

THE ROLE OF CAMP DIRECTOR

Welcome to U.M. ARMY

You have made a commitment to join with thousands of others who have been faithful servants since 1979

U.M. ARMY can begin a life-changing awakening to God and society. Preparing for the week is a vital aspect of achieving maximum value for you and your group, even if you have been to U.M. ARMY before. Please use this guide as a tool toward that end.

U.M. ARMY-Texas Conference

Mailing Address	Physical Address
PO Box 590103	9601 W. Fairmont Pkwy
Houston, TX 77259-0103	LaPorte, TX 77571
Phone: 281-479-0103	Fax: 281-479-0809

Web: www.umarmy.org/conference/texas

David Sabom—Executive Director
david@umarmytx.org

Phyllis Pubentz—Camp Coordinator
phyllis@umarmytx.org

MISSION

To provide Christ centered, quality youth work camps that serve people in need and promote spiritual growth and leadership development in youth.

VISION

Young people growing in Christian faith and transforming the world by serving people in need.

CORE PRINCIPLES

- † We are a God-led, volunteer, youth-focused organization
- † We believe God changes lives through the U.M. ARMY experience
- † We believe in increasing the number of lives touched in a planned and responsible way
- † We believe in being proactive in protecting the persons we touch, the environment, and the corporate organization
- † We believe camp operation can be accomplished with hard work, compassion and honesty
- † We believe in developing well-trained camp leadership
- † We believe that all aspects of the U.M. ARMY organization will be managed with integrity

TABLE OF CONTENTS

What is U.M. ARMY?	Page 3
The Role of Camp Director	Page 4
U.M. ARMY Information Sheet	Page 5
U.M. ARMY Camp Operation Budget	Page 6
Jump Start Packets	Page 7
Suggested Timetables	Page 8
Office Supplies	Page 14
Pre Camp Letters	Page 15
Supervising During Camp	Page 21
A Note About Safety	Page 22
Handling Emergencies	Page 22
Discipline	Page 23
General Information During Camp	Page 24
Sunday Night Orientation & Rotation	Page 32
Base Camp Work Assignments	Page 33
Keeping Track of Finances	Page 34
Reimbursable Expenses	Page 35
Reporting After Camp	Page 36

WHAT IS U.M. ARMY?

U.M. ARMY is an acronym which stands for **United Methodist Action Reach-Out Mission by Youth**. It is an opportunity for youth and adults to experience Christian growth through mission, worship, and fellowship.

Participants combine their strengths to provide free home repairs for low-income, elderly, and disabled homeowners who are physically and financially unable to make needed repairs.

Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual development, learning, and discussion.

ABOUT WORK CAMP

Participants witness their faith and obedience when they reach out to those in need through home repair. This loving action touches clients deeply. Work teams are encouraged to make a personal connection with the client and many clients share their own faith-building stories with the work team. This personal connection will be remembered long after the paint begins to fade and the grass grows back. Often there are tears of joy and sadness when it is time to say good-bye.

United Methodist churches host the work camps and serve as a base for operations. Participants eat, sleep, and worship in the church. Sleeping quarters are usually in Sunday School classrooms with 10-15 youth and at least two adults in each room, with separate quarters for males and females. Breakfast and supper are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are off-site (usually a local high school) and available in the afternoon when the work teams leave the work site.

Participants are divided into work teams of four to six youth with one adult for the week's work. U.M. ARMY youth and adults work together to provide repairs and construction of porches, windows, handrails, roofs, floors, ceilings, steps, and other areas of need. They also paint and do yard work. At each site U.M. ARMY addresses the greatest needs that are within our capability. Clients may provide any materials they wish so they will feel part of the work being done. U.M. ARMY will supply all other materials within our budget.

By caring about people, U.M. ARMY volunteers demonstrate an unspoken gospel that is stronger than words.

THE ROLE OF CAMP DIRECTOR

- 1 Preparation. 95% of being a Camp Director is done before camp ever begins. First, be sure and get your Jump Start Packet from the U. M. ARMY – Texas Conference office. This packet of information will give you a big jump start in your preparations for camp. Next, follow the timetables in this manual. If you do everything on those timetables before camp, you will typically not be stressed while you are at camp (with the exception of plunging a few toilets and handling other minor problems that come up during the week). You will have lots of help. Communicate regularly with your area Coordinators. Some of them will need more overseeing than others and some have probably done their jobs many times. You will also have the help and support of the U.M. ARMY office, the host church and many other volunteers.
- 2 Supervision. You will be looked up to as the leader of your camp. Your attitude and actions will very likely shape the attitude of the camp. Lead by serving (as Jesus did) with love and compassion, while all the time enforcing the rules, and everyone will have a wonderful experience.
- 3 Reporting after camp (within 2 weeks of the end of camp). Quite possibly this will be the hardest task for you to complete because it comes at the end of an exhausting, yet rewarding, mission experience. However, WE NEED THIS INFORMATION. We are always looking for ways to improve, and the best way for us to accomplish this is to know the details of each camp. Additionally, the information you provide will help future camps in the same area. Needless to say, the financial information is extremely important. The best way to accomplish this goal is to get it done at camp. Get your Coordinators to get the information you need before they leave camp and get your Administrative Coordinator to help you finish this report.

U.M. ARMY INFORMATION SHEET

U.M. ARMY is a 501(c)(3) non-profit corporation organized and operated for charitable purposes. Started in 1979, thirty six youth and adults from three Houston churches held the first U.M. ARMY work camp in Athens, TX. Numbers of participants are now over 4,000, with over 1500 work sites to be completed every summer. Various state agencies provide many referrals of work needed, and in many areas offer extensive support. In addition, referrals are received from the United Way, Senior Citizens, Visiting Nurses, Meals on Wheels and various community service organizations.

Numerous state, regional, and city awards have been given to U.M. ARMY.

- 2006 – Golden Hammer Award, Rebuilding Together Houston
for Exceptional Commitment to the Volunteer Home Repair Program
- 2002 – Volunteer Lifetime Achievement Award,
Texas Department of Human Services
- 1995 – Exemplary State and Local Award,
Center for Public Productivity at Newark Campus of
Rutgers State University of New Jersey
- 1991 – Texas Long Term Care Volunteer Award
- 1989 – Texas Governor’s Certificate of Volunteer Service
- 1987 – Texas Governor’s Certificate of Volunteer Service
- 1987 – Volunteer Service Award, Texas Department of Human Services

In 2002, a new board of directors was formed to operate camps in the Southwest Texas Conference area and, in 2003; a board of directors was formed in Connecticut (Northeast Jurisdiction area). Northwest Texas, Florida, Arkansas and Louisiana are other areas where U. M. ARMY has spread beyond the Texas Annual Conference.

U.M. ARMY volunteers preview work sites to determine suitability before they are assigned to work teams. Common projects include building and repairing: wheel chair ramps, handrails, porches, windows, steps, roofs, and floors, as well as yard work and painting. In addition, emphasis is placed on visiting with those being helped, who often feel lonely and neglected.

