

**ELIOT INSTITUTE
HOUSE LEADER**
(Revised November 2016)

Thanks for volunteering to be a House Leader. In general, your role is to convene the first meeting of your House and to ensure that:

- all campers sharing your House know one another;
- new campers in the House feel especially welcome; and
- campers in the House have agreed to some common “House Rules”.
- Your housemates know you are available for questions and to help resolve any issues.

Some Guidelines for the First House Meeting

Introductions:

- Names
- Whose kids are whose?
- Home towns?
- New campers

Bathrooms: *[Only need to discuss where facilities are shared]* Men’s, women’s, or all-gender?

Items provided in your room:

- Towels and washcloths: To get fresh towels Seabeck requests you do the following before breakfast:
 - Rooms with private baths: Place wet towels in hamper (if provided)
 - Others: Put your wet towel outside your door or on the floor in your room
- If you need extra bedding or towels, a light bulb, or other room supplies please go to the Seabeck office in the Inn
- Be sure newcomers know the difference between Seabeck office and Eliot office.

Noise:

- Quiet times? When?
- Showers: How early in the morning? How late at night?

Your belongings:

- Food attracts mice and squirrels. Please keep foods tightly closed or in your car. Zip lock bags are not immune!
- There is a refrigerator in the dining hall that you can access at meal times. Label your package and be sure to remove it at the end of camp.
- Seabeck store is across the street. Soda vending machines are on the Inn porch.
- Valuables are best locked in cars.
- Lost and found is in a box the Inn lobby .

Conflict Resolution: If conflicts or concerns arise, how should they be handled?

Community Parenting: Welcomed or not?

Medical advice (if not mentioned at Orientation)

- **Please** identify and announce the location of the fire extinguisher(s) in your house; have everyone look at and know how to use it.
- Medical/First Aid Cart is in the Inn lobby. Non-emergency medical assistance is available; contact first-aid team at phone number on inside of your name tag. For an emergency , call 911 THEN alert the Seabeck office and /or go to Silverdale Hospital .

Clean up:

Inform campers that we will be doing a clean up of grounds around our “house” on the last day. It is helpful to keep this in mind during the week and “pick up” as the week progresses.

Cleanup on the Last Day

The House Leader is also responsible for co-ordinating your House Cleanup on the last morning. Please organize cleanup of common areas in your House. The Volunteer Coordinator will contact you later in the week with instructions for coordinating grounds cleanup around your House on the final morning. *Please recruit a substitute if you are not able to do this.*

Many Thanks From Your Dean!!!!