

May 1, 2010

Hello Staffers!!

Preparations for Kamaji 2010 are well underway. The campers have received their first pre-camp mailing and are getting excited about the upcoming summer! We are glad that you are going to be a part of Camp Kamaji this summer; we hope you, too, are looking forward to spending the summer in the Northwoods of Minnesota.

We still need to hire a few staff members. We have openings for women cabin counselors who can instruct any one (or more) of the following: Ceramics, Ropes Course/Climbing Wall, Swimming, Tennis and Windsurfing.

We also need a Wilderness Trip Leader (Man or Woman – must be at least 21 years of age)

If you know anyone who might be interested in any of these positions, please call Kat at **773.857.3378**, or e-mail us at [kathy@kamaji.com](mailto:kathy@kamaji.com), [mike@kamaji.com](mailto:mike@kamaji.com) or [kat@kamaji.com](mailto:kat@kamaji.com) . Your help will be more than appreciated.

Enclosed is a lot of useful information that should help you better prepare for camp. Realizing that schoolwork and/or "work-work" takes priority at this time, we ask you, when you do manage to find a block of free time, to please read all of the enclosed carefully. In addition to some "nitty gritty" about Kamaji, there are quite a lot of forms that must be returned prior to your arrival at camp. To assist you in knowing what and when to mail us, please refer to the Staff Forms Check-Off List-attached at the end of this document-(and pay especially close attention to the due dates for each).

Thanks, in advance, for taking the time necessary to sort through all this.

#### **A PERSONAL NOTE FROM THE DIRECTORS**

We have been associated with camps for over well-over forty-five years. In that time, we have seen the magic that camp works on children. It can help kids develop self confidence, leadership, independence and life-long friendships. Many adults, including Mike and Kat, claim that camp was the single most important factor in their growth to adulthood. We want each girl at Kamaji to make progress toward the goals mentioned above. That's where you come in.

You are the person who will make all those positive things happen for the campers. You also have the potential to make life miserable for them. Your willingness to be either selfish or selfless will make all the difference. Please, before coming to Kamaji, remember that camp is for the campers. Their happiness will bring you a warm feeling that will last far into the winter.

By signing a contract to work at Kamaji this summer, you have accepted all the responsibilities that go with the job. Some of the responsibilities are fun and exciting — others are not. It is our experience that working at a summer camp is the second most demanding job you'll ever have (with parenthood being the most demanding). On the other hand, the rewards can be many. You can have great fun, grow in self-confidence, gain leadership skills, make life-long friendships and add a valuable line to your resume. We cannot emphasize enough that working at camp is hard work with great rewards! So if you signed your contract thinking that being a camp counselor or staff member "sounds like fun", you might want to rethink your decision. Yes, it is fun! But first and foremost it is WORK!!

Kamaji is a community in every sense of the word. The staff, campers and directors all live, play, argue, eat, learn and work together. Some of the benefits of community living are security, a feeling of self-worth and lasting friendships. Community life also has its drawbacks. By necessity, Kamaji will have a lot to say about how you live during the summer. We don't get to go "home" after work (camp is both workplace and home), we must all eat the same food at the same time, all get up at the same time, and, most importantly, we must always consider how our actions affect others. Community life can be a pain — in part because you lose some of your independence, certainly your privacy(!), and your autonomy. However, it can also provide you with an opportunity to have a powerful impact on the lives of the campers. Please consider all these factors before the summer begins. If you would like to discuss these issues further with us, please call or email.

### **CAMP DATES**

- Pre-camp orientation for **new staff** (this means everyone who has never worked at Kamaji) begins on Thursday, June 10<sup>th</sup> at 8:00 am. Therefore, all new staff (including staff who are former Kamaji campers but never CITs) must arrive in camp no later than June 9<sup>th</sup>. (For more information on new staff orientation see below.) You can arrive at any time on the 9<sup>th</sup>.
- Pre-camp orientation for **the entire staff** (including CITs) will begin on Saturday, June 12<sup>th</sup> at 8:00 am. This means that all returning staff need to be in camp no later than June 11<sup>th</sup>, you can arrive any time.
- Please check both the **Certification Information** (included at the end of this letter) and the **Clinic Reservation Form** to see what certifications you are required to have before beginning your employment period. If you need to attend a certification course at camp, please plan accordingly so you arrive at least one day before the class begins.
- Some of you — including Trip Leaders, Nurses, Maintenance Workers, Unit/CIT/Program Directors, Assistant Administrative (Office) Workers, etc. — are due in camp **before** Orientation. Please check your contract for the exact date of arrival.

Contracts for all staff members (except CITs) run through Thursday, August 12<sup>th</sup>. The campers and CITs return home on Wednesday, August 11<sup>th</sup>, however, staff are required to stay until Thursday. There is much to be done after the campers leave and we throw a staff party for you on Wednesday night. Attendance at the staff party is "required" ~ no exceptions. Please make plans to leave camp anytime on Thursday August 12<sup>th</sup>, but not before. Again, CITs will leave camp with the campers on Wednesday, August 11<sup>th</sup>. **Keep in mind, that if you have a flight to catch in Minneapolis on August 12<sup>th</sup>, it MUST be scheduled for the late afternoon or later because camp is a 4½ hour drive (minimally) from the airport.**

### **ATTENTION NEW STAFF!**

We feel that having two full days at camp without the "old-timers" around (also known as New Staff Orientation) will be very beneficial to you for a number of reasons:

1. You will have time to get to know each other first — before you have to tackle getting to know the whole group.
2. You will have relaxed time to get to know your way around camp.
3. We will have time to go through the procedures and routines that are all new to you.
4. We will have time to answer all your questions and talk about any concerns you may have.

We look forward to spending this time with you and getting acquainted.

## **STAFF TRAINING**

We have four goals for Kamaji's Staff Training Period.

First, we want to make everyone feel at home in the Northwoods.

Second, we want to develop a feeling of cooperation and support among the staff.

Third, we want to help you better understand the campers with whom you will be spending the summer.

And finally, we want to have fun!

