

# *Edwards YMCA CAMP*

## *Environmental Education*



## *Program Planning Guide*

### *2009-2010*

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# WELCOME!

Welcome to Edwards YMCA Camp's Environmental Education program. Our day and residential programs provide an excellent opportunity for students and teachers to enjoy a well-rounded educational experience. Edwards offers a variety of curriculums to help schools enhance their classroom studies. It is our goal to give teachers and students the chance to be exposed to a variety of ecosystems, helping to increase their awareness, and appreciation for our natural surroundings. Our camp setting and team-building curriculum also provide the opportunity for positive social development and interaction among peers and adults.

The purpose of this guide is to assist you in planning your trip. You will find information on our facilities as well as a complete list of our curriculum and sample schedules. Please feel free to contact the Environmental Education Director during your planning process with any questions or concerns.

The Environmental Education Director will be happy to set up a planning meeting with your staff, either at your school or at Edwards YMCA Camp. We are willing to give camp tours and do a slide presentation for your staff, parents, and/or students. Groups new to Edwards are strongly encouraged to have a planning meeting at camp.



## **Environmental Education Mission Statement:**

To foster personal awareness and knowledge of environmental communities and ecological concepts and to instill an environmental ethic for all participants

## **Our Goals are:**

To foster environmentally conscientious citizens with the skills necessary to make informed decisions and take action on environmental issues regarding ourselves, others, and the Earth around us

To manage, maintain, and enhance the health and diversity of the property and habitats for wildlife and visitor use

## EDWARDS FACILITIES

Edwards consists of 126 acres with many distinct natural communities. Forests, prairie, a pine plantation, a marsh, and Lake Beulah offer a wide variety of environmental education possibilities. A network of nature trails allows easy access to all parts of camp. Camp also features a marsh boardwalk, athletic fields, paved game courts, an archery range, an astronomy observatory, bird feeding stations, an outdoor amphitheater, and outdoor chapel. Edwards has a variety of areas for lodging, dining, recreation, and indoor/outdoor teaching space.

The following is a list of camp facilities:

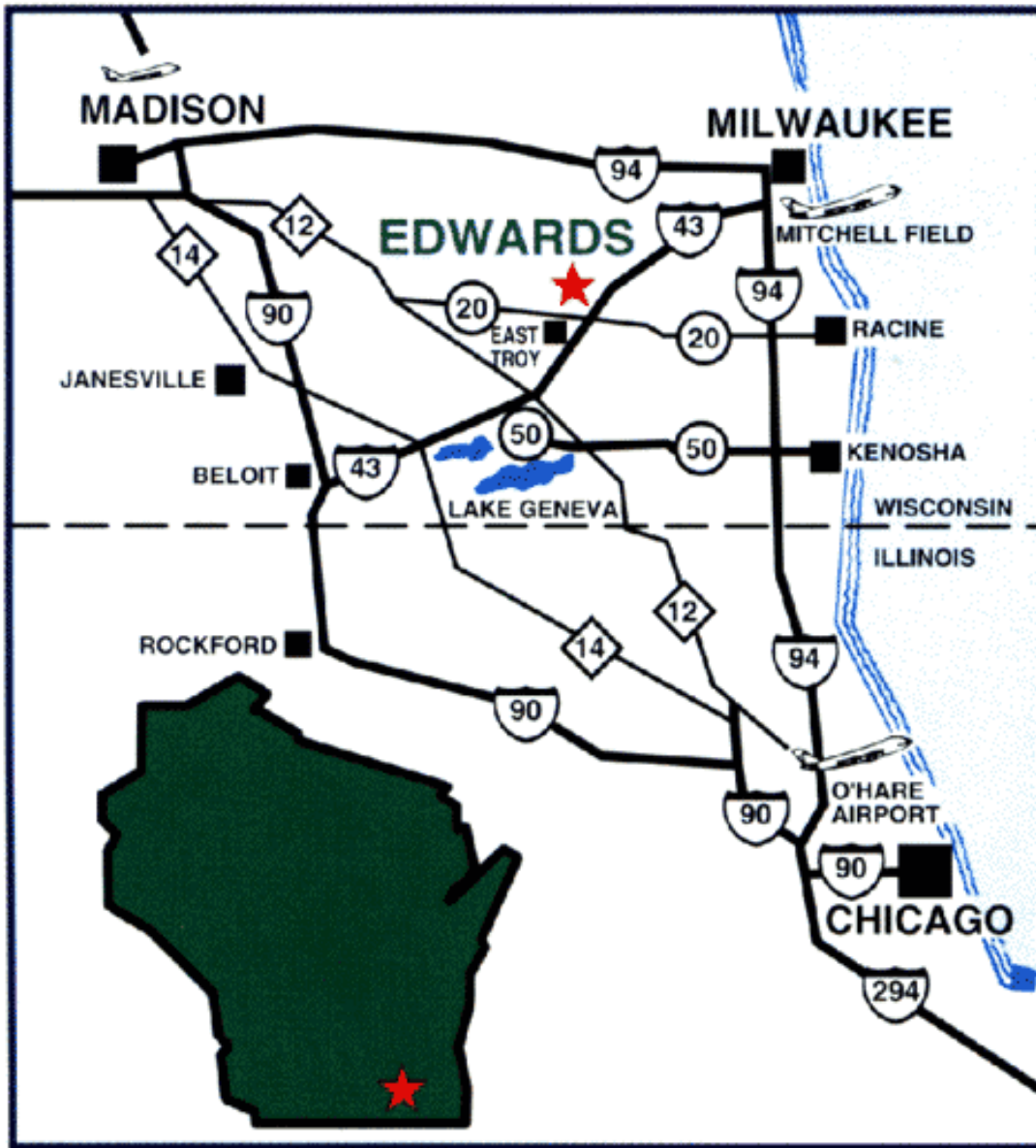
- ✿ **Micklewright Lodge:** camp's main lodge, houses the dining areas, camp offices, health center, Lakeside Environmental Resource Center, program equipment office, and loft sleeping area.
- ✿ **Hoffer and Runge Lodges** are spacious carpeted facilities with 8 bedrooms each, 5 bathrooms, a fireplace, lounge areas, and kitchenette. Each room sleeps 4 people.
- ✿ **12 rustic cabins** that sleep 12 people each. All cabins share a central bathhouse and shower facility.
- ✿ **Sequoia**, our 13<sup>th</sup> cabin, sleeps 20 people.
- ✿ Paved athletic courts are located in the cabin area and near the lodges.
- ✿ **Edwards Lodge** houses the trading post and indoor teaching space.
- ✿ Three outdoor **study stations** provide shelter for classes during inclement weather.
- ✿ Two **low ropes courses**, a **30ft climbing tower**, and a 13-element **group initiatives course** provide team-building opportunities.
- ✿ Programs are enhanced by marsh boardwalk, outdoor chapel, group campfire areas, two 120 ft Tube Slides, athletic fields, and beautiful natural surroundings and waterfront.
- ✿ Our **Outdoor Amphitheater** is great for campfires, skits, large group meetings and presentations. We also have 2 more rustic campfire rings for group use.

