

DOG SCOUTS OF AMERICA



Mini Camp

Planning Guidebook

Updates to Guidebook

- Cover: Added 4/28/2015
- Section 1.1: Clarified the definition of “days” to refer to calendar days or partial calendar days – 4/28/2015
- Section 1.2(g): Removed a redundant sentence regarding the fire pit – 4/28/2015
- Section 1.3: Clarified the sample budget chart and added a column for 20 campers – 4/28/2015
- Section 1.4(a): Added language to define the number of Tier 1 staff for camps of 20-30 paid campers and camps of 20 or fewer paid campers – 4/28/2015
- Section 1.5(d): Clarified language stating that spouses attending camp unpaid are spouses of STAFF ONLY – 4/28/2015
- Section 1.5(e): Added language to include the option of compensation for photographers based on the number of flash drives sold
- Section 1.6(C): Added expenses for staff travel reimbursement here, including it with instructor travel and removed the redundancy below – 4/28/2015
- Section 1.6(g): Added a sentence to clarify that DSA will provide forms to the host troop digitally, either on a DVD or flash drive, or by email – 4/28/2015
- Section 1.6(i): Added language to clarify the DSA preferred option of NOT including thumb drives in camp registration fees and offering the photo package separately in order to determine if there is a return on the investment for photography – 4/28/2015
- Shaping Instructor Section 1: Removed unnecessary language – 4/28/2015
- Instructor/Evaluator: Clarified that ONLY DSA sanctioned check off sheets may be used for badge requirements and added language that addresses introducing the requirements for earning the badge – 4/30/2015
- Section 2.1: Added additional forms that are required and clarified that badges must be requested from the Certification Program Director – 5/13/2015
- Section 2.4: Added a section regarding sweeping camp for items left behind by campers – 5/13/2015
- Section 2.5: Expanded on paying outstanding bills and added instructions for returning lost items – 5/13/2015

Mini Camp Planning Guidebook

Planning a Mini Camp requires a great deal of prep work in order to be able to host a successful and fun event. The following guidebook is designed to help make such planning easier and to be sure the camp is a representation of the mission and values of DSA. This guidebook is based on the experiences of other troops that have hosted both Mini Camps and regular DSA camps.

For more information or answers to questions, contact Sally Hoyle, DSA Satellite Camp Program Director, at sally.hoyle@yahoo.com. Unless otherwise specified, all forms should be submitted to the Satellite Camp Program Director.

Part I: Basic Steps for Planning a Mini Camp

Create a timeline of things that need to be done:

- 12 months before camp, Camp Director submits application for approval to the Satellite Camp Program Director (with a list of who is on the committee, what they are in charge of, and the camp dates selected).
- 10 months before camp, Camp Director submits sanctioning fees to DSA.
- 10 months before camp, Camp Director communicates to DSA the location that has been reserved indicating that it meets the needs outlined in section 1.2 and noting any exceptions to section 1.2.
- 10 months before camp, Camp Director submits a proposed budget outlining amounts allotted to the items shown in the example budget in Section 1.3.
- 3 months before camp, Camp Director submits a proposed schedule of activities to DSA.
- 30 days before, submit to DSA a list of the instructors and what their teaching responsibilities as well as staff members and their roles and responsibilities.
- 14 days before camp, Camp Director submits a roster of paid attendees to DSA.

1.1 Form a committee for planning purposes. The committee will be responsible for finding the appropriate location, signing the contract with DSA, forming a budget, creating camp guidelines, arranging instructors and hosting a fun camp! Four people are ideal for brainstorming and work distribution. The planning committee should include the people who will act as Camp Director and Administrative Assistant(s). Planning should start at least one year prior to the Mini Camp date in order to accomplish the needed tasks.

- An application for hosting a Mini Camp must be submitted to national DSA for approval along with sanctioning fees and any other appropriate fees. DSA has a Sanctioning Agreement between the Hosting Troop and Dog Scouts of America that must be satisfied.
- Initial DSA Sanctioning fees are \$100 per day of camp. (calendar day, including partial days) For subsequent camps, the sanctioning fees will be \$50 per day of camp.
- As an example, the Blue Ridge Mini Camp committee consists of the person acting as Camp Director, the person acting as Scout Director, and two people who split the duties of Administrative Assistants (one who takes care of all registration paperwork, finances, and questions and another individual who helps with advertising, Mini Camp webpage updates, etc. They both fulfill administrative assistant duties at camp).
- Monthly planning meetings (sometimes more frequently) are needed to make sure everything is well organized for the camp.

1.2 Find a location to hold the Mini Camp. An ideal location will have two open, field-like places for activities to be held, a body of water for water activities, a building for food preparation and serving, and an enclosed building that can accommodate all campers and dogs. Of course the location needs to be dog friendly. Look for the following:

- a. Food Service for three meals per day plus an afternoon or evening snack.
 - Finding a location that can provide meal services makes the camp experience much easier for all campers. Otherwise, campers must take turns preparing, serving, and clean up after meals. If you find a location that can provide food, potential campers must be made aware that the food will be “typical” camp food and not four-star restaurant style food. It is not reasonable to expect that any potential location would allow dogs into a dining hall.
- b. Camp grounds, featuring hiking trails, water access, field(s), covered area for indoor group activities.
 - Space to set up hiking trails is a must. Typically the first day is a one mile hike, the second day a two mile hike, and the third day a three mile hike. This allows campers to get either their backpacking or hiking badges. The hikes should be laid out in an area that is safe for dogs to be off leash and on easy enough terrain for all campers to participate in the hike. As part of the planning, the camp trails may need to be pre-determined and marked once they have been measured for length. Each hike does not need to be a unique trail; a loop can be created and repeated.
 - Most campers will appreciate having an area for their dogs to be able to swim. It is also fun for campers to be able to teach their dogs to swim in a positive environment. Lakes are preferred to swimming pools because there is more

space for dogs to spread out around a lake edge and less concern about dogs harming their feet on concrete surrounding a pool.

- A large covered area that can contain all campers and their dogs is ideal for when inclement weather occurs during camp. This area can also be used for the talent show.
- c. Place to set up camp office.
- The camp office can be set up within a large indoor covered area. This is the area that campers will find copies of badge forms, deposit completed badge forms, be able to find staff easily, and have access to various ballot and suggestion forms. The office should be in a central area of camp.
- d. Lodging, campsite hookups, and/or local hotel for camper housing.
- Depending on the location you are able to obtain, you may find multiple smaller-sized cabins, a more dormitory style lodge, or both. You should ask the hosting location if RV/campers are permitted to be parked on the premises; if so, where are they allowed to be parked; and whether there is any water or electric hook up available for the RV/campers (as well as any additional fees that may be incurred). You should also ask the hosting location if tent camping is allowed. You can look to see if there are any hotels nearby as an additional option for campers. When describing your chosen camp location, make sure to list the type of sleeping arrangements with realistic examples so that campers are not surprised by potential rustic sleeping accommodations.
- e. Toilets and Showers.
- Of course, hot water is mandatory!
 - Often a spigot will be available for use for the dog washing station. The dog washing station allows campers to rinse their dogs after coming from water and painting.
- f. Shade.
- There should be plenty of shade available for both humans and dogs especially near class and activity areas. “Easy-up” type tents/canopies may be used if natural shade is sparse.
- g. Fire Pit.
- Provides a place for socializing, making s’mores and singing campfire songs. Be sure the location allows open fires.
 - If there is no natural fire pit available, you can always purchase a portable one.
- h. First Aid equipment.
- This should include the basic first aid equipment for both humans and dogs.
- i. Nearby on-call Veterinary Service.

- You must call any and all veterinarians in the area to see if their offices are willing to take on new clients and find out what emergency services are available.

1.3 Create a budget. The biggest expenses for the budget will be instructor compensation and lodging and food. Please see the attached suggested budget for creating your Mini Camp budget.

Cost	Total \$	Per camper at 50 paid campers	Per camper at 30 paid campers	Per camper at 20 paid campers	Notes
Use of facilities	500	10	17	25	
Instructors	300	6	10	15	
Instructor travel	700	14	23	35	
Core Staff	1200	24	40	60	Camp Director, Admin. Asst., Scout Master
Assistants	200	4	7	10	
Goodie Bags	100	2	3	5	
Printed Materials	300	6	10	15	
Photography	150	3	5	8	
Thumb Drives	400	8	13	20	
Arts and Crafts	250	5	8	13	
T shirts purchase (@50 campers)	750	15	15	15	Cost remains the same per shirt
Free badges (staff)	225	5	8	11	
Life Guard Fees	90	2	3	5	
Equipment	100	2	3	5	
Supplies	400	8	13	20	
Camp sanctioning fees	400	8	13	20	\$100/day for first year camp
Misc. expenses	200	4	7	10	
Snacks	200	4	7	10	
Total	6,240	125	208	312	

1.4 Compensation

The following is a suggested protocol for creating tiers of compensation for staff and/or instructors:

- a. Tier One – This tier includes individuals expected to work the entire time of camp. This is usually core staff members. The reimbursement is free camp. Additional pay can be decided upon based on expected Mini Camp expenditures and income. Three (3) free badges are given to these individuals as part of their compensation. If these individuals do not turn in three badge forms, they will be given “free badge certificates.” This tier is usually for 1-2 people for camps with 20 or fewer paid campers, 2-3 for camps with 20-30 paid campers and 3-4 for larger camps.
- b. Tier Two – This tier typically includes instructors working a lot during camp. The reimbursement is free camp. Additional pay can be decided upon based on expected Mini Camp expenditures and income but would be less than any pay given in Tier One. Two (2) free badges are given to these individuals as part of their compensation. If these individuals do not turn in two badge forms, they will be given “free badge certificates.”
- c. Tier Three – This tier includes any assistants for activities or others who have provided excessive help during the Mini Camp. These individuals will be reimbursed \$50 per scheduled hour of activity up to free camp. One (1) free badge will be given to these individuals as part of their compensation. If these individuals do not turn in a badge forms, they will be given a “free badge certificate.”

1.5 Further suggested staffing positions:

- a. Activity Director – organizes talent show, acts as auctioneer. This is a position for an upbeat person who has attended a number of camps. Their past experiences will help to make the talent show and “silent” lively auction much more fun for all campers. This position can be reimbursed as free camp plus reimbursement for awards provided during the Talent Show. This position would be in the Tier Two category.
- b. Trail Master – sets up trails (scouts, measures and marks), leads trails, assigns trail sweeper (last person on the trail), cleans up trail markers, does O&S with badge check out. This position helps daily hikes to be well run. This position can be reimbursed with free camp as either Tier Two or Tier Three compensation.
- c. Accountant – This position helps with camp tab check outs and logging “silent” lively auction items into the computer. This position can be reimbursed with ½ price camp or as Tier Three compensation.
- d. General Hard Working Men/Women – (Usually spouses of staff only.)
 - i. if not working dogs, then waive lodging and meal fees (spouses of STAFF ONLY)
 - ii. if working dog, case-by-case reimbursement
 - iii. non-working spouses (STAFF ONLY) pay for meals

- e. Photographers – are considered as part of staff and reimbursed. If there are campers that volunteer to act as additional photographers (that contribute greatly to the photo log) these individuals can be paid at \$25 per day if deemed appropriate, OR they may be paid based on the number of thumb drives that are sold. The budget should be adjusted to reflect how photographers are compensated.

Income

- a. Obvious income will come from camper registration.
- b. A source of income that cannot be predicted is badge fees. Badge fees must be paid to DSA as follows. The host troop keeps \$10 of all camper-paid badges earned and sends the balance, either \$25 (for DS badge) or \$15 (all other badges) to DSA. Additionally, the host troop pays DSA for any badges that are included as a part of compensation for any staff member or instructor at the same rate. The amount sent to DSA includes compensation for the badge recording fee/database maintenance, administrative fees, and the patch/bandana/ID card and shipping. Fees and an accounting of staff member/instructor badges should be sent to the Satellite Program Camp Director at the conclusion of camp.

Although there is potential income from badges, it is easiest to not take this potential money into account as income when planning the budget.

1.6 Expenses

- a. Use of Facilities – this will depend on the price of rental the facility. It may include lodging as a separate pricing for various types of lodging or use of hook-ups for RV/campers. Each Hosting Troop will have to decide if there will be separate lodging fees or if they will be all inclusive. This is particularly true if campers decide to stay in hotels or bring their own RV/campers. The use of facilities can also include food service prices if they are included in the rental. If they are not, there should be a separate entry on the budget for food service.
- b. Instructors – Depending on the badges being offered, you will need to make sure that there are enough qualified and DSA certified Evaluators/Instructors to accommodate all campers. How many badge hours they will be teaching and how much helping they will do around camp will help to determine which Tier level they will fall into to calculate their reimbursement.
- c. Staff & Instructor Travel – Whether this is included in compensation will be calculated on a case by case basis. Core staff and potentially Assistants can be reimbursed for travel expenses as determined by the Hosting Troop. If paid, mileage

