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RETREAT AND CONFERENCE PLANNING GUIDE

YMCA CAMP COLLINS

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Welcome

Thank you for choosing YMCA Camp Collins for your retreat. We are honored to have you stay with us and look forward to the opportunity to make your visit special. This guide is designed to help us work together to prepare for a successful event. It contains valuable information about YMCA Camp Collins facilities, services and activities in addition to forms that you will need to complete prior to your stay.

The pages titled "Planning" in this guide are to assist you in considering your group's specific needs. The Group Leader Worksheet at the end of this packet was created to aid you in your planning process and to communicate all the details of your event with us.

The pages titled "Information" in the guide contain key information about YMCA Camp Collins that you will need to review thoroughly. Please share the information found on these pages with your group in advance of your arrival. We invite you to duplicate any materials you find helpful.

The pages titled "Forms" in this guide explain the forms on subsequent pages. Please read carefully to ensure that you are filling out all the required paperwork for your group's unique retreat. Some forms are to be submitted with your deposit and Rental Agreement for best accommodation of requests.

We are partners in your event and we want to be sure you feel at ease throughout the entire process. Upon camp's receipt of your Rental Agreement and applicable forms, we will contact you to confirm your basic schedule, including activities, equipment needs and special meals.

If you have any questions about your retreat, or anything contained in this packet, feel free to contact me at 503-663-5523 or by email at blwhite@ymcacw.org.

Thank you for taking the time to review this information. We are confident that you will have a memorable camping experience at YMCA Camp Collins and we look forward to serving you!

Blessings,

Brian White
Group Services Director



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Availability

Lodging, meeting spaces and programmed activities fill up quickly. We encourage you to make reservations well in advance to acquire your preferred facilities and services. Accommodations may be reserved up to one year in advance.

YMCA Camp Collins is available for rental by groups of at least 11 people equal to 80% of one cabin's capacity. Camp Collins does offer the opportunity for exclusive use of camp property and facilities when scheduling allows. Exclusive use of camp is defined by one group being the only overnight event at camp on a particular set of dates. In order to qualify for exclusive use of camp, the group must either have a minimum participant attendance of 200 people (equal to two-thirds of camp's overnight capacity) or pay the difference between actual attendance and the exclusive use minimum in lodging and meeting space costs. No exclusive use of camp is implied unless specified on the group's Rental Agreement.

Groups renting camp have the privilege of first refusal for the corresponding dates the following year provided their Rental Agreement and deposit are received at least six months in advance of the requested date.

Rental Requirements

In order to officially secure your reservation at YMCA Camp Collins, a signed Rental Agreement and non-refundable deposit equal to 10% your minimum balance must be received.

A Certificate of Liability Insurance is required to insure the group and the YMCA of Columbia-Willamette against any liability that arises during the group's stay.

Include as the policy holder: YMCA of Columbia-Willamette, YMCA Camp Collins; 3001 SE Oxbow Parkway, Gresham, OR 97080; do not include personal names.

The Certificate must either indicate the exact dates that the group will be at YMCA Camp Collins or be a blanket policy for one year. This proof of insurance, and the proper endorsement, must be mailed or faxed to camp at least 30 days prior to arrival. The YMCA of Columbia-Willamette does not provide insurance coverage or benefits for illness or injury of group members.

Payment and Cancellations

Deposits along with a signed Rental Agreement must be received by the date shown on the agreement. The deposit will be applied toward your final invoice. Your minimum payment to Camp Collins will reflect a guaranteed minimum number of participants that you provide and will be listed on the Rental Agreement. You must report your final participant count 14 days prior to your scheduled arrival. Your final participant count will determine your final balance and is due 7 days prior to arrival. Payment adjustments for actual attendance over your reported final count will be due upon checking out.



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If your group cancels after the signed Rental Agreement and deposit has been submitted to YMCA Camp Collins, your deposit will be forfeited and you will incur a cancellation fee. Please check specific time tables on your agreement for all cancellation dates and applicable penalties.

Rates

Rates for lodging accommodations, meeting spaces and food services are stated on your Rental Agreement. Additional charges apply for participation in camp's programmed activities, use of some of camp's audiovisual equipment, linens and provision of snacks as indicated on the Group Leader Worksheet at the end of this Planning Guide. *Rates are subject to change.

Lodging – All rates are per person, per night

Rustic Cabins	1 night	2 or more nights
11-44 people	\$33	\$20
45-86 people	\$27	\$16

Modern Cabins	1 night	2 or more nights
11-44 people	\$43	\$30
45-86 people	\$38	\$27

Modern Lodge	1 night	2 or more nights
12-16 people	\$51	\$34

*Large group pricing available (groups exceeding 86 people).

Meeting Spaces (with lodging) – All rates are per person, per facility, per day

1 Day	\$5
2 or more days	\$3

Day Use Only (includes 1 meeting space with access to grounds)

Daily	\$9/person
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Meals – All rates are per person, per meal; served buffet style

Breakfast	\$9
Lunch	\$9
Dinner	\$9

Staffed Programs – Ask for current rates.

Pricing is based on the number of staff needed per day, the activity chosen, schedule arrangement, program area capacity and ratio for safe instruction. Please discuss your program needs with the Group Services staff to finalize your schedule.