## WHO USES WHICH AREAS AT CAMP

Camp has several athletic field areas for recreation. The Camp Edwards staff will work with each group to schedule specific recreation areas. Unless other arrangements are made and confirmed through the Environmental Education Director, the following will be the usual assignments for dining and activities:

|               | <u>Cabin Groups</u>           | <u>Lodge Groups</u>                   |
|---------------|-------------------------------|---------------------------------------|
| Eating areas: | Main Dining Hall              | Porch tables                          |
| Recreation:   | Basketball Courts near cabins | Basketball Court near lodges          |
| Volleyball:   | Grass court near Low Ropes    | Sand Court                            |
| Campfires:    | Amphitheater                  | Pines: if Amphitheater is unavailable |

## DIRECTIONS TO CAMP EDWARDS YMCA



### From Interstate 43

Exit Hwy 20 (East Troy airport exit)

Head west (left) to a 4-way stop of County Road ES and Hwy 20, (McDonalds/Shell Station)

Turn north (right) at 4-way stop onto CR ES

Continue on county road ES (1.2 miles), will pass Fire Station & Roma's Restaurant

Turn left onto Army Lake Road, just past Sawyer's Meat Market sign

(look for Camp Edwards sign on the right)

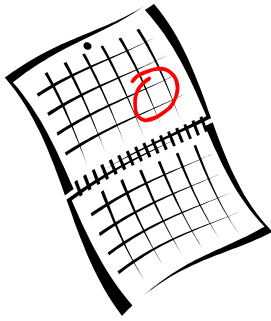
Do not turn into the first camp. This is Salvation Army Camp.

Go about ½ mile to Camp Edwards entrance, which is on the left

Parking lot is 1 mile down road for groups in the cabins.

Lodge groups turn left up road before parking lot.

## RESERVING DATES



To reserve a date at Edwards for your groups visit; please call the office **(262) 642-7466** for availability and current rates. Upon confirmation, a contract will be mailed to your school. A copy of the contract must be returned to Edwards with the required deposit. Upon receipt of the deposit, your date is reserved. Your schedule and information sheet, which asks for your requests of classes, equipment, and Edwards staff **MUST** be returned to Edwards at least **2 weeks prior** to your scheduled visit. Without this information we cannot guarantee that all of the facilities will be available for your use when you need them. If for some reason your group must cancel the dates you have reserved, please call or write Camp Edwards as soon as possible. **Deposits are non-refundable.**

## CAMP EDWARDS STAFF & TEACHING

Our Staff is here to help make your trip enjoyable and meaningful. We are available to help your staff plan and prepare for your visit. One Edwards staff member is available to assist with environmental teaching during your stay. Schools can utilize the camp staff as a teacher from 9:00 a.m. to 4:45 p.m. The staff is also available to provide one evening program during your stay. Sometimes there are additional staff available for an extra charge. Please inquire if you are interested.

Edwards YMCA Camp's Environmental Education Program is designed to provide a supportive environment, so that the school staff is able to run their own program using our lesson plans, their own activities, or a combination of both. In an effort to have Edwards staff offer our knowledge and support, we strongly encourage your staff to lead the recreation/sport activities, thereby allowing Edwards staff to strengthen your program by teaching chosen environmental lessons.

## CAMP PROCEDURES

It is our sincere goal that Environmental Education groups utilizing Edwards YMCA Camp have a productive and enjoyable stay. More often than not, another school will be sharing the facility with yours. Please be aware that they will have a program similar to yours and may be using areas of camp at the same time as your group.

Upon arrival at camp one of the Edwards staff will greet you, show you where the equipment is, review your schedule, confirm numbers, and check out times. A staff member will explain the emergency medical procedures and show you where the phones are located to call the office, ambulance and staff homes in the event of an emergency.



