🔥
 - Publish Schedule 🔥
 - Monitor Soda Sales at local stores for good bargains
 - Spread Information about projects and equipment to membership. 🔥
 - Contact Rangers to set date for projects. 🔥
 - Update Encyclopedia WinterCampica
- December
 - Prepare activities 🔥
 - Prepare Meals 🔥
 - Monitor Activity Preparation 🔥
 - Monitor Meal Preparation 🔥
 - Custom 3D Printing ❄️
 - Gather recipes for meals 🔥
 - Use Meals Database to create final menu 🔥
 - Prepare and print the Pre-Camp Newspaper 🔥
 - Secure Campership Funding 🔥
 - Select catchphrase for previous Winter Camp and prepare new sign
 - Add Previous Year's Food Samples to Display
 - Arrange for Ceremonial Gear needed for Time Capsule and other ceremonies to be at camp 🔥

Winter Camp Leader's Guide

- Promote Winter Camp on social media channels
- Promote Shopping Trip 🔥
- December 22 Close registration 🔥
- Determine final roster 🔥
- Reminder for Towels to come to camp
- Promote Shopping Trip 🔥
- Final reminder of projects and equipment for members
- December 23 Use Meals Database to create shopping list 🔥
- December 23 Cross-reference leftover list with shopping list 🔥
- December 24 Shop for bulk food items 🔥
- Print Recipe Book and Meal Sheets 🔥
- Print Schedule and Menu pages 🔥
- Procure Trading Post Items
- December 25 Enjoy holiday; pack
- December 26 Participate in set-up day if desired 🔥
- Coordinate Rides 🔥
- Complete shopping 🔥
- Confirm Project Day with Rangers 🔥
- December 27 Execute the schedule until Dec 31 🔥
- Risk: Legacy
- Coordinate Service Project with Rangers.

Tasks Explained

Below is a brief explanation of each of the tasks identified in the Backwards Calendar. As in the calendar, there are icons to identify critical and non-critical tasks. After the description for most tasks is a section called Resources. These are people who have experience with this task; in some cases, particularly with www.wintercamp.com, there is only one resource.

The presence of names isn't meant to be restrictive. If you want to ask someone other than one of the list resources, then you should. If someone asks a question and you feel like you can answer it, you should.

As in the calendar, items marked with 🔥 are very important. If they aren't completed on time, it is possible that someone will be legitimately accused of ruining Winter Camp. Items marked with ❄️ are nice to have but not critical to the success of Winter Camp. No one who skips one of these will really ruin Winter Camp.

Activities database updated with corrections 🔥

The activities database exists in two places; one is online the other is in Access. The updates on the website are usually conducted by Steve Donohue while the Access version is maintained by Jeff Rand. The updates are typically to add activities which are new and to record that an activity has been held that year.

The primary purpose of these lists is to prepare the Live and Dead lists for the planning meeting as well as to provide some historical content for the Encyclopedia WinterCampica.

Resources: Steve Donohue, Jeff Rand. The WCFS is a frequent source of corrections as are Mark Bollman, Ethan Rein, and the Encyclopedia WinterCampica.

Add PayPal link to the website and other locations

The PayPal link is used to allow campers to pay for camp remotely. It is not a big part of our overall registration, but it typically accounts for 10-20% of our overall registrations. The link is added by Steve Donohue.

The PayPal fee is slightly higher because there are some fees associated with the service. It's currently 30 cents plus 2.9% of the transaction amount. This means we need to multiply our fee by 1.029 and add 30 cents, then round up to the nearest multiple of \$1.01. In most cases, this means we add about \$2.02. If PayPal fees change, then we'd need to refigure our numbers.

There are typically three steps:

1. The button is created/edited on the PayPal website
2. The button is added to the wintercamp.com home page
3. The button is added to the planning page for the current year.

Once the link is up, the registration form is added to the site. We ask that campers provide the registration form regardless of how they pay.

Resources: Steve Donohue has traditionally controlled both PayPal and the Winter Camp website.

Add Previous Year's Food Samples to Display

Each year, Winter Camp collects food samples for the display board. This started as an accident, collecting samples from the meal sheets, but it has turned into a tradition. Campers should put food samples on meal sheets for selection during this process.

Resources: This task is nearly always completed by Jeff Rand.

Adviser for following year identified 🔥

Traditionally, Winter Camp advisers self-declare, usually by the end of the previous camp. If it's not done by the end of camp, it will probably happen soon. Luckily, most of the items we complete in January are things we look for the leadership team of the immediately completed Winter Camp.

We could worry about it, but we've never made it to Winter Camp without an adviser.

Resources: Sometimes the adviser will declare in advance on the Winter Camp website.

Arrange for Ceremonial Gear needed for Time Capsule and other ceremonies to be at camp 🔥

In this case, ceremonial gear always includes candles in sufficient quantity to provide lighting on the trail and in the CHR Memorial Site. In some cases, there may be plans for an additional ceremony which could use garb or other items owned by the chapter and managed by the Ceremonies Committee. Those items may be stored in multiple places, so providing sufficient notice is important.

Resources: The best resources are the Chapter Ceremonies Adviser and the Chapter Adviser. Currently our best resource is Brian Mann.

Bottles Returned

Typically, Winter Camp has about \$20.00 or so in bottles to be returned after camp. Once the bottles are returned, the adviser for the previous year's camp needs the total so the balance sheet can be finalized.

Resources: Ethan Rein and Doug Wilson have been the most frequent returners.

Close registration 🔥

Winter Camp typically closes registration as late as possible, often on the 23rd of December. Most registrations at this point will be paid by cash, check, PayPal, or campership. Frequently, there will be a few people who haven't paid yet. It is up to the adviser and whomever is running registration to decide what action to take. Typically for those who've been to Winter Camp previously, we've offered the option to pay in cash when they arrive. For first-time campers, options are typically more limited depending on how well known they are.

Once the registration is closed, a final roster should be printed to the website so others can see the number. This data is used as input to use the Meals Database to create the final grocery list. Data could also be added to the Roster database at this point, but we frequently wait until Winter Camp to complete these updates.

Resources: This task should fall to the registration adviser if there is one. If there isn't then it falls to the Winter Camp Adviser. Steve Donohue has most often served as the registration adviser.

Collate new ideas from website(s), email, and previous evaluations.

This is a task which provides input to creating the dead and live lists. It typically involves updating the activities and Meals Databases. Newly suggested activities and meals are added to the database along with their descriptions. Using the correct creation date (anything in the current year) will guarantee they appear on the live lists.

Resources: This is a task which is often completed by Steve Donohue, although Doug Wilson has also tried his hand at it. It is not typically difficult, but it can be time-consuming.

Collect Food Samples for Historical Purposes.

During the course of camp, we need to collect food samples for our historical display board. This is frequently accomplished with no specific effort, but we may make an effort to collect samples for new or unusual items.

Resources: This task is usually supervised by Jeff Rand.

Complete shopping 🍷

The Winter Camp Meals database will create a shopping list showing every item. On the 24th, shoppers will converge on Sam's Club (typically) and buy bulk items (typically meat, eggs, flour, and some canned goods). They will mark the items they purchase on the shopping list and then someone who is coming to the setup day collects them at the end of shopping.

Over the years, we've gravitated to doing only bulk shopping before camp. This reduces our need to store things over the holiday which has sometimes been difficult. We typically divide the food we've purchased into three categories: Must be frozen (typically frozen foods), won't be hurt by freezing (mostly dry goods), and must be cold but not freezing (requires refrigeration).

These categories sometimes change based on temperatures expected over the roughly three days between shopping and Winter Camp. Storage for the things that won't be hurt doesn't change, but low temperatures mean refrigerated things have to go inside and higher temperatures mean frozen things have to go in.

This decision is usually made in the parking lot of the store. Generally, those coming to shopping know what space they have available and will agree to take things they can manage to keep safe and transport to camp.

Sometime on the 26th, members of the setup crew will converge on a grocery store in Lapeer and complete the shopping. They will typically have more items to purchase than the bulk store as we try not to buy things at the bulk store which require refrigeration or are very bulky. Some of our bulk store purchases will vary based on the predicted weather and the amount of cargo space available. This trip will take between 60 and 120 minutes depending on the skill and number of shoppers.

Resources: This often falls to the Kitchen Adviser. Questions about purchases or substitutions usually go to Doug Wilson or Steve Donohue. Food which requires storage often goes home with Doug Wilson or Keith King. Sometimes others have stepped into help – it requires both space in a refrigerator or freezer and space in your car to get things to camp; it's also useful if you plan to arrive early enough to make sure we can put the food away.

Conduct Final planning meeting 🔥

The planning meeting is traditionally held on the day after Thanksgiving starting around 1:00 pm. Although its often held at someone's home, it can also be held at a public venue like a church. The meeting should be run by the Youth Leader. The goal is to create the schedule and menu for camp and assign people to complete the preparations for the various activities on the schedule.

There's a sample agenda and some notes in the Appendices

Resources: The best resource for this will be past Winter Camp Advisers and Leaders.

Confirm Project Day with Rangers

We confirm they project day with the rangers on December 26. Even if we've arranged things in advance, sometimes there are last minute changes (like equipment or supply availability) which need to be accommodated.

Resources: This should fall to the youth leader and adviser. Whomever it is must be able to speak for Winter Camp, so the rangers aren't left guessing. For the most part, we accommodate them.

Conduct First planning meeting

This meeting is often held informally. The goal is to determine the final theme, costs, and set key assignments. We may also select a major activity (typically theme related) and begin working towards holding that activity at Winter Camp.

Resources: The best resource for this will be past Winter Camp Advisers and Leaders.

Contact Rangers to Discuss Likely Projects

Talking to the rangers early reminds them we're coming and gives them time to think of some projects they'd like us to complete.

Resources: Keith King is often at D-bar-A and can usually help with this task.

Contact Rangers to Set Date for Projects

The camp is often officially closed during Winter Camp and the rangers may have days off to spend time with their families. We ask early, so they can coordinate a day where at least one of them is ready to help us with equipment and direction.

Resources: Keith King is often at D-bar-A and can usually help with this task.

Coordinate rides 🔥

Although we no longer offer a meeting place for those going to camp, we do offer to help find rides for those who need them. This typically starts in December and ends before Christmas. Mostly we try to compare the data collected on registration forms to people who need rides. It is not a perfect effort as we often find that campers don't provide any information on how or when they plan to arrive at camp.

Resources: Ethan Rein has taken charge of this since we stopped providing a meeting point and carpool services.

Coordinate Service Projects with rangers 🔥

Once we have a count of likely attendance and some idea of our skill base, we contact the rangers again to make final plans for the project.

Resources: Keith King is a frequent visitor to camp and can usually make these arrangements.

Create dead and live lists prior to the planning meeting

There are four lists, two each for meals and activities. The live list typically includes anything we've done in the last five years or which has been suggested in the last two years. Any item which doesn't appear on the live list will appear on the dead list.

Typically, these lists are printed and brought to the meeting. There should be 3-5 copies of the live lists and a single copy of the dead list.

Resources: Steve Donohue usually handles this printing; there are web pages for this task (new in 2019) which are not available on the site publicly yet; the addresses are:

<https://wintercamp.com/rfrnc/activity/liveactivity.php>

<https://wintercamp.com/rfrnc/activity/deadactivity.php>

<https://wintercamp.com/rfrnc/activity/livemeal.php>

<https://wintercamp.com/rfrnc/activity/deadmeal.php>

The output of those pages is fixed and is aimed at being cut and pasted into a table for printing.

Create Winter Camp permission slip and distribute 🔥

The Winter Camp permission slip typically includes the price for youth and adults, the registration deadline, and the address to send the completed form and payment. Once completed, copies should be posted online and brought to any chapter events to be distributed.

Resources: Steve Donohue usually handles this and posts it to the website; it is also mailed to the chapter mailing list by the chapter chief or adviser.

Cross-reference leftover list with shopping list 🔥

Once we have created the shopping list using the Meals Database, we use the leftover list prepared at the end of the previous camp to identify anything we either don't need to buy or can buy less of. This typically happens the night before shopping at the bulk store.

Resources: This task is often completed when the final menu is prepared and so it has often fallen to Doug Wilson and Alan Wilson.

Custom 3D Printing

For the past several years Winter Camp has been enhanced with plastic souvenirs from grails to medals and more. Designing and printing these items can be time-consuming and so we often start right after (or even before) the planning meeting.

Resources: 3D Printing is most often done by Keith King or Alan Wilson. It is important to ask early as it can be time-consuming. It is also important to ask as colors can vary widely in price.

Deliver report on Winter Camp at Chapter meeting

Once Winter Camp is complete, we deliver a final report at the chapter meeting. This report typically includes attendance, service projects, some praise from those who attended camp, and a reminder that the next one is coming and encouraging Arrowmen to attend. This report should be made by the immediate past Youth Leader if possible.

Resources: Previous Youth Leaders, Chapter Chief and Adviser

Determine Cost 🔥

Cost is typically determined by looking at the previous year's results; if we made a profit of more than \$1.01 per person at the previous camp then we likely keep the cost the same. If we expect a change to the cost of cabins or took a loss at the previous camp, then we typically increase the price by some multiple of \$1.01. I don't think we've ever deliberately lowered the cost for a future camp.

It's honestly a feeling as much as a math problem. If we feel like we had enough money the previous year, we don't increase the cost – increasing cost is not something we undertake lightly.

Resources: Steve Donohue, Doug Wilson, Jeff Rand, Ethan Rein, Keith King

Determine final roster 🔥

Once the registration is closed, a final roster should be determined. It is printed to the website so others can see the numbers and possibly identify anyone who is missing. This data is used as input to the Meals Database to create the final grocery list. Data could also be added to the Roster database at this point, but we frequently wait until Winter Camp to complete these updates.

Resources: Registration Adviser, Steve Donohue

Discuss theme, events, and meals online and in-person

This activity takes place throughout the year, typically from January until the Planning Meeting. These discussions may take place via a variety of online media including Facebook, the Winter Camp planning page, and emails. They also happen at chapter meetings, El Mediodia, and anywhere people gather. Ideally these suggestions are recorded on the planning site, so they aren't lost.

Resources: Everyone usually has strong ideas on what makes a good theme and, on the theme, (s) under discussion. There is no universal theory on themes.

Distribute flyer at Chapter events

Once we have created a flyer, we try to share it at all chapter events including meetings, Ordeals, and the Fall Fellowship. The goal is to make sure everyone has as much awareness of Winter Camp as possible.

Resources: Previous flyers have been made by Keith King, Matt Grimble, and Steve Donohue

Enjoy holiday; pack

There is typically little group activity on Christmas. Campers often pack their personal gear (including interesting new gifts) and enjoy Christmas with their families.

Resources: Depends on your family.

Evaluation data collated and shared ❄️

The data collected from the various feedback methods is collected and tabulated. Generally, all suggestions are listed with a count showing how common they are.

This is mined later to identify suggestions for new activities, themes, and meals. It is also evaluated to see what improvements have been suggested for activities held that year. Depending on frequency and quality, these improvements are often implemented into the activities and meals for subsequent camps.

Resources: Ethan Rein, Steve Donohue

Evaluation data collected ❄️

At the end of Winter Camp, we typically have a paper evaluation form available. Most of our feedback comes from these paper forms. We also collect feedback via direct email and via a Survey Monkey link. The question on the survey are usually open-ended including things like "Which was your favorite?", "How could we improve?", and "What new thing should we do next time?"

Resources: This data has, in recent years, been collected by Ethan Rein

Execute the schedule until Dec 31 🔥

This is the most natural part. If the planning has been successful, then all the activities and meals will come together well and it's just a matter of executing the plan which we are typically pretty good at.

Resources: Everyone.

Final Balance Sheet prepared 🔥

Once the money for bottle returns is collected, we can calculate our final balance sheet. On the income side we usually include registration fees, trading post income, bottle returns, and donations. Registration fees include camperships. On the expense side we include cabin fees and food costs. We typically have very little in the way of program costs (because members donate the equipment they need for their activities) but if we had any they would appear here. Once completed, this data becomes part of the history for that year's camp.

Resources: Event Adviser, Steve Donohue

Final Reminder of projects and Equipment for members

Over-communicating isn't really a thing, so ensuring campers know about equipment they might need for the project is a good thing. It's also possible someone may come to service day for a project if they feel they have a strong contribution to make.

Resources: Youth Leader and Service Coordinator

Finalize Theme 🔥

If we can finalize the theme by July, we are typically better able to promote camp starting in August when we conduct our Ordeal and hold the Fellowship. It also means we have the whole fall meeting schedule to get scouts excited about things that will happen at camp.

See the Appendix for a list of themes

Resources: Winter Camp Activity Database, Youth Leader, Adviser

Gather recipes for meals 🍷

As new meals are created it becomes necessary to gather recipes for those meals. It is also often necessary to collect recipes for existing meals which aren't always easy to follow. Recipes should be entered into the Meals database. The ingredients should go in the ingredients section above and then the actual text of the recipe (including ingredients) should be entered in the Recipe Information field on the recipe page. This will make them print in the Winter Camp Recipe Book which is important.

Resources: Steve Donohue, Doug Wilson, Jeff Rand

Hold El Mediodia

El Mediodia is an annual event held around the middle of the year. The official date is typically June 29, but it's not critical that we hit that date (in fact, we haven't yet). It's a celebration that the next Winter Camp is closer than the previous one. El Mediodia is a relatively new event and so the details are still a little in flux. Thus far, it's been a potluck picnic at Wilson's, but that may change.

Resources: Doug Wilson, WCFS

Identify any special equipment requirements for projects.

Sometimes the projects we do at camp will require special equipment or clothing. The most common thing is old clothing for painting, but sometimes there are projects where bringing our own hammers and other tools might help.

Resources: Keith King and Doug Wilson. Matt Grimble and John Ferencz might also be helpful.

Identify someone to take home and clean towels

Winter Camp uses dish towels and clothes to wash tables, dry dishes, and wipe things down. We have a collection of towels and hot pads. At the end of camp, these are bagged or boxed up and sent home with someone to be washed and returned to the following Winter Camp. Experience has taught us it's important to note who has them so we can remind them to bring them back.

Resources: Doug Wilson, Ethan Rein, Kristie Donohue

Identify someone to take home bottles

Like the towels, Winter Camp generates some number of returnable bottles. At the end of camp someone needs to take the bottles home, return them, and then send the money back to Winter Camp.

Resources: This task has recently fallen to Ethan Rein who typically has some space in his car at the end of camp. Doug Wilson has also done it in the past.

Inventory of Winter Camp binders

Winter Camp owns a number of 1" binders which are used to hold the Winter Camp manuals. Each year, new members are given their own manual which comes from this stock. Sometimes we need one for the museum or the library. Our expectation is that we need 6-8 per year, so if the stock is less than 10, we should pursue purchasing them. At the moment we don't have a preferred provider as our previous provider, Learning for Life, has gone out of business.

Resources: Steve Donohue typically stores these binders on behalf of the WCFS

Inventory of Winter Camp patches

Winter Camp has 6 different patches which are identical in format but have different borders: gold for Participation Award, Red for History, White for Winter Camping, Black for Engineering, Green is unassigned, and Blue is the event patch. The event patch is the one we are most likely to run low on. If we get too low (less than 15 of the blue or 5 of any of the others, we should consider a patch order. We do not currently have a preferred vendor as we haven't purchased patches in quite a while.

Resources: Steve Donohue has the blue and gold bordered patches; Jeff Rand has the rest.

Manual Updated with new traditions and new nicknames ❄️

We don't always do a good job with this, but we need to improve. The manual currently looks very dated with the most recent tradition being nearly 30 years old (Winter Camp XV). This is a task this is more difficult as we get further from Winter Camp and so it's one that should be undertaken early.

Resources: Steve Donohue has updated the manual most recently. Mark Bollman often tracks new traditions for the newsletter, and the Youth Leader may have a better handle on what the youth think is a good tradition or nickname.

Meals Database updated with corrections 🔥

At the WCFS meeting during camp there will be some discussions of meals which had issues. These are often new meals, but sometimes it's an older meal which has been resurrected and has perhaps always had a food list issue. Typically, this involves changing the number of servings for a recipe, but it might include changing a recipe to include a missing ingredient or providing categories or actual recipes for the meal ingredients. It might also involve adding or subtracting items which didn't go well. It can also include choosing and marking the new Historic Menu item.

Resources: Jeff Rand is primary for anything in the Meals database. Steve Donohue and Doug Wilson often help with identifying issues.

Monitor Activity Preparation 🔥

Winter Camp will distribute activity preparation as part of the Planning Meeting. Members operating alone or in small teams will complete preparations. It is up to the Activities leader and adviser to support this planning and, of course, up to the Youth Leader and Adviser to monitor them. By monitoring this activity, we hope to avoid surprises when things aren't planned appropriately.

Resources: The most likely need for a resource is if the activity planning has stalled. Jeff Rand, Keith King, Matt Grimble or Ethan Rein are good resources to jumpstart things.

Monitor Meal Preparation 🔥

Winter Camp will distribute meal preparation as part of the Planning Meeting. Members operating alone or in small teams will complete preparations by either designing activities around meals or by identifying appropriate recipes to support the meal theme. It is up to the Kitchen leader and adviser to support this planning and, of course, up to the Youth Leader and Adviser to monitor them. By monitoring this activity, we hope to avoid surprises when things aren't planned appropriately.

