

ELIOT INSTITUTE
DEAN TIMELINE
(Revised February 2017)

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AT CAMP YEAR BEFORE

- _____ Learn name of speaker for your camp and topic of their presentation.

- _____ You are strongly encouraged to use this opportunity to recruit some of your key staff, but do consider the possibility of waiting to confirm any position. [See Dean Staffing Guidelines before selecting any staff members] The Leadership Development Committee Chair reviews the results of the staff interest survey Making Eliot Awesome after each camp. Contact them to obtain the names of those interested in staff roles.

- _____ Register for the camp at which you will be Dean.

- _____ Request the specific housing that you wish to have as Dean. This should be completed at time of registration.

- _____ Read through all the material related to being a Dean.

- _____ The Executive Secretary will send you, via e-mail, the Dean and Staff reports and camper evaluations for the current camp as soon as they are ready. If you would like to see reports from previous years, contact the Executive Secretary. It is your responsibility to share this material with your staff.

NINE TO TWELVE MONTHS BEFORE

CAMP THEME

- _____ You might like to give your camp a theme - either the Adult Theme Speaker's theme or a Dean's theme complementary to it. A camp theme can be integrated into the flavor of the camp newsletter and into volunteer events, for example by giving them names which reflect the theme - be it nature, drama, community, peace, etc.

- _____ Decide if there will be any "special" celebrations. August usually has a "peace" boat worship service during the week.

- _____ Promote your theme as you recruit staff.

THEME SPEAKER

- _____ As soon as possible, contact the Theme Speaker(s). You can get this information from the Registrar. Hopefully you will be able to make contact via phone.
- _____ See document entitled “Dean - Theme Speaker” in Dean Manual for suggested guidelines in communicating with the Speaker.
- _____ A copy of the Speaker’s Contract can be found in your Dean Manual.

SPEAKER’S RECOMMENDED BOOKS

- _____ Let the Registrar know as soon as possible what books the Speaker would like to have available for campers to purchase.

SELECT CAMP STAFF

- _____ Review list of camp staff that is required and recommended for your camp [See “Camp Staff Lists” in Dean Manual.]
- _____ Before beginning to select your staff, review the staff job descriptions. These can be found on <www.eliotinstitute.org> Volunteers —> Camp Jobs. This will make it easier to find people qualified for the job. If you have any questions about the job descriptions contact the Executive Secretary or your Board Representative.
- _____ For complete guide to selecting staff see “Dean Staffing Guidelines”. Here you will find guidelines to selecting your staff and what to tell them.
- _____ The Registrar will e-mail links to your staff to complete their staff contract and Code of Ethics. Please let her know if you are following the Board Guidelines for staff compensation, or have changed any of the amounts. The Registrar also needs to know how many camp credits to assign to positions listed as discretionary.
- _____ Hiring Outside Staff: Our insurance policy covers liability for any persons we hire, including outside help or presenters from the community, i.e. lifeguards, dance instructors, etc.

WORKING WITH REGISTRAR

- _____ The Registrar will send you a list of registered campers as soon as it becomes available, for Summer camps - mid-September, Winter camp - mid-March. You will also receive the preliminary numbers of children and MAGS, youth, and young adults registered. After that you will receive updates when the numbers change significantly, or upon request.
- _____ It is your responsibility to give the Children’s Program Director, the Youth Advisor, and the Young Adult Coordinator the numbers enrolled in their programs as soon as you receive them so the number of assistant leaders can be determined. As you receive updates to these numbers, communicate these changes immediately as well.
- _____ Notify the Registrar of camp staff selections as soon as decisions are made.
- _____ The Registrar will email you a link to your contract and Code of Ethics. Follow the link to electronically sign these documents. If you have a co-dean and are not sharing the camp credits equally, let the Registrar know.
- _____ Ask Registrar to verify that ALL staff members have registered for the camp.
- _____ Verify your housing selection with the Registrar. Only the Registrar assigns rooms at camp.

FINANCES AND BUDGET

- _____ By the end of January, make sure you have received the final budget for your camp which includes staff “camp credits” and supply budgets. If you do not receive this, notify the Registrar.
- _____ Review the budget so you understand how staff members are compensated.
- _____ Review budget so you are aware of funds available for supplies, refreshments, etc.
- _____ Once you have reviewed the budget and have begun allocating funds, ask for clarification and guidance as needed from Registrar.

WORKING WITH THE BOARD REPRESENTATIVE

- _____ Remember your Board Representative is available to assist you. Keep in contact with them on a regular basis.
- _____ Things to plan with the Board Representative
 - First night orientation meeting (reviewed later in this time line - see Two Months before Camp)
 - Discuss together “Addressing Disrespectful Behavior” and “Board Response to Special Problems”. Discuss who is responsible for disciplinary action falling within the description of each document.
 - Leadership Development meeting: Decide, with Board Rep when this meeting will be held. Deans (current and next year) are requested to attend.
- _____ The Board Rep is to collaborate with you if fund raising will be done at camp.

OTHER THINGS YOU NEED TO KNOW

- The Dean has the leeway in deciding whether to have used book sales or not.
- Whenever paramedics are called to attend to a camper, the Board Representative, Dean(s) and Executive Director of Facility should be notified immediately.
- Small Groups: In order to encourage a broad, inclusive experience for all, the Eliot Institute strives for breadth and balance in our small groupings. We arrange small groups so that we achieve a gender, age and geographical spread, as well as placing people outside of family and congregational groupings as much as possible. This helps us to form new connections.
- Whereas public intoxication is undesirable at Eliot Conferences, if alcohol is served at social events, only beer and wine or equivalents (coolers, spritzers, ciders) will be served and supplied by Eliot camper(s).”
- Parents will be required to sign a permission form for any 17-year-old youth requesting to join the Young Adult Group. The Registrar will handle this.
- PLEASE NOTE: Eliot Institute honors copyrights on music, poetry, books, art and other published works. UUA guidelines on copyright can be found at <http://www.uua.org/worship/copyright>. In particular, we do not photocopy copyrighted materials for distribution. Also note that lyrics may be projected as long as Eliot Institute owns a legal copy of the lyrics and the lyrics being projected are adequately protected from duplication. See “Projecting Song Lyrics” in the Audio Visual Coordinator job description.
- LAST SERVICE: The Dean is in charge of planning, with staff, the final day morning ingathering/worship service which is held shortly after brunch. This is a very important service which brings the entire community together to say our good-byes.

SIX-SEVEN MONTHS BEFORE CAMP

Working with your Volunteer Coordinator, prepare a draft camp schedule. This should include traditional events you wish to have, special events being planned for this camp, etc. These would include location of Social Hour (in consultation with host facility), along with other special events like an Art Show or Tea Dance. As you determine your calendar of events and/or special activities, you can assess and respond to your needs for staffing, volunteers, space, supplies, and logistics. There are job descriptions for several Special Events/Activities on the website. (See eliotinstitute.org — > Volunteers — > Camp Jobs.) In addition, an Afternoon Art Coordinator job description is available by contacting the Registrar or Executive Secretary.

It is suggested the Small Group Coordinators meet from 1:00-1:30 and Camp Staff meet from 1:15 - 2:00 to enable the Small Group Coordinator time to attend both meetings.

Access to the Camp Participation Form can be obtained from the Registrar. Request all staff members to read it and 1) identify any additional volunteer needs that should be added to the form, and 2) send these additional requests to the Volunteer Coordinator. Revisions need to be sent to the Registrar four months prior to camp to be mailed with final invoices.

Continue to fill staff positions. If you need assistance, let your Board Representative know.

All Staff positions for July and August need to be filled by January 31. After these dates, any unfilled staff positions must be filled from the list of registered campers. Currently there are no deadlines for Creative Arts and Winter.

FIVE MONTHS BEFORE CAMP

REGISTRAR

Check with registrar to determine which staff members have not submitted their signed Contract, Code of Ethics, and Background Check forms.

Verify with Registrar that all staff members have registered for camp.

STAFFING

Find out the following for each staff person:

- Have they reviewed their job description including checking the website for any updates?
- Have they registered for camp?
- Have they received, signed and returned a contract and Code of Ethics?
- If they are working with children or youth, have they provided/passed a background check?
- Has this information been received by/from the Registrar?

