

May 19, 2011

Hi Staff —

Greetings from Kamaji! We are definitely heading full speed towards the beginning of Kamaji's 98th 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 also hope you can find a bit of quiet time to read through all the pre-camp staff information we are sending you!!

## FIRST THINGS FIRST!!

- (1) This is the second of two pre-camp staff mailings! If you have not already received – via snail mail — a large packet of information including heaps of forms that need completion, **please** contact [kat@kamaji.com](mailto:kat@kamaji.com) immediately or telephone her at 773.857.3378. There's no way you can adequately prepare yourself for camp without reviewing in its entirety that first snail-mailing **and** this second one. We would ask that you carefully read through everything and don't hesitate to email us with questions and/or concerns you have ~ about **anything**!! That is what we are here for!!
- (2) Kamaji's 2011 Staff Line-Up is great! Definitely take a look at the Meet Kamaji's 2011 Staff (easily accessible here <http://www.kamaji.com/wp-content/uploads/2011kamajistaff.pdf>) to find out who you will be working with this summer. If you are not listed in the staff line-up, it's because you've not yet sent to [kat@kamaji.com](mailto:kat@kamaji.com) your photo and responses to questions she listed to you. Please do so now. Thanks!!
- (3) We still have a couple of staff positions still open — for **counselors who can teach art or climbing wall/ropes course**. If you know of anyone — male or female — who might be interested in working with us, contact Kat at 773.857.3378 or by email ASAP. We really appreciate any staff referrals you can pass on to us. "Thanks!" in advance.
- (4) All staff will be given a (free!!) Kamaji staff t-shirt at the end of Staff Orientation. We need you to email [kat@kamaji.com](mailto:kat@kamaji.com) NOW with your correct sizing so that we can get the t-shirt order into the supplier by next week. So stop what you're doing, figure out your correct t-shirt size \*\* and email it right away to [kat@kamaji.com](mailto:kat@kamaji.com).

NOTE: To accurately determine your Kamaji staff t-shirt size, take one of your own t-shirts, lay it flat, and then measure the width and length.



SIZE	WIDTH	LENGTH
YOUTH LARGE	19 inches (=4 8.26 centimeters)	25 inches (= 63.50 centimeters)
ADULT SMALL	18 inches (= 45.72 centimeters)	28 inches (= 71.12 centimeters)
ADULT MEDIUM	20 inches (= 50.80 centimeters)	29 inches (= 73.66 centimeters)
ADULT LARGE	22 inches (= 55.88 centimeters)	30 inches (= 76.20 centimeters)
ADULT X-LARGE	24 inches (= 60.96 centimeters)	31 inches (= 78.74 centimeters)
ADULT XXL	26 inches (= 66.04 centimeters)	32 inches (= 81.28 centimeters)

## HOW TO GET IN TOUCH WITH US

Mike is already up at camp, Kat will arrive Memorial Day (May 30<sup>th</sup>) and Kathy soon after! If you need to get in touch with us before you arrive at camp, call the summer camp office at **218.335.6612**. Too, you can always get in touch with any of us via e-mail to [mike@kamaji.com](mailto:mike@kamaji.com), [kathy@kamaji.com](mailto:kathy@kamaji.com) or [kat@kamaji.com](mailto:kat@kamaji.com).

Kamaji's summer address (***and yours*** from June through mid-August!!) is

**Camp Kamaji  
32054 Wolf Lake Road  
Cass Lake, Minnesota 56633**

Be sure anything sent to you at camp has YOUR name on it in addition to the full address above!!

## WORK WEEK

While most staff contracts do not begin until June 10<sup>th</sup> (if you're new) or June 12<sup>th</sup> (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 1<sup>st</sup>. . . 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](mailto: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.

We are appending to the end of this letter copies Kamaji's ***tentative*** 2011 Staff Orientation Schedules — there are two: a New Staff Orientation for just first year staff members as well as a All-Staff Orientation for all staff (first year and returning). These should provide with an idea of what we will be planning for staff training. 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 definitely 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. Being an active participant during Orientation is the first part of your job this summer. 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 and camp games or icebreakers that you'd like to bring to camp, feel free to do so. We also are always looking for new and creative program ideas.