Volunteer participants arrive at their assigned city on Sunday afternoon, work Monday through Friday, and leave on Saturday morning. They sleep on the floor in a local host church, help fix their own meals, and clean the facility daily. In addition to giving up a week of their time, volunteers pay a modest amount to cover meals, T-shirts, program activities, and the costs of building materials. The adult camp staff includes a Camp Director, Safety Coordinator, Kitchen Coordinator, Program Coordinator, Site Coordinator, Tool/Materials Coordinator, and Administrative Coordinator. Each individual work team is composed of 4 - 5 youth and 1 adult.

A typical day at U.M. ARMY begins with a 7:00 AM wake-up, followed by a devotional and breakfast. Teams work from 8:00 AM till 5:00 PM, Monday through Friday. The teams then return, shower, and have dinner and an evening program. Lights go out around 11:30 PM each evening.

U.M. ARMY Camp Operation Budget

The camp fee (\$215) is set each year while considering the historical and projected cost of operating the camps and covering the annual organization overhead. These numbers are broken down on a “per participant” basis and represent a barometer for planning purposes - actual expenses will vary based on donations of food, materials received from other camps, etc. Be aware that some camps will get services donated (i.e. waste management), whereas other camps may be charged an excessive. The following chart is more a picture of averages, but we use it as a guideline budget. *Don't* cut corners but *don't* be extravagant.

As you can see below a great amount of donations are required to work within this budget. The budget is not sufficient to pay for all camp expenses. U.M. ARMY cannot exist without the generous support of churches and participants. In addition to monetary donations; in-kind donations of food, building materials, kitchen and paper supplies, as well as pre-paid gift cards from Wal-Mart all help mitigate the rising cost of camp expenses.

WORK CAMP EXPENSES	\$/PARTICIPANT	% OF TOTAL
Camp Food	\$32.00	14.9%
Camp Construction Materials	\$80.50	37.5%
Camp Programs	\$12.00	5.6%
Leader Travel	\$2.50	1.2%
Camp Administrative	\$1.50	.7%
Landfill/Waste Management	\$4.50	2.1%
Camp Safety	\$2.00	1%
Camp Sub-total	\$135.00	
GENERAL CAMP EXPENSES	(CHARGED BACK)	
General Supplies (T-shirt, nametags, client Bible, etc.)	\$7.00	3.3%
Insurance (General Liability, Accident)	\$5.50	2.6%
Camp Printing and Postage (Forms, Travel Guides, manuals, etc.)	\$3.50	1.6%
Training/Camp Support	\$3.00	1.3%
ADMINISTRATIVE EXPENSES		
U.M. ARMY Overhead (Printing, office rental, office personnel, Postage, etc.)	\$40.00	18.5%
National Growth	\$21.00	9.7%
 TOTALS	 \$215.00	 100%

Jump Start Packets

U. M. ARMY – Texas Conference will provide you with a Jump Start Packet. In this packet will be a wealth of information that will help you to prepare for camp. We have compiled as much information as we can gather on each camp to pass on to you. Much of this information comes from information gleaned from past camps in your area. The rest we have obtained from pre-camp contacts and internet research.

Typically this packet will contain names and locations of local merchants for food and building materials, vendor information for ice and trash service, shower facilities with a contact name and number, recreational possibilities with contact names and numbers, work site referral agencies with a contact name and number, and any other helpful contacts such as police, local media, city officials, etc.

Purchasing Procedures

Most, if not all, of the major purchases for camp (food, building materials, trash service) will be made with merchants that have open accounts under the U. M. ARMY name. It will not be necessary for you to open any accounts. Your purchases will be billed directly to the U. M. ARMY office and charged to your camp, thereby making it unnecessary for you to open accounts, prepay purchases, and settle accounts at the end of camp. Your Jump Start Packet will have all of the account information you need for making these purchases.

For other miscellaneous purchases you will be provided with a MasterCard Gift Card. This card will be loaded with a set dollar amount, and can be used anywhere MasterCard is accepted. It will be in the U. M. ARMY name so you can use it as well as anyone to whom you give it. You will be given account information related to this card should it be lost or stolen. Any unspent funds at the end of camp will be returned to our account.

For personal reimbursements, all checks will be issued from this office within 24 hrs. of receipt of a check request, and mailed to the recipient.

If you find it necessary to set up an account yourself, contact the U. M. ARMY office and we will assist you with this.

Part of your pre-camp preparations will be to make contact with these merchants to verify the accounts (check with customer service, or make a small purchase on the account), submit a list of authorized buyers if needed, verify tax exempt status (have tax exempt forms available), and ask for a discount (have U. M. ARMY brochures available).

Suggested Timetables

90 DAYS BEFORE CAMP

VISIT HOST CHURCH

Call the Host Church Coordinator for your camp and make arrangements to visit the church. At this initial visit it will be beneficial to:

- Meet church staff
- Take pictures of the church facilities
- Get a copy of phone book, city maps, and church map
- Inquire about the church calendar during camp
- See if Pastor wants you to speak at worship the Sunday U. M. ARMY arrives

During this visit you will want to see how the camp will occupy the church, specifically:

- Sleeping arrangements/ dorm areas
- Off-limit areas
- U. M. ARMY office location
- Kitchen facilities, Dining area, and Program area
- Worship area
- Tool and Building Materials area

Other things to check on or inquire about include:

- Trash pickup, possibility of it being donated, and container placement
- Contacting church and community members to assist with pre-site visits
- Donations and discounts on materials and food
- Evening meals being provided by host church Sunday school classes, men's group, etc.
- Local physician and pharmacist to be on call
- Activities available (swimming, square/line dancing, etc.)
- Shower facilities
- Large quantities of ice, and possibility of it being donated

VISIT WITH LOCAL OFFICIALS

Make appointments with:

Mayor's Office

- Explain U.M. ARMY (can take brochures, newsletter, video, etc.).
- Discuss dates of U.M. ARMY camp.
- Try to get building permits and landfill fee waived.
- See about declaring the week of U.M. ARMY as "U.M. ARMY Week".
- Discuss police support through awareness.

Police Chief

- Discuss dates of U.M. ARMY camp.
- Determine if there are neighborhoods that are dangerous, etc.
- Inform them lumber and tools are stored at base camp and ask for them to drive by at night during the week.

School Superintendent

- Discuss U.M. ARMY, dates, and use of showers. Helpful if host church member connected with school accompanies you.

Referral Agencies / Service Providers

- Discuss U.M. ARMY (if unfamiliar) and dates.
- Discuss referrals.
- Type of work we do and don't do.
- Filling out referral forms, prioritizing work.
- Giving directions from church to sites.
- NEVER PROMISE clients we can help.

