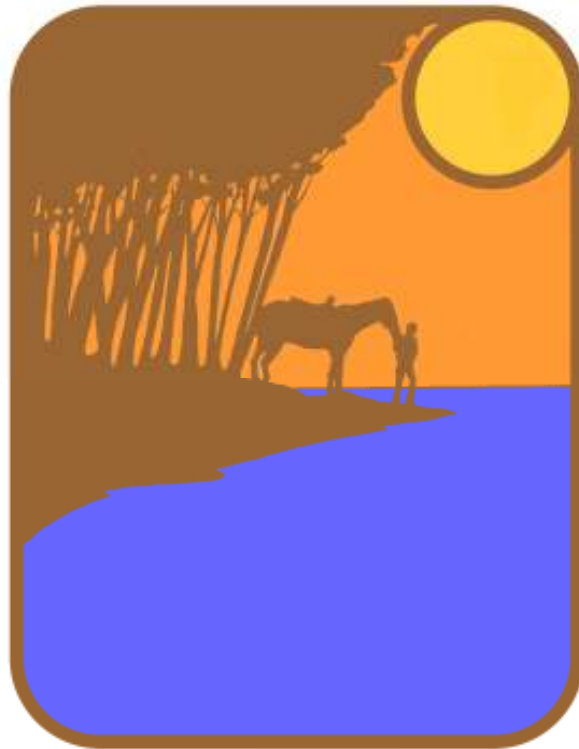


Camp Tecumseh YMCA Retreat & Conference Center
Brookston, IN - Since 1924



Retreat Leader Planning Guide

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Additional information such as a camp map, driving directions, trail ride waivers, etc., can be found by visiting the following link:

www.camptecumseh.org/retreats/resources.php

Mission & Vision Statement

Our mission is to put Christian principles into practice through programs that build health spirit, mind, and body for all.

Our vision at Camp Tecumseh is to provide our campers with a premier camp experience. To create a joyful learning environment that will involve campers in situations and activities that will help them grow in confidence, character, and faith.....making our communities and the world a better place.... one child at a time.

Thank you for choosing Camp Tecumseh!

Thank you for choosing Camp Tecumseh YMCA Outdoor Center for you group's next event. The staff team at Tecumseh is looking forward to assisting you and your group in order to ensure a successful program.

The following pages include all of the information needed to effectively prepare for your Tecumseh experience. Feel free to duplicate and distribute any of the materials in this Guide, and contact our office at any time for assistance. We look forward to working with you.

Sincerely,



Kyle Linback
Retreats Director

Retreats Leadership Team

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Main Office Number	765-564-2898
Toll Free Number	800-382-CAMP
Fax number	765-564-3210
Web page	www.camptecumseh.org

Trip Planning Checklist

Upon receiving contract:

- _____ Read the front and back of your contract carefully and sign both copies
- _____ Ensure that both copies of the signed contract and the deposit have been sent to Camp Tecumseh within two weeks of receiving the contract

Ten Days before the trip:

- _____ Finalize participant number
- _____ Call in a final count to Camp Tecumseh so that we know how many people to prepare for.
- _____ Turn in your cabin assignment sheet (If applicable. Only applies to large groups of 100 or more)
- _____ Organize housing arrangements
- _____ Turn in your menu selection sheet
(This only applies to the largest group at camp each weekend)

Before you leave for Tecumseh:

- _____ Any necessary health forms and/or permission forms
 - Names and addresses of all participants
 - Emergency contact names and phone numbers
 - List of any participants with allergies or health conditions that may require treatment and/ or special considerations while at Tecumseh
 - “Permission to Treat” consent forms for any minors not accompanied by a parent
 - “Trailride Permission Form” for any minors who would like to ride a horse and will not have a parent with them
- _____ Distribute map and directions to Tecumseh

When you arrive at Tecumseh:

- _____ Check-in at the appropriate trading post with Tecumseh staff.
- _____ Go over any details for the weekend with Tecumseh staff.
- _____ Final payment can be made on the last day of your visit.

Camp Tecumseh Retreat and Conference Center

Policies and Procedures

As a YMCA organization, we have certain policies to which all groups must adhere. Please review your Contract Agreement for additional policies that are not outlined below. Communication is the key to a successful experience! Please let us know if there any concerns or questions that you may have in regards to your group's visit to Tecumseh

Risk Awareness

Certain elements of the Retreat programs are physically, mentally, socially, and emotionally demanding. While the staff will make every reasonable effort to minimize the exposure to the known risks associated with these activities, all hazards associated with the Retreat programs cannot be foreseen. The group agrees to make all participants aware of the possible hazards associated with participation in outdoor activities. Please be sure to review the "Keeping Your Group Members Safe" section found on page 8.

