Dear Matoaka Counselor,

This Training Manual has been prepared in the hope that it will help you to become readily familiar with Camp Matoaka, its administrators, and its accepted rules and regulations to be followed during the course of your stay.

The summer address says it all: “One Great Place!” We feel a deep responsibility toward our campers and their families. They are entrusting not only us, but you too, with their most valued treasure, their child. Therefore, every effort is made for the benefit of the campers.

You are their caretakers and surrogate parents for the summer. You are responsible for the campers’ health and safety, both physical and emotional. Critical to this end, many systems are in place to insure their rights are protected during their stay.

The success of any camper depends primarily upon the counselors, for you are the ones closest to the campers, and you are the ones who will be training and giving them the opportunity to learn to live together, have fun, develop skills at activities, and to learn the value of service through camp responsibilities.

It is you who sets the example for your campers. As their role model, you must be willing to follow the rules as well as enforce them. You must always be consistent. These children look to you for leadership, friendship, guidance, and support. They look to you for help, encouragement and love. We are confident that you will be able to meet their needs.

To fulfill your obligations as a counselor, you will guide your campers in the proper direction and lead them to the realization that, through their camping experiences, they will become better equipped socially, emotionally, mentally, spiritually, and physically to meet the challenge of daily living.

We hope that, for you, a summer at Camp Matoaka will be an exciting and positive learning experience – one that you will long remember and cherish. There are many of us who wish for more days in the summer. So, with only 50 days of camp, let’s make every one count!

With warmest regards,

Leslie and Jason Silberman, Owners/Directors
Wendy Berliner, Assistant Director
SECTION 1.

INTRODUCTION TO CAMP MATOAKA
Camp Matoaka runs a very extensive staff training, lasting for a full 10 days prior to the campers’ arrival. The standard Staff Training length according to the American Camp Association is seven days. We feel that seven days is just not enough time to absorb the camp culture. We want this experience to be truly memorable for you. So, during this important training period, you will be guided through the camp rules and regulations and their respective interpretations. We hope that you take advantage of the extra time here at Camp Matoaka.

You will receive a Table Talk every morning listing the day’s events, as well as updates through Table Talks at lunch and dinner. You will also receive a calendar of events at each weekly staff meeting. Make sure to read these carefully.

To be a unified, professional group of educators, it is necessary for you to be well-informed of all procedures we follow here at Matoaka. This can only be accomplished if you attend all the meetings and ask questions when necessary. This is why attendance at all meetings is mandatory. If, at anytime during your stay, you have questions or would like to discuss any aspect of camp life, Leslie, Jason, Wendy, and the other Office Staff are here to help you. Our doors are always open.

The 10-day Staff Training will be used as a probationary period for all counselors. If at anytime you need to speak with the Office Staff, please come see us. We are here to support our staff as well. We expect everyone to complete the summer; however, we also understand that Matoaka may not be the best fit for everyone. Please understand that any counselor not producing the required standard will have their contract ended.

During Staff Training and throughout the summer, when leaving camp for Rest Hour or Nights Out, you must come to the office to sign-out so we always know who is in or out of camp. This is a simple rule that must be followed.

Camp Matoaka strives to make significant contributions to the overall education of its campers. Rather than attempting to duplicate the functions and role of the school programs, Matoaka will focus on the specific areas of expertise best conducted and executed in our camp setting. Our concentration will be in the four following areas:

**SOCIAL AND PERSONAL GROWTH:** Camp Matoaka will endeavor to develop exemplary programs which promote social and personal growth related to self-esteem, clarifying values, communication, self responsibility, internal focus of control (efficacy), goal setting, problem solving and managing time.

**HEALTH:** Camp Matoaka attempts to develop exemplary programs that promote health. Campers and staff should learn to take good care of their bodies and increase longevity through proper exercise, nutrition, rest and relaxation.

**ADVENTURE AND CHALLENGE:** Camp Matoaka encourages adventuresome and challenging activities that involve campers and counselors in meaningful experiences that promote the integration of physical and cognitive skills for effective solutions to outside challenges with specific regard to the safety of all participants. Keeping in mind the limits and constraints of age, size and individual physical development.
ENVIRONMENTAL ETHICS AND ECOLOGICAL LIFESTYLING: Camp Matoaka instructs and adheres to personal behavior that maintains or improves the quality of our physical environment. The direct relationship between our camp community and our natural environment is an everyday part of camp life and is discussed and reviewed throughout the summer with all campers.

THE PINKNESS OF CAMP MATOAKA

(Part fiction & part fact) By Michael Nathanson of the founding family.

The "Pinkening" of Camp Matoaka started early in its life, quite by accident actually. If not for the painter’s neglect in forgetting to add 1.5 ounces of oxide red to the paint formula, the camp facilities might have been Barn Red. As you can imagine, without the deep rich, oxide red coloring, a smooth pastel and lustrous pink was the result. After the beheading of the paint mix master, there was little chance to get the color corrected in time for opening day of our first summer. It was then recommended to us to use the 110 gallons of pink as an undercoat primer, only to be painted over with Barn Red at a later date.

When the first group of campers arrived that very first year, pink was loved by all and unofficially adopted as a camp color. Over the many years that followed, the official camp colors, maroon and gray were slowly and surely put aside to make way for the campers’ unanimous choice of "Matoaka Pink." Since its first introduction, campers and counselors alike found "Matoaka Pink" to be a symbolic bond of friendship and unity, almost a secret pact amongst themselves. This influence, over the years, was followed by a healthy and creative competition to try to "out Pink" each other at camp. Furthering this wonderful infusion of spirit and camaraderie, camp itself has added Matoaka pink hats and T-shirts; changed our logo colors to pink and purple, named our monthly newsletter "The Pink," as well as other periodic pink craziness, including pink tennis balls in 1992.

All in all, the pinkness of Camp Matoaka symbolizes a wonderful spirit of togetherness and fun that all campers, counselors and owners can fully support and encourage. The color pink brings no hidden connotations, associations or social statements. It is merely the result of mixing together various pigments without 1.5 ounces of oxide red. Pink is the symbol we can feel good about sharing with our Matoaka family, in a very special place called Camp Matoaka.

BRIEF HISTORY

Camp Owners and Directors, Jason and Leslie Silberman, are very familiar to the camping life on East Lake. Leslie spent her childhood summers at Matoaka while Jason was across the lake at Camp Manitou for boys. In the summer of 2001, Leslie and Jason finally met at a camp social during staff orientation. They were married in the fall of 2004. Their son, Brett, was born in December of 2007;
his sister, Carly, joined the family in December of 2009; and Baby Chase arrived on the first day of camp 2013! During the winter months, they live in Needham, Massachusetts. Leslie and Jason bring a great deal of experience, organization, enthusiasm, warmth and stability to the Matoaka community. This is their 11th year owning and operating Camp Matoaka.

Camp Matoaka was founded, in 1951, by Joe and Midge Nathanson. The Nathanson family owned and operated Camp for 54 years. Mike and Paula Nathanson were second-generation owners and directors from 1976 to 2004, who maintained Matoaka’s fine reputation of being one of New England’s most popular and renowned girls’ summer camps.

The name “Matoaka” comes from the Indian princess, Pocahontas. “Matoaka” was one of the pet names used by her father. At Matoaka, we celebrate the Native American heritage in other ways too. Our weekly campfire has an “Indian” theme and we sing traditional songs commemorating the Native American. In no way is our “Indian” theme meant to be derogatory or discriminatory. Matoaka is proud to have links to the Native American culture. This summer, Camp Matoaka will be celebrating its 65th season in camping. With its longstanding history and traditions we are thrilled that you could be a part of what we affectionately refer to as “Matoaka Magic.”

WRITTEN STATEMENT OF GOALS FOR COUNSELORS
To deal equitably and fairly with all campers at all times:

- To implement all camp rules and regulations uniformly to all
- To personally adhere to all camp rules and regulations
- To refrain from altering the official interpretation of camp rules & regulations

To use your best judgment at all times;

To maintain peace and harmony in cabins and at activities;

To teach skills to the best of your ability;

To be a positive influence and exemplify:

- Good moral fiber
- Good sportsmanship
- Character
- Sense of humor
- Common sense
To regard yourself as temporary guardian of your campers:

- Protect them from physical harm
- Shelter them from mental abuse and anguish
- Instill good moral judgment and a healthy self-image
- Direct them toward healthy living alternative
- Discourage inappropriate social behavior

To always act as a child's advocate, promoting her best interests over your own.

**COUNSELORS AS ROLE MODELS**

We must create the right environment that nurtures a person's self-esteem. To do that we gather a staff who models positive attitudes towards themselves and others. This includes:

- Ample amounts of genuine appreciation
- Constructive criticism and respectful redirection
- Positive climate created through making the kids feel good about themselves
- Caring physical touch (more about this later)
- Ceremonies, rituals and planned activities that celebrate beauty in nature and humanity

All of this establishes a set of norms to foster the camp climate that we want.
SECTION 2.

GENERAL COUNSELOR INFORMATION
GENERAL COUNSELOR INFORMATION

SECTION 2.

STAFF HANDBOOK AND STAFF TRAINING MANUAL
These handbooks have been prepared as a reference guide, not just to prepare you for camp or for the orientation period, but for you to utilize throughout the duration of camp as well. A lot of the policies and guidelines are set up in accordance with the guidelines set forth by the State or the American Camp Association, of which we are an accredited member. Policies are continually being revised and updated, so it is always wise to check our manuals for anything you are unsure of, or ask a member of the Office Staff, rather than asking a returning counselor, as their information may be inaccurate or out of date. Decisions and policy changes may seem arbitrary but, in fact, are well thought out and intelligently set up. We ask that you do not leave your manual lying around where campers may read it. At the end of the orientation period, you will be asked to sign a form stating your intention to abide by the rules and regulations as written in these manuals. We expect our staff to be accountable for their actions and aware of camp policies, rules and regulations. That is why these manuals have been prepared. Please do not blame the administration for lack of information if you are not prepared to utilize the resources available to you. You are responsible for your own learning.

THE IDEAL COUNSELOR
When a child goes to camp, she enters a small world where a group of people have the chance to live together happily and constructively. It is a child-centered world; whether she knows it or not, she is free from many of the tensions that she meets at home and at school. The child doesn't have to cope with older and younger brothers and sisters who may be annoying. She may have escaped from a nagging mother and father who are trying to fit her into a pattern that will satisfy their family pride. The child may not know at first how fortunate she is to be away from the city noises. The silence may even disturb her for a while. She won't know the joy of being without a TV or the internet until she senses the chance to live in a new kind of world.

Multiply this child by three hundred, and what you have is a heterogeneous group of old and new campers. The returning campers, jumping out of the bus, secure their feelings of "being at home," and the new campers always overwhelmed by the noise and strangeness of it all. If we aren't excited and thrilled as we jump into action and begin the task of welding this mixed bunch of youngsters into a harmonious whole, then we ought not be here.

That's the first point we want to emphasize. You must look upon your summer at camp, not as just a job, but as a chance to help these campers overcome their stumbling blocks and find a secure place in the group. If you merely want a job, you can earn more money as a waitress. If you want a summer rich in the satisfaction of walking beside a growing child and helping that child go in the right direction, then come to camp.
You must constantly keep in mind that each camper is a different entity with different home conditions, different past experiences and different hopes. Most of them have come to camp because they are eager, full of energy, and spirit, raring to find an outlet for themselves. The dynamic force of a group of happy campers is terrific. It takes a lot of balance to keep a step ahead of them. We hope you also will feel that it is a lot of fun.

We, in the camping industry, have an awesome responsibility. A camp has to be human and humane. This is more than just having warm bodies on the staff. As a counselor, you must have the one ingredient that all those push-button microchip beings do not have. You have to care.

Caring means listening when you want to talk; caring means talking when you want to yell; caring means holding someone when you want to leave them alone; caring means laughing when you want to cry; caring means staying when you want to run away and trying one more time when you want to give up.

It is of primary importance for us to have that caring quality in our staff. Caring makes the child grow and it is that growth that molds that child into an adult who will care.

A few campers will not be very happy about their new environment and they will need your special help. The sooner you recognize their difficulties and begin your constructive efforts for them, the easier your task and their summer will be. It is important not to label them or equate their behavior with their worth. It is your job to find out what needs have not been met, to follow through, and to try and meet those needs.

"MATOAKA MAGIC"
There are no words to accurately describe "Matoaka Magic," nor any formula to create it. It's part spirit, part tradition, and part indescribable. Basically, when a diverse group of people, new and returning, come together in these idyllic surroundings, something unique and wonderful can happen – something we like to call "Matoaka Magic." We thank campers, staff and parents alike for allowing us to create the atmosphere and place for this magic to prosper and grow.

"SPIRIT"
This is another unique, indescribable entity. Spirit is felt all over camp, from the cheering at mealtimes, to the spontaneous acts of campers and counselors alike at activities, campfire, etc.

NOTE: Words to some of the more popular spirited songs are listed at the end of this manual.

"TRADITION"
Over the years, Matoaka has developed numerous traditions. We at camp feel that spirit and tradition are crucial factors to ensure a sensational summer. Admittedly, at times, old-fashioned in this respect, Matoaka draws from a pool of resources available to us: old and new campers and staff, parents, alumni, visitors, etc. New traditions are just as important as the established ones.
STAFF CONDUCT
Staff are bound by the conditions as stated in their contract and are accountable for their actions. Camp has specific policies regarding alcohol/drug use, child protection and sexual harassment/discrimination, which are covered in detail in this manual and by which staff are expected to abide.

Staff should be aware that we expect all staff to show good judgment when it comes to any continuing friendships with campers. Camp Matoaka expects you to always act appropriately during any post-camp meetings with campers. If any inappropriate behavior is brought to our attention, it may affect your future employment with camp.

Counselors should adjust their personal habits and actions to the customs and policies of the camp, as outlined in this manual. They should attempt to keep hours and habits which enable them to function in a responsible manner when in camp. Group gatherings on campus should never be excessive or abusive to camp property, staff or campers. Staff should exhibit modesty, discretion and good taste at all times, and whereas hugging is acceptable (and encouraged!), public displays of romantic affection, are deemed unacceptable.

HOMESICKNESS FOR STAFF
We recognize that many of you are away from home and other familiar places for the first time. Homesickness knows no age limit, class or ethnic origin. Returning staff may also struggle with homesickness. Please feel free to talk to any office personnel or staff member -- you are not alone.

CULTURAL ADJUSTMENTS
Our camp community consists of staff and campers from all parts of the US, as well as many other countries. This can result in culture shock, especially if you have not encountered anyone else from a particular area/region before. Certain phrases, forms of humor, even gestures that are acceptable where you are from may not be here, and you could unintentionally offend someone. Take the time to learn about the places your co-workers/campers are from, and respect any differences between you. Camp Matoaka is an Equal Opportunity Employer and we truly enjoy having staff from other countries. However, we have found in the past that both American and International staff can be guilty of forming an exclusive clique, and exclude each other. In order to live and work together successfully in such a diverse multicultural community, we have to be prepared to meet each other half way. Remember, it can seem just as intimidating for an American to walk into a room full of people speaking Italian, as it can for an Italian to walk into a room full of people speaking English.

CHURCH
Resident staff who regularly attend church on Sundays and wish to do so while at camp are required to be back at camp by 10:00 AM for General Rec. There will be a sign-up sheet in the office during Orientation for anyone interested. Office Staff have details about local churches and services. A camp vehicle may be used and will be assigned weekly by the Office.
**SUGGESTIONS**

We rely on constructive input from our staff, so if you feel at any time during the summer that a particular policy/rule is outdated or unfair then please feel free to tell us. Simply leave a note (it can be anonymous) on Wendy’s desk.