Send inventory list to lead staff members. Note: Bins don't necessarily go with positions. Every lead staff member should know what's available. For example: Just because an item might be in the worship box, doesn't mean that the music coordinator or youth advisor couldn't use it.

SCHEDULING

Describe the theme and any special activities to staffers who are recently acquired, and reinforce this for staffers already “in the know”.

- _____ With your Volunteer Coordinator review your camp schedule. Revise if necessary and plan times and locations for the major evening and afternoon events during the week
- _____ Ensure that all scheduled events are given to the Newsletter Editor for inclusion in the camp newsletter(s).
- _____ If you want the schedule included in the roster, let the Registrar know.

VOLUNTEER CAMP PARTICIPATION FORM

- _____ Ensure that Volunteer Coordinator is working with the Registrar to prepare form to go to campers. [See “Six-Seven Months Before Camp” section.]

CAMP BUDGET

- _____ A budget for camp will be established at the January meeting of the Board. You should receive a copy from the Registrar. It is your responsibility to ensure that all conference expenditures are within budget.
- _____ Inform staff to keep track of expenses and receipts so they can be reimbursed after camp. Let them know that all reimbursements need to go through you. [See Finances above]
- _____ You will be responsible for signing reimbursement requests and submitting them to the Registrar within two (2) weeks after your Conference.
- _____ Review budget and inventory with staff. A copy of the current inventory on hand can be obtained from the Registrar.

FOUR MONTHS BEFORE CAMP

STAFF CONTACTS

- _____ Contact all staff to encourage them to
 - 1) review their job description,
 - 2) ask any questions, and
 - 3) begin planning for Eliot if they have not done so already.
 - 4) remind coordinators of Volunteers, Small Groups, and Music Programs that people are easier to recruit if they are asked at least 4 months ahead of time!
- _____ Review Children’s and Youth programs Guidelines and remind staff to do the same.
- _____ Provide staff and Board Representative with an all-staff email and phone list to enable collaborative planning.
- _____ Ensure that Volunteer Coordinator has sent the revised Camp Participation Form copy to the Registrar. (It will be emailed with final invoices.) The Volunteer Coordinator will be given access to view the online forms.
- _____ Provide a draft schedule to all staff with any changes that you are proposing or implementing. Ask staff to review for potential conflicts, omissions and deletions.
- _____ Notify Children’s Program Coordinator and Youth Advisor of all children and youth staff who have not returned required forms to Registrar (Contract, Code of Ethics, Background Checks).
- _____ Revisit and refine budget and inventory with staff.

_____ Chaplain - ask their preference for office space and hours

THREE MONTHS BEFORE CAMP

PRE-CAMP NEWSLETTER

One month before camp the Registrar sends a “pre-camp newsletter” to campers telling them the standard information of what to bring, how to get to camp, etc. Space is available for the Dean to input special information regarding your camp. You will need to submit material to the Registrar at least 6 weeks before camp.

_____ Obtain the template for the Pre-Camp Newsletter from the Registrar. (There should be a copy of a previous year’s newsletter in your Dean Starter Kit.)

Ask the following staff members if they wish to prepare a short paragraph for the pre-camp newsletter.

- _____ Dean (required)
- _____ Speaker
- _____ Volunteer Coordinator
- _____ Youth Advisor
- _____ Children’s Program Director
- _____ Waterfront Director
- _____ Board Representative (required)
- _____ Information for Newcomers (required)

_____ Ask staff members if there are any items that campers should bring to camp for a new or a special project.

_____ Collect the articles and edit for length and/or content.

_____ If there is going to be an Art Show, the letter needs to state that items cannot be sold on the Seabeck grounds.

STAFF CONTACTS

_____ Contact all staff - by phone, and send a letter or email.

_____ Provide staff with finalized camp schedule.

_____ Ask appropriate staff members to check inventory list and obtain supplies as needed. The Dean and/or Volunteer Coordinator can purchase supplies for afternoon and evening programs and special festivities. Remind staff to keep track of expenses and receipts.