Payment Terms

Before your departure, please see the Camp Director on Duty to pay your remaining balance. If this is not possible, payment is due within 10 days after departure. Please make checks payable to Camp Tecumseh YMCA. Payment must be in the form of a single check, cashier's check, or money order. Interest at the rate of 1.5% per month will be charged on all unpaid balances after 30 days.

Many of our groups choose to come back to Camp Tecumseh on a yearly basis. During the time of your billing, please inform us if you would like to carry your deposit in order to reserve the same corresponding weekend for the next calendar year. If you do decide to carry your deposit, a new contract must be signed and returned no later than four (4) months from the date of your last outing. After a group has departed Camp Tecumseh YMCA, a holding deposit letter will be sent. This allows the group to hold the corresponding date for the next calendar year with a \$100 holding deposit.

Insurance

Camp Tecumseh YMCA is not an insurer of the safety for those attending the event and the camp fees do not include accident insurance.

Personal Property

Camp Tecumseh YMCA assumes no responsibility for personal property brought into the facilities by any person. Persons bringing personal property into the Camp Tecumseh YMCA facilities assume all risks with respect to that property.

Quiet Hours

Groups should respect the quiet hours between 11 PM and 7 AM. Please be aware that there are other groups and staff members that live on site.

Damages

Groups shall leave the facilities in as good a state and condition as they were in the beginning of the use period. Buildings will be examined before and after your stay. In the event of damage to the buildings and/or facilities, groups are responsible for the cost of repairs. There is a \$50 minimum charge for each incident of property damage. Damage charges include labor and materials.

Fires

Camp Fires - Campfires may be scheduled at one of the fire sites designated by the camp. You must get prior permission from the Tecumseh Staff to have a campfire.

Fires near Cabins or other areas – If you would like to have a campfire outside of one of our designated sites or near your cabin, it must be elevated above the ground by a campfire pit. Ground fires are not allowed. Violation of this policy will result in a minimum of a \$50 fine per fire. Please help us protect our natural environment.

Torches, Candles, etc. – May be used under the constant supervision of a responsible adult. Please do not use torches or candles of any type inside of cabins or buildings.

Grills – Gas or charcoal grills may be used and should be attended at all times by an adult.

Alcohol/Drugs

The possession or use of alcohol by any member of a group is prohibited at Camp Tecumseh YMCA. Violators will be reported to the group leadership, and may be reported to the sponsoring organization and/or the local authorities. The possession or use of Illegal Drugs by any member of any group is prohibited at Camp Tecumseh YMCA. Violators will be reported to the local authorities. Camp Tecumseh reserves the right to ban groups from returning to Camp Tecumseh if they decide to violate our alcohol/drug policy.

Smoking and Tobacco Use

Smoking and Tobacco use is prohibited in all program areas and public areas of camp. Adults who must smoke should do so discretely outdoors away from the presence of youth. Please make sure that cigarettes are completely out before disposing of them in a trashcan. Thank you for helping to protect our children and our natural environment from fire and debris.

Additional Items Not Permitted at Camp Tecumseh YMCA

Fireworks, pets, firearms, and weapons of any kind are not permitted on the property of Camp Tecumseh YMCA.

Vehicles

- Please observe the speed limit of 10 mph or less.
- Parking is permitted in the parking lots, and at the areas in front of your assigned cabin. Please read and follow posted parking signs.
- Please do not drive your vehicle over the grounds.
- It is the policy of the camp and the law of the State of Indiana to prohibit the transportation of people in vehicles not designed for passengers. This includes the back of pickup trucks. **No transporting people in the back of pick-up trucks!**

Phones

There are phones for guest use in the fellowship rooms of both the River Village and the Lake Village dining halls. Cell phone reception is very location and weather dependent here. Please put your cell phone on silent or vibrate while in camp out of respect for those who come to camp to get away from these distractions.

Emergency Contact Information

During weekday business hours, a staff person can be reached at our main office number. (765-564-2898)

For assistance while in camp, please call the camp office number and leave a message on our emergency paging system. The answering system will direct you through the process necessary to leave an emergency page. In case of a serious emergency, call 911, and then contact the on-duty staff person to notify them that 911 has been called.

Fire, Police, Ambulance	911
Indiana State Police	800-382-7537
Carroll County Sheriff's Office	765-564-2413
Indiana Poison Control Center	800-382-9097
St. Elizabeth Medical Center	765-423-6011
White County Hospital	574- 583-7111
Clarian Arnett Hospital	765-448-8000

First Aid

Groups will be responsible for providing their own first aid supplies and equipment while they are attending Camp Tecumseh. If you run out of supplies or need assistance with an injury or accident, please see one of our Tecumseh staff and we will do our best to assist you.

