



Camp Programming Details

WHY IT MATTERS

Special care should be taken when considering your 4-H Cloverbud Camp programming details. Having a well planned camp will assist staff, volunteers and counselors in assuring that:

- ⇒ The camp environment is fun and energetic, yet controlled
- ⇒ Activities, field trips and crafts are age appropriate
- ⇒ Transitions between activities and field trips run smoothly
- ⇒ Volunteers and counselors are utilized appropriately

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Schedule

Creating a schedule is essential to keeping you on track for planning and carrying out your 4-H Cloverbud Camp. Consider these types of schedules:

- » Detailed: This type of schedule could include activity supply lists, back up activities, field trip or guest speaker details, and any fees or costs associated with camp that day. This schedule could be shared with any staff or volunteers who help facilitate the camp.
- » General: This type of schedule can be more broad and provide information about when activities, lunch, restroom breaks, field trips, or guest speakers will be taking place. This schedule should be posted at camp and shared with parents.

Don't forget to allow time on the first day of camp to welcome everyone to 4-H Cloverbud Camp. A game or fun activity can be used to do introductions or create name tags. Review the details for camp operations right away, such as camper behavior expectations, restroom locations, fire drill and tornado drill instructions, and field trip directions.

Sign In and Sign Out

Registration materials should include a list of individuals that have permission to sign youth in and out each day. Keep a sign in sheet for each day that tells the youth's name, person signing them into camp, time of sign in, and time of sign out.

It is your responsibility to check that list of individuals before allowing a youth to leave camp. Should the sign out person not be listed as having permission to take the youth home, call that youth's parents immediately.



GOOD TO KNOW

A few suggestions for making your programming flow smooth:

- ⇒ Creating a schedule that can be shared with parents, resource people, and any community partners, as well as displayed each day assists in effective communication.
- ⇒ Pre-assigned group arrangements are a great way to get organized. However, if a group isn't working well together it's okay to make adjustments. Switching youth in their group may take place as a parent or counselor request, observation of inappropriate behavior, or for safety concerns.
- ⇒ Creating a FaceBook group or e-mail group is another great way to communicate any changes or reminders with parents.
- ⇒ Don't forget to create name tags for staff, counselors and volunteers.
- ⇒ Name tags can be a ton of fun for the youth to create, color or design. Lanyards that hold the name tags can be beaded, colored, turned into a craft and much more!
- ⇒ Check out the Cloverbuds folder on SharePoint for ideas, templates and sample documents that you can use with your 4-H Cloverbud Camp.

Group Arrangements

There are several ways to organize youth into manageable groups for camp. Consider the following when organizing groups:

- » Split youth into groups based on age so younger campers can receive more help if needed.
- » Mix the gender of youth at the table to avoid possible cliques
- » Use your camp theme to create groups. Youth can count off by number or theme. Make adjustments to your groups as needed to ensure diversity of age (if desired) or gender.

Creating group arrangements and assigning camp counselors to each group will create a mentor/mentee type relationship between the youth and their counselor.

Communication with Parents

- » Day to day communication with parents is important. Any changes in the schedule or reminders for youth to bring supplies to camp the next day should be done in writing and sent home with the youth.
- » Remember that parents might not be the person signing the youth out that day, but the parents ultimately need to get the information.

Name Tags

Name tags are essential during 4-H Cloverbud Camp for youth, volunteers, counselors, guest speakers, and staff. With a glance, it's easy to tell who belongs with camp and is part of the group. Whenever possible, the youth's first name should be written in a large font, with the last name written in a much smaller font. Should the youth interact with the public during field trips or restroom breaks, it's important to provide as little information as possible on the front of the name tag.

Consider using the back of the name tag to include details about the youth that would be helpful to staff and volunteers. Such details may include:

- » Allergies
- » Emergency contact information
- » Individuals with permission to sign in and sign out youth
- » Relevant medical information