_____ The First Aid Coordinator is responsible for preparing and updating the First Aid kits. You should be familiar with First Aid Policy procedures [see Dean Manual]

_____ Have Children’s Program Director and Youth Advisor provide you with an outline of their program for review.

SPEAKER CONTACT

_____ Provide speaker with finalized schedule. Discuss dates and times that speaker is requested to participate. Obtain speaker consent for any activities that are not a part of their contract.

_____ Talk to Speaker to finalize an outline for the daily themes that may be posted in the newsletter. Provide these themes to Evening Worship Coordinator, Children’s Program Director and Youth Advisor.

_____ Obtain permission to audio or videotape the speaker if it is requested by Board or children/Youth program.

_____ Speaker's program recordings will be made available online. Only camp attendees will be given access to the files, and they should not be distributed beyond the camp population.

REGISTRAR

_____ Keep Registrar informed of any staff positions yet to be filled.

TWO MONTHS BEFORE CAMP

REGISTRAR CONTACT

_____ PRE-CAMP NEWSLETTER: Submit newsletter copy to Registrar five weeks before camp.

_____ Six weeks before camp, request that hard copy mailing labels or email addresses for all children/MAGS and all youth be sent to the Children's Program Director and the Youth Advisor.

STAFF CONTACT

PRE-CAMP STAFF MEETING

_____ If practical, have a staff meeting before camp or set up a conference call for all staff. Send notes to those unable to attend.

_____ Obtain requests from Eliot camp staff regarding refreshment or sack lunch needs. (coffee, tea, lemonade, ice water, etc.)

_____ Invite all staff to submit newsletter items to Newsletter Editor for the first camp newsletter which will be printed before camp and handed out at registration or on the first evening. Set a deadline time for submissions with the Newsletter Editor taking into account time needed for you to review the newsletter before it is printed.

_____ **Video Selection Policy:** In general, the use of videos for entertainment and recreation purposes at our camps is discouraged. For program purposes, investigation and discussion of "popular" show/videos might be beneficial from a Unitarian point of view, with qualified leaders. Showing videos to youth and children must comply with Washington State Laws regarding age restriction ratings.

_____ Schedule a meeting with staff at camp on Arrival Day prior to camp registration. This is usually 3 p.m. for summer camps (4 p.m. for Creative Arts Eliot). Make sure staff and Conference Center are aware of the meeting time and place. Prepare an agenda and photocopy.

CHILDREN AND YOUTH PROGRAM

_____ Have Children's Program Director and Youth Advisor prepare letters of welcome to children/youth in their program and their parents. Names and address labels (if wanted) will be provided by the Registrar. These letters should give an overview of the program planned and note if donations of money or snacks are wanted for sleepover or other occasions and include any special items children/youth need to bring with them to camp. These should be mailed at least one month prior to camp.

_____ Ensure that Children and Youth Coordinators have received the hard copy mailing labels from the Registrar (if requested)

NEWSLETTER EDITOR

_____ Give final schedule to Newsletter Editor so they can input it into program prior to camp

PLANNING

_____ **FIRST-NIGHT ORIENTATION:** Working with the Board Representative plan the agenda for the all-camp first-night orientation. It is suggested the BR convene the meeting and introduce the Registrar (who will say a few words) and then introduce the Dean(s) who will preside. Things to be covered in this meeting are:

- Introduction of staff and the Theme Speaker
- If the Speaker is to have a role in this meeting please be sure to set a time limit.
- Determine with the Board Rep which rules and regulations are to be highlighted, including clarification of any new Board policy(ies). Camp rules can be found on the website at <www.eliotinstitute.org —> Survival Guide — > Camp Rules
- You may want to plan songs with Music Coordinator, and any fun stuff (hats, costumes, skit?) in staff introduction.
- It is your responsibility to see this meeting is advertised in the first camp newsletter. [See “Ideas, Hints, and Tips” at end of this timeline.] Determine how you will let campers know everyone is expected to attend this event.

ONE MONTH BEFORE CAMP

CONFERENCE CENTER CONTACT

_____ Provide Seabeck Conference Center with

- _____ camp schedule of sessions and break times
- _____ meeting set-up requirements
- _____ audiovisual requirements
- _____ food service requests for snacks and refreshments or sack lunches. Emphasize the need to have the mid-morning beverages out and ready at the scheduled time.
- _____ Saturday staff meeting schedule (summer camps only)
- _____ For spontaneous workshops request equipment and chairs to be in designated rooms, to be set up by our own volunteers.

