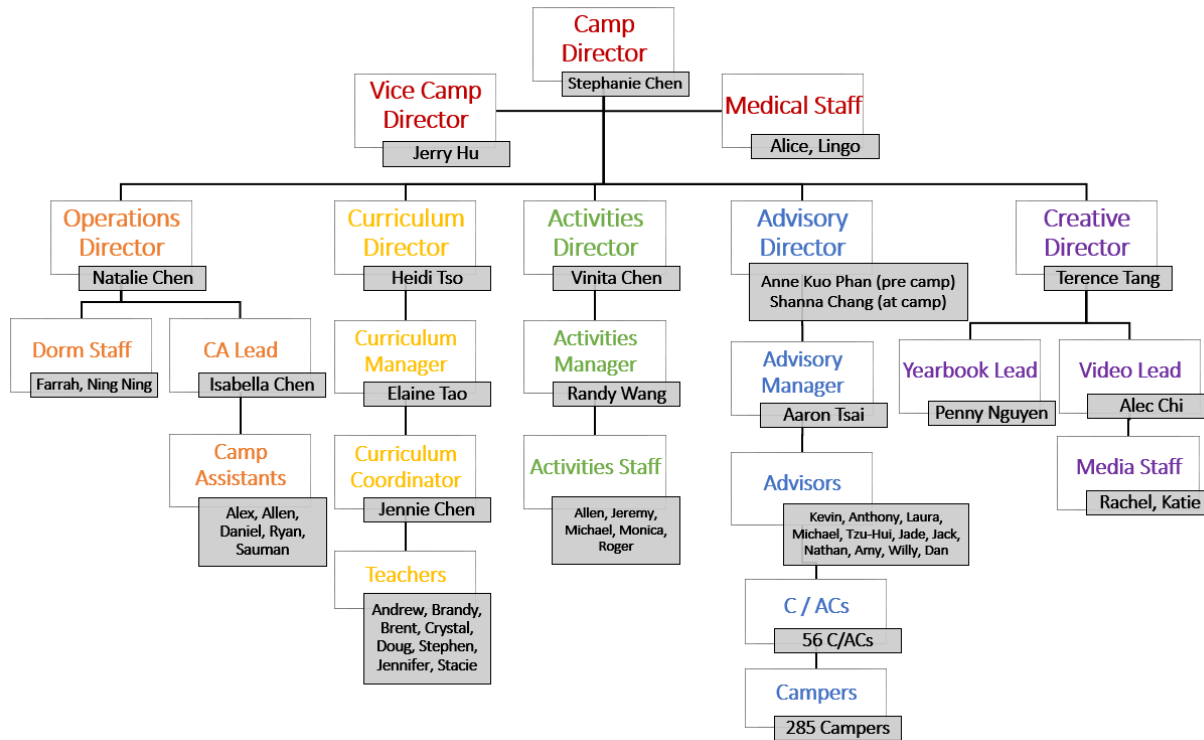


美南華裔青少年夏令營

**2018 Houston
Chinese Youth Camp
Handbook**





CHAIN OF COMMAND

CYC Directors & Officers work very hard year round to plan for camp. Please respect the above chain of command and communicate any feedback, concerns, and questions to your managing director. Our CYC team is ALWAYS open to feedback, and in return we ask that feedback be provided respectfully and constructively. This means solutions focused, forward thinking critiques vs “Why are we doing it this way?” PS: We are ALWAYS in need of officers year round!

COMMUNICATION

Camp is only one week. Time passes QUICKLY. Communication is key! All issues, even if you think is ‘no big deal’, should be brought up with your Advisory Director, Manager, or Advisor. They are there to support YOU! Directors should have daily check ins with their team and funnel that information to the Camp Director and Vice Camp Director so we can stay apprised of all issues and address them ASAP!

PROFESSIONALISM AND RESPECT

Everyone is here because we believe in CYC’s mission of Leadership, Culture, and Friendship and because we love and care about these campers. Everyone is expected to communicate and treat each other with respect at all times. All discussions and/or disagreements should take place behind closed doors, and there should be no arguing in front of campers.

Top 10 Rules – General Guidelines

- 1) SAFETY AND DISCIPLINE ARE NUMBER ONE! All day, every day.
Overall, UT is a large and busy campus. There will be other camps utilizing the facilities, college students taking summer school, and old friends that we may see during camp. Stay alert, stick to your group, