

CAMP STELLA MARIS
DIRECTOR'S MANUAL

RAYMOND N. TETTE

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INTRODUCTION

The camp director begins his task by selecting a number of individuals and helping them achieve what their job is, how to do that job, how to work with others, and at the same time welding the total staff into a smoothly functioning team. Camp Stella Maris was founded with clear objectives in mind. Christ is the center of all that goes on in camp and His beliefs and ideals are what camp policy and philosophies revolve around. This is no simple job, but one in which the camp director must turn much of his energy and planning.

There are thousands of facts, systems, and operations that a camp director must become familiar with. This manual is set up to help the director of Stella Maris accomplish and familiarize himself with procedures and operations of camp. Stella Maris is flexible, and many times change is needed, but this manual will serve as a guideline. On the following pages there is information which hopefully covers all aspects of camp.

HISTORY

Camp Stella Maris is situated on the East shore of Conesus Lake; also known as "the lake of the sheep-berries" to the Seneca Indians who originally lived there. During the late 1880's, Jerry Bolle built the first hotel on the lake at Cedar Crest called The Lake View House, and 80 years ago it was a favorite resort of the area. Eventually the hotel became the summer home of C.C. Woodworth, a Rochester perfume manufacturer. In 1927, Mr. Max Russer donated the land around the hotel to the first counselors, Msgr. Gerald Lambert and Fr. Eugene Hudson. These two counselors started camp in a rented cottage on McPherson's Point the previous year, 1926. Since that time camp has been constantly improved and is now among the finest boy's and girl's camps of its type in Western New York.

FACILITIES

The old hotel downstairs was converted into the camp dining room and kitchen. Two new wings completed in 1975 serve as a dorm sleeping area and first aid station. Upstairs are the counselor's dressing rooms and lounges. Outside there are 12 cabins for the campers; 10 housing twelve campers and 2 housing up to twenty. The chapel and ampitheater are located in a secluded ravine away from the cabins. The old barn to the hotel is now called Bing's Barn and is used for skits and movies, or for rainy days. The camp store and ballfield office is located on the north end of the barn. There are two washrooms for the campers; one with showers called Peachie's Motel, and one without showers called Peachie's Hotel.

The Ballfield is on the hill behind the main house and includes one hardball and two softball diamonds, an archery range, a basketball court, a volleyball court, and facilities for almost any other field activity. The Craft Lodge is located in the basement of the main house. The Waterfront is across the road from the main body of camp. The swimming area is divided into three sections; "Cribbers", "Fifty-Footers", and "Hundred-Yarders". We have four canoes, two of them "war canoes" which hold 14 campers each, and are steadily improving our fleet of ten aluminum rowboats, two sailfish sailboats and one eighteen-foot sailboat. We also own a glastron motor boat for water-skiing. Center of operations on the waterfront is the Boat House, known as Frank's Folly, erected in 1976.

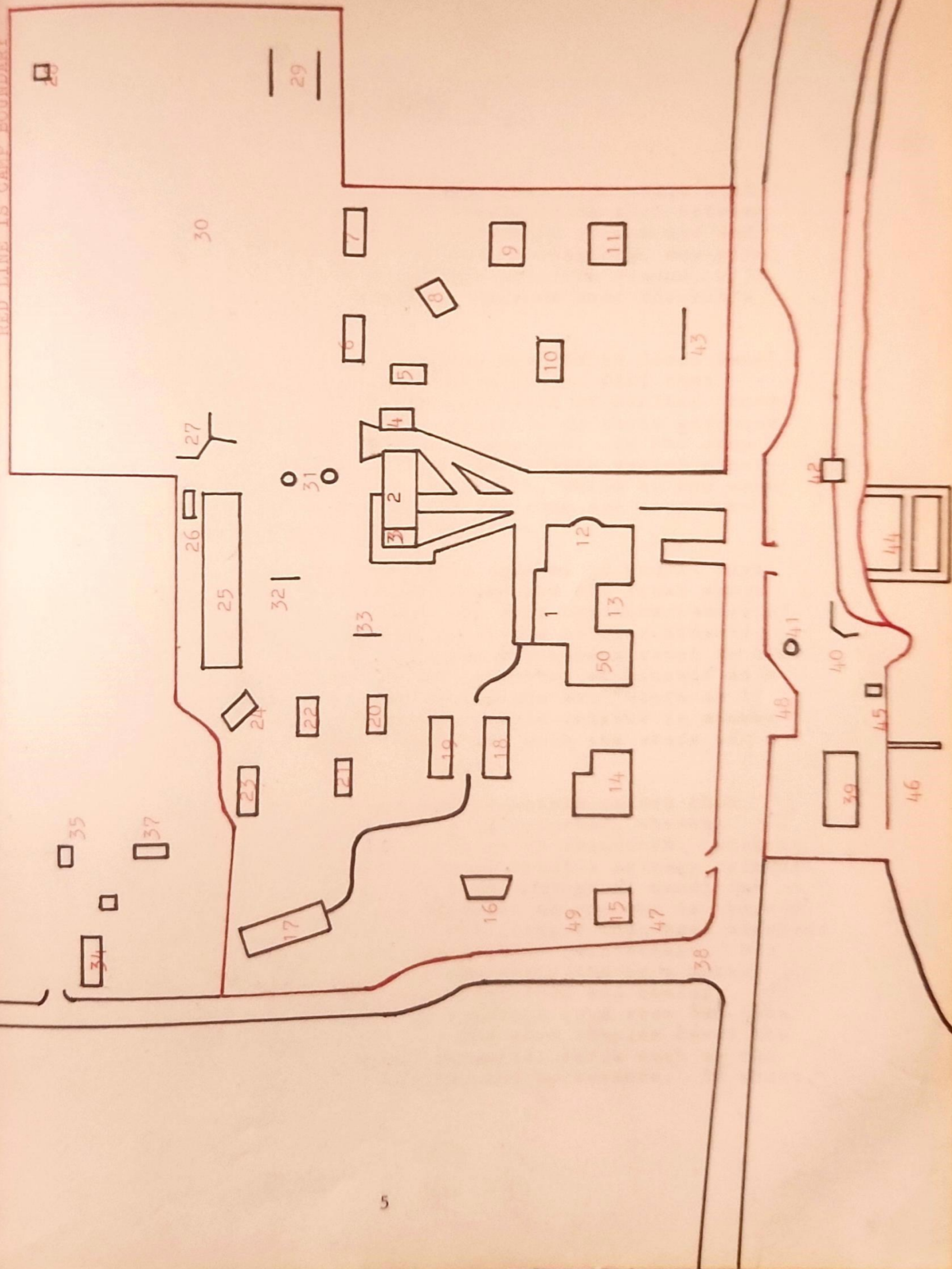
In addition to these facilities for the use of the campers, Stella Maris also has on its 17 acres; the director's cabin on the waterfront, the white house, which in the past was used by the Sisters of Mercy who cooked the meals and is now used for different activities, a garage for equipment, and the home of Joseph Morsch, the caretaker.