## TRAVEL TO KAMAJI

**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 or, quicker yet, email [kat@kamaji.com](mailto:kat@kamaji.com) with the specifics. If you are a BUNAC, CCUSA, Camp Leaders 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 Friday, June 10<sup>th</sup> which means that all new staff should arrive at Kamaji on or before June 9<sup>th</sup>.
- (2) All-Staff Orientation begins at 8:00 a.m. on Sunday, June 12<sup>th</sup>. This means that all returning staff and CITs must arrive at Kamaji on or before June 11<sup>th</sup>.
- (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.
- (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 email [kat@kamaji.com](mailto:kat@kamaji.com) or call 773.857.3378 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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> — please call Kat ASAP if you can help drive staff to camp. You can reach her at 773-857-3378 or by email [kat@kamaji.com](mailto:kat@kamaji.com).**
- (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.

\*\* Again, we have several staff members who are looking for transportation to camp. If you have a car and are driving to camp, please let [kat@kamaji.com](mailto:kat@kamaji.com) know if you have room for a passenger or two!! Thanks!!

- (8) If you are flying to Bemidji, we will pick you up at the airport at any time, if you send us your flight arrival information.
- (9) If you plan to take a bus through to camp (other than those leaving on June 8<sup>th</sup> and June 11<sup>th</sup> from the Minneapolis-St. Paul Airport), please get off at the Cass Lake stop. Definitely let us know beforehand what time the bus is due in Cass Lake and we'll pick you up. (<http://www.jeffersonlines.com/>).
- (10) 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.**

If you are coming through BUNAC, CCUSA, Camp Leaders or OLÉ, you are mandated to have insurance as part of your visa requirements. You will likely have secured the necessary insurance through your sponsoring agency. If you have questions about your policy, its coverage, limits, deductibles, etc., please check with your agency to learn the details of your insurance policy.

NOTE: Any over-the-counter medications or treatments provided on-site by Kamaji's nursing staff or physician are free of charge. All medications must be turned into the camp health center and will be dispensed by the nursing staff.

## MISCELLANEOUS

- (1) Unless you are a CIT your contract runs through at least August 12<sup>th</sup>. \*\* You will be able to leave anytime on the 12<sup>th</sup> but no one should make plans to leave camp any earlier than this date. If you are planning on taking a camp bus back to the Minneapolis-St. Paul Airport on the 12<sup>th</sup> of August, please do not schedule your return flight BEFORE 3:00 pm (1500 hours) just to be on the safe-side.

\*\* NOTE: All Administrative Staff (with the exception of the Administrative Assistants) have a later end-date. Be sure and check your contract for start and end dates!

- (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 **2011 Staff Health Information Form** and a **2011 Staff Medical Exam/Physician 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) We really do need you to complete the color-coded forms mailed to you in the first packet of Staff Information. If you have misplaced any of the necessary forms, they are posted online under the "Staff Info" section at [www.kamaji.com](http://www.kamaji.com). You'll find the link to the "2011 Staff Forms" on the left hand column of the page.
- (4) **IMPORTANT: IF YOU HAVE A PASSPORT, PLEASE BRING IT WITH YOU TO CAMP!!**  
There is always the chance that you may want to visit Canada on your time-off (it's only 60 miles to the border). Too, some cabin counselors may also go on a Canadian canoe trip with their assigned cabin group during the camp season.

- (5) If Kat has emailed you requesting your *Full Name, Driver's License Number, State in which your license was issued, Birthdate and Social Security Number*, please make sure you email [kat@kamaji.com](mailto:kat@kamaji.com) now with this information. (If you were not asked, it is because Kat was able to pull the necessary information from your staff application).

We need this information for Kamaji's vehicle insurance policy as, we explained in the first mailing, there will be opportunity to 'rent' camp vehicle (some restrictions apply including age, license verification, etc.) for use on time-off. To qualify to drive any camp vehicle it is imperative that your driving record be checked by Kamaji's insurance carrier before allowing you to drive Kamaji's vehicles.

**International Staff Drivers:** If you are 21+ years of age 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. You will have to request this letter via whatever vehicle licensing/registration/record-keeping agency is specific to your country — we suggest you do this immediately as, with any 'bureaucracy' it likely will take some time to secure the necessary information. Without such verification of licensing, etc. you will not be able to drive a camp vehicle.