## CAMP RULES

Upon arrival an Edwards staff member will greet your group and a brief orientation will be held covering our rules. Respect is the primary rule we follow at Camp Edwards. In following this rule, please **Respect...**

1. **The Camp Environment/Property...** Stay on the trails.
  - Pick up trash and encourage others not to litter.
  - Do not pick flowers.
  - Please respect all critters around camp. This is their home, we are the visitors.
  - Take care of the buildings and property.
2. **Others...** Listen when others are talking.
  - When an adult's hand goes up everyone should be quiet and listen.
  - Encourage each other. No put-downs.
  - Stay out of buildings without adult permission.
  - Keep out of other people's rooms, lodges, and possessions.
3. **Self...** Dress appropriately for activities.
  - Get enough sleep.
  - Be on time.
  - Clean up after yourself.
  - Stay with your group and an adult.

## TEACHER/CHAPERONE RESPONSIBILITIES

If you are staying in the cabin area, all cars must be parked in the lower parking lot. Please do not allow any of your staff to park on the grass, even to unload. Smoking is not allowed in any buildings at camp. We prefer that adults smoke in areas where the children cannot see them. Please dispose of all smoking refuse in the #10 cans provided around camp.

Edwards staff are here to facilitate your group's visit and to help lead some of your activities. We work with you to meet the goals of your classroom and your input is welcome. If, when attending a lesson led by an Edwards staff member, you would like to add supplementary information to better connect the lesson to your classroom teaching, please add the information or discuss your goals with the Edwards staff member.

In addition, please make sure your chaperones understand their responsibilities to ensure a safe and meaningful time for all participants. Suggested **camper to staff ratio of 15:1 or less**. Chaperones are responsible....

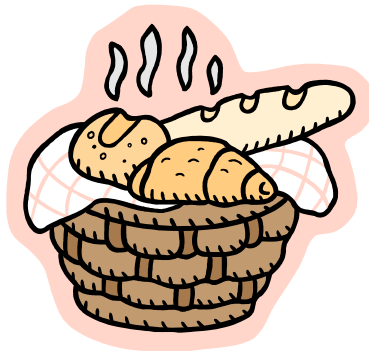
1. For supervision of children during the day and especially at night.
2. For discipline and helping to enforce camp rules. Follow the rules and lead by example.
3. To help the children have a safe, fair, educational, and fun time while at camp.
4. To report any medical, behavioral, or camp problems or needs to the lead teacher, who pass appropriate concerns to the Edwards staff.
5. To help the students clean up after themselves in their sleeping and dining areas.
6. To refrain from smoking in front of the children. Using drugs or alcohol is not allowed in camp.
7. To make sure they clean up after themselves and have gear out of sleeping area by the pack out time (8AM) to ensure housekeeping has time to prepare for the next group.

## MMM...MEALS

Our food service staff takes pride in preparing meals that are healthy and tasty. The meals are served family-style. Hot and cold cereal is served in addition to our regular breakfast menu. A salad bar complements our evening meal.

We try hard to accommodate as many food allergies and special dietary needs as possible. Diets that we cannot accommodate are wheat allergies, soy, and a vegan diet. Vegetarians are welcome. Please contact camp for further questions about dietary needs.

Sometimes it is necessary to reschedule mealtimes to accommodate large groups or unique programs. The Edwards staff will let you know well in advance if this is to happen. If you are having lunch on your last day and you need it early, you may request it at 11:00. A sack lunch can also be requested to eat on the bus. Otherwise meals are served at 8:00am, 12:00 noon and 5:30pm.



Students learn responsibility by helping out during the meals. These students referred to as Hoppers, arrive 15 minutes before the meal and help set the table. If you have assigned seating, choose one or two hoppers from each table, to be responsible for the table where they are sitting. During the meal the Hopper gets the food from the kitchen and any refills needed and help with the clean up procedure.

At the end of the meal the clean up procedure is as follows:

1. Return all serving dishes back to the kitchen
2. Bring the silverware to the labeled bins. (It works well to use an empty cup from the table to separate the silverware when we have more than on type).
3. Return salt, pepper and unused napkins in holder to the counter.
4. Place compost (which is announced at each meal) onto one plate and dump it into compost bucket. (Please don't start stacking plates or the Hopper has to scrape two sides)

After these four things are done, the hopper will come to the door of the kitchen and get a Goober Gobber bucket with two cans (one for solid and one for liquid waste) and a rubber scraper. Hoppers scrape plates and stack plates and cups into the bin. Then the hoppers return the Goober Gobber bucket to staff. Hoppers finish by wiping down the table and sweeping under tables.

## GROUP CHECKOUT PROCEDURES

### Pack-Out Time is 8:00 am on your departure day.

This is so housekeeping has enough time to clean before our next guests arrive.

**Lodge Groups** put luggage on outside porches or if raining, on the tile in front of the fireplaces.

**Cabins Groups** need to take luggage down to the lower parking lot or designated area.

Before your group leaves the *cabins* please:

- 🍂 Sweep cabin floors
- 🍂 Close windows and open curtains
- 🍂 Pick up garbage in and around cabins and empty it in bins by the KYBO
- 🍂 Turn off heaters or exhaust fans and lights
- 🍂 Check the KYBO and lost and found (on Micklewright porch)
- 🍂 Return all program equipment and archery keys to the program office

Before your group leaves *Hoffer or Runge* Lodge please:

- 🍂 Check carefully for any stray articles
- 🍂 Close windows
- 🍂 Turn off lights, ceiling fans, and bathroom heaters
- 🍂 Return all program equipment and archery keys to the program office

## MEDICAL AND EMERGENCY PROCEDURES

The Camp Edwards Health Center is stocked with basic first aid supplies and over the counter medications for minor incidents. All groups are welcome to use these supplies by asking the EE Staff. Your group should appoint a teacher or nurse to be responsible for minor care and to dispense medication. **Edwards YMCA Camp does not provide staff to distribute medications.** It is the responsibility of your school to have appropriate health histories, health forms, and necessary medical release forms for emergency situations. Should an accident or injury occur, we ask all groups to fill out our accident report form. Please pick up and return completed forms to the business office.