LOCATION OF FACILITIES

1. Main House, kitchen
2. Bing's Barn
3. Camp Store
4. Cabin F&G (cookboy's sleeping quarters)
5. Peachie's Hotel
6. Cabin Jogues
7. Cabin Morning Star
8. Cabin Schaefer
9. Cabin Russer
10. Cabin Hudson
11. Cabin Ave
12. Camp Office
13. Arts and Craft Lodge
14. White House
15. Work Garage
16. Ampitheater
17. St. Judes Chapel
18. Cabin Morsch
19. Cabin Foster
20. Cabin Fisher
21. Cabin Mercy
22. Cabin Lourdes
23. Peachie's Motel
24. Cabin Leo
25. Basketball Court
26. Coach's Coupe
27. Baseball Diamond
28. Archery Range
29. Dodgeball Court
30. General Ballfield
31. Tetherball Courts
32. Badmitten Court
33. Volleyball Court
34. Joseph Morsch's House
35. Camp's Gas Tank
36. Cornfield
37. Cow's Barn
38. VanZant Road
39. Director's Cabin (Priest Cabin)
40. St. Mary's Monument
41. Max Russer Monument
42. Boat House
43. Camp Stella Maris sign
44. Waterfront and Swimming Area
45. Pump House
46. Priest's Dock
47. Counselor's Parking Area
48. Priest's and Guest's Parking Area
49. Wood Pile
50. First Aid Station

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RED LINE IS CAMP BOUNDARY



THE CAMPER

The eager child, waiting for that ride which will carry him to Camp Stella Maris, is likely to be torn between fears and pleasant anticipations. His sight of mom and dad leaving him behind with one of the camp counselors, may give him momentary qualms, but seeing other children around, will bolster his feelings of confidence. Here we meet the child between the ages of 7 through 11.

Camp can be an ideal setting for him to learn many things. Many authorities on child development feel that children of today are brighter than children of earlier times. These children are more alert and sensitive to their surroundings and will ask many more logical questions. In the camp situation the child can have all the satisfying social experiences that come with belonging to a cabin, while at the same time enjoy the activities with his peers that are more constructive and educationally more valuable.

The older child between the ages of 12 and 14 have or soon will enter the adolescent period and the final stage of regular camp activities. There are many characteristics of this age group. First of all, he is trying to find himself. He builds his idea of himself from the way others react to him. He is forced by necessity to become conscious of himself as a person. He needs answers to such questions as, "Where do I fit in?"; "Who am I?" Many of these people respond to answer these questions by concerning themselves with the needs of others.

An important psychological principle states that behavior that is reinforced tends to be repeated, whereas behavior that is not reinforced tends to be abandoned. What is a reinforcer? At the simple biological level a primary reinforcer can be anything that satisfies a physiological need; for example, food to the hungry man or water to one who is thirsty. There are also secondary or social reinforcers that have acquired their power by association with the primary reinforcers. For example, a baby has his physical needs satisfied by a mother and she becomes the instrument providing food and comfort. Therefore, the mother's voice, her presence in a room can take on secondary reinforcing power. At the more complex level the reinforcers can relate to learned or social needs such as the need for approval, attention, esteem, and nurturance. In short,

a reinforcer can be anything that strengthens and leads to repetition of the behavior that preceeded it.

First of all, behavior must occur before it can be reinforced and the reinforcement must follow immediately. Too often the camp counselor may ignore behavior in a young camper unless it is bothersome. Only when the camper steps out of line does the counselor react and give him some attention. Camp can be the place where there can be many opportunities to provide reinforcement for behavior leading characteristics of self-reliance and self-confidence. Remember, a behavior tends to be repeated when it is successful.

Another important element of behavior is called roles, and these must be learned. These are clusters of behaviors that typifies a recognized and identifiable social entity, such as a father, mother, teacher, actor or camp counselor. Children learn these roles by practicing them and through the observation of models. The boy learns what is involved in being a man by observing his father and other men who come into his house. The girl will on the same level watch her mother. The child who comes to camp will identify, usually with some counselor, and begin acting his role by observing his behavior. What kind of example are you?

Both the camper and the counselor start with clean slates as the season begins. This sets the stage for pleasant and productive sessions by careful attention of the environment they're in. For the camper it can be a new learning situation. The counselor should be very alert to his campers the first few days. The impression he makes on them during this time is an influential factor in shaping their attitude toward him. This is the time when the camper will be testing and exploring the new situation. If the counselor is to be an effective reinforcing agent, he must be liked and respected. His approval must be valued. Campers will soon learn camp regulations, and the counselor will not be respected if he does not uphold and reinforce behavior constituting good camp citizenship. The counselor who tries to gain favor with his campers by acting like a camper himself is ineffectual because he has surrendered his role as a leader. The camper is looking for an adult who acts like one, but is still sensitive to his concerns and needs. The counselor who accepts his campers as individuals and treats them with respect will in turn be accepted by them.

Stella Maris takes children for short periods of time and this can present a special challenge to the staff. The counselors must take advantage of every opportunity, make every

lesson meaningful, and provide reinforcement that will give the camper a feeling of confidence and accomplishments.

Another child which most camps have to deal with are known as the homesick child. There are many different causes for this, and identifying the cause can often lead to successful treatment. Often the child doesn't even know why he is homesick, only that he is unhappy. Counselors and other campers should acknowledge that homesickness is a fact, and although uncomfortable, it has never known to be fatal. The child needs love and friendship and to feel a part of his new environment. Once he becomes involved in the camp program he usually can make the adjustments.

Another type of child that counselors as well as parents face are those who are always late, lack cooperation, and are just plain slow. No matter what type of program, what type of activities, they will always be late. Of course, these children might be saying something else by displaying this kind of behavior, that being "I" need attention. You also have the camper who comes to camp with a new set of verbal words not approved by most. Sometimes, depending on the counselor, he might see this as terrible, and punish the child for it. However, the counselor has no right to punish the child, at least physically; even talking with him might be of little value. It's usually the case the child doesn't even know what he is saying. If one pays attention to this it could serve to reinforce the behavior; ignoring it can be difficult too. Many times the counselor must discover the source of frustration, then attack the behavior itself. If a camper can discover other ways of getting the counselor's attention, he might refer to them instead of the old way. Perhaps giving the child some responsibilities in the cabin will turn him around.