Resources: This is another area where problems come because the person doing the planning is stuck. Jeff Rand, Steve Donohue, or Doug Wilson can often help.

Monitor Soda Sales at local stores for good bargains

Supermarkets often have impressive sales on soda (pop). We know that we'll generally need at least 6 cases between meals and the trading post. To save money, we monitor sales at local outlets and purchase soft drinks when they are on sale.

Resources: Noted miser Doug Wilson has often handled this task in the past.

Notes on issues with activities collected at Winter Camp Future Society (WCFS) Meeting

This task typically falls to the current WCFS secretary. Basically, the WCFS meeting is held on the last night of Winter Camp and is a gathering of the leadership team including the most senior members of camp. They discuss things that went well and things that didn't. In some case, this feedback will disagree with the later evaluations and there will have to be a discussion to identify or interpret the feedback.

Resources: Ethan Rein is the current secretary of the WCFS.

Notes on issues with meals collected at Winter Camp Future Society (WCFS) Meeting.

This task typically falls to the current WCFS secretary. Basically, the WCFS meeting is held on the last night of Winter Camp and is a gathering of the leadership team including the most senior members of camp. They discuss things that went well and things that didn't. In some case, this feedback will disagree with the later evaluations and there will have to be a discussion to identify or interpret the feedback.

Resources: Ethan Rein is the current secretary of the WCFS.

Participate in set-up day if desired 🔥

Set-up day is on December 26. Many members enjoy attending although it is a workday and so those coming should be ready to work on things like unloading the attic, setting up the kitchen, setting up the museum, setting up some of the specific activities (particularly those planned for the first day of camp), finishing the shopping, and generally getting things done to make the beginning of camp smooth.

Resources: The most important part of participating here is knowing that you're going to be put to work. It's also key that the adviser know when you're coming to help with rides.

Prepare activities 🔥

Once the planning meeting is completed, members will be assigned to do additional development on some of the activities which appear on the schedule. This typically requires some coordination with the Youth Leader and adviser to ensure planning is taking place and to coordinate any equipment needs for the event.

Resources: Depending on the activity, resources for this may include Ethan Rein, Mark Bollman, Keith King, Jeff Rand, Doug Wilson, Alan Wilson, or Steve Donohue.

Prepare and distribute the post-camp newsletter

If we ran out of time for newsletters at camp, sometimes we make up for the lack with a post-camp newsletter. This one is written and sent to Steve Donohue who includes it in the newsletters section on the Winter Camp website.

Resources: Mark Bollman, Ethan Rein, or Steve Donohue

Prepare and print the Pre-Camp Newspaper 🔥

The pre-camp newsletter is prepared pre-camp but distributed on the first day of camp. It won't have any news, but it will include promotional information about the participation award, meals, trivia, and scheduling.

Resources: Mark Bollman

Prepare Meals 🔥

There are two main kinds of preparation required for meals. The first, and more obvious, involves researching appropriate foods to serve based on the meal. This involves searching for recipes which can be prepared at camp with a reasonable amount of effort based on the type of meal (lunches and snacks should be easier to prepare than dinners and breakfasts for example).

The second type of preparation involves creating the ambience required for a thematic meal. This might involve decorations or plans for an activity during the meal.

Resources: Steve Donohue, Doug Wilson, Ethan Rein, and Jeff Rand.

Prepare promotional flyer

The promotional flyer typically highlights some of the best things at Winter Camp while explaining the cost and dates. It's different than the registration form because it's an advertisement. See Appendix IV for some previous flyers. Once the flyer is ready, it should be printed to distribute at chapter events, emailed to members and distributed to the web. It needs to be a full court press to get it in the hands of anyone who might need to know what's happening at Winter Camp to decide to attend.

Resources: Steve Donohue, Keith King, and Matt Grimble

Print Recipe Book and Meal sheets 🔥

These are generated by the Meals database. The recipe book provides plain language instructions for preparing each element of the meals. The meal sheet includes the exact quantities to use for each meal and shows which other meals will use items.

Resources: Steve Donohue or Doug Wilson

Print Schedule and Menu pages 🔥

Printed copies of the schedule and meals should be on-hand at the start of camp. Printing them before arrival at camp saves time and pressure. We should print one for each experienced camper plus 4 or 5 extras to post on bulletin boards at camp.

Resources: Steve Donohue or Doug Wilson

Print Winter Camp Manuals

This is a task where we often fail. The goal of the manual is to give it to anyone who is new to camp, so they have some idea what to expect. It should include the schedule and menu. Because much of our registration is conducted online and by mail, distributing the manual to new members can be challenging.

Resources: Steve Donohue

Procure Trading Post Items

We typically pick up trading post items as we do our bulk shopping. Over the years we have tried many approaches to the trading post. The current strategy is somewhat minimalist as we've come to grips with the notion that most scouts will bring their own snacks and drinks to camp. We procure some pop and typically some candy.

The current thinking is to try to keep the candy cost low so we can sell it at a nickel in the vending machine without any complex transactions. This helps because it also limits our possible choices to items with a low unit cost. These items are sometimes picked up in post-Halloween candy sales when many things are marked down considerably. In cases where we've already purchased candy and/or pop (see Monitor Soda Sales) this can be ignored.

Resources: Doug Wilson and Mark Bollman for successful items; Doug Wilson and Alan Wilson for things which will fit the machine.

Promote camp at Chapter Meeting and other Chapter events 🔥

Winter Camp tends to follow the Joe Retzbach school of promotion: "If we aren't talking about ourselves, no one is thinking about us". We mention Winter Camp at every chapter meeting and event with varying tactics. Certainly, we bring out flyers and permission slips toward the end of the year. We mention the website, the planning meeting, and the theme if we know it. We also mention the existence of camperships at most meetings. See the Appendix on Promotions for some tips and tricks.

Resources: Steve Donohue and Matt Grimble

Promote El Mediodia

El Mediodia is a July event where campers gather to celebrate the coming Winter Camp. We typically encourage anyone interested in coming to Winter Camp or who has been before to attend. Thus far, we haven't been very successful in getting younger Winter Campers to attend.

Resources: Steve Donohue and Matt Grimble

Promote Planning Meeting 🔥

The planning meeting takes place on the Friday after Thanksgiving. We promote it typically beginning in September. The primary draw is that the youth who attend can choose the activities for Winter Camp. A secondary tactic is to point out that youth with good ideas will likely gain access to considerable resources to help bring their ideas to fruition.

Resources: Steve Donohue and Matt Grimble

Promote Shopping Trip 🔥

The shopping trip is always held on December 24. Traditionally, it takes place at Sam's Club in Southgate and is followed by a trip to Wendy's where the oldest camper present traditionally buys Frosties for the shoppers. The youngest camper traditionally orders and delivers them to the table.

Resources: Steve Donohue and Matt Grimble

Promote Winter Camp on social media channels

Winter Camp Leader's Guide

Facebook isn't really the channel of the youth anymore, but it is probably seen by more people than see the Winter Camp website or planning page. Updates to the chapter Facebook page are the most effective; typically, these need to be sent to the Chapter Chief or Adviser to be posted. We also have channels on Twitter, Discord, and Instagram.

Resources: Steve Donohue, Matt Grimble, Chapter leadership and Chapter secretary adviser.

Provide updates on Social Media ❄️

Facebook isn't really the channel of the youth anymore, but it is probably seen by more people than see the Winter Camp website or planning page. Updates to the chapter Facebook page are the most effective; typically, these need to be sent to the Chapter Chief or Adviser to be posted. We also have channels on Twitter, Discord, and Instagram.

Resources: Steve Donohue, Matt Grimble, Chapter leadership and Chapter secretary adviser.

Publish Schedule 🔥

Once the planning is finalized, the schedule should be prepared quickly and published to the website and Social Media. This will let potential attendees see what's planned and may help to drive attendance at the event. It also helps to hold our feet to the fire and ensure we prepare the events we've planned.

Resources: Steve Donohue

Redundant or obsolete gear removed for either donation, recycling, or trash ❄️

On December 31, if there is time, we should go through the Winter Camp gear and identify things which are no longer useful to us. In some cases, this is obvious since the item hasn't been used. We also try to identify duplicate items and items with excess wear for removal from our gear. Items which are usable by someone else are typically put in boxes for donation. Items which are excessively worn or dirty are consigned to recycling if they can be recycled or to the trash if they can't.

Resources: Doug Wilson, Steve Donohue, Ethan Rein.

Reminder for Towels to come to camp

Whoever has taken home the towels to wash them needs to be reminded to bring them back to camp. We have had issues with this in the past.

Resources: Doug Wilson usually writes this down.

Report service hours

Once camp is over, we report our service hours to the Chapter Adviser so the chapter can get proper credit; Winter Camp is often a big enough activity to provide a significant boost in hours to our total. The report should include the name and number of hours provided by each member as well as a general description of the project(s) completed by the group.

Resources: Chapter Chief and Adviser.

Reserve Cabin 🔥

This task is often more difficult than it should be as the camp is officially closed between Christmas and New Year's. In the years where it is closed, we need to arrange with the camp manager to use a cabin that weekette. If it is open, we can use the online registration system provided by the council to reserve our cabin.

Resources: Keith King and Steve Donohue

Reserve location for planning meeting 🔥

If the planning meeting will be held at a public venue, we'll need to make arrangements to use that venue before we start promoting the planning meeting.

Resources: Chapter Adviser, Winter Camp Adviser, Steve Donohue

Risk: Legacy

This borders a bit on Winter Camp for One, but playing Risk: Legacy has become a tradition that we expect to continue until Winter Camp L. We always write an after-action report on the game. Sometimes it is included in the news, but it always appears in the Yottapedia.

Resources: The one in this Winter Camp for One is Steve Donohue.

Secure Campership Funding 🔥

Winter Camp offers camperships. This is necessary because we have families with financial difficulties and because Winter Camp takes place right after Christmas, a time when many families are even more strapped for cash than usual.

Winter Camp Camperships are not hard to get. There aren't a lot of forms to complete. Generally, if a youth asks for one, we provide one. Sometimes we'll check with a scoutmaster or chapter adviser if it seems like the request may not be necessary, but more often than not we just provide the campership.

Once we know the number, we communicate it to Ron Donohue who typically funds them at the current fee plus \$10 to make sure kids attending on a campership can visit the trading post if they feel the need.

We never discuss who is on a campership publicly. In fact, Ron usually doesn't know who they were for; he just knows how many.