Keeping Your Group Members Safe

Along with our hospitality and outdoor experiences, your safety is of great concern. All group members should be aware of the following Emergency and Safety procedures.

Hazardous Weather Conditions:

Because we are on very open grounds, it is very important that everyone is familiar with our safety procedures in regards to thunderstorms, lightning and tornados.

Upon the alert by national weather services and our own observations our staff will move quickly to warn you of hazardous conditions and necessary actions. Please be sure that every member of your group understands the following communication methods.

Major Storm/Lightning

☐ Staff will do their best to inform participants about severe weather and/or lightning. If you notice inclement weather approaching you should abide by the rules below:

- ☐ Upon the warning move to an indoor shelter immediately.
- ☐ Do NOT cross open fields. Avoid the tennis courts and flagpole areas.
- ☐ Please remain indoors until further notified by our staff.
- ☐ We maintain a 30-minute safety period after any lightning strike.

Tornado / Extreme Winds

- ☐ A loud two tone siren “beep” will sound across the camp-wide speaker system.
- ☐ Upon the warning move to one of the following shelters:
 - River Village Dining Hall Basement (Bradshaw Room)
 - Trader Jim's (Out by the Oregon Center in the River Village)
 - Whitetail Lodge Basement in Lake Village
 - Equestrian Center (CHAPS) Classroom

Please remain indoors until further notified by our staff.

Camp Tecumseh YMCA Activities

Here is a description of the activities you might be able to participate in while staying at Camp Tecumseh YMCA.

Waterfront

Fun awaits everyone at the Richard G. Marsh Lake. Our waterfront is usually open to weekend guests for canoeing and paddleboating during the months of April-Oct. Guests are also allowed to bring their own fishing equipment. Our lake is fully stocked with many hungry fish, especially bluegill and bass (catch and release). Groups also enjoy trekking across our suspension bridge that transverses the lake.



Mt. Wood - Climbing Wall

Reach for the highest heights on the Climbing Wall at the River Village. Our well-trained, fun-loving, and passionate staff members are ready to help you reach your goal. Remember, close-toed shoes are a must.

The Lookout - Climbing Wall

The climbing wall at the Lake Village also doubles as a lookout tower. A spiral staircase is hidden within this structure that allows for guests to go to the top and look out over our gorgeous lake.



Kampen Lodge- Indoor Climbing Wall

When weather is poor and we are unable to do outdoor climbing, we open indoor climbing walls.

Archery

Bull's Eye! Learn and practice your shooting skills on the Archery Ranges at either village. Take advantage of a great opportunity to learn or further enhance a skill that has lasted through the centuries.



.22 Rifle Range

The rifle range is a very popular activity on weekends at Camp Tecumseh. Our guns are locked down into boxes with carabineers so that guests can only aim at their target. All shooting is done in the prone position. Our trained staff will provide you with a safety demonstration and assist you as needed. Have a blast!

Black Hole Sledding Tube – River Village

The Black Hole is an enclosed sledding tube that can be used by groups all year long. Guests zoom down the Black Hole on colored toboggan sleds. Snow is not required! Both children and adults enjoy this activity.



Bullet Slide – Lake Village

The Bullet Slide is very similar to the Black Hole. Except on this slide you sit inside a potato sack rather than sitting on a sled.

Three-House Tree House

The three-house tree house is another popular destination for weekend guests. The name pretty much says it all!



Challenge and Obstacle Courses

These two courses are non-staffed activities and are available for guests to use at any time over the weekend. See if you can make it through the entire course without having to touch the ground!

Nature Center

Our interactive nature center has live Fish, Turtles, and Snakes. It is filled with fun, educational displays. The fireplace and bird viewing area makes it an enjoyable place to relax. On some weekends our staff offer a free craft in this area (Open Saturday Only).



Trail Rides

Trail rides are offered every weekend. The rides typically last about 25-35 minutes. Most of the trail ride is setback in our pine forest. Riders must be 7 or older to ride by themselves; otherwise an adult must walk with next to them. Trail rides are \$9.00 per rider.



Candle Creations

Camp guests can make their own candles! We have several different colors of wax which will help you to make a very colorful creation. Our staff will guide you through the candle making process and after you finish, they will cut and carve your candle for you. These make great gifts for Mom or Dad! You must sign up in the trading post to get a ticket and reserve a time. The cost for this activity is \$2 per candle.