Another type of child at camps are those known as loners. Many times we conclude that a child is abnormal for going off on his own or not participating with the larger group. Sometimes we fail to realize that he enjoys this, enjoys his own company. On the other hand the child might be alone because other children have left him out. There is nothing certain in this area, but if the camp and its counselors can help the child find himself by providing interaction with others, or providing him with time to enjoy his own private interests and concerns, they have fulfilled a purpose.

Books upon books have been written about the camper, his problems, the problems he can bring, how to deal with them, etc. All the answers haven't been answered, and if anything, we are left with more questions. One thing we should remember is that a camper is a child who can be influenced, taught, and loved and who needs this in today's world. The counselor should think about this and think how he can improve himself in dealing with children who come to summer camps.

CAMPERS Rules and Regulations

The following rules and regulations were set up at Stella Maris to insure the safety of the children and for a smoother running of the camp program. Please read these over carefully and familiarize yourself with them.

1. You will notice on the map an imaginary line which circles the camp property. This is known as the "white" line. The campers should be told that if they cross it without a counselor, they will be sent home. This will be enforced.
2. Sign's-up is our method of control in large group sessions. This should be taught to the campers on Sunday afternoon after the parents leave. Your index finger is raised above your head. That means all quiet.
3. Much work has been done in the Senior cabins in regards to writing on the walls. It is absolutely forbidden to mark up cabins in any way. This also holds true for all buildings and cabins.
4. You should inform your campers that fighting is also forbidden in camp. However, we all know this happens at times. If there is a fight you may inform the people involved that they will visit the head counselor and have a good chance of being sent home.
5. Campers are not allowed upstairs in the main house, and only with the director or assistant director are they allowed in the office.
6. Campers are not allowed to make phone calls anywhere unless they get permission from the director.
7. Campers are not allowed in the store, kitchen or any counselor living quarters.
8. Your campers are to be warned that if they steal anything from another camper, they will be sent home.
9. Campers do not need any money during the week. If they have some, they either tell the parents or bring it to the office where it will be placed in the safe.

10. Raiding of other cabins by campers is also forbidden and results in appearing before the head counselor.
11. Campers are to keep the bathrooms in fairly good shape. No drinking out of the Bradley's (the round sinks outside Peachie's).
12. Campers are not allowed in any motor vehicle except the one provided by camp.
13. Campers are to stay out of other cabins unless he is with another camper or counselor.
14. The White House and the priest cabin are off limits to the campers.
15. Campers are responsible for the clean-up of their cabins which are inspected in the morning.
16. Senior campers will be picked as table-setters and table-cleaners on Sunday. They will be the only ones allowed early into the dining hall. All other campers will line up outside.
17. Campers are expected to attend all periods and all events. If there is a major problem, see the head counselor.
18. On overnights, campers should be allowed to help with meals and the set-up of camp site. Campers should always be far enough away from the counselors group, but within fifty yards.
19. Smoking or drinking by any camper is forbidden.
20. When curfew time rolls around, it's lights out.
21. Shoes are to be worn by everyone, except when swimming or sleeping.

The Counselor

There are many criteria by which we judge the quality of a camp, but if you were to pick one as the most important, it would definitely be the quality of the staff. The staff makes the camp what it is; good, average, or poor. That we will be good counselors will depend upon our knowledge of camp, our understanding of human nature, any many other factors. Since we are only instruments in the hands of God, we must remember that we should continue to perfect our "instrumentality" so that we may do His work better. One of our first steps then is to learn all we can about our camp, its objectives, its procedures, and our role as a counselor.

It is for this reason that this section was written for counselors at Stella Maris. For the new counselor it will serve as an introduction to counseling. For the experienced counselor it will serve as a reference to refresh his memory or suggest new thoughts. In any case, we hope you read this through to allow camp and yourself to become more unified, more enjoyable, and a better camp for boys and girls.

The first thing a person should be aware of in becoming a camp counselor is that you are accepting a job. It is a much different job than most; the salary is not much, but in addition you also receive room and board, the use of camp equipment and facilities, a great deal of experience, and at Stella Maris a unique part of community living, centered around Christian ideals and beliefs. Two essential elements you must have if you choose this are your love for children and your love for camping.

The relationship between the counselor and camper is one of the most unique existing between an adult and a child. As a counselor you become a combination of parent, teacher, babysitter, and above all friend to the camper, giving the counselor a remarkable position of power and influence. The camper will respond to someone who's as excited about being where they are, what their doing, and what's going on around him. The counselor automatically has the deck stacked in his favor.

You will discover many different types of counselors at camp. There are quiet counselors, loud counselors, athletic ones, outgoing ones, all to make up the staff. Most are successful because they are sincerely interested in the child as a person, and share that one basic characteristic in common; the love of children. The counselor who tries to understand and live

the aims and ideals of camp is best able to pass them on to the campers.

Perhaps every counselor's dream and hope is to be well liked by the campers in his cabin as well as those in camp. A new counselor may have to learn from experience where and when to draw the line. There is the temptation for counselors to begin acting like a camper himself, but in reality at this point he begins to surrender his role as a leader. It is important to remember that you should want the camper to feel his own self-worth, so the counselor must be sensitive and alert to the reinforcement given to the particular behaviors the camper will show. The counselor becomes the link between the goals of camp and the camper.

If we were to run an interview at any camp on who is the best counselor and why, I'm sure that no single individual would win. In general some counselors are liked by some, disliked by others. But a counselor does become a campers favorite because they will say, "she cares about us; he is easy to talk with; she's always smiling; he is honest with me; he doesn't make fun of me; she really understands me; he doesn't show favoritism; he loves us". The list could be endless, and it boils down to ideals, the ideal counselor.

There is plenty to learn in becoming a good camp counselor and much that will be demanded of you if you are accepted as one. Your days are long, full of enjoyment and fun but can at the same time try you and all that you believe in. The experience you will have with the campers and other staff members can only serve you and enrich your life. You are never alone with problems or in any situation at Stella Maris. There are division leaders, other staff members, or the head counselor to help you with anything that may come up. It is important that you share your burdens as well as your joys, for you can benefit yourself and others through your experience of things. Don't let much surprise you in a camp situation because from the campers up through the ranks, anything can happen. The important thing to remember is to be flexible enough with your surroundings so that you have control and a good idea of what's going on around you.

Perhaps a good beginning for a counselor is a willingness on his or her part to try and understand people and to look for the good in them, accepting their quirks and peculiarities as you hope they will accept yours. It's important that you like all types of children, and spread your affection to the unattractive ones as well as the attractive ones, and to try and bring out the hidden potential of each individual, especially the un-gifted, the misfits, and the ones who can't seem to adjust.

Showing your real concern for them will build a trust relationship with them and at the same time help you to help them towards acceptance of themselves and others. To put it simply, you must become empathic, which means an understanding of how others feel.

When you become a leader you must show your talents and habits, and conduct yourself along the camp's objectives and ideals. Therefore, the example you set will influence all those around you. Ninety-nine percent of the time you are the models the campers will set some of their ideals and ideas on. A child's heart is full of love and faith, and you may become the object of "hero worship". There is probably nothing worse and painful than for the camper to discover that you're a phoney and all that you lead him to believe about camp, himself and others is false. As a counselor you must be willing to live good Christian ideals and beliefs.

Any good camp believes that campers are too precious to entrust to those whose actions are careless and carefree. As a counselor you must make sound judgements but at the same time you must try and retain your youthfulness of spirit and interest with the campers, whether it is out on an overnight, swim class, or even hunting the hiding place of a frog. Your enthusiasm will be contagious to everyone in camp.

Most counselors who are hired at camp are done so because they possess a skill or talent of some kind. This is important for you as well as the camper because he will see that you excel in one thing that another may not. What are your talents? Can you tell stories, point out poison ivy, demonstrate and teach a sport, start a fire in a downpour, sing a song, play an instrument, or organize a game in your cabin on a rainy day?

A very popular saying at camp is "a quitter never wins and a winner never quits". Many times you will be called upon to serve others, many times without praise or thanks. You must like hard work and plenty of it. Camp will demand from you persistence and will power in all that you do. The job of a counselor is a challenging one to anyone who is willing to give his or her time, talents, strengths, and perspiration. The rewards for this will come back to you in the measure you give them out.

There will be many relationships you will discover at camp. The camp director along with some members of the staff have been planning the summer since early in January, and is very concerned about the camp's success. He will be the one held accountable for any serious misjudgements by the staff, and usually has much on his mind during its operation. Don't become a burden for him with things which hold little importance, but

on the same token don't be afraid to approach him with questions.

Try and keep the aims and objectives of camp foremost in your mind, and along with the other staff members try and accomplish them. Remember you shouldn't have accepted the job at the camp if you're not enthusiastically accepting and supporting them. In using the camp equipment, don't mistreat it, for most camps have a limited budget and when things are destroyed others in camp might have to forgo other things to replace it.

One of the most important elements found is good camp and staff morale. Staff unity or disunity can be perceived by the campers as well as visitors. Therefore, every counselor should be striving for harmony and cooperation among each other. A morsel of petty gossip or careless comment can break the staff morale. As St. Paul says in Corinthians, "the body is one and has many members, but all the members, many though they are, are one body; and so it is with Christ". You can find it will pay off in many ways to encourage your fellow workers by showing an interest in them and what they are all about. Recognize the importance of each person on the staff; what would we do without the cookboys? You like to eat, don't you? Make friends with many and avoid the cliques or special and inseparable friends, for they will destroy the morale quicker than anyone. Counselors who have been to camp before should be especially aware of this.

Remember, take your job, not yourself, seriously and be the first to laugh at your blunders and acknowledge your mistakes.

Many books have been written about camps, counselors and campers. These few pages have only served as an introductory comment about counselors in general, and we hope it gives you some ideas about what you may want to look forward to. It would be to your advantage as well as the camp's to go to a library and find out more about camps and the role for being a counselor. There will be an orientation weekend for counselors, but even then all can't possibly be covered. What kind of counselor are you going to be? What contributions are you going to make and how well are you prepared for camp?

COUNSELORS
Rules and Regulations

1. Writing on any walls in any building on camp property is forbidden.
2. Ghost stories of any depth are strictly forbidden in the younger cabins; use your sound judgement in dealing with older campers.
3. Counselors will be provided with one free staff shirt. You will have to purchase one dress staff shirt for Sundays.
4. On Sundays all counselors will be expected to be in good clothes (no jeans), with the exception of those giving swim tests.
5. All counselors will observe the curfew times on the schedule. There will be no exceptions.
6. Any extra clothing needs will be purchased at the store; stealing is immediate termination.
7. If you leave camp for any reason, check with the head counselor or camp clerk, plus sign in and out.
8. No beer, liquor, or drugs of any kind are to be brought on camp property. Without the head counselor's permission, immediate termination of one's contract goes into effect.
9. Kitchen is off limits to all personnel except the kitchen staff. If you need something, see the head counselor.
10. The counselor's lounge is for your comfort; you are responsible to keep it clean.
11. If you smoke, plan on smoking less at camp. No smoking in cabins, in the kitchen, or where there are large numbers of campers gathered.
12. No one is to go into the office unless the head counselor or camp clerk is present.
13. Mail call is after lunch, not before. No exceptions for counselors.
14. Living quarters upstairs in the main lodge are your responsibility. It's up to you to keep them clean. There will be a check of this weekly to ensure safety in case of an emergency.

15. If you have guests visit you, introduce them to the head counselor and make sure that you have that time free. If they interfere with the program they will be asked to leave.
16. If you haven't been placed in charge of the store, stay out. Counselors receive the same privileges as the campers do.
17. If you use any part of camp for a demonstration or skit, you are responsible for cleaning that area.
18. Before the campers leave on Saturday, check the lost and found and around your cabins outside.
19. Counselor's incoming and outgoing phone calls are to be kept to a minimum.
20. Check with parents on Sunday to remind them that children don't need money. If they have some it can be placed in the safe.
21. When you have a campfire make sure that's what it is. No bonfires.
22. On Sundays remember you are representing everyone; be friendly.
23. Meal patrol will be posted each week. Three counselors will supervise the dining hall to make sure everyone gets enough to eat.
24. When placed on O.D. (on duty), you are expected to move around and keep noise down in the cabins. If you have any serious problems, you are expected to get the head counselor.
25. When lining your children up for meals they do not have to stand in a military fashion; however, it's up to you. On nice days use the grass across from the horseblock to line up on.
26. You are expected to stay with your children most of the time. If you leave your cabin make sure another counselor is there.
27. If a camper is taking medications, please make sure it is brought to the nurse's attention. He should also report to her five minutes before meals and just before bed time.
28. Counselors who are not new at camp should try and help new members of the staff become informed of ideas, jargon, etc.

Counselors usually have 1 period off in the morning. It is up to you to be on time for your next period. No one should have to look for you.

Fire drills are held once a week. Check the bulletin board for procedures.

Counselor's day off begins on Saturday, when clean-up is completed. You must return to camp on Sunday before 11:30 A.M.

Counselors will be paid at the end of camp season.

During meals, counselors are expected to stay at the table until grace is offered or campers are dismissed.

C.I.T.'s. If a week comes up in which enrollment is down and an excess of counselors is present, C.I.T.'s will be asked to leave first. They are hired on a week to week basis and will be evaluated each week. If they do not meet the requirements or are unable to function in the camp program it is more than likely that they will be asked to leave. We do not babysit for counselors.