To help us reach these goals, we will call upon all of you to contribute to our training period. You — particularly new staff — may have lots and lots of questions that are not answered in our pre-camp mailings - please come to camp with a list of all your questions. As you'll hear often at camp, "The only thing dumber than asking is not asking!" And, all of you — especially veteran staff "old-timers" — may have suggestions about topics you would like to see covered during staff orientation - feel free to drop us a note with suggestions. In fact, some of you might be willing to help with staff training by leading/facilitating the discussion of some topics — especially those long-time Kamaji folks!! If you would like to help out as a topic facilitator/leader, let us know that too. (After all, it's healthy to offer yet another perspective than that of the Ye Directors and administrative staff ☺!!)

Please know beforehand that Kamaji's Staff Training Period is lengthy — even more so for new staff! Understand that the week+ devoted to staff training is the **only** time available during the entire contractual period where we can meet with the entire staff. Therefore, expect limited time-off during this period and hours(!) and hours(!!) of meetings. The up-side of all this is that not only will you feel like you know everything there is possible to know (and then some!) about Kamaji and its campers, etc., you will also get a chance to live with, work with and befriend many of the 80+ Kamaji staff. So come prepared with questions and to devote lots of time(!), energy and attention to Kamaji's Staff Training Period. ***Your official job starts the very first day of orientation therefore your attention and active participation is required.***

### **"WORK WEEK"**

Each summer we need staff (with the exception of CITs) to arrive early and help get camp ready for the season. The work includes raking, carrying boats, cleaning and putting in docks. What could be more fun?!?!?? We can use staff beginning as early as June 1<sup>st</sup> and continuing through to the start of Staff Orientation. So if you want to join in on the manual labor, earn extra money and make lots of friends in the process, do consider joining us up at camp earlier than your contract requires. So email Kat ASAP if interested or if you have questions, there are limited spaces for this pre-camp work. We also need a few people to stay at camp for a few days following the season, but check with Mike before making plans to stay after camp.

### **YOUR PERSONAL LIVING CONDITIONS AT KAMAJI...**

1. Cabin counselors will live in a rustic building which houses campers and staff. Staff share a separate room which is small, but apart from the campers! There is no electricity or plumbing in any of the camper/counselor cabins. Cabin counselors and campers use washhouses located near the cabins which have showers, sinks, toilets and electricity (for lighting purposes only; staff may use hair dryers, recharge cell phones, etc. in the Staff Lounge).
2. Most support staff (those who are not cabin counselors) will live in dormitory style quarters. Each bedroom sleeps from 4 to 6 people. There are bath facilities and electricity in these quarters. The Nursing Staff live in "Club Med" (which is Kamaji's Health Center).
3. "The Cloud" (Staff Lounge) and the Main Lodge are available for staff socializing after camper bedtime.
4. All staff will have at least six days (each being 24 consecutive hours) plus six additional evenings (beginning at the dinner-bell) off during the contract period.
5. We cannot stress enough the following advice: **IF YOU HAVE A CAR AVAILABLE TO BRING WITH YOU, IT WOULD BE A VERY GOOD IDEA TO DO SO. A CAR WILL MAKE IT MUCH EASIER TO ARRANGE TIME-OFF PLANS BY GREATLY INCREASING YOUR OPTIONS!** If you do not have access to a car for the summer, there may be an opportunity to "rent" camp vehicles for your time off. Please see additional details below!

6. There are no laundry facilities in camp. You may choose to do your laundry in town on your time-off (there are several laundromats available). (CIT's laundry is sent out with the campers' laundry.)

## **TRAVEL TO CAMP**

Our goal is to help everyone get to camp as efficiently as possible. (*If you are a first time BUNAC, CCUSA, or Camp Leaders staff member, see separate enclosure.*) If you are from North America, there are several different ways to get to Kamaji:

**CAR!!!** Again, we strongly urge those staff members who have their own cars to drive to camp. There is something to be said about having your own vehicle for your time off: you can spend your time the way you want to; too, it is a relatively economical way to travel to camp. If you are driving to camp, we can try to find riders to share the expense. So please let us know (via the **STAFF ARRIVAL FORM** <http://www.kamaji.com/wp-content/uploads/STAFFArrivalForm.pdf>) when you plan to arrive and how many others you can bring to camp. For those of you without a car: if you would like a ride, let us know that too and we'll do our best to "hook" you up with someone driving up to camp. If you don't have your own car, perhaps parents, siblings, significant others, etc. might be willing to drive you to camp.

**BUS:** There is Greyhound bus service available to Cass Lake from around the US and Canada, through Minneapolis. We will pick you up at the **Bus Depot in Cass Lake** should you take the bus to camp. <http://www.jeffersonlines.com/schedule.asp> . If your travels originate in the Midwest, you may be able to take advantage of the Megabus ([www.megabus.com](http://www.megabus.com)). Megabus is an inexpensive (and comfortable) bus that runs from a handful of Midwestern cities and will deliver you to Minneapolis where you can take advantage of our complimentary bus trip from Minneapolis to camp on June 8<sup>th</sup> or June 11<sup>th</sup> (see below).

**AIR:** *Delta* ([www.delta.com](http://www.delta.com)) flies from most major cities, through Minneapolis, to Bemidji, MN (only 15 miles from Kamaji). Camp Kamaji's travel agent, Travel One, has secured special airfares to Bemidji, so if you are considering flying to camp, we suggest that you contact Leann or Lisa at Travel One (800 245-1111). *Southwest Airlines* ([www.southwest.com](http://www.southwest.com)) and *Sun Country Airlines* (<http://www.suncountry.com>) are two other airlines that typically are less expensive than most and will NOT show up on the usual travel searches (you'll only be able to fly these to MSP so read below for information about getting from the airport to camp). You might also try internet travel sites (such as [www.studentuniverse.com](http://www.studentuniverse.com), [www.orbitz.com](http://www.orbitz.com), [www.kayak.com](http://www.kayak.com) or [www.hotwire.com](http://www.hotwire.com)) just to compare prices. Remember most airline tickets are non-refundable or subject to **at least** a \$100 change fee if you change travel dates – so be sure of your travel dates before you make a reservation. If you have any questions about airline tickets, call Kat at 773.857.3378 or Mike at 314.721.0475 before finalizing your plans.