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Upon Making Reservation

- a. Pay deposit \$_____ (amount paid). You will receive a Rental Agreement in the mail. Please review, sign and send back with indicated non-refundable deposit within 30 days. *These are required to officially secure a reservation.
- b. Designate a first aid provider for your group and a source for first aid supplies.
- c. Recruit and screen adult supervision for your group according to ratios shown on page 16, item 15 and distribute the Chaperone Guide.
- d. Distribute Agreements to Participate forms and the Parent/Guardian Information Guide to parents/guardians of all minors under the age of 18.

Ninety (90) Days Prior to Arrival

- a. First drop date: _____ (date). This is the first deadline to cancel your group's reservation. Failure to cancel prior to this deadline will result in penalty charges.

Thirty (30) Days Prior to Arrival

- a. Complete the Group Leader Worksheet, mail or fax it with any special requests for food, meeting needs and/or programming.
- b. Mail or fax Certificate of Liability Insurance for your organization to YMCA Camp Collins.
- c. Final drop date: _____ (date). This is the final deadline to cancel your group's reservation before being held responsible to the entire minimum balance. Penalty charges do apply and are listed on your Rental Agreement.

Fourteen (14) Days Prior to Arrival

- a. Contact camp to provide final attendance numbers and additional food services requests.
- b. Submit your group's itinerary or agenda to camp, as a helpful reference to group services staff.

Seven (7) Days Prior to Arrival

- a. Pay balance \$_____ (amount paid). This amount will be based on your Rental Agreement minimum plus any additional participants reported.

Upon Arrival at YMCA Camp Collins

- a. Check in at the Welcome Center with your assigned camp host. Group leaders should arrive prior to the group in order to confirm last minute details and schedule a time for the group orientation.
- b. Turn in Camp Collins Agreement to Participate forms for all participants in programmed activities, if applicable.

Accommodations may be reserved up to one (1) year in advance. Please review your Rental Agreement for accuracy and record important dates/numbers on this page for easy reference.



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Building Your Schedule

The best first step in planning for your visit is to create a schedule. A well-planned agenda will help ensure an enjoyable stay for your group. If you would like help with sample program schedules, or building your own unique adventure, we would be happy to assist you. Please take time to review the options available to your group and confirm your schedule with the Group Services Director.

- 1) Establish your arrival and departure times; refer to page 13 for Camp Collins arrival and departure guidelines. Please make sure to communicate these times with all participants to avoid conflicts with other groups. If group members are arriving at different times make arrangements to have a designated group member meet early or late arrivers.

Establishing firm arrival and departure times during your reservation will ensure that your cabin is clean and ready for your arrival and that it is similarly prepared for the group that follows you. Check in and out times are dependent on existing group reservations. If cabin check-in and out differ from your arrival and departure times specific notations will be made in your Rental Agreement. You may plan to arrive to camp before cabin check-in and stay after your cabin check-out. Your host can work with you on arrangements for luggage storage.

- 2) Build meal times into your schedule. **Meals at camp are served at 8:00 a.m., 12:00 p.m. and 5:30 p.m.** Camp's food services staff can ensure your group will receive plenty of hot and wholesome food when you arrive on time to meals. Most groups require approximately 45 minutes to eat, depending upon group numbers and ages. Please review page 8 for more information regarding meals and menus.
- 3) Identify times and spaces for events, meetings or special programs. Meeting spaces must be secured by reservation and will be listed in your Rental Agreement. For options on indoor and outdoor spaces please refer to pages 9 & 10.
- 4) Determine preferences for programmed activities, open recreation and relaxation. Activities that require trained camp staff to lead must be secured in advance and will be outlined in your Rental Agreement. Pages 11 & 12 detail the options for all recreation opportunities at camp.
- 5) As you create your schedule, be sure to allow sufficient transition time between meals, meetings, recreational and programmed activities and other events. Ten minutes is a recommended minimum but 15 minutes is typical - although some groups may need more time. Transitions make an event enjoyable by allowing group members time to take care of personal needs, converse casually or grab a cup of coffee or hot chocolate.

Please finalize your group's schedule with the Group Services Director at least 30 days prior to your arrival. It is helpful when you include a copy of your schedule when submitting required paperwork.



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Health & Safety

- 1) Collect and create a list of the following information for all your group members:
 - a. Name, age and resident address
 - b. Emergency contact names and phone numbers
 - c. Any known allergies or medical conditions that may require treatment, restriction or accommodation while at camp
 - d. For minors without a parent on site, a signed form with permission to seek emergency treatment, or a signed religious waiver

- 2) Consult your group to determine and arrange for any special needs they have, such as:
 - a. Restricted diets (allergies, vegan, diabetic, dairy-free, gluten-free, etc.) A vegetarian option is offered at every meal however having an exact count will aid us in preparing to meet everyone's nutritional needs. Most dietary restrictions can be accommodated with **at least two weeks** advance notice.
 - b. Limited mobility. Most facilities in camp are barrier-free although trails in camp are covered with a moderate layer of bark chips. Consult the Group Services Director on free use of camp's trail appropriate wheelchairs or other suggestions on accommodations for persons with limited mobility.
 - c. First aid care, supplies, and storage of medicine. Camp *does not* provide first aid supplies, over the counter medication, health care staff or equipment (with the exception of an AED). Secured storage and distribution of participant medications is the responsibility of the group leaders. Camp requires that you have an adult certified in First Aid and CPR to administer care as needed.
 - d. Emergency transportation. In the event of a non-life threatening medical emergency, transportation to a medical facility is the responsibility of your group. Designating a car and driver prior to arrival is recommended. Camp staff will provide you with contact information and directions to nearby facilities.

