

# Instructions & Suggestions

## For each Lodge Chairperson

Thank you for offering your time and commitment to the Minnesota Elks State Project! The MN Elks are searching for eligible youth willing to spend a week at MN Elks Youth Camp for an experience of a lifetime. This is an exciting, extremely rewarding position. You are offering a **free week at camp, free transportation and a free physical**. Your candidates should be deserving youth who would otherwise not be able to afford a camp. They might be from low income families, large families, or families with financially draining health problems. Maybe they are just kids that deserve a reward for being a good kid! Please try not to send a child for a second time as there are so many deserving children out there!

Most of the recruiters that have a good success rate, utilize the school personnel; such as the school social workers, principals, teachers, or school counselors. Other ideas may be to contact your area church youth leaders or coaches of youth sports. There is a news release that you may use for your local newspapers, but you may get an unexpected amount of responses. It would be great if you could fill your allotted spots and even have a waiting list for the following year! Try to have a few alternates because often some campers/parents don't follow through due to unexpected circumstances.

On the website we have provided letters to use for contacting the possible campers and their parents. You may use these or change them for your own use. Each lodge has different ways of handling the meetings. Some have a spaghetti dinner or hot dog picnic to get the families together and entice everyone to be there. At those meetings you can hand out paperwork or even have the parents complete the paperwork. Contact your local physician to set up physicals. Explain our program and possibly they will give physicals with a reduced fee! Campers must have a physical 3 months prior to attending camp.

The paperwork that needs to be completed is:

- Registration form
- Medical form (top ½ by parents and bottom ½ by physician)
- Family size and income form (food program)

You may want to also give them a letter describing your drop off and pick up process, including dates and times (in writing) and your contact names and numbers.

At your final meeting all 3 forms should be complete. If at all possible go over each form with the parent and child and be sure that the information is complete and accurate and that the parent has signed in the appropriate places on the medical and registration forms.

Please paperclip the registration form and the health form together. The family size and income sheet can be paper clipped all together. Send them with the chaperone on the day of departure. Be sure to match up the forms with the campers on the day of departure and DO NOT send any forms without the corresponding campers.

When your numbers are all set and you have all the forms, please call us at camp 218-963-2222 with your numbers and any other pertinent information that you might have. This makes our job easier and the campers' stay more enjoyable. We will give you a call the week before if we don't hear from you.

### Arrival and Departure

Please have your campers arrive between 1:00 and 3:00 on Sunday. All campers should have a head lice check before getting on the bus. We will send campers back with the chaperones if they have nits or live lice. All campers must have a chaperone, keeping in mind that the driver is not a chaperone. These chaperones are in charge of the children until we get them processed. Please keep the children in the vehicle until we give approval to disembark. We like to welcome the campers on the bus if possible. Our staff will not be ready to process the campers until 1:00pm.

While your group is at camp it may be necessary to send a camper home for various reasons. It is the **lodge's responsibility** to see that each child has transportation and **not the parent.**

For the campers' departure to home, please have the vehicles at camp and ready to load by 9:00am. We need to have all the campers gone by 10:00am, so we can prepare for the next session and give our staff time to regroup.

If you have questions or comments, please give us a call. Our home phone is 320-597-4936 (late evenings are best) until we move to camp in early June (218-963-2222).

The MN Elks Youth Camp is one of the finest facilities anywhere, and we have a great program for these kids. You are really lucky to be offering this fine opportunity to some deserving youth.

All the best in your search!!!

Joel & Kim Baumgarten

Camp Directors