Any counselor on the staff who becomes consistant in breaking any or even one of the rules stated above, stands a good chance of being asked to leave.

Director Information

"Keep Your Cool and Have Compassion,
Be Responsible and Have Patience"

As Director of Stella Maris you may find these words your number one guideline in working and interacting with everyone at camp. In this section different responsibilities and duties will be listed, the things which may need one's personal attention, and general information. No particular importance is placed on any one for they are all important factors, so the listing of them does not signify importance.

Before Camp Begins

- a. Get together with the co-director or assistant director and discuss some of your ideas and aims for the coming year. This should be done as early as possible.
- b. Begin selection of the core staff members, informing them of such, meeting with them to give your input of what you would like to see accomplished, and have them begin to set up their program and projecting budgets.
- c. You have 5 major areas of concern. The waterfront, ballfield, spiritual, arts and crafts and the kitchen. The people who will be in charge of these areas should be of the best quality.
- d. Sit down with the overall director of camp and discuss with him your ideas, some changes that might be needed, etc.
- e. Begin the process of hiring staff personnel, with interviews for each person.
- f. Begin planning orientation weekend, the dates of work-week, camping season, etc.
- g. Get all information from the insurance company on policy, procedures, etc.
- h. Read over the State Sanitary Code for Temporary Residences and Mass Gatherings, pulling out and knowing all the parts which refer to a camp such as Stella Maris. This is very important.

- i. Contact a representative from Champion Clothes or another firm which might give you a better deal in regards to staff shirts, hats, etc.
- j. Look through the Camp Log of the previous year. This manual contains useful information.
- k. Check with the nurse on a Camp Medical Program.
- l. Petty cash is available for your use.
- m. Try and get the dates of when you'll be moving down to camp; make sure you have a small crew to help you begin work.
- n. Know what is to be expected from the N.Y. State Inspectors, especially in the kitchen and sleeping areas.
- o. Order equipment for the coming year, through the projections of yourself and core staff members.
- p. Make sure information about camp is distributed to different parish's in the diocese.
- q. Make sure letters of information or requests are sent out early; that is, St. Mike's, Livingston County Sheriff, etc.
- r. Get supplies you need for camp office.
- s. Check with Joe Morsch about things which are priorities that need first attention.
- t. Know what you'll expect from each area, and at the same time leave room for flexibility.
- u. Review all programming, schedules, and relevant material.
- v. Make sure you have a P.A. system (get from St. Bernard's).

2. During Camp Season

- a. Make sure counselors know what's going on. Hold staff meetings at least once a week.
- b. Make yourself available to all personnel and campers.
- c. Move around camp so that you know what is going on.
- d. Use visual aids such as movies, records, etc., and have good equipment.
- e. Have evaluation forms ready.
- f. In general, most work should be accomplished before camp begins, in short, run camp smoothly.

3. After Camp Season

- a. Evaluate programs with area directors, make suggestions for the next camp season, take inventories of all equipment and material, discuss personnel evaluations and recommendations.

On the following pages are copies of letters and general information which are essential to running the camp. Other copies are in the file cabinet along with extra copies of the above. It will be to your advantage that you take the time to read and know what is in this manual, perhaps talk with other directors or Joe Morsch, and wherever you can, gain insight into your opportunity to serve others as Camp Director of Stella Maris.

In this position you have much power and at the same time many responsibilities. Make sure you use the talent you have for the good of the camp and those in it. Don't surrender ideals or goals for personal needs. You have tons of freedom in all that you do, pray for the wisdom to use it wisely. The blessing that can come forth from this experience can only create in you a better and more understanding person of people, your environment, and the God who gave you all of the above. It cannot be emphasized enough the rewards you'll receive in this position. Be a dreamer and believer in yourself, God and fellow man. As in the words of Bobby Kennedy, "Some men see things as they are and ask why, I dream things that never were and ask why not".

SCHEDULE

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 A.M.							
7:30		Rise	Rise		Rise	Rise	Rise
8:00		Breakfast	Breakfast		Breakfast	Breakfast	Breakfast
8:45	Rise						
9:00	Breakfast	Inspect	Inspect		Inspect	Inspect	Parents Arrive
9:15							
9:30		1st Period			1st Per. End	1st Per. End	
10:30		End					
10:40		2nd Period		Return	2nd Per. End	2nd Per. End	
11:40		End		to camp	End	End	Gen Clean Up
11:50	Lunch	3rd Period		Liturgy	3rd Per. End	3rd Per. End	
12:50		End					
1:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:30	Campers Arrive	Harvest		Rest	Harvest		
2:45		Time		Period	Time	Liturgy	
3:00		Gen. Swim.	O	1st Per.			
4:00		Free Time	V	2nd Per.		Olympics Begin	
5:00		Liturgy	E	3rd Per.	Liturgy		
5:30			R				
6:00	Supper	Supper	N	Supper	Supper	Supper	Supper
6:30			I				
7:00	Gen. Swim.	Flag	G	Flag	Flag		Store
7:30		Store	H	Store	Store	Olympics End	
8:00		Night	T	Night	Night		
8:30	Opening Campfire	Activity		Activity	Activity	Closing Campfire	
9:00							
9:30	Lights	Lights		Lights	Lights	Store	
10:00	Out-0.D.	Out-0.D.		Out-0.D.	Out-0.D.	Lights	
10:30	Dept.	Prime		Free	Counselor	Out-0.D.	Lights
11:00	Meetings	Time		Night	Liturgy		Out-0.D.
11:30							
12:00	Curfew	C.I.T.		C.I.T.		Curfew	
12:30		Curfew		Curfew	Curfew		
1:00							
1:30							In camp
2:00							Curfew

PERSONNEL

Camp Stella Maris is a very unique camp because of its emphasis not only on physical and mental concern for the campers, but also its concern for spiritual growth. The head counselor for the past fifty years was a seminarian from St. Bernards. That tradition was broken in 1976, and the selection of head counselor now takes place out of Becket Hall. This person must meet the requirements set for camps.

The following is a breakdown of the needed positions at Stella Maris, and a brief description of their job.

1. Head Counselor. (Director or even Co-Director) He is responsible for the smooth running of the camp program, plus the well-being of the staff and campers.
2. Assistant Director. (Co-Director) Usually this position is filled by a Sister of Mercy, who is the main spokeswoman during girls season. If necessary she would take over all responsibilities of the head counselor, in cases of emergency, or whenever the head counselor leaves camp. Both she and the head counselor make and set the camp policy, and work very close together.
3. Nurse. She must be a certified registered nurse or a practical nurse, with the signature of a registered nurse. She is responsible for medications and first aid administration. Starting in 1977, all staff and campers must have physical reports on file at camp.
4. Waterfront Director. Must be a qualified W.S.I. (Water Safety Instructor) and register with the local chapter of the Red Cross. He is responsible for all activities on the waterfront.
5. Ballfield Director. Must be in good physical shape and have a good knowledge of sports. He is responsible for all activities on the ballfield.
6. Spiritual Director. (Does not necessarily have to be a seminarian, but is highly recommended.) He is responsible for campers and counselor "Harvest Time", daily masses, and other related areas.
7. Arts and Craft Director. This person should be very creative. He is responsible for running a good craft program.

- Camp Clerk. This person will work in the camp office along with the directors. He or she must be a person who can be trusted, for the job demands that they keep a daily log, be responsible for the mail, money situations, personnel files, etc.
- Senior Counselors. Responsible for the immediate supervision of their cabins. Will be placed in one of the four major areas of camp in which they are most qualified.
- Junior Counselors. Responsible for their cabins along with the senior counselor. They too will be placed in an area which they are qualified.
1. C.I.T.'s. (Counselors in Training) These people are hired at camp on a week to week basis. Their pay is what they experience at camp. They too carry the weight of responsibilities in the cabin that they are assigned to.
2. Cookboys. Responsible for working with the cook in preparing meals, and complete maintenance of the kitchen facilities.
3. Maintenance Personnel. Responsible for general clean-up each day, bathrooms, etc.; will be required to work at least 8 hours a day, and will be under the direct supervision of the head counselor.
14. Cook. Responsible for all meals on time with the camp program. The head counselor is his supervisor and certain exceptions from the camp program can be made with him.
15. Division Leaders. At Stella Maris we have four groupings of campers. The senior division, middies 1 and 2, and the junior division. From the senior staff members one person will be picked and assigned to that division. He or she is responsible for overnights, related information to their division and first-aid knowledge.
16. Campfire Leader. Must be very creative and imaginative. He or she will be picked from the staff at large.
17. Store Keeper. Will be picked by the head counselor to operate the camp store on weekends.
18. Rainy Day Director. Must have a first class knowledge of the camp in general, and be a resource center for all staff members.

19. Skit Leader. Responsible for all activities in the barn or ampitheater, in conjention with staff members and campers.
20. Cross and Star Leader. Responsible for the cross and star awards and ceremony.

Qualifications of Staff

Senior Counselors

- Should be at least nineteen years of age
- Have a high moral character
- Should be a Catholic, or at least be able to commit themselves to the policy at Stella Maris in regards to the teachings of the church.
- Emotional maturity and stability.

Junior Counselors

- Should be at least sixteen years of age.
- Same as above.

C.I.T.

- Should be at least fifteen years of age.
- Be separated from camp at least one year.
- Same as above.

Cookboys

- Should be at least fifteen years of age.
- Same as above.

Core Staff

- Should be college level of Freshman or better.
- Should be 21 years of age.

Director

- Must be at least 25 years old or a graduate of college.
-

Job Openings

Ballfield

Boy's season:	2 senior counselors	Girl's season:	3 seniors
	2 junior counselors		2 juniors
	1 c.i.t.		1 c.i.t.

Waterfront

Boy's season:	3 senior counselors	Girl's season:	4 seniors
	3 junior counselors		3 juniors
	1 c.i.t.		1 c.i.t.
	1 senior - 6 weeks		

Arts & Crafts

Boy's season:	1 senior counselor	Girl's season:	2 seniors
	2 junior counselors		2 juniors
	2 c.i.t.		2 c.i.t.

Spiritual

Boy's season:	2 senior counselors	Girl's season:	2 seniors
	2 junior counselors		2 juniors
	1 c.i.t.		1 c.i.t.

STAFF EVALUATION FORM

Counselor Name _____
 Age _____ Cabin _____ Age Group _____
 Week _____ Position _____
 Area of Work _____
 Area Director _____

Please place a check in the appropriate column on each line as you appraise the staff member.

a. Personality Characteristics	Superior		Average		Poor	
	6	5	4	3	2	1
1. General appearance; neatness						
2. Health, energy, edurance						
3. Emotional maturity & stability						
4. Responsibility & willingness to learn						
5. Adaptability to the setting						
6. Social awareness, tact, friendliness						
7. Cooperativeness						
8. Promise & capacity for development						

Other Comments: _____

b. Job Performance	Superior		Average		Poor	
	6	5	4	3	2	1
1. Participation in total camp program						
2. Ability to be flexible in personal skills to the total needs of camp						
3. Ability to work well with campers (in groups & with individuals)						
4. Ability to contribute to camper and staff morale						
5. Imagination, resourcefulness and enthusiasm						
6. Variety & degree to which skills were developed in this period of appraisal						
7. Care and concern for equipment, etc.						

Other Comments: _____

c. Indicate areas for improvement _____

d. Indicate elements of strength _____

Rated By _____ Position _____ Date _____

PAYROLL

Director.....	Men.....	\$ 1,000.00	per season
.....	Women.....	750.00	per season
.....	Waterfront..	700.00	per season
.....	Nurse.....	700.00	per season
.....	Spiritual..	665.00	per season
.....	Arts.....	665.00	per season
.....	Ballfield..	665.00	per season
Senior Counselors			
.....	1st year...	210.00	per season
.....	2nd year...	225.00	per season
.....	3rd year...	250.00	per season
.....	4th year...	270.00	per season
Junior Counselors			
.....	1st year...	90.00	per season
.....	2nd year...	105.00	per season
.....	3rd year...	120.00	per season
Cookboys			
.....	1st year...	200.00	per season
.....	2nd year...	250.00	per season
.....	3rd year...	300.00	per season
Maintenance			
.....		420.00	per season

BREAKDOWN

Director.....	1 person
Director's.....	6 people
Senior Counselors....	9 people
Junior Counselors....	9 people
C.I.T.....	5 people
Cookboys.....	5 people
Maintenance.....	1 person
Total.....	36 people.....Boy's season

Girl's season..... difference

Senior counselors.... 10 people, instead of 9 as in boys.

What will influence your number of senior counselors in either season is who you hire on the core staff, male or female. During their season they are in charge of a cabin, as a senior counselor.

PROJECTED COST OF PERSONNEL

These figures are the total amount that it can cost the camp if all the senior and junior counselors and the cookboys all have worked to their limits in the pay scale.