- 3) If your group includes minors (under the age of 18), please note the following:
 - a. All minors must be supervised by an adult parent or guardian, group leader or chaperone **at all times** during their stay at Camp Collins.
 - b. We require an adult-to-youth ratio that is in accordance with American Camp Association (ACA) standards. Refer to page 16 for specific details on this policy.
 - c. Group leaders and chaperones need to be prepared to handle all emergency and/or disciplinary issues.



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Food Services

YMCA Camp Collins' food service staff prepares appetizing and well-rounded meals. Meals are served buffet style and, on occasion, family style depending on the nature and size of your group. All meals are served in the Collins Memorial Lodge and you can expect to share this dining space if other groups are in camp. Adequate space has been reserved for your group so please sit at designated tables to ensure enough seating for all.

Hot beverages, such as coffee, tea and hot chocolate, are available all day in the Collins Memorial Lodge.



Food Service Requests

Vegetarian options are available at every meal, however, food allergies and special dietary needs require at least two weeks advance notice to be accommodated. Please report the number of people in your group with dietary needs such as Vegetarians, Vegans, Dairy-free, and Gluten-free. Please report any other food allergies or concerns that our Food Services staff should be aware of.

Breakfast

Each breakfast served includes a cold cereal bar, assorted flavors of instant oatmeal, scrambled eggs, as well as milk/soymilk and fruit juice. In addition, one of the following from each category will be featured:

Breakfast Meats

Bacon, Sausage Patties, Sausage Links, Diced Ham

Breakfast Starches

Hash Browns, Waffles, French Toast Sticks, Pancakes, Biscuits w/Country Gravy

Lunch

All lunches served include a full salad bar or assorted chilled salads, juice, ice water and light dessert, along with one of the following example combinations:

- Taco Bar w/choice of chicken or beef w/refried beans & Spanish rice
- Hamburgers/Garden burgers w/ baked beans
- Macaroni & Cheese w/steamed vegetables
- BBQ Pork Sandwiches w/chips

Dinner

Each dinner served includes a full salad bar, homemade bread or rolls, chef's choice of vegetable and dessert. One of the following example combinations will be featured as the main dish:

- Fried Chicken w/ mashed potatoes and gravy
- Pasta Bar w/assorted sauces
- Meat and Vegetarian Lasagna
- Turkey Pot Roast w/rice



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Snacks & Beverages

Arrangements can be made to have snacks delivered to your group for an additional fee between the hours of 7:30 a.m. and 9:00 p.m. You can select from our options below when making your requests. *All options include ice water and juice.

Beverage Service - \$1 per person; Coffee, tea, water, and juice set up in your meeting space.

On the Go - \$2 per person; Granola bar or chips, whole fruit and string cheese

Fresh Baked Camp Collins Bread - \$2 per person; Sunflower bread w/ sweet butter & whole fruit

Mediterranean Platter - \$4 per person; Warm pita with fresh cucumber, tomato, kalamata olives, hummus & feta cheese .

Assorted Baked Goods Basket - \$4 per person; Brownies, cookies, muffins, doughnuts, etc

Healthy Snacker Platter - \$4 per person; Fresh fruit tray and vegetable tray with dip and assorted muffins

Ice Cream Sundaes - \$4 per person; Choice of two flavors of ice cream, one topping plus nuts and whip cream

Nacho Bar - \$5 per person; Tortilla chips with cheese sauce, tomato, black olives, jalapeno, chicken or beef, salsa, sour cream and guacamole

Healthy Snacker Plus - \$6 per person; Meat & cheese tray, choice of bread, vegetable tray with dip and fruit tray

Rise & Shine - \$7 per person; Bagels, cream cheese, cinnamon rolls, yogurt, fruit tray, granola and coffee

Gourmet Lunch Box - \$7 per person; Choice of turkey, ham or veggie croissant sandwich w/ fruit, chips & dessert

Camp Café

Upon advance request, our Camp Café cash coffee cart can be opened in the Collins Memorial Lodge for guests to purchase specialty coffee drinks between the hours of 7:30 a.m. and 9:00 a.m. All net proceeds are donated to the Collins Camper Scholarship Fund. This Fund provides financial support to families in sending their kids to summer camp.

Planning

Lodging Spaces

YMCA Camp Collins offers a variety of lodging accommodations to meet your group's specific needs. Within three one-of-a-kind villages we can accommodate 260 overnight guests in our all-season, bunk style cabins.