*If there is an emergency during the day, go to the main office in Micklewright Lodge, or call the office on any camp telephone. Inform the office staff of exactly what has happened and what is needed (ambulance, etc.) That person will then make the proper phone calls. If the business office is closed, contact one of the Edwards staff at home. Staff numbers are located next to all intercom telephones.*

If you need to call the ambulance yourself, use the phone in the infirmary, Loft, Hoffer Lodge, Runge Lodge or Micklewright foyer. Dial 82-911 for the emergency service. The camp address is N8901 Army Lake Road. Be sure to tell them what building or area of camp to come to. The Aurora Health Urgent Care Clinic is located in Mukwonago near Walmart for less critical incidents.

**\*\*For emergency purposes, make sure your school has an emergency vehicle to transport students with minor injuries to medical facilities and a cell phone for emergency contact purposes.**

## LESSON PLAN DESCRIPTIONS

Most lessons require 1¼ hours, preferably 1½ hours to effectively cover the material.  
Ideal group size for each lesson is 15 students, unless otherwise indicated.

### WILDLIFE

#### Birds! Birds! Birds!: (grade level 3-7) Year round

Students will learn all about the amazing adaptations of birds, take a bird hike to learn how to identify some common species, and play a game about the incredible migration of our feathered friends.

#### On the Right Track (grade levels K-8) Year Round

This class is adapted to the grade level of students. Through live animals, wildlife artifacts, hiking, and games students learn about natural history and how to interpret animal signs and the environment leading to increased awareness and observation skills. Students will also play games that focus on camouflage, coloration, and survival adaptations. In winter, tracking is taught as a more in-depth part of the class.



#### Camouflagery: (grade levels K-5) Year Round

In this hands-on camouflage activity, students learn about methods of protective coloration used by animals. Through wildlife artifacts, a hike, and several games, students study camouflage, mimicry, and adaptations techniques that animals use to survive.

#### Predator/Prey: (grade level 4-8) 20-50 students Year round

Students participate in an exciting game where “eat or be eaten” is the rule. Through this first-hand experience, they learn about the interdependent roles animals have in nature and how people affect those roles. The food chain, competition, interdependence, and adaptations are key concepts.

#### All about Wolves: (grade level K-10) Year Round

Students will enter the world of one of the most controversial animals in history. Through games, hands-on activities and materials, students will learn about wolf folklore, natural history, and issues that surround this endangered species.

#### Winter Wildlife: (grade level K-12) Year round

Students will learn that a forest is far from dormant during the winter season. Students learn how animals adapt to the winter thru hands on activities and games. Tracking is also taught to help students learn which animals are active in the winter months.

#### Reptiles and Amphibians: (grade level K-12) Year round

*Edwards Staff must lead this activity*

Students learn all about the amazing world of reptiles and amphibians thru hands on activities. Students get to see up close and personal some of the common reptiles and amphibians that live in Illinois and Wisconsin.



## **AQUATIC**

### Pond Mucking: (grade level 3-9) April-October

Students get a chance to collect aquatic organisms from Lake Beulah to gain an understanding of pond and lake inhabitants and their ecology. Types of organisms found can help students study the water quality and the aquatic food chain of the area.

### The Water Cycle: (grade level 3-9) Year Round

Students will learn about the importance of water in our everyday lives through several games and discussions. The class focuses on human impact on the water cycle and how the water cycle works.



### Wetland Wonders: (grade level 4-12) Year round

Students will explore the marsh community by taking a walk on the boardwalk, discover its inhabitants and understand the role it plays in maintaining the delicate balance of our environment.

## **LAND & FOREST**

### Geology Rocks (grade 5-12) Year Round

Students learn about the rock cycle during this hands-on class. A hike out to a rock quarry is the highlight where students get to do a rock hunt and activities on how rocks are formed. This class works best with a two hour time slot.

### Tree Talk: (grade 4-12) Year round

Students gain an appreciation of one of the most valuable resources on earth...TREES! Through the use of dichotomous keys and hands-on activities, students learn how to identify common trees, learn about the layers of a forest and succession, and the value of trees and their uses.

### Pines and Prairies: (grade level 4-8) Year round

Students explore and discover the differences between these two unique ecosystems. Students will learn types of trees, plants, and animals that live in each ecosystem and learn what an edge habitat is and how it is beneficial to wildlife.

### Soil- The World Beneath our Feet: (grade level 5-12) Year round

Students will learn that soil is more than just dirt in this in depth look at the world beneath their feet. Students will get down and dirty learning about the properties of soil, erosion, weathering, and the importance of soil in our everyday lives.

### Maple Syruping: (grade K-6) March and April only

*Edwards Staff must teach this program*

Learn all about maple syrup from the tap to the tree. Students get to learn about the history of maple syruping, how it is made through hands on activities and demonstrations, and even a taste test.

### Wilderness Survival: (grade level 3-8) Year round

Through role-playing a survival situation students build shelters and choose which survival supplies they would utilize to help them survive in the wilderness. Students will also learn about primitive fire making tools.

## ENVIRONMENT & HISTORY

Living History: (grade level 3-12) Edwards's Staff must teach this class Year round

Students investigate early American and natural history through hands-on activities and artifacts. Native American, The Fur Trade, and the Logging Eras will be studied in this trip back in time.

