

4-H Camp Palmer, Inc. Camp Profile

- Camp Mission:** The mission of 4-H Camp Palmer, Inc. is to extend Ohio 4-H camping by engaging youth and adults as they build life skills in a community living environment. Beliefs: 4-H Camp Palmer, an outreach of Ohio State University Extension, is a caring, cooperative and safe outdoor environment. 4-H Camp Palmer is a fun place to learn. 4-H Camp Palmer is a place where skills, knowledge, goals and aspirations of campers are developed through experiential education.
- Ownership:** Camp Palmer is a 4-H camp owned and operated by the 4-H members in 11 counties in Northwest Ohio that has been successfully operating since 1947. Owner counties include: Allen, Auglaize, Defiance, Fulton, Henry, Lucas, Paulding, Putnam, Van Wert, Williams and Wood.
- Programs:** 4-H Summer Camps, Outdoor Education Schools, Band Camps, Church retreats, Challenge/Adventure programs –teambuilding, high ropes..., Woodland/Rob’s Cabin rentals and specialty camps & conferences.
- Location:** 4-H Camp Palmer is located in Northwest Ohio one hour west of Toledo and 35 minutes north of Defiance just 7 miles off of the Ohio Turnpike Exit 25. It is located just north of Harrison Lake State Park.
- Natural Environment:** The camp consists of 157 acres laced with nature trails leading to meadows, wetlands, woodlands, streams, conservation reserve lands, chestnut tree area, tree plantings and a farm. Camp makes use of the 115 acre Harrison Lake just to our south. Each of these areas becomes an outdoor classroom for the popular Environmental Education program.
- Program Areas:** The possibilities for programming are endless. Here is just a sample of the resources available: Volleyball, basketball, GaGa pit, 9 square in the air, swimming pool, canoe livery, campfire, hayrides, human foos ball, outpostting, high ropes, team building, and zipline adventure course, athletic fields, archery, rifle & skeet shooting sports along with assorted small games and sports equipment.
- Facilities:** Camp Palmer has everything you need to make your stay meaningful and comfortable. Guest facilities include: kitchen/dining hall which can serve up to 285 people, an open air recreation hall, nature center, 12 cabins, modern restroom and shower facilities, health center, Woodland Lodge for small group gatherings up to 68 people, with private bedrooms for adult leaders. Rob’s Cabin retreat for up to 24 people. **Camp Palmer has adopted the policy to be a dry facility, no alcohol is allowed on the premises. No smoking is allowed in buildings or main camp. Please smoke in the main parking lot, if necessary.**
- Finances:** Budget of \$600,000+ annually.

DIRECTIONS TO 4-H CAMP PALMER

Traveling West on US 20 - After passing through Fayette, look for Fulton County Road 27, approximately 3 miles west of Fayette. Turn left on Fulton County Road 27 and travel 1 ½ miles until you reach Fulton County Road MN, turn left. Follow the signs to Camp Palmer.

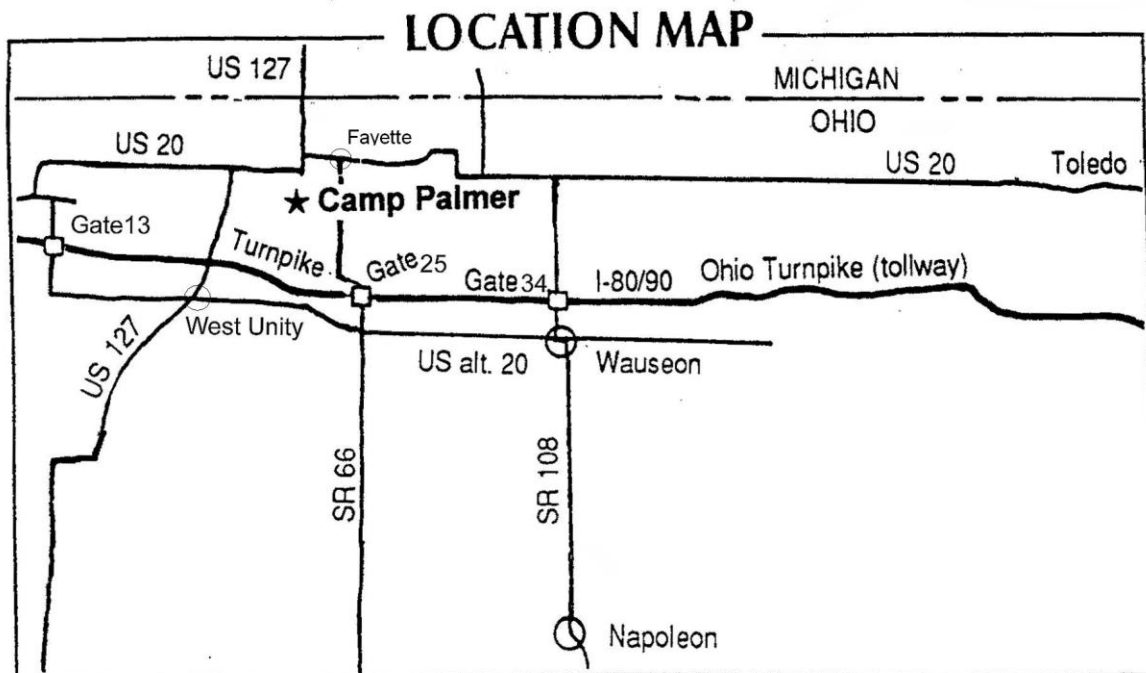
Traveling East on US 20 - Pass US 127 south. Turn right on Fulton County Road 27 and travel 1 ½ miles until you reach Fulton County Road MN, turn left. Follow the signs to Camp Palmer.

Traveling North on SR 66 – Cross SR 20A and travel on SR 66 to Fulton County Road M and turn left. Pass Harrison Lake State Park and continue to Fulton County Road 27 (there should be a Camp Palmer Sign to direct you). Turn right onto Fulton County Road 27 and travel ½ mile to County Road MN, turn right and follow the signs to Camp Palmer.

Traveling on the Ohio Turnpike – Take exit 25 for Archbold / Fayette and turn right off the exit. This turns into SR 66. Turn left on County Road M and follow the directions for traveling north on SR 66.

Traveling North on US 127 - Turn right on Williams County Road O (as you enter Fulton County it is Road M). Continue on Fulton County Rd M until it dead ends. Turn left onto Fulton County Road 27-1, then turn left onto Fulton County Road 27, travel ½ mile, turn right onto Fulton County Road MN and follow the signs to camp.

Estimated travel times from: Toledo - 1 hour
Bowling Green - 1 hour, 15 minutes
Lima - 1 hour, 45 minutes
Van Wert - 1 hour, 30 minutes
Bryan - 30 minutes



COMMUNICATIONS

MAILING ADDRESS: 4-H Camp Palmer
26450 Co. Rd. MN
Fayette, OH 43521-9575

PHONE: The camp phone number is 419-237-2247

4-H Camp Palmer has 3 phone lines for use. Please limit use of the phones while at camp. Adults must supervise all calls. To get an outside line, press line 1,2, or 3 and wait for the tone.

CONTACT US: **E-MAIL:** 4hcampalmer@gmail.com
WEB www.campalmer.org

PUBLIC ADDRESS: Between the hours of 7:00 a.m. and 11:00 p.m. the P.A. system is available for announcements. Provide adult supervision to use the microphone in the dining hall. It can be used to announce inside the hall or outside around camp. Suggestions for use of the P.A. system are posted at the microphone.

CELLULAR PHONES: Service at Camp Palmer for cell phones is spotty due to our remote location. Verizon is the best cell phone reception. Camp Palmer prefers you not use a cell phone for emergency 911 calls, unless absolutely necessary. You may cause a delay in emergency response services with a cell. Every minute counts in an emergency. Use the camp phones to call 911 if possible.

RADIOS: Portable radios are an excellent communications tool at camp. Each group desiring to use radios must bring their own.

WIRELESS ACCESS: The wireless internet at 4-H Camp Palmer is a camp wide and should be able to be accessed around most areas of main camp. A password is needed, due to the small amount of internet available. Please ask for this password in the camp office.

EMERGENCIES: In case of emergency, use a camp phone and choose line 1, 2 or 3, **then dial 911**. You will find emergency information posted at the camp phones in the kitchen, health center, Woodland Lodge and all offices. 4-H Camp Palmer is served by the Gorham Township/Fayette Fire and Rescue Department. Emergency calls are dispatched through the Fulton County Sheriff's Department.
EMERGENCY VEHICLE: An operational vehicle needs to be designated for emergency transportation with enough fuel to reach destination.

CAMP SUPERVISION: The Camp Director must be present and on duty during the entire camp stay.

User groups must provide a ratio of supervisors to campers using the chart below.

All supervisors must be at least 16 years of age and at least 2 years older than the minors they are supervising. At least 80% (100% if group is serving persons with special needs) of the staff are to be 18 years of age or older.

Camper Age	Number Staff	Overnight Campers	Day-only Campers
4 –5 years	1	5	6
6 – 8 years	1	6	8
9 – 14 years	1	8	10
15- 18 years	1	10	12

Program activities provided by Camp Palmer may require a different staff ratio (swimming, Challenge by Choice or other specialized activities). Please contact Camp Palmer for a list of program requirements when scheduling your program.

COMING TO CAMP

Registration: 4-H Camp Palmer must have the enrollment numbers, several copies of your program and menu selections **ONE MONTH BEFORE YOU ARRIVE.** This information is needed to plan staff responsibilities, food orders, and to prepare camp for your group to have an excellent camping experience. See Appendix 4,5 & 6 for fee schedules and menu selection.

Arrival/Departure: Check in and Check out time is listed on your reservation contract.

Capacity: The total maximum number of people you may bring to camp is 285. The minimum for summer is 50 and Spring/Fall is 25. If a group anticipates less than the minimum, they should contact camp management for pricing information.

Check-Out: Turn in your camper enrollment to the office for billing before check-out. An invoice be prepared and e-mailed to you. Payment is due on receipt of invoice.

All facilities used by your group must be cleaned by your group. Your last day's schedule should reserve 1½ hours for final packing and clean-up. The camp management will inspect for cleanliness and repairs after all luggage and equipment is moved out of the buildings and all facilities are cleaned. Adults and counselors from your group are needed to supervise the cleaning efforts of your campers. Together, we can keep the camp looking good! See page 11 for last day cleaning procedures and duties.

HEALTH CARE

Health Care Provider (HCP): A currently licensed nurse, emergency medical technician or person with ***First-aid certification from a nationally recognized provider and have current CRP certification from a nationally recognized provider*** must be on duty full-time during your camp stay. You provide this person. All accidents and illnesses must be reported to the HCP, who will treat and make record of all health issues which arise.

The Health Center offers housing for the HCP, a sick bay and dispensary. Basic first aid supplies, such as bandages are kept in the center. Each group is responsible to bring general medications and some supplies. All short-term resident camps & all rental group leaders must store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

Health Form: Every camper, counselor and adult **MUST** have a completed health form to attend camp. ***The forms must gather the following information: Name and address, emergency contact names and numbers, known allergies or health conditions requiring treatment, restriction, or other accommodation while on site and for minors without a parent on-site, signed permission to seek emergency treatment or a signed religious waiver.*** For a sample see Appendix. These forms will be collected by the HCP along with **ALL** personal medications, when the group arrives at camp. It is the HCP's responsibility to see to the distribution of prescription and nonprescription medications, as well as medical treatments.

Parent Notification: HCP will contact the parents in case of injury or illness.

Camper Insurance: Camper accident insurance is available to each group using camp for a minimal charge. **There is a place on your contract to indicate whether or not you want this insurance.** This insurance does not cover eyeglass replacement, suicide, football accidents, pre-existing conditions, any claim arising from the use of intoxicants or non-prescribed drugs, fighting or adults who are covered under a plan of Workers' Compensation or any loss covered under Medicare and may not cover some medical supplies.

4-H CAMP PALMER GUIDELINES

1. Alcoholic beverages, illegal drugs, flammable liquids, explosives, weapons and fireworks are prohibited. State of Ohio and 4-H Camp Palmer consider marijuana illegal before and during your stay. Camp Palmer is a dry facility.
2. Only firearms for program purposes are permitted and must be kept locked up when not in use. Firearms programs must be approved by the camp management.
3. Smoking is NOT permitted inside any building.
4. Visitors are permitted into camp but must first register with the visiting camp director or the camp management.
5. Shoes or sandals must be worn at all times except when showering, swimming or sleeping.
6. Campers are not permitted to leave camp unless given approval by the visiting camp director.
7. A certified lifeguard or watercraft instructor must supervise youth aquatic activities. This person must also possess first aid including training on blood borne pathogens and CPR that includes the use of breathing devices (pocket masks).
8. Wading in wetlands, streams or lakes is only permitted during supervised classes.
9. All injuries and illness are to be reported to the Health Care Provider immediately. Health Care provider will be responsible for contacting the campers' parents.
10. Destruction, defacing or vandalism of camp property is prohibited.
11. Water balloon and shaving cream fights are not permitted in or around buildings. These activities may take place on the sports field and must be cleaned up afterwards.
12. Girls are prohibited from entering boys' cabin areas, and boys are prohibited from entering girls' cabin areas.
13. Proper attire (shirt, shoes, shorts or pants) is to be worn at all meals. Hats should be removed before entering the dining hall.
14. Vehicles must be parked in designated areas. Motorized vehicles are not allowed beyond the parking area. 4-H Camp Palmer assumes no responsibility and/or liability for vehicles other than those owned by Camp Palmer and/or operated by Camp Palmer employees. (see Motor Vehicle Policy on page 6)
15. The speed limit in camp is 7 mph and is posted.
16. Fires must be built only in designated areas with the approval from camp management and supervised by adults at all times.
17. Hanging posters, lists, decorations on or in buildings should be done with pushpins, masking tape or string.
18. No pets.
19. Hazing and initiations are prohibited.
20. Campers are not permitted to bring personal sports equipment with them to camp.
21. User groups are recommended to establish screening policies for its own operation. All group staff (e.g., volunteer, employed, and contracted; full-time and part-time, international) who could have unsupervised access to children must be included in the screening process. This requirement includes on-site operational personnel, as well as staff members working from a central office who come to the camp as a part of their responsibility. Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.
22. User groups are recommended to provide training to all staff to minimize the potential of any rental group personnel being in a one on one camper/staff situation when out of sight of others. Appropriate supervision and interaction between campers and staff are key to camper/staff safety. Policies and staff training should be provided to all camp staff to make them aware of the need to avoid situations where they might be in a one on one situation with a camper. This includes: Restroom and shower protocols, the health care setting, special needs campers needing personal care assistance, desire/need for staff/camper 1:1 conversations and program design. Methods to consider are: operating with "rules of threes", being in auditory or visual range if a situation does require 1:1 interaction, and providing settings that are in visible sight of others yet not in the "middle of it all".

Motor Vehicle Policy

Purpose:

1. To control traffic in camp for the safety of all camp users.
2. Reduce impact on tree roots and camp vegetation.
3. All camp service vehicles to move safely for service purposes.
4. For emergency vehicles to have access to all areas of camp in case of emergency.

Emergency Vehicles:

Each group shall designate ONE vehicle to be parked in the dining hall parking lot for the duration of the group's camp. This vehicle is to be utilized as the emergency transport vehicle.

Camp Director Vehicle:

The Camp Director will be permitted to park a vehicle in the dining hall parking lot for the duration of the group's camp.

Other Group Vehicles:

1. Counselors under the age of 21 are not permitted to drive a vehicle into camp for any reason.
2. Counselor/adults age 21 and older are permitted to drive their vehicle into the camp for the sole purpose of dropping-off supplies/belongings only.
3. All vehicles must be moved to the parking lot prior to group's campers and visitors arriving.
4. It is recommended to limit vehicles to one vehicle for the girl's side and one vehicle for the boy's side.

Motor Driven Convenience Vehicles:

1. Shall not exceed 7 mph at any time.
2. Shall use extreme caution and slow speeds after dark.
3. Recommended not more than two vehicles per camper group. Convenience vehicles for transportation for special needs would not be considered as part of the quota.
4. Muscle powered vehicles are to be treated like motorized ones.
5. Animals may not be used for transportation.
6. Limited to designated paths
 - Loop past nature center and pool to dining hall
 - Path to boys cabins
 - Farm lane
 - Paths to CxC and Shooting sports

Camp Palmer Resources:

Groups may schedule the Camp's tractor, wagon, and driver to haul luggage for counselors.

Food in Cabins

It is strongly recommended that user groups do not allow food/drinks in the cabins. However, if food is in the cabins, it is recommended the following guidelines be put in place.

1. All food must be stored in air tight containers. Suggestion: Have counselors bring an empty tub for their cabin.
2. Store containers on the shelf divider and not on the floor.
3. Clean up and mop all spills immediately.
4. Remove trash daily.

CABIN SET-UP

Cabins	Capacity	Heated
Girls 1-8	20	Yes
Boys 9-12	20	Yes
Health Center	4	Yes
Sick Bay	2	No
Woodland Lodge		
Pine	20	Yes
Oak	20	Yes
Maple	20	Yes
Private Rooms		
Beech	4	Yes
Hickory	4	Yes
Rob's Cabin		
Boy's side	12	Yes
Girl's side	12	Yes

The maximum capacity of camp is 285 while the maximum capacity per cabin is 20. These capacities cannot be exceeded due to health regulations. Please do not separate or remove bunks from the cabin. Bunks are placed to meet the requirements of the American Camping Association. Any moving of beds requires approval from camp administration.

“Live simply” is our motto at 4-H Camp Palmer. Come for a rustic outdoor experience. The camp is intentionally limited in electrical service so leave personal appliances at home. 4-H Camp Palmer discourages bringing valuables to camp and bears no liability if they are lost, stolen or broken.

Things to bring:

Old clothes & 2 pair of shoes/boots
Raincoat, hat, gloves
Bug spray
Flashlight
Sleeping bag & pillow
One radio per cabin
One fan per cabin (summer)
\$20 will get a camp shirt, pop & snacks
A spirit of willingness to try new things,
make new friends and work together

Not to bring:

Hair dryers, curling irons
Jewelry
Lots of money
Cell phones
Food/Snacks/Pop/Gum
Knives/axes/weapons
Matches
Sports Equipment
Electronic games, music,
movies

Decorating of Cabins & Buildings

Decorating of buildings at Camp Palmer must be done in a manner as to not harm or destroy the building or natural surroundings. Any posters, lists, etc., to be put up should be done with push pins or masking tape. Do not use staples, staple guns, nails, duct tape or any other type of fastener. Nails make large holes and duct tape can damage the walls when removed.