Resources: Winter Camp Adviser, Steve Donohue, Ron Donohue

Select catchphrase for previous Winter Camp and prepare new sign

Each Winter Camp has a catchphrase based on events from that camp; some are humorous, and others are serious. Once the short catch phrase is determined we prepare a sign by printing it on paper and decouping the paper onto a wooden sign blank. The signs are displayed in the cabin during the weekette and on the trail to the time capsule ceremony.

Resources: Catchphrase authors include Jeff Rand, Ethan Rein, and Mark Bollman. Jeff has made the signs in the past.

Shop for bulk food items 🔥

On December 24, we venture to a local bulk food store (typically Sam's Club in Southgate) and purchase items which make sense. We buy things where we need enough to justify a bulk purchase. This is typically most of the meat, flour, some canned goods, and some dry goods. We try not to buy things which will take up a lot of space or require refrigeration; some of this is influenced by the predicted weather. Anything not purchased on this trip will be purchased on the 26th.

Resources: Someone with a Sam's Club Card, Kitchen Adviser and Kitchen Youth.

Spice and leftover food inventory created

At the end of camp, food is separated into two main groups: things we can save and things we can't save. Things we can't save are typically placed on a table and taken by campers. Things we don't save are things which would expire before the next camp or things which would require refrigeration to survive.

The items we save are inventoried and typically include dry goods, cleaning supplies, and paper goods. All of them are inventoried to ensure we avoid purchasing them the following year.

Resources: Doug Wilson and Alan Wilson.

Target items for replacement or addition to gear identified ❄️

Sometimes gear at Winter Camp become worn and need to be replaced. Other times we identify that a piece of gear would be useful for Winter Camp. We try to note these on the last day of camp so we can spend the rest of the year shopping for them to try and get a good deal.

Resources: Doug Wilson, Steve Donohue, Ethan Rein, Keith King, Jeff Rand, Matt Grimble.

Themes proposed for following year

Often during the closing moment of camp, the evaluation form is distributed, and a discussion of themes will take place. We should make note of these ideas so we can consider them for the following year as they are often our best chance to get feedback from youth members.

Resources: Ethan Rein

Update Encyclopedia WinterCampica

Mark Bollman typically updates the written version of the Encyclopedia in time to publish several copies for Winter Camp. After Winter Camp, Steve Donohue updates the online version of the EWC with updated and new entries; this includes running several scripts to create entries which exist only in the online version – people and Winter Camps being the main two.

Resources: Mark Bollman, Ethan Rein, Steve Donohue

Update the Roster database with members and nights

We typically do this on the 30th or 31st once we know pretty well how many nights people will attend. We add new campers and visitors. We also record how many nights each camper spent in camp. We should record updated member information (like Brotherhood and Vigil dates), but we rarely do that. Instead, every few years we get a full roster from the chapter and make updates.

Resources: Jeff Rand

[Upload photos to Winter Camp Photo Share](#)

As of Winter Camp XLIII, Winter Camp has an account on Shutterfly where we hope to collect all photos prior to publishing them on the Winter Camp website. The site is at [Shutterfly.com](https://www.shutterfly.com) and our id is photos@wintercamp.com with a password of wc1977I (that last is a capital letter I).

Photos can be uploaded from personal computers or phones at the user's discretion. Any uploaded photo is likely to wind up on the Winter Camp site. Details of uploading photos vary and are left to Shutterfly to explain.

Resources: Steve Donohue for loading. Pretty much everyone but Steve for taking pictures.

[Use Meals Database to create final menu](#)

The Meals database can be used to create the final menu. Create a new year, then add meals for each of the slots; the Slots are based on day and type and they contain Meals which are a collection of recipes which are in turn a collection of ingredients and recipes. A guide for using the Meal database will be prepared. In the early stages, we don't worry about the quantity of eaters; that comes later.

Once the final menu is complete it should be shared with others to help identify any issues.

Resources: Jeff Rand, Steve Donohue, and Doug Wilson

[Use Meals Database to create shopping list](#)

Once the food count is known from the registrations, the number of people eating each meal can be updated and this will generate the shopping list for Winter Camp.

Resources: Jeff Rand, Steve Donohue, and Doug Wilson

[Website Update: Encyclopedia WinterCampica ❄️](#)

There are several updates to the EWC which typically occur in January. Mark will have prepared a new edition and those changes are logged. The online version includes some elements which are not available in the print edition. These including updating the various people and adding new ones as well as updating the Winter Camp entry for the current year and any camps which have had a change in their WCUES.

This work is done primarily by Steve Donohue with input from Mark Bollman and Jeff Rand. There are several scripts on the website to help with loading this data.

Resources: Steve Donohue

[Website Update: History](#)

Once the history for camp has been written and the balance sheet is finalized, we convert the default page for last year's Winter Camp to an actual history page. This involves updating the wc_history table and the wc_people and wc_attendance tables. We also add links to photos, newsletter, the schedule, and the menu pages. The once index page is saved as a planning page so we can review the content people posted related to that camp.

Resources: Steve Donohue

Website Update: Newsletters and other new publications

We typically convert any Winter Camp newspapers to a pdf format and upload to the website; a listing of them is created as an index page to the newsletters.

Resources: Steve Donohue

Website Update: Pictures ❄️

We update the website with pictures. This process is somewhat tedious as we need to get pictures from a variety of sources and methods. Once they are all gathered, thumbnails are made, and both the thumb and original images are added to the correct directory and then the wc_photos table is updated.

Resources: Steve Donohue

Website Update: Planning page for next year

We create a planning page for each year in the /history/(roman numeral) directory. It allows a stream of consciousness conversation and includes important notes and documents leading up to Winter Camp.

Resources: Steve Donohue

Website Update: Roster

The data for this is pulled from the access database and populated into wc_attendance and wc_people tables. Once complete this will make the standard roster page work in the history directories, and it will update any rosters included in the /rfnc directory including the pecking order.

Resources: Steve Donohue

Write History

At the close of each Winter Camp, we prepare a several paragraph history of camp. It typically includes any major events, new activities, and meals, and anything else which it seems like we'd want to remember later. It always ends with a forward-looking sentence or two which focuses on the time to the next Winter Camp.

Resources: This is typically written by the Youth Leader or by one of the advisers. Ethan Rein and Jeff Rand often make time to get this task completed.

Youth Leader for following year identified 🔥

Traditionally, Winter Camp youth leaders self-declare, usually by the end of the previous camp. If it's not done by the end of camp, it will probably happen soon. Luckily, most of the items we complete in January are things we look for the leadership team of the immediately completed Winter Camp.

We could worry about it, but we've never made it to Winter Camp without a Youth Leader.

Resources: Sometimes the Youth Leader will declare in advance on the Winter Camp website.

Appendix I: Registration

Registration is one of the most difficult parts of any Scouting event and Winter Camp is no different. We should create and employ a registration checklist to ensure that we collect the correct information from all participants. We might also consider creating a shared email on the wintercamp.com domain to allow the submission of appropriate documents in electronic format.

Many events offer people the chance to pay on arrival. Winter Camp can't do that as the cost of having food and supplies available for "potential" attendees would be too great. We try to accommodate this by offering multiple ways to pay for camp:

Payment Methods

In person

This method is most popular with older campers who often pay for camp at the planning meeting. It is very rare for a youth to bring payment to a chapter or other meeting to pay for the event

Drop off

Like mail, members have sometimes dropped off their forms and permissions slips at the address listed on the sheet. This happens less often now that the chapter has a larger geographic area.

Mail

The registration form always includes an address where the form and payment can be sent. There are still some members who mail the form. This is probably the most common method of payment.

PayPal

Some members use this option to pay by credit card online. We don't know if it's the online option or the credit card usage which makes this popular, although it is mostly used by young adults so I'm thinking it's about convenience.

Campership

Every year a few youth campers attend via campership. Winter Camp has never granted a partial campership; we always pay the full fee. There is no formal application process for a campership – typically a youth asks the Adviser and unless there's a reason to doubt them, the campership is approved. Occasionally, the adviser will check with the chapter adviser or a scoutmaster, but we've never been told a scout didn't need a campership.

Registration Form

The Winter Camp Registration form is based on a form created by Mi-gi-si O-paw-gan Lodge. We have some difficulty getting forms turned in especially for kids receiving camperships and/or paying via PayPal. For our pre-camp needs, the Scout's name, phone number, ride information, and arrive/depart are the most important elements of the form. We could look at improving our requirements for PayPal to help with this. We should probably call or email anyone who pays without turning in a form to obtain this information as it is crucial for meal planning and coordinating rides.

Medical Forms

Winter Camp was invented before medical forms became necessary for any weekend event and we haven't fully incorporated the new rules into our process. We have collected some part A & B forms, but

only when included by participants. Because our event is 72 hours, we should be collecting Part C forms. We should begin promoting our need for this immediately as it is a change from our previous requirements. Luckily, most scouts (and leaders) attending Winter Camp have probably attended a recent Summer Camp and so have an updated physical. This may come down to mostly improving our record keeping.

Scout Registration

We have been lax in this area, particularly with visitors and short-term participants. We have the resources to verify that everyone is a registered member of Scouting, including the adults. This will help us with our next issue, Youth Protection Training.

Lodge Registration

Those attending Winter Camp should be members in good standing of our Order. Generally they will be members of Mishigami Lodge, but we have had guests from other lodges in the past.

Youth Protection

We should have a copy of the youth protection training certificate for every adult (person over 18) in camp. This is part of the registration process and must be renewed at least every two years.

Part-Time Attendees

Every year Winter Camp has some part-time attendees. We typically charge them about 20% of the camp cost for each day they will be in camp – this is probably a little less than we should charge because of bunk costs, but the camp fee structure has changed over the years and cabins we rent for camp are generally offered at a fixed price with no per participant charge.

In most cases we have only 1-3 people attending on a visiting basis, and our food calculations are such that we can absorb them into our full-time count without much issue. On days where we expect greater numbers of visitors (Reunions, Anniversary events, Service Days, or other things, we need to include those people in the count to ensure we have adequate food. Luckily, the Meals database allows us to set a number of people eating for each meal, so this information is easily accounted for and additional campers can be accommodated in the shopping list and meal sheets.

Appendix II: Sample Agendas

This appendix includes some samples of meeting agendas we have used in the past. It's not required that we follow these Agendas but they often make things easier and help maintain focus on the tasks at hand.

First Planning Meeting

This meeting has a spotty history. In the past, we've held it in September or October, often during the Lodge Fall Fellowship. This worked okay at the Migisi Fellowship which often petered out in the afternoon, but the Noquet Fellowship doesn't really offer the chance for a meeting.

The new calendar moves it up to July to help with promotion. This meeting has often been held informally via email.