- (6) As mentioned in the first mailing, there is one staff phone line. That number is 218-987-2114.
- (7) There is access to wireless internet as well as two rather "ancient" desktop computers in our Staff Room for the entire staff of 85+ to share. They are often in high demand so if you wish, by all means feel free to bring your laptop computer (see #8). There is also free email access in town at the University library, public library and selected coffee shops.
- (8) For those cabin counselors (**only**) who live with the campers in cabins where there is no electricity, you will be assigned a locker (each with access to an electrical outlet to charge laptops, iPods, cell phones, etc) for your use during the summer. These lockers are housed in our Staff Room – a separate building apart from any other building in camp. Each cabin counselor will be responsible for locking her locker with a padlock which she must provide at her own expense. You can come to camp with your own padlock or purchase one in town. Camp assumes no responsibility for your belongings – locked or not – it is your responsibility to store them locked away in your locker in the Staff Room.

CITs will co-share a locker in the Staff Room.

NOTE: All support staff who do not live in a cabin group with campers will live in housing where there is electricity available so you will neither be assigned nor have access to any lockers in the Staff Room.

- (9) As part of your employment at Kamaji, you need to have reviewed and signed our "Technology and Communication Agreement". Please take a minute to carefully review this document — snail mailed earlier. 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.
- (10) 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](http://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.

- (11) In addition to a more general Camp Kamaji facebook page, there is also a 2011 Kamaji Staff Group. We have tried to find each staff member to add to the group, but if we couldn't track you down — please find us! Staff are using the group to introduce themselves and coordinate rides, etc.

## IN CLOSING

Being a camp staff person 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. This summer will be challenging, but well worth the hard work. 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. Again, 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 98<sup>th</sup> season; we are equally anxious to spend some quality time with you during Staff Orientation.

Looking forward to seeing you soon, we are

*Kat, Kathy and Mike*

# 2011 NEW STAFF ORIENTATION

## Thursday, June 9<sup>th</sup>

Afternoon Staff arrive- Camp Tours  
6:00 p.m. Dinner  
Evening Night Off

## Friday, June 10<sup>th</sup>

8:30 a.m. Breakfast- introductions  
9:15 a.m. Mike's Slideshow  
10:30 a.m. Typical Day discussions  
11:30 a.m. Getting to Know You  
12:30 p.m. Lunch  
1:30 p.m. Canoe/Campcraft/Health Checks  
5:15 p.m. Rest Period  
6:00 p.m. Burger BBQ  
8:00 p.m. Campfire, Kamaji history and philosophy, Tribes, CITs  
Evening Programs/Tribe Day/Adventure Day  
Our campers- what are they like?  
Returning Staff- tell why they're here & what their commitment is  
New Staff- why are you here?, how's it going? Questions, worries?  
Smores and songs!

## Saturday, June 11<sup>th</sup>

Campers for a Day- Live it and Love it!  
8:30 a.m. Breakfast  
9:15 a.m. Cabin Cleanup/Inspections  
10:00 a.m. First Activity Period  
11:00 a.m. Second Activity Period  
12:15 p.m. Lunch  
1:15 p.m. Rest Period- Read your mail!  
1:45 p.m. "Evening" Program  
3:00 p.m. Swim Checks  
5:00 p.m. Icebreaker  
6:30 p.m. Dinner  
7:30 p.m. Nitty Gritty (time-off, pay advances, mail, computers)  
8:30 p.m. What Haven't We Answered Yet  
9:00 p.m. "The Parent Trap"

# 2011 ALL-STAFF ORIENTATION

## SUNDAY, JUNE 12<sup>TH</sup>

- 8:30 a.m. Breakfast
- 9:15 a.m. Staff Introductions (All Staff)
- 10:30 a.m. Who's Who at Camp? (All Staff)  
Administrative Staff Discussion of Job Responsibilities (All Staff)
- 11:00 a.m. "Why Do Kids Go To Camp?" (Cabin/Program Staff)
- 12:30 p.m. Lunch
- 1:30 p.m. You Did Whaaaat?! (Cabin/Program Staff)
- 2:15 p.m. Parent Letter Explanation  
Lesson Planning 101
- 2:30 p.m. Activity Program Explanation (Cabin/Program Staff)  
Distribution of Activity Program Materials  
Activity Program Prep
- 6:30 p.m. Dinner
- 7:45/8:00 p.m. Bowling (All Staff)