Adventure Village Cabins

Traditional camp accommodations featuring 3 buildings housing two cabins each. Cabins are connected by a common entryway with access to a lofted gathering spot. All cabins have heat and situated close to the West Village Bathhouse. The village also has a small "leader" cabin that can sleep up to 4 people nestled amongst the larger buildings. (Cabin Capacity 14; Village Capacity 88)



Treetops Village Cabins

Opened in June of 2004, these 6 cabins are connected by a beautiful bridge and deck system that overlooks the forest. Each bed has its own window and bunk light. The cabins have half bathrooms, a drying area/mud room, are carpeted and have heated floors. The village also has a small "leader" cabin that can sleep up to 2 people. (Cabin Capacity 14; Village Capacity 86)

Rotary Village Cabins

These "Hobbit Houses" (est. 2006) feature an eco-friendly design complete with plants growing on the roofs. These cabins, funded through several area Rotary Clubs, also meet energy conservation standards being built partially underground to maintain a perfect temperature anytime of the year. Cabins have half bathrooms, carpet, heated floors and space in the center for small groups to meet. The village also has a small "leader" cabin that can sleep up to 2 people. (Cabin Capacity 14; Village Capacity 86)



Health House

The Health House lodging facility resembles that of an actual house complete with common living area, full kitchen, two and half bathrooms and five separate bedrooms. (House Capacity 16; Room Capacity 2-4)

Three oversized yurts are also available to rent; two in Treetops Village sleeping 14 people each and one in Rotary Village with bunks for 12 people. All yurts have electricity and are equipped with space heaters.

Planning

Meeting Spaces

YMCA Camp Collins offers a variety of meeting locations to meet your group's specific needs. Common meeting spaces can be reserved based on your group's needs, size and availability. Room set up and audiovisual equipment options may be requested in advance: Portable Sound System, Microphone w/Stand, Projection Screen, LCD Projector, DVD Player, TV w/DVD/VCR, Whiteboard w/Dry Erase Markers, Easel, Flipchart w/Markers, Stage Sections

Jessie's Lodge

This is a great meeting spot for your group of 30 – 40. The lodge has a great fireplace that adds ambience to this popular meeting location. Jessie's Lodge is equipped with a full household size kitchen available for your use.



Old Rec Lodge

The Rec Lodge offers a great location for large group gatherings. The larger space will accommodate 100 – 125 people. It also has one smaller room which is perfect for a 10 – 15 person break out session.

Conference Room

The Welcome Center Conference Room provides a small casual space that is conveniently located. Capacity 12.



Sun Room – Collins Memorial Lodge

The Sun Room, the west wing of the Dining Hall, is a wonderful spot for lunch meetings or group breakout sessions. Capacity 70 – 80.

Hearth Room – Collins Memorial Lodge

The Hearth Room, the east wing of the Dining Hall, is a wonderful spot for lunch meetings or group breakout sessions. Gas fireplace adds a comfortable ambience to the room. Capacity 70 – 80



Notes on conferencing: YMCA Camp Collins has limited wireless internet access available in meeting spaces. Teleconferencing is conducive in the Conference Room, Collins Memorial Lodge, Health House, and Rec Lodge. Due to our location, we do not receive cell phone reception from most carriers. Access to a fax machine and photocopier is available at a rate of \$.03 per page and \$.05 per double-sided copy, ask your camp host for assistance.



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Type of Facility	Name	Capacity	Notes
Meeting Space	Conference Room	12	In Welcome Center
Meeting Space	Jessie's Lodge	40	Full kitchen, fireplace
Meeting Space	Sun Room	80	In Collins Lodge
Meeting Space	Old Rec Lodge	125	Additional breakout room
Cabin	Eagle	4	Adventure Village
Cabin	Heron	14	Adventure Village
Cabin	Bear	14	Adventure Village
Cabin	Kingfisher	14	Adventure Village
Cabin	Beaver	14	Adventure Village
Cabin	Pileated Woodpecker	14	Adventure Village
Cabin	Deer	14	Adventure Village
Cabin	Cougar	2	Rotary Village
Cabin	Randall	14	Rotary Village
Cabin	Hagmeier	14	Rotary Village
Cabin	Rippey	14	Rotary Village
Cabin	Jubitz	14	Rotary Village
Cabin	Gray	14	Rotary Village
Cabin	Burns	14	Rotary Village
Cabin	Owl	2	Treetops Village
Cabin	Junco	14	Treetops Village
Cabin	Chipmunk	14	Treetops Village
Cabin	Osprey	14	Treetops Village
Cabin	Chickadee	14	Treetops Village
Cabin	Hummingbird	14	Treetops Village
Cabin	Squirrel	14	Treetops Village
Lodge	Health House	16	Full kitchen, full bathrooms, private rooms
Yurt	Bobcat	12	Rotary Village
Yurt	Raccoon	14	Treetops Village
Yurt	Fox	14	Treetops Village
Outdoor Venue	Adventure Campfire	100	Amphitheater, fire pit
Outdoor Venue	Smith Campfire	300	Amphitheater, two fire pits
Outdoor Venue	Shaw Chapel	200	Amphitheater
Other	Picnic Grove	250	Shaded area w/picnic tables
Other	Craft Lodge	20	Covered arts & crafts space
Other	Rhoda's Roost	20	Covered area w/picnic tables
Other	Main Beach		Large beach on Sandy River
Other	West Beach		Small beach on Sandy River



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Programmed Activities

YMCA Camp Collins offers a variety of recreational opportunities for your group to engage in during their stay. Programmed Activities are defined as activities requiring a trained YMCA Camp Collins staff member to lead. Participation in these unique programmed activities must be arranged prior to arrival and require completion of an **Agreement to Participate** form by all participants. Additional charges apply; prices are listed on the Group Leader Worksheet. Some activities have age, group size and time limitations. Programmed Activities at Camp Collins include:

Archery - Whether they are picking up a bow for the first time or are modern-day Robin Hoods, groups of all ages enjoy aiming for the bull's eye at our archery range.