"**STAFF FEEDBACK**"

In conjunction with this, each week, we’ll hand out blank paper before each Staff Meeting. It’s your opportunity to ask questions or make comments anonymously. It will give you the opportunity to tell us exactly what you love about Matoaka and what you think we can improve upon to make the rest of your summer as smooth as possible. Your comments are important to us. Camp is flexible and open to change, and many of the policies now in practice are a result of input from staff members.

**NATURAL HAZARDS**

♦ **Site.**

There are neither cliffs nor land formations that create a natural hazard for staff or campers. Traffic through camp is restricted and campers are instructed to look both ways when crossing the dirt road. The posted speed limit on this road is 5 MPH and vehicles are not permitted to drive past a certain marked point. Campers are not permitted to drive the golf carts and staff must ask permission from the Office before borrowing one. Campers and staff are not permitted to enter the maintenance workshop at any time. Due to previous construction work, debris, and caustic wash on floors, bare feet are not permitted around camp, in bunks, or any other building. Bare feet are acceptable in boats, on the docks and beaches, and at the pool.

♦ **Wildlife.**

There are no poisonous snakes in East Pond. If a snake should enter the waterfront beach area, a counselor should catch the snake with a net if possible and return to the water. **Camp often has a large community of skunks, raccoons, mice and rats. This is why food is prohibited in the cabins.** Campers and staff should leave all wildlife alone and contact the Office to have it removed correctly and safely.

♦ **Waterslide and pool.**

The waterslide and pool area, including the pool house, are out of bounds for campers and staff except during scheduled periods when fully staffed by the assigned department members and a lifeguard.

♦ **Trout pond.**

The trout pond is located opposite the Security Hut on the road leading into camp. Campers may not be in vicinity of the pond without a counselor who is appropriately certified for waterfront activities being present; the area is out of bounds for everyone after dark. No one may place any foreign substance in the pond. **Swimming in the trout pond is prohibited.**

♦ **Barn.**

The barn is off limits to all staff and campers except during scheduled activity periods and when accompanied by riding staff.

♦ **Personal Pets.**

Neither staff nor campers are permitted to have personal pets anywhere on camp.
♦ **Lake.**
There is no public access to camp from the lake, and we do not permit members of the public to launch their own boat from camp.

♦ **Holding Lagoon.**
The holding lagoon, for the anaerobic decomposition of effluents, is located near the Counselor Lodge. This area is out of bounds, posted, and fenced off so that access is not possible.

♦ **Wellhead Protection.**
Camp has a 582' deep fractured bedrock drilled well, which provides the entire camp community with a source of fresh pure water. With this benefit comes the responsibility of protecting this source. It is important that all persons in the wellhead protection area are aware of the potential for ground water contamination from their actions. Ask them to cooperate by properly using, storing, and disposing hazardous household materials; being careful not to put inappropriate and/or harmful materials into the waste disposal systems; and refraining from using excessive or unnecessary chemicals.

♦ **Roadway and Parking Area Spills.**
Campers and staff should be cognizant of spills of potentially harmful materials around camp and should report such spills to the camp director or caretaker immediately.

**GENERAL STATEMENT OF ECOLOGY**
At Camp Matoaka we encourage all staff and campers to appreciate their surroundings and be aware of saving the environment. We do not allow for any of the vegetation (on camp or in the water) to be picked, any littering around camp, and we discourage the use of aerosols with CFCs. Please note that it is a State law that the lily pads may not be picked. In addition to the numerous garbage cans around camp, there are also specific cans for paper and plastic recycling. Aluminum cans are collected by Bunk 15 and recycled.

We offer activities to heighten our appreciation of our environment: outdoor gatherings; nature trails; Arts & Crafts nature projects and biology enrichment projects.

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Camp Matoaka would like all of its community to abide by the following pledge:

"I pledge to be one among the animals and plants, and in providing for my comfort and safety respect my natural neighbors and their homes, to step carefully and travel gently, finding friendship and beauty in my natural world."
SECTION 3.

DAILY RESPONSIBILITIES OF COUNSELORS
DAILY RESPONSIBILITIES OF COUNSELORS

SECTION 3.

Due to the large group of campers and staff, it is very important that all counselors carry out their delegated responsibilities. Camp Matoaka has an established chain of command, and copies of our organizational chart are posted in the office. Basically, all staff are answerable to the Directors. There are Administrative Staff, including the Head Counselor and Program Director who are responsible for making sure that the staff adhere to the guidelines as set forth by the Directors. Each department has a Department Head who is responsible for making sure that his/her department meets the goals set forth in its program description. Each bunk has a designated Bunk Head that assumes responsibility for ensuring completion of all bunk assignments. Each department and bunk has an office liaison (Program Director or Unit Leader) to oversee that all goals and objectives in bunks and departments are attained, and to deal with any problems/concerns in these areas. The male staff, nursing staff and kitchen/housekeeping staff also have an office liaison.

“BUNK HEADS” – Office Connection

Each bunk will have a designated head known as the "Bunk Head." These will be announced during orientation. The Bunk Head has no authority over the other counselors, they merely act as a communication link between the bunk and the office. The Bunk Heads will be responsible for the following.
- Writing any bunk-related maintenance problem on fix-it list.
- Collecting weekly camper schedules and distributing them.
- Collecting a copy of the master calendar from the counselor meeting and pinning it to their bathroom door.
- Collecting a copy of the breakfast Table Talk and pinning it to the bathroom door.
- Submitting weekly bunk OD schedule to Head Counselor.
- Ensuring that orientation bunk check list is completed.
- Submitting suggestions for movie night.
- Any other bunk responsibilities that may be required during the summer.

COUNSELOR “ON DUTIES”

- **Rest Hour OD:** Rest Hour OD includes “Get Ready For Lunch” (12:00-12:30 p.m.) and Rest Hour (immediately after lunch until 2:20 p.m.). One bunk counselor will be “on duty” (OD) in their cabin before and after lunch. It is the Rest Hour OD counselor who is responsible for collecting the mail after lunch.

- **Night OD:** Night OD includes “Get Ready For Dinner” (5:30-5:50 p.m.) and immediately after dinner. This bunk counselor is responsible for returning to the cabin immediately after dinner and helping campers get ready for the Evening Activity. This counselor then accompanies her cabin to the Evening Activity (Note: ALL counselors, unless on an ENO or Day Off, are also required to attend the Evening Activity). Immediately after the Evening Activity, she returns to the cabin to get the campers ready for lights out. She is on duty and cannot leave the cabin until breakfast the next day.
♦ **Rec Hall OD:** Two Mean Machine are on duty in the Rec Hall from immediately after the Evening Activity until 10:40 p.m. They are responsible for supervising the campers in the Rec Hall and sending them back to their cabins at their “in bunk” times. They both remain on duty throughout the night and take walkie talkies back to the Laundry/Cabin with them. They are responsible for responding to any emergencies or other needs broadcast over the walkie talkie.

♦ **Roving Bunkline OD:** Two female counselors will be assigned Roving Bunkline OD. Immediately after the Evening Activity, they check in with the office, collect walkie talkies and a clipboard with a “Roving Report” on it. They then “rove” the bunkline until 11:00 p.m. They are there to provide assistance to the Night OD Counselors in each bunk. At 11:00 p.m., they return to the Office to return the walkie talkies and Roving Report. They are then free for the rest of the night.

♦ **Movie OD:** On certain nights, movies will be showed in the Performing Arts Center (PAC). The Mean Machine assigned to Movie OD is responsible for collecting the movie from the Events Director, setting it up in the PAC and supervising the campers who attend. When the movie is over, it’s his job to make sure the PAC is clean, the lights are turned off, the doors closed and the movie is returned to the Events Director’s Office. (See page 38 for a more detailed description of “Movie Night.”)

♦ **“Super Duty”**: Rec Hall OD, Roving Bunkline OD, Office OD and Movie OD will collectively be referred to as a “Super Duty.”

### DAILY SCHEDULE – MONDAY THROUGH SATURDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Reveille</td>
</tr>
<tr>
<td>7:50 AM</td>
<td>Flag Raising &amp; Sticks</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30-09:15 AM</td>
<td>Clean-up</td>
</tr>
<tr>
<td>9:20-10:10 AM</td>
<td>1st period &amp; Bunk Inspection</td>
</tr>
<tr>
<td>10:15-11:00 AM</td>
<td>2nd period</td>
</tr>
<tr>
<td>11:05-12:00 PM</td>
<td>General Rec.</td>
</tr>
<tr>
<td>12:00-12:25 PM</td>
<td>Pre-lunch OD</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15-2:15 PM</td>
<td>Rest Hour</td>
</tr>
<tr>
<td>2:20-3:10 PM</td>
<td>3rd period</td>
</tr>
<tr>
<td>3:15-4:05 PM</td>
<td>4th period</td>
</tr>
<tr>
<td>4:10-5:00 PM</td>
<td>5th period</td>
</tr>
<tr>
<td>5:00-5:30 PM</td>
<td>General Rec.</td>
</tr>
<tr>
<td>5:30-5:50 PM</td>
<td>Pre-dinner OD</td>
</tr>
<tr>
<td>5:50 PM</td>
<td>Flag Lowering/sticks</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Dinner</td>
</tr>
<tr>
<td>(Approx.) 7:00-8:30 PM</td>
<td>Evening Activity</td>
</tr>
<tr>
<td>(Approx.) 8:45 PM</td>
<td>Rec. Hall/Roving Bunkline OD</td>
</tr>
</tbody>
</table>
**SCHEDULE FOR SUNDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 09:00 AM</td>
<td>Buffet style Breakfast</td>
</tr>
<tr>
<td>9:00 - 10:00 AM</td>
<td>Showers, wash hair, clean cabin, etc.</td>
</tr>
<tr>
<td>10:00 – 11:30 AM</td>
<td>General Rec. – all activities open</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 - 2:30 PM</td>
<td>Rest hour, brother &amp; sister visitation</td>
</tr>
<tr>
<td>2:30 – 4:30 PM</td>
<td>College League or another all-camp activity</td>
</tr>
<tr>
<td>4:30-5:00 PM</td>
<td>Get ready for Cookout</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Cook Out</td>
</tr>
<tr>
<td>(Approx.) 6:15 PM</td>
<td>Campfire</td>
</tr>
<tr>
<td>(Approx.) 8:30 PM</td>
<td>Staff Meeting</td>
</tr>
</tbody>
</table>

**LAZY MORNINGS**

Camp Matoaka’s "Lazy Morning" is the time girls get to do all those little things their schedule may prohibit during the rest of the week. Campers and counselors may come to buffet breakfast with pajamas and robes or remain in the cabin area. At 9:00 AM, breakfast is over and all campers and counselors should start to clean up their cabins, etc. All counselors will oversee the personal cleanliness habits of the campers in their cabins – including supervised showers, teeth brushing, wearing of retainers, and hair washing of the younger campers. From 10:00 AM – 11:30 AM there is an extended General Rec. After rest hour, the campers take part in college league meets.

**FLAG RAISING/LOWERING**

All counselors are required to attend. The Unit Leaders and Head Counselor will be standing at the end of the bunk line should you need any assistance with any bunk/camper problems. All campers should be in their sticks line by the time the 7:50 AM bugle rings, (sticks will begin shortly after) all counselors should have arrived by the time sticks begins (you are considered late if you are not in line by the time the bugle blows to start sticks). Please stand quietly and orderly along the pathway by the steps and along the path adjacent to the Rec. Hall. Camp Matoaka does not require anyone to salute the flag, but does respectfully request all members of camp to be silent and respectful during this tradition. Staff must wait to enter the dining hall until they are signaled to do so by one of the College League Directors or Office Staff.

**GENERAL REC. PERIODS**

Campers are not scheduled during these times of “free play” and may go to any activity of their choice. Counselors are at their activities giving extra help or they may draw those campers that need extra help in passing on to the next level as well as tennis team practice, swim practice, play practices, etc. Some activities may have to restrict numbers by having sign-up sheets if staff supervision will not be adequate. **Campers must be at some activity; they are not allowed in the cabins during this time.** Bunk patrol by a member of the Office Staff will take place during these periods.
**EVENING ACTIVITIES**

All residential counselors, male and female, are required to attend and participate in all on-camp evening activities. Nursing staff are expected to attend if they have no campers admitted in the Health Center, although they are not assigned any particular duty. Your presence at these events shows an interest and desire to be an active member of the camp community, and helps bond the campers and staff into one happy group. All counselors (including Mean Machine) are required to sit and stay with their bunk during evening activities unless assigned to another activity or bunk. Getting the campers seated can often be hectic and take a while – all counselors are required to help with this process. You are required to be the adult and take the lead. During evening activities in the Rec. Hall, the drink machine is not to be used. For out of camp evening activities, i.e., bowling, movies, etc., there may not be space for all counselors, in which case the night OD counselor accompanies the bunk. **If your bunk is at an out-of-camp activity, you are still required to attend the on-camp evening activity.** Counselors will not be permitted to make/receive phone calls during this time.

**NOTE:** If you are not scheduled to attend the out-of-camp evening activity and there is no on-camp activity that you are required to attend, you may leave camp at 8:30 PM. You must sign out at the Security Hut before you leave.

**NOTE:** Evening activities can vary in the times they end. All counselors, male and female, are on duty until the end of the evening activity, unless on an ENO or day off. You may not leave for a night out until the end of the evening activity, or leave the activity early in order to get ready for your night out.

Counselors may be required to plan and assist in an evening activity involving their specialty (i.e., Dance Show, Drama Production, Talent Show). You will be notified ahead of time by the Program Director or Events Director. If you would like to organize an evening activity, please see the Events Director.

**SOCIALS**

Socials with neighboring boys’ camps are held frequently during the summer. Usually, one age group travels to the boys’ camp and the rest of camp stays here for a social with the visiting boys’ camp. All counselors, unless on an ENO or day off, are required to attend the entire social, whether their bunk is attending it or not. Counselors are assigned door-duty in order to chaperone the campers. Campers are not to leave the Rec. Hall. Door-duty usually lasts for 30 minutes. The rest of the time you are required to socialize and mingle with the campers in the Rec. Hall. Even if you are not assigned a door-duty, you are still required to attend the social. Visiting male counselors are not permitted down the bunk line. Door-duty assignments are posted in the Rec. Hall. Any staff member who would like to act as a DJ should see the Events Coordinator.

**COUNSELOR MEETINGS**

Counselor meetings are held once a week. Attendance is mandatory for all staff. Each Unit Leader will check that the Bunk 15s are babysitting their assigned bunks. One member of the nursing staff will remain in the Health Center. These meetings are an opportunity to discuss department and bunk
problems or concerns and the Directors and office staff will give out details for the coming week. A copy of the master calendar will be handed out to each bunk, male staff, Department Head and nurse. It is the Bunk Head’s responsibility to make sure these are posted in each bunk.

**RAINY DAYS**
The regular schedule is subject to change on rainy days. Reveille and breakfast may be delayed by 30 minutes while the Office Staff plans a rainy day event. Do not just assume this, listen for announcements. An out-of-camp trip may be planned or a special rainy day event, such as "Dutch Auction" or “Headquarters” in which campers and staff play indoor games. For rainy day events to run smoothly, all counselors are required to cooperate and participate with instructions issued by the Office Staff, even if not assigned a specific task. When everyone helps out, rainy days can be really fun! You are not permitted to leave camp during a rainy day activity.

**CAMPER SCHEDULES AND SCHEDULE CHANGES**
Campers have the option to change their schedules twice a week. Prior to the camp season, they complete an online activity preference form indicating their favorite/least favorite activities so that their weekly schedule is custom made to their likes/dislikes. Certain activities are mandatory. It will be the Scheduling Director’s responsibility to meet with campers who need help changing their schedules. Unit Leaders are also made of aware of campers who want to change their schedules.