_____ Keep a written record of any correspondence and agreements reached with Seabeck. (Note: The Registrar handles room assignments and meal requests.)

STAFF

_____ Ensure that Children’s Program Director and Youth Advisor have sent letters of welcome to children/youth in their program and their parents.

_____ Establish a schedule and agenda for all staff for Saturday, the first day of camp. This may include meetings for

- _____ All staff meeting
- _____ Leadership training
- _____ Small group facilitators meeting
- _____ Children and youth programs
- _____ Newcomers
- _____ Young Adults

_____ Send out Saturday First Day of Camp Schedule to all staff, Registrar, Board Representative, and Seabeck Staff, clarifying whose attendance is requested at which meeting.

GIFT FOR SPEAKER(S)

_____ Traditionally, the Dean(s) present the theme speaker(s) with a gift. You might wish to discuss selection guidelines with your Board Representative.

AT LEAST TWO WEEKS BEFORE CAMP

- _____ Give camp staff a reminder and deadline for newsletter submissions.
- _____ Remind any camp staff who will be crossing the US/Canada border that they should be clear with border personnel that they are going to camp, **not volunteering**.
- _____ Provide newsletter editors with any changes in the schedule, especially for the first 24 hours.
- _____ **CAMP ROSTER:** The Camp Roster is prepared by the Registrar. Ask to see a draft and check the list of conference staff.

DURING THE WEEK BEFORE CAMP

- _____ Contact the Registrar for any changes in the camper roster.
- _____ Forward these changes to the Small Group Coordinator, Volunteer Coordinator, Children's Program Director, and Youth Advisor as appropriate.
- _____ Verify list of new campers with Registrar.

ARRIVAL DAY AT CAMP

PRIOR TO STAFF MEETING

- _____ Ensure that Storage Closet Manager has opened the supply closet before the staff arrive at camp for the staff meeting. This will enable staff and First Aid Coordinator to have everything in place in a timely manner. (Check-in time begins at 2:30 p.m. for all camps except Creative Arts.)

STAFF MEETING

- _____ Meet with the conference staff at 3 PM (4 PM for Creative Arts Eliot). All camp staff, Board Representative, Chaplain, President (if attending) and Registrar are to be invited to attend this meeting. A representative from the Facility may also be invited.
- _____ Remind staff of the time for regular staff meetings each day of camp [as a rule this has been 1 p.m. for Summer camps]. All camp staff should be invited to attend these meetings. As a rule, the Board Representative and Registrar attend all staff meetings.
- _____ Provide reimbursement forms for all staff members.
- _____ Remind Children and Youth staff that fund-raising for their program events must be approved by you. If parents/campers have been asked to bring contributions for the children or youth program provide a place to collect these donations.
- _____ Suggested Program Staff have a couple volunteers (i.e. registered campers) available to help with Children/Youth program if needed.

REMIND STAFF OF THESE RULES

- Whenever paramedics are called to attend to a camper, the Board Representative, Dean(s), First Aid Coordinator, and Executive Director of Facility should be notified immediately.

- Eliot Institute honors copyright laws and asks copies of copyright materials not be used at camp.

AFTER THE MEETING

- _____ Ensure that the First Aid Coordinator has acquired first aid volunteers, has placed first aid kits in appropriate locations, and trained volunteers in the use of the communication technology.
- _____ Names and housing locations of First Aid Volunteers should be posted at the First Aid Box.
- _____ Ensure that a calendar of events and special bulletins are prominently displayed, including the “week at a glance” and daily schedule posters.
- _____ Signing Seabeck Waterfront Agreement. With all your Waterfront staff you are to be present when the Board Rep signs the Waterfront agreement with Seabeck.