Max. # per 1 hour session: 12

Minimum age: 6

Arts & Crafts - Our Craft Lodge is available for a variety of creative camp crafts led by our wonderful staff. The Group Services Director can work with you on planning great art opportunities for your group. This area can also be reserved for group-led art programs.

Max. # per 1 hour session: 20

Climbing Tower - Reach new heights on our 60 foot climbing tower with multiple sides designed to be suitable for a wide range of physical abilities. This activity requires closed-toe shoes.

Max. # per camp staff: 12

Max. # of climbers per 1 hour session: 48 w/four camp staff

Minimum age: 6

Nature Discovery - The camp staff can lead your group in activities designed to heighten your awareness of the natural world. Nature games, guided hikes, or curriculum-based outdoor education may be included in your retreat or outdoor school program.

Max. # per staff: 12

Evening Campfires - Gather at one of our campfire areas with camp staff as your emcees for an interactive evening of songs and skits. Campfire amphitheaters feature bench seating, a lighted stage and plenty of firewood. S'mores essentials are available for an additional fee. These areas can also be reserved for group-led programs.

Max. # per 1 hour session: Limited only to seating capacity

Giant Swing & Zip line - An exhilarating addition to your retreat, choose your level of challenge on these high challenge course elements. These activities require closed-toe shoes and two camp staff each to facilitate.

Max. # per 1 hour session: 12

Minimum age: 10

Group Games/Initiatives - Large and small groups enjoy fun, fast paced games and teambuilding initiatives. Camp staff will create a program using props and ingenuity that will be sure to entertain and engage groups of all ages.

Max # per staff: 12

Outdoor Skills - Learn the basics of fire building, orienteering, shelter building, knot-tying or enjoy a guided nature hike with our staff. Areas can be reserved for your own group-led outdoor education programs.

Max. # per staff: 12



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Recreational Activities

Recreational Activities are defined as activities offered at YMCA Camp Collins that groups and individuals can participate in at their leisure. They do not require a camp staff member to lead and are free to enjoy, although some activities require you to check out equipment from camp staff. Participant age, group size and time limitations may apply.

Biking - Explore miles of scenic trails in Oxbow Regional Park next door to Camp Collins. Trail maps and helmets included. Bike rentals are available in 1 hour increments. The bike sizes are best suited for participants ages 10 and older.

Fishing - Bring your poles and enjoy the scenic serenity of the Sandy River. Oregon Angling License required and special regulations apply.

Sport Court - Fan favorites like basketball and four-square can be played on the "Grotto" court.

Hiking - In the mood for a short stroll or long hike? There are miles of trails on camp and in Oxbow Regional Park to explore.

Horseshoes - Enjoy a casual round of this timeless lawn game or coordinate your own tournament.

Sand Volleyball - Bump, set & spike on Main Beach; inquire with host about this seasonal sport.

Bouldering Wall - Try your hand at traversing our bouldering wall; adult supervision is required.

Field Sports - A variety of sporting equipment is available to check out, including badminton, soccer, frisbee and more.

Telescope Stargazing - Check out our telescope on a clear evening for stargazing on the beach.

GaGa Ball - Give this a try, it's like dodge ball but the ball stays low and is played in a pit.

Adventure/Educational Activities

YMCA Camp Collins is proud to refer the following agencies that conduct adventure and educational-based activities on or near our site. Additional fees apply for these programs and are arranged independently from YMCA Camp Collins.

Challenge Course - YMCA Camp Collins is home to over 25 high and low challenge course elements. We have partnered with Synergo, a professional facilitation company, over the past 10+ years to provide the best in team challenge course facilitation. Each program is customized to meet your group's desired objectives, whether it teambuilding, leadership development or just for fun. Contact Synergo directly at **503.452.9451** or by email at info@teamsynergo.com for more information on pricing and scheduling.

Nature Education - YMCA Camp Collins borders Oxbow Regional Park, a 1,200 acre natural area governed by the Metro Council. Metro naturalists offer nature education programs in Oxbow Park that include guided ancient forest hikes, campfire programs, animal tracking workshops, mushroom and wildflower walks, and salmon viewing in the fall. These programs are a great compliment to your outdoor retreat or school trip. To plan your group field experience with an Oxbow Park naturalist call **503.797.1850**.



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Guidelines for Arrival

- 1) Parking is limited and permitted in designated areas only. We strongly encourage carpooling or using mass transit for large groups. Please use the first entrance into camp and park in the main lot. The second entrance is for deliveries, emergency vehicles and staff parking. Private vehicles are not permitted to drive onto camp grounds. Guests with limited mobility or heavy equipment to unload must make prior arrangements with the Group Services Director before driving into camp. **Camp gates will be closed at 10:00 p.m. and will be reopened at 7:30 a.m.**
- 2) Once you park, walk into camp on the Main Trail. Group leaders will check in at the Welcome Center and meet your camp host. Cabins and other facilities will be available according to the times indicated on the Rental Agreement. Please call ahead if your arrival or departure times change.
- 3) If group members are arriving at different times, designate a representative from your group to greet early or late arrivers at the head of the Main Trail.
- 4) Schedule about 10 minutes shortly after arrival for your entire group to meet with your camp host for a mandatory orientation. The orientation will include introductions to camp staff, an explanation of camp rules and guidelines, an overview of dining hall procedures and other pertinent information.