Winter Camp First Planning Meeting Agenda

July _____

- I. Welcome
- II. Review general operation and establish any changes
- III. Establish theme
 - A. Determine an overall theme for the event.
 - B. Select a major theme event, if desired, in order to prepare
- IV. Review and establish schedule skeleton
- V. Review finances and set cost
- VI. Develop promotional plan
- VII. Appoint key leaders & special assignments
 - A. Food Service
 - B. Program
 - C. Promotion & fliers
 - D. Finance & registration
 - E. Service coordinator
- VIII. Review agenda for final planning meeting

Final Planning Meeting

This meeting is traditionally held the day after Thanksgiving and is always the final planning for Winter Camp, whether we had an initial meeting or not. It has changed format in recent years and no longer relies on Wilson's Rules of Order or a complicated voting system. The goal of the meeting is to come away with a schedule and a list of meals. Items (meals or activities) on the schedule which need additional planning or equipment are assigned to specific people and their progress is monitored by the Youth Leader with assistance from the adviser as needed.

Winter Camp Final Planning Meeting Agenda

November _____

- I. Welcome
- II. Activity voting (1 hour)
- III. Meal voting (1/2 hour)
- IV. Other items – free time, trading post, etc.
- V. Create complete schedule and meal plan
- VI. Break into planning groups
 - A. Menu
 - B. Activities
- VII. Issue assignments

Orientation

The Orientation meeting is held on the first day of camp. The goal is to introduce everyone and to set some expectations for the weekette.

Winter Camp Orientation Meeting Agenda

December 27

- I. Welcome
 - A. Introductions
 - B. Get acquainted game
 - C. Split into Teams
 - D. Sign-in sheet (let us know when you plan to depart)
- II. Rules
 - A. Manuals to first timers
 - B. General rules
- III. Food service
 - A. Operation
 - B. Duty roster
 - C. Advance preparations
 - D. Standard preparations
 - E. Clean-up
- IV. Program
 - A. Schedule & activities
 - B. Special assignments
 - C. Participation award
 - D. Trading Post
 - E. Newspaper
 - F. Museum & library
- V. Other
 - A. Health & first aid
 - B. Departure & clean-up

Appendix III: Sample Forms

There are several forms which are used before and during Winter Camp to help collect information and get things done. Here are some we've used in the past.

Event Registration – this is the form we use as a permission slip.

Member Information – this collects some additional information and is used as the key for entering data in the Roster database.

Duty Roster – Winter Camp has gone through several iterations of the duty roster for the weekette. The most common one in the last few years has been a team roster.

Set-up Assignments – Set-up day is more than a chance to come to camp early and get the best bunks. Quite a bit of work gets done and this checklist helps make sure it all happens. We haven't typically worried as much about who does what, but perhaps this assignment sheet can help us match skills to tasks a little better.

Clean-up Assignments – Just like set-up day, there's a lot happening on the last day of camp and this assignment sheet can help ensure everyone does their share and keep us straight on what we need to do first.

Announcements Log – This can help us to remember what announcements need to be made. Winter Camp sometimes does a poor job of communicating what's happening next. It appears in the daily newspaper and on the schedule, but it appears not everyone reads or remembers the information.

Migisi Opawgan Chapter

Noquet Lodge

Winter Camp XLIII Registration
Migisi Opawgan Chapter - Noquet Lodge 29

Event Information

December 27-31, 2019
D-bar-A Scout Ranch.
Jack Lord Cabin

Youth: \$47.47
Adults: \$52.52

Registration Deadline: December 20, 2019
More information at www.wintercamp.com

Print Legibly!

Name: _____

Address: _____

City: _____

Zip Code: _____

Phone: _____

Email: _____

Birth Date: _____

Troop #: _____

Emergency Information:

Person to contact if no one is home:
Name: _____

Relation: _____

Phone: _____

Special Health Comments:

(Medications, allergies, physical constraints, etc)

Insurance Information:

Company: _____

Member #: _____

Any questions can be asked on the Winter Camp Facebook group, on the website at www.wintercamp.com or by calling/texting:
Keith King (313)600-7983
Steve Donohue (313)919-0106
Ethan Rein at 313-618-5860

In consideration of the benefits to be derived, and in view of the fact that the B.S.A. is an educational organization, membership in which is voluntary, and having full confidence that every precaution will be taken to ensure the safety and well-being of person attending during this activity or trip, I hereby agree to his participation and waive all claims against the leaders of this activity or trip and officers, agents, and representatives of the B.S.A. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by a designated representative of the Boy Scouts of America to authorize routine, emergency, or surgical treatment; hospitalization; proper anesthesia; and/or injections. The person herein described is in good health and physical condition has all required immunizations, and I assume the health responsibility for the individual. I hereby assign and grant to the Noquet Lodge the right and permission to use and publish photographs of me or my son as part as part of their communication effort. I understand they will not provide identifying information with any of the photos. I hereby release the Lodge and the Boy Scouts of America from any and all liability from such use and publication. I specifically waive any right to any compensation I may have for use of the images.

X _____
Signature of Parent/Guardian, if under 18, or Adult signature if 18 years old or older

Print Name Legibly

Make checks payable to and send to:

Steve Donohue
17612 Herrick St.
Allen Park, MI 48101-3426

Any Questions?

Youth Leader: Chris Kirschke
Adult Adviser: Steve Donohue (313)919-0106

Arriving at Camp

We expect everyone to arrive at camp by 10:30 AM on Friday, December 27.

There is no carpool this year

If you need help finding a ride, please call or text Ethan Rein at 313-618-5860

If you have extra space, please let Ethan know too so he can help find people rides.

I plan to get to camp with: _____

We will arrive at: _____

We have room for _____ more people.

Departing Camp

We will depart around 2:00 pm on December 31. Scouts will again need to arrange their own rides.

All campers need to provide copies of Medical Forms A and B.
Campers 18 and older must have current youth protection certification.

DUTY ROSTER

Friday December 27

Hot Meteor(ite) Lunch Team Geezer

Caveman Dinner DTC

Bakery Snack All

Saturday December 28

Lumberjack Breakfast State Farm

Splash Down Lunch Migisi Opawgan Empire

Half-Moon Dinner Migisi Opawgan Empire

Ice Cream Snack State Farm

Sunday December 29

Egggs in Space DTC

Food Tube Lunch State Farm

No Waste Meal State Farm

Bollmano's Pizza DTC

Monday December 30

Continental Breakfast State Farm

Mexican Lunch Migisi Opawgan Empire

Splashed Fish DTC

Casino Snack DTC

Tuesday December 31

First Meal on the Moon Migisi Opawgan Empire

Congolomerate Lunch Migisi Opawgan Empire

Winter Camp Set-Up Day Assignments

December 26, _____

Preparation	Assignment
Shovel snow, if necessary	
Salt steps and porch, if needed	
Get supplies from attic	
Get extra tables/chairs, if needed	
Set-up tables	
Confirm service project with ranger	

Food Service	Assignment
Store food in Primary Cabin	
Store food in Secondary Cabin (if available)	
Create auxiliary refrigerator on porch	
Wash cooking & serving items, if needed	
Set-up cooking equipment	
Install utensil rack	
Set-up rack with dishes and utensils	
Set-up dishwashing area	
Set-up waste disposal and recycling	

Cabin Inside	Assignment
Place and stock candy machine	
Set-up printing station	
Install thermometer	
Replace batteries in clock & adjust	
Place camp plaques	
Set-up museum & library	
Decorate dining/activity area	
Prepare duty roster	
Prepare manuals	
Post menu and schedule	

Winter Camp Leader's Guide

Cabin Outside		Assignment
	Run wire and install latrine light (if applicable)	
	Place important papers in stalls	
	Set-up handwashing station at latrine (if applicable)	
	Install welcome sign and rhombus sign	
	Install direction signs on post	

Program		Assignment
	Retrieve time capsule	
	Set-up four-way volleyball nets	
	Set-up game center	
	Station outdoor program equipment	
	Station indoor program equipment	
	Set-up program #1:	
	Set-up program #2:	
	Set-up program #3:	

Finishing Touches		Assignment
	Store unneeded stuff in attic	
	Tidy cabins for arrival of participants	
	Make list of needed supplies	

Special Assignments		Assignment

Winter Camp Clean-Up Assignments
December 31, _____

Food Service	Assignment
Remove non-perishables from Kitchen	
Remove food from Primary refrigerator	
Remove food from Secondary Cabin (if used)	
Sort food for storage or taking	
Inventory food in storage	
Remove utensil rack	
Reverse Donohue pot handles	
Store cooking equipment	
Store dishes & serving items	
Clean kitchen shelves & counters	
Clean Primary Cabin refrigerator	
Clean Secondary Cabin refrigerator	
Clean Primary Cabin stove	
Clean Secondary Cabin stove, if needed	
Clean Primary Cabin sink	
Store dish washing & cleaning stuff	
Take towels home for cleaning	
Sweep & mop Primary Cabin kitchen	
Sweep & mop Secondary Cabin kitchen	

Cabin Inside	Assignment
Empty & remove candy machine	
Disassemble printing station	
Remove thermometer	
Pack camp plaques	
Pack museum & library	
Store decorations from dining area	
Clear bulletin board	
Sweep & mop Primary Cabin sleeping area	
Sweep & mop Secondary Cabin sleeping area	
Align bunks in all cabins	

Winter Camp Leader's Guide

Cabin Outside		Assignment
	Remove wire & latrine light (if applicable)	
	Sweep latrine (if applicable)	
	Remove handwashing station (if applicable)	
	Store welcome sign and rhombus sign	
	Store direction signs and post	

Program	Assignment
	Retrieve candles, if needed
	Store four-way volleyball nets
	Pack game center
	Store outdoor program equipment
	Store indoor program equipment
	Disassemble program #1:
	Disassemble program #2:
	Disassemble program #3:

Final Stages	Assignment
	Return supplies to attic
	Return extra tables/chairs, if needed
	Redeem pop cans for deposit
	Change clock time
	Stow tables & chairs
	Sweep & mop dining area
	Sweep porch
	Police grounds
	Secure trash for pick-up
	Make list of needs for next year

Special Assignments	Assignment

Winter Camp Announcements Form

What meal is this? Any special rules?

Activities after this meal:

- What are we doing?
- When are we doing it?
- Where are we doing it?

Next meal:

- What is it?
- When is it?
- Who is preparing it?

Miscellaneous Announcements:

Has anyone completed the Participation Award?

Who is saying grace?

Appendix IV: Sample Flyers and Newsletters

There are a few things we try to do to promote Winter Camp and inform and entertain campers.

Flyers

When creating the flyer, we try to make it fun and entertaining with an emphasis on the theme, the participation of the youth and some idea of activities we'll be undertaking. They are usually created in PowerPoint or publisher and then a pdf is uploaded to the Winter Camp site, but that doesn't always happen. We also try to distribute the flyer on Social Media and via email.