Campers' new weekly schedules are handed out on Monday morning after breakfast. It is the Bunk Head’s responsibility to make sure these are distributed to campers in each bunk. Department Heads will be given camper attendance sheets for the coming week.

**TABLE ASSIGNMENTS**
Attendance at all meals is mandatory, except for nursing staff who may be required to look after campers in the Health Center, or counselors diagnosed as sick. You may attend meals on your day off if on camp, but you are still required to sit at your assigned table. Campers and counselors are assigned tables on a weekly basis, so you get to mix with and meet as many people as possible. These assignments are posted in the Dining Hall, and campers' tables also are posted in bunks on the bathroom door. Any camper with dietary restrictions will have a symbol following their name indicating the restriction (e.g., allergies, vegetarian (V), lactose intolerant (L), picky eater (P)). Counselors should check individual table seating plans that are posted inside the serving table at each table. Every table must have a counselor present. **Attendance at tables should be noted and any missing campers should be reported to the Head Table immediately.**

**ANNOUNCEMENTS**
After each meal, campers and counselors will meet with their Unit Leader to receive any messages from departments regarding team practices, rehearsals, etc., as well as information for the coming day or upcoming scheduled activities. **It is important that counselors stay with their bunk and that everyone is quiet and listens during announcements. It is disrespectful for counselors to talk during this time; announcements apply to everyone on camp.** If you want the Office to make an announcement relevant to your department, there is an announcement clipboard located on the office counter. Before the meal, you should enter the announcement you would like made at the next meal.
NOTE: Personal announcements, i.e., regarding organization of days off, lost and found items, etc., may not be made.

PACKAGES
Camp Matoaka has a no package policy. Campers may receive letters only. All letters will be placed in the canteen by bunks and collected by the Rest Hour OD counselor. Campers are allowed to receive a birthday package from their parents, sent directly to their Unit Leader in the office. Staff may not receive packages on behalf of campers. Staff can receive packages that will be able for pick up in the main office. Letters will be distributed to your bunk along with camper mail. Mail sent to the Mean Machine is available for pick up in canteen.

BREAKFAST TABLE TALK
The Breakfast Table Talk, which details the day's events, and any campers out of camp on day trips, athletic events, staff on day off, etc., are placed on all tables at breakfast. Heads of Department, or their designated deputy, must take a copy so they will be able to take an accurate attendance record at their department. Bunk Counselors should also take one back to their bunks (this is part of the inspection score). There also will be a copy on the clipboard outside the Assistant Director’s office.

LUNCH & DINNER TABLE TALKS
These information sheets appear on the tables at lunch and dinner times when there is information to give regarding the evening activity or coming events (i.e., travel arrangements, door-duty schedules for socials). Bunk Counselors & Department Heads should also take copies of these to their bunk/department.

Note Regarding Table Talks: If there is an announcement you would like placed on a Table Talk it must be placed in the tray that is on the counter in the office. You must put the date of the Table Talk that you would like the announcement written on and it must be in the tray by the deadline. For breakfast, it must be in the tray by dinner the night before; for lunch, it must be in the tray by the end of 2nd Period; for dinner, it must be in the tray by the end of 5th Period. If they are not there by the deadlines, they will not go on the Table Talk.

LOST AND FOUND
The volume of lost items at camp is enormous! Campers and staff can be very careless with their personal property and consequently we end up with a mountain of clothing, tennis rackets, towels, etc., needing to be returned to their rightful owner. Staff can help "lost and found" by preventing it from being lost in the first place. At the end of a period, staff should check their department for any items being left behind and return them immediately. If items do not have a name, or the owner is not in the vicinity, bring any lost and found to the cubbies behind Arts & Crafts. Please place it in the appropriate cubby. If a camper has lost something, you should direct them there so they can look for it. When there is a sizeable amount, the Unit Leaders will announce the names after a meal and distribute the lost items back to their owners. Camp is not responsible for any personal items.

NOTE: Any electronics or jewelry (i.e., iPods or earring) should be handed to the Office for safer keeping.
SPECIAL MEALS
There is no wait-staff service at these meals so counselors should make sure campers clean up after themselves. On rainy days, when there is a buffet, everyone will go to their assigned table and be dismissed by section to the buffet lines.

♦ Lunch time buffet. The Dining Hall is closed and lunch is served buffet style in the Grove weather permitting. Campers, counselors and male staff will sit at their assigned bunk tables. Counselors must sit with their bunks. Office Staff and nurses have their own tables. You must wait with your bunk by the flagpole until you are called into the Dining Hall to walk through the buffet.

♦ Dinner time buffet. This is served in the Dining Hall and campers/counselors sit at their regularly assigned tables. College League advisors will go in with their teams, all other counselors will be called in by Junior, Inter, Senior & Mean Machine. Counselor co-operation at these meals is essential.

♦ Sunday breakfast. Attendance at this meal is optional. Breakfast is buffet style donuts, fruit and cereal.

♦ Sunday night cookout. Weather permitting, campers and counselors sit at their assigned bunk tables in the Grove. Please supervise all campers cooking their hotdogs. You must wait with your bunk by the flagpole until you are called into the Dining Hall to walk through the buffet.

DINING HALL ETIQUETTE
Proper dress is required, i.e., no dripping wet bathing suit, all bathing suits must be covered, bare feet are not allowed and sunglasses may NOT be worn. Soda cans should not be brought to meals.

1) Counselors mix in with the campers at the table.

2) Everyone remains standing and quiet until after the blessing.

3) The counselors are responsible for serving and dealing with the Kitchen Staff for re-orders by raising their hand and not the serving bowl/plate. Only the counselors should do this and please wait until everyone has been served before you raise your hand. Some items may be shared between tables, always check your neighboring tables before you raise your hand.

4) Counselors should spread around their table and not sit all together.

5) If you see a table without a counselor and there are two counselors at your own table, please make sure the other table is covered by one of you.

6) Campers and counselors will rotate to a different table each week. This random seating is to acquaint everyone.

7) Encourage everyone to try a little of everything. Substitute foods can be arranged for fussy eaters. Please notify Leslie or the Unit Leaders of fussy eaters. Younger campers may need help in cutting their food or serving themselves.
8) Campers and counselors should not leave their tables during the meal. Bathroom trips are permitted.

9) Singing is encouraged, but not until after the Kitchen Staff has cleared the main course.

10) Counselors are responsible for individual table manners. Disrespect or lack of common manners is not accepted and should be brought to the attention of the Office Staff.

11) Counselors and campers are expected to help the Kitchen Staff by passing the cups and dishes to the middle of the tables and stacking them in an orderly fashion.

12) When the bell is sounded, it signals the need for silence in the dining hall where announcements will follow.

13) Inform the Head Table if anyone is missing from your table.

Although open, the Dining Hall is off limits in between mealtimes. Do not use the Dining Hall as a meeting or work place.

**SINGING/CHEERING**

Singing and Cheering are greatly encouraged at mealtimes and can really add to the spirit at camp. However, there should be no singing/cheering until after the main course has been cleared away. We do set aside some time during orientation for staff to learn the songs, and the words to some of the more popular songs are printed at the back of this manual. We discourage any banging on the tables. **There is no singing/cheering at dinner on Friday Nights.**

**CAMP LAUNDRY**

This summer, we are using an outside Laundry Service to wash all of the campers’ and staff clothing and towels, etc. Each camper and staff member should have two (2) laundry bags with their name on it. During Staff Training, a schedule for “Laundry Day” and Sheet Day” will be given to each cabin. On Laundry Day, everyone must fill their laundry bag with all of their dirty clothing and towels and place their laundry bags on the porch of their cabin **before** they go up to the Dining Hall for breakfast. It is the counselors’ responsibility to make sure that **all** campers have put their laundry on the porch before breakfast. Laundry will be returned, clean and folded, the next day. All campers are required to send dirty clothes and towels to the laundry. They are not allowed to wash any of their clothes by hand in their cabin. Counselors may not wash campers clothing for them in town.

**ELECTRONICS POLICY**

Staff are not permitted to keep phones, iPads, computers, or any other similar device in the bunks. They must be locked in the staff member’s lock box or secured in the Head Counselor’s Office. They may not be used in the bunks or anywhere near campers.
SECTION 4.

DEPARTMENT INFORMATION
DEPARTMENT INFORMATION
SECTION 4.

USE OF CAMP EQUIPMENT
We pride ourselves in our fine and expansive inventory of equipment at Matoaka. We encourage our staff to use the facilities to their fullest. Campers always come first on equipment use. Always check with the Head of Department before using equipment. You must adhere to ALL department safety rules and regulations. Please do not abuse any of our equipment or facilities. Special staff events will be announced in advance. Outside of scheduled activity times, all departments are out of bounds for campers and staff unless supervised by a specific department member.

CAMPER SUPERVISION AT ACTIVITIES
Campers must be supervised at all times. Each department will have a list of safety rules and regulations visibly posted within their department.

Waterfront - All staff need to be aware of the supervision and safety standards required at waterfront activities as all staff who have passed their camp swim test may be called upon to act as lookouts (or as lifeguards if qualified) for general camp swims. A lookout, or "watcher"/"observer," may be any non-certified staff member assigned by, and under the direct supervision of, certified waterfront personnel. All lifeguards/lookouts should be attentive at all times and should be located in positions from which they can readily assist campers (i.e., docks, guard chairs, beaches, boats).

For all waterfront activities, there should always be a member of the staff on duty who holds Standard First Aid and CPR. If two counselors hold these certifications, then those persons should not take days off or periods off together. Personal flotation devices must be worn at all times by both staff and campers when in boats and on the water trampoline. For Swimming and Small Crafts, there must always be a Lifeguard on duty.

STAFF SWIM TESTS
Swim tests will be given to all new resident staff during Staff Training. Any nonresident staff required to swim (i.e., lifeguards) or wishing to swim also must take a swim test. This is a safety requirement of the American Camp Association. Non-swimming rescue procedures will be demonstrated and staff will be tested for competency in these skills. All staff may be required to act as "lookouts" at intervals during the summer. Staff members (excluding the Waterfront instructors) have the option to not take a swim test, but if you elect not to, you must abstain from all water sports/activities for the duration of the summer.

STAFF SUPERVISION AND EQUIPMENT

♦ Swim/pool/waterslide.
In addition to staff having passed the camp swim test, there must be a qualified/certified member of the swim staff on duty at all times. If this person is in the water, then an additional
qualified/certified staff member needs to be present on the docks/poolside. If no such staff member is on the docks/poolside and a member of staff wants to swim, then it is his/her responsibility to find such a staff member who will spend their free time at the swim docks/poolside otherwise that person cannot enter the water. No one may go in the lake after dark under any circumstance. The pool/waterslide is off-limits after dark unless there is a scheduled activity planned and the facility is staffed by department members.

♦ **Small Crafts/Fishing.**
Staff must wear personal flotation devices at all times. Flotation devices must be wearable, Coast Guard Approved Type I, II or III. Any equipment must be checked out with the Head of Department and a competency test must have been completed in the counselor’s own time. A member of Small Crafts/Fishing must be present on the beach. Counselors wishing to fish need to obtain a fishing license from the D&L Country Store (on Route 137, just past Camp Manitou).

♦ **Waterski.**
There will be staff ski periods as scheduled by the ski staff. There must be certified drivers and spotters at all times. Coast Guard Approved Type I, II or III flotation devices must be worn when in any boat.

♦ **Gymnastics.**
Equipment may only be used with a gymnastics counselor present to act as a spotter. Staff who have been trained and supervised by the Head of Gymnastics, and who have proved to be competent, may act as spotters. There must be available spotters for all staff wishing to use equipment. All spotters should be located in positions from which they can readily observe and assist participants.

♦ **Computer.**
Computers may be used for personal use after hours (after Evening Activity if you are not on duty). Staff are required to clean-up after themselves and please do not eat or drink anything in the computer lab.

♦ **Theater.**
Costumes may not be used after hours, unless supervised by department members. Costumes may not be removed from the Performing Arts Center without permission from the Theater Staff.

♦ **Ropes.**
Elements on the ropes course may only be attempted when a qualified instructor is present and all spotting techniques are used.

♦ **Archery.**
The Archery range is out of bounds at all times when the certified counselor is not available. No equipment is to be used or removed.
♦ Mountain Biking.
Bikes may be borrowed during rest hour with the permission of the Department Head. Safety helmets must be worn, and staff are accountable for the condition of the bike they borrow. Please note that biking on the camp dirt road can be dangerous. Bikes may only be ridden on the camp approved paths.

POOL NIGHT
The pool and slides will be open on various nights/rest hours throughout the summer and will be staffed by lifeguards. In addition, counselors will be assigned to act as lookouts.

NOTE: Please respect the free time of your fellow staff members. Not all activities will be available during all rest hours, especially when departments only have one member. Everyone is entitled to their free time and it is inconsiderate to expect a Head of Department to give up their rest hour to supervise your free time.

GYM
The Gym, which houses Gymnastics, Dance and Fitness, will be off-limits except during activity periods or by permission of the Heads of Department. The Fitness Studio may be used by staff when the campers are not using it. Staff must return all equipment to their original positions and must keep the studio clean. Use the fitness equipment is at the Staff Member’s own risk. No gymnastic equipment may be used.

ARTS CENTER
The Arts Center, which houses Arts & Crafts, Sewing and Ceramics, will be off-limits except during activity periods or by permission of the Art Director.

OFFICE
During the day, the Office is often a busy place and can be intimidating to enter. Please be patient with us and let us know you’re there. The Office Staff are here to help you. The office area is open to staff at all times during the day, but please treat it with the same courtesy that you would expect other staff to treat your department (i.e., the contents of the desks are private). The private offices (Jason, Leslie & Wendy’s, etc.), fax room, copier room and the back computer office are out of bounds. The office will be locked every night at 11:00 PM.

♦ Combination Locks. Heads of Department are provided with combo locks at the start of the summer. If Department Heads are away, a designated deputy may be responsible for obtaining the combination. Staff may also contact the Program Director directly.

♦ Walkie-talkie. Staff members who have been allocated the use of a walkie-talkie on a temporary basis (i.e., riding staff, male staff on night OD) need to complete the sign-out sheet with the Program Director. Staff should not take a walkie-talkie without the permission of the Office Staff. The walkie-talkies are meant for communicating essential camp related matters and not to be used for general conversation. Per the Walkie-Talkie Contract (that will be signed upon receipt of a walkie-talkie), you will be charged if lost or broken.
♦ **Copier.** Use of the copier is restricted to the Office Staff only. Heads of Department requiring photocopies should see the Program Director.

♦ **Computer Use.** Computer terminals in the office are to be used by office personnel only. Use of the Health Care Center terminals is restricted to nursing staff. Other staff needing to use a computer should use one in the computer room.

♦ **Supplies Needed.** If your department needs supplies/equipment, please inform the Program Director immediately. There may be more supplies on camp.

**KITCHEN**

The kitchen is off limits to campers and staff and is kept locked at all times when there are no kitchen staff present. Coffee, tea, water and juice are available 24 hours per day. You may make yourself a drink at any time, but please clean up after yourself. Campers are not permitted to drink coffee or tea.

**PROGRAM DIRECTOR (DEPARTMENT LIAISON)**

The Program Director is the liaison for each department and acts as a communication link between the Department Head, the department staff, and the Directors. The liaison is not necessarily an expert in the departments, but he does have the in-depth knowledge of the running of camp and each department. He serves as a troubleshooter, and can help sort out camp-related department problems, i.e., short staffing, ordering supplies, relaying information from the Directors or parental requests. He is the designated channel for any communication between each department and the Directors. Departments will meet with the Program Director on a weekly basis to discuss any problems, review department block plans, discuss campers’ progress, etc. The daily counselor assignment schedules will also be reviewed at this time.

