



Birchwood Camp Guest Guidelines

PO Box 670049 · Chugiak, AK 99567-0049 · Phone/Fax (907) 688-2734 · www.birchwoodcamp.org

Birchwood Camp's mission is to Build Community on Common Ground. The Camp is owned by the Alaska United Methodist Conference, and our nonprofit 501(c)3 organization is under the direction of the Birchwood Camp Board of Directors. Our facilities and programs are open and inclusive. Welcome!

PLEASE READ THESE GUEST GUIDELINES THOROUGHLY AND INITIAL WHERE INDICATED.

A Birchwood Camp staff member will be on call 24/7 while your group is on-site to respond to problems or emergencies and attend to guest needs; the contact number for the **On-Call Staff Person is (907) 887-4676**. Please provide your participant families with a primary emergency contact number that belongs to one of your group leaders.

PROHIBITED ON CAMP PROPERTY

- Pets (except service animals)
- Firearms, weapons & any kind of violence
- Fireworks
- Gambling
- Profane language
- Motorized vehicles & boats (including snow machines, ATVs, etc.)
- Possession or use of alcohol, marijuana, or illicit drugs

I have read the above list and I will communicate prohibited items with all members of my group. Initial: _____

IN CASE OF EMERGENCY

- In case of any emergency, contact camp staff as soon as possible. Take necessary precautions to safeguard your group.
- Call 911 to initiate EMS if necessary. Phone numbers for emergency transportation and directions to the nearest centers for emergency care are posted in Caribou Cabin, the Lodge, and Fireweed Hall.
- In the event of a natural disaster the group should assemble in the Lodge area to account for the members of the group, administer first aid and plan for evacuation as needed.
- Notify camp staff immediately when there are injured, missing, or runaway persons, or unwelcome persons on camp.
- Maps of electrical, gas, fuel oil, and propane shut-off points are available in the Lodge, Pole Barn and the office.
- Keep away from moose, bear or other wildlife passing through. Never walk between a mother and her babies. Inform camp staff of animals in camp site.
- We recommend that groups have a nurse or an adult with first aid and CPR certification from a nationally recognized provider on duty for emergency care. Your group will need to provide first aid supplies (other than the AED on site).
- We recommend that groups gather the following health information from participants:
 1. Names, addresses of all participants
 2. Emergency contact names and phone numbers
 3. A listing of any persons with known allergies or health conditions requiring treatment, restrictions, etc.
 4. For minors w/out a parent/guardian on-site, signed permission to seek emergency treatment

I have read and understand these emergency procedures. Initial: _____

CAMP PROPERTY

- Guests should follow the principles of "Leave No Trace" both indoors & outside. Be respectful of the facilities & grounds. Do not leave trash or food around the Camp. Do not write or draw on cabin walls. Do not peel tree bark or cut trees or limbs.
- Smoking, including e-cigarettes, is prohibited in any camp building and outdoor cooking areas. Contact camp staff for required receptacles for cigarette butts and the location of designated outdoor smoking areas.
- Camp property (e.g. rec equipment) will be returned to its original storage location after use.
- Please plan on leaving enough time at the end of your stay to clean up. If the camp is not left clean by the guest group or if camp property or equipment is damaged, the group will be asked to pay the cleaning fee and/or pay for any damage.
- In the event of malfunctioning of equipment, or any problem with camp facilities, camp staff should be notified. **DO NOT** attempt to make repairs.
- The guest group will be charged for clean up and recharging fees if the lodge kitchen sprinkler system or any fire extinguishers are discharged accidentally.
- Only approved persons with the permission of the Camp Director will operate camp equipment.

IMPORTANT SAFETY NOTES

- All swimming, boating and SUP boarding activities require a lifeguard and certified CPR/first aider on duty; guards are provided by Birchwood Camp for a nominal hourly fee. More than one guard may be required depending on group size. A safety orientation is required before participating in waterfront activities. Participants wishing to use the deep end of the swimming area must pass a swim test.
- All challenge course sessions must be led by a Birchwood Camp trained facilitator, certified in First Aid.
- Hiking, cross-country skiing, sledding, and ice skating require an orientation from the Director prior to use and must be supervised by an adult. Contact our office for other recreation possibilities.
- Camp fires are permitted only in the designated areas of the camp property. Guest groups should check with camp staff for camp fire guidelines.
- Guests are not allowed in the Lodge Kitchen; please ask the kitchen staff if you need assistance.
- Check with the Camp Director for policies regarding storage and handling of flammable and poisonous substances and the use of hand and power tools if applicable.
- Personal items or equipment, if brought to camp, should be stored with the personal belongings of the owner and should only be brought out when it will be used. Loss or theft of personal items are not Birchwood Camp's responsibility.
- All campers in top bunks must utilize bed boards.
- Shoes must be worn around the campsite (unless swimming).
- Please park in designated parking areas only. The service roads to the lodge, cabins, and Director's home are off-limits to all but camp vehicles. These service roads are fire lanes and should be kept free of vehicles.
- Do not transport participants on the camp site in vehicles not designed for passengers.
- For your safety & the enjoyment of all, do not disturb animals on the camp property.

For groups serving children and/or teens:

- **All leaders, volunteers & staff should be properly screened before working with children.** This should include, *at minimum*, an annual criminal background check, including a check on the national sex offender registry.
- We recommend the following to ensure adequate supervision of minors: All group leaders (i.e. staff, volunteers, chaperones) should be over age 16, with 80% of leaders over age 18; leaders should be at least 2 years older than the children they are supervising. Each cabin should be assigned two leaders. Leaders should always avoid being one on one with a children behind closed doors. The following staff to child ratios are recommended for general camp activities: Ages 4-5, 1:5; Ages 6-8, 1:6; Ages 9-14, 1:8; Ages 15-18, 1:10.

YOUR LEADERSHIP RESPONSIBILITIES

The guest group must designate a responsible officer & contact person who is authorized to sign the user agreement, and who is responsible for the group's use of the camp facilities. In addition, the contact person is responsible for the following:

- The contact person will provide a final count of the group no later than seven days before arrival.
- The contact person must notify the camp staff of the name of the designated person in charge if s/he leaves camp.
- Camp use is limited to the stated purpose and area for which use is requested. Other areas or uses of the camp are off limits or may be used by other guests. The contact person will work with the camp staff regarding the schedule of use.
- The contact person will meet with the designated camp host for a required orientation regarding safety procedures, camp clean-up, and activity guidelines.; this will take place upon arrival at camp or when arranged between the contact person and the camp office. In addition, camp staff will provide a short orientation with the whole group at a mutually agreed upon time.
- The contact person is responsible for ensuring that payment is made to Birchwood Camp as required by the use agreement.
- The contact person is responsible for the behavior of the whole group; s/he is also responsible for ensuring that the group follows these stated guest guidelines.

Violators of these GUEST GUIDELINES may be asked to leave the camp by the Birchwood Camp Director or his/her designated representative. The use of the camp may be denied to any group which has violated any of these rules on previous occasions.

I have read Birchwood Camp's Guest Guidelines and I understand my leadership responsibilities. Initial: _____