DINING HALL

The 4-H Camp Palmer kitchen staff work hard to provide tasty nutritionally balanced meals. There is a lot of love and energy that goes into food preparation and service. You are a key to the success of every meal while your group is at camp.

Assign **ONE** adult to supervise the dining hall and kitchen activities, who will be known as the Dining Hall Supervisor. This person will be the link between the kitchen and camp group and will oversee the setup, serving and cleanup of each meal.

Here are some things to assign before you arrive at camp:

- Dining Hall Supervisor (DHS) (see page 9)
- One table hopper per table, per meal to set, serve and cleanup
- Six dishwashers (these could be your hoppers)
- Two sweepers and trash haulers for the dining hall
- Assign tables so there are an equal number of campers sitting at each table to help equally divide the food (we suggest 10-12 per table)
- One leader (adult/counselor) per table to be responsible for seeing that one container of each kind of food is on their table, that the food gets passed, that everyone gets one serving before seconds are taken, campers are accounted for and are eating and special dietary needs are met.

Dining Procedures

1. Table Hoppers and the DHS report with clean hands to the dining hall 15 minutes prior to each meal.
2. Set each table with dishes and silverware recommended by the cook.
3. Place cold foods on the table, one container per table.
4. Once the entire group is seated, table hoppers go to the kitchen for hot foods. During the meal, hoppers will keep their table supplied with food and drink.
5. Second servings are available on most food items. After everyone at the table has received first servings, the hopper may bring the tray or bowl back to the kitchen for seconds.
6. At your first meal, camp staff will provide the famous **Scraper Bowl** speech instructing campers on how to clean and clear tables properly. Select a simple first meal (like L-2 or S-5) to get everyone comfortable with the procedures.
7. Tables should be cleared and cleaned before or during singing and announcements. Send dishwashers to work immediately to prevent delays in your schedule.
8. When campers are dismissed, sweepers begin working in the dining hall and also take out the trash.
9. The DHS is expected to oversee all of these duties.

NOTES FROM THE KITCHEN

Upon arrival to camp the Camp Director or your designated Dining Hall Supervisor (see page 8) should check in with the kitchen to review camper enrollment, meal details and special needs.

It is our goal to ensure that campers' dietary needs are met. We will work with you to provide for special diets, such as food allergies, diabetes, vegetarians, etc. Call in advance (or send in with your menu one month prior) to make arrangements with the cooks. We encourage these people to bring some specialized groceries along. Space will be provided to store special foods.

- ◆ Send your menu selection and estimated number of campers at least **one month** before arrival to camp. See Appendix.
- ◆ Meals will be served at 8 a.m., 12 p.m. and 5 p.m. These meal times need to be adhered to as much as possible. If you **MUST** shift your meal time, please discuss prior to your camp with Jo Brown, camp kitchen supervisor.
- ◆ Dining Hall tables are large, heavy, expensive, and awkward to move and easily damaged. For your safety and to extend the lives of these tables, we ask the following:
 1. Ask camp staff to assist when moving, folding or unfolding tables.
 2. Do not stand, pound or sway (as in the song "Roll me Over the Ocean") on tables or benches.
 3. Crafts should be scheduled in the craft shelter. If you must use the Dining Hall cover the tables, no heat or power tools may be used, nailing must be moved outside or onto the floor.
- ◆ Peanut butter and jelly sandwiches and cereal are offered as substitutes. Please ask kitchen staff for assistance.
- ◆ A salad bar is an addition to all meals, except picnics. Breakfast will have fruit, yogurt, cereal and energy bars available to supplement the menu choice. Lunch and supper will have the traditional salad and toppings plus fruit. You may request that the salad bar not be available for certain meals.
- ◆ Please do not use the kitchen to store refrigerated medications. The Health Center has a refrigerator for this purpose.
- ◆ You may wish to use mealtimes as teaching opportunities for manners, courtesy, trying new foods, table discussions, mixing different kids together, learning new songs, etc.
- ◆ Regardless of age, every camper gets a snack and milk before bedtime. Don't forget to schedule 15 minutes to enjoy this 4-H Camp Palmer treat.
- ◆ Camp meals can be made interesting and fun. We are delighted to customize meals to suit your special requests. Call and speak to our helpful kitchen staff to discuss special themes or other collaborations.

CLEANING INSTRUCTIONS FOR 4-H, BAND & SCHOOL GROUPS

It is our philosophy at 4-H Camp Palmer that cleaning up after your selves is a valuable part of a community living experience. It will be helpful to schedule and assign cleaning duties before arriving at camp. Everyone should get involved in daily cleaning. It is our experience that if you use cleaning as a punishment for poor behavior it will result in camper attitudes worsening rather than improving. Make cleaning a part of everybody's responsibility.

Daily Clean-Up: Program 30 minutes each day for clean-up. The best time is just after breakfast. Instructions for cleaning are posted in cabins and restrooms.

Cabin Clean-Up: In each cabin beds should be made, clothes picked up, floors swept and trash dumped into the nearest dumpster by cabin members every day. You may want to inspect and/or give awards to the cleanest cabin, depending on the emphasis you want to give this responsibility.

Restroom Clean-Up: Health regulations require that the restrooms be cleaned and sanitized as needed. **Camp Palmer will provide someone from our housekeeping staff to sanitize the restrooms.** Your group is responsible for picking up trash, placing lost items in lost & found box in dining hall and sweeping the floors. Assign four or five campers to each restroom area (Recreation Hall, Lodge, Rob's and boys' and girls' bathhouses). Meet at the assigned facility during your scheduled cleaning time. Adults and/or counselors **must** supervise this activity.

Grounds Clean-Up: Clean-up of the campgrounds must also be done on a daily basis. Litter pick-up around the cabins, restrooms, Recreation Hall and other high traffic areas takes only minutes. Many groups have developed a daily duty schedule and have different groups assigned each day to clean-up tasks. A clean camp reflects well on your group and Camp Palmer and helps to teach responsibility and care for our environment.