**HEADS OF DEPARTMENT**

Each department has a designated head who assumes the responsibility of making sure that the program objectives are met and that the members of staff teach correctly and within the safety guidelines set down. The Department Heads are responsible for taking their attendance sheets to each activity and checking attendance in conjunction with the daily activity sheet. Any absent campers or staff must be reported to the office immediately. Heads of Department do not have the authority to bend any rule/policy or permit any unauthorized use of camp equipment (i.e., for personal use), or to grant any concessions to any members of staff (i.e., extra free period, excusing them from a particular duty/task, etc.)

**CAMP SCHEDULING PROGRAM**

Camp Matoaka has a very comprehensive camper activity-scheduling program that is operated by the Scheduling Director. Every camper has an individual schedule that is made up of thirty instructional classes per week. Each department has various boundaries regarding camper to counselor ratio and maximum classes a camper may take per day and per week. All athletic team lists must be completed and given to the Program Director **four days prior to the event.**
COUNSELOR ACTIVITY REASSIGNMENT

Every Matoaka staff member has a particular activity which they will spend a majority of the summer teaching. Please understand that because of the nature of the Matoaka program, staff may be asked to help out in many different areas throughout the summer. We appreciate your flexibility and willingness to cooperate with this matter.

PERIODS OFF

Staff are entitled to one General Rec. period off per day. This can only be taken during 1st or 2nd General Rec. Departments may need to close during one General Rec. to allow for this, but only if there are not enough staff to split the time off between 1st or 2nd General Rec. All staff are expected to be at their department for the other instructional periods of the day. Any absence from the department must be cleared with the Head of Department and Program Director. Staff are not permitted to do their laundry, make phone calls, attend to personal errands, etc., during the regular instructional periods.

PROGRESS CHARTS

During Staff Training, each department will make progress charts, showing development and skills attained in their particular activity. These will be posted in the Rec. Hall or at departments and kept up-to-date over the course of the summer. These charts should represent the course outline of instruction and graphically show each camper’s level. Ensure that all progress charts are current for Visiting Day.

STORAGE HUTS

All of the outside departments have storage huts for their equipment. It is the responsibility of all department members to ensure that these are kept orderly. They are kept locked at all times when there are no scheduled activity periods.

STAFF EVALUATIONS BY DEPARTMENT HEAD & PROGRAM DIRECTOR

All staff will be evaluated by their Department Head and Program Director after the first week of camp, and at the end of camp. If it’s determined that a counselor is not meeting an acceptable standard, that counselor will have an additional evaluation at half-season changeover. Evaluation forms will be kept by the Program Director in the office and staff may request to see their file at any time during the summer.
SECTION 5.

BUNK & CAMPER INFORMATION
BUNK & CAMPER INFORMATION

SECTION 5.

UNIT LEADERS
The campers will be divided into Junior, Intermediate & Senior units. Our four Unit Leaders will be responsible for all of the campers in the bunks within their age division (8s-9s, 10s-11s, 12s-13s and 14s-15s), ensuring that all camper needs are met such as dealing with home sickness, adjusting campers’ schedules, etc. They will also cover office evening and night ODs.

UNIT LEADERS (BUNK LIAISON)
The four Unit Leaders serve as a communication link between the bunks in their age division and the Directors. The Unit Leader is the bunk liaison who will meet with the bunk counselors at least once a week to discuss and review any problems and should touch base with counselors on a daily basis. The weekly bunk OD schedule is subject to review by your Unit Leader, the Head Counselor and the Assistant Director; any problems with this should be brought to their attention. Bunk counselors will be assessed by their Unit Leader and Head Counselor at the end of the first week of camp, and again during the final week. Any counselor not receiving a satisfactory evaluation at the end of the first week will be subject to another at half season changeover. Counselors may see their evaluations at any time during the summer. They should schedule a time during their free time with their Unit Leader and the Head Counselor.

GENERAL CAMPER INFORMATION
On average, camp has approximately 330 campers per session. Campers have the option to stay for either 3½ weeks or 7 weeks. Those staying 7 weeks are referred to as full (F) session campers. Those staying the first 3½ weeks are 1st Session campers, and those staying the second 3½ weeks are 2nd Session campers. First session campers can stay for the second session if there is space available in the cabin.

GENERAL STATEMENT OF CAMPER DEVELOPMENT
The specific objectives and goals outlined in each activity area are inter-related and reinforced in the complexity of life at Matoaka; from the group living experience in each cabin with job responsibilities, to "of the week" award night each week. The campers are shown and urged to learn and understand their own development in the camp setting and in today's world. Each person should ensure that another person is not diminished by having known you, but be better off for having known you.
WRITTEN STATEMENT OF GOALS FOR CAMPERS

Specific objectives in cabins and at activities:

- to develop self esteem and self confidence;
- to deal fairly and maturely with others;
- to acquire good sportsmanship and sense of fair play;
- to develop good habits of:
  - orderliness
  - punctuality
  - cooperation
  - cleanliness and personal hygiene
  - community spirit and dedication
  - abide by all camp rules and regulations
- to respect others’ needs and freedom of feelings
- to respect others personal property by:
  - asking to borrow others’ belongings before using and returning in the same condition
  - returning borrowed items to their places
  - treat others’ property with care and respect (i.e., no graffiti).

PRIVATE CABINS

All of the private cabins, including the "Palace" and the male dorm (i.e. “The Laundry”) are out of bounds unless accompanied by one of the residents, except in the case of an emergency.

BUNKS

Due to the random building size, bunks are organized according to enrollment numbers and not in ascending order. So, bunks should be referred to by position as well as number. There are three rows of cabins. The row closest to the tennis courts is the front (F) row; the center row is (C), and the row closest to the lake is the back (B) row. The cabins in these three rows closest to the Rec. Hall are #1 and proceed down the line accordingly.

The campers are divided by three distinct groupings determined by age. Juniors are bunks 8, 9 and 10 (i.e., grades 1-4), Intermediates are bunks 11 and 12 (i.e., grades 5 & 6), Seniors are bunks 13, 14 and 15 (i.e., grades 7-9).

Porch and bathroom lights are kept on all night. A yellow bulb is used for the porch. Windows should be opened during the day, and closed in the evenings, as this traps warm air in the bunk and makes it warmer at night. All bunks have smoke detectors and fire extinguishers. **The last person out of a bunk should make sure that all faucets, lights, and ceiling fans are switched off.**

SET UP OF BUNK

Once you have been given your bunk placement, you and your co-counselors will be responsible for preparing the bunk for the campers’ arrival. You will be given a list by your Unit Leader that will give information about all campers in your bunk. The list will tell you if they are a new or returning camper, whether they are half or full season, where they are from and how old they are. **If your bunk has any international campers, they should be instructed to speak English and not their native tongue.** Counselors should take the corner top bunk beds. Campers are generally not allowed to sleep on top bunks – you will be notified if any of your campers will be sleeping on a top bunk. Counselors with top bunks are allocated one dresser for storage. Bed assignments for all
Campers will be determined by the Unit Leader during orientation, in conjunction with any preferences from parents on the camper profile sheets. Camper and counselor bed placement may not change without authorization from your Unit Leader. Information sheets about the campers must be returned to the Unit Leader before campers arrive.

**UNPACKING**

Bunks 8, 9 & 10 have their duffel bags unpacked for them by their counselors. Bunks 11 through 15 unpack their own duffels on Arrival Day. All campers must set up their drawers as in the diagram below.

<table>
<thead>
<tr>
<th>BATHING SUITS, UNDERWEAR, PAJAMAS</th>
<th>BOOKS, ETC. (JUNK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHORTS/T-SHIRTS, ETC.</td>
<td>SWEAT PANTS, SWEAT SHIRTS</td>
</tr>
</tbody>
</table>

**BUNK OD RESPONSIBILITIES**

One counselor is required to be in the bunk at all times that campers are asked to be in the cabins. Not all bunk counselors are required to be present, just the counselor designated OD (On Duty). A weekly duty schedule (i.e., Bunk OD schedule) is made each Sunday detailing which counselor is responsible for being in the bunks at which times. Blank schedules are placed in the bunk mailboxes and will be collected on Thursday after lunch. Copies of this are kept in the bunks and the office. The bunk counselors are responsible for making sure this is completed on time and submitted to the Head Counselor by Saturday morning after clean up. If the OD schedule is not turned in by this deadline, the OD schedule will be made by the Head Counselor and will be binding. A copy of the completed bunk OD schedule will be handed out at the Sunday counselor meeting.

**NOTE:** You should all be present when it is being completed. There are popular nights of the week to have off, but unless these fall on your actual day off you will have to work some of them during the course of the summer.

The OD schedules will be reviewed by the Head Counselor, who keeps them on file for the duration of the summer. To ensure fairness, and to make the delegating of unpopular duties easier, we ask that you keep a running total of duties performed. Everyone needs their free time and it is not fair if the same person always takes a certain duty. If you have a visual reference in front of you when you are making your OD schedule, it should make assigning duties simpler. If you are having problems while assigning bunk ODs or feel they are not being done fairly, please bring it to the Head Counselor’s attention. Before assigning night OD, check the Super Duty schedules for the week as these duties take precedence over bunk ODs.

**CHANGING DUTIES**

Please be aware of the fact that duties may not be changed because it can cause scheduling conflicts with camp activities. Due to the lengthy scheduling process which takes into consideration bunk placement, day off assignment, etc., it is not possible to change the Rec. Hall, Roving, Movie or Office
OD schedules either. Once the weekly bunk OD schedule has been submitted it **cannot** be changed. It is not acceptable to alter the schedules yourself; any unauthorized changes will not be honored and you will lose a night out.

**Procedure for assigning duties.**

Fill in days off first. *(This should already be on the schedule – please check)*

1) Fill in any pre-determined Roving or Office OD assignments. *(This should already be on the schedule – please check)*

2) Check the preceding week’s schedule to see if one person needs to have more/less duties that week.

3) Make a note of any preferences any one may have (i.e., Lisa would like not to be on night OD on Thursday so she could take an ENO).

### SAMPLE OD SCHEDULE

<table>
<thead>
<tr>
<th>DUTY</th>
<th>TIME</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-LUNCH</td>
<td>12-12:30PM</td>
<td>Wendy</td>
<td>Berry</td>
<td>Wendy</td>
<td>Berry</td>
<td>Sara</td>
<td>Leslie</td>
<td>Sara</td>
</tr>
<tr>
<td>+REST HOUR</td>
<td>1-2:20PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRE DINNER</td>
<td>5:30 - 5:50PM</td>
<td>Leslie</td>
<td>Sara</td>
<td>Berry</td>
<td>Wendy</td>
<td>Leslie</td>
<td>Sara</td>
<td>Berry</td>
</tr>
<tr>
<td>NIGHT OD</td>
<td>8:45 - 7:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leslie</td>
<td>Sara</td>
<td>Berry</td>
</tr>
<tr>
<td>ROVING</td>
<td>8:45 – 11PM</td>
<td></td>
<td>Leslie</td>
<td></td>
<td></td>
<td></td>
<td>Wendy</td>
<td></td>
</tr>
<tr>
<td>ENO STARTS</td>
<td>5:30</td>
<td>Wendy</td>
<td>Sara</td>
<td></td>
<td>Berry</td>
<td></td>
<td>Leslie</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY OFF</td>
<td></td>
<td>Berry</td>
<td>Sara</td>
<td></td>
<td>Leslie</td>
<td>Wendy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This sample schedule demonstrates a few key points.

- Leslie would not be able to take an ENO before her day off on Wednesday, as she has been scheduled Roving bunk line duty on Tuesday night.
- Although Wendy only has 1 night OD scheduled in the bunk, the Roving duty should be taken into consideration.
- Leslie was only scheduled 1 rest hour OD, so she’ll be scheduled more next week.

We have learned from our years of experience that disputes regarding the OD schedule rarely occur in the first few weeks of camp. However, by week 6 or 7 when we cannot correct the issue, we often find out that the duties have not been fairly distributed. That is why we are making you responsible
for this from the start, and no staff member is permitted to take an unfair number of duties even with their consent.

### RUNNING TOTALS OF DUTIES

<table>
<thead>
<tr>
<th></th>
<th>WEEK # 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REST HOUR</td>
</tr>
<tr>
<td>Wendy</td>
<td>2</td>
</tr>
<tr>
<td>Sara</td>
<td>2</td>
</tr>
<tr>
<td>Berry</td>
<td>2</td>
</tr>
<tr>
<td>Leslie</td>
<td>1</td>
</tr>
</tbody>
</table>

This table represents the duties from week 1, the running totals are the same as the weekly totals. As the camp season progresses the weekly numbers will fluctuate to ensure that the running totals are kept as even as possible.

### RESPONSIBILITIES OF BUNK ODs

**♦ REVEILLE – BREAKFAST – CLEAN UP**

*All female bunk staff* are required to be in their bunks at 7:00 AM and at flag raising at 7:50 AM to make sure that all campers get up, dressed and are on time for sticks and flag raising. If any counselors need to use this time for setting up their department (i.e., for duals with other camps, etc.), they need to clear this with the Head Counselor or Program Director and inform their co-counselors. This time may not be used to smoke, make a phone call, or exercise. All counselors are required to be in their bunks for clean-up.

**♦ PRE-LUNCH AND REST HOUR**

The counselor assigned Rest Hour OD also covers the cabin for the pre-lunch period, **12:00-12:25 PM**. Immediately following lunch, the Rest Hour OD collects mail and canteen and goes back to the bunk. A quiet, calm atmosphere should be maintained during rest hour. On hot days, campers may sit quietly on the porch or under a tree. **Campers are not permitted to visit other campers or go to the Rec. Hall for any reason.** The PA system is not used at all during rest hour.
♦ LETTER DAY
Campers are expected to write home three times a week: Tuesday, Thursday and Saturday. You should have a sign up in your bunk to this effect which will be given to your bunk by your Unit Leader (if you run out please ask for more to be printed, and each bunk will have letter day record sheets. Counselors on Rest Hour OD are responsible for making sure campers are aware of letter days and checking that each camper writes a letter to one or both parents (some names may differ from the campers due to remarriage). At the end of rest hour, the OD counselor should complete the letter day record and place this on their Unit Leader’s desk along with the letters. The record lists all campers’ names and indicates who has not written home and why. Do not submit all letters, just those to parents. Place all other mail in the mailbox. Sometimes there will be legitimate reasons for campers not being able to write home (i.e., campers attending athletic events, day trip, etc.). In these cases, they are given extra time. It doesn’t matter if a camper says she sent a letter home the day before, they must write home on the three appointed letter days.

♦ PRE-DINNER/NIGHT OD
The counselor assigned Night OD also covers the bunk during the pre-dinner time, 5:30 - 5:50 PM. OD continues immediately following dinner. You should be with your bunk if they are in the bunk or with them at the on-camp evening activity. If your bunk is at an out-of-camp evening activity and you are not the Night OD counselor, and therefore not with them, you will be scheduled to assist with another evening activity. Night OD lasts the whole night until flag-raising the next morning. Your campers do not have to be in the bunk until their in-bunk time, but you have to be there in case any campers want to stay in the bunk. If any campers do not report to the bunk at the designated time, it is your responsibility to see where they are. You should not leave your bunk unattended; instead, send campers in pairs to go and look for any missing campers. If they are not located immediately, send 2 campers to the Roving OD counselor, night security guard or office to report a missing camper. The Night OD should make sure the lights are switched off at the correct time, and that the bunk is quiet and orderly. Obviously, we realize that it may not always be possible to switch the lights off at exactly the correct "lights out" time; therefore, some leniency regarding this is acceptable. To assist with settling down the cabin at bedtime, a counselor on Roving Bunkline OD will visit your bunk. They do not have any authority over the bunk counselor – they are there to assist and provide double-counselor coverage from the "in bunk" time until the "lights out time." The Night OD may not leave the bunk at any time during the night. It is acceptable to sit on the porch, but please keep the noise down. There will be bunk line walks by the Office Staff during the evening. Remember that there is no smoking allowed on the bunk line at any time of the day or night.

