

May 29, 2010

Hi Staff —

Greetings from Kamaji! We are definitely heading full speed towards the beginning of Kamaji's 97th season. Plans for this next month include opening up and airing out the buildings at camp, putting in docks, writing menus, purchasing supplies. . .etc!!! While we're gearing up for the summer, many of you are likely just finishing the school year; others may be facing the last few weeks of school and (ugh!) final exam time; still others may find themselves working. Whatever you're doing now, we hope you are excited and looking forward to spending the summer at Kamaji.

We are definitely looking forward to the summer. This staff outlook is great! We still have positions open for ***Wilderness Trip Leaders*** and for ***cabin counselors who can also teach tennis or ceramics***. If you know of anyone – male or female – who might be interested in working with us, contact us at **218-335-6612** or by email ASAP. We really appreciate any staff referrals you can pass on to us. "Thanks!" in advance.

HOW TO REACH US

If you need to get in touch with us before you arrive at camp, call the camp office at **218-335-6612**. The camp FAX number is **218-987-2122**. (Kamaji's "800" number does **NOT** operate after June 1st.) In addition, you can contact us via e-mail at mike@kamaji.com, kathy@kamaji.com or kat@kamaji.com.

WORK WEEK

While most staff contracts do not begin until June 10th (if you're new) or June 12th (if you're returning), we always need some staff to come early to help ready camp for the summer. As of now, we do have staff arriving as early as June 1st. . . and every day thereafter. While the work pre-orientation is not what you'll be doing once camp gets underway (it's more "down and dirty" as we take the cabins, lodge, kitchen, program areas, boats, docks, etc., etc., etc., out of hibernation), the staff comradery and \$200 per week make it worthwhile. Given the adage "the more the merrier!!" if you're available and want to head to Kamaji sooner- than-later to join in on Work Week, email kat@kamaji.com and let her know.

ORIENTATION

The goals of Staff Orientation are to help you become familiar with Kamaji, to create a sense community among the staff and to teach you a little about working with children. And, oh yes, we want you to have fun! To these ends, we will spend orientation playing together, working together and learning together.

Please understand that there is lots of information to cover before the campers arrive. Orientation Week is the **only** time all summer when we will have the entire staff together and we need to prepare all of you for one of the most difficult **and** rewarding jobs you'll ever have. Know beforehand that Staff Orientation can get long and wearisome; we ask that you come to Orientation well-rested, prepared to work hard, focused and ready to have fun! Orientation is the beginning of your work contract with us, so we expect you to pay attention, get involved and, most importantly, ask questions so you feel best prepared for when the campers arrive. Also, come well-armed with a lot of ideas for making Kamaji a great place in which to live and work. We expect you to be an active participant during the Orientation period. In fact, now is not-too-soon to start thinking about things that will make what you will be doing at camp more enjoyable and beneficial to the campers . . . and your work easier and more fun. If you have activity materials that you'd like to bring to camp, feel free to do so. We welcome all new and creative program ideas.

TRAVEL TO CAMP

We need to know your arrival plans as soon as they are set. If you haven't already done so, please return the Staff Arrival Form to us immediately. You can email it to Kat. If you are a BUNAC, CCUSA or OLE staff member, your sponsoring agency will coordinate your travel arrangements with us. Please keep in mind the following:

- (1) Staff Orientation for **NEW** staff begins at 8:00 a.m. on Thursday, June 10th which means that all new staff should arrive at Kamaji on or before June 9th.
****BUS FROM MINNEAPOLIS AIRPORT ON JUNE 8TH****
Staff should meet Kamaji Representative/Staffer, Hayley Browning, on June 8th by baggage claim #14 (by the police sub-station) of the Main Terminal. Hayley will meet all the staff and escort you to meet the bus at the Transit Center. All flights should be scheduled to arrive BEFORE 4pm. More details to follow in email.
- (2) All-Staff Orientation begins at 8:00 a.m. on Saturday, June 12th. This means that all returning staff and CITs must arrive at Kamaji on or before June 11th.
****BUS FROM MINNEAPOLIS AIRPORT ON JUNE 11TH****
Staff will be meeting the Bemidji Bus Line bus at the Transit Center of the main terminal tentatively set to leave by 3pm. More details to follow as soon as Kat receives the last of everyone's flight schedules. Details will be sent in an email. There will be a nominal charge for the bus.
- (3) If you are scheduled to take Kamaji's Red Cross Lifeguard Training or First Aid/CPR courses, please make sure you arrive at camp the day before your clinic begins.
****NEW TRAVEL INFORMATION FOR STAFF ARRIVING JUNE 5TH****
If you plan on attending our Lifeguard Training Course and need transportation from Minneapolis, there will be a bus for you to take from the airport to camp on June 5th. You must meet at the Transit Center in the main terminal at the airport **no later than 4:45pm**. Bemidji Bus Line will be there to pick you up at 5pm on June 5th. Please email Kat ASAP to confirm your spot on the bus. We are sharing the bus with other local Bemidji students, please be on time. There will be a nominal charge for the bus.
- (4) Support and Administrative staff whose contract begins earlier than the above mentioned dates need to look at their contracts to see what date they're expected to begin working at camp. Plan to arrive the day before the start of your contract.
- (5) If you have questions about when you are due to arrive at camp, please call us now.
- (6) **As we did in our first staff mailing, we strongly urge those of you who own or have access to a car to plan on driving to camp. We also still need help getting staff from Minneapolis to camp on June 2nd, 3rd and 4th — please call Kat ASAP if you can help drive staff to camp. You can reach her at 218-335-6612.**

- (7) If you are driving to camp, following are the directions from Minneapolis/St. Paul:

Follow Interstate 694 (if you are coming from the east) to I-94. If you are coming from the south, follow I-35W to I-494 to I-94. Follow I-94 West toward St. Cloud. Exit on Highway 24 at Clearwater (this exit is before you reach St. Cloud). Take Hwy. 24 North to Highway 10 (approximately 3 miles). Turn left onto Highway 10. Go past St. Cloud and continue on Hwy. 10 to Hwy. 371 (in Little Falls, MN). Take Hwy. 371 North all the way until it ends at Hwy. 2 in the town of Cass Lake. Turn left (heading west) onto Hwy. 2 - go about 4+ miles to WOLF LAKE ROAD (which is not so well marked ~ but is located just opposite Hwy 101 which is marked). Turn right onto Wolf Lake Road and drive .9 mile to the "Kamaji" sign. Follow the signs into camp. All total, Kamaji is approximately 220 miles from Minneapolis. If you need additional directions from anywhere else, just call. (8) If you are flying to Bemidji, we will pick you up at the airport if you send us your flight arrival information.

- (8) If you plan to take a bus to camp (<http://www.jeffersonlines.com/>), please get off at the Cass Lake stop; let us know beforehand what time the bus is due in Cass Lake and we'll pick you up.
- (9) If you need to ship things to camp, send them via the post office, UPS or FedEx Ground c/o the camp address. Just make sure your name appears on the boxes.

HEALTH AND ACCIDENT INSURANCE COVERAGE

Kamaji provides Minnesota Worker's Compensation insurance for all employees who are citizens of the United States. All expenses due to **injury** will be covered **if** the injury occurs while the employee is carrying out the responsibilities of his/her employment. Worker's Compensation Insurance does **not cover** expenses related to **illness, injuries sustained when you are not performing your job responsibilities or injuries sustained during your time-off.**

All staffers (if from the United States) will automatically be covered by Kamaji's Health Insurance Policy. Briefly, the policy will provide coverage for an illness up to \$5,000 and accident coverage up to \$25,000.

If you are coming from Europe through BUNAC, CCUSA or OLE, you automatically have insurance through your sponsoring agency. If you are Canadian, you may have already purchased health insurance through Bunac. If not, you should consider this policy.

For your information: Any over-the-counter medications or treatments provided by Kamaji's nursing staff or physician are free of charge.