Your Jump Start Packet will have agency names and contacts for those organizations and service providers operating in your area. As a rule, they will have already been contacted and sent information regarding U.M. ARMY. It will be highly beneficial for you to make a personal visit, answer any questions, and thank them for their help identifying potential clients.

SEND FOLLOWUP LETTERS

- Host church
- Mayor
- Police Chief
- School Superintendent
- Referral agencies

Thank them; remind them of dates, etc.

ADULT LEADERSHIP MANUALS

Provide adult leadership manuals to all camp staff. These can be copied from this manual, or downloaded from our web site, www.umarmy.org/conference/texas .

Provide camp budget to each staff coordinator.

See note at the end of each section to determine which forms from the Forms Book need to be copied and included in the various adult manuals.

60 DAYS BEFORE CAMP

At this point all participating churches will have received the following information: Camp Director and camp location, Travel Guides, Sunday departure Consecration Service, and other important dates and reminders.

CONTACT PARTICIPATING CHURCHES

- Assign color for each church's tools (if they do not have one from last year).
- Discuss leadership possibilities.
- Discuss pertinent information about participants that relate to team formation.
- Review important camp guidelines such as adult-to-youth ratio (2 adults/5 youth), all youth must have completed 9th grade, Work Team Adults understand their vehicles will be used to transport their teams, Safe Sanctuary, and what to bring (warehouse tools, WTA tools, cleaning kits, first aid kits).
- Discuss how to handle substitutions, dropouts, etc.
- Discuss that participants *will not* be allowed to show up late or leave early.

FINALIZE LEADERSHIP ARRANGEMENTS

Make sure all of your adult leadership roles are filled, as well as placement of college age assistants.

VISIT WORK CAMP TOWN WITH LEADERSHIP TEAM

This can be combined with the pre-site visit. During this visit, the Kitchen Coordinator can see kitchen and visit stores, the Tool Coordinators can find a place for the tool shed and visit lumber yard, and the Program Coordinator can see the church facilities and visit sites for recreation while the others are doing their pre-sites. At the end, everyone can get together and finalize the best arrangements. If members of the leadership team cannot make it take some pictures or video for them.

SEND A REMINDER TO MAYOR'S OFFICE ABOUT DECLARATION

CONDUCT AN ADULT CAMP MEETING

Conduct an adult meeting of all participating churches if possible. Good time to explain discipline, adults in sleeping rooms, lack of sleep, role of adults in camp, role of adult church representatives, and how you plan to run the camp. If adults know each other before camp, they mix immediately at camp and the youth follow.

COORDINATE CAMP SCHEDULE AND ACTIVITIES WITH PROGRAM COORDINATOR

Go over your philosophy, all program plans, how morning watch and evening worship will be conducted, who will be responsible for each activity, and the need to watch time in the evening and cuts things short in order not to rush worship and *get to bed on time*.

30 DAYS BEFORE CAMP

- CONTACT LOCAL MEDIA
Contact local newspaper, radio, and TV. Send press releases. See example in this handbook in the Sample Letters section.
- CONDUCT PRE-SITE VISIT
Go with Site Coordinator and pre-site team. Ask host church to provide drivers for each person you bring since they know the local area.
- CONFIRM SHOWERS WITH SUPERINTENDENT
Find out if women's shower stalls have curtains or rods. If they have rods but no curtains get a count and buy cheapest ones you can find. Save for following years.
- COMPLETE/CONFIRM TRASH ARRANGEMENTS
- SEND FOLLOWUP LETTER TO PARTICIPATING CHURCHES
Include directions, arrival time, emergency phone numbers, tool color assignments, leadership, etc. (See examples in this handbook).
- CONFIRM MERCHANT ACCOUNTS FOR GROCERIES, BUILDING MATERIALS, AND ICE
- ARRANGE FOR BASE CAMP FIRST AID KIT WITH ADMIN. COORD.
- OBTAIN FINAL GROUP ROSTERS AND REGISTRATIONS FROM U. M. ARMY OFFICE AND VALIDATE WITH CHURCHES
- VALIDATE FINAL DAILY SCHEDULE AND DUTY ASSIGNMENT ROSTER WITH PROGRAM COORDINATOR AND KITCHEN COORDINATOR AND PUBLISH

TWO WEEKS BEFORE CAMP

CONTACT REGISTERED CHURCHES

Check on any last minute drops or substitutions so you can begin to make group assignments. Find out as much as you can about every participant to help you make group assignments. Ask who is related, girlfriend/boyfriend relationships, people with conflicts, if they are leaders or followers, if they are mature or immature, experienced or inexperienced, and if they are introverts or extroverts.

Hints for team assignments :

- Keep boyfriends/girlfriends in different color groups.
- Keep parents/children and siblings in different color groups.
- Keep people who don't get along in different color groups.
- Assign first time, inexperienced adults to an experienced Color Group Leader.
- Balance skill levels of youth but favor experience with an inexperienced adult.
- Balance age levels between work teams.
- Balance churches in work teams.
- Balance boy/girl ratio.
- Mark Work Team Adult card with number of youth their vehicle can hold.
- Pray.

Try to put all of this information on index cards, mark pink and blue for gender, lay out cards in work teams and color groups. Move cards around until you get the right balance. Bring the cards to camp so when you have a last minute drop out or add you can change groups wisely.

CONFIRM LOCAL MEDIA COVERAGE FOR ARRIVAL ON FIRST DAY AND THROUGHOUT THE WEEK

RECONFIRM SHOWERS

RECONFIRM MEALS

CONFIRM THAT SITE COORDINATOR HAS FINAL LIST OF WORK SITES

GET NAME TAGS AND T-SHIRTS FROM U. M. ARMY OFFICE IF NOT ALREADY RECEIVED

PROVIDE U. M. ARMY OFFICE WITH LIST OF ADULT LEADERSHIP BY POSITION, AND BASE CAMP CONTACT NUMBER

GIVE FINAL HEAD COUNT TO PROGRAM & KITCHEN COORD. LET PROGRAM COORD. KNOW NUMBER OF WORK TEAMS, COLOR GROUPS AND THEIR RESPECTIVE COLORS

ONE WEEK BEFORE CAMP

- MAKE LAST MINUTE SUBSTITUTIONS
Call registered churches and get any last minute changes in youth or adults and vehicle capacity changes.
- COMPLETE COLOR GROUP AND WORK TEAM ROSTERS
- SET SUNDAY NIGHT ORIENTATION & ROTATION SCHEDULE
Assign teams and times. Decide where the rotation begins and where each station will be. See scheduling section for more information. At a minimum, every rotation should include safety, kitchen, tools, sites and programs.
- CONFIRM LUMBER ARRIVAL WITH TOOL COORDINATOR
- TAKE CARE OF LAST MINUTE CHURCH DETAILS
Host Church: arrange for key pickup, who to call for maintenance problems, invite the minister to share dinner and welcome the group the Sunday evening.
- CONFIRM WORK SITES FOR FIRST DAY WITH SITE COORD.
- CONFIRM WITH LOCAL MEDIA CONTACTS
- MAKE NAME TAGS WITH NAME, COLOR GROUP & LETTER
- CONFIRM PURCHASE PROCEDURES
- PREPARE CAMP WORK SCHEDULE
See scheduling section for more information.
- ASSIGN SLEEPING ROOMS TO YOUTH & ADULTS
Make sure there are at least two adults to each male and female sleeping room.
- SET SHOWER PROCEDURE
Assign one adult male to male showers, and one adult female to female showers, so that when in use there will always be at least two adults present at all times.