- will be based on the current year's IRS reimbursement rate. Thirty dollars per day is also allowed for food expenses, as well as an amount for lodging per night.
- d. Core Staff – Core Staff includes the Camp Director, Administrative Assistant, and Scout Master. These would be compensated at Tier One rates as determined by the Hosting Troop.
 - e. Assistants – The Hosting Troop will decide how many assistants will be needed based on the badges being offered and the feedback from the instructors teaching the various badges. The assistants will be reimbursed based on the Tier system as the Hosting Troop sees fit.
 - f. Goodie Bags – If the Hosting Troop decides to offer free “goodies” to their campers, these items will need to be budgeted. A good example of a nice offering is a shoulder bag with the Troop or Mini Camp logo on it for campers to use for carrying necessary materials. Hosting Troops can also contact various dog related businesses to solicit donations for distribution.
 - g. Printed Materials – For the first year of your Mini Camp, all campers will need a binder which includes all rules and regulations for the Mini Camp, badge requirements for all badges being offered, a schedule, and any other pertinent information. If there is a local college in the Hosting Troop's town, the college's printing department may be the cheapest way to get all of the material printed. In subsequent years of camp, only first time campers need a full binder. However, the hosting troop may decide to offer all campers the same binder. Additionally the hosting troop will need to have a separate binder for all of the badges that DSA offers as well as the badge form and criteria information for each badge. Log forms are needed for every camper for the hiking and backpacking badges. Additional items needed include ballot forms for Talent Show, poop police tickets, waivers, and any other camp forms. DSA will provide forms digitally to the hosting troop either on a DVD or flash drive, or by email.
 - h. Photography – Photographers should be included in Tier one or Tier Two depending on how much other work they are doing. This position can be very time consuming because of the time it takes to edit each day's photos and load all the photos onto the flash drives.
 - i. Thumb Drives – Enough thumb drives (flash drives) for each camper. It is nice to include the DSA logo to help people easily detect what the drive holds. The price of the thumb drive can be included in the price of the registration. However, if it is offered separately it is easier to see if the investment in photography is paying for itself. Additionally, this method accounts for campers who don't want the photo package. Photographers should be promoting the purchase of thumb drives as it may increase their pay depending on how compensation is determined.

- j. Arts and Crafts – a basic budget is \$5 per craft per camper. Crafts should be easy to complete in a short period of time. Campers need to be made aware that if they make extra crafts that there will be additional charges.
- k. T-shirts – If you know someone creative that can create your own artwork, there are plenty of internet T-shirt companies that can print your Mini Camp T-shirt. Prices will vary based on the number of colors on the design and how the design is applied to the t-shirt. Prices typically range from \$15 to \$20. If using the DSA logo in your design, be sure to get approval of the design from DSA prior to printing.
- l. Free Badges – To be calculated based on the tier system and accounted for as explained in the income section above.
- m. Lifeguard Fees – You need to provide a certified lifeguard during human swimming times if the location you have selected for Mini Camp requires it. Dogs can, of course, swim without lifeguards. During scheduled water activities is when the lifeguard should be scheduled.
- n. Equipment – The first year is when you need to buy the majority of the equipment needed for camp.
 - i. Computers used are generally loaned by core staff members.
 - ii. The Host Troop may elect to purchase a QuickBooks program to make tracking finances easier; this is especially helpful for on-going Mini Camps.
 - iii. It is helpful to have two printers/scanners/copiers at Mini Camp but one is a definite necessity. Such technology can easily be purchased for the Host Troop; a second one can always be loaned by a core staff member if available.
 - iv. The Host Troop needs to provide a play area for dogs to play off leash. Snow fencing can be used to define the play area but campers must be made aware that such fencing is not designed to prevent dogs from escaping. Using many poles to secure the snow fencing makes it a bit more difficult for dogs to squeeze under the fence. Tent stakes can also be used to help secure the fence to the ground.
 - v. If no fire pit is accessible at the camp site, one must be purchased.
 - vi. A dog washing station only needs to consist of a child's plastic swimming pool, a hose and a nozzle.
 - vii. For the Art of Shaping badge you will need to make sure to have enough supplies including various colors of water based paint, paintin' paws of various sizes, practice paper, good quality paper, and a sturdy surface for dogs to use as an easel.

- viii. The Host Troop needs to provide clean up supplies for each and every space where dogs may be. A roll of paper towels, appropriate disinfectant solution, and a trash can with a liner suffices.
- ix. The Host Troop will need to provide plenty of lidded containers with liners for poop collection. Five gallon buckets with lids work well for this purpose. Some delis may have buckets that can be purchased much cheaper.
- x. Other equipment will depend on the badges being offered.
- o. Office Supplies – covers office supplies such as pencils, pens, paper cutters, scrap paper, trash bags, additional paper, certificates, etc.
- p. Camp Sanctioning Fees – The Camp Sanctioning Fees are \$100 per 24 hour period of time (not calendar day) for the first camp. For subsequent camps, the sanctioning fee is \$50 per 24 hour period of time.
- q. Miscellaneous expenses – Unforeseen costs.
- r. No Pay Spouses – This would at least include lodging and food expenses for the spouses who are in this category.
- s. Snacks – If snacks, sodas or coffees are made available to campers, the Hosting Troop will need to decide if there will be a nominal fee charged for these items or if they will be covered in the cost of the camp registration.