Native American Games and Storytelling: (grade level 1-12) Year Round

Students will experience the age-old craft of Native American storytelling. Students will also learn several games played by Native American children.

Recycling the Natural Choice: (grade level 3-8) Year round

Students will explore the three R's and their importance in conservation. Through activities and games they will gain a better understanding of the importance of conserving our natural resources. They will investigate our worm and compost bins.

Stewardship Projects: (grade level 4-12) Year Round

Students learn about land management and wildlife while working together to leave a positive and lasting impression on the camp environment. Projects may include: removing invasive species from the camp ecosystems, seed collecting, or tree planting.

**TEAM BUILDING** (Camp offers training to instructors for ropes & initiatives courses)

Communication Breakdown: (grade 4-Adult) 15-50 students Year round

In small teams, students attempt to replicate a Tinker Toy model. Each team member has a specific role which only s/he may perform and whose actions affect the success of the team. Through the construction of the model, students become aware of the importance of clear, concise communication.

Cooperative Group Games (K-Adult) Year round

Students participate in fun, noncompetitive group games and initiative activities that focus on building teamwork, cooperation, communication, and leadership skills Encourages them to interact with others in and look at problems in new ways.

Climbing Wall: (grade 4-adult) minimum 1 ½ hours for 15 students Fall and Spring

Students get to challenge themselves on the Power Tower. The Power Tower is a 35 foot climbing structure that has several different levels of climbing difficulty. Students work together to encourage, challenge, and above all have fun. **There is an additional cost of \$5.00 per student for this activity.**

Group Initiatives Course: (grade 4-Adult) Year round

Students participate in a series of physical obstacles that challenge the group's cooperation and communication skills. Discussion or "processing" of each challenge is an important part of this program.

Low Ropes Course: (grade 4-Adult) Year round

**REQUIRES EDWARDS STAFF OR NEED TO TAKE TRAINING COURSE**

Students will participate in a nine-station confidence course where individual persistence and coordination are encouraged through group trust and support.

## **LARGE GROUP (20-150 people) & EVENING PROGRAMS** (1 to 1 ½ hours)

Edwards's staff provides one evening program from the list below during your stay. Teachers are responsible for the other evenings. Large group activities can be used anytime.

Alpha Wolf: A fun nighttime game where students become a pack of wolves trying find the “alpha” wolf hiding somewhere in camp by using their senses and howling as the only form of communication.



An Evening with Wolves: An indoor program about the life of a wolf pack. Through a power point presentation, large group hands-on activities, and stories, students will learn about the social life of wolves, their incredible senses, and some of the history/ lore that surrounds this fascinating creature.

Astronomy: Weather permitting, students will learn about our solar system, key constellations, and listen to “star stories.” Can be modified to any grade level. Small groups are recommended for this activity.

Bag Skits: Students are divided into small groups. Each group is given several props and a title for their skit. The groups work together to come up with a short skit using all of the props and creativity.

Campfire: Students participate in an outdoor or indoor program where songs, stories and skits can be shared around the warmth of a fire.

Dutch Auction: Now it's not Dutch and it's not an Auction....so what is it? Dutch auction is a game where campers are asked to bring items from their cabin to use as costumes and props for the random categories the staff may come up with. Creativity, a sense of humor, and random objects are the setting for this crazy reverse scavenger hunt. Great for large groups.



### Guest Speakers:

Special presentation can be arranged for evening programs for an additional cost (\$125-\$250). Topics include: Wildlife Rehabilitation, Storytelling, Reptiles and Amphibians, Music and Sound, and Native American Dancing/ History. Contact the Environmental Education Director to set up one of these speakers.

Nature Scavenger Hunt: Groups of students get a list of natural items they try to find around camp. This is a great way to get the students into the woods and learning about the environment around them.

Night Hike: (up to 20 people per group) Students take a walk without flashlights, experiencing the night through a series of sensory activities. Search for signs of nocturnal animals and discover how well the human eye sees at night.



Owl Prowl: An indoor program where students learn about the fascinating world of raptors. The program focuses on adaptations unique to owls through a power point presentation, hands-on activities, and raptor artifacts. This class goes along great with an owl pellet dissection class.

## OUTDOOR RECREATION

Archery: (grade level 4-12) Fall and Spring

Students will learn firing line commands, etiquette, techniques and safety, while trying their hand at archery.

Canoeing or Rowboats: (grade level 4-12) April through October

***At least 2 adults that know how to canoe well and can teach canoe skills needed for this class***

Students will understand the basic concepts of water safety, the basic equipment needed for safe canoeing and how to control and steer a canoe. This lesson must be pre-arranged with Edwards's staff. We must have one of our staff in the immediate area during this activity. We reserve the right to cancel this activity if our staff is not available or if the weather is unfavorable.



Compass Frisbee Golf: (grade level 5-12) Year round

The students will be able to understand how to find compass bearings, list the four cardinal directions and complete an orienteering course in the form of a nine or eighteen hole course.

Tube Slides- Harron's Run and Lisa's Leap: (grade level K-12) Year Round

Students ride a sled down a 120 foot tube. The whole trip takes 7 seconds then it is back up the hill for another ride. A great way to tire out those energetic kids! Add this crazy ride to your recreation time.

Medic Ball: (grade level 2-12) Year Round

This is a fun fast paced version of dodge ball. Students assign a "medic" that can tag people back into the game after being hit out, but watch out so that your medic doesn't get hit out.

North, South, East or West: (grade level 5-12) Year round

Students embark on a mission to find their way around the athletic field. Using pace and a compass, they will determine directions and distances along a competitive course.