TO DO REGULARLY

- MAINTAIN CONTACT WITH
 - Referral Agencies
 - Leadership Team
 - Host Church
 - U.M. ARMY Staff

OFFICE SUPPLIES

You should coordinate with the Administrative Coordinator to prepare an office supplies kit that includes the following items:

- Bulletin Board for Messages
- Blank CDs
- Clip Boards
- Computer with CD drive
- Copy Machine Paper
- File Folders
- Tape
- Paper
- Paper Clips
- Paper for Messages
- Pens & Markers
- Printer
- Push Pins
- Scissors
- Stamps
- Stapler
- 3 Hole Punch

Pre-Camp Letters

Sample

(Letter from Camp Director to participating churches)

Welcome to the Livingston Camp this summer! You will learn new skills, get a great suntan, have exciting wake-ups for the boys and bedtime stories for the girls, and make lots of new friends. Looks like we will have lots of great work sites, a fantastic program staff headed by Matt Neeley, spiritual renewal and a whole lot of fun.

The adult leadership positions which have been assigned at this time include:

Camp Director: John Branch (Clear Lake)

Program Coordinator: Matt Neeley (Faith-Richmond)

Site Coordinator: Chuck Sawin (Clear Lake)

Tool Coordinator: Chris Davey (Clear Lake)

Kitchen Coordinator: Unknown

Safety Coordinator: Mary Seay (Port Neches)

Admin. Coordinator: Susan Stone (Clear Lake)

Color Group Leaders: Carolyn Durkee (Bellaire)

There are some events coming up which everyone needs to get on their calendar:

Saturday, April 29th - U.M. ARMY Leadership training at Foundry in

Houston from 9 AM till 3 PM For all coordinators

and Color Group Leaders.

Saturday, May 13th - Training for Small Group Adults at St. Lukes in

Houston from 9 AM till 2 PM

Saturday, June 3rd - Pre-site visit to Livingston from 9 AM till 3 PM for

older youth and adults to visit work sites and write

up site work requirements. Bring tape measure

and clipboard with pencil.

Monday, June 12th - Adults from all churches attending Livingston Camp

will meet for orientation, schedule review, handouts,

etc. from 7:30 PM till 9:00 PM at Clear Lake.

Current camp registrations as of today: 125

Clear Lake UMC - 50

Faith, Richmond - 32

Bellaire - 35

First UMC, Port Neches - 8

Color assignments for tool painting and identification are:

Clear Lake - light blue
Bellaire - green
Faith - red
Port Neches - white

Participating church contacts:

Bellaire UMC
4417 Bellaire Blvd.
Bellaire, TX 77401
Carolyn Durkee (783-8980)

First UMC
PO Box 277
Port Neches, TX 77651
Bob Arnold (409-722-8357)

Faith UMC
4600 FM 359
Richmond, TX 77469
Debbie Bouknight (341-8200)
Home: 1202 Plantation Dr. 342-6755

Clear Lake UMC
16335 El Camino Real
Houston, TX 77062
Rev. Rusty Watkins (480-8693)

When I receive all the registrations, I will be calling to chat about work team assignments (1 adult and 5 youth per team). Will need to know experience level, who not to put together, girlfriend/boyfriend relationships, special needs of any individuals, etc. The idea is to split people up so they make new friends and avoid known problem situations.

More later.

John B. Branch
Livingston Camp Director
Home: 15846 Scenic View Dr. Houston 77062
Home phone: (713) 480-6503
Office phone: (713) 246-8178
Office FAX: (713) 241-7074

SAMPLE PRESS RELEASE (*PRE-CAMP*)

Contact: Camp Director
(281)111-2222

Armed with hammers and paintbrushes, _____#_____ workers with a mission will descend on the _____ (area) _____ as part of U.M. ARMY (United Methodist Action Reach-out Mission by Youth).

High school age volunteers and accompanying adults each pay \$175 to spend a week helping those unable to help themselves. They will be busy with wheelchair ramps, handrails, porch work, painting, minor roof repairs and much more.

Referrals for work to be completed are given to U.M. ARMY by state agencies, local churches and community organizations.

Over 4,000 participants will compose U.M. ARMY this summer in over 48 different cities helping an estimated 1,500 needy families. Among the many awards given to U.M. ARMY for its 27 years of service are several statewide recognitions: a volunteerism award from the Texas Department of Human Services and two runner-up Governor's Awards.

While in the _____ area, participants will stay at _____ United Methodist Church. They prepare their own meals, bring their own tools and purchase their own materials for a week of work that begins at 5:30 am for those on the breakfast crew and ends with a worship time each night.

The ____ (city) _____ camp will include high school students who have completed their 9th grade year and adults from United Methodist Churches in

SAMPLE LETTER TO CITY MANAGER

Date

Mr. John Cleese
City Manager
City of Clute
104 East Main
Clute, TX 77011

Dear Mr. Cleese,

The date of our visit to your area is quickly approaching. We are looking forward to our week in the Clute area June 9-15. We recently completed a preview of the sites we will be repairing and look forward to our arrival. I believe our young people will greatly improve the quality of life for many people in your area.

We would like to confirm that we have a waiver for building permits, that there are no applicable city codes, and that we may use the city landfill without charge.

U.M. ARMY is a unique opportunity for young people to serve by meeting the home repair needs of those who cannot do the work themselves. The youth do minor construction including wheelchair ramps, handrails, porches, painting and yard work and there is no charge for labor or materials to the client. This year marks our 27th year of service and we will have over 4,000 participants in over 48 cities this summer.

We will be staying at First United Methodist Church in Lake Jackson during the week. It would be a pleasure to give you a tour of some of the work sites if you have some time during the week.

This will be my third year to be a Camp Director. If you need to contact me prior to camp, you can reach me at the office (713) 222-3333 or at my home (713) 444-5555. I look forward to meeting you in person.

Respectfully,

Cynthia Harvey
Camp Director

SAMPLE LETTER TO CITY MAYOR

Date

Mayor Jerry Lee Lewis
City of Clute
104 East Main
Clute, Texas 77011

Dear Mayor Lewis,

U.M. ARMY (United Methodist Action Reach-out Mission by Youth) will be in your area the week of June 9-15. U.M. ARMY is a youth driven program that provides an opportunity for youth to serve those who cannot help themselves. The youth do minor construction including wheelchair ramps, handrails, porches, painting and yard work at no charge to the client. I believe our young people will greatly improve the quality of life for many people in your area.