CAMP ORIENTATION MEETING

- _____ Convene and chair a welcoming and joyful orientation meeting for all campers on the first evening. Outline goals and conference rules for the camp in a concise and positive manner.
- _____ Other possible items to discuss: Community creation; inclusiveness, the Bookstore; alcohol presence around kids and anywhere besides the designated social hours are and inside rooms.
- _____ Let campers know that Eliot Bylaws and other information are available in the Registrar’s notebook on display in the office.

OTHER MEETINGS TO ATTEND

- _____ Newcomer Orientation
- _____ Attend the Youth/Parent Orientation meeting.

AT CAMP

- _____ Serve as liaison between the Eliot Institute and the Conference Center.
- _____ Maintain a high visibility and accessibility to campers and staff alike.
- _____ Be in daily contact with the Eliot Board Representative at camp.
- _____ As the Eliot camp staff is responsible for the last worship service of camp it would be wise to start planning for it early in the week.

DURING CAMP

- _____ Meet regularly with staff. Adjust schedule as needed.
- _____ Problem-solve issues that come up. Board Representative may need to be involved.
- _____ Check in with Conference Center staff on regular basis.

- _____ Meet with the conference staff daily to discuss schedule, concerns, etc. The Board Representative is to be included in these meetings.
- _____ Work with the Volunteer Coordinator as needed in scheduling events, locations, etc.
- _____ Review newsletter before it is printed, if desired.
- _____ Serve as mediator in cases of dispute, consulting with the Eliot Board Representative for clarification and support.
- _____ With staff, plan the final day morning ingathering/worship service which is held after brunch. Keep in mind, this service brings together the entire community to say our good-byes.

LAST TWO DAYS OF CAMP

- _____ Ensure gratuity collection is taken for Seabeck employees, including servers, kitchen staff, housekeeping staff, and grounds crew. This is usually done during last three meals.
- _____ Ensure Board Representative reminds campers by announcement and newsletter to complete the electronic camp evaluation which will be sent to them by e-mail. Those needing a non-electronic evaluation form should request one from the Registrar.
- _____ Remind staff they will be asked to send a staff report using the template they will receive via email from the dean. Any negative critiques should not include individual names, but job titles may be used. These reports should be sent to the dean electronically within two weeks of the end of camp.

LAST DAY

- _____ With staff, conduct the last ingathering/worship service.
- _____ Collect Reimbursement request forms and receipts from all staff. Sign and give/mail to Registrar.
- _____ Publicly thank host camp staff and management at breakfast or lunch.
- _____ Under the direction of the Storage Closet Manager, ensure that Children's Program Director, Youth Advisor, Volunteer Coordinator, First Aid Coordinator, Worship Coordinator, Music Coordinator and others involved complete an ending inventory (including banners) before appropriately storing all supplies. The Storage Closet Manager will provide the Registrar with the inventory forms and a "shopping list" within one week of the close of camp.
- _____ As a courtesy, upon departure, check out with the facility management. Thank them.

AFTER CAMP

- _____ Staff Reports: As soon as possible, email the template for reports to your staff. Remind them to submit their report to you within two weeks. The template can be found in your "Dean Manual."
- _____ Approve all expense vouchers, and submit them to the Registrar within two weeks of camp.

- ___ Thank your staff.
- ___ Dean's Report: Use the same template for your report which is due within one month of your camp.
- ___ Forward all staff and dean reports as you receive them to the Executive Secretary at Eliotsecretary@gmail.com. The Executive Secretary is responsible for reviewing and collating all the staff reports into one document, which they send to the Board and future Deans.

IDEAS, HINTS AND TIPS

ONLINE PLATFORMS

Google Sheets helpful for collaborating with Registrar on a list of staff, allowing easy open tracking of selection, registration, contract completion and Background check completion overtime, as well as listing of possible backup last minute. In same way, a Google Docs schedule of the programming allowed real time tracking of changes during the week at camp by the Deans, Volunteer Coordinator and Newsletter editors (Aug 2016)

FIRST NIGHT ORIENTATION MEETING

Slide show first night of camp at Orientation Meeting included selfie photos submitted by staff, allowing campers at back of room a better (and often funny) view of a staff members faces. The slide show also offered a lighter but no less precise review of the camp rules, using camp photos in the background of the slides (Aug2016)

To save time, have entire staff, except Children and Youth, come forward and then introduce them.