1.8 Review responsibilities and duties for various staff members. Please see the descriptions listed below.

- a. Camp Director
- b. Scoutmaster or Scoutmaster Trainer
- c. Administrative Assistant
- d. Camp Photographer(s)
- e. Instructors
- f. Staff Nurse or Veterinary Technician or Veterinarian
- g. Arts and Crafts Instructor
- h. Activities Director
- i. Trail Master

All persons in a position as “staff” or instructor or leading an activity must use +R methods only and follow the Dog Scout Way. If teaching a badge activity he or she must be certified by DSA to evaluate for that badge activity prior to the start of camp or be fully observed during teaching and evaluations by a DSA Scoutmaster Trainer who deems them certified as an evaluator before they sign any badge forms.

A camp store is an optional component of the Mini Camp experience that you can offer. If you chose to offer a camp store, the Hosting Troop can provide the items for sale. The Host Troop can also ask DSA if there are any items that can also be sold at the Mini Camp store. The Host Troop will be responsible for shipping items from and back to DSA and remitting funds back to DSA for items purchased.

Position Title: **Camp Director**

Reports Directly To: DSA Satellite Camp Program Director

Function: The person holding this position will have overall responsibility to ensure camp planning and camp hosting runs smoothly and that DSA values, standards and rules are maintained. This position will require prior approval from DSA to ensure that the Camp Director understands the DSA philosophy, the details in this guide and the requirements for all the badges offered at the camp. This person has attended a DSA camp prior to starting to host their own camp and it is preferred that he/she has “shadowed” the staff of the other camp to learn as much as possible about all the jobs needed at a camp.

1. Manages pre-camp communications with DSA
 - a. Submits the required forms/fees
 - b. Answers questions from the DSA Satellite Camp Program Director and/or any Board member
2. Secures a suitable venue
3. Manages staffing
 - a. Ensure all staffing positions are filled by people who know the jobs they are assigned and who follow DSA standards
 - b. Should be able to step in and cover any of the positions should an instructor not show up, gets hurt, or is otherwise unable to do their job.
4. Creates the schedule
5. Enforces the rules and standards
 - a. Any violations of the rules should be brought to the attention of the Camp Director
 - b. The Camp Director is in charge of making sure all attendees and staff know and follow the rules and guidelines. If rules are broken, it is up to the Camp Director to make sure it doesn't happen again (warning, supervision, expulsion from camp, etc.)
6. Solves problems
 - a. If any issues arise, the Camp Director is ultimately the one responsible for ensuring the problems are resolved as quickly and equitably as possible.
7. Ensures facility/property used for the camp is as clean or cleaner than upon arrival
8. Ensures all reports and paperwork has gotten to DSA for processing in a timely manner
9. Submits a report/summary to DSA about how the camp went (what worked, any issues, how issues will be resolved in the future, etc.)

Position Title: **Scoutmaster Trainer**

Reports Directly To: Camp Director

Function: The person holding this position must be a certified Scoutmaster Trainer through DSA. This means the person has been certified to evaluate many of the DSA badges and has met the requirements set forth by DSA allowing the person to certify others as Scoutmasters or Evaluators.

1. Oversees the Evaluators/instructors to be sure they are teaching/evaluating to DSA standards and following The Dog Scout Way
 - a. Any improper conduct by an instructor must be brought to the attention of DSA and the Camp Director. The Camp Director should address the issue immediately.
 - b. Incorrect instruction or evaluation should be addressed with the Evaluator privately, but in a timely manner to ensure that the dogs certified and their handlers are held to the same standards as others that have earned the badge.
2. May or may not be the one to teach the Dog Scout class
 - a. Will oversee the Dog Scout class to ensure proper instruction/testing is given
3. Offers oversight of classes and may certify new evaluators based on what they see of their instruction/evaluations during the camp or prior to the camp.

Position Title: Administrative Assistant

Reports Directly To: Camp Director

Function: Provides administrative assistance to Camp Director and Staff, and manages camp office and camp store if provided.