We do appreciate the opportunity to serve in your community. Many cities in the past have proclaimed the week "U.M. ARMY Week" which gets the entire community involved and excited. We hope you can support us in this way.

U.M. ARMY is celebrating 27 years of service this year. We have over 4,000 youth and adults working in over 48 cities this summer.

We will be staying at First Methodist Church in Lake Jackson during the week and would like to invite you to dinner Sunday night, June 9th at 6 PM to welcome the participants to your city. I would also like to offer to take you to some of the work sites if you have time during the week. If you need to contact me prior to our arrival, you may reach me at the office (713) 222-3333 or at home at (713) 444-5555. I look forward to meeting you in person.

Respectfully,

Cynthia Harvey
Camp Director

SAMPLE LETTER TO POLICE CHIEF

Date

Chief Barney Fife
Chief of Police
City of Clute
104 East Main
Clute, TX 77011

Dear Chief Fife,

U.M. ARMY (United Methodist Action Reach-out Mission by Youth) will be in your area the week of June 9-15. U.M. ARMY is a youth driven program that provides a unique opportunity for young people to serve by meeting the home repair needs of those who cannot do the work themselves. The youth do minor construction including wheelchair ramps, handrails, porches, painting and yard work at no charge to the client. I believe our young people will greatly improve the quality of life for many people in your area.

We will be staying at First United Methodist Church all week. We will store our tools and materials in the church parking lot all week and would appreciate if a patrol could drive by during the late evenings.

I will serve as the Camp Director for the 130 youth and adults during the week. If you have any questions before camp, you can reach me at work at (713) 222-3333.

Respectfully,

Cynthia Harvey
Camp Director

SUPERVISING DURING CAMP

SAFE SANCTUARY

The Safe Sanctuary Policy is designed to be proactive in protecting our youth and adults by helping to prevent the opportunity and/or the appearance of abuse of youth and to protect workers from false accusations and/or suspicions. The complete policy is included in your Director's notebook (sec.10), and available on our website, www.umarmy.org/conference/texas, click on "Safe Sanctuary".

MISCONDUCT OF A SEXUAL NATURE

U.M. ARMY affirms that sexual abuse and sexual harassment is incompatible with the teachings of the church. All human beings, male and female, are created in the image of God and have been made equal in Christ. We support equality among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within relationships occurs when a person in a leadership role engages in sexual contact or sexualized behavior with a camp participant, client, employee, youth or volunteer. Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender. Sexual abuse within a U.M. ARMY relationship involves a betrayal of sacred trust, a violation of the Christian role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within U.M. ARMY interferes with its moral mission. This applies to both heterosexual and homosexual situations. U.M. ARMY stands in opposition to the sin of misconduct of a sexual nature in U.M. ARMY operations and society at large. U.M. ARMY commits itself to fair and expedient investigation of any charge of sexual misconduct within U.M. ARMY and to take action deemed appropriate by the Camp Director as guided by U.M. ARMY procedures and the principles set forth in the United Methodist Book of Discipline. Further, we seek to create a nurturing environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

A NOTE TO DIRECTORS ABOUT SAFETY

It is your responsibility to ensure that safety is taken seriously, and does not become a 'game'.

Emphasizing safety and making sure each participant knows and agrees to abide by the health and safety guidelines pamphlet is extremely important. Not only does it help ensure fewer injuries, but it helps ensure the future of U.M. ARMY as we are able to show we take consistent and reasonable measures to communicate and enforce safety.

The Safety Coordinator's Manual contains much more information about specific safety hazards and practices from the National Safety Council than is included here. You have general information about safety from their handbooks. It is highly recommended that you take time to look through the entire Safety Coordinator Manual.

HANDLING EMERGENCIES ATTENTION: CAMP DIRECTORS

Each adult should have the Emergency Procedures form in his or her handbook. Your responsibility is to complete the form and include it in the Work Team Adult and Coordinator handbooks prior to camp.

Notice that the procedure states that only the Camp Director can comment about an emergency situation to the press. Neither adults nor youth who have knowledge of an incident need to be talking about what happened or how they feel about it to the press. Be aware that any comment, no matter how benign it may sound at the time, can be misconstrued and held against volunteers and U.M. ARMY later in placing blame for the incident.

IMPORTANT: If anything occurs that requires emergency procedures, or concerns you in any way, call the U.M. ARMY office IMMEDIATELY. If possible, contact the appropriate adult church representative and have them on the phone with you when you call the family of the injured person - but make sure you make contact with the family promptly.

As with any medical incident, emergencies should also be thoroughly documented on the Accident/Incident Form 06-43T provided to each adult. The forms must be included in the end-of-week final report to the U.M. ARMY office.

See U.M. ARMY Camp Emergency Procedures Form 06-44T.

DISCIPLINE - CAMP DIRECTOR

Young people need to know the boundaries within which they are to conduct themselves. It is very important that the Camp Director review the covenant, camp rules, camp guidelines, and any specific rules with all participants on Sunday night. The Director should also use the Sunday night adult meeting to discuss the importance of ALL adults enforcing the rules.

Efforts to nip any problem in the bud will prevent that problem from escalating to a bigger situation. The adult church representative of a *problem participant* can be a big help by giving you background or other pertinent information on the individual. Although the adult church representative is not part of the decision making group, they are an important resource in giving you information to make your decision. Discussion with him/her will make sure the true story goes back to the home church.

Another person to bring into the situation for advice would be your Program Coordinator. They probably have years of experience (especially with youth) in dealing with problem cases. They will probably have some insight on a way to modify the behavior of the problem participant that would allow them to stay in camp. The goal here is to fix the problem, without sending the camper home if at all possible.

Compassion is part of our faith, however there may come a time when you decide that the only appropriate action is to send someone home. This would include, but is not limited to, incidents involving drugs, alcohol, weapons, assault, blatant disregard of rules, and sexual matters. If at all possible, make sure you discuss the matter with the U.M. ARMY office (Executive Director or Camp Coordinator) before taking this action.

Please submit a written report on the Director Accident/Incident Report 06-43T to the U.M. ARMY office regarding any individual sent home from camp or any major infraction of camp rules. Remember that any written document can be obtained by an attorney through a court order.

GENERAL INFORMATION DURING CAMP

IMPORTANT: Call the U.M. ARMY office Monday morning with the final number of participants, and notify of any changes.

CAMP STAFF

Every person at your camp is a member of the mission team, providing needed repairs for low-income, elderly, and disabled homeowners. Make sure all adults and college age assistants assigned to base camp have several opportunities to visit the work sites throughout the week so they can feel included in the mission experience. Additionally, these visits provide support and encouragement to the work teams, as well as give additional adult presence at the work sites.