### **\*BUS FROM MINNEAPOLIS TO CAMP:**

We will be offering a bus ride for staff members from the Minneapolis airport to camp on **JUNE 8<sup>TH</sup> and JUNE 11<sup>TH</sup> ONLY**, this is available to any staffer that would like to arrive on June 8<sup>th</sup> or 11<sup>th</sup> (for returning staff). Do not worry if this date (the 8<sup>th</sup>) is before the start of your contractual period, we are offering this service to help cut down on your travel costs to camp. If you would like to take advantage of this offer, please let Kat know ASAP. All flights/busses must be scheduled to arrive in Minneapolis (MSP) before 3pm in order to catch the camp-bus.

The only way we can help you with your travel arrangements is if you ask! If you are arriving on a date other than June 8<sup>th</sup> or 11<sup>th</sup>, Kat can help you arrange a ride with a staffer who is driving to camp and might be able to pick you up along the way!! So please give some thought to this issue now and if you need questions answered, etc. again just ask.

Once your travel plans are set, please complete and return as soon as possible to us the **Staff Arrival Form** found on-line (<http://www.kamaji.com/wp-content/uploads/STAFFArrivalForm.pdf>). You can also just email Kat your travel information AND staff t-shirt size.

## **CAMP CAR RENTAL**

If you do not have access to a car this summer, do not worry. While most staffers can find a ride with a friend, we do rent camp vehicles to staff to use on their time-off. We do have the following stipulations:

1. If you are from the United States, you must be at least 20 years old, have a valid driver's license and a clean driving record (our insurance company will need to approve you). If you are from outside the United States, you must be at least 21 years old, have a valid driver's license and be able to provide a motor vehicle report that shows a clean driving record. Please begin your efforts to procure this documentation now, as it often takes some time to get the necessary paperwork. Everyone who plans on driving a camp vehicle must also complete a Camp Kamaji driving lesson during orientation.
2. The cost to "rent" a car is a nominal \$ .30 per mile. This cost can be split amongst all the passengers in the car.

We will discuss the details of the car rental in more detail during Staff Orientation.

## **MEDICAL RELEASE AND EXAMINATION FORMS**

Enclosed in the snail-mailed packet are two forms relating to medical and health information:

The American Camping Association requires all staff to have a current **2010 STAFF HEALTH INFORMATION FORM** on file before you begin work. Be sure to complete all information including medical insurance info and immunization history including the date of your last tetanus shot. You must also sign the shaded Authorization Section on the fourth side of this form. If you are under 18 years of age, your parent or legal guardian must sign the Authorization Section.

The State of Minnesota also requires a physical examination before you begin work. The required physical exam must have taken place within the last 12 months. This means that if you have had a physical since last June, you don't need another exam; HOWEVER, your physician must complete the enclosed **STAFF MEDICAL EXAM/PHYSICIAN FORM**. It is a good idea to check with your doctor or college health center to see if they will fill out this form without another exam. We will not accept any Medical Examination Forms that are not signed and dated by a licensed physician.

Feel free to refer to these forms on-line at [www.kamaji.com](http://www.kamaji.com) —

**2010 STAFF MEDICAL EXAM/PHYSICIAN FORM** (also known as Physical Exam Form):  
<http://www.kamaji.com/wp-content/uploads/2010StaffMedicalExamForm.pdf>  
and

**2010 STAFF HEALTH INFORMATION FORM** (also known as Health History Form):  
<http://www.kamaji.com/wp-content/uploads/2010StaffHealthInformationForm.pdf>

**These forms must reach us no later than June 5<sup>th</sup>.**

**\*\*Do not let this slide as it is a requirement for employment.**

## MENU

As mentioned earlier in this letter, we all eat together so it is impossible to accommodate all personal diet preferences. We are able to accommodate vegetarians who include dairy products in their diets. However, we cannot meet the dietary needs of “vegans.” Appended to the end of this letter as well as enclosed in the snail-mailed packet you will find a **sample “menu”** from one week of last year's camping season. We ask that you please look at the sample menu and let us know if you have diet needs not served. Please remember that at most lunches and dinners we serve a full salad bar. If you think that this diet will present a problem for you, let us know immediately so we can discuss whether or not we can accommodate your needs. Also, where indicated on Page 3 of the Health Information Form please indicate any food allergies and nutritional restrictions. Please understand that once camp begins, we cannot adjust our menu. By the way, we think the food is great!

## CERTIFICATION

With the exception of CITs and junior staff under age 18, several staff positions require certification for employment this summer. Most of you already know if you need to be certified. For those of you who are unsure please take a few minutes to review Certification Requirements (appended to the end of this letter as well as sent in the snail-mailed packet of info) to determine if you need to be certified. **Please send us copies of any and all current certifications that you hold.**

Do not worry if you need to be and are not currently certified; there are several certification courses being offered through Camp Kamaji between early June and June 10<sup>th</sup>. There is a **CERTIFICATION INFORMATION AND CLINIC RESERVATION FORM** (<http://www.kamaji.com/wp-content/uploads/CertificationClinicReservationForm.pdf>) that those who must be certified need to complete and return by May 20<sup>th</sup>. As always, if you are unsure or have questions, please feel free to contact us by phone or email. Thanks!

## STAFF PACKING LIST

On-line (and enclosed with the first pre-camp staff mailing) you will find the suggested Staff Packing List (<http://www.kamaji.com/wp-content/uploads/staffpackinglist.pdf>). You may not wear clothing that advertises or promotes tobacco products, drugs, alcohol, and/or sex(-uality) or the use of weapons. Other than this restriction, there is no dress code at camp as long as you are neat, clean, practical-to-camp-life and presentable.

You need not follow the Staff Packing List but we think it should most definitely serve as a guideline. **If you are from North America you must provide your own towels, bed linens, blankets and pillows.** (We do provide bedding and linens for staff from outside North America.) We do not allow campers or counselors to sleep in their sleeping bags. Remember that it can be cool in Northern Minnesota, especially in early/mid-June so please be sure to pack some warm clothing. Please bring any books, games, camping equipment or other things that will help camp be more fun for everyone. We have a piano so bring your music. Staff members may bring hair dryers/straighteners/curling irons and the like. Cabin counselors will have to use these items in the Staff Lounge as — a reminder — there is no electricity in the camper/counselor cabins.