Sports:

Teachers can arrange to get equipment and use of the fields and courts for various sports or games including; volleyball, basketball, soccer, etc.

## AVAILABLE SNACKS & PRICES

All Snacks are \$1.00 per person



**Italian Ice**  
**Ice Cream Sandwiches**  
**S'Mores**  
**Cookies (2 per person)**  
**Granola Bars**  
**Freezie Pops (.50/pop)**



You can also choose to bring your own if you would like

## PLANNING CHECKLIST

When planning your trip, please keep in mind that the Edwards Staff is available to help with all aspects of your preparation. It may also be helpful to form a planning committee to assist with organizing everything. The following checklist is a guide to aid in your planning. There maybe other things you want to include in your preparations.

### **Reserving and Getting Set Up:**

- Reserve dates for your group by calling the Camp Edwards registrar.
- Arrange for transportation to and from camp
- Once you receive a contract: check the arrival, departure and meal times.
- Check your contract for the minimum and maximum numbers to assure that your group will not overflow lodging capacity. If there are any problems, call the camp immediately.
- Set up a planning meeting and/or slide show with the Environmental Ed. Director (optional) for parents or staff

### **Schedules and Classes:**

- Establish goals and objectives for your program
- Choose activities from Edwards curriculum or your own based on your staff's teaching strengths and curriculum at school.
- Set up a detailed schedule determining length and number of instructional, non-instructional activities, evening programs, and who will lead each (One Edwards staff can assist with teaching)
- Download lesson plans from camp website
- Plan alternative activities for inclement weather (most activities can still be done in the rain.)

### **Group Assignments:**

- Determine number of tables required
- Assign Hoppers for each meal
- Assign living quarters to students and staff
- Assign students to instructional groups

### **School Information Sheet:**

- Return School Information Form and a copy of your schedule to the E.E Program Director at least 2 weeks prior to your visit**
- Obtain appropriate health histories, health forms, and medical release forms. Be aware of any students with major health problems such as severe allergies and put on school information sheet.

### **Miscellaneous, but Helpful:**

- Make durable nametags for your staff and students (optional but very helpful to the Edwards staff).
- Recruit or assign a nurse or person to be in charge of dispensing medication and taking care of minor emergencies.

# SCHOOL INFORMATION SHEET

School Name(s): \_\_\_\_\_ Dates at Camp: \_\_\_\_\_

School Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Billing Person: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Best Time(s) to call: \_\_\_\_\_ Email: \_\_\_\_\_

What are the grades/ages of students attending? \_\_\_\_\_

**Guaranteed numbers:**

\_\_\_\_\_ Female students  
\_\_\_\_\_ Male students  
\_\_\_\_\_ Female adults  
\_\_\_\_\_ Male adults  
\_\_\_\_\_ TOTAL

**Guests:**

\_\_\_\_\_ Number  
\_\_\_\_\_ How many nights?  
Which meals? \_\_\_\_\_

**Time and day of arrival:** \_\_\_\_\_

**Time and day of departure:** \_\_\_\_\_

The first meal *served* by Edwards will be? \_\_\_\_\_

Would you like juice served, if you bring sack lunch the first day? YES NO

What time would you like lunch on the last day? 11:00 12:00 No Lunch Sack

How many tables will you need in the dining hall/porch? \_\_\_\_\_

Cabin groups eat in dining hall (10 to 12 per table) Lodge groups eat in porch (6 to 8 per table)

**Cabins/Lodges:** Number of cabins/ lodges needed: \_\_\_\_\_

\*Circle requests for cabins/ lodges (if none requested, we will assign) \*\* Cabins sleep 12, except Sequoia which sleeps 20.

|                               |           |                  |          |                   |           |
|-------------------------------|-----------|------------------|----------|-------------------|-----------|
| Sequoia                       | Blackbird | Dekorah          | Tecumseh | Black Hawk        | Pontiac   |
| Osceola                       | Winnemeg  | Maungzet         | Oshkosh  | Shabbona          | Cochise   |
| The Loft (cabins groups only) |           | Runge Lodge (32) |          | Hoffer Lodge (34) | Red Cloud |

**Grace:** Do you want our staff to lead in grace before meals? YES NO

**Birthdays:** Do you have any birthdays during your stay? If yes, when: \_\_\_\_\_

**Snacks:** Do you want camp to provide evening snacks? YES NO

If yes, what would you like to have? (Options and Cost in Teacher's Guide)

First Night: \_\_\_\_\_ / Second Night: \_\_\_\_\_

**Camp Store:** Will your students be visiting our Trading Post? YES NO

When? \_\_\_\_\_

Do you want the store stocked with candy? YES NO

**Camp Tour:** Would you like one on the first day? YES Time: \_\_\_\_\_ NO

**Linens:** Would you like camp to supply linens (\$15/set) YES NO

**Camp Instructor:** (please read our policies on Edwards Teachers)

Will you be using an Edwards E.E. Instructor? YES NO

If yes, which class(es) would you like taught? (Please indicate the days and times):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Will the Edwards staff be doing an evening program for you? YES NO

If yes, which activity? \_\_\_\_\_ When: \_\_\_\_\_

\*\*See Teacher's Guide appendix for evening program options

Please indicate where all activities will be taught and if you need any specific Edwards equipment. Please include recreational activities and evening programs:

|                      |                              |
|----------------------|------------------------------|
| <b>Class/ Lesson</b> | <b>Camp Equipment Needed</b> |
|----------------------|------------------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Evening and Recreation Programs:**

|                 |                              |
|-----------------|------------------------------|
| <b>Activity</b> | <b>Camp Equipment Needed</b> |
|-----------------|------------------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Do you have any **Vegetarians** or **Special dietary needs**? Please indicate number  
We are unable to accommodate gluten, egg, or soy allergies or vegan diets

**Vegetarians**\_\_\_\_\_ **Lactose Intolerant**\_\_\_\_\_

**Peanut Allergies**\_\_\_\_\_ **Tree Nut Allergies**\_\_\_\_\_

**Other:** \_\_\_\_\_  
\_\_\_\_\_

Do you have any **special needs students** that we should be aware of?