AIR CONDITIONING

The electric bill increase to the host church can easily reach \$1,000 for the week we are in their facility. Be considerate by turning off the air conditioning in the sleeping areas during the day when not in use. You can turn it back on around 4 PM.

KEEPING TABS ON PULSE OF CAMP - You are responsible for being aware during the week. Exercise MWA, Manage by Wandering Around.

- Be in the tool area in the afternoons when groups return. Observe how well people are getting along, youth reaction to the adult, etc.
- Talk to Color Group Leaders every day about the teams and staff support.
- Sit with different groups at each meal.
- Walk around and listen to work team and color group meetings.

IF YOUR AREA HAS A GANG PROBLEM, DO NOT ALLOW COLOR GROUPS OR TEAMS TO WEAR COLORED ARTICLES SUCH AS BANDANAS.

IF A WORK TEAM REPORTS SUSPECTED CHILD ABUSE AT A WORK SITE, CONTACT THE REFERRING AGENCY FOR THE SITE.

IF YOU RECEIVE A REQUEST FOR A CLIENT TO SHARE WITH THE CAMP, remember that we are guests in the home church facility and should never invite anyone without clearing with the Host Church Pastor and your Program Coordinator. If the decision is made for the client to visit, **no** U.M. ARMY participant should provide transportation to the client due to liability issues. In any case, this should never be scheduled for Friday evening. The same rules apply for a Client Night.

DAILY SUGGESTIONS FOR DIRECTORS

SUNDAY

- 1 Speak at host church Sunday worship service.
 - A Thank them for allowing use of their facility.
 - B Brief description of what will happen during the week.
 - C Invite members to drop by.
 - D Present Pastor token of appreciation (provided by U.M. ARMY).

- 2 After lunch
 - A Mark restrooms as men/women according to sleeping areas.
 - B Take pictures of furniture layout in sleeping rooms for Saturday set up.
 - C Host church youth may help move furniture, etc. to corners of rooms and cover windows.
 - D Put "Off Limits" signs in appropriate areas (i.e. Parlor, playground equipment, etc.).
 - E Set up table for church check in and T-shirt distribution.
 - F Post sleeping room assignments, check for materials delivery, check for dumpster delivery, and ice box delivery.
 - G Have participants put their gear in their rooms.
 - H Have everyone help unload tool truck and warehouse tools.
 - I Review with Host Church Coordinator the location of mops, breaker switches, thermostats, telephone system, light switches for sanctuary, etc. Get keys to the facilities you will be using.
 - J Make arriving participants feel welcome.
 - K Make sure Coordinators get help to set up their areas.
 - L Make last minute adjustments to teams, badges, etc. based on no-shows, change in Work Team Adult vehicle size, etc.
 - M Give team assignments to Color Group Leaders so they can review names (remind them not to share with anyone else until announcements are made).
 - N Identify area outside for group picture. Make sure there is no shade over the group. If the church has some outside steps, this makes a good area.
 - O Post daily schedules in dorm area and fellowship hall.

- 3 Gathering
 - A Welcome everyone to camp. Call out participating churches and let them know from tonight through the rest of the week they cease being that identity and become a part of the camp.
 - B Introduce Host Church Coordinator, Host Pastor, and other guests.
 - C Give T-shirts to these people.
 - D Host Church Pastor welcomes and gives invocation.

- 4 Eat dinner.

- 5 Acknowledge who provided dinner and give thanks. Briefly explain camp structure, layout of church, off limits areas, and schedules.

- 6 Announce group assignments

- A Administrative Coordinator to assist by giving out name tags.
 - B Introduce base camp staff.
 - C Introduce Color Group Leaders and have them call forward the work teams in their color.
- 7 Group picture
Outside pictures are best if it is still light outside, it is not raining, and you can find an area which is not shaded. Everyone should be wearing his or her T-shirt with no hats.
- 8 Mixer (Conducted by Program Staff)
Make sure it is lively but under control.
- 9 Orientation
Give rotation schedules to Color Group Leaders, announce areas and times, get 'em going.
- 10 Announcements
- A If any youth has keys to a vehicle at camp, they have to give the keys to their parent or check them in to the Administrative Coordinator.
 - B Review process of assigning daily work team responsibilities: team leader, safety, lunch, tools and materials, devotion leader.
 - C No hats are to be worn in the sanctuary, during prayer, or during worship service.
 - D After lights out, be respectful of those who want to sleep. Stay in your room and follow instructions of the adults assigned to the room.
 - E Drink plenty of water during the day but do not drink water from the clients home.
 - F Make an effort to sit with new people at every meal and make as many new friends as you can.
 - G No fireworks allowed at camp.
 - H Explain use of prayer box and where it will be located.
 - I Cover camp rules and guidelines.
- 11 Site reviews
Have teams review their site sheets and plan for Monday.
- 12 Adult meeting
- A Read policy on adult conduct at camp.
 - B Discuss challenge in dealing with teenagers.
 - C Discuss role of adults in rooms at night.
 - D Ask Work Team Adults and Color Group Leaders to welcome staff members as they sit with groups during the week.
 - E Cover tobacco policy.
 - F Remind people to wear name tags at all times.
 - G Sit with new people at meals - set example for youth.
 - H Receipts are required for refund.
 - I Have Coordinators make any announcements they have.
 - J Watch the heat - drink plenty of fluids. Stress safety at all times.
 - K Work teams stay together - showers, night trips, etc.
 - L Go over emergency procedures.

- M Leave the church, community and client homes in better condition than you found them.
- N Discuss adult role at job sites.
- O Objective is to touch lives for Christ, however quality work must be done.
- P Discuss general problem resolution at job sites.

MONDAY THROUGH THURSDAY GENERAL SUGGESTIONS

- 1 Make sure everyone is awake and out of bed before morning devotion and breakfast.
- 2 Be out in the parking lot and tool area as groups are loading up and leaving for work sites.
- 3 Turn down air conditioning in sleeping areas.
- 4 Help Site Coordinator if additional pre sites are needed.
- 5 Visit at least two sites each day. Ensure the “two adult rule” (2 male, 2 female) at showers each day.
- 6 Visit with host church office staff and custodian.
- 7 Have camp staff meeting each day. Go over how noon meals will be handled for base camp staff, set up schedule for staff to make visits to sites, have staff spend time at meals and group sharing times in evenings with different groups each day, open prayer box and go over prayer requests, make any announcements, open forum for questions and needs, and do noon devotional.
- 8 Go over timing for evening activities with Program Coordinator.
- 9 Check with Coordinators to find out if they are having any problems.
- 10 Check weather report.
- 11 Turn up air conditioning in rooms around 4 PM and open showers.
- 12 Take walking tour of entire church to make sure everything is in order.
- 13 Try to be in the tool area when teams are returning each day to observe.
- 14 Inspect and lock up showers.
- 15 Talk to Color Group Leaders about their observations of how work teams are going and any problem areas they are having.
- 16 Have adult meeting and get feedback.
- 17 Remind everyone to write notes to each other when they have spare time.