Last Day Cleaning: Reserve 1 ½ hours for packing and clean-up on the last day. Send everyone back to cabins to pack up and move out allotting 30 minutes for this activity. Packing the night before departure, **really** gives you a head start on moving out. Move **ALL** luggage to the volleyball court or if raining, to the Recreation Hall. Send one counselor and three campers back to the cabin for cabin cleaning, which will take 60 minutes. The remaining counselor and campers are to report to assigned cleaning stations (see appendix) and clean until inspected and released by camp staff.

Adults and counselors must participate in the cleaning to have success. Adult supervision of cleaning is required in these areas:

1. Recreation Hall
2. Dining Hall
3. Recreation Hall Restrooms
4. Girls' Bathhouse
5. Boys' Bathhouse
6. Woodland Lodge
7. Rob's Cabin

Adult help is needed for moving tables and equipment, handling chemical cleaning agents and for keeping the campers motivated.

Camp staff will work with you through this process. We will be inspecting areas and helping to get the job done. On the last day of camp everyone is tired and edgy. Your greatest contribution will be a positive attitude toward this much needed duty.

LAST DAY CLEANING DUTIES

1. Women's Rec Hall bathrooms and staff.*
2. Girls bathhouse.*
3. Men's Rec Hall bathrooms and staff.*
4. Boys bathhouse.*
5. Woodland Lodge*
6. Dining Hall – tables up (adults only), sweep floor, hose & squeegee.*
7. Rec Hall – sweep & straighten up.*
8. Rob's Cabin *
9. Girls Cabin Area – litter pickup around restroom and around the area.
10. Boys Cabin Area – litter pickup around restrooms and around the area.
11. Trails to Boys Side – litter pickup, both steps and canoe trails.
12. Golf & Volleyball & Basketball Courts – litter pickup, sweep & put away Rec equipment.
13. Around Buildings – Litter pickup around Dining and Rec Hall, Nature & Craft Center.

***Duties 1-8 require adult supervision.**

CLEANING PROCEDURES

1. Send everyone (counselors included) to cabins and move out – 30 minutes. Move all gear to volleyball or basketball court. Start packing the night before to save time.
2. Keep 3 campers and 1 counselor at the cabin for cleaning – 60 minutes.
3. All other counselors and campers go to assigned cleaning duties – 60 minutes.
4. Adults supervise and help with cleaning duties 1-8. Counselors and adults must help clean to get the camp looking good.
5. Cleaning procedures for cabins and restrooms are posted in these buildings.
6. All areas and buildings used by your group are the cleaning responsibility of your group. Everybody is tired at the end of camp. Cleaning the camp is an important part of your camping experience. Please care and show you care by taking an active role in cleaning. If you care the kids will care.

A SEPARATE CLEANING CONTRACT WILL BE SIGNED BY WEEKEND GROUPS EXPLAINING THEIR CLEAN UP RESPONSIBILITIES. AN EXIT INSPECTION WILL BE DONE BY CAMP STAFF.

**4-H CAMP PALMER
EMERGENCY PROCEDURES
11-2009**

Executive Director- Refers to the 4-H Camp Palmer Executive Director.

Camp Director – Refers to the person in charge of the specific group using the facilities.

Health Care Provider – A licensed nurse, EMT, or standard first-aider provided by group using the camp.

EMERGENCY VEHICLE

An operational vehicle needs to be designated for emergency transportation with enough fuel to reach destination.

BASIC PROTOCOL FOR EMERGENCY PROCEDURES

1. If a natural disaster occurs at camp:
2. Remain calm and move immediately to shelter.
3. Account for all campers and staff.
4. Watch for downed power lines and other hazardous conditions.
5. For medical emergencies needing immediate attention call 911.
6. ***An accident/incident report form should be filled out as soon as possible after the accident/incident has been taken care of. (for situations that requires or may require additional medical attention-forms found in health center or office.)***
7. ***In the event of an accident/incident, the Executive Director will be the single individual who will make statements to the media. All inquiries should be referred to the Executive Director.***

TORNADOES:

Tornadoes pose the greatest single threat to the camp.

1. Persons in charge of camp will monitor the weather on a computer through the internet.
2. Tornado Watch:
 - A. Monitor the situation for any changes.
3. Tornado Warning-When a tornado warning has been posted for our area or when a tornado has been spotted the siren will blast for 3 minutes:
 - A. The Camp Director or designate will send all campers, counselors and staff to their cabins.
 - B. In cases of severe winds, counselors will instruct campers to take cover under lower bunks, lay on the floor with a pillow covering their heads. Remain in that position until an all clear has been issued. The siren will blast for 1 minute as the all clear signal.
 - C. The Camp Director is encouraged to develop a plan that will help keep campers calm and occupied during this time (songs, stories, trivia games, read a story, etc.).
4. Occurrence of a Tornado, once an all clear has been given:
 - A. Counselors will account for the campers assigned to their cabin. Report missing campers and medical needs otherwise remain in your cabin until given permission to move about camp.
 - B. Counselors will notify the Camp Director and/or Health Care Provider of medical emergencies needing immediate attention.
 - C. Camp management or designate will tour camp to evaluate storm damage watching for downed power lines or dangerous trees.
 - D. Camp management and/or the Camp Director will consult with local officials and make arrangements to continue with camp, or make plans to send campers home.

SEVERE STORM (INCLUDING LIGHTNING):

When weather begins to look threatening:

1. Remain indoors in designated locations or move to a nearby building.
2. Stay away from open doors and windows and unplug electrical appliances. Do not use the phone.
3. If away from central camp, seek cover away from trees, power lines and metal objects.

FIRE:

1. Evacuate structure immediately. Relocate to the front ball field and account for all residents.
2. Call 911 and give name, location, and nature of emergency. Don't hang up. Procedures for calling 911 are posted at all phones.
3. The entire camp will assemble at the front ball field for a head count and further instructions.

FLOODING:

Relatively short periods of heavy rain can cause flooding of the creek channel between the dining hall and the boy's cabins.

1. Minimize travel to and from the boy's cabins.
2. When water covers the bridges, campers can be safely taken to their cabins through Harrison Lake State Park. Groups are to be accompanied by a counselor.