Guidelines for Departure

- 1) Before departing camp, the group leader will ensure that all cabins and other facilities used are cleaned according to the Clean up Checklist posted in each building unless other arrangements have been made in advance with the Group Services Director. Checklists include the following:
 - Remove all personal/group items before cleaning begins.
 - Litter and lost & found are removed from bathrooms, under mattresses, bunks, and other facilities.
 - Group signs, tape, pins, etc. are removed from cabins and meeting spaces.
 - Tables and chairs used in meeting spaces and/or cabins are returned to original location and stowed properly.
 - Floors in cabins and meeting spaces are swept and/or vacuumed.
 - Empty cabin garbage into large cans outside the cabins.
 - Check for litter outside of cabins and around meeting spaces.
 - Lights are turned off, doors and windows are closed.
 - Let your camp host know if anything is damaged or missing from cabins and other facilities.
- 2) The group leader is responsible for arranging a time with a camp host to view facilities used by the group prior to departure. Group cleaning responsibilities not fulfilled by the group may be subject to a cleaning fee.
- 3) The group leader must check out with a camp host to confirm final numbers and turn in radio.
- 4) Please set aside a few minutes for your group to fill out our evaluation forms located in the Collins Memorial Lodge. They serve as a valuable tool to help us improve our retreat facilities and services.



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What to Bring to Camp

Clothing - When packing, please keep in mind that camp can be tough on non-durable clothing and that Oregon weather can be unpredictable. Active footwear is your best bet for walking on our bark chip trails and **closed toe shoes are required for all climbing tower and challenge course activities**. In the late fall, winter and early spring we recommend packing warm clothes with a hat and gloves for comfort in the outdoors. In the drier, early fall and late spring months, t-shirts and shorts are preferred by most. This is the Pacific Northwest, so always bring your raingear.

Bedding/Towels - All the bunks have their own comfy mattress but you will need to bring your own bedding. Sleeping bags and pillows are an easy favorite when camping. You may also want to pack a towel and washcloth. Linen sets are available to rent for \$10/set with 48 hours advance notice. Linen sets include two sheets, one blanket, one pillow, one pillowcase, one bath towel, one hand towel and one washcloth.

Other Equipment - If you plan on being a clean camper don't forget your toiletries: shampoo, soap, deodorant, toothbrush and paste, comb, etc. Other optional items to bring are a flashlight, water bottle, spending money for the Collins Camp Store or Camp Café, a camera or a non-electric instrument to play around the campfire.

Do not bring weapons of any sort; nor expensive, valuable items as YMCA Camp Collins is not responsible for lost, stolen or damaged personal or group property.

Emergency Information

At YMCA Camp Collins we do not receive cell phone reception from most carriers. Below is contact information to give family and friends in the event that they need to reach you at camp.

Non-urgent messages: 503.663.5523

For emergencies only, page the staff member on duty at: 503.441.2980

Your group will receive a mandatory orientation upon arrival at camp to include:

In the event of a life-threatening emergency on camp, call 8-911 (you must always dial a "8" first from any camp phone). Phones are located in the Welcome Center, Jessie's Lodge, the C-lounge on the west end of the Rec Lodge, the Health House, and the main kitchen of the Dining Hall.

Immediately radio or locate your camp host and inform them of the situation.

Camp Collins' address: 3001 SE Oxbow Parkway, Gresham, next to Oxbow Park.

Camp Collins' main phone number: 503.663.5813

Fire & Emergency Services responding agency is Station 76; response time approximately 9 min.

In the event of an emergency involving water, fire, weather, and/or power, you will hear a siren sound on camp. All groups must report quickly to the flagpole located in front of the Collins Memorial Lodge (Dining Hall). If the flagpole is deemed unsafe, camp staff will direct guests to the playfield.

The Multnomah County Sheriff's office is available for police response. Ask your host for the non-emergency number.



YMCA CAMP COLLINS

Group Planning Guide

Information

Camp Terms of Group Rental

Camp policies are designed to protect the health and safety of all participants in the camp community, and are derived, in part, from the American Camp Association (ACA) standards. Not adhering to camp rules and guidelines could result in financial penalties or dismissal from camp grounds without a refund. All group members must agree to conduct themselves in accordance with YMCA Camp Collins written and oral policies.