MONDAY SPECIFIC SUGGESTIONS

- 1 Check out locations for any outside evening activity such as swimming pools, etc. and make sure everything is in order.
- 2 Set up day and time to take host church Pastor and Host Church Coordinator to visit some of the sites during the middle of the week.
- 3 Make sure you have key to showers, check them out, and put up shower curtains in women’s area if needed.
- 4 Make contact with local media to set up visits, interviews, etc.

TUESDAY SPECIFIC SUGGESTIONS

- 1 Do the midweek evaluation sometime in the evening. This is an easy way to find out about problems going on or developing and gives you time to make adjustments for the rest of the week. A copy of the evaluation can be found in the Forms booklet.

WEDNESDAY SPECIFIC SUGGESTIONS

- 1 Check in with U.M. ARMY main office if you have not already done so and let them know how your camp is going.

THURSDAY SPECIFIC SUGGESTIONS

- 1 Go over how Friday afternoon and Saturday will be done.
- 2 Remind Color Group Leaders if they need gas receipt reimbursement, they need to get with Administrative Coordinator.
- 3 Coordinate with Color Group Leaders on their Saturday clean-up assignments.

FRIDAY SPECIFIC SUGGESTIONS

- 1 Remind Tool Coordinator about returning left over, unused materials.
- 2 Make sure all finances are in order. Receipts are in and entered, and there are no outstanding amounts due to any vendor.
- 3 Step in Friday afternoon if car wash/tool loading is not going smoothly.
- 4 Check showers for final cleaning, bring back shower curtains if they belong to you, and lock school.
- 5 After dinner, clear fellowship hall of tables and chairs to be ready for share time. Ask adults to turn in their manuals and repair books to Administrative Coordinator on Saturday morning.

FRIDAY EVENING SHARE TIME

If the Camp Director and Program Coordinator are in agreement, we suggest that the Director lead the share time. Since the Director has had to play the “heavy” all week, this gives the Director the opportunity to show their spiritual side.

It is important to set an atmosphere in which the participants will respond appropriately to the share time. It is suggested that the lights be turned down, and candles (representing the light of Christ in our lives) be placed in the center of the room. The candles, cross, or other altar decorations used throughout the week are good to have as a central focal point.

It is best to find a place within the church that will allow for ALL participants to sit in a big circle, preferably on the floor. Each participant can be allowed to bring ONE pillow to sit on if they wish. Lying down during share time should not be permitted, as well as multiple pillows, blankets, and sleeping bags.

At the end of Friday night worship, and again just before share time, the leader needs to set the tone and expectations. Share time is an opportunity for each participant to tell everyone else how they have seen God at work during the week, and how they have experienced God as a result of camp. It is an opportunity to share stories of how they have seen God through U.M. ARMY, their clients, their work team, and themselves. Remind the camp that share time is not a time for saying how much you are going to miss your friends (there are posters and booklets for that), not a time to say goodbyes (plenty of time on Saturday for that), and not a time to tell

funny stories (done that all week). Share time is a time for sharing God's presence with one another.

For a large camp, a microphone is recommended (cordless if possible), to be either placed in the center of the circle, passed around the circle (once around is enough), or passed to those who wish to speak by the leader. Smaller camps may not need a microphone. Each person will have only one chance to share (5 minutes maximum per person).

The leader will open with a prayer, and then share a story or personal experience to set the tone and focus everyone's attention. Tell the camp how you have seen God working through each one of them as they have been the hands and feet of Christ, and how they can be the lips of Christ as they share their experiences.

It is a good idea to have a few youth that are willing share their experiences with reverence and humility in a position to speak after the leader finishes. This will help ensure that the tone of share time will be focused on God and how He has touched lives.

The Program Coordinator is the last to share, then leads the camp in the Lord's Prayer. Be sure you have an effective closing, focusing on why you participate, why U.M. ARMY is so important, why being a Christian is important to you, and how faith can bring meaning to our lives.

Do not start share time too late, set an ending time and stick with it.

After share time concludes, if time permits, you may want to allow a 15 – 20 minute grace period for hugs, visiting and writing last minute notes on posters. At the end of the grace period, herd everyone back to their dorm rooms. **No one** spends the night in the Fellowship Hall! Have patience getting everyone in their rooms but be **firm**.

SATURDAY

1. At breakfast, explain how clean up will work.
 - A. Pack up belongings and load in vehicles.
 - B. Get their posters and put in vehicles.
 - C. Report to your Color Group Leader for assignment.
2. Make sure Coordinators get their final reports to the Administrative Coordinator.
3. Remind adults to turn in their manuals.
4. Have Color Group Leaders report to you when their area is finished. Have them help any other group who is not finished.
5. Make sure furniture is put back according to the room map (picture).
6. Begin closing worship when all jobs are complete.
7. Closing worship:
 - A. Have participants complete evaluation.
 - B. Have adults fill out Future Leadership / Adult Evaluation form 06-50T and supplemental adult evaluation.
 - C. Hand out camp roster.
 - D. Invitations by participating churches to their U.M. ARMY celebrations.

8. Give back keys to shower and church. Make walking tour of church with Host Church Coordinator to make sure they are happy with the way it looks.

SUNDAY SUGGESTION

4:00 PM	Registration
5:00 PM	Group Picture/Gathering
6:00 PM	Dinner
7:00 PM	Celebration
	Orientation / Rotations
	▪ Camp Director
	▪ Safety & First Aid
	▪ Sites
	▪ Kitchen
	▪ Tools/Materials
	▪ Programs & Pictures
9:30 PM	Site Review
9:45 PM	Snack
10:15 PM	Worship
11:00 PM	Adult Meeting
11:30 PM	Lights Out

MONDAY - THURSDAY SUGGESTION

6:50 AM	Rise and Shine
7:15 AM	Devotional
7:30 AM	Breakfast
8:00 AM	Gather Tools/Materials
8:15 AM	Leave for Work Site
12:00 Noon	Lunch and Devotion at Work Site
4:00 PM	Pack Equipment & Clear Worksite
4:30 PM	Return to Base Camp for Shower
6:00 PM	Supper
7:15 PM	Evening Program
	Site Assignments
	Reports
	Snack
9:30 PM	Worship
11:00	In Dorms
11:30	Lights Out

FRIDAY SUGGESTION

6:50 AM	Rise and Shine
7:15 AM	Devotional
7:30 AM	Breakfast
8:00 AM	Gather Tools/Materials
8:15 AM	Leave for Work Site
12:00 Noon	Lunch and Devotion at Work Site

3:00 PM	Return to Base, Unload Tools, Wash & Vacuum Cars
5:30 PM	Showers
6:30 PM	Dinner
7:00 PM	Group Activity
7:30 PM	Final Reports
8:00 PM	Program
8:45 PM	Slide Show
9:00 PM	Snack
9:30 PM	Worship
10:15 PM	Share Time
12:30 AM	In Dorm
12:45 AM	Lights Out

SATURDAY SUGGESTION

8:00 AM	Wake-Up
8:30 AM	Breakfast
9:00 AM	Church Clean-Up
11:15 AM	Evaluations and Devotional
Noon	Leave Camp for Home Church

SUNDAY NIGHT ORIENTATION & ROTATION SCHEDULE

As part of the evening activities on Sunday night, the groups will visit each area of leadership. They will learn about the expectations of each leader and the responsibilities of the group when working with that area. The rotations should last about 15 minutes and the color groups should rotate as a team. Each color group should start in a different area.