EVACUATION OF CAMP:

1. The Camp Director will relocate all residents to safe location and account for all residents.
2. Call 911 and give name, location, nature of emergency, don't hang up.
3. The Camp Director/Executive Director will cooperate with Disaster Services.

SERIOUS INJURY:

1. The Health Care Provider (HCP) and Camp Director should be notified in case of an accident or injury.
2. The Camp Director and/or HCP or designate should determine if outside help is needed. If so, designate should call 911.
3. The HCP, Camp Director or designate should stay with the victim and perform first aid.
4. All campers and staff should be moved to a safe area and instructed to remain calm.
5. Camp Director or designate assigns others to clear traffic and direct the ambulance.
6. ***Parents will be notified as soon as possible.***
7. ***An accident/incident report form should be filled out as soon as possible after accident/incident has been taken care of.***

MINOR INJURY OR ILLNESS:

1. Take injured or ill person to the Health Center or have the Health Care Provider come to the person in need.
2. The HCP will determine the severity of the injury or illness and determine treatment.
3. The HCP will notify parents if necessary.

INTRUDERS:

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Be observant as to the make, model and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite and refer the person to the camp office or ask them to leave. Observe to ascertain that the person leaves the site.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

CHALLENGE BY CHOICE

Adventure awaits when you leave the classroom or worksite behind and take the *Challenge*. Reach beyond your comfort zone, discover your individual strengths, communicate, plan, solve problems – learn by doing it on the Team Building and High Ropes Course. Participants ages 11 through adult will find valuable lessons in team cooperation and individual growth. Groups of 8-14 people will actively take part in this training program lead by qualified Challenge by Choice staff.

Teambuilding/High Ropes (3 hour sessions):

Teambuilding	\$175
High ropes	\$300

Adventure Challenge Sessions: Available in 1 hour sessions at \$70/ hour Zip Line, Flying Squirrel, Pamper Pole and/or Climbing Tower

Shooting Sports – rifle, skeet and pistol:
\$100/ 2 hour session without ammo
\$175/ 2 hour session with ammo

Canoeing \$25/ hour (up to 30 people)
Archery \$25/hour (up to 15 people)
Swimming \$25/hour
Hayride \$15/trip
Nature Session \$25/hour

How to Prepare:

1. Call camp to find a date and time for this adventure.
2. An agreement will be sent. Return it immediately with your deposit to ensure getting the date you requested.
3. Have participants fill out both sides of the medical release form. Parent or guardian signatures are required for participants under the age of 18. Please copy a form for each participant. **No form and/or proper attire – No participation.** Bring the forms on the day of your reservation.
4. Wear long pants and athletic shoes. No shorts or sandals on the High Ropes. Leave jewelry and valuables at home or locked in a vehicle.
5. You are required to provide one person, age 16 or over, as ground support on the High Ropes.
6. If your High Ropes group is under age 16, you must provide two helpers age 16 or over.
7. Plan to come rain or shine. Electric storms and high winds can close the course. We will call you if a cancellation is necessary.
8. **PAYMENTS:** Day trips can be paid for ahead of time, if all activities are planned. If you have a multiple day event and will be charged per person, attendance should be turned into the office or emailed to camp immediately upon returning home. An invoice will be drafted and emailed to you and your payment should be made as soon as possible. We can take credit cards, but a 4% fee is charged.

Health History/Medical Authorization for Camp Palmer

One form must be completed for each camp participant, whether camper or counselor. It is to be completed by parent/guardian of minors and by adults (age 19 and over) for themselves. This information will be kept confidential and used only for the welfare of the camp participant. **Please PRINT clearly!**

Camp _____ Please circle: M F Weight (for medicine dosage, if necessary) _____ Cabin # _____

Camper Name _____ Age _____ Date of Birth _____

Mailing Address _____
(Street & Number) (City) (State) (Zip)

In Case of Emergency, Contact:

Name of Parents/Guardians _____

Day Phone Number _____ Evening Phone _____ Cell/Pager _____

Other Person _____ Phone Numbers _____

Physician's Name _____ Phone Number _____

Dentist's Name _____ Phone Number _____

Instructions for Medication:

(1.) All medication **MUST** be brought in the container in which they were issued (with medical orders and physician's name intact.) (2.) **PLEASE PLACE ALL MEDICATIONS IN A ZIP-LOCK BAG WITH CAMPER'S NAME CLEARLY VISIBLE.** (3.) **MEDICATIONS MUST BE TURNED INTO CAMP NURSE DURING REGISTRATION UPON ARRIVAL AT CAMP, SO IT IS BEST NOT TO PACK THEM INSIDE A SUITCASE.**

My child has permission to carry his/her inhaler or Epi-Pen while at camp. He/she has been instructed on how to use the inhaler or Epi-Pen prior to attending camp. He/She will be responsible for possession and administration of this medication. Please list type: _____ (Please place a check in the box, if applicable.)

Information about participant:

While at camp, if the camper has a medical problem (such as a headache, bee sting, injury, etc.) and needs treatment or asks the nurse for medication (such as Tylenol, etc.) **the nurse CAN only provide your child with the medication(s) checked below.** Please check the medication(s) your child may receive if deemed necessary and administered by the nurse.

<input type="checkbox"/>	Acetaminophen/Tylenol	<input type="checkbox"/>	Ibuprofen	<input type="checkbox"/>	Coriciden D	<input type="checkbox"/>	SwimEar -Rx	<input type="checkbox"/>	Aspirin
<input type="checkbox"/>	Robitussin Cough Syrup	<input type="checkbox"/>	Antiseptics	<input type="checkbox"/>	Antacids	<input type="checkbox"/>	Pepto-Bismal	<input type="checkbox"/>	
<input type="checkbox"/>	Cough Drops	<input type="checkbox"/>	Caladryl/Poison Ivy Cream	<input type="checkbox"/>	Antihistimine/Decongestant	<input type="checkbox"/>	Kaopectate	<input type="checkbox"/>	

List approximate date if participant has had or has been exposed to:

Chicken Pox _____ Tuberculosis _____ Measles _____ Mumps _____

Scarlet Fever _____ Date of Last Menstrual Period _____

Check below if participant is subject to:

<input type="checkbox"/>	Frequent Sore Throats	<input type="checkbox"/>	Headaches	<input type="checkbox"/>	Fainting	<input type="checkbox"/>	Sleep Walking	<input type="checkbox"/>	Sinusitis
<input type="checkbox"/>	Frequent Colds	<input type="checkbox"/>	Convulsions	<input type="checkbox"/>	Kidney Trouble	<input type="checkbox"/>	Athlete's Foot	<input type="checkbox"/>	Diarrhea
<input type="checkbox"/>	Epileptic Seizures	<input type="checkbox"/>	Constipation	<input type="checkbox"/>	Heart Trouble	<input type="checkbox"/>	Bronchitis	<input type="checkbox"/>	Cramps
<input type="checkbox"/>	Ear Infections	<input type="checkbox"/>	Home Sickness	<input type="checkbox"/>	Bed Wetting	<input type="checkbox"/>	Asthma (Controlled- yes, no)	<input type="checkbox"/>	
<input type="checkbox"/>	Nose Bleeds	<input type="checkbox"/>	Other (Please specify)						

Parent/Guardian:

Please check one of the boxes below, so that your wishes will be known in case of homesickness:

I wish to be notified immediately if my child shows the first sign of homesickness.

I will leave it to the discretion of the Camp Director as to whether or not the situation warrants notifying me as parent/guardian, should my child show signs of homesickness. **(More on Reverse)**

Special Treatment:

My child has no known medical or food allergies or other reactions to the following listed below (please check if applicable).

Allergies: Indicate if participant is allergic to:

Foods (specify): _____

Medication -- (Prescription or non-prescription drugs, specify): _____

Serious Ivy, Oak, Sumac Poisoning: _____ Bee or Insect Stings: _____

Prescribed Treatment: _____

List all present Medical and Allergic conditions (contact lenses, braces, diabetes, etc.) which camp nurse should be aware of or which require medication, treatment, or special restrictions or considerations in participation.

Condition _____ Treatment _____

Condition _____ Treatment _____

Specify any restrictions in activities: _____

Immunizations:

To my best knowledge, my child has up-to-date immunizations, which may include, but not limited to: Diphtheria / Pertussis (Whooping cough) / Polio / Measles / Rubella / Mumps / Tuberculosis / Hemophilus influenza (HIB). Others, please specify _____
(Please place a check in the box, if applicable.)

My child has received the most recent Tetanus Booster. Date of last Booster _____
(Please place a check in the box, if applicable.)

Information regarding custody of child:

If there are any special circumstances regarding any individual(s) who should not be in contact with and /or have custody of this child, please explain on the lines provided below **and discuss the matter with the Camp Director upon registration at camp.**

Medical Authorization:

As parent/guardian of minor child (or person age 19 or over for self,) I give my permission for _____ (participant) to attend Camp Palmer and participate in the programs and activities, (including the high ropes course, if given permission for by a parent or guardian), with the exception of those restricted activities listed above. I understand that participants will be supervised. I understand the staff, Camp Palmer, Ohio State University Extension, and other camp sponsored agencies are not responsible in the event of accidental injury or illness, nor for the compounded injury or illness to the participant's present medical condition. I further understand that in case of serious injury or illness, I will be notified. If I cannot be contacted (or in the case of person age 19 or over, if I am unable to give my consent at the time,) I give my permission to transport my child by appropriate means and to the attending physician to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for the participant as named above.

Late Arrival/Early Release Information:

If the camper will be arriving late or leaving early, it is necessary that the Camp Director be aware of your plans. Please place a check in the appropriate box, if applicable and provide information below.

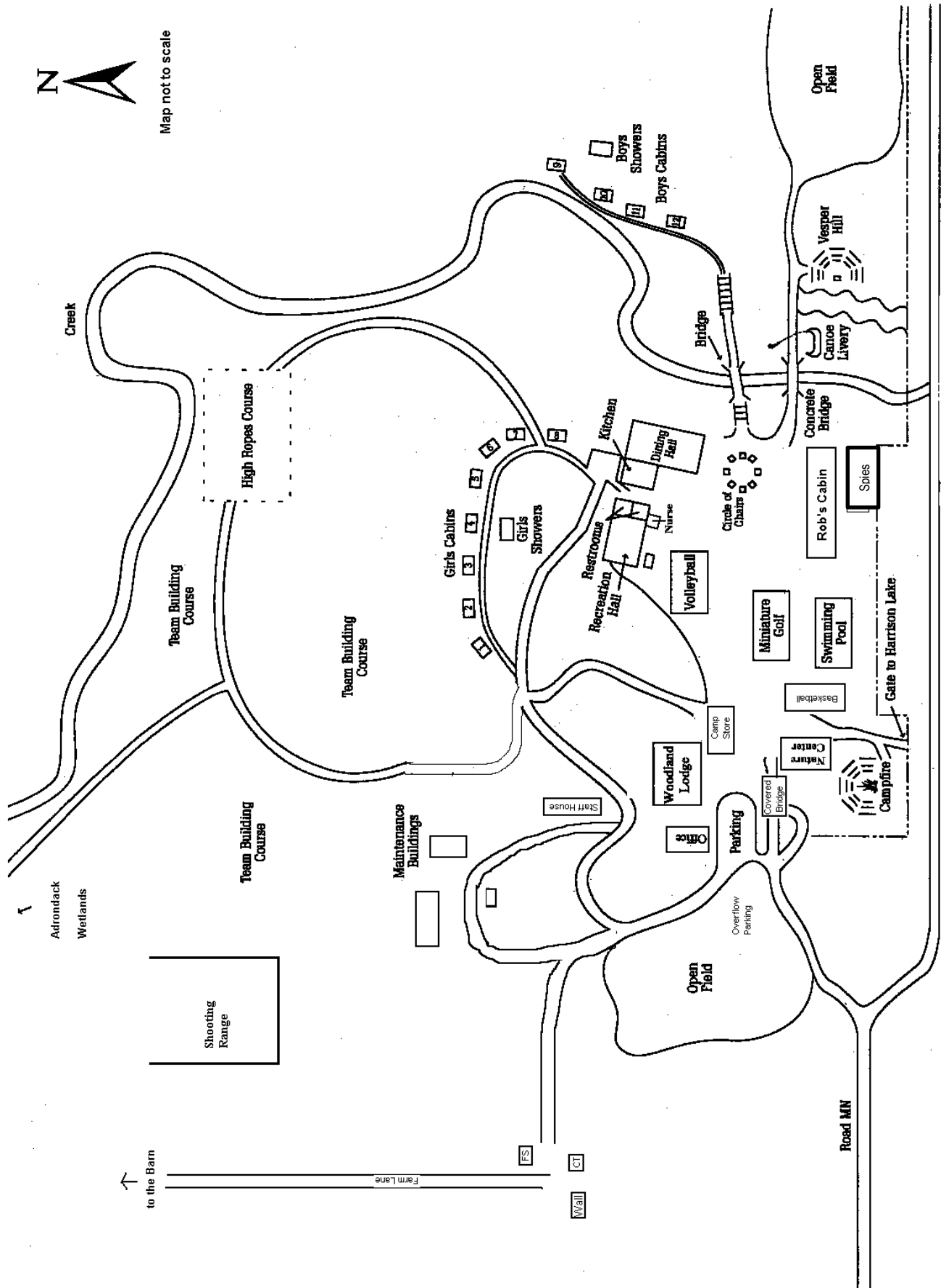
Arriving Late. (Provide pertinent information.) _____