Ga-Ga



Carpetball

Get away from the larger groups and take advantage of Camp Tecumseh's other areas on your own. Some of the areas are; Hiking Trails, Lookout Tower, Disc Golf, Carpetball, Ga-Ga, Basketball, Volleyball, Tetherball, Fishing**, Tennis**, Suspension Bridge and the Mini Farm.

**Please bring own equipment



Evening Campfire Program

Join in the fun as our Camp Tecumseh staff members lead your group in songs, skits, and more around the campfire. This program typically takes place around 7:30 pm on Saturday evening.

General Weekend Itinerary

WE ARE ALWAYS ONE HOUR AHEAD OF CHICAGO TIME!

Friday

4:30-9:00 pm Check-In (Non-staffed program areas are available during check-in hours.)

Saturday

7:00 am **Rise & Shine!**
7:45 am Hopper Bell
(Table setters meet in Dining Hall)
8:00 am Breakfast
9:00-11:45 am *Program Areas & Trading Post Open
11:45 am Hopper Bell
12:00 pm Lunch
1:00-5:00 pm *Program Areas & Trading Post Open
5:15 pm Hopper Bell
5:30pm Dinner
7:30 pm Campfire – Join us for songs, skits, & stories led by camp staff.

Sunday

7:00 am **Rise & Shine!**
7:45 am Hopper Bell
8:00 am Breakfast
8:45 am Chapel (Location announced @ breakfast)
9:00-12:00 *Program Areas & Trading Post Open
11:45 am Hopper Bell
12:00 pm Lunch (**ONLY** for those groups that have contracted for lunch)

Meal Hoppers

A Camp Tecumseh Staff member will be in the Dining Hall to direct the Hoppers (table setters), and act as the Dining Hall Steward.

Hoppers (table setters) should arrive 15 minutes prior to the start of the meal to set the tables. A bell will ring at this time as well.

(Meal times are: 8:00 AM breakfast, 12:00 PM lunch, 5:30 PM dinner.)

The Official Camp Tecumseh “What to Bring” List

Clothing

Dress at camp is casual; we suggest the following for each guest depending upon the time of year:

- 1 pair of pajamas
- 2 pairs of shoes (1 pair of tennis shoes, 1 pair of boots)
- Daily change of socks and underwear, plus 2 extra of each
- Heavy & lightweight shirt – one for each day
- 2 sweaters/sweatshirts
- Daily change of pants/jeans and/or shorts, plus 1 extra pair
- Jacket or coat
- Rain wear – poncho or rain coat

Bedding:

- Each person will need a sleeping bag
- OR 2-3 blankets & sheets
- Pillow

General Items:

- Alarm clock
- Flashlight
- Wrist watch

Toiletries/Personal Care Items:

- | | |
|---|--|
| <input type="checkbox"/> Shampoo | <input type="checkbox"/> Comb/Hair brush |
| <input type="checkbox"/> Bar of soap | <input type="checkbox"/> Deodorant |
| <input type="checkbox"/> Hand soap | <input type="checkbox"/> Chapstick |
| <input type="checkbox"/> Hand towel and/or wash cloth | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Towel | <input type="checkbox"/> Medications |
| <input type="checkbox"/> Toothbrush & toothpaste | <input type="checkbox"/> Bug Spray |

Optional Items:

- Camera & extra film, batteries
- Fishing pole & tackle
- Board games, playing cards
- Bible
- Water bottle or travel coffee mug
- Portable “campfire” - **Camp does not allow ground fires!**

What **NOT** to bring:

- ALCOHOL or other controlled substances
- Knives
- Axes and/or saws
- Aerosol cans
- Bicycles, skateboards, in-line skates, razor scooters, snow sleds
- Firearms, archery equipment, etc.
- Fireworks
- Glass bottles
- Pets



Making a Reservation

Please call or e-mail our Retreats Department for available weekend dates for your group. Once you have found a weekend that will suit your needs you will need to provide us with the information listed below. Do not hesitate to contact us if you have any questions scheduling your group's retreat.

Group Name _____

Contact Name _____

Contact Address _____

Contact Phone # (W) _____ (H) _____

Contact E-Mail _____

Arrival Date _____ Arrival Time _____

Departure Date _____ Departure Time _____

Expected number of people attending _____

Once we have your contact info, dates, and expected number, we will mail you two copies of the group use contract. You will need to sign both copies of the contract and mail them back with a \$250 deposit. This must be done within two weeks of receiving the contract. Once we receive your deposit and two copies of the contract, we will sign both copies of the contract and mail one copy back to you for your records.