## MONDAY, JUNE 13<sup>TH</sup>

- 8:30 a.m. Breakfast
- 9:30 a.m. Swim Checks (Write parent letters)
- 12:30 p.m. Lunch
- 1:30 p.m. Emergency Procedures (All Staff)  
Swim Procedures  
— Buddy System, Lifeguarding, Rules and Regulations for staff and kids  
— Waterfront Emergency Procedures
- 2:30 p.m. How to Teach your Activity
- 3:30 p.m. Activity Program Preparation (Cabin/Program Staff)
- 5:30 p.m. Camp Culture- Why You're Important and Why You Matter Here
- 6:30 p.m. Dinner
- 8:00 p.m. Capture the Flag

## TUESDAY, JUNE 14<sup>TH</sup>

- 8:30 a.m. Breakfast
- 9:15 a.m. Activity Program Preparation (Cabin/Program Staff)  
(Climbing Wall Training)
- 12:30 p.m. Lunch
- 1:45 p.m. Animal Game  
Explanation of Cabin Placement
- 3:00 p.m. Probable Problem Solving Situations (Cabin/Program Staff)
- 4:00 p.m. Team Building Exercise
- 6:30 p.m. Staff Night Off

## 2011 ALL-STAFF ORIENTATION Continued

### WEDNESDAY, JUNE 15<sup>TH</sup>

- 9:00 a.m. Breakfast
- 9:45 a.m. Cabin Counselors Move to Assigned Cabins and Settle In  
Objective Forms Review by Unit Directors, Cabin Staff and Nurses  
Counselors Finish up Final Parent Email Draft- Counselor Contract
- 11:00 a.m. Explanation of other cabin job expectations/responsibilities (Cabin Staff)  
Discussion of Cabin Staff Evaluation Process
- 1:00 p.m. Lunch
- 1:45 p.m. Typical Day Discussion - In Developmental Age Groups (Cabin Staff)
- 3:00p.m. No "I" in Teamwork
- 3:30 p.m. Wizards, Giants and Elves  
Stressball Relief
- 5:00 p.m. Camp Policies
- 6:30 p.m. Dinner (Bring Passport, I-9 info and/or social security card/number and driver's license and a writing utensil with you).
- 8:00 p.m. Staff Fill our W-4, I-9, etc Forms-in Dining Rm immediately after dinner (all but CITs)  
CITs meet with Hayley
- 9:30 p.m. Council Fire (All Staff)  
Camp Songs and Marshmallows  
Answer questions

### THURSDAY, JUNE 16<sup>TH</sup>

- 8:30 a.m. Breakfast
- 9:30 a.m. "Working With Kids" (Cabin/Activity Staff)
- 10:30 a.m. Team Activity
- 11:15 p.m. Parent Letter Debrief
- 12:30 p.m. Lunch
- 1:30 p.m. Teach Us Oh Wise One (All Staff)
- 2:30 p.m. Tips for Counselors
- 3:30 p.m. Cabin Cleanup/Setup (Cabin Staff)  
Objective Forms/Nurses
- 4:45 p.m. Orientation De-brief
- 6:30 p.m. Dinner
- 7:30 p.m. Time-Off Explanation (All Staff)  
Choose Time-Off for Period Beginning Saturday, June 21<sup>st</sup> thru Friday, June 27<sup>th</sup>
- 9:00 p.m. 2010 Kamaji Reunion Video Night (All Staff)

**FRIDAY, JUNE 17<sup>TH</sup>** TIME OFF Begins at 8:00 a.m. and continues through 8:00 a.m. Saturday

### SATURDAY, JUNE 18<sup>TH</sup>

- 8:00 a.m. Breakfast
- 9:00 a.m. Last Minute Announcements (All Staff)  
First Day/First Week Plans (Cabin/Program Staff)  
All Camp Clean-up (All Staff)  
Cabin Decorating (make work charts & decorate with balloons & crepe paper)
- 12:30 p.m. Lunch  
Final Cabin and Program Area Check  
Shower  
Take a deep breath...
- 4:30 p.m. Campers Arrive!!

**GOOD LUCK!!!**

Revised May 19th