As in the past, Kamaji does offer a special line of Kamaji Clothing for purchase – if you so desire. However, campers, CITs and staff must pre-order Kamaji clothing. To that end, also find a **2010 KAMAJI CLOTHING ORDER GUIDE** (refer to <http://www.kamaji.com/wp-content/uploads/2010StaffClothingOrderGuide.pdf>) You can still order the clothing, to do so please sign on here: <http://www.surveymonkey.com/s/K9Q62D5> Don't worry about paying for the items now ~ we will deduct the cost of your purchase from your salary. Please understand that there is no pressure to buy any of this clothing — it's entirely your decision. Just know that you will not be able to decide later to purchase camp clothing as we, again, must place all clothing orders prior to May 15<sup>th</sup>.

P.S. **IMPORTANT:** All staff, upon “graduation” from Kamaji Staff Orientation, will receive a free Staff T-Shirt. We will also need to pre-order those — for correct sizing. If you want to be assured of getting a t-shirt in your size, please list the size t-shirt you would like on the Staff Arrival Form OR email Kat. (<http://www.kamaji.com/wp-content/uploads/STAFFArrivalForm.pdf>). . . where indicated in the top right corner. If you don't list a size on your Staff Arrival Form, we will choose the size for you . . . and it is likely to be either a Large or X-tra Large ☺ (as returning staff will attest !!).

## VALUABLES

It is our strong recommendation that you leave valuable jewelry/possessions at home. Invest in an inexpensive wristwatch and if you wear pierced earrings we recommend that you bring a pair of "studs" or hoops that are not overly valuable (both monetary or sentimentally).

**Please Note:** ***We provide personal lockers for each cabin counselor*** in the Staff Lounge. Each locker has its own electrical outlet. You can store your cell phone, camera and laptop computers (we have wireless internet at camp) and other such items in these lockers. This locker is your space and will be secured by a padlock that *you* either bring to camp or purchase in town once you're at camp.

While we provide this space for your personal and more valuable items, it is your responsibility to take care of your belongings as we cannot be responsible for it. Camp Kamaji doesn't provide insurance coverage for personal items so, if you bring "valuables" to camp, make sure they are covered under individual homeowner policies (check with your parents).

We do have a safe in the camp office and are happy to store your passport, airline tickets and travelers checks/cash for safe-keeping for non-cabin staffers; however, space is limited and we cannot store other valuables.

## CONTRACT REMINDER

There are a few points in your contract which we need to emphasize.

1. Illegal drug use during your contract period is forbidden. This policy includes your time off during the camp season.
2. Illegal drugs include the use of alcohol for those under age 21. **Staff from outside the U.S. may be surprised to hear that the legal drinking age is 21.** Alcohol must never be on Kamaji property and may never be used when off Kamaji premises during working hours. Underage drinking at any time and/or use of illegal drugs may result in immediate termination of your contract.
3. Also, Kamaji is a smoke-free environment. Smoking or use of chewing tobacco during the contract period (including on your time off) is a violation of your contract.

Please read through our Personnel Policies carefully — it is required that you sign this document before beginning work with us. Pay close attention to the section about the internet and personal webpages. (Also see <http://www.kamaji.com/wp-content/uploads/CampKamajiTechnologyandCommunicationContract.pdf>.)

Since your position as a role model extends long before and after the dates on your contract, it is important that your online presence is camp-appropriate.

Please refer to the Staff Readings section — <http://www.kamaji.com/wp-content/uploads/staffreading.pdf> — on the Staff page link at [www.kamaji.com](http://www.kamaji.com) — for additional information about how to use the privacy functions on your social networking sites and the importance of utilizing these functions to protect yourselves, and more importantly, the campers.

**\*\*Lastly, we ask that you take a moment now to look over your sites/pages (especially Facebook) and make them "camper-friendly". Utilize the privacy settings if necessary so that campers are not made privy to conversation or pictures not appropriate for children. These pages are also looked at by employers, parents, professors and school administrators. In addition to your social networking sites, please be sure your online conversations with campers are PG and always camp-appropriate.\*\***

## **CAMP MAIL/PHONES/E-MAIL/INTERNET ACCESS**

1. Your mailing address for the summer will be:

(Your Name)  
Camp Kamaji  
32054 Wolf Lake Road  
Cass Lake, MN 56633

Make sure "Kamaji" appears on any mail sent to you as there are many summer camps in the area. Also be sure that your name appears on the envelope as well.

2. There is one land-line phone (218.987.2114) available for staff use during your free time. All calls within the United States are free of charge. You will need a phone card to make calls outside the United States. International staff should see "Additional Information for International Staff" (appended to the end of this letter) for more info regarding pre-paid phone cards. There are also cell phones you can buy in town for international and domestic use. Please talk to Kat before purchasing ANY cell phones as some service – no matter what it promises(!!) – does not work from Kamaji!!
3. If you are considering bringing a mobile/cell phone to camp, make sure it will work at camp. It would be a good idea to check with your service provider to see if the Bemidji/Cass Lake, MN is in your carrier's coverage area, most of the time this is not a problem. If you are a cabin counselor you won't be able to charge your phone in your cabin because there is no electricity. Your cell phone must be kept in the locker provided for you in the Staff Lounge.

And, while you may use your cell phone at camp, at no time may you use your cell phone in the presence of a camper or allow a camper to use your phone for any reason.

4. Kamaji's summer business phone 218.335.6612 should be used **for emergencies only**.
5. We provide two computers with internet access for staff use. This means you will be able to send and receive email from your own web-based accounts. We'll have to set up some guidelines for use of the computers (After all, we have about 80 staff members and only 2 computers), but we'll figure all that out during orientation.

That said, we would encourage you to bring your laptop to camp as we do have wireless internet available. We ask that laptops are stored in the staff lockers. You can also access the internet at a number of places in Bemidji on your time off.

## **A FEW LAST WORDS**

We hope that you share our enthusiasm for Kamaji's 97<sup>th</sup> season. Our goal is to create a happy, healthy, enjoyable and meaningful summer experience for our campers and staff. The staff family will be happy if each member is included in a congenial, sincere, supportive, responsible and fun-loving group.