**RETURN THIS FORM AND A COPY OF YOUR SCHEDULE  
TWO WEEKS PRIOR TO YOUR VISIT**

**(Fax: 262.642.5108) or send to: N8901 Army Lake Road, East Troy, WI 53120**

# **SAMPLE CAMP SCHEDULES**

## **SCHEDULE A**

### **DAY 1**

11:00 Arrive at Camp Edwards settle in  
11:45 Hoppers to dining hall  
12:00 Lunch  
12:45 Tour  
1:30 Instructional Period #1  
3:00 Instructional Period #2  
4:30 Recreation Time  
5:30 Dinner  
6:15 Trading Post/ Rest time  
7:00 Evening Program  
8:30 Snack  
9:30 Prepare for bed  
10:00 Lights out

### **DAY 2**

7:00 AM Students Wake Up  
7:45 Hoppers to Lodge  
8:00 Breakfast  
8:45 Clean Cabins  
9:00 Instructional Period #3  
10:30 Instructional Period #4  
11:45 Clean-up Hoppers to Lodge  
12:00 Lunch  
1:00 Instructional Period #5  
2:30 Instructional Period #6  
4:00 Recreational Period  
5:15 Hoppers to Lodge  
5:30 Dinner  
6:15 Non-instructional group activity  
7:30 Evening Activity  
9:15 Prepare for Bed  
10:00 Lights Out

### **DAY 3**

7:00 Wake Up/ Pack Up  
7:45 Hoppers to Lodge  
8:00 Breakfast  
9:00 Class or Group Activity  
11:00 Lunch  
12:00 Depart

## **SCHEDULE B**

### **DAY 1**

10:30 Arrive at camp and unpack  
11:00 Tour and orientation  
12:00 Lunch  
1:00 Instructional Period #1  
2:15 Break  
2:30 Instructional Period #2  
3:45 Break  
4:00 Recreation  
5:15 Hoppers  
5:30 Dinner  
6:30 Quite Time/Journal/Trading Post  
7:00 Planned Activity  
8:00 Planned Activity  
9:15 Prepare for Bed  
10:00 Lights Out

### **DAY 2**

7:00 AM Wake Up  
7:45 Hoppers to Lodge  
8:00 Breakfast  
9:00 Instructional Period #3  
10:15 Break  
10:30 Instructional Period #4  
11:45 Hoppers  
12:00 Lunch  
1:00 Instructional Period #5  
2:15 Break  
2:30 Instructional Period #6  
3:45 Break  
4:00 Instructional Period #7  
5:15 Hoppers  
5:30 Dinner  
6:30 Quite Time/Journal/Trading Post  
7:30 Evening Activity  
9:15 Prepare for Bed  
10:00 Lights Out

