

## Important Information, Reminders, and Updates for Camp Deans and Adult Volunteers

### Required Steps for All Deans and Volunteers

- Register for camp
- Complete the Volunteer Application, including the annual background check
- Participate in Pre-Camp Training

### Registering for Camp

All deans and volunteer counselors are required to register online for camp. Please register and complete all required online forms no later than 10 days before the start of your camp.

### [Click here to register for camp](#)

- If you need assistance with your username or password, contact the central camping office at 855-622-1973 or [info@dakcamps.org](mailto:info@dakcamps.org)
- Once you have registered, please complete the **Volunteer Application**. From the main dashboard of your online account, click **UPDATE INFO** to the right of your name, then click **FORMS**. You will see the list of forms required for your camp. Click **OPEN** next to each form title to complete it. The Volunteer Application collects additional information and includes the *Volunteer Dean/Leader Agreement, Social Media and Communication Guidelines, Child Abuse and Neglect Policy Statement*, and materials related to the required background check.
- **All camp volunteers working with children and youth must complete and be approved through an annual background check before campers arrive.** A new background check is required each calendar year.
- Under *Online Forms*, you can also access the other forms required to attend camp: **Adult Medical Information Form** and **Release of Liability Waiver & Public Relations Release**. Click **OPEN** next to each form title to complete it.

### Dean Information

Please [click here](#) to access additional resources and information, including:

- Program Expense Reimbursement Form (online or paper versions)
- Camping Mission, Core Values, and Outcomes
- Dean's Job Description
- Volunteer Counselor's Job Description
- Parent-Camper Handbook
- LGBTQIA2S+ Guidelines

### Summer Camp Curriculum

[Click this link](#) for more information about the current camp curriculum from our ecumenical partners at InsideOut. To receive access to the curriculum, contact your Site Director.

### Participant Lists/Camp Rosters

You should begin receiving participant roster emails each Monday and Thursday. On Mondays, you will also receive any specialized reports requested by your Site Director. These automated emails will continue until your camp begins. Please let us know if you would prefer to receive them more or less frequently.

### **Additional Adult Volunteers**

When additional support is needed, deans may be asked to help recruit volunteers for their event.

**Please check with your Site Director before recruiting, as they may already have seasonal staff coverage in place to support your event.** Site Directors carefully monitor camper-to-staff ratios and staffing costs.

### **Participant Safety**

The safety of every participant is our highest priority. Our United Methodist camps in the Dakotas and Minnesota are fully accredited by the American Camp Association (ACA), the only national accrediting body for camps of all types. ACA standards focus on health, safety, and risk management and serve as benchmarks for government entities. This accreditation reflects Dakotas United Methodist Camps' commitment to the well-being of campers and staff and assures families, congregations, and ministry partners that our camps are among the safest and best-managed operations in the country. Current ACA safety standards are in place at all Dakotas-Minnesota resident campsites. Site Directors will review any updates, highlight considerations specific to your event, and oversee implementation of all safety standards.

### **Pre-Camp Training**

To further reduce risk and help your team start strong, deans and program staff are expected to arrive at camp at least two meals before camp begins. Before campers arrive, you and your program volunteers must receive training and safety information from the Site Director or a designated staff person. This orientation includes time to meet site staff, become familiar with the site, learn emergency procedures, walk through the camper check-in process, review safety and camper policies, and work through team building, training, and scheduling details.

Pre-camp training also includes required participation in "Safe Touch/Safe Talk," a video series and discussion session focused on camper, volunteer, and staff safety. Site Directors are happy to schedule this session with your camp leadership team by Zoom in the weeks leading up to camp, or staff can lead it on site before campers arrive. Site Directors may also include additional training videos as part of pre-camp preparation.

Please work directly with your camp's Site Director to schedule pre-camp training.

### **Financial Information**

- You have a programming supply budget of \$3.00 per camper per day for the event you're leading. **Before making purchases for your event, please talk with your Site Director.** They may already have supplies or resources on hand and can answer budget-related questions.
- **Reimbursements:** Each dean may be reimbursed for pre-approved, out-of-pocket administrative and program expenses. Receipts are required for all expenses. Please complete the Program Expense Reimbursement Form online or download, complete, and return the paper version within **two weeks** of the end of your camp to: **Dakotas Conference Office, Attn: Finance Office (Camping), PO Box 460, Mitchell, SD 57301.** If you have questions about the form, contact the central camping office at [info@dakcamps.org](mailto:info@dakcamps.org) or 855-622-1973.

### **Gifts for You!**

As a thank-you from your camping ministry, each camp dean will receive a complimentary T-shirt of your choice from the camp store. In appreciation for your leadership, you will also receive a special thank-you gift at the close of the summer. Be sure to stop by the camp store before you leave to pick out your free shirt!

Still have questions? We are here to help! Please don't hesitate to contact your Site Director at [Lake Poinsett Camp](#), [Storm Mountain Center](#), [Wesley Acres Camp](#) or the central camping office staff at [info@dakcamps.org](mailto:info@dakcamps.org) or 855-622-1973.

Thank you for taking the time to register as a leader, complete the required paperwork, and prepare your team before campers arrive. Those tasks matter, but the heart of your leadership is even bigger: creating a space where campers can grow, build friendships, and make memories that last. We are grateful for the care, energy, and faith you bring to this ministry, and we hope you have a joyful and meaningful camping season.

Thank you for all the ways you share Christ, Creation, and Community with your campers!