1. Manages pre-camp administrative duties
 - a. Takes care of registration.
 - b. Coordinates sending camper information with Camp Director.
 - c. Makes copies of all badge requirements and badge forms needed for badges being offered.
 - d. Checks which campers are DSA members. Of the DSA members, make sure their membership is current at the time of the Mini Camp.
 - e. Makes and prints welcome information packets for all campers.
 - f. Prints waivers to be signed at check-in
 - g. Collects health forms prior to camp.
 - h. Copy silent "lively" auction slips.
 - i. Make sure all contact information is correct on your master list.
2. Manages daily administrative duties:
 - a. Handles camper check-in.
 - b. Has all campers sign waiver.
 - c. Hands out name tags with camper name, dog names, and home town.
 - d. Sets up auction table and makes sure each item has an auction slip.
 - e. Records auction purchases on a master sheet used during check outs and for auction tally. This is best done on a computer log.
 - f. Records badges earned on the badges earned sheets
 - g. Prints attendance certificates (double check to make sure correct)
 - h. Uses the badges earned form to prepare the merit patches and bandanas for distribution at the awards ceremony.
 - i. prints ID cards on computer with new Dog Scout pictures (unless prior arrangements are made with DSA to have this done)
 - j. Makes copies as needed.
 - k. Assists with reviewing of photos and loading onto flash drives.
3. Manages camp store (if provided):
 - a. Sets up camp store in advance of camp.
 - b. Puts prices on all items.
 - c. Keeps camper tabs up-to-date.
 - d. Promotes camp store items to campers.
4. Additional duties as requested.

Position Title: Photographer

Reports Directly To: Administrative Assistant

Function: Provides a photo log of the camp experience.

Ideally there should be at least two photographers to try to capture as many memories as possible during the Mini Camp. Each photographer will try to get pictures from as many activities as possible each day. The photographers should work together to get shots of every camper. If the dog is not a Dog Scout, a photo of just the dog (like a driver's license photo) with his Dog Scout bandana on will be needed for his Dog Scout ID. This photo when cropped must be 1"x 1 1/2" so it will fit on their Dog Scout ID card. Photographers can try to offer a time for portrait of the dog and/or handler in a very nice composition outdoors that will make for a nice memory of camp. Photographers should try to capture staff in photographs as well.

At some point during Mini Camp a group photo may be taken. This can be at a pre-arranged time and place. Try to compose the group picture so that small dogs are in the front or being held up in the back row. A group photograph should have all campers and dogs seen in the picture *if* dogs can be safely positioned near another dog. Please remember to keep all dogs' safety in mind. If there are dogs that will hold a down-stay forever, place them in front and ask their owners to go to the back row. Try to accomplish the group photo in as little time as possible and with as little inconvenience as possible.

When getting photos of activities, some of the best shots may occur near the end of the hour because learning is taking place. Use your best judgment on composition and timing for photos. Photographers should always have a camera handy to capture potential memories. Be aware of backgrounds and try for backgrounds that are not "busy" or cluttered by several objects or unsightly objects like porta-potties or someone's rear end. You want to eliminate as much "photoshop" work as possible!

Things to keep in mind when shooting the candid shots:

1. Get shots of large groups of people having fun together....things that 'say' camp.
2. Get individual shots of campers doing activities with their dogs. For example, camper with dog going over a jump, tunnel, A-frame. These make for colorful shots. Or shots in the water - campers and dogs using boats or kayaks or backpacking.
3. Shots of instructors working with a camper's dog.
4. Shots of campers working together to help a dog learn.
5. Shots of staff with anyone or dog.
6. Dogs doing cute things...you'll be amazed at how gifted these Dog Scouts are!
7. Cute puppy pictures.

8. Shots of campers in the place they are calling "home" for the week – a tent, RV, or the lodge.
9. Friends who come to camp together with their dogs - both active and relaxing.
10. Campers hugging or interacting with dogs other than their own.
11. 'Set up' shots are popular, too.
12. Shots of the other photographers. The reason why we have more than one photographer is that it's hard to have pictures taken if you're the one taking them. We want shots of our photographers, too!
13. Small dog/big dog contrasts.
14. Photos of meal time. Photos of the cooks.
15. Dogs enjoying the "Play Yard" area.
16. Campfire scenes.
17. Craft time activities.
18. Wall of "Art of Shaping" displayed art.

Now, for things NOT to get shots of:

1. Butts (unless they are dog butts!)
2. People sitting and listening to an instructor. It doesn't look like fun.
3. Instructors talking (unless using a camper's dog for a demo). We still like to have a photographer present in case something does happen.
4. Not too many of one camper sitting alone...camp is about people and dogs

Nightly, the photographers should review that day's photographs to edit out blurry, redundant, or poorly composed pictures. At the end of Mini Camp, one photographer needs to load all of the Mini Camp photos on to all the flash drives for the campers.

If you keep these things in mind, your services as a camp photographer will be greatly appreciated and the opportunity to be a camp photographer every summer may be yours.

Position Title: Shaping Instructor

Reports Directly To: Camp Director

Function: Teach Shaping to campers and see that they clean up after themselves, and put everything away.