	<u>Boys</u>	<u>Girls</u>
Core Staff.....	\$ 5,145.00	
Senior Counselors.....	2,430.00	\$ 2,700.00
Junior Counselors.....	1,080.00	1,080.00
Cookboys.....	750.00	750.00
Maintenance.....	<u>210.00</u>	<u>210.00</u>
Total.....	\$ 9,615.00	\$ 4,740.00
Grand Total.....	\$ 14,355.00	

REGISTRATION

roster in duplicate, showing names, addresses, whether paid or amounts due, together with a list of campers arranged according to age for cabin assignment, will be prepared for each encampment week. The original should be retained by the head counselor for record and reference purposes. The duplicate copy should be returned to the office at the time the enrollment payments are turned in. On this duplicate copy should be recorded the following information:

1. If a child did not attend, and the reason if known.
2. If amount due was NOT PAID, and the explanation.
3. At the bottom of list show names of children staying extra weeks for which they were not registered.
4. A registration card or cards should be made out at camp for each child staying an extra week or more. The name and address in this case will be sufficient. Cards should be marked 2nd or 3rd week.
5. A registration card must be made out for any child brought into camp who was not previously registered at the office. If the child is staying more than one week, make out a card for each additional week, marking them 2nd or 3rd week.
6. It is necessary to have the name of any child who returned home before the week was completed, and the reason for leaving. (Example: illness, homesick, injured, etc.) Advise if refund is necessary and the number of days not attended.
7. A receipt should be made out for each enrollment paid at camp. The amount of cash and checks should equal the total amount of receipts issued. If payment is made part by check and part in cash, record this on the receipt.

If a check is issued for more than the amount of the enrollment, and the difference is refunded from cash receipts, please show amount refunded on the receipt. (Example: Enrollment \$80.00 - check issued \$100.00 - cash refund \$20.00). The office must

account for any amount in checks and the shortage in cash, for the auditors.

DO NOT REFUND ANY DEPOSIT to a parent because a child does not attend camp. Brochures and registration cards clearly state that a deposit is not refundable. If a parent becomes insistent, advise the person to contact the office where consideration will be given to their request, as you do not have funds available for refunds, or the authority to make them.

The above instructions might appear to be insignificant, but our auditors must have proof of payment for each enrollment. Also, having sufficient enrollment cards is necessary in ascertaining the number of campers for each week for our milk rebate. The insurance company charges us a rate per camper, per week.

INCOME TAX AND PETTY CASH

Income tax withholding exemption certificates will be needed before any payroll can be calculated. These forms are at the Camp office and should be picked up by the camp director or employee.

Exemption certificates should be returned to the camp office together with a roster of authorized employees, male and female. Roster should show name, job category, weeks worked and total pay, and should be signed by the camp director.

Payroll will be paid at the end of each month only. Computed payroll will be delivered to the camp director at the main office and should be checked with him before distribution to avoid erroneous payments.

CASH AND PETTY CASH

All cash received at the camp should be turned in to the main office as regularly as possible. Cash remittance sheets are available at the main office. When reporting camp fees on remittance sheets, show amount to be credited.

When reporting miscellaneous collections, show amount from sale of each category; for example: clothing, candy, etc.

Petty Cash checks will be issued to camp director as authorized. An accounting for such disbursements will be required at the main office, and at the end of the season if a balance remains.

INVOICES FOR SUPPLIES AND MATERIALS

When invoices are received at the main office, they will be forwarded to the camp director for his signature, if in order. The invoice should then be returned to the main office for payment. When making CASH PURCHASES, a sales slip or cash register tape must accompany request for reimbursement, and (on slip or tape) should be noted what the purchase covered, so that the bookkeeping department can charge it to the proper account.

ACCIDENT AND SICKNESS

If a camper or counselor becomes ill or should have an accident while at camp and requires treatment by a physical or hospital, an insurance report should be made out IMMEDIATELY, and forwarded to our insurance carrier - LUCAS & DAKE. A camper's report should be made out on a sickness and accident form; a counselor or other employee made out on a compensation form.

If a physician or hospital administers medication or treatment, this means a bill will be submitted to camp which must be paid. Lucas & Drake will not honor a bill unless it is verified by an insurance report form. Each year there are several outstanding bills reported to us by our insurance carrier not covered by reports. At the present time we are still trying to substantiate bills covering professional services for July 1975, which still have not been paid. It is very difficult to remember the date and nature of the illness or accident nine months later. Also, constant requests are made to the insurance company for payment, who in turn repeatedly ask us for the proper forms.

Therefore, it is requested that immediately after a child or counselor has been treated that a report be made out on the proper form and submitted to:

LUCAS & DAKE COMPANY, INC.
67 CHESTNUT STREET
ROCHESTER, NEW YORK 14604

In this manner you will be free of any further responsibility and will not have to rely on memory, months later.

Please instruct all counselors when they take up their duties at camp as to this procedure, and let's try to have a better year concerning the filing of reports and eliminate aggravation to all concerned.

BEFORE CAMP STARTS - PLEASE MAKE SURE THAT YOU HAVE A SUFFICIENT SUPPLY OF ACCIDENT AND SICKNESS AND COMPENSATION FORMS, WHICH MAY BE PICKED UP AT THE ABOVE ADDRESS.

FIRE DRILL INSTRUCTIONS

I. REPORT ALL FIRES AND ACCIDENTS TO THE HEAD COUNSELOR OR ASSISTANT.

II. PROCEDURES:

- A. IF FIRE SHOULD OCCUR WHILE CAMPERS ARE IN THEIR CABINS, PROCEED AS FOLLOWS:
1. COUNSELORS AND CAMPERS QUICKLY AND QUIETLY MOVE TO THE MAIN BALLFIELD.
 2. COUNSELORS AND CAMPERS SHOULD MAKE SURE ALL WINDOWS AND DOORS ARE CLOSED. EACH COUNSELOR IS RESPONSIBLE TO HAVE MASTER CABIN LIST WITH THEM.
- B. IF FIRE SHOULD OCCUR WHILE CAMPERS ARE IN THE DINING ROOM, PROCEED AS FOLLOWS:
1. USE ALL EXITS AWAY FROM FIRE. EACH TABLE SHOULD MOVE QUICKLY AND QUIETLY IN LINE TO THE MAIN BALLFIELD.
 2. COUNSELORS SHOULD HAVE THEIR MASTER CABIN LIST WITH THEM.

UPON ARRIVING TO BALLFIELD, PROCEED AS FOLLOWS:

1. THE SENIOR COUNSELOR FROM EACH CABIN SHOULD TAKE THE COUNT OF THE CAMPERS IN YOUR CABIN.
2. THE HEAD COUNSELOR OR ASSISTANT WILL CHECK WITH EACH SENIOR COUNSELOR FOR THE COUNT.
3. EVERYONE IS TO REMAIN ON THE BALLFIELD UNTIL OTHER INSTRUCTIONS ARE GIVEN.

