



**ELKS CAMP BARRETT  
GUIDELINES FOR REPRESENTATIVES  
AND 2023 REGISTRATION PROCESS**

## **REPRESENTATIVES GENERAL RESPONSIBILITIES**

- \* The overall responsibility of a lodge representative is to act as a liaison between Elks Camp Barrett and the Lodge. Thus, lodge representatives should:
- \* Attend monthly meetings at the camp and at the quarterly state association meetings.
- \* Inform the lodge members at regular meetings and through the lodge newsletter of the activities and events at the camp.
- \* Relay to the ECB Executive Committee any suggestions or problems arising from their lodge that relate to camp operations and procedures.
- \* If your lodge is a co-sponsor of a cabin, schedule a work party with the other co-sponsors to clean and prepare your sponsored cabin before Family Picnic and Summer Camp. If not a co-sponsor of a cabin, coordinate with Camp Executive Committee to participate in a general work party.
- \* Ensure that the lodge includes in its annual budget sufficient funds to cover the sponsored campers' fees of \$175.00 each and/or the annual lodge contribution.
- \* Have the lodge approve the amount budgeted in time for the lodge treasurer to remit the amount to the Director of Operations no later than May 31st. Work with the Lodge treasurer to account for fees paid by camper families and budgeted by the Lodge and remit those fees by June 1.
- \* Complete the lodge evaluation form and return within two weeks after the camping season ends to the Director of Operations.
- \* Receive and distribute all quarterly 50/50 raffle tickets, and turn in the sales money to executive committee member, Mary O'Brien, at the quarterly workshops. Distribute and encourage participation in fundraising activities like the candy bar sales and Improvement raffle.
- \* Coordinate lodge participation in the annual major fund-raising events for the camp, especially the Family Picnic on Memorial Day weekend.
- \* Handle all paperwork and administrative duties quickly and efficiently and return to the appropriate person.

## REPRESENTATIVES SUMMER CAMP DUTIES

- Accumulate names of potential campers from previous years' lists and contacts within the lodge and the community.
- Determine through telephone calls and personal contact potential campers and provide them with the camp brochure and pre-registration form.
- Forward completed pre-registration forms to ECB and provide online registration process to approved campers.
- Reproduce and distribute the packet of forms to camper families who may not have online access
- Set a deadline for parents and guardians to return the pre –registration form by June 6. and complete their online registration no less than 10 days prior to their first day of camp.
- Contact the camper families to encourage completion and accuracy.
- Ensure that the campers and parents are aware of the departure and pick-up times if the lodge is providing the transportation to and from camp.
- Determine that parents know the directions to the camp, the time of arrival, and the procedures for registering their children if the lodge is not providing transportation.
- Encourage your Lodge members to volunteer to help during summer camp by becoming a “train the trainer” instructor, teaching a class, helping with meals, or registration. There are so many things that you can help with.
- Follow up with campers and their parents for their reaction to the camping week. Fill out the lodge evaluation form and return to Director of Operations.
- Start compiling your list of campers for the next year, and note follow-up inquiries to sources within the community that might provide more campers.

## **2023 STEP BY STEP GUIDE TO CAMPER REGISTRATION For Lodge Representatives and Lodge Leadership**

**Step 1 – Find Campers.** Make the camp brochure and pre-registration form available to prospective campers. Brochures and pre-registration forms are available on the ECB website [www.elkscampbarrett.org](http://www.elkscampbarrett.org). Review the website often for information about the camp. Please consider camp as you would your own lodge, and remember to be welcoming to all. With this in mind, please remember that the camp and camp staff are limited in their ability to safely host children with certain medical and psychological issues. Our counselors and staff are not medically trained beyond first aid and do not have the advanced training to deal with certain behavioral and mental health conditions. If a camper applicant has any serious medical, psychological or behavioral conditions please contact the Director of Operations and we can determine if our camp is the best fit for that camper.

**Step 2 – Pre-registration** - Once the Lodge representative receives the pre-registration form and the lodge approves payment for the child (whether Lodge pay or Self pay), the representative would then send the pre-registration form to [administration@elkscampbarrett.org](mailto:administration@elkscampbarrett.org).

**Step 3** – Once the camper is accepted and the pre-registration has been sent to the camp from the representative. The Rep. will provide the camper family with the full registration form. The family should then complete the full form, give it to the Lodge representative to provide to camp. No camper family should send forms directly to the camp.

**Step 4 – Please make sure that every camper brings a hard copy of the physical exam signed by a doctor dated not more than one year prior to the check-in day to camp with them on the day of check-in.**

No camper will be allowed to stay at camp without their hard copy medical physical on file.

**NO EXCEPTIONS.**

Tell your campers all they need to know about arrival and departure times. What to bring, etc.

That's It! You're done!

It's always nice to have the representative come to camp with their campers at check-in if it is possible. Mainly we just like to see your happy camp face!