Responsibilities:

1. Maintains shaping materials and equipment:
 - a. Makes sure that campers pick up after, wash, and put away materials.
 - b. Inform Director if equipment gets broken and/or supplies are depleted.
 - c. Keep craft area clean and ensure that things are put away in their proper place.

2. Helps Campers reach their goals:
 - a. Looks for people who may be struggling or need extra help.
 - b. Offers assistance.
 - c. Knows when to suggest that campers try again later (if the dog “shuts down”).
 - d. Encourages campers to work in a manner that does not hurt themselves, those around them, or the environment.
 - e. Suggests a quieter place if dog seems distracted.
 - f. Warns the campers that teaching a dog to paint can be very messy.

3. Performs additional duties as requested.

Position Title: **Activities Director**

Reports Directly To: Camp Director

Function: Help create excitement and fun during the Mini Camp.

Responsibilities:

1. Creates fun awards to be given out during the talent show. The Hosting Troop has created a budgeted amount previously for this.
2. Encourages campers to sign up for talent show, freestyle demo and costume contest.
3. Arranges for judges for the talent show.
4. MC's the talent show.
5. Acts as auctioneer during the Lively Silent Auction.
6. Performs additional duties as requested.

Position Title: **Trail Master**

Reports Directly To: Camp Director

Function: Finds, measures and marks trails for one mile, two mile and three mile hikes that are suitable for dogs to be off leash and suitable terrain for most campers to walk. Leads the hikes. Evaluates for hiking and backpacking badges

Responsibilities:

1. Measures out trails and makes sure they are appropriately marked so that campers can easily follow the trail.
2. Presents the O&S for the hiking and backpacking badges.
3. Assigns position of trail sweeper for each hike.
4. Evaluates Leave It behavior for both hiking and backpacking badges.
5. Removes all markers from the trails at the end of Mini Camp.
6. Performs additional duties as requested.

Position Title: **Craft Instructor**

Reports Directly To: Camp Director

Function: Teach Crafts to campers and see that they clean up after themselves

Responsibilities:

1. Maintains craft materials and equipment:
 - a. Informs Camp Director of materials needed.
 - b. Makes sure that campers pick up after, wash, and put away materials.
 - c. Informs Camp Director if equipment gets broken and/or supplies are depleted.
 - d. Keeps craft area tidy, and ensure that things are put away in their proper place.

2. Keeps craft time interesting:
 - a. Suggests and plans projects in advance with Camp Director.
 - b. Makes sure supplies are on hand for the projects planned.
 - c. Chooses projects that are simple enough for most campers to do safely.
 - d. Chooses projects that can be completed in 45 minutes or less.
 - e. Provides written instructions for “Grab and Go” crafts.
 - f. Makes oneself available during posted craft times.

3. Performs additional duties as requested

Position Title: Instructor/Evaluator

Reports Directly To: Camp Director

Function: Teach Activities to campers

Job Description and Task Timeline

1 year prior to camp:

The potential instructor/evaluator accepts offer to come to camp and teach specialty area in exchange for discount on camp enrollment fees. Signs an agreement verifying your intention to provide this instruction on the date requested. Compensation is determined based on the amount of work performed.

Instructors/evaluators will be required to provide the following information to Camp Director upon signing the agreement: address, email, phone number, shirt size; name and Breed of dog(s) which will be accompanying you to camp; type of roommate preferred; any special dietary needs.

6 months before camp:

The instructor/evaluator submits a short biography of accomplishments, credentials, titles or other impressive features, so that it can be posted on the Internet for campers to read.

The activities offered should have criteria for earning a merit badge documented with DSA. The requirement for earning a badge should be no more than the training and familiarization required for an entry-level enthusiast. ONLY check-off sheets provided by DSA may be used. An instructor may create a log sheet for his/her own use during camp to keep track of campers' progress.

Additionally, instructors/evaluators need to provide the following information to the Camp Director prior to camp: A list of supplies, special equipment, or audio-visual needs which you will require for your presentation and training (and a list of what you will bring). Travel plans, including flight number, arrival time, etc. must be provided to the Camp Director. If travel plans change due to delays, etc., the Camp Director must be informed immediately.

Day before camp:

Instructors are asked to arrive at camp a day early. Staff meetings take place at each breakfast and all staff members are required to attend. Staff members do not have to pay for an extra night's lodging when coming in a day early.

First day of camp:

Instructors/Evaluators introduce themselves at the orientation meeting, describing the subject being taught and letting campers know where/how to ask for extra help if needed.