♦ BEDTIME
This period can be one of the best times of day for the group. Once the habit of a prompt bedtime is established, counselors have the time to experience the feeling of intimacy that children need so much. Brief conversations, tucking in, and whispering for a few minutes after lights out will send the children to sleep feeling happy and content. On the other hand, it can be a very disorganized period if the counselors do not follow the proper procedure. The children will be irritable, resentful, and the counselor will have to be a disciplinarian and no one will be at their best. Campers should go to bed in an organized and clean cabin. For safety reasons, check that floors are clear and drawers are
pushed in. Most of our cabins are quite close to one another. Complete cooperation between cabins is necessary to keep the noise to the point where no one will be disturbed.

Every bunk has an “in-bunk” time and a “lights-out” time, determined according to age. These should be posted within the bunk. It is important for the entire camp community that these times are adhered to as older bunks may be next to younger ones.

**NOTE:** Remember that a counselor on Roving OD can be in your bunk from your bunk's in bunk time until lights out time to assist you. The Night OD is not permitted to leave the bunk during this time.

### CAMPERS BEDTIMES

<table>
<thead>
<tr>
<th>BUNK</th>
<th>IN BUNK TIME</th>
<th>LIGHTS OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8:40 PM</td>
<td>8:55 PM</td>
</tr>
<tr>
<td>9</td>
<td>8:50 PM</td>
<td>9:10 PM</td>
</tr>
<tr>
<td>10</td>
<td>9:00 PM</td>
<td>9:20 PM</td>
</tr>
<tr>
<td>11</td>
<td>9:10 PM</td>
<td>9:30 PM</td>
</tr>
<tr>
<td>12</td>
<td>9:25 PM</td>
<td>9:45 PM</td>
</tr>
<tr>
<td>13</td>
<td>9:40 PM</td>
<td>10:00 PM</td>
</tr>
<tr>
<td>14</td>
<td>10:10 PM</td>
<td>10:30 PM</td>
</tr>
<tr>
<td>15</td>
<td>10:40 PM</td>
<td>11:00 PM</td>
</tr>
</tbody>
</table>

### TOOTH FAIRY

Any campers in your bunk who lose a tooth should have $1 placed under their pillow by the counselor on Night OD. The office will reimburse you.

### "BIG SISTER/LITTLE SISTER"

During the spring, campers in bunks 14 & 15 received the name and address of a bunk 8, 9 or 10 camper; this will be their "little sister" for the duration of the summer. They help show their new Matoaka sister around camp, teach songs and traditions, help write letters home, and can be an invaluable help in braiding hair! There are also special "big sister/little sister" events such as cookie baking, pizza & movie parties during the summer. We would like staff to help foster good relationships between “sisters” at camp.
**CHANGING COUNSELOR BUNK PLACEMENT**

Please understand that during the season there might be a chance that a cabin counselor will have to be switched with another for various reasons. We try to do this quickly and advise all staff that are affected. Please forgive us if it is your day off or you are out of camp on a trip. To change a cabin midstream is not only upsetting for the campers but the counselors alike. That is why it is important to do it as quickly as possible.

**BUNK TALKS**

These are held on the first evening of camp. They are an orientation meeting for campers to acquaint themselves with the rules and regulations of camp and any new policies that may have been implemented. A similar meeting should be held after changeover for any second session campers in your bunk. These talks should be open with active participation by all staff and campers -- not a lecture! All camp rules, emergency procedures, disaster procedures, fire drills, and health issues must be explained and reviewed.

**SUPER DUTIES**

These duties (Rec Hall OD/Roving OD/Office OD/Movie OD) are assigned during orientation, please note when you are scheduled for them. These duties may not be changed. The Super Duty calendar and daily breakfast table talk lists which counselors have these assignments.

**REC. HALL**

Two male counselors will be assigned Rec. Hall duty each night. This duty lasts from the end of the evening activity until 10:40 PM and the staff members allocated this duty are "on call" for the entire night and may not leave camp. They are also required to take walkie-talkies back to their rooms and respond to any emergency calls throughout the night. The walkie-talkies must be returned to the office before breakfast the following morning. You should report to the office immediately after the evening activity and will be responsible for supervising campers in the Rec. Hall. The conference room is out of bounds for campers and staff. Campers may not receive phone calls. If a staff member receives a call and is not in the immediate vicinity of the Rec. Hall, then a message will be taken and placed on the Message Board in the Office.

**MOVIE NIGHT**

One male counselor and one female counselor will be assigned Movie Night OD on Tuesday, Thursday and/or Friday evenings. The duty lasts from after the evening activity until the end of the movie. After the evening activity, you should report to the office to collect the movie. The movie will start at 15 minutes after the end of the evening activity. When the movie is over, it is the responsibility of the Movie Night OD counselors to collect the DVD, make sure the area is clean and return the DVD back to the office. The counselors on Movie Night OD will supervise the movie and the campers. Movie Nights are open to bunks 11-15 only. The Night OD counselors must be in their bunk to supervise any campers not wishing to watch the movie. The campers are permitted to stay past their in bunk time until the end of the movie providing they are quiet. (Campers may only stay out past their in bunk time if they are watching the movie). The Movie Night OD counselors can send any noisy/disruptive campers back to their bunk and note any names down. Counselors should give any requests for movies to the Events Director. Movie titles must be approved by a Director; R-rated or NC-17 movies will not be shown.
S’MORES
On certain nights, after the Evening Activity, s’mores will be offered either in the Council Ring or the Fire Pit next to the PAC. One Mean Machine will be assigned to set up the fire, bring the food and sticks from the Kitchen and clean up at the end.

NOTE: Staff are required to take the duties assigned to them. You may not have someone take a duty for you in return for money or favors.

ROVING BUNKLINE OD
Two female bunk counselors will be assigned this duty each night and it lasts from the end of the evening activity until 11:00 PM. They will be responsible for checking the destination of any campers wandering along the bunkline, escorting any campers to and from the Health Center, assisting the Bunk OD Counselors with locating campers not in the cabin by their in-bunk time, lights out, etc. They will also hand out the next day’s phone call schedule. They are required to visit each cabin in their row between the in-bunk time and lights out time and assist the Bunk OD Counselor with settling the cabin. The Roving OD does not have any authority over the Bunk OD; they should take their lead from the Bunk Counselor.

The Roving Bunkline OD Counselor will have a walkie-talkie with them for contacting the Directors, Office, night security guard or Health Center. This should be used to contact the Office OD or a Director if there is a major problem with settling a bunk. There will be a night report sheet that the Roving OD counselor will be required to complete for each bunk that they are assigned. This should include any problems (i.e., disruptive campers) but can also include any accounts of good behavior as well. Counselors must perform patrols of their area and may not use the time to socialize with other counselors. They should check out with the office OD at 11:00PM. Then, they are free for the rest of the night.

CLEAN UP
Bunks 8 and 9 will have a modified clean up but will still be subject to inspection. After breakfast, every camper and counselor has a chore in the clean up process of their cabin. All bunk counselors are required to be in their bunks. All counselors must participate in clean up and it is not permitted for anyone to leave the cabin before the bugle rings (even if you are a Department Head), or to use the time to rest, write letters, etc. Some counselors picture themselves as future drill sergeants who bark out orders to their campers. When you work as a leader rather than a boss, you work more responsibly together and can easily motivate your campers rather than force them into a battle of wills.

The clean-up period is an excellent time to cultivate good group cooperation and bunk unity, as well as pride in individual accomplishment. When properly motivated, campers usually love to show the counselors how well they can clean up. A combination of help, praise and encouragement will get the job done well. A fast clean up will allow the campers to have adequate time for a morning meeting and be able to get to activities promptly. Experience has taught us that frequent, daily, mini-
inspections along with the regular morning inspection help to establish a clean bunk pattern. If this is established with the campers from the beginning of the summer, a clean bunk will be a regular occurrence.

The clean-up period ends at 9:15 AM, when the campers head to their first period activity and the inspectors go through each cabin. The Unit Leaders perform the inspection. Their job is a difficult one; they are to write down areas not properly cleaned or missed altogether. They give an overall figure to the cleanliness of the cabin, from 0 to 100. We don't like to see the scores drop lower than 80! The Unit Leaders will respect the counselors’ areas and possessions, within limitations. As viable members of the bunk, the counselors’ area must meet a certain standard of cleanliness also. If the bunk receives 10 consecutive scores of 100, they earn a trip for ice cream in town. If they receive 15 consecutive scores of 100, they earn a very special treat.

**NOTE:** Counselors must be the last to leave the cabin and make sure that all campers have tone to their activities. Fans, lights and all electronics should be turned off.

**NOTE:** Counselors must be aware of the Health Care Center times as some of their campers may need to attend the Health Care Center to take regular medication or for sick call. Campers taking regular medications, take their meds first and then report to the bunk for clean up. Campers needing to report for sick call must complete their clean up job first and then ask to be excused.

**DEFINITION OF A CLEAN CABIN**

1) Beds well made, hospital corners, capped pillows (i.e., blanket covering pillow).
2) Floors swept behind beds, under dressers, etc.
3) Clothes hung up in an orderly manner, tennis rackets hung up, etc.
4) All footwear secure in the shoe bags provided at the end of every bed.
5) Wet bathing suits, towels, etc., hung up to dry on outside clothesline.
6) Towels and face cloths hung up on hooks in the bathroom.
7) Porch and stairs swept; waste paper baskets emptied and turned upside down.
8) Broom and dustpan behind the bathroom door.
9) Papers and trash picked up outside around the cabin.
10) Drawers should be washed out often and kept neat at all times.
11) Laundry bags should be hung up off the floor.
12) Shelves should be neat.
13) All lights out when cabin is empty.
14) If changing clothes during the day, clothes should be folded neatly and placed at the foot of the bed.
15) Windowsills and ledges cleaned every day.
16) Floor spaces should be kept uncluttered at all times, and beds straightened out if they have been moved.
17) No sleeping bags are to be used while sleeping in the cabins.
18) A light pick-up after rest hour and before bedtime will help the campers awaken to a moderately clean cabin and ensure that counselors can come in from a night out without mishap.
19) OD schedule, Weekly Calendar, and Table Talk displayed on the bathroom door.
**JOB CHART**

This is a chart detailing who does what job on any particular day. This should make clean-up simpler as everyone knows what job they have for that particular day and no one gets burdened with the same job for the whole summer! All bunk counselors’ names must also be on the job wheel. A new job wheel will need to be made after change over day if you have any half-season campers. Do not include any 2nd Session campers on the 1st Session job wheel, and visa versa. Job wheels are posted on the bathroom door. The list of jobs are as follows:

1) Dustpan
2) Sinks*  
3) Toilets*  
4) Showers*  
5) Bathroom Floors*  
6) 1st Sweep  
7) 2nd Sweep  
8) Clothes Line  
9) Grounds (all papers and garbage to be picked up)  
10) Window ledges (sponging off ledges and making sure the partitions are clean)  
11) Porch and Stairs (clean, empty and swept)  
12) Trash cans: all bunks have one trashcan in the cabin and one trashcan in the bathroom. The bathroom trashcan will have a liner, and this MUST be used for all sanitary disposal waste and general trash. Empty this trashcan first, tying a knot in the bin liner. You can then use this trashcan to put the floor cleaner into to use with the sponge mop. Please replace the bin liner. All trashcans should be emptied out and washed out by the end of clean up. The trash is then dumped in the large barrels outside each cabin.  
13) Closets  
14) Canteen  
15) Water Bottles (based on a schedule, this camper will collect the water bottles from her cabin to be washed in the kitchen)  
16) General Inspector (checks to make sure each person has done a good job of completing their assigned tasks)

**BUNK NIGHTS**

Bunk 15 gets two nights out per summer; the second is in conjunction with the Freeport trip. Bunk 14 gets one night out per summer. These are privileges to be earned and are not guaranteed. Bunk 13 may get sent to the movies as a night out treat (this will be at the discretion of the Office). They must be back by their regular in-bunk time and should not bring back any food. All of these nights out are done as a treat/surprise and no one (campers or counselors) will know about them in advance.

**CANTEEN**

This is available for campers three times a week. Printed canteen sheets will be distributed during orientation listing all campers’ names. A counselor should make sure the canteen sheet is completed on canteen days during clean up and place it in the brown box attached to the secretaries desk in the main office at the end of clean up. (If the sheet it not in by the end of clean up, the canteen order will not be done and the campers will not get their canteen that day). The Rest Hour OD picks up and distributes canteen after lunch. Any discrepancies
should be brought to the secretary’s attention immediately. Campers can only request one candy bar per canteen day.

**SPENDING MONEY**
This refers to any personal money that individual campers may bring to camp. For safekeeping, it should be placed in the office safe. Do not place campers' money or valuables in your own lock box. Campers will be given money at specific times (i.e., when their bunk is going out of camp). Although not prevalent, theft is always a potential problem. Report any misplaced money or belongings to the Office Staff immediately. We take any theft very seriously; staff and campers will face consequences deemed appropriate by the Director.

**SHAKE DOWN INSPECTION**
This is a more thorough clean up and inspection which happens during the week before Visiting Day and again the last week of camp. Unit Leaders and other Office Staff inspect bunks during this extended clean up.

**SUMMARY OF NIGHT TIME DUTIES**

<table>
<thead>
<tr>
<th>DUTY</th>
<th>STARTS/ENDS</th>
<th>LEAVE CAMP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night OD</td>
<td>End of Evening Activity to 07:00 AM</td>
<td>NO – on duty in bunk all night</td>
</tr>
<tr>
<td>Rec. Hall</td>
<td>End of Evening Activity to 10:40 PM</td>
<td>NO – &quot;on call&quot; all night</td>
</tr>
<tr>
<td>Roving Bunkline</td>
<td>End of Evening Activity to 11:00 PM</td>
<td>YES – may leave after 11:00 PM</td>
</tr>
<tr>
<td>Movie Night OD</td>
<td>End of Evening Activity to End of Movie</td>
<td>YES – at end of duty</td>
</tr>
</tbody>
</table>

**HOT WATER**
The hot water heaters are on an automatic timer system (i.e., coming on in the morning, shutting off in the evening). Should you notice you have no hot water, notify the office. You do not need to touch anything. There is a limit to the amount of hot water available at any one time; lengthy showers will leave cold water for others.

**FIX-IT CLIPBOARD**
Any broken equipment/toilets/beds, etc., that need to be fixed should be recorded on the Fix-it Clipboard always left on the counter in the office. Always write your bunk number, location and type...
of repair needed (e.g., second bathroom door on left -- broken, Bunk 13A, F3.) The same protocol is used for activity equipment too.

**SUPPLIES**
The following supplies can be obtained in the following way. Please do not write requests for these on the Fix-it list.

- Toilet paper: Bullpen behind kitchen (building with the metal roof).
- Comet, disinfectant, plastic bags: Kitchen storage area -- please ask kitchen staff.
SECTION 6.

COLLEGE LEAGUE & SPECIAL EVENTS
COLLEGE LEAGUE & SPECIAL EVENTS - SECTION 6.