The rotations should include:

- Camp Director/Administrative Coordinator
- Safety and First Aid
- Sites
- Kitchen
- Tools/Materials
- Programs & Pictures

The schedule should be given to the Color Group Leader and might look like the following:

BLUE GROUP:

Camp Director	Sanctuary	8:00 PM
Safety & First Aid	Chapel	8:15
Sites	Office	8:30
Kitchen	Kitchen	8:45
Tools/Materials	Tool Shed	9:00
Programs/Pictures	Fellowship	9:15

GREEN GROUP:

Safety & First Aid	Chapel	8:00
Sites	Office	8:15
Kitchen	Kitchen	8:30
Tools/Materials	Tool Shed	8:45
Programs/Pictures	Fellowship	9:00
Camp Director	Sanctuary	9:15

Similar for remaining color groups.

An alternate Orientation/ Rotation plan that has been used successfully is to have the Leadership rotate while the youth and WTA's stay in one location. Begin with the Camp Director, Safety, Sites, etc.

BASE CAMP WORK ASSIGNMENTS MONDAY-FRIDAY

Each small work team should have a camp work assignment each day (depending on the number of teams). The Kitchen Coordinator will ensure that a poster will be put up telling teams what chore they have for that day, and when they have to be present to do it. The schedule will be explained to the teams during the Sunday night rotations by the Kitchen Coordinator.

A sample work team assignment matrix can be found in the Kitchen Coordinator manual. Directors must tell the Kitchen Coordinator the color groups and teams so that the posters can be prepared before camp.

SATURDAY WORK ASSIGNMENTS

On the last day of camp, the schedule will be different. Each color group should be in charge of a single work area and clean that area completely. Their assigned area and check list should be given to the Color Group Leader on Friday night. You should have sorted and loaded the tools and tool truck on Friday afternoon so the real hot and sweaty chores have already been done. As each color group finishes their area, they should help other teams until all color groups are done.

A sample schedule might be:

RED	Kitchen
BLUE	Dorms
GREEN	Fellowship Hall and Sanctuary
YELLOW	Restrooms
ORANGE	Tool Area, Church Grounds, and Parking Lot

A good idea is to assign any college assistants to the program staff to help them with their equipment since it typically requires more caring hands.

The checklist should include:

- _____ Get cleaning supplies from kitchen
- _____ Get brooms and mops from the tool shed
- _____ Discard all trash
- _____ Vacuum or sweep and mop floors
- _____ Replace all furniture in its proper place
- _____ Remove all U.M. ARMY flyers from walls
- _____ Clean all counters
- _____ Take any left over items to the tool truck
- _____ Return cleaning supplies to the kitchen
- _____ Return brooms and mops to the tool truck

KEEPING TRACK OF FINANCES

As the Camp Director, you will be the person who has primary responsibility for all financial transactions.

Most, if not all, of the major purchases at camp will be made on previously opened accounts at designated vendors and merchants. These purchases will be billed to the U.M. ARMY office, charged to your camp, and paid from this office. Specific account information for your camp will be contained in your Jump Start Packet.

Other purchases not on open account will be covered by a MasterCard Gift Card given to you prior to camp. This card, usable wherever MasterCard is accepted, will have a set dollar amount and will be in the U.M. ARMY name. You can use this card, or give it to whomever you wish, for miscellaneous purchases. Specific information regarding this card will be given to you at the time you receive the card. At the close of camp, you will be required to return the card to the U.M. ARMY office.

Reimbursement for out-of-pocket expenses will be made from this office. Within 24 business hours of receiving a check request with copies of receipts (faxed or mailed), we will mail a check to the recipient's address listed on the request.

Anything U.M. ARMY pays for; on open account, by MasterCard, or out-of-pocket, must be accompanied by a receipt. This is the only way to complete an audit every year and be eligible for funding, without which U.M. ARMY cannot continue to exist!

Complete and accurate financial accounting at the work camps is critical, and all expenses must be accounted for by a receipt.

Thank you for your cooperation. As you can imagine, figuring out what happened financially at each camp is often quite a puzzle, and your help makes all the difference!

REIMBURSABLE EXPENSES

U.M. ARMY does not reimburse Work Team Adults for fuel at camp. If an adult needs financial help in this area, talk to the adult church representative for that person about help from the home church.

The Board of Directors desires that camp fees be used for the benefit of the youth or the whole camp. It would be impossible to develop a complete list of what is and what is not acceptable to be paid out of camp funds but the following should give you an idea of acceptable reimbursements - if you have a question, call the Executive Director.

Yes

Camp First Aid kit
Camp office supplies
Food shared by all participants
Program materials and activities
Dumpster, ice and land fill fees
Host church reimbursement (damage, etc.)
Travel at camp for CGL (or other base camp staff who travel a lot of miles at camp)

No

Personal long distance calls
Medicine, doctor visits, etc.
Replacement or repair of tools
Travel between home and camp
Meals at restaurants
Gifts for camp participants
Rental vehicles not provided by
U.M. ARMY

REPORTING AFTER CAMP

Use this form as a checklist and include it with your report. All forms and formats are provided to both the appropriate Coordinator and the Administrative Coordinator as well as on disk. If at all possible use the disk, it will help us bring together all the information from all of the camp.

Your report should include the following:

- _____ 1. Financial records (Director's disk)
 - expenditures and receipts
 - donations and donations report
- _____ 2. Statistical information (Director's disk)
- _____ 3. Lists (Director's disk)
 - participants
 - clients and work performed
- _____ 4. Director Manual
- _____ 5. Handbooks and checklist
- _____ 6. Evaluation forms
- _____ 7. Future Leadership forms (with your comments and recommendations)
- _____ 8. Media report
 - newspaper articles
 - list of radio or TV coverage
- _____ 9. Recommended changes and additions to next year's guide
- _____ 10. Director's Jump Start/Report (form 06-42T)

TURN YOUR REPORT IN TO THE U. M. ARMY OFFICE WITHIN TWO WEEKS OF THE LAST DAY OF WORK CAMP. THESE DOCUMENTS AND MATERIALS ARE OF VITAL LEGAL AND FINANCIAL NECESSITY TO U.M. ARMY.

The Camp Director is responsible for working with the Administrative Coordinator to complete this report. The best method is to work on it from the first day of camp and have it ready to turn in as you leave.