The flyer features a blue background with white snowflake graphics. The title 'Winter Camp XXXVIII' is prominently displayed at the top. Below the title, the dates 'December 27-31, 2014' and the location 'D-bar-A Scout Ranch' are listed, along with the costs for youth and adults. A central photograph shows two young men in suits, one holding a small yellow object. To the right of the photo, text describes a 'Winter Camp Casino' game where participants aim to rig the game back. At the bottom, there is a QR code and the website address 'www.wintercamp.com'.

Winter Camp
XXXVIII

December 27-31 , 2014
D-bar-A Scout Ranch
Youth \$45.45
Adults: \$50.50

For years fine young men like this have lost untold wealth playing in the

Winter Camp Casino

The game is rigged but now, with the help of their friends,. They're going to rig it back and break the bank.

You can be there to help them!

Your assets: Guile, imagination, and keen fashion sense

Their assets: age, 200+ Winter Camps, a published author on Casino mathematics, and they're the house.

If it was easy, anyone could break the bank.

www.wintercamp.com



Winter Camp XLI

"Traditionally Untraditional"



Youth Leader: Matthew Grimble
Adult Advisor: Keith King (K2)

- **December** 27-31
- **Youth** \$45.45 (21 & Under)
- **Adults** \$50.50
- **Many Fun Activities Like**

Four Way Volleyball

Cross Country Golf

Blind Hike

Fun and Interesting
Meals!

Plus this year's theme
is **Monty Python !!**

Newsletters

The newsletter typically kicks off with a pre-camp edition on Day 1 and then additional issues during the weekette, often published daily. Sometimes if things fall behind or the publisher/editor is very busy, we get a post-camp edition after skipping a daily on the last day. The paper does require that a printer and computer appear at camp as well as paper and sufficient ink/toner to print about 120 double-sided sheets (4 days at roughly 30 copies each, depending on attendance).

<i>December 27, 2019</i>	Winter Camp News <i>"Traditionally Unconventional"</i>	<i>"On Guard Since 1986"</i>
Winter Camp XLIII News—Precamp Edition		

It's Winter Camp...In Space!!!

Members of the Migisi Opawgan Chapter of Noquet Lodge, Order of the Arrow, will make their annual rendezvous with winter adventure by dominating the landscape of D-A Scout Ranch from December 27-31, 2019. Over 30 Winter Campers are expected to strain the capacities of the Ranch. Youth leader Matt Grimble and adviser Steve Donohue head a leadership team with over 200 previous Winter Camp experiences.

While the cost of Winter Camp has lagged behind inflation, the program continues to improve. Winter Camp is a culinary delight, and because many foods are prepared from scratch, an outstanding and sometimes unusual menu is prepared at budget prices. Winter Camp XXV was noted for the largest banquet in Arrow history, which served 162 different dishes. While that meal was a one-time experience (deservedly so), the menu and program for Winter Camp XLIII promise their own memorable moments.

This year's theme is "Winter Camp In Space", a theme which will see twists on classic Winter Camp activities and meals together with new thematic elements. The rest of this weekette will confirm what veteran campers have known for years: that Winter Camp makes the year's final weekette well worth the wait.

The Mood Of Winter Camp Throughout The Weekette

—as captured by Chris Kirschke (2016)

December 27: Yay! We're at Winter Camp!
December 28: Let's go Rhombus, let's go!!
December 29: Five days is a little long.
December 30: I lost all my chips!!!
December 31: Home!
January 1: Can't wait for Winter Camp!

Weather Forecast

Expectations of snow for Winter Camp usually mark the hopes of its participants, but Winter Camp XLIII's weather may not be as expected. A moving frontal system may provide some precipitation, but predicted high temperatures in the high 30s suggest that rain is somewhat more likely than snow. Temperatures and the chance of precipitation are projected to fall toward the weekette's end.

Given that forecast, Winter Camp's XLIII's weather will be challenged to set new records: Winter Camp's high temperature of 57°F was reached at Winter Camps VI and VIII, and its lowest temperature, -11°F, was recorded at Winter Camp XLI.

Today's Schedule (All times WCST)

12:07:36.03	Hot (Meteorite) Lunch
13:03:43.32	Organizational/Orientation Meeting
14:10:14.28	Four-Way Volleyball
16:39:31.67	Craft Hour
18:01:15.24	No Waste Meal
19:02:24.51	Open Time Capsule
19:39:51.68	Blind Hike
20:33:29.44	Crew Baking
23:01:43.13	Bakery Snack
00:01:27.97	Lights Out

Gastronomic Delights

Today's Hot (Meteorite) Lunch is a thematic twist on a Winter Camp classic. Under the name of the Hot Potato Lunch, this meal activity debuted at Winter Camp IX in 1985 and has since become a favorite. In true Winter Camp fashion, this lunch has been the target of much tinkering, resurfacing many times with a series of adjustments to the game within the meal.

At this meal, the menu is secondary to the manner of consumption. Arrowmen eat normally while passing a potato from person to person around their table. At Winter Camp IX, these potatoes were microwaved, but tended to fall apart too easily. On an audible signal, which has at times been provided by such tools as a TRS-80 computer, a buzzer from the game Taboo, and a battery-operated burping device, the person possessing the potato must cease eating (he is, however, allowed to swallow anything in his mouth) until the next tone is heard.

At Winter Camp XXXIV, the Hot Potato Lunch was played with stuffed Mr. Potato Heads for the first time. Steve Donohue had purchased these several years earlier in an effort to add some accuracy—or whimsy—to the meal. It was then just a matter of waiting several years for the meal's return.

Quote O' The Day

"No one over the age of 60 should sleep in an upper bunk at Winter Camp."

—Steve Donohue, 8 December 2019.

**Hear something funny? Say something funny?
Let the News know!**

December 28,
2019

Winter Camp News

"Traditionally Unconventional"

"On Guard
Since 1986"

4-Way Volleyball Continues Its Evolution

*3 to 7 to 5 to 9
Sounds kind of weird, but it's Winter Camp time.
Traditional volleyball didn't quite fit,
So we formed two more teams and threw up one more net.
There's four teams on the court, and they all play at once.
And the aim's not to score, or you'll sit out, you dunce.
Then you add in the fact that we play in the snow,
And it's clear we've invented a game that will go
On the Winter Camp schedule again and again.
3 to 7 to 5 to 10.*

As Winter Camp evolves in space and occupies its third D-A subcamp, we find also that other favorite parts of camp can still be improved with the right initiative.

The results of this year's matches are almost secondary to the Haubenstricker Amendment's debut. This new rule provides that, when two teams have been eliminated, the final two teams shall face off in diagonally-opposite courts.

There was also some talk about the need for a dedicated scorekeeper, which might be a good idea. Also, someone was described as a "complete buffoon"—evidence of the intensity of this year's event, if perhaps not a contender for Quote O' The Day.

The Eagles With Palms won the second game, by the way—although there were a couple folks from defeated teams who joined them for the final volleys.

You Might Be A Winter Camper If...

- If your camp's museum has an addition made entirely of found materials...
- If some of your fellows wear dozens of ballpoint pens as a breastplate...
- If your pinball machine can be fixed with a copy of your camp newspaper...
- If your blindfold signout sheet is older than most of your participants...

Quote O' The Day

Let's set the scene: At a recent chapter meeting, Steve Donohue was promoting Winter Camp and described it as "probably the most successful chapter event in the nation". An interloper from another chapter rose to challenge this assertion, which led Carlos Acesta to utter the quote o' the day—and a certain contender for the quote o' all time:

Does yours have a 43 after it?

Challenge demolished in 10 words or less.

Report From The Field: Uncle Ethan's Craft Hour

For a second year, Winter Campers enjoyed a craft period organized by "Uncle" Ethan Rain. This year's craft was connected to the Winter Camp In Space theme and allowed each camper to make a wooden rocket which can serve as a place card for meals later this week.

Supplies for the meal were also contributed by Steve and Kristie Donohue, another example of Winter Camp drawing from the stock of the Oriental Trading Company.

An act of service was performed by Chris Adams, who accepted the challenge of constructing a rocket for Roger Horn so that he might have a place to eat this week.



Today's Schedule

(All times WCST)

09:05:24.15	Lumberjack Breakfast (State Farm)
10:16:44.77	Service Project
13:23:59.66	Splash Down Lunch (Migisi Opawgan Empire)
14:21:47.40	Service Project
18:10:47.17	Half Moon Dinner (Migisi Opawgan Empire)
19:09:12.51	Rocket Building
21:03:40.75	Movie Night
23:09:11.23	Ice Cream Snack (State Farm)
24:01:07.92	Quiet Time

Alimentary Endings

At the Caveman Dinner, the traditional fare of spaghetti, salad, garlic bread, milk, and chocolate pudding was served. The customary antipasto salad was replaced by a less complicated green salad. One participant, when asked to comment on the meal, stated that "It was horrible."

Okay, that review was from last year. Those closest to our anonymous commentator report no change in that opinion.

If Winter Camp was reasonable...Two small Maltese dogs would have lived out their lives in metropolitan Joplin, Missouri instead of Michigan.

December 31,
2019

Winter Camp News

"Traditionally Unconventional"

"On Guard
Since 1986"

New Cross-Country Golf Hole Discovered

**This Makes Four
Three Teams Take The Challenge
Nobody Knew What Par Was**

The Beaver Creek Athletic Club, thought for many years to be a one-hole course, revealed yesterday that among its secrets was a hole running from the Jack Lord building to Clear-water campsite. This marks the fourth known hole on this lay-out.

The first, and still the favorite, hole runs from the former Beaver Creek Scoutcraft building to the pit at the back of the Ordeal site. Hole #2 shares a tee with #1, but runs to the flagpole at Trout Lake and was first contested as part of the Winter Camp Triathlon at Winter Camp XXXVIII. The third hole begins at Trout Lake and proceeds to CAG Rock. It saw its first Winter Camp action at Winter Camp XLI.

As it was two years ago, this year experienced the amusing coincidence that the tee box of the newest hole was conveniently located right outside our cabin. The week's three squads took to the links with great enthusiasm but without any previous experience. Dysfunctional Technetium and State Farm tied for the top spot with scores of 44. No one knows how many strokes above or below par this might be. The Migisi Opawgan Empire notched a 68, perhaps due in part to their occasional tendency to travel the hole in the reverse of the intended direction. They did, however, pioneer the technique of using an aquarium net as a club extension as they finished their round.

The search for additional golf holes continues.

Alimentary Endings

by Steve Donohue

The idea for the No Waste Meal was born back in late March when Jeff Rand suggested it. After some discussion, it was agreed that the meal would target no waste only at camp—the goal was to ensure we ate the whole meal and that we generated no garbage, such as food waste or discarded packaging, in the cooking of the meal. This would, of course, be important when serving food on a space station or in a lunar colony.