### **DAY 3**

7:00 Wake Up and Pack Up  
8:00 Breakfast  
9:00 Group Activity  
10:00 Depart

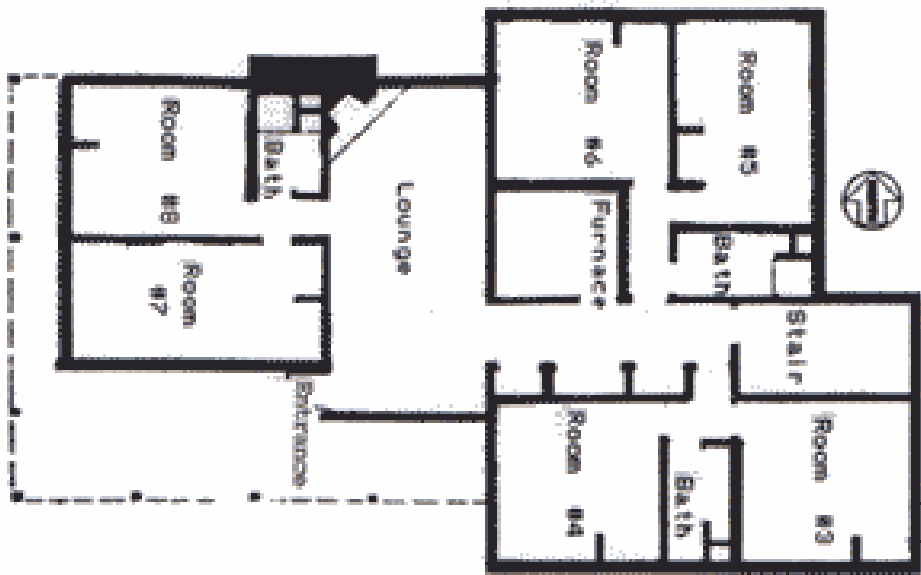
## TYPICAL ITEMS FOR STUDENTS TO BRING

| Clothing:  | Personal Gear:  |
|--|---|
| <ul style="list-style-type: none"> <li>• Shirts (short and long sleeved)</li> </ul>                                | <ul style="list-style-type: none"> <li>• Hat or Visor</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Pants ( 1 more than # days of camp)</li> </ul>                            | <ul style="list-style-type: none"> <li>• Toiletries: soap, toothbrush/ paste, shampoo, washcloth, comb, etc)</li> </ul> |
| <ul style="list-style-type: none"> <li>• Sweatshirt or Sweater</li> </ul>  | <ul style="list-style-type: none"> <li>• Sleeping Bag and Pillow</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Jacket (appropriate for season)</li> </ul>                                | <ul style="list-style-type: none"> <li>• Towel for shower</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Rain Gear and Boots</li> </ul>  | <ul style="list-style-type: none"> <li>• Water Bottle marked with name</li> </ul>                                       |
| <ul style="list-style-type: none"> <li>• Socks (2 more pair than # of days at camp)</li> </ul>                     | <ul style="list-style-type: none"> <li>• Necessary Medications, clearly marked with directions and name</li> </ul>      |
| <ul style="list-style-type: none"> <li>• Underwear</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• 2 pairs of shoes that can get dirty</li> </ul>                            | Optional Gear:  |
| <ul style="list-style-type: none"> <li>• Pajamas/ Slippers</li> </ul>  | <ul style="list-style-type: none"> <li>• Book/ Journal/ Activity for Cabin</li> </ul>                                   |
| Add for Winter:  | <ul style="list-style-type: none"> <li>• Sunglasses</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Pair of winter boots</li> </ul>   | <ul style="list-style-type: none"> <li>• Bug Spray/ Sunscreen</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Warm hat (ear muffs or head band do not keep kids warm enough)</li> </ul> | <ul style="list-style-type: none"> <li>• Camera (disposables work great with name marked on them)</li> </ul>            |
| <ul style="list-style-type: none"> <li>• 2 pairs of mittens/ gloves</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Store Money</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Warm winter coat/ snow pants</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Flashlight</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Long underwear top and bottom</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Extra bag for dirty/wet clothes</li> </ul>                                     |
| <ul style="list-style-type: none"> <li>• Extra sweater/ sweatshirt</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Kleenex</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Scarf</li> </ul>  |   |
|  |   |
| Suggested Items to Leave at Home:  |   |
| <ul style="list-style-type: none"> <li>• Anything Valuable</li> </ul>  | <ul style="list-style-type: none"> <li>• Curling Irons/ Hair Dryers</li> </ul>  |
| <ul style="list-style-type: none"> <li>• I-pods</li> </ul>   | <ul style="list-style-type: none"> <li>• Candy, Gum, Snacks (these attract ants and animals)</li> </ul>                 |
| <ul style="list-style-type: none"> <li>• Cell Phones</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• Electronic games/ walkmans</li> </ul>                                     |   |

### Tips for Successful Packing:

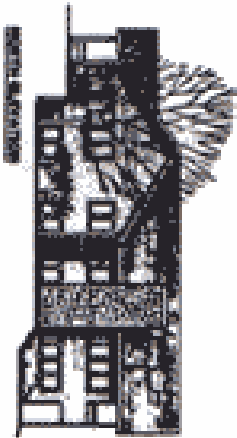
- Fleece Jackets are great for keeping warm and repelling water
- Wool or a wool blend of sock will keep feet much drier and warmer than cotton
- Label everything
- A rain poncho is essential to keep kids dry

Appropriate Clothing is Essential for a Successful Trip. Cold and Wet Kids are not Happy Kids.

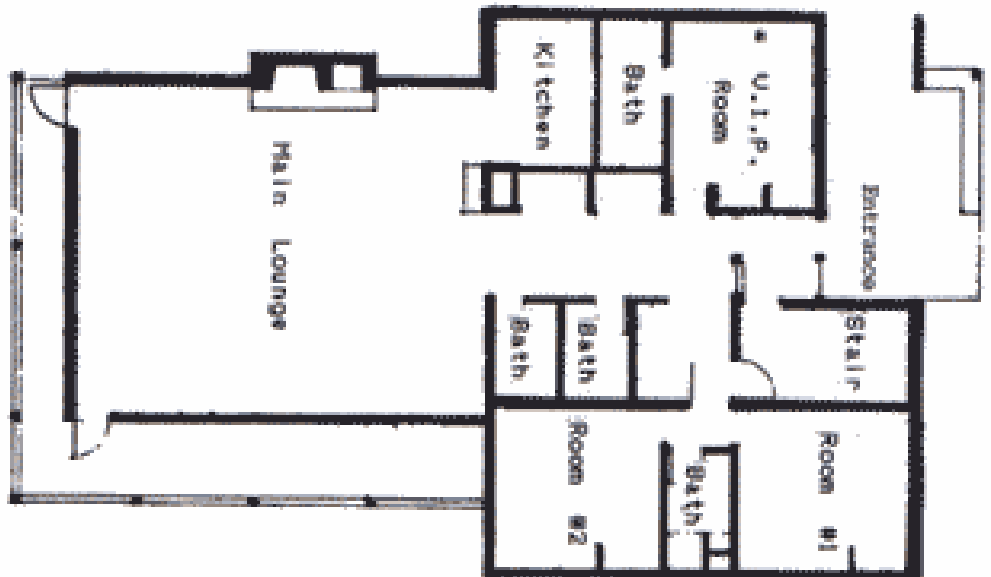


**LOWER LEVEL**

\* THIS ROOM IS NOT FOR GENERAL USE  
 \* GROUPS ARE ASKED TO FILL ROOMS TO CAPACITY. CAMP MAY NEED TO USE EXTRA ROOMS OR LOCK IF EMPTY.



**HOFFER LODGE**



**UPPER LEVEL**

**HOFFER LODGE • CAMP EDWARDS • EAST TROY, WISCONSIN**