Leaving Early. (Provide pertinent information.) _____

Photographic Permission:

Camp Palmer and Ohio State University Extension have my permission to use video or photography of my child for camp promotional purposes such as the 4-H brochure and the OSU Extension Wood County 4-H internet web page. This will include the annual slide show at the finale of camp. (Please place a check in the box, if applicable.)

Signature of Parent/Guardian _____ Date _____



**2019 4-H CAMP PALMER
FEE SCHEDULE**

Number Of Campers	<u>Summer</u> (June, July, August) Unit Fee	<u>Spring/Fall</u> (Mar, April, May, Sept, Oct, Nov) Unit Fee
Up to 25	11.63	\$10.88
26-99	\$11.51	\$10.71
100-149	\$11.20	\$10.43
150-199	\$10.86	\$10.20
200-250	\$10.63	\$9.91

1. **UNIT FEES:** For quoting purposes, Camp Palmer has given each meal and each night's lodging a unit cost. This unit cost includes all overhead to run camp, provide meals and lodging. It is just a way for each of our groups to get an idea of what it will cost to bring a group to camp. Example: a group arrives at 11:00am, first meal is lunch, then supper, they spend a night, have 3 meals the next day and spend another night, they eat breakfast and leave. In this example, each person's cost would be approximately 8 units multiplied by the appropriate unit fee above.
2. 4-H Camp Palmer reserves the right to simultaneously host another camp group if your group attendance is less than 175 people. There are options for smaller groups to have exclusive use of camp for a fee, please contact our Executive Director for this option.

2019 4-H CAMP PALMER MENU SELECTION

Appendix 5

BREAKFAST

B-1
Burritos (make your own)
Scrambled eggs & ham
Potatoes

B-2
French Toast
Sausage

B-3
Fresh Cinnamon Rolls

B-4
Egg, Cheese & Bacon
Biscuit

B-5
Your Choice (Pick ONE)
Muffins **OR**
Donuts **OR**
Coffee Cake

B-6
Breakfast Casserole w/Bacon
Biscuits

B-7
Waffles
Sausage

B-8
Scrambled Eggs
Sausage
Biscuit

**ALL BREAKFASTS INCLUDE: COLD
CEREAL, YOGURT, FRUIT, BOILED EGGS,
MILK AND JUICE.**

BREAKFAST IN BED IS SERVED IN CABINS.
INCLUDES: MILK, JUICE, COLD CEREAL &
CINNAMON ROLLS

LUNCH

L-1
Make your own Tacos
Beans, Rice
Fruit Crisp

L-2
Sloppy Joes
Tortilla Chips w/salsa
Strawberries and cream

L-3
Chicken Tenders
Twice Baked Potato
Baked Beans

L-4
Cheeseburger
Tots

L-5
Grilled Ham & Cheese Sandwich
or Grilled Cheese Sandwich
Chips

L-6
Chicken Breast Sandwich
Macaroni & cheese

L-7
BBQ Pork Sandwich
French Fries

L-8
Creamy Chicken Sandwich
French Fries

L-9
Chicken Fajitas
Cheesy Potatoes
Beans, Rice

SUPPER

S-1
Ham
Scalloped Potatoes
Corn Bread
Green Beans

S-2
Spaghetti/Meat Sauce
Garlic Bread Sticks

S-3
Popcorn Chicken
Mashed Potatoes & Gravy
Corn
Dinner Roll

S-4
Beef & Noodles
Mashed Potatoes
Corn
Dinner Roll

S-5
Pizza
Bread sticks

S-6
Lasagna
Bread Sticks

S-7
Chicken Stir Fry
Rice

PICNIC (Lunch or Supper)
Hot Dogs/Buns
Baked Beans
Veggie & dip
Potato Chips,
Brownies

ALL LUNCH & SUPPERS INCLUDE:
SALAD BAR & DESSERT
(EXCEPT PICNIC)

SNACKS: Fresh baked cookies are served each evening with milk. You may select from the following:

Chocolate Chip Cookies
Peanut Butter Cookies
No-Bake Cookies
Indoor S'mores

Sugar Cookies
Snicker doodles
Campfire S'mores
Rice Krispie Treats

MENU SELECTION

Menu for: _____

Camp Dates: _____

Total Number Expected for Meals _____

Write in your menu selections here using the code provided ie: B-2, L-5, etc. Note any exception, fresh fruit/salad selection, cold weather substitutes, and drinks.

<u>DATE</u>	<u>BREAKFAST</u> Served @ 8:00am	<u>LUNCH</u> Served @ noon	<u>SUPPER</u> Served @ 5:00pm
Snack Choices – select one for each night you will be our guest. The kitchen will determine which night snack will be served.			
Special Notes – ie: hog roast, ice cream, dietary concern:			

Coffee is available upon request.

Hot Chocolate will be served for breakfast on cold mornings.

Return one month prior to arrival at camp. Mail, fax or email to: 4-H Camp Palmer
 26450 County Rd. MN
 Fayette, OH 43521-9575
 Fax: (419) 237-2455

If you have questions feel free to call Jo Brown, Kitchen Supervisors at (419) 237-2247, EXT 224

The kitchen reserves the right to make changes in the menu as needed