First training session:

This is when the activity is introduced and requirements for earning the badge are reviewed. A half hour to 45 minutes will be allotted for this safety and orientation section. This is the time to give the “Reader’s Digest version” of the activity. Information should cover:

1. Safety precautions.
2. Rules.
3. Basics of how to train and perform activity.
4. Vocabulary.
5. Anything else which is easier explained to a captive audience in a group setting with a VCR and chalkboard than it is out in the open field to distracted people and dogs.
6. If there are handouts they should be distributed at this time.

Second training session:

This session involves hands-on instruction and practice for the students. Instructors may choose to request an assistant for the activity. Keep in mind that it is our practice to stop at 15 minutes before the hour to give campers time to get to their next activity.

Third (and fourth) sessions:

The third (and fourth, if the activity requires it) activity sessions involve “open practice” on the training. Instructors need to be available to answer questions or to delegate work to other campers (as timers, dog holders, etc.). During these sessions, instructors answer questions and oversee everything to make sure it is going as prescribed. Instructors may initial the check-off criteria of the campers as they reach each goal on their task sheet, or they may choose to ask campers to monitor their own progress, and come to the instructor when they have reached the criteria for the badge.

Any steps on the check off sheet that are not in bold type are there for the camper’s goal-oriented learning only. Campers DO NOT HAVE TO PERFORM THESE STEPS to get the badge, if they are already able to perform the final criteria for the badge (on the check off sheet in bold type).

Last session:

The last session of the camp is what we call the “check-out” session. This is the last chance the campers have to try to achieve the necessary training requirements to earn their merit badges. The camper must satisfy all requirements for the merit badge before the instructor may complete the check off and sign the badge form. DSA evaluators MUST be completely familiar with all the requirements! Only certified evaluators may sign badge forms.

If, at any time, unsportsmanlike behavior or whining at any activity is observed, instructors must do what is needed to correct the problem immediately. If there are unreasonable or irrational campers that seem to be continually unhappy, enlist the aid of the Camp Director to resolve the situation and help the camper find a way to enjoy their camp experience.

Extra Help:

Instructors are encouraged to give extra help to campers when needed, but not to the exclusion of all of the other campers, or at the sacrifice of the instructors own free time. If any one camper becomes a drain on the instructor’s time and energy, another staff member can step in to help. The Camp Director should have counselors who can work with the person to make sure that they get the help they need without using all of the instructor’s time outside of the class.

2.1 Prior to Camp

- a. Print all badge forms for badges being offered.
- b. Print all badge forms and requirement sheets for all badges that DSA offers and file in a binder to have available to all campers.
- c. Print all ballot sheets needed for camp.
- d. Print all welcome binders for first time campers.
- e. Print or kept on a computer with printer access any other forms that may be needed including the Incident Report, Accident Report, etc.
- f. Order all the badges being offered during camp from the Certification Program Director.
- g. Order DSA badges and bandanas for potential new scouts from the Certification Program Director.

2.2 Set up for Mini Camp

- a. Set up office area with computer, printer, all badge forms in binder, badge forms for badges being offered, extra tickets and ballots.
- b. Set up Camp Store area with Camp Store Tab sheets.
- c. Set up Play Area.
- d. Place poop buckets.
- e. Place appropriate signs (i.e., No Dogs Allowed, Men, Women)
- f. Place containers for ballots (Art of Shaping, Mark Echterling Award, Good Bones), complaints, special needs, etc. at office area.

2.3 At Camp Duties

- a. Welcome campers.
- b. Check badge forms submitted daily.
- c. Check poop buckets and empty as appropriate.
- d. Daily announcements.

2.4 Tear Down after Mini Camp

- a. Tear down Play Area.
- b. Make sure each campers sleeping area is clean.
- c. Make sure all poop is collected and placed in the appropriate area.
- d. Remove all signs.
- e. Clean up any trash.
- f. Remove any supplies placed around camping area.
- g. Sweep all camp areas for items that may have been left behind by campers, i.e. towels, phone chargers, etc.
- h. Pack up camp store.
- i. Clean up office area.

2.5 Post Camp Duties

- a. Pay outstanding bills for facilities, equipment, etc. including funds owed to DSA.
- b. Report Auction sales totals.
- c. Donate auction funds as appropriate: either all to DSA, half to DSA and half to the charity of the Host Troop's choice, or all to a charity of the Host Troop's Choice.
- d. Pay sales tax to state Mini Camp is being held in, if appropriate.
- e. Report badges accumulated on appropriate forms and mail badge forms and report form to the appropriate the Certification Program Director in charge of badge distribution and to the Director of Satellite Camps.
- f. Mail personal items found when sweeping camp to individuals where they can be identified. Where the owner has not been located, send a message to all campers to let them know of items left behind and how they can claim them.