COLLEGE LEAGUE

This is an intra-camp competition that lasts throughout the seven weeks of camp, in which the campers compete in competitive and noncompetitive games and events. The campers are split up into four teams. Each team has a captain who is a returning full-season bunk 15 camper. The senior campers (bunks 13-15) elect the four captains the first morning of camp and they are announced at lunch. Co-captains representing senior, intermediate and junior camp are also selected. Any returning full season camper (except Bunk 8) who was not a co-captain the previous summer may run for co-captain. The co-captains are responsible for helping to organize the campers in their particular age group.

Once the captains have been selected, games are played in randomly selected fake teams and all campers are assessed for their ability so that the final teams will hopefully be of equal strength. These teams (numbered 1-4) remain a secret until College League is "broken." Every year, this causes great excitement amongst campers as it comes as a complete surprise to them. In previous years, the team lists have been hidden in cream pies or thrown from a police car that had come on camp to "arrest" one of the counselors. This ceremony just identifies the start of College League; the captains then have to select their team, and their co-captains. Team selection is done by the captains picking out a numbered stick from the hand of the College League Director. The number on the stick corresponds to their team for the summer. Co-captains are selected in a similar fashion. The names of all the co-captains are written on pieces of paper and placed in three separate boxes, one containing the names of the four senior co-captains, the intermediate co-captains and the junior co-captains. The captain selects the senior co, the senior co selects the intermediate co, and the intermediate co selects the junior co.

The captains then have to choose a name and mascot for their team. They can use any college name that has not been used before. The choice of mascot is entirely their own and does not have to be the one usually associated with the college name they pick. The plaques which the chosen staff make for each team incorporate the name and mascot and they are hung in the rafters of the Rec. Hall in final team order (i.e., first place team at the top). Each team makes up a series of cheers that get sung at meets as well as during meal times, particularly on days when meets are being held. Teams are called upon in alphabetical order to sing their cheers. Cheers from past summers will also be sung at this time, especially if any present counselors or camp visitors were previous captains.

COLLEGE LEAGUE ADVISORS

Many counselors are assigned to each team to help muster spirit and help the captain with organization. These are selected during orientation. Advisors are required to be present at all College League meets unless it is your day off. There are a limited number of advisors; we will ask for volunteers during Orientation.
**JUDGES**

All other counselors, except nurses, plaque painters, photography and video staff, are required to act as judges for College League events. Whenever possible, your judging assignment is chosen in accordance with your areas of knowledge, but all rules and regulations will be explained to you prior to the first game. As a judge, you must attend all of the College League events that you have been scheduled for.

The teams participate in College League games and meets. The teams compete in volleyball, softball, Newcomb, etc. Special events such as Pictionary, song contests, etc., are also held, often on rainy days.

**"STICKS"**

This is a twice-daily competition that takes place before flag raising/lowering. Each camper has their own wooden stick (i.e., a tongue depressor) with a number on it according to their height position in the team. At the beginning of each game of "sticks," all of the four teams numbered sticks are placed in a plastic cup at the base of the flagpole. The four captains, on hearing the starting bugle, race to pick up their cup of sticks and with the help of their co-captains distribute the sticks to their owners as quickly as possible. The winning team is the first to have distributed their sticks and run back to the flagpole.

**THE "SING"**

This song festival is the climax of the College League competition and is held during the last week of camp. Each team prepares three songs: a team cheer, remembrance and alma mater. The campers wear special T-shirts with their team name. Past campers/counselors are invited to judge the event. After the winners of the Sing are announced, the overall winner of College League is announced and the plaques are unveiled. The point totals are kept secret all summer. The plaques also are a closely guarded secret. The senior co-captain also makes her captain a special plaque with a dedication speech on it. Matoaka College League games and events have been the backbone of Matoaka's terrific spirit and traditional enthusiasm over the years. Although college league is based on the competition aspect, counselors are asked to keep it in its proper place and ensure campers do not become so involved that the competition gets extreme and taken from the sporting fields into the bunks.

**TWILIGHT LEAGUE**

Twilight League gives staff the opportunity to compete with each other in games throughout the summer. Games will be held on Thursday evenings after College League and participation is on a voluntary basis, so its success depends entirely on the enthusiasm of the staff. Any staff member may participate as long as they are not on duty. Any game can be requested. A member of the Office Staff will be the Twilight League Coordinator and will post notices on the staff notice board as to the coming week's game. Games that have proven popular in the past have been softball, kickball, volleyball, basketball and soccer, but any suggestions are welcome. In addition to Twilight League, staff get the opportunity to compete in the camper/counselor tennis tournaments.
**TRIP DAYS**

Generally, Wednesdays have been set aside as Trip Day. All counselors not on a day off will be required to attend the trips to supervise the campers.

**SPECIAL EVENTS**

**COLOR WAR**

During the Summer of 2012, a new tradition was born at Camp Matoaka. Full-session campers and staff are split into two teams – Pink Army and Purple Air Force – and engage in a 24-hour war of spirit, strength, and intelligence. Siblings are always on the same team, and each camper and counselor is a lifelong member of their team. They compete against each other in challenges including the Chaos Course, Tug-O-War, and Rope Burning. The teams also participate in silent meals while the War Council members monitor the Dining Hall, attempting to provoke the competitors into speaking or laughing. Color War is a thrilling and intense event that brings out the pink and purple in everyone at camp!

**SUNDAY NIGHT CAMPFIRE**

Camp Matoaka has a beautiful council ring for the Sunday night Campfires. A Native American theme is carried out in all campfires. The theme is out of reverence to the Native Americans and is in no way intended to be derogatory or mock Native American tradition or culture. Campers are elected to serve on the campfire council and a Queen camper is the Chief along with 2 staff members. These campers hold these positions all summer and are responsible for running the weekly campfire. Each week, there is a different theme and campers and counselors are encouraged to dress according to this theme. Some of the activities of the campfire include singing, chicken fights, and storytelling.

Each department is called upon to give out awards for the week at campfire. Departments should pick recipients not just on athletic ability but also special achievement (e.g., courtesy, helpfulness, etc.). Department Heads must submit their list of winners, usually one per age range (i.e., junior, intermediate, and senior), to the Program Director by dinner on Friday, who checks them to avoid excessive duplication. The Program Director is responsible for handing the individual department awards to the Department Heads at the weekly campfire on Sunday evening for them to distribute to the recipients. In addition to the permanent awards (patches), departments can elect to make "traveling" awards to suit the theme of the department. (For example, golden tennis balls were awarded by the tennis department). Cheering for the campers who win the awards should be held until the counselors are finished presenting all of their awards for the specific activity. A member of the Mean Machine oversees Campfire Council and the running of campfire. The last night of camp, a late campfire is held during which time campers reflect on the pleasant memories of the camp season and the council hands over their positions to the campers that they have selected to serve on the campfire council. No regular departmental awards will be given at this final campfire, but all campers who have not received an "of the week award" will receive a special award.
FRIDAY NIGHT SERVICES
Since approximately 85% of our camper population is Jewish, we do observe the Jewish Sabbath by lighting candles and reciting the Sabbath blessings on Friday evening prior to eating dinner. Non-Jewish campers/counselors are not required to participate, but are expected to show respect. Everyone wears white to dinner and for the services that follow. After dinner, everyone files out to the council ring for a nondenominational service in which bunks perform songs and readings and everyone takes the time to reflect on the past week. Anyone may participate, but it is a quiet time with no cheering. S’mores will follow Friday Night Services.

SPECIAL THEME DAYS

BUDDY DAY
At breakfast, everyone (campers and counselors), picks a name from a box. This will be their buddy for the day. The idea is to send your buddy little gifts, poems, etc., while keeping your identity secret, but giving clues as to your identity. At the end of the day, those who have not identified their buddy gathers by the flagpole to meet them.

PINK SPLASH
At breakfast, like for Buddy Day, everyone picks a name from a box and a pink sticker. The name you pick is your "victim" for splashing with the pink sticker. You may only stick the sticker on your victim when they are alone. The game lasts until the end of 2\textsuperscript{nd} General Rec. Anyone not "splashed" by this time and who has "splashed" their victim earns a special prize.

PINK PLATE SPECIAL
Counselors donate "prizes" (e.g., make a camper's bed, braid hair, etc.) to the campers. These are printed out and placed under campers’ meal plates. Unless otherwise specified, campers have one week to redeem their prize from their counselors.

CARNIVAL DAY
Each bunk sets up a carnival stand (e.g., sponge toss) along the bunkline in front of their bunk. All campers and staff participate. This is usually done on July 4\textsuperscript{th}.

END-OF-CAMP SPECIAL EVENTS

SELECTION OF CAMPERS FOR HONOR ROLL
During the last two weeks of camp, campers are nominated for the annual Honor Roll that recognizes outstanding sportsmanship, leadership, character, service to camp, and the best-all-around campers in all age groups. It is a great honor for campers to have their name appear on this plaque. Counselors are asked to nominate campers in various categories; the top four campers in each age division are listed on a ballot and counselors are then asked to vote for the most deserving camper in
that category. The votes are tallied, but the winners are kept a secret until the Honor Roll ceremony during the last Banquet. This is top secret and counselors should not discuss this in front of or to campers. This is something we take very seriously, and we go to great lengths to keep this secret until unveiling, so please do not ruin this for others.

**BANQUET**

The final night of camp is a special meal followed by the department year-end awards and naming of campers elected for Honor Roll. Bunk 15 is responsible for decorating the Dining Hall and dressing up in a particular theme of their choice. The theme is a closely guarded secret. They raise money for this during the whole summer by collecting empty soda cans.

**BUNK PARTIES AND SERENADING**

Following the final campfire, all campers and counselors return to their bunks for an in-bunk party. Each bunk has a bag of cookies made for them by the kitchen. The Bunk Head should collect this from the stage and take it back to the bunk. After the bunk parties is the candle-lit serenade through the bunkline where counselors visit each bunk in age order and sing them one of their favorites songs from Friday Night Services or Campfire. It is a quiet, reflective time for counselors to say goodbye to the campers. It is a well-loved tradition and one in particular that Bunk 15, in particular, looks forward to. One counselor remains in the bunk with the campers. (Counselors can rotate so all get a chance to serenade if they want.) All other staff and all Mean Machine comprise the serenading staff.

**MATOAKA YEARBOOK DVD AND CALENDAR**

The video coordinator, with the help of the video department, is responsible for making a yearbook DVD highlighting memories from the summer. In addition to a yearbook DVD, the Photo Coordinator produces a calendar with photos taken throughout the summer. Staff have the opportunity to purchase a calendar; details will be given toward the end of camp.
SECTION 7.

TRANSPORTATION
TRANSPORTATION - SECTION 7.

TRAVEL AROUND CAMP

Staff and campers may not travel around camp in any vehicle unless on specific camp business, i.e., laundry delivery, etc. The camp vehicles, maintenance vehicles, and golf carts may not be used as transportation around camp by anyone. You must travel to and from your department by foot. You may not use a camp vehicle without first checking with the Office. Golf carts may not be used without permission from the Office and the key must be returned immediately after it is returned to a Golf Cart Parking Spot behind the Office.

PARKING AREAS

♦ Staff Cars. Upon arrival at camp, resident staff are permitted to drive their vehicles to their cabins in order to unpack. For the rest of the time they are at camp, the only acceptable parking area for resident staff is the parking lot behind the gymnasium (the entrance is located near the front gate by the security hut). For camp identification purposes, we ask that staff place their Camp Matoaka card in the front or back window.

♦ Visitor Cars. There is a small, sectioned parking area for visitors behind the gym. This is for camp business only and no overnight parking is allowed.

♦ Camp Vans. The 12-passenger and 7-passenger camp vans are parked in a designated area adjacent to the Maintenance Shop.

VEHICULAR SAFETY PROCEDURE

All vehicles are restricted from certain areas of camp (i.e., down the bunkline). There are signs posted visibly in certain areas of camp, restricting delivery vehicles, visitors vehicles, etc. Vehicles are not permitted along the bunkline except for laundry/garbage pickup, essential maintenance work and in case of medical emergency. There is a speed limit of 5 mph on camp.

AUTHORIZED VEHICLES FOR CAMPER USE

Campers may only travel in authorized vehicles and must have their own seat and wear a seat belt at all times. Children under 40 pounds in weight will be provided with a safety seat which they must sit in. According to state law, campers under the age of thirteen are prohibited from sitting in the front passenger seat. The authorized vehicles are as follows: the 12-passenger camp vans, the 7-passenger vans, the camp mini-van, and the Director's private vehicles. Chartered school buses may also be used. Campers may not travel in staff members' cars or in any vehicle not authorized by camp (i.e., maintenance vehicles, or by any driver not assessed by camp).

CAMP DRIVERS

Camp requires staff to drive campers to out-of-camp events, and make trips to the airport, etc. Any staff member over the age of 21 may volunteer to be a camp driver. Obviously, the more staff who volunteer the less driving assignments each staff member will have. To meet insurance requirements, camp drivers must be at least 21 years of age and be in possession of a clean, valid US or International driver’s license. All drivers must submit all license information to the Office, and an in-camp assessment of driving, and knowledge of camp vehicle rules and regulations must be taken.
Drivers are assigned for duties by the Office in coordination with the weekly OD schedule. Male staff may be used more often to compensate for the lack of bunk OD assignments. If you feel that you are doing too many assignments or you would like to drive more frequently, please see the Office.

**RESPONSIBILITIES OF STAFF TRAVELING IN CAMP VEHICLES**

Where scheduling permits, there will be two counselors per vehicle. Male staff may not be the sole chaperon in a camp vehicle. When more than one staff member is present in a camp vehicle, the person not driving should sit in the front passenger seat. **They should help with directions and must stay awake in order to ensure the driver is awake.** Again, no campers under 13 years of age are allowed in the front seat of any vehicle.

**EMERGENCY TRANSPORTATION TO HOSPITAL**

In the event of a medical emergency requiring immediate transportation to a hospital, designated authorized camp drivers may be called upon to drive the patient and accompanying nursing staff to Maine General Hospital. The nursing staff will administer all necessary first aid. Designated drivers are chosen from departments within easy access to the office. Potential designated emergency drivers will be informed of this responsibility during orientation and will be shown the location of the hospital. In the event of an emergency situation, an announcement will be made over the camp PA system for a named driver to come to the office immediately. If the driver does not arrive promptly, then a second announcement will be made for all drivers to report to the office immediately.

**DAY TRIPS FOR CAMPERS**

Campers have the opportunity to choose a number of various day trips during the summer. The majority of the day trips will take place on Wednesdays. These trips are chaperoned by select staff as well as other counselors that are assigned. The campers and staff that remain on camp will take part in regular scheduled activities or a special program. We do not permit staff to give out any information regarding these day trips (i.e., date, destination, campers attending the trip) to anyone outside of camp.

**RESPONSIBILITIES OF STAFF ACCOMPANYING CAMPERS ON CAMP TRIPS**

There is always a counselor designated in charge of any trip out-of-camp involving campers. A member of the Office Staff is assigned per trip. **The Night OD counselor usually accompanies their bunk on evening out-of-camp trips unless otherwise specified by the office. The Rest Hour OD counselor usually accompanies special trips on rainy days.** The daily Table Talk gives travel information that should be posted in the bunks, and announcements are made over the camp PA system when it is time to start loading the vehicles.

**VAN TRAVEL**

Vans are loaded behind the Palace (the cabin next to the office). Drivers collect attendance sheets, cell phones, trip money, etc. from the Office prior to departure. Bunk counselors, passenger counselors or the driver should take attendance twice and check that every camper is seated and wearing a seat belt. When the Office has checked vans, they may pull their van up toward the gym. If there is a driver in addition to the OD counselor, then the OD counselor should supervise the driver backing out of the parking lot and then get into vehicle. If there is no other counselor besides the driver present, then the Office will supervise the reverse. All vehicles leave together in convoy when
the Office is satisfied that all vehicles are safely and correctly loaded. When traveling, the OD counselor is responsible for keeping the noise to an acceptable level and making sure campers stay in their seats at all times.

**BUS TRAVEL**

Buses are either loaded up behind the Palace, or adjacent to the van parking lot. The buses can accommodate up to 48 passengers; and if chartered buses are used, they may have even more passengers so it is essential that OD counselors help keep order, particularly when the Office Staff is checking attendance. The OD counselors are responsible for checking the attendance of their own bunk. When traveling, they must make sure that everyone stays in their seats, and abides by the wishes of the driver (i.e., no eating). An Office Staff member always accompanies evening and rainy day trips out of camp and will perform the tasks of the Office on the return journey home, i.e., checking attendance and giving the order to leave.

**SAFETY OF CAMPERS WHILE OUT OF CAMP**

♦ The designated counselor in charge of the trip will designate a meeting place and time for departure in the event that the group gets separated.
♦ When not in vehicles, campers should travel in groups of 2 or 3, including all trips to the bathroom, thus adopting a "buddy" type procedure.
♦ Campers are not allowed to make any phone calls or have any invasive procedure performed (i.e., ear piercing, tattoos).
♦ Campers must return to camp with the group and may not under any circumstances be allowed to travel with anyone else.
♦ Do not give out any information about campers to strangers.
♦ Staff must not wear nametags in public areas.
♦ If you see a camper on a cellphone, confiscate it and bring it to the Office Staff in charge of the trip.
♦ All campers and staff must wear Matoaka clothing.

**RESPONSIBILITIES OF STAFF ACTING AS MEDICAL CHAPERONES**

Female staff may sometimes be asked to act as a medical chaperone to accompany a camper to a non-emergency hospital/doctor’s appointment. You are not required to administer any First Aid and/or medical treatment. Staff should check with the nursing staff for directions, collect the camper's medical notes, and any specific instructions, then check with the Office as to which vehicle they should take. **When checking the camper in at the hospital or doctor's office reception area, staff should ensure that they bill the camper's parents and NOT the camp.** Staff should stay with the camper at all times. Campers are not allowed to call home. They will get the chance to speak with their parents after they return to camp. If the doctor prescribes any medication, ask them to call it into the CVS Pharmacy in Waterville. By the time you get there, it should be ready for pick-up. **Staff may not make any additional stops for personal errands. Again, staff may not make any additional stops for personal errands.**
CELLULAR PHONES
Camp cellular phones will be taken on all out-of-camp trips when possible. These phones are for camp use only and **no private phone calls may be made or accepted**. Staff will be charged for any unauthorized calls made or received. **Campers and staff are not permitted to have their own cellular phones or pagers on camp, and/or on camp related trips unless otherwise instructed.**

VEHICLE RULES
Always carry your license. The folder under the driver’s seat contains registration, insurance and emergency information, and all vehicles carry fire extinguishers, first-aid kits and reflectors. Always check with the office as to which vehicle to use, and do not leave until instructed to do so by the Transport Director. Take care when backing out of the parking area, and always check rear view and side mirrors.

**NO SMOKING IS PERMITTED IN ANY VEHICLE**

BEFORE TRAVEL
- Check gas and oil levels and that the parking brake is off. Make sure there are no obvious flat tires. Collect cellular phone, directions and any checks/money needed for trip from the Office.
- If there is another staff member in addition to the driver, they should sit in the front passenger seat.
- The OD counselor, if present, checks passenger list for attendance. If there is no OD counselor, then the driver assumes this task.
- All passengers must always wear seat belts; campers under 40 pounds in weight must sit in a safety seat. **No campers under the age of 13 are allowed to sit in the front passenger seat.** All passengers must have their own seat.

DEPARTURE
- No vehicles shall depart from camp without being signaled to do so by the office person in charge. Again, no vehicles shall depart from camp without being signaled to do so by the office person in charge.
- No vehicles must depart from camp or any destination point without all vehicles being together. Again, no vehicles must depart from camp or any destination point without all vehicles being together.

DURING TRAVEL
- **Vehicles must always stay together, with buses leading the convoy.** Call Camp at the first sign of being lost or separated.
- Abide by all traffic laws (i.e., speed limit).
- If event/activity has no set departure time (i.e., athletic event, airport pick-up), then call camp just before leaving.
- Call when you arrive at your destination.
- **Do not stop for snacks or ice-cream or soda on your way back to camp.**
RETURN TO CAMP

♦ Always park vehicles in the van parking lot, adjacent to the Maintenance Shop after dropping campers outside the office and being checked out with the Office to ensure the vehicle has been left clean and personal belongings have been removed.
♦ Park the vehicles facing the Trees so Maintenance knows it has been taken out and gas has been used and will need replenishing. Vans will face the Upper Tennis Courts when they are ready to be used.
♦ Report any malfunction to a Director immediately.

NOTE: When in camp, vehicles are left unlocked with keys in the cup holder.

AT NO TIME WILL THERE EVER BE A “CHINESE FIRE DRILL” ALLOWED BY CAMPER OR COUNSELORS EITHER ON CAMPUS ROADS OR OFF CAMPUS ON PUBLIC ROADWAYS. VIOLATION OF THIS RULE WILL BE IMMEDIATE DISMISSAL OF BOTH CAMPER AND STAFF.

VEHICLE EMERGENCY PROCEDURE

If you are involved in an accident, get a flat tire, experience any technical difficulty with the vehicle you are driving, or encounter hazardous weather conditions, please proceed as follows:
♦ Pull over as soon as possible. Call camp (207-362-2500) and explain the situation, wait for directions from a Director. Remember all vehicles contain fire extinguishers, reflectors, and First-Aid kits.
♦ In the event of an accident to one or more of the camp vehicles on a trip, all vehicles in the convoy should stop. Drivers of vehicles not involved stay in their vehicle and supervise passengers. Additional staff should go to vehicle(s) involved in accident to assist.
♦ In the case of an accident with injuries, call 911 for ambulance/police. Evaluate condition of passengers and note any possible injuries. If anyone is unconscious, do not move them but make sure they have an open and clear airway. If anyone is bleeding, apply pressure to the wound. Remember to wear gloves provided in first-aid kits if dealing with injuries involving any skin abrasion.
♦ For an accident with no injuries, procedure is same but ambulance service does not need to be contacted. Accident forms must be completed which are located in the vehicle information folder under driver’s seat.
♦ For all accidents, witness and accident information is to be taken at the site.
♦ Please provide a copy of the Accident Report Form to the Transport Director.

Towing Company Numbers

Arbo’s (Waterville) (207) 872-9551
Interstate (Waterville) (207) 873-9507
Superb Towing (Oakland) (888) 666-6523

Emergency Numbers

Fire/Police/Ambulance 911
Inland Hospital (207) 861-3000
VEHICLES USED FOR STAFF NIGHTS OUT

You are very lucky to be offered the privilege of using camp vehicles for staff nights out. Camp does not have to provide its staff with any means of getting off camp and a lot of camps are not as accommodating. Vehicles may not be used for ENOs, days off or personal use. Due to this privilege being abused in the past, the following rules exist to ensure fairness to all.

♦ 3 vans may go into town five nights a week; a maximum of 15 vans per week. Any resident staff member over the age of 21, who has passed the camp-administered driving test, may request a van.
♦ For the 12-passenger vans, there must be a designated driver and a minimum of six people before a van may be signed out. These vans can seat a maximum of 12 persons including driver.
♦ For the 7-passenger vans, there must be a designated driver and a minimum of four people before a van may be signed out. These vans can seat a maximum of 7 persons including driver.
♦ The designated driver(s) must check out van(s) with the O and assumes responsibility for driving there and back.
♦ You may choose your own destination; the van may go to different places.
♦ If anyone traveling on the camp van is denied entry to the chosen destination, then they have to remain in the van until everyone else returns.
♦ Anyone not riding home in the camp vehicle must tell the driver personally.
♦ Under no circumstance will rides be given to any non-Matoaka staff member.
♦ Upon return to camp, park van in the parking lot adjacent to the staff gate. FOR EMERGENCY PURPOSES DO NOT BLOCK THE GATE. Lock the van and place the key in the designated key drop box at the security hut.
♦ Make sure the van is cleared of trash and personal items.
♦ No one is allowed to drink alcohol, or have an open container of alcohol in any Camp vehicle, whether moving or stationary. It is the responsibility of the designated driver to inform the office of any violation of this rule.
♦ Availability on the vans will be on a first-come, first-served basis. If there are not enough seats available for staff wishing to use the camp van, staff with their own car on camp will be asked to give up their seat as they have the option of taking their own vehicle.
♦ The vans must be back at camp by 1:30 AM and, once back at camp, may not make any additional trips. The designated driver should lock the van, and place the key in the designated key drop box at the security hut.
It is the responsibility of the staff wishing to use a camp van for a night out to find a camp authorized driver to be the designated driver for the night, and not that of the Office. Ideally, all-camp authorized drivers should take a turn in assuming this responsibility. Please show your designated driver courtesy, especially on the ride home, otherwise they may elect never to drive for a night out again. If the van privileges are abused, then they may be revoked.

**NOTE:** Staff should utilize the notice board opposite the lock boxes in order to keep informed as to proposed trips out of camp. This also should serve as the meeting place. Do not congregate in the office around the counter.

**TAXI CABS**

When ordering a taxi, ask that they wait for you at the front gate by the security hut. You should be available to meet the cab; it is not the responsibility of the office to find you. You should always inform the driver that you do not wish him to pick up any additional passengers while you are in the car. If you choose to take a cab back to camp, please inform the drive to drop you off by the security hut. Note that taxicabs can be an expensive way to travel. We also recommend that you travel in groups.

**LOCAL TAXI CAB #:** Elm City Cab (Waterville) – (207) 872-0101
GLOSSARY OF MATOAKA TERMS

The following is a brief list of Matoaka terms, past and present:

**A & C** - The arts & crafts building.

**BULLPEN** - Storage room for paper supplies, located behind the kitchen.

**D&L COUNTRY STORE** - The local store, two miles east on Rt. 137; formerly called Bolducs.

**ENO** - Early Night Out.

**5-YEAR SWEATSHIRT** - Exclusive sweatshirt presented to 5-year campers and staff.

**THE "HOT PINK"** - The monthly newsletter for staff, sent out over the winter.

**THE "LAUNDRY"** - The nickname for the male dorm.

**LOONS** - The black and white birds that populate the lake and have a distinctive cry.

**"MAC ATTACK"** - Official candy raid of the bunks by the Office Staff and selected returning staff. These are performed at random times throughout the summer. (Note: “MAC” was used to describe “Matoaka Assistant Counselors” who were 18 years old and served as junior counselors. They were responsible for these candy raids.)

**MEAN MACHINE** - The nickname for the male staff.

**OD** - Period of duty, hence On Duty.

**PAC** - Performing Arts Center, located across from the barn.

**PALACE** - Cabin where the Office Staff live next to the office.

**THE "PINK"** - The monthly newsletter sent to campers/parents over the winter.

**PINK KIDDIE CITY** - Camp Matoaka!

**QUEEN MACHINE** - Nickname for female staff.

**SMITHFIELD ICE CREAM** – A Local ice cream store (with pizza and other goodies), just around the corner (make a right on Rte. 137 and then a right at Sweet Dreams).

**SWEET DREAMS** - The local store, just down the road – Make a right on Rt. 137

**THE "SHOP"** - The maintenance workshop.

**THE "QUEENS"** - Bunk 15 campers' nickname
COUNSELOR CHECK LIST

We realize that we have given you a lot of information and forms to complete and submit in a short period of time. We suggest that you use the following checklist to make sure that you have not forgotten anything.

| PROGRAM DIRECTOR | _______________________________|  |
| HEAD COUNSELOR  | _______________________________ |  |

1. Contract signed and submitted to the office? Yes No
2. Health form completed and submitted to Health Care Center? Yes No
3. Health check performed? Yes No
4. Swim test performed? Yes No
5. Any certification submitted to your liaison? Yes No
6. Do you have a vehicle on camp? Yes No
   If yes, Does the Office have your tag info? Yes No
7. Are you eligible to be a camp driver (over 21)? Yes No
   Have you elected to be a camp driver? Yes No
   If yes, Have you been assessed? Yes No
   Does the Office have your license info? Yes No
8. Did you attend all the required meetings? Yes No
9. Do you intend to attend church on Sundays? Yes No
   If yes, have you signed the sheet in the office? Yes No
10. Are you a vegetarian or have other dietary restrictions? Yes No
    If yes, have you informed a Director? Yes No
11. Do you have the staff uniform requirements? Yes No
12. Have you opened a local bank account or given your home banking information in order to get direct deposit? Yes No
13. Have you completed a W4 and/or I9 form? Yes No
14. Did you receive a safety box key? Yes No
15. **Have you signed the “I am a Matoaka Counselor” Pledge?** Yes No
WORDS TO SOME POPULAR MATOAKA CHEERS

1. Fried Ham.
"Fried ham, fried ham, cheese and bologna, (baloney) and after the macaroni, we'll have onions and pickles and pretzels and then we'll have some more fried ham, fried ham, fried ham. Same song, second verse, a little bit louder and a whole lot worse!"
(Repeat as many times as you wish, each time choosing a different way to sing the song, i.e. different accent, imitating someone, etc).

2. It's For Matoaka.
"It's for Matoaka that we'll always fall in line, and raise our banners high We won't hesitate, to dedicate our hearts to the battle cry, And when we're far far away from our camping days, we will e'er be true We'll be cheering yet - for days we - can't forget Matoaka - we're all for you, we really mean it – Matoaka - we're all for you no doubt about it Matoaka - we're all for you let's really shout it – MATOAKA - WE'RE ALL FOR YOU!!!!"

3. This one doesn't really have a title.
"M- that's the first letter, A- that's the second letter in T- that is the third O,A- the middle word K- that's near the end A- that is the end That's how you spell it- here's how you yell it MATOAKA FOR ME!!!!"

4. Head Counselor Song.
Oh, the cow kicked Berry in the derry (aire) in the barn, Oh, the cow kicked Berry in the derry (aire) in the barn, Oh, the cow kicked Berry in the derry (aire) in the barn, And the doctor said it would do no harm. Second verse, same as the first – A little bit louder and a whole lot worse." (Keep repeating - We have been known to reach 30 verses!)

This song also has basic actions to accompany it, which will be explained to you during orientation. (Previous "cows" have kicked Tez in the Head, Brenda in the Fender, Peg in the Leg, Lisa in the Gizza (?), and Clare in the hair. The original cow kicked Pussy in the Tussy. Pricilla Wilkins (Pussy) is now in her 70s -- see how traditions stick!). She was our Head Counselor for 13 years.

Emily Berry is our Head Counselor this year...and, as you can see above, we're not yet sure in what body part the cow will kick her. ☺ To be determined!
5. **Matoaka Rock.**
Sung to Elton John's "Crocodile Rock" (introduced to Matoaka in 1989 by Head of Drama Jesse Thurman, Queen of the Golden Hue Tan).
"I remember when I was young, Camp Matoaka was so much fun
Holding hands and singing songs
I had a bright pink cabin and a bunk of my own
But the biggest kick I ever got
Was doing the Matoaka rock. While the other kids were hanging 'round the block, we were hopping and bopping to Matoaka rock-WELL
Matoaka rockin' a song- a smile-
When your feet just can't keep still
I never knew me a better time and I guess I never will
OH, OH, Oh, those summer nights
When everything was oh so right
Matoaka rockin' was really outta sight
La, la la la la la la la , la la la la la ...."