The reality of the meal probably demonstrated just how common waste is in a meal. It's hard to buy things that aren't wrapped in plastic or packaged in a box. In the end, Doug Wilson and Jeff Rand took a Model T to a bulk food store which allowed customers to bring in their own storage containers. They acquired most of the ingredients for the meal there. The meat was mailed to us by former camp ranger Dave Morosky.

The meal itself was pretty tasty—the main course was a combination of sausage, vegetables, mushrooms, and grains served with rice. We also had tomato and cucumber salad and a medley of dried fruit along with water to drink.

We didn't reach our goal of zero waste, but the attempt was interesting and fun.

How To Get Alan Wilson To Serve You A Refreshing Beverage

1. In a loud clear voice, ask "Can you carbonate this?"
2. Wait.

You'll not be waiting long.

Quotes O' The Days

"Your dad was you before there was a you."

—Steve Donohue, to Alan Wilson, referring to Doug Wilson, 29 December 2019.

"Jeff's on the Segway!"

—Kieran Biedsoe, referring to Jeff Rand, 31 December 2019.

"Multiple attempts to dispose of the pens by launching them into space proved futile."

—Steve Donohue, 31 December 2019.

Today's Schedule (All times WCST)

09:07:36.15	First Meal On The Moon (M.O.E.)
10:03:03.39	Re-Entry
11:01:30.57	Cleaning
12:01:30.37	Conglomerate Lunch (M.O.E.)
01:15:13.88	Continued Cleanup
04:17:00.00	Winter Camp XLIII ends

Winter Camp XLIV

December 27-31, 2020

The first Winter Camp with 4 different Roman digits

Appendix V: Other Resources

There are a lot of Winter Campers out there and many of them have skills that might not appear on the task list, but which could prove useful in planning for Winter Camp. This isn't an exhaustive list, but it may provide some ideas

Skill	Resource
Artistic Endeavors	Dave Oakley
Automotive	Brian Mann, Doug Wilson
Baking	Kristie Donohue, Doug Wilson
Chemistry	Brian Maghran
Climbing	Andrew Fountain
Computer Hardware	Keith King, Alan Wilson
Computer Software	Jeff Rand, Keith King
Construction	Adam Haubenstricker, Doug Wilson
Cooking	Doug Wilson, Steve Donohue
DDA (Winter Camp Compass Stuff)	Jeff Rand, Alan Wilson
Electronics	Alan Wilson, Doug Wilson
Engineering	Doug Wilson, Alan Wilson
Fixing Stuff	Doug Wilson, Alan Wilson
Games and Gaming (non-video)	Steve Donohue, Andrew Fountain, Ethan Rein
Hiking	Jeff Rand, Ethan Rein
Math	Mark Bollman, Ethan Rein
Outdoor Sleeping	Jeff Rand, Ethan Rein
Painting	Dave Milon
Scoutcraft	Jeff Rand, Ethan Rein
Sports	Mark Bollman
Trivia	Mark Bollman
Video Games	?
Winter Camp Trivia	Mark Bollman
Wintercamp.com	Steve Donohue

Appendix VI: Theme

Themes have existed almost since the beginning of Winter Camp, but the idea of a single theme for the entire weekette dates to Winter Camp XV. The idea of a theme is to provide a framework for activities and meals and, perhaps, to help promote Winter Camp by having a shorthand description of the activity. Themes are common in Scouting events in general, so it's not a surprise that Winter Camp would embrace this notion as well.

There have been several different themes at Winter Camp with varying levels of integration into the program and the overall event. There is a database of themes available but many of them are probably doomed to failure. Note that a theme failure doesn't really mean that much to Winter Camp as long as the activities and meals are successful.

Here are some thoughts on how to select and then implement a theme. These aren't guaranteed to be 100% accurate as some of them are just my thoughts and others may disagree.

Things that work:

- Easy to explain – If it takes more than a sentence to explain it, the theme may not be great.
- One or two Meals and Activities per day that are theme related. This includes re-theming old events.
- Teams/Team Names related to the theme.
- Popular – this one isn't always true, but things everyone knows are easier than things they don't
- Easy to dress for/act out.

Things that don't work:

- All theme all the time.
- Esoteric themes – As above, easy things are better. Maybe this should be the KISS principle of themes.
- Confusing themes – If people don't understand the theme, it's unlikely they'll have a lot of fun with it.

Appendix VII: Teams

Winter Camp has come to understand that patrols/teams/crews of some sort are useful for the course of the event. They allow us to have premade teams for thematic events, which saves considerable time in executing those events. They also allow us to assign teams to cooking which then removes much of the burden of creating a duty roster. By allowing members to choose meals by patrol, we greatly reduce the time and effort in both creating and applying the duty roster.

There are many ways to create such teams, but Winter Camp typically employs an alphabetic list and then assigns a number from 1 to 3 to each youth and then a second list to assign numbers to each adult. This typically winds up with a fair mix of people on the various teams while also avoiding teams coming from a single unit.

For meals where specialized knowledge may be helpful (Bollmano's, pies, and other complex meals), we accommodate by assigning an extra adult to the meal who has the requisite knowledge.

Once the teams are formed, they should be given some time to name themselves, create cheers and generally align themselves as a group. This is basically the patrol method, but we adapt it to incorporate the current theme.

Appendix VIII: The Planning Meeting

The planning meeting is an important event, and it leads to the schedule for Winter Camp. It typically lasts several hours as we hammer out activities, meals, a schedule and plans to make those things happen. Like many things related to Winter Camp, the nature of the meeting has changed over the years; the new method is probably better.

In the old method, there was a round-robin brainstorming session for new meals and themes, then a marathon voting session with confusing rules and including every single idea ever proposed at any planning meeting from the 10-gallon hat relay and 12-hour nap to Zamboni building and zymurgy.

In the more recent version, things are streamlined. We split activities and meals into two lists. The live list is everything we've done in the last five years or suggested in the last two. Everything else is on the dead list. We try to collect ideas from the Evaluation forms, Social Media, and the website to help ensure we consider everything. We also allow people to suggest things at the meeting and to bring things off the dead list if they feel the need.

From there, we sometimes vote to identify the most popular ideas but other times, we just go right to creating the schedule and filling in things as we find them interesting. The goal is to end up with a schedule that looks good to everyone with an interesting mix of indoor and outdoor activities, as well as a selection of challenges for a variety of skills and abilities.

Once we get through the schedule, we split into two groups and make detailed plans for the meals and activities. As part of this we come up with good descriptions of the activities and, where setup or planning are needed, we find someone to help carry out the activity.

The other thing we do during the meeting is discuss things like free time and the trading post. We also try to recruit the rest of our leadership team.

Probably the hardest part of the meeting is keeping the adults under control. The best thing is to just keep moving unless their input is safety related.

Appendix IX: Promotions

Winter Camp benefits from year-round promotion. It gives us the chance to leverage the excitement of those who have just been to Winter Camp in the beginning of the year and of those planning to return throughout the year. We know that in some units attending Winter Camp is a big draw for joining the Order of the Arrow.

Winter Camp

There are a few key methods for promoting Winter Camp that have worked over the years but there are always chances to find new ones.

At Chapter meetings, we usually have a report on Winter Camp at the January meeting. This report usually highlights the most entertaining, memorable, and exciting parts of camp. We tend to focus on the events although sometimes a meal will seem worthy.

At Chapter meetings we also have the flyer in the last half of the year and at the last two or three meetings, we distribute the registration form, so members have something to take home.

Some things that we typically emphasize about Winter Camp during these promotions:

- Availability of camperships
- Youth-led events
- Events that your unit may not be able to match
- Lack of “stodgy” adults
- Theme
- Quality of Food
- Participation Award – free patch that adults can't have.
- Number of people who come back for many years including from out of state
- Interesting participants

Winter Camp also has a twitter feed (almost never used), a Social Media page (used a bit), and an Instagram feed (new this year) as well as wintercamp.com; all of these are part of promotional efforts.

We also promote Winter Camp at the Fall Fellowship and the Ordeals. We use basically the same tactics as we would use at a chapter meeting.

El Mediodia

Honestly, I don't think we've got a good handle on promoting this yet. One of the difficulties has been that by the time we set a date and location, the chapter has stopped meeting for the summer. We need to improve our planning to promote this effectively. We might also need to make a change as youth don't usually do well with the “bring a dish” concept.

Planning Meeting

The planning meeting is promoted along with Winter Camp usually at the fall meetings. We try to focus on the idea that youth who attend the planning meeting will be able to determine what happens at camp and that they will have access to a lot of resources to make their ideas a reality.

Appendix X: Planning and the WCFS

The WCFS typically has three tasks related to Winter Camp all related to their meeting. They publish a date for the meeting, hold the meeting, and then send out minutes afterward. None of these tasks are on the backwards calendar as they aren't really the responsibility of the Youth Leader or adviser.

Every 5 years the Winter Camp Future Society sponsors an event at camp. Sometimes this is relatively minor like a fancy dinner and sometimes it is more involved like an open reunion for all previous attendees of Winter Camp. It also typically involves some sort of souvenir item provided free to all campers by the WCFS. In the past, these items have typically been shirts or duffel bags.

Planning for these events is more complicated and the Youth Leader and adviser should try to delegate this task to a dedicated planner. Here are a few of the things that typically happen for such an event.

WCFS Event Backwards Calendar

Timeframe	Event
July	Discussion of potential souvenirs
July	Discussion of special event
August	Promotion of special event
September	Procure funding from members
September	Continue promotion
October	Order souvenirs
October	Continue promotion
November	Continue promotion
December	Finalize count

WCFS Event Tasks

Discussion of potential souvenirs

This event typically takes place at most WCFS meetings, but it is usually finalized at El Mediodia. We settle on a likely souvenir for Winter Camp. Typically, the souvenir costs between \$4 and \$8 per copy – it is noticeably of higher quality than our typical pens, pencils, flashlights, etc.

For shirts, we typically deal with a local vendor in Lincoln Park; for other items we check the internet for vendors and, where possible, procure some samples before deciding. In the past we've ordered about 50 souvenirs which has worked reasonably well. At Winter Camp XL, 50 bags turned out to be just about the exact number we needed so there were no spares. We may need to bump the number for Winter Camp L.

Discussion of special event

Like the souvenir, we typically discuss this at WCFS meetings, but wind up with a decision around El Mediodia. The special event has only taken two forms thus far: a formal banquet and a more informal reception. Each has their own set of pros and cons; likely we'll choose one of the two for our next special event.