None of us can be good staff members unless we do quite a bit of preparation before we come to camp. Stock up on leadership "tools" such as suitable stories, games, songs, campfire ideas, and rainy day ideas.

Come to camp ready to be an totally involved and an enthusiastic participant in camp life. To be any less will lessen your camp experience and, more importantly, that of the campers!

If you have any questions at this time or are feeling a little anxious about the summer, please contact us. It won't be long now. We can almost smell the pine trees!

Sincerely,

**Kat, Kathy and Mike**

- P.S. Remember we still need staff. If you know anyone who might be interested and qualified, call Kat at 773.857.3378. Thanks!
- P.S.<sup>2</sup> Mike will be moving to camp on May 22<sup>nd</sup>; Kat will follow shortly after.. If you need to contact Mike or Kat after those dates, please contact them at 218.335.6612. Kathy can be reached at the St. Louis office through May 30<sup>th</sup>: 314.721.0475.
- P.S.<sup>3</sup> There will be a second staff pre-camp e-mailing sent to you sometime late in May. In the meantime, please do not hesitate to contact us with any questions or concerns you might have!!

# ADDITIONAL INFORMATION FOR INTERNATIONAL STAFF

## TRANSPORTATION TO CAMP

**First time BUNAC, Camp Leaders, OLE and CCUSA Staff:** BUNAC, CCUSA and CAMP LEADERS will arrange flights to the Minneapolis/St. Paul Airport. Some int'l staff who make their own flight reservations must fly to Minneapolis/St. Paul. Camp Kamaji will meet you at the airport on **Tuesday, June 8<sup>th</sup>** and drive you to camp. (The drive from the airport to camp takes about 5 hours.) You must arrive in Minneapolis/St. Paul **no later than 4:00 pm** on June 8<sup>th</sup>. Staff orientation begins on June 10<sup>th</sup>, however, we want you to arrive on June 8<sup>th</sup> so that you can have a full day at camp to relax and catch up on your sleep before orientation begins.

**Returning International Staff:** If BUNAC, CAMP LEADERS or CCUSA are making your travel plans, please make sure they are aware that you must arrive in Minneapolis no later than 4:00 pm on June 8<sup>th</sup>. If you are making your own travel plans and would like a ride from the Minneapolis/St. Paul Airport to Kamaji, you must arrive at the airport no later than 4:00 pm on June 8<sup>th</sup>. If you have questions about flights and/or arrival times, please contact Kat ASAP. If you don't plan on riding in the camp van on June 8<sup>th</sup>, you will need to plan and pay for your own travel all the way to Bemidji.

There WILL be a returning Kamaji Staff Member that will meet everyone at the airport as you arrive. Kat will email everyone arriving on the 8<sup>th</sup> so that you can coordinate where/when to meet. If you have any questions regarding travel to camp, e-mail Kat [kat@kamaji.com](mailto:kat@kamaji.com).

## CAMP EQUIPMENT LIST

We understand there are luggage restrictions for international travelers and most international staff carry their belongings in a backpack. Given this, we suspect that our recommended Staff Packing List appears overwhelming. Therefore,

- (1) Camp Kamaji provides all international staff (with the exception of staff from Canada) linens, blankets, towels, pillow and laundry bags. There is no charge for this. While camp can provide you with sleeping bags for overnight canoe/wilderness trips, we strongly recommend that you bring a sleeping bag if you plan on traveling in the States after camp.
- (2) **We also urge you not to bring excessive toiletries and sundries as they only take up valuable luggage space. Items such as shampoo, soap, toothpaste/brush, etc. can be purchased after you arrive at camp from our camp store or from any number of places in town.**
- (3) As for the suggested quantities of clothing on the Staff Packing List, you will need to use your own discretion coupled with whatever recommendations your agency provides you. Please know that all staff are responsible for either doing their own laundry on their weekly time-off or sending laundry once a week to an off-site laundromat. At the very least, it is necessary to have enough clothing for a ten day period. You should also know that temperatures can be quite variable with lows at night sometimes dipping into the low 40sF (8° to 10°C) and highs occasionally climbing into the 90sF (32°C). What this means is that you will need to plan on bringing both lightweight and heavy clothing including some type of long trousers (sweatpants/denim jeans) and sweatshirts/sweaters (jumpers as we believe the English call them!) plus a warm jacket in addition to bathing costumes, shorts and tee-shirts, etc. We do sell Kamaji sweatshirts through camp but they are costly. **So again we stress that you are wise to bring some heavy clothing for the cool weather.**

## SPENDING MONEY

As per your contract, Camp Kamaji provides you with an agreed-upon spending allowance (salary) in addition to the monies paid to BUNAC, CAMP LEADERS and CCUSA. You can receive cash advances on this allowance during the summer or you may opt to leave the money intact until the end the summer when we will pay you in cash.

We know that your agencies make suggestions regarding extra cash needed for travel after camp. Former foreign staff tell us that the amount suggested is not enough. Please remember that the USA is quite vast and the distance between the East and West Coasts is 3000 miles. Transportation via plane, bus and/or train is expensive. Add to that the cost of food and lodging...and you can begin to understand that travel for any length of time can become costly.

**We recommend that you bring, if possible and especially if you plan on staying/traveling in the States after camp, more spending money (in traveler's checks!) than is suggested by BUNAC, CAMP LEADERS or CCUSA.** Too, it is possible that your ATM (automatic bank teller machine) card will not work here in the States. You might want to consider that when planning your budget.

Incidentally, we have a safe in the camp office and will hold all your valuables (including money, traveler's checks, credit cards, airline tickets and passports) while you are at camp. As mentioned in the all-staff letter, cabin counselors will have access to their own locker which they are responsible for locking.