6. **Oh What a Night.**
   Oh what a night, late in June back in 2015
   What a very special time for me, As I remember what a night.
   Oh what a night, You know I love you and I'm glad you came,
But I was never gonna be the same, what a summer, what a night.
   Oh I, I got a happy feeling when you walked in the room,
   And my, as I recall it ended much too soon.
   Oh what a night, hypnotizin, mesmerizin me, Camp was everything I dreamed it'd be
   Sweet surrender, what a night..... (boogie music)
   I felt the rush like a rolling ball of thunder,
   Spinning my head around and taking my body under,
   Oh, what a night! (Clap hands – set of 4)
   Oh I, I got a happy feeling when you walked in the room,
   And my, as I recall it ended much too soon.
   Oh, what a night, You know I love you and I'm glad you came,
But I was never gonna be the same, What a summer, what a night ...... (boogie music)
   I felt the rush like a rolling ball of thunder,
   Spinning my head around and taking my body under,
   Oh, what a night! Do, do, do do do, do, do, do do do, do, do, do do do, do, doo
7. DO YOU BELIEVE IN MAGIC
(Lyrics by Erica Block, Jess Shiekman, Marisa Schenkel & Maxine Peltz 2002)

Do you believe in magic, in a young girl's heart
how Matoaka can free her right from the start
And if it's magic, if Jason and Leslie are groovy
It makes you feel happy like a chic-flick movie
I'll tell you about the Matoaka Magic and it'll free your soul
But it's like trying to tell a stranger about the pamper pole
If you believe in magic don't bother to choose
If it's just ski, scra, swim, you can't loose
Just show your spirit and cheer, it'll start with a smile
It won't wipe off your face no matter how hard you try
Your hands start clapping and you can't seem to find
How you got there, so just blow your mind
If you believe in magic, come along with me
After College League is broken only fun you will see
And maybe if the Manitou boys are alright
We'll meet them at the social sort of late at night
And we'll go dancing baby then you'll see
How the magic's in Matoaka and Matoaka in me
Yeah, do you believe in magic
Yeah, believe in the Matoaka Magic of a young girl's soul
Believe in the magic of the pamper pole
Believe in the magic that can set you free
Ohh, talkin' 'bout magic
Do you believe like I believe
Do you believe in magic
Do you believe like I believe
Do you believe, believer
Do you believe like I believe
Do you believe in magic
CAMP MATOAKA – KEY STAFF BIOS

LESLIE AND JASON SILBERMAN, Owners/Directors

Leslie and Jason Silberman, camp owners and directors, have been spending their summers on East Pond since the mid-1980s. Jason was associated with Camp Manitou, our brother camp across the lake, for 20 years: first as a camper, then as a counselor and director, and for six years as an owner. As a counselor, Jason was the honored College League Captain of the Georgia Tech Yellow Jackets in 1994, and Chief of the Gray Team during Color Car in 1996. Jason received his BS degree in Business Management and minored in Psychology at Syracuse University. He taught math for three years in Hoboken, New Jersey. Jason is the Vice President of the American Camp Association, New England section, and co-chairs Camp Champions, a non-profit organization, which helps to send at-risk youth to camp throughout New England.

Leslie, a second generation camper and counselor, spent eight summers at Matoaka. During her final summer as a camper, she was Captain of the Middlebury Bulldogs. Leslie was elected Matoaka’s Best-All-Around Camper in 1990 and 1995, as well as Best-All-Around Athlete in 1992. She returned for two summers as a swim instructor. Leslie received her BA degree in Communication Sciences and Disorders at the University of Vermont, and her Masters of Science degree in Speech-Language Pathology at the MGH Institute of Health Professions in Boston, MA. She is a certified speech-language pathologist and reading specialist.

Leslie and Jason first met at a camp social in the summer of 2001. Leslie and Jason enjoy traveling together, playing golf and tennis, and singing camp cheers. Their life together really began in the fall of 2004 – the year they got married and bought Camp Matoaka! Leslie and Jason’s family expanded when Brett was born in December 2007, and Carly joined exactly two years later! This will be Brett’s seventh summer at Matoaka, and Carly’s fifth. Brett enjoys playing basketball and lacrosse, and helping our Maintenance crew with the “Fix-It” List. Carly loves bouncing on the trampoline, dancing in the gym, and going down the waterslides. Chase was born on the first day of camp in 2013. He enjoys waving goodbye to everyone, taking golf-cart rides, and dunking basketballs. As a family, the Silbermans can’t wait to spend Matoaka’s 65th Summer with all of you!

WENDY BERLINER, Assistant Director

16th Summer at Matoaka

Wendy was born with Matoaka running through her blood – her grandmother attended school with Midge Nathanson (Camp Matoaka’s founder) and her aunt and many cousins (both older and younger) attended Matoaka. (Her father, brother and even more cousins went to Camp Manitou, our brother camp). Wendy was a camper from 1983-1988. Her final summer, she was Captain of the Manchester Monkeys. After 6 years as a camper, Wendy returned for 5 years as a junior counselor (“CAM”) and then a waterski counselor. She also was the Head of College League. Wendy was Matoaka’s Best-All-Around Athlete twice and twice was recognized as Best CAM.

After graduating from Brandeis University and then getting her law degree, Wendy practiced law for 11 years before coming back to the Pink Kiddie City in September of 2009 to be the Assistant Director. She is married to Marc (who will visit a lot!) and is the proud mother of Rachel (who will turn 11 this summer) and Jacob (who will turn 8 this summer...and will be a day camper at Camp Manitou for Boys across the lake). Wendy is petrified of snakes! She loves skiing (snow skiing and waterskiing), ice cream and M&Ms. She loves her family and friends. She loves to laugh – at silly comedies such as National Lampoon’s Vacation, and her kids. She is excited about everything this summer!
MICHAEL STRAHAN, Program Director

7th Summer at Matoaka

My name is Michael Paul Strahan and I live in Bakersfield California. I am married to my high school sweetheart and have two daughters who are truly God’s gift. Summer at Matoaka for me means a wonderful family experience that allows my wife and I to share in the magic that summer camp provides for our girls. Matoaka means seeing the East coast and getting out of the summer heat in California. It means making new friends and catching up with old ones. It means creating lifelong memories that you can’t reflect on for years to come. Matoaka means that I will get to act like a child at times and it will be okay. This will be my second summer at Matoaka and I am truly excited. I am the Program Director, but I would not mind working in water-ski. I have two degrees from Cal state Bakersfield and The University of LaVerne. I teach at a middle school in Bakersfield (21 years) and I am a golf junkie. I love to travel and take photographs of my kids. I grew up playing sports and am now my kids’ biggest fan. I enjoy the outdoors and love to bake (my cookies are to die for). I like order and neatness. I enjoy a good steak and love to laugh and play jokes. I love to come up with nick names for people. I love hard working people and giving a friend a nice photo of their kids or family. I enjoy a perfect golf shot and playing poker. I dislike lazy people and litter bugs. I dislike being late and not having good directions. I dislike getting up when I am tired and showers that don't put out enough water. I dislike cheap pens and cheap tippers. I dislike losing and movies that show kids suffering.

I am most excited this summer to see all the people I’ve met in the last few years and the new ones as well. I am excited that my daughters are growing up at Camp Matoaka. I am excited to go to LL bean. I am excited to go to the Korner Store and get a lobster role. I am excited that I will have two years under my belt so I can be a better staff member. I am excited that my girls want to be in the musicals. I am excited that I will be there to watch. I am excited to play Waterville Country Club on my day off with Mayo. I laugh often and I am willing to share the love. I love practical jokes and I am good at giving and taking (see the photos of my entire bunk in the lake) Most of all I laugh at myself. What scares me.......My wife when I want to go golfing...for the 3rd day in a row, a phone call from camp telling me my daughter fell off her horse but she is fine, a bunch of vans rolling into camp for a tournament I know nothing about, the cab drivers in Maine, that water snake from last summer, Charlene when she doesn't know about 50 lunches for a travel day, and losing to Dave Wilbur in the tennis tourney...when he had a cast on his foot.

EMILY BERRY, Head Counselor

5th Summer at Matoaka

I am so happy to be writing this right now because that means, once again, I made the wise choice of returning to One Great Place!! This will be my fourth summer at Camp Matoaka, and I can feel it in my bones that it will be the best summer yet!

I was a counselor down the bunkline for my first two summers, my first summer in Horseback Riding and my second summer in Landsports. I absolutely loved life in the bunk, getting to know the campers and co-counselors, but made the executive decision to make the big jump into the office for Summer 2013! I worked alongside Mike Strahan as the Assistant Program Director, and loved every minute of office life! I didn't know it was possible to fall even further in love with Matoaka, but life in the office made that possible! I have accepted a new position this year at camp as the Head Counselor, and couldn't be more ecstatic about it. I've got some big shoes to fill, but am certainly up for the challenge! Also, I am part of the elite squad known as WAR COUNCIL. #colorwar

A little bit about life outside of Camp Matoaka... I graduated from Lourdes University in 2012 with a degree in Sociology with a minor in Elementary Education. During the dreaded 10 months away from camp, I work at a marketing firm in Chicago, IL. I love life in the city, but am so excited to get back to the dirt, trees, and fresh air that is Maine! I’m originally from Ottawa Lake, Michigan, which is about 25 minutes south of Ann Arbor and about 45 minutes south of Detroit. I grew up on a farm, where we raised horses, cows, and pigs. I’ve got two
amazing parents, who are pretty much my best friends. I’ve got three awesome older brothers, two fantastic sister-in-laws, and one niece and one nephew, who I ABSOLUTELY adore. I’ve got a pup named Penny Lane, and though I miss her dearly, while at camp, I know she’s in good hands, playing at home on the farm.

I love to cook, listen to music, play any sort of competitive sport, being outdoors, play with animals, and attempt feebly to play guitar (I’m actually horrible). And, of course, I love nothing more than living at Camp Matoaka for two glorious months out of the year with my camp family, best friends, and 300+ little sisters!

**MOLLY KETTE, Events Director and 14s-15s Unit Leader**

*7th Summer at Matoaka*

My name is Molly (Pockets) Kette, and I’m the Events Coordinator and the Unit Leader for the 14s-15s at One Great Place. This will be my 7th year at camp and I’m so excited for it to begin! I spent my first two summers working in the drama department teaching theatre, rehearsing shows, and splattering nearly every piece of clothing I own with bright-colored paint. This will be my fourth summer as the Events Coordinator and I can’t wait to get back to the socials, theme dinners, and rainy day activities! Although, my favorite event of the summer is Color War, a new tradition I created a couple years ago! Get ready to eat, sleep, and breathe your team color! In 2012, I graduated from the University of Nevada, Las Vegas, and moved to marvelous NYC. I work as a Residential Houseparent at a private boarding school in downtown Manhattan. I live with and care for an amazing group of high school students, as well as plan after-school and weekend activities in the greatest city in the world! Essentially, I’m a 24-year-old mom to 60 kids (a super cool mom #obvi)! I’ve been raised a vegetarian my entire life, but I actually can’t stand most vegetables... I suppose you can really call me a “Pastatarian.” I also can’t go more than a couple hours without Skittles and iced coffee. You’ll always see copious amounts of both on my desk at camp. I can’t wait to meet you all and have an amazing summer together!

**MELISSA POWERS, 12s-13s Unit Leader**

*3rd Summer at Matoaka*

My name is Melissa Powers and this is my third summer at Camp Matoaka and I am beyond excited to return to my summer home!! I was born and raised in Southern Massachusetts and I am the oldest of three girls (my sister Hannah is one of Jason & Leslie’s nannies)! I graduated in May 2013 from the University of New Hampshire with my Masters in Education and, the year prior, with my Bachelors in Physical Education. Growing up, I spent many summers on the beautiful Maine coast so I am excited to get back up there and experience a true New England summer. I am no stranger to East Pond as I was a camper for two summers and a counselor for the past three at a soccer camp that uses the fields at Camp Manitou, our brother camp. One day back in the Fall of 2012, I was thinking about how much fun I had for just that one week that I started to think about what it would be like to spend a whole summer up there. So I applied on a whim and here I am – two years later! I am thrilled to be spending another summer on the lake and working as one of the Unit Leaders. I am totally obsessed with Disney movies and the Royal family. Many things I love: laugh and joke around any chance I get, singing country music, the Boston Bruins & New England Patriots, and ice cream. I can’t wait to see many familiar faces and meet so many amazing people this summer, create new memories and embark on crazy adventures while experiencing the Matoaka Magic...and I suppose I can’t wait to get thrown in the lake on my 24th birthday (July 2)!
SARA SCHULTEJANS, 10s-11s Unit Leader
6th Summer at Matoaka

My name is Sara Schultejans. I was born and raised in a small town in Iowa and am extremely close to my family and friends. I love country music, candy, pop (anything with sugar), going to movies, and sitting down with a good book. I graduated from the University of Northern Iowa in 2010 and I am currently living in Tempe, AZ, working and teaching preschool for an organization called Head Start. In January, I started a Master's Program at Arizona State and am working towards furthering my education.

This will be my 5th summer at Matoaka. Applying to work at camp in 2009 was a huge step out of my comfort zone; but, I am so excited I followed my heart and joined the Matoaka family! I've worked in the swim department, landsports and will be completing my 3rd summer in the Office. I am excited and cannot wait to have another amazing summer with all of you!

EMILY HEYNACHER, 8s-9s Unit Leader
3rd Summer at Matoaka

Hello! My name is Emily Heynacher and I live in South Bend, Indiana. I currently teach 3rd grade and I love it. I have taught for 4 years and truly believe working with kids is the best job ever!! I went to Indiana University and graduated in 2008. I love spending time with my family and friends - especially my 6 year-old nephew. In my spare time, I like to read, plan cool lessons for my students, shop, watch TV (I seriously DVR way too much TV), and so much more. This summer will be my second year at Matoaka, and I'm so excited to be coming back. I am the Unit Leader for the 8/9s, the youngest campers in camp. I can't wait to see everyone from last year and meet all the new people as well. Color War, Campfires, Banquet, Ice Cream Trips, Junior Bunk Nights and going to Funtown Splashtown were some were some of my favorite memories from last summer. Can't wait for Summer 2015, it's going to be amazing!

STEPHENIE "DIMPLES" WADE, Scheduling Director
4th Summer at Matoaka

I'm Stephenie Wade, but everyone calls me “Dimples.” I went to (a different) camp for the first time when I was 14 years old and absolutely loved it. In 2008, I returned to the camp where I was a camper and became a counselor, and later the program director. In 2012, I decided that it was time for a change and that is when Matoaka found me! This will be my 4th summer at camp. After 3 summers in the Ropes Department, I'm finally making the move to the Office as the Scheduling Director.

I'm adventurous and I love being outdoors – camping and rafting. I also love to read, travel and hang out with friends. I live in Atlanta, GA and work as a nursing assistant as I pursue my nursing degree. I can't wait to be back at One Great Place and I'm excited about this new challenge in the Office.

CARRIE YANKELLO, Prospective Camper Coordinator
3rd Summer at Matoaka

Carrie Yankello lives in West Palm Beach, Florida, though she’s originally from the Boston area. This is her second summer at camp and she loves everything about Matoaka! She works in the office, following up with the parents of Prospective Campers. She comes to camp with her husband, Steve, who can be found on the tennis courts making sure everyone is having fun, and their 9 year old granddaughter, Starr. (She also has two other grandchildren at home.)

In the real world, she works at a private club in Palm Beach, Florida, where she manages a "small" (300 square-foot) gift! She’s a former camper (although not an alumna of Matoaka)....and loved the camp experience and wouldn't give up the friends and memories for anything.