

**ELIOT INSTITUTE
SOCIAL HOUR HOST**
(Revised January 2017)

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: An adult over 21 with access to an automobile.

GENERAL RESPONSIBILITIES:

Coordinate hospitality during Social Hour, especially for minors and those preferring non-alcoholic beverages. This is a time (4:45-5:45) of fellowship and conversation in a non-directed activity. Campers bring their own alcoholic and non-alcoholic beverages and snacks to share. Children play nearby, and sometimes enjoy a concurrent story time or book reading or similar activity with a volunteer(s).

The Social Host is responsible for arranging the preparation, serving, and cleanup of food and beverages for the Social Hour. A second task is to work with the volunteer coordinator to help organize music, storytelling, book reading or some similar type of activity or activities for children. A third task is to provide some decorations to make the area festive and welcoming.

NOTE: The location of Social Hour is determined by the Dean(s) in consultation with the hosting facility.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**SOCIAL HOUR HOST
TIMELINE**

BEFORE CAMP

_____ Register for camp. Sign contract and Code of Ethics and return to Registrar.

_____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs

_____ Working with the Dean.

_____ Set budget to purchase desired and/or necessary supplies.

_____ If necessary arrange through Dean for delivery of tables to the site by Seabeck staff.

_____ Currently, for summer camps the Social Hour is usually held at Juniper, except for special events, ie. Tea dance/Art Show. The July and August camps may take alcoholic beverages onto the porch adjacent to Juniper but not in front of the Inn. For Creative Arts camp, alcoholic beverages must be consumed **in** Juniper.

_____ Working with Volunteer Coordinator

_____ Ask the V.C. to solicit volunteers help for Social Hour via the Volunteer Coordinators' note in the Dean's mailout before camp.

_____ Ask for names of people who have offered (on pre-camp volunteer form) to bring books and read to the children during Social Hour. If you have time, contact them and plan a schedule. If not done prior to camp, then do this the first day at camp.

- _____ Plastic, reusable cups can be ordered from Seabeck. This can be done through the Volunteer Coordinator.
- _____ Confer with the Volunteer Coordinator if other events will occur during social hour time (i.e. Art Show, Tea Dance). Discuss arrangements for Social Hour on the afternoon these events are scheduled.
- _____ Prepare a write up for the pre-camp newsletter:
 - _____ Suggest that campers bring reusable glasses for their family members to reduce the need for paper or plastic cups.
 - _____ Note that Social Hours usually begin the day after arrival and continue daily through the last full day.
 - _____ Inform campers they are to bring beverages and snacks to share for Social Hour. Eliot will provide a few snacks and drinks for the children.
 - _____ If you need more people to bring books and read to children at social hour, include that in your write-up.
- _____ Purchase or bring serving supplies from home (see check off list below)
- _____ Purchase or order from Seabeck some drinks for the children. Also purchase a few snacks for children on first day.
- _____ Shop for supplies, as necessary, during camp. Ordering ice water or other beverage dispensers from Seabeck might be an option during hot spells. Check with Dean in advance regarding costs. Ice can be purchased at General Store across the street.
- _____ Keep receipts for account of expenditures or for returns.
- _____ You might like to arrange with a few people to bring their contributions (drinks and snacks) to the first Social Hour. This helps establish the “bring your contribution” idea.
- _____ Prepare signs to keep alcohol within the designated area. Also nice to have signs for tables: Adult Beverages: Children’s Table; Snacks, Gluten-Free Snacks, etc. Another: Place empties here.
- _____ (Optional) Put an announcement in first camp newsletter letting campers know when they can bring beverages to Juniper that need to be cooled. Also remind them that all beverages and snacks are to be provided by attendees.

ARRIVAL DAY

- _____ Attend camp staff meeting. Future attendance at staff meetings may not be required. Ask deans preference or attend if you have an issue that needs attention.
- _____ At the All-Camp Orientation, ask for volunteers to assist with hosting social hour: setting up, keeping tables tidy, entertaining children and cleaning up afterwards. Remind campers all snacks and drinks for adults are to be donated by campers. Eliot will provide drinks for the children.
- _____ Work with the Volunteer Coordinator to make a sign-up sheet and/or advertise in the newsletter for helpers. Put up a schedule of volunteers to read stories to the children each day.

DURING CAMP

- _____ (Optional) On Sunday announce that campers may bring beverages needing to be chilled to Juniper from 2:00 - 2:15 (or whatever time works for you).
- _____ Purchase 2-3 bags of ice for afternoon (Optional) Purchase ice before 2 p.m. Have coolers set out at pre-designated time for campers who bring beverages to be cooled: one for adult beverages, the other for non-alcoholic. The coolers need to be stored in the locked closet in Juniper.
- _____ With assistant(s), begin to set up tables in designated area at least 20-30 minutes in advance: one for alcoholic beverages (it is suggested this table be in Juniper where children are not likely to be), one for campers' potluck snack food, and another for non-alcoholic beverages and/or children's snacks. If desired, make signs for tables.
- _____ Monitor alcoholic beverages provided to make sure they are limited to beer and wine or equivalents (coolers, spritzers, ciders) and discourage campers from providing hard liquor beverages or mixed drinks. Have one volunteer monitor the table to make sure only adults are gathering there.
- _____ Monitor number of snacks per table. Too many? Set aside for later or bring out as needed.
- _____ Provide a few cups at first - NOT styrofoam. Take special care to encourage campers to bring non-alcoholic drinks as well as alcoholic beverages.
- _____ Five minutes before end of social hour (usually 5:40 p.m.) make an announcement that social hour will be ending.
- _____ At the end of each social hour (usually 5:45 pm), organize clean-up by volunteers. Put left over snacks in Juniper kitchenette cupboards or refrigerator. Clean Juniper lounge and porch. If necessary, vacuum lounge.
- _____ Left over alcoholic beverages should be stored in the locked closet in Juniper. Otherwise campers must take their contribution at the end of each Social Hour.
- _____ Promote bins provided by host camp for recycling empty containers. Provide an additional box if more capacity is needed. Let Seabeck know if bins need to be emptied.

LAST DAY

- _____ Return unopened products with receipts for refund. Arrange for recycling, if this is not the responsibility of camp.
- _____ Take leftover snacks to final camp event (dance, party, etc.)
- _____ Submit account of expenditures with receipts to Dean for signature so that Registrar can issue reimbursement. Please note: Eliot DOES NOT reimburse for alcoholic beverages .

AFTER CAMP

- _____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS AND TIPS

SUGGESTED ITEMS TO BRING

(* necessary)

- | | | | |
|-----|--|-----|--------------------|
| ___ | * bottle opener | ___ | * corkscrew |
| ___ | * two ice chests | ___ | baggies |
| ___ | 3 reusable tablecloths | ___ | Plastic wrap |
| ___ | Cups | ___ | Pitcher |
| ___ | Dishpan | ___ | Clips for bags |
| ___ | Napkins | ___ | Small plates |
| ___ | plastic utensils | ___ | scoops for dipping |
| ___ | bowls, trays | ___ | Ice bucket w/tongs |
| ___ | Cardboard, paper, marking pens, are useful for making signs on the spot. | | |
| ___ | Blue painter's tape for hanging signs (do not use masking tape on walls) | | |