Facilities and Grounds

- 1) **Please respect the environment.** Leave natural objects where you find them so that they may be enjoyed by all. Do not feed the wildlife and keep a respectable distance. Stay on designated trails and outside the fenced areas.
- 2) **Dispose of refuse properly.** Ensure all garbage finds its way to a receptacle. Do not store food in cabins. At camp we like to recycle and would appreciate group member's participation in this effort.
- 3) **Please conserve resources.** Close doors and windows when the heat is on; this also helps in keeping out bugs and rodents. Turn off lights, fans and space heaters when leaving a facility.
- 4) **Parking is limited** and permitted in designated areas only. We strongly encourage carpooling or mass transit. Personal vehicles are not permitted beyond the main parking lot into camp.
- 5) **Open flames are not permitted indoors**, i.e. candles. Open flames outdoors must be in a site-approved fire pit. Designated campfire areas can be reserved in advance at no additional cost.
- 6) **All guests must observe quiet hours from 10pm to 7am** in respect to other guests, our Oxbow neighbors and staff living onsite.
- 7) **Groups are responsible for cleaning** cabins and meeting spaces used unless other arrangements have been made with the Group Services Director. Group leaders are responsible for arranging a time with camp staff to view facilities prior to departure. Group cleaning responsibilities not performed may be subject to a cleaning fee.
- 8) **Groups assume financial responsibility for any damages** incurred as a result of actions by any member(s) of the group. Charges for damage of property or facilities will be billed to your group.
- 9) **Graffiti** is not tolerated, your organization will be billed a minimum of \$50.00 plus \$1 per square inch of graffiti found to be caused by a member of your group.
- 10) **YMCA Camp Collins is not responsible for items lost**, stolen or damaged during guests' stay in camp. Unclaimed items are kept for 30 days and then donated to local charities.
- 11) **Smoking and use of other tobacco products are not permitted indoors.** It is allowed for adults only in the one designated outdoor area.
- 12) **Alcoholic beverages, illegal drugs, firearms and other weapons are prohibited.**
- 13) **Pets are not permitted in camp.** Service animals are an exception and must be properly identified as such. Please notify the Group Service Director if a working animal will be at camp.
- 14) **For your safety, the following areas are off limits** when not under the direct supervision of YMCA Camp Collins staff unless other arrangements have been made with the Group Services Director: Challenge Course, Archery Range, Horse Corral, Pool, Craft Lodge and Sandy River. Please do not enter the kitchen in Collins Memorial Lodge without permission from the Food Services Director or other camp staff.



YMCA CAMP COLLINS

Group Planning Guide

Information

Camp Terms of Group Rental Continued

Participant Supervision, Health and Insurance

- 15) **Groups are responsible for providing supervision for all participants under the age of 18 at all times.** We require the following ratios:

Participant Age	# of Adult Chaperones	# of Youth Participants
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

Adult supervision, at the same ratios, is required at programmed activities (archery, climbing tower, arts & crafts, challenge course elements, etc.) to supplement YMCA Camp Collins staff.

- 16) **Camp requires that 80% of the group chaperones are 18 years or older.** All other chaperones must be at least 16 years of age, be two years older than those they supervise. The group must use appropriate screening procedures when selecting chaperones.
- 17) **Camp advises that groups have two adults present** in cabins overnight and when showering in the same facility as children.
- 18) **Please collect the following information for all your participants:** name, age, address, emergency contact names and phone numbers, a list of any known allergies or medical conditions and a signed permission to seek emergency treatment from the parents or legal guardians for minors.
- 19) **Groups are responsible for providing emergency transportation** (car and driver) in the event a participant needs to go the doctor/hospital. In the event an ambulance is called, the group is responsible for providing an adult to ride with the participant.
- 20) **Groups are responsible for providing all first aid supplies and medical care** for participants. We require that each group have an adult certified in CPR and first aid available in residence at all times. Please bring a first aid kit with basic over-the-counter medications. Participant medications are the responsibility of the group leaders; Camp Collins staff is not able to dispense medications. YMCA Camp Collins does not provide health center staff, first aid supplies, over the counter medications or emergency transport for group rentals. Groups will be given a mandatory safety orientation by camp staff upon arrival to include emergency procedures.
- 21) **Groups must provide, maintain and show proof of comprehensive liability insurance prior to use of any Camp Collins facilities or services.** The YMCA of Columbia-Willamette does not provide insurance coverage or benefits for illness or injury to group participants.



YMCA CAMP COLLINS

Group Planning Guide

Information

Camp Terms of Group Rental Continued

- 22) **Groups must notify the Group Services Director or other camp host of any accidents** requiring medical attention, incidents requiring follow-up and accidents regarding camp safety that were not attended to by a Camp Collins staff member. Please write down the specifics of the accident/incident and then meet with our staff to fill out a detailed report. (OM5, HW27)

Equipment and Other Terms

- 23) **Use of personal recreational equipment** (including, but not limited to, archery equipment, rock climbing shoes, and sports equipment) is permitted. Owners and operators of said equipment are required to follow all camp policies related to the program area involved. Camp-owned recreation equipment is limited and requests received 48 hours in advance of arrival are appreciated. (OM4, OM15)
- 24) **Bed linens, sleeping bags, pillows and towels are not provided by camp.** Linen rentals are available for an additional fee with 48 hours advance notice.
- 25) **Public phones are available as we do not receive cell phone reception** from most carriers. When calling long distance you need to be prepared with a calling card or to call collect.
- 26) **Any aspect of your group's event or use of camp property not specifically identified in the Rental Agreement, including programming, is the responsibility of the group.**
- 27) **No exclusive use of camp is implied** unless specified on the Rental Agreement. Other groups may be in camp during your stay and every effort will be made to accommodate compatible groups. All guests at camp are expected to respect the privacy of others by only entering lodging and meeting spaces reserved for their group.
- 28) **Camp reserves the right to change cabin and/or meeting space assignments** due to scheduling and/or maintenance.
- 29) **YMCA Camp Collins reserves the right to evict unruly visitors or entire groups with no refunds.** All local, state and federal laws must be obeyed at camp. (OM7)



YMCA CAMP COLLINS

Group Planning Guide

Chaperone Guide

Thank you for serving as an adult chaperone for your group. Your commitment to the children will help make their stay at camp a fun and memorable experience. This letter is designed to help you understand the expectations of the group leaders and camp.