AWAY FROM CAMP

IN THE CASE OF ANY NATURAL EMERGENCY (WINDSTORMS, FLOOD, HEAVY RAINS, OR ANY NATIONAL ALERT), PROCEED TO THE NEAREST SHELTER. THE COUNSELOR SHOULD ASSUME RESPONSIBILITY FOR THE CAMPERS IN HIS CABIN. PLEASE NOTIFY THE MAIN OFFICE IF THERE IS A CHANGE IN LOCATION.

CAMP STELLA MARIS

NAME: _____ AGE _____ CABIN _____

PARENT'S PHONE # _____ BUSINESS # _____

ALLERGIES: (CHECK IF PRESENT)

_____ FOOD

_____ POISON IVY

_____ BEE STING

_____ MEDICATION (SPECIFY)

_____ HAY FEVER

_____ OTHER _____

DATE OF LAST TETANUS SHOT _____

HAS YOUR CHILD HAD ANY SIGNIFICANT ILLNESS IN THE MONTH? _____

PLEASE STATE _____

ANY LIMITATIONS IN CAMP ACTIVITIES? _____

I HEREBY GIVE MY PERMISSION to the camp nurse to administer first aid, medication and to secure qualified emergency medical treatment. I also grant my permission to a physician selected by the camp to hospitalize, secure proper medication for, to order injection, x-rays, anesthesia, surgery or further necessary medical attention for my child.

SIGNATURE _____ DATE _____

Livingston County Sheriff's Department

Livingston County Sheriff's Department
4 Court Street
Geneseo, New York 14454

Dear

On behalf of all here at Camp Stella Maris, I wish to thank you for the many hours your officers have given to insure safety here at camp. We are again asking for your assistance this year.

Below you will find the dates and times we will need your officers to control traffic along East Lake Road.

In advance I wish to thank you for your generosity concerning this matter.

Sincerely,

Society of the Divine Word

Society of the Divine Word
Conesus, New York

14435

Dear Father:

For the past several years you have been extremely generous in allowing our campers here at Camp Stella Maris to use your pavillion and surrounding area, along with your toilet facilities, for an overnight experience.

Once again, on behalf of all the campers and counselors, I am asking if you may be so kind as to allow us to use your facilities again this year on a weekly basis.

This year it would involve about 50-60 campers (ages 12-14), every Tuesday from about 3:00 to Wednesday noon. There will be more than adequate supervision for these campers.

If you will allow us to use your facilities, the program will begin on _____ and the following Tuesdays until _____.

I appreciate your consideration of this matter and look forward to hearing from you soon.

Sincerely,

REMITTANCE SHEET

WEEK (A,B,C,D,E, or F)

DATE

MONEY RECEIVED FOR THE FOLLOWING AT CAMP:

REGISTRATIONS

CASH

CHECKS

TOTAL

CLOTHING

CASH

CHECKS

TOTAL

CANDY

CASH

CHECKS

TOTAL

SODA

CASH

CHECKS

TOTAL

SIGNED

OVERNIGHT PREPARATIONS

NIGHT	INITIALS	MORNING	INITIALS
TOILET PAPER		GREASE (IN #10 CAN)	
		EGGS	
		BREAD	
CHIPS		PLATES	
ROLLS (2 ea.)		CUPS	
CUPS		KNIVES	
BUG JUICE		FORKS	
HOT DOGS (2ea)		SPOONS	
GRILLS		NAPLINS	
TONGS		COOKING TRAY	
PLATES			
NAPKINS			
1st AID		CEREAL	
MUSTARD & KETCHUP		SUGAR & MILK	
FORKS			
KNIVES			

PERIODIC KITCHEN DUTIES

<u>Refrigerator</u> (weekly)	_____	_____
<u>Shelves, repaper:</u> (weekly)	_____	_____
<u>Dumpster, disinfect</u> (when needed)	_____	_____
<u>Fan Filters</u> (every other day)	_____	_____
<u>Windows & Sills</u> (weekly)	_____	_____
<u>Clean Carts</u>	_____	_____
<u>Clean Downstairs</u>	_____	_____
<u>Mop Dining Room</u> & <u>Clean Tables</u> (weekly)	_____	_____
<u>Broom Closet</u>	_____	_____
<u>Sweep Stairs</u>	_____	_____
<u>Mop Hall</u>	_____	_____
<u>Bleach Mops</u>	_____	_____
<u>Coon Room</u>	_____	_____
<u>F & G</u> (daily)	_____	_____

KITCHEN RULES

<u>NO</u> Rags	<u>NO</u> Smoking
<u>NO</u> Sponges	<u>NO</u> Shorts
<u>NO</u> Bare Feet	<u>NO</u> Bare Chests
<u>NO</u> Open Garbage Cans	<u>NO</u> One is to work before cleansing their hands

SUGGESTIONS FOR POSSIBLE ACTIVITIES

NATURE HIKES

CANOE TRIP

FISHING

RAP SESSION

(See Spiritual Director for topics)

PRAYER GROUP

ARTS AND CRAFTS PROJECTS

(See Arts & Crafts Director)

FISHING AND BREAKFAST ON BEACH

BANNER MAKING

CABIN LITURGY OR DIVISION LITURGIES

(Jrs., Middies, and Seniors)

POLAR BEAR CLUB

BREAKFAST HIKE

JOGGING

P.T. (PHYSICAL TRAINING)

BAVORK HUNT

C O N T R A C T

CAMP STELLA MARIS accepts _____
in the position of _____ for the period
beginning _____ and terminating _____.
The gross pay for that period has been determined at
\$ _____. There are only two pay periods, one after
the boy's season, the other after the girl's season. Wages
will be disbursed accordingly.

_____ agrees to accept the position
stated above for the wages stipulated. _____
further agrees to fulfill to the best of _____ ability the ex-
pectations of that position. Realizing that job descriptions
and personnel practices are impractical for such period of
employment _____ agrees that acceptance of the
position is equivalent to understanding clearly what is expected
and that immediate termination of employment in the interest of
the children may be necessary if such responsibilities are not
fulfilled.

Counselor _____

Date _____

Director _____

Date _____

Dear

We are pleased to inform you of your acceptance to Camp Stella Maris.

Enclosed find two copies of your contract. Please read it over carefully and sign both, returning one to us. Your acceptance will not be official until we receive the signed contract.

Should we not receive your return within two weeks, we will interpret that as indicating you are no longer interested.

Many thanks!

Sincerely,

Dear

Although we found your qualifications quite satisfactory, we also find that we just do not have enough positions available to accommodate the many fine people who applied for jobs at Camp Stella Maris.

We regret to inform you that all positions have been filled. However, your application will be kept on file and should an opening occur, we will contact you immediately.

Thank you for your interest in Camp Stella Maris.

Peace in Christ,