Promotion of special event

The key to the event is promoting it to those who are no longer attending Winter Camp and/or active in the chapter. This has been accomplished in several ways in the past. We've sent emails to addresses

Winter Camp Leader's Guide

found in the roster which have still been accurate for some members, some members are still in contact with previous campers and can reach them by email, Social Media, or in person. We've also posted in Social Media groups and other online services looking for older members. Announcements at round table and other events have also been successful in some cases.

Procure funding from members

For previous events, money has been paid to the WCFS Treasurer who invested it and paid it back 10 years later. For the next Winter Camp, no money has been provided. It was decided at the WCFS Meeting at Winter Camp XLIII that we'd just solicit our membership for funds prior to the next WCFS event; the expectation is that we'd divide the total cost evenly among those who choose to sponsor the event and/or souvenirs.

Order souvenirs

We typically order souvenirs in October to ensure we will have them prior to Winter Camp. We will not typically have a final count at that point and so we're forced to estimate the quantity. We typically estimate around 50 although at Winter Camp XL, that number was very tight with 0 items leftover. Given that we typically have had no trouble selling or distributing extra items, it might make more sense to order more of them.

Finalize count

This is difficult. Everyone attending Winter Camp is included in the count plus we add our projected attendance. Like many Winter events in Michigan, the actual attendance can vary greatly depending on weather. We have, in the past, typically made the event free for those attending, which further complicates getting an accurate food count.

Appendix XI: Being in Charge

It's not easy to be the leader or adviser at Winter Camp. There are a lot of strong personalities involved and they don't always agree. It can be rough to figure out what to do and it often seems like there's no way to make everyone happy. The truth is you probably can't make everyone happy at each event – some people want to hike more, some want to sit more, and some just want to play video games all day. As the leader or adviser, your goal is to make everyone happy at the end of camp, not with each event.

The good news is that for all the bickering and “you ruined Winter Camps”, most people are there to have fun and they'll be reasonable about a mix of activities.

The other thing that can get in the way is our slogan: “traditionally unconventional”. Sometimes tradition can feel like it's more important than fun. It's not. Don't be afraid to ignore some traditions. After all, what's traditional to someone who has been to 30+ Winter Camps might have nothing in common with what someone who has been to the last three thinks of as traditional.

That said, here are some thoughts on traditions:

Untouchable: These are things we probably have to do at Winter Camp no matter what.

- Blind Hike – this is the only activity held at every Winter Camp; if we don't do it, we can never recapture it
- Baking – It's kind of a trademark activity to bake our own bread. We can change it, but we probably can't skip it.
- Pizza – This is another thing we've done at every camp with varying degrees of success. Even so, there's probably no reason not to have it at Winter Camp since most people love it.
- Service Project – Although it wasn't part of the first few Winter Camps, it has become something we are expected to do.
- Time Capsule – burying a capsule is a promise to dig it up later; if we want to stop, we must start by not burying them, not by not digging them up.
- No Hamburgers – Not only is it a weird claim to fame, but it would be a big pain to try to cook burgers for the number of people at Winter Camp.

Think Carefully: These things have happened a lot and are things people probably expect to have happen while they are at camp.

- Casino Night – We skipped it for a few years and when it came back, we found out that it was only adults who were bored with it; youth still loved it.
- 4-Way Volleyball – As a tradition with its own traditions, this one is probably as beloved an activity as any.
- Caveman Dinner – Another trademark activity that we haven't always had but usually enjoy.
- Rand Stew – Most people love it and those that don't love it, love to complain about it.
- Jackpot Grits – Another common meal that is newer than you'd think.
- Continental Breakfast – it's a chance to eat/cook light and sleep in, both pretty popular ideas.

General Advice

The key to leading Winter Camp is to just do it. There are three times when the leader and adviser need to tell and take: the first planning meeting (if we have it), the final planning meeting, and at camp. There is also some advice that is generally helpful when it comes to some of those strong personalities

Identify

Most of the adults attending Winter Camp were once youth leaders (and if they didn't lead Winter Camp, they held lodge or chapter office); they know what it's like to have adults run roughshod over them. Once you understand that, use it to your advantage. Ask for help. Thank them for helping you succeed. Subtly remind them that they want to be good advisers, not leaders of the event.

The Power of Delegation

Some of the people involved in Winter Camp are good at certain things. They often have strong opinions about those things. Just like in any other situation, these people can be difficult to manage. If someone else is given a task, they may be overly critical and (usually accidentally) make the task too hard for others. This is where delegation comes in: Need someone to come up with rules for a boardgame, choose games for something, or just suggest games that might work? Assign Steve Donohue as their adviser. Trivia Challenge? Mark Bollman is good at that. Think of the people who might get in the way as a resource and make them the adviser for the event; you'll probably get a better event anyhow and you might help them pass their knowledge onto a younger member. If you're not sure who ask another of the old-timers; they know each other better than they admit.

The Power of "Unconventional"

Yes, half of our slogan is "traditionally", but the other half is "unconventional". Generally, if you want something done the same way this time as last time, you assign the same people to develop it. If you want something different, then say so and assign someone different. Let the people who've done it in the past be resources and make sure the new person does use them as a resource even if all they do is share the completed plan and ask for feedback.

The Power of "Tell and Take"

Sometimes, you just have to **tell** everyone who is in charge and **take** the power you need. It can be hard, but in most cases, there will be advisers who agree with you and will help you take control of the situation. Sometimes, they're just trying to avoid the confrontation themselves; other times, they're waiting for you to take charge because it's your right, but you need to enforce it, so they know you mean business. Don't be afraid to remind them that you are the youth, and they are the adviser. In the worst cases, just say "Advice Noted" and move on. If you're wrong, your adviser will help you out later and if you're right, congratulations, you just saved Winter Camp.

Planning Meetings

The planning meetings are often one of the hardest places to take control. They've been held for a long time and the adults will often take charge without even thinking about it (the author of this document is probably the worst offender). Some suggestions

Have an agenda

Having an agenda means you're prepared; it puts you in charge of the meeting. It means no one has to run it for you because you're not ready. There's a sample agenda in this book for each of the planning

Winter Camp Leader's Guide

meetings. You don't have to use the sample but check through it and make sure you cover the same things. Read the advice on the planning meetings in this manual. Make copies of the agenda and hand them out so everyone has one.

Prepare Resources

You don't have to prepare things yourself, but you should ask that they be prepared. The dead/live list is a good example. Even if you aren't sure how to create the list yourself, ask for help. If you've designated someone to do it, when the meeting comes, you can say "Hey person x, do you have those lists we talked about?" Hand them out. Keep one for yourself. You have just seized power from the creator of the list and taken it for yourself.

Delegate

Some adults are going to take notes and/or record votes or both. Don't sweat it, instead, use them. Ask them to take notes for you. When they are done, ask them to let you look over the notes they've taken, ask questions if you need to, and then use the notes for whatever you need. They may ask for them back at the end of the meeting; go ahead and return them unless you need them.

Keep Moving

Sometimes Winter Camp will bog down on some detail about who said or did something before you were born. It almost never matters to Winter Camp. Give them a minute or two, and then go back to the discussion. If you do it a few times, they'll get the hint. If they don't, suggest creating a "parking lot" for things that need to be discussed later. Most adults have learned that the parking lot is where you put the crap that doesn't matter; with any luck you'll be able to ignore that stuff later after you've done the important things.

Wrap Things Up

When the business is done, say so and wrap up the meeting. If people want to keep talking, they can, but since you've wrapped those who want to leave are able to do so without feeling like they've missed part of the planning.

At Winter Camp

Once at camp, it's usually a little easier for the youth to be in charge. After all, youth run events are the norm in Scouting and the Order and if the planning went well, you should have a strong blueprint for the event from the schedule and meals to the detailed plans for each event.

Often, the key is to make sure the other youth recognize that you're in charge. You can do a few things to make sure this happens.

Have Your Adviser Manage Other Adults

Sometimes people will take charge when they shouldn't. You're always welcome to talk to an adviser and ask them to stand down, but if that doesn't work or you aren't comfortable with it, then managing other adults falls to your adviser. If he's the offending party, then pick someone you **are** comfortable with and ask them to talk to him. One of the big tasks for any adviser is to help his youth lead and that includes managing other adults, so they stay out of the way.

Be Prepared

Make sure you're ready to go with the next event. If you're the activity leader, work with the people who agreed to help so it's ready on time. If there are any special considerations or rules for the next activity, then be prepared to explain them. If you aren't sure or feel that someone else might be better, then ask them both in private before you need the explanation and then again publicly when the explanation is needed. Even if you don't explain the rules, assigning someone else the job puts you in charge.

Also, you should be ready quickly. Nothing is worse than everyone being outside and waiting for the leader to put his boots on. It is an invitation for someone else to take charge and get the event moving. Be ready and if you can, be ready early.

Make Announcements

We often do a poor job of this at camp. We should probably make announcements before meals when everyone is likely to be in the room and paying attention. If you make the announcement, it feels like you are in charge. Don't be afraid to split it up – you can start, then call on someone else to talk about a specific thing (preferably a youth) then take it back. You could probably finish up by calling on the person who has volunteered for Grace.

Confer

The leadership team and advisers should talk at least once a day in a semi-formal meeting to make sure things are on track and to react to any problems. Maybe a meal didn't work quite right, or an activity has to be delayed for some reason. The leadership team should discuss it, come up with a solution, and then present a united front. It's okay for them to consult someone else when coming up with a solution and it's probably a good idea where needed.

Delegate

Sometimes it turns out you have bitten off more than you can chew – you need to set up one activity while another should be running or you're just kind of burnt out and need some help. Don't be afraid to ask someone to take charge. The other reason to delegate is to give someone else a chance to lead and perhaps groom someone for more responsibility later. Don't be afraid to ask someone else to take over running an event. Make sure they are prepared and then stay out of their way just like you'd expect others to do for you.

Winter Camp Leader's Guide

Have you ever wondered:

- How did Doug Wilson wind up with so many weird friends?
- Would it really kill us to have a hamburger once in a while?
- How did the gumps even survive childhood?
- Will Paul Kupser ever return to Winter Camp as a participant?
- Where will Winter Camp C be held?
- What's with the Roman Numerals?
- Why did someone decide to bake all the bread at Winter Camp I?
- Who is Big Bro?
- If the youth took over, how much counselling would the adults need?
- Why do so many Winter Campers have such weird wardrobes?
- Why was Rand Stew served more than once?

Well, this book doesn't answer *any* of those questions.

If you've been wanting to know what it takes to plan and lead the greatest chapter event in the history of the Order of the Arrow, then this book can answer your questions.

What do the critics say?

"This is the Bakery Snack of Winter Camp publications"

"Youth tested; Goon approved!"

"This book is like hitting 00 during jackpot grits; it has everything"

"This manual will be useful to Winter Camp leaders and advisers from now until Doomsday!"