MISCELLANEOUS

- (1) Unless you are a CIT your contract runs through at least August 12th. You will be able to leave anytime on the 12th but no one should make plans to leave camp any earlier than this date. If you are planning on taking a camp bus to Minneapolis on the 12th, please do not schedule your return flight BEFORE 3pm (just to be on the safe-side).
- (2) We are mandated by the American Camping Association and the state of Minnesota to have on hand for every camper and staff person **both** completed **2010 Staff Health Care And Recommendation Form** and a **2010 Staff Medical Release And Health Information Form**. These forms were enclosed with the first mailing; they must be sent to us **before** you arrive at camp (if you absolutely cannot send them to us before you arrive then you **MUST** have them completed and bring them with you when you arrive). If you have not yet returned these forms and/or have not scheduled an appointment with your physician to have a physical, do so now.
- (3) If you have misplaced or lost any of the necessary forms, they are posted online under the "Staff Info" section at www.kamaji.com, you'll see the link on the left side of the page under "2010 Staff Forms".
- (4) Remember: **PLEASE BRING YOUR PASSPORT — WE CAN LOCK IT UP IN THE OFFICE SAFE.**
- (5) If Kat has emailed you asking for your *Full Name, Driver's License Number, State in which your*

license was issued, Birthdate and Social Security Number, please make sure you contact her ASAP with this information (if you weren't emailed it is because she got the info off of your staff application). We need this information for Kamaji's vehicle insurance policy as, we explained, there will be an opportunity to a car on your time off. We will be renting cars – at a nominal expense – to staff members to take on time off so that everyone can leave camp to go into town on time-off if they'd like. This way people are not stranded nor do they have to depend on borrowing someone's car. BUT we MUST have the aforementioned information checked by our insurance carrier before allowing anyone to drive Kamaji's vehicles.

****International Staff Drivers****- if you are 21+ years old and have a valid driver's license in your home country, please bring a copy of your driving record with you to camp if you are interested in possibly renting one of Kamaji's vehicles on time-off.

- (6) As mentioned in the first mailing, there is one staff phone line. That number is 218-987-2114.(7) There are two desktop computers for the whole staff to share.

****We have also installed wireless internet into the Staff Lodge**, so you are welcome to bring your laptop computer (see #7). There is also free email access in town at the university library, public library and selected coffee shops.

- (7) Within our new, beautiful Staff Lounge we have built individual lockers for each of the cabin counselors (who do not have access to electricity in their living quarters). Within each locker is an electrical outlet for cabin counselors to charge and store their cell phones, laptops, etc. Each counselor is responsible for locking her own locker with a padlock. You can come to camp with your own padlock or purchase one in town. You are responsible for your own belongings within the lockers. (Again, support staff live in housing with electricity which is why you won't need a locker).

- (8) As part of your employment at Kamaji, you need to have reviewed and signed our "Technology and Communication Agreement". Please take another minute to review this document again. This is important as you are now a valued member of our camp community and an ambassador for Camp Kamaji. Please make sure you go through your online presence to make sure everything is "camp appropriate". Also, please understand that use of our camp name, logo and Kamaji photography are not to be used without permission from Mike or Kathy Jay.

- (9) If you are planning to have visitors this summer, you should refer them to the "Parent and Visitor Information" link that can be found under "Current Camp Families-Parents" page at www.kamaji.com. There are lists of Bemidji-area motels, directions to camp, etc. Please let Kat know if you are planning on having visitors this summer.

IN CLOSING

Being a camp staff person – particularly a counselor – is one of the most challenging and rewarding jobs you can have. At times you will find it frustrating and at other times, exhilarating. All of us want what is best for the campers. Our goal is to work with you to provide the best possible experience for Kamaji's campers. If you have any concerns about the summer, please don't hesitate to discuss them with us. We want to make the summer a great experience for you, too!

This will be the last pre-camp staff mailing prior to camp. We hope we have addressed much of what you need to know prior to coming to Kamaji. If you have any additional questions or have misplaced any of the forms, etc. please let us know now.

We look forward to having you with us for Kamaji's 97th season; we are equally anxious to spending some quality time with you during Staff Orientation.

See you soon...

Kat, Kathy and Mike