## **ADDITIONAL INFORMATION FOR INTERNATIONAL STAFF – continued**

### **MOSQUITOES**

Yes!!! There are a lot of mosquitoes (mozzies) at camp - especially if it rains a lot this springtime. We strongly urge you to take the advice about taking Vitamin B1 long before you leave home for camp as we have found the counselors/campers from foreign countries really react quite badly (often getting swollen, red and itchy welts) when they are first exposed to mosquitoes. Lest we've scared you off please know that when mosquitoes "bite" it is not the least bit painful - in fact, one does not feel it - and, while most don't react whatsoever to the bites, those who have never "experienced" the USA phenomenon of mosquitoes should come as best prepared as possible to ward off "attacks". All kidding aside, please take Vitamin B1 tablets continuously for about six weeks before leaving for the States and continue taking them while in the States. Secondly, once you are here we recommend that you wear some sort of mosquito repellent at all times and purchase an "Afterbite" product which, when applied, reduces the itching. These products can be purchased at camp.

### **HEALTH AND ACCIDENT INSURANCE COVERAGE**

It is our understanding that BUNAC, CAMP LEADERS and CCUSA offer medical insurance which does cover expenses for injury and illness (including medication) sustained anytime during your stay in the States. This coverage has a deductible (from \$20 to \$50) which you must pay. According to former staff, the coverage provided by your agency is more than adequate except in the case of serious accident or illness. We recommend that you find out from BUNAC, CAMP LEADERS or CCUSA the specifics of your coverage.

### **MAIL/PHONE/E-MAIL/INTERNET ACCESS**

The most efficient way to communicate home would be through email. We do have two computers available for staff to write and receive emails. We do have a staff of 80+ so your time on the computer is limited! Please see the Camp Mail/Phones/E-mail/Internet portion of the introductory letter to learn more about emailing at camp.

For phone calls, we recommend that you purchase a phone card. There are many phone cards available for purchase in stores near camp. *Our international staffers from last year STRONGLY suggest purchasing phone cards from in town as they are the easiest and most economical way to call home.* The other popular option for international staff is to purchase a Prepaid Cell Phone from <http://www.tracfone.com/> or from other local stores in Bemidji. You can also get an international plan added to your personal mobile phones from home. Please just make sure that it will work in our area of Minnesota.

### **MISCELLANEOUS**

- Regarding your travel home at the end of the summer: If BUNAC, CAMP LEADERS or CCUSA arranged your travel, we suggest that you learn their policies regarding changing your return flight. If you made your own travel arrangements, you should know your airline's policies regarding changes. We strongly suggest you do this before you finalize your travel plans. What we can tell you is that in the United States, all major airlines charge a minimum of \$100 each time you change the date of travel on a domestic ticket. Many international staffers wait to make their American after-camp travel plans until after they're at camp as often they coordinate travels with another staffer they befriend OR they befriend campers that live in fun places so you can stay with them and their family for free!
- Please understand that Kamaji cannot always provide transportation out of camp on your days off. Please reread the section of the All-Staff Letter that discusses the policy concerning renting a car from camp. We urge you to make friends with all the camp staff and especially with Kamaji staff who do have cars. Usually, this is not an "issue" but we thought it worth mentioning.
- The legal drinking age in the United States is 21 years of age for EVERYONE. This is mentioned in the letter enclosed with this mailing; it is mentioned in the Personnel Policies; and it is mentioned in your contract ~ but we feel it is worth mentioning again as it definitely does affect international staff. For many of you, this is a huge cultural difference but one you must adhere to during your stay in the United States and Camp Kamaji. Failure to abide by the legal drinking age could land you in jail and is cause for your dismissal from Camp Kamaji.

# CERTIFICATION REQUIREMENTS (And/Or Equivalents)

**NOTE: UNDER EACH HIGHLIGHTED SECTION YOU MUST HOLD CERTIFICATION IN ONLY ONE OF THE LISTED COURSES BY JUST ONE OF THE LISTED ORGANIZATIONS.**

<b>LIFEGUARD TRAINING</b>	
<b>Required of all Waterfront Instructional Staff and Wilderness Trip Leaders Ages 18+</b>	
<b>UNITED STATES</b>	
Ellis & Associates	Special Facilities Lifeguard, Pool Lifeguard
American Red Cross	Lifeguarding, Head Lifeguard, Lifeguarding Waterfront Module
YMCA	Lifeguard
Boy Scouts of America	Lifeguard
<b>UNITED KINGDOM &amp; AUSTRALIA</b>	
RLSS - Royal Lifesaving Society	National Lifeguard Service Award, National Beach Lifeguard, National Pool Lifeguard, National Open Water Lifeguard
<b>CANADA</b>	
Lifesaving Society	National Lifeguard Service Award, National Beach Lifeguard, National Pool Lifeguard, National Open Water Lifeguard
<b>NEW ZEALAND</b>	
SFRITO - New Zealand Recreation Assn.	National Pool Lifeguard
<b>OTHER</b>	
URSUS Aquatics	Lifeguard
Starfish Aquatics Institute	Safety Training and Aquatic Rescue, Starguard Professional Lifeguard

# CERTIFICATION REQUIREMENTS (And/Or Equivalents) – continued

<b>SWIM INSTRUCTION</b>	
<b>Required of Swim Director and Recommended for all Swim Instructors Ages 18+</b>	
<b>UNITED STATES</b>	
American Red Cross	WSI (Water Safety Instructor)
YMCA	YMCA Youth and Adult Instructor I or II
Boy Scouts of America	Aquatic Instructor
Ellis and Associates	Learn to Swim Program Instructor
<b>CANADA</b>	
Canadian Red Cross	WSI (Water Safety Instructor)
<b>UNITED KINGDOM</b>	
AUTSWIM, Inc.	AUTSWIM Teacher of Swimming and Water Safety
Amateur Swimming Assoc. (ASA)	Teacher, Advanced Teacher, Coach
<b>AUSTRALIA</b>	
AUTSWIM, Inc.	AUTSWIM Teacher of Swimming and Water Safety

## CERTIFICATION REQUIREMENTS (And/Or Equivalents) – continued

### FIRST AID/CPR

**Required of All Waterfront, Riding and Ropes Course Instructors Ages 18+**

**NOTE:** If you have current Lifeguard Training your First Aid Certification, valid for 3 years, should still be okay; however, your CPR Certification, valid for one year only, will have expired if you took your Lifeguard Training prior to September 1, 2006. Please be sure to check the expiration dates of your First Aid and CPR cards.

<b>UNITED STATES</b>	
American Red Cross	First Aid: Standard First Aid, Community First Aid, Responding to Emergencies, Emergency Response CPR: CPR, Community CPR, CPR for Professional Rescuer
American Heart Association	CPR: CPR, Heart Saver Plus-Adult, Heart Saver - AED-Adult/AED, Health Care Provider
EMP America	First Aid: Pediatric First Aid, Basic Medic First Aid, Medic First Aid and Training for GSUSA
National Safety Council	First Aid: First Aid, First Responder CPR: CPR, Professional Rescuer CPR
American Safety & Health Institute	First Aid: Basic First Aid CPR: Basic CPR
<b>CANADA, AUSTRALIA &amp; UK(?)</b>	
St. John's Ambulance	First Aid: Emergency First Aid, Basic Life Support, Emergency First Aid for Childcarers, Emergency First Aid - Level 2, Occupational First Aid - Level 3, Advanced First Aid CPR: Emergency CPR

### WILDERNESS FIRST AID and CPR

**Required of all Wilderness Trip Leaders**

<b>UNITED STATES</b>	
American Heart Association	CPR and BLS for Healthcare Providers
EMP America	CPR and BLSPro
National Safety Council	Wilderness First Aid
National Ski Patrol	Outdoor Emergency Care
SOLO	Wilderness and Emergency Medicine
The Mountaineers	Mountaineering Oriented First Aid
<b>CANADA AND AUSTRALIA</b>	
St. John's Ambulance	Remote Area First Aid

## CERTIFICATION REQUIREMENTS (And/Or Equivalents) – continued

## HORSEBACK RIDING INSTRUCTOR

\*preferred but not required

<b>UNITED STATES</b>	
American Assoc. for Horsemanship Safety	Certified Riding Instructor
American Riding Instructor's Association	American Riding Instructor
Christian Camping Horsemanship Int'l	Riding Instructor
CHA-AHSE - The Assoc. for Horsemanship Safety & Education	"Level 1" or higher Instructor Certification
Equestrian Management Workshops	Riding Instructor Certification
HSA - Horsemanship Safety Association	Riding Instructor Certification
Meredith Manor Int'l Equestrian Center	Instructor Certification on 3 levels
NARHA - North American Riding for the Handicapped Association	"Registered" or "Advanced" or "Master" Instructor
USDF - United States Dressage Federation	Riding Instructor Certification
USPC- United States Pony Club	"AH" Level Pony Clubber
<b>UNITED KINGDOM</b>	
BHS - British Horse Society	Riding Instructor Certification

## ADVENTURE/CHALLENGE

**Required for All Ropes Course Instructors and Wilderness Trip Leaders**

**\*Certification course offered during Kamaji staff training**

<b>UNITED STATES</b>	
Association for Challenge Course Technology	Certified Instructor Course
Association for Experiential Education	Certified Instructor Course
National Outdoor Leadership School (NOLS)	Certified Instructor Course
Outward Bound	Certified Instructor Course
Other	Can be a certified course offered by a University or Organization recognized by any of the four listed immediately above.

**CERTIFICATION REQUIREMENTS (And/Or Equivalents) – continued**

<b>ARCHERY INSTRUCTORS</b> *preferred, not required	
<b>UNITED STATES</b>	
National Archery Association	National Basic Instructor I rating or National Basic Instructor II rating

# CAMP KAMAJI FOR GIRLS

## SAMPLE MENU

<b>SUNDAY</b>	<b>BREAKFAST</b> Goopy Rolls */Margarine Assorted Cold Cereals Fresh Fruit Fruit Juice/Hot Chocolate Milk/Coffee/Tea/Water	<b>LUNCH</b> Patty Melts Ketchup/Mustard/Relish/Onion Fries Veggie Platter with Ranch Dressing Salad Bar includes PBJ**/Bread Bug Juice***/Water/Coffee/Tea Vegetarian Alternative: "Veggie" Melts Rice Krispie Bar/Fresh Fruit Option	<b>DINNER</b> Linguini with Alfredo Sauce/Shrimp Serve all 3 Separately – linguini – alfredo sauce – cooked shrimp Garlic Toast Caesar Salad Italian Mixed Vegetables Milk/Water/Coffee/Tea Pound Cake w/Raspberry Topping/Fresh Fresh Fruit Option
<b>MONDAY</b>	<b>BREAKFAST</b> Chocolate Chip Pancakes Margarine/Syrup Assorted Cold Cereals Fresh Fruit Fruit Juice/Hot Chocolate Milk/Coffee/Tea/Water	<b>LUNCH</b> Wrap-Rage – Wrap Fillings: Greek/Chinese Salads – Marinated Grilled Chicken – Choice of Herb, Tomato, Wheat Wrap SunChips PBJ/Sandwich Bread Bug Juice/Water/Coffee/Tea Caramel Ribbon Bar/Fresh Fruit Option	<b>DINNER</b> Chicken Kiev Wild Rice Pilaf Green Beans Cranberry Sauce Dinner Rolls/Margarine Milk/Water/Coffee/Tea Vegetarian Alternative: Vegetarian Chili Salad Bar includes PBJ/Bread Strawberry Shortcake/Fresh Fruit Option
<b>TUESDAY</b>	<b>BREAKFAST</b> Breakfast Tortillas – Scrambled Eggs – Warm Tortillas – Add-ons: Cheddar Cheese/ Picante Sauce English Muffins/Margarine/Jam Assorted Cold Cereals Fresh Fruit Fruit Juice/Hot Chocolate Milk/Coffee/Tea/Water	<b>LUNCH</b> Picnic Lunch Turkey Breast Submarine Sandwiches – Add-ons: Cheese, Lettuce, Tomato – French Bread Loaves Potato Chips Carrot Sticks/Sliced Pickles PBJ/Sandwich Bread Bug Juice/Water Cookies/Fresh Fruit	<b>DINNER</b> Outdoor BBQ Grilled Hamburgers Hamburger Buns – Add-ons: Relish/Ketchup/Mustard/Onion/ Cheese Sauce French Fries Corn-on-the-Cob Fresh Vegetable Platter Chef's Salad Bug Juice/Water/Coffee/Tea Vegetarian Alternative: Veggie Burger Ice Cream Novelty/Fresh Fruit Option
<b>WEDNESDAY</b>	<b>BREAKFAST</b> French Toast Margarine/Maple Syrup Assorted Cold Cereals Fresh Fruit Fruit Juice/Hot Chocolate Coffee/Tea/Milk	<b>LUNCH</b> BLTs – Bacon, Lettuce, Tomato, Mayonnaise – PBJ/Sandwich Bread Veggie Platter with Ranch Dressing Dip Vegetarian Vegetable Soup Cheetoos Vegetarian Alternative: Almost Eggless Egg Salad Bug Juice/Water/Coffee/Tea Squiggle Jello/Fresh Fruit Option	<b>DINNER</b> Baked Ziti Grated Parmesan Cheese Breadsticks/Margarine Pasta Blend Vegetables Salad Bar includes PBJ/Bread Milk/Coffee/Water/Tea Lemon Bar/Fresh Fruit Option

## SAMPLE MENU – continued

### THURSDAY

#### BREAKFAST

Hot Oatmeal  
 – Add-ons: Brown Sugar/  
 Maple Syrup/Raisins  
 Apple Streusel Coffee Cake  
 Assorted Cold Cereals  
 Fresh Fruit  
 Fruit Juice/Hot Chocolate  
 Coffee/Tea/Milk

#### LUNCH

Cheese Pizza  
 Pasta Primavera Salad  
 Snack-Ens  
 PBJ/Sandwich Bread on Salad Bar  
 Bug Juice/Water/Coffee/Tea  
 Scotcheroots/Fresh Fruit Option

#### DINNER

Roast Turkey  
 S'Mashed Potatoes  
 Turkey Gravy  
 Turkey Dressing (Stuffing)  
 Peas  
 Cranberry Sauce  
 Dinner Rolls/Margarine  
 Salad Bar  
 Vegetarian Alternative: Shepherd's Pie  
 Fresh Fruit Dessert

### FRIDAY

#### BREAKFAST

Omelets  
 Croissant Bagels  
 Cream Cheese/Margarine/Jam  
 Assorted Cold Cereals  
 Fresh Fruit  
 Fruit Juice/Hot Chocolate  
 Coffee/Tea/Milk/Water

#### LUNCH

Chicken Patty Sandwiches  
 – Chicken Patty  
 – Hamburger Bun  
 – Add-Ons: Lettuce/Tomato/Onion  
 Mayo/Mustard/Ketchup/BBQ Sauce  
 “Smiley” Potatoes  
 Vegetarian Alternative: Humus Stuffed  
 Pita  
 Salad Bar with PBJ/Bread  
 Bug Juice/Water/Coffee/Tea  
 Black Forest Cake/Fresh Fruit Option

#### DINNER

Fajitas — Compose your own:  
 – Beef/Veggie/Chicken  
 – Roasted Vegetables  
 – Tortillas  
 – Salsa/Guacamole/Sour Cream  
 Tortilla Chips with Melted Cheese  
 Spanish Rice  
 Salad Bar with PBJ/Bread  
 Vegetarian Alternative: Black Beans & Rice  
 Milk/Water/Coffee/Tea  
 Frozen Yogurt/Fresh Fruit Option

### SATURDAY

#### BREAKFAST

Make-Your-Own Yogurt Parfait  
 – Yogurt  
 – Granola  
 – Fresh Blueberries, Blackberries,  
 Raspberries  
 Assorted Cold Cereals  
 Fruit Juice/Hot Chocolate  
 Coffee/Tea/Milk/Tea

#### LUNCH

Mac'n Cheese  
 Parmesan Cheese  
 Vegetables  
 Biscuits/Honey Butter  
 Chef's Salad  
 PBJ/Sandwich Bread  
 (Chocolate) Milk/Water/Coffee/Tea  
 Worthy Bars - Fresh Fruit Option

#### DINNER

Outdoor BBQ  
 BBQ Chicken  
 Potato Pancakes  
 BBQ Sauce/Ketchup/Applesauce  
 Jello Salad/Chef's Salad  
 Vegetarian Baked Beans  
 Blueberry Muffins/Margarine  
 Vegetarian Alternative: Easy Garden Quiche  
 Bug Juice/Water/Coffee/Tea  
 No Frost Cupcakes/Fresh Fruit Option

*	Goopy Rolls	Kamaji's Special Every-Sunday-Morning Sticky Cinnamon Roll Buns ~ Special Secret Recipe
**	PBJ	Peanut Butter & Jelly
***	Bug Juice	Camp's word for Kool-Aide, Country Time Mix — Kamaji's favorite flavors are Orange, Grape, Fruit Punch, Lemonade and Pink Lemonade

## STAFF FORMS

Attached are all the forms that need to be completed and returned to us prior to your arrival at camp. Please use this check-off sheet as a reminder of what and when forms, certifications, personnel policies, etc. are due.

<u>FORM/PAPERWORK ENCLOSED</u>	<u>DATE TO BE RETURNED TO KAMAJI</u>
G Copies of current certification/s	TODAY
G Kamaji Clothing Order — Optional	TODAY
G Staff Arrival Form	TODAY
G Certification Information & Clinic Reservations	May 20 <sup>th</sup>
G Staff Medical Exam/Physician Form	June 5 <sup>th</sup> <b>Must be completed and returned <u>no later</u> than June 5<sup>th</sup> as a condition of employment.</b>
G Staff Health Information Form	June 5 <sup>th**</sup> <b>Must be completed and returned <u>no later</u> than June 5<sup>th</sup> as a condition of employment.</b>
G Technology and Communication Agreement	June 5 <sup>th**</sup>
G Packing List for Staff	N/A # - For your review only
G Sample Menu	N/A #- For your review only
G Camp Kamaji Conduct Policy	N/A # - For your review only
G Certification Requirements and/or Equivalents	N/A #- For your review only

\* Send form/information to Kat Martin, 426 W Belmont Ave #1006, Chicago, IL 60657

\*\* If sending **after May 22<sup>nd</sup>** send to Camp Kamaji, 32054 Wolf Lake Rd, Cass Lake, MN 56633

# Not Applicable