Who We Are

YMCA Camp Collins is a year-round facility located on 132 acres east of Portland, Oregon. Our summer resident camp program operates from mid-June through Labor Day weekend. During the fall, winter and spring we host retreats, conferences, challenge course programs, reunions and more. Our five guiding principles that we strive to incorporate in everything we do at camp are *Love, Respect, Honesty, Responsibility and Service*. We request that everyone who visits camp adopt these principle values and conduct themselves accordingly.

Your Role as Chaperone

As a chaperone, you will be providing direct supervision for a group of children with your organization. Feel free to ask your group leader or YMCA Camp Collins staff any questions you may have about camp, your retreat, or anything that can help you be the best chaperone. Children under 18 years of age must always be accompanied by an adult. In their activity groups, during free time, at meals, while sleeping...in other words...no child should ever be left unsupervised.

We appreciate your help in the following areas:

Meals: Please have at least one chaperone at each table during meal times. Please sit at your assigned tables as indicated by table tents with your organization's name on it. Make camp staff aware if you need more tables or chairs.

Cabins: You must have at least two adult chaperones in each cabin overnight with youth under the age of 18. Camp advises chaperones to be of the same gender as the children in the cabin.

Program Areas: We require at least one adult chaperone with each youth group in all program areas. Please ensure that all children are supported and supervised at all times. Unless with a trained YMCA Camp Collins staff member do not allow your group on/in the challenge course, climbing tower, archery range, horse corral, swimming pool or Sandy River.

Free Time: Your group may have free time scheduled. This is not a time for the children in your group to explore camp unsupervised. Please pay close attention to all youth in your care.

What to Bring

Refer to the parent letter equipment list to get an idea of what to bring to camp. At YMCA Camp Collins we do not receive cell phone reception for most carriers, so you may consider leaving your cell phones at home or locked in your car. We do have several phones on camp for public use. You will be oriented to the closest phone to your reserved facilities upon arrival. Please be prepared to use a calling card or to call collect for long distance phone calls. Keep in mind that we are a drug and alcohol free facility and smoking is only allowed in the one designated area.

Thank you for the time and energy you are contributing to provide a fun and memorable experience for the youth in your group!



YMCA CAMP COLLINS

Group Planning Guide

Parent/Guardian Information Guide

Your child is about to embark on a wonderful and enriching experience at YMCA Camp Collins. Our goal is to provide a safe, fun, and positive environment for every child that joins us at camp. You can help in ensuring your child's success by reading the following:

Agreement to Participate: Your child may have the opportunity to engage in unique camp activities led by experienced staff. However, without a completed and signed Agreement to Participate your child will not be able to join in the fun. Make sure that you receive and send this with your child if their group is scheduled to do activities at camp.

Medications: Ask your child's group leader about their procedures for dispensing medications. Your child's group leaders are responsible for the medical treatment and care of your child while at camp.

Emergency Contact: In case of an emergency only, the camp pager number is 503.441.2980. For all other inquiries and non-urgent messages, the Group Services Director phone number is 503.663.5523.

Camp Guidelines: In order to ensure a pleasurable experience for all, everyone must follow certain rules of safety and respect; please share these with your child.

- All campers are expected to listen and follow directions at all times.
- Respect the personal space of others.
- Children must stay with their group at all times, and never go off alone.
- Respect the property of others.
- Take care of camp equipment and buildings.
- Behavior intended to hurt or intimidate someone physically, socially or emotionally will not be tolerated.

Camp Store: The Camp Collins store may be opened for a short time each day. Items vary in price from a \$1.00 postcard to a \$25.00 sweatshirt.

What to Pack for Camp: This may be modified by a handout from your child's teacher/group leader if they have additional expectations. Please note that clothing will get dirty at camp.

- | | | |
|--------------------------|-----------------------------------|--------------------------|
| o Sleeping Bag | o Socks | o Towels/Washcloths |
| o Pillow | o Sweatshirt/Sweater | o Toothbrush/Paste |
| o Pajamas | o Underwear | o Comb or brush |
| o Long Pants &/or Shorts | o Rain Gear | o Soap/Shampoo |
| o Short Sleeve Shirts | o Plastic Bag (for dirty clothes) | o Water Bottle |
| o Shoes (closed toed) | o Flashlight/Batteries | o Camera/Film (optional) |

Please do not bring weapons of any sort, matches, food/candy, jewelry, electronic items such as portable TV's, radios or music players, or anything else you wouldn't bring to school. YMCA Camp Collins is not responsible for the damage or loss of any personal items brought to camp; please leave expensive items at home.

We hope this has been helpful in preparing for your child's adventure to YMCA Camp Collins. If you have any questions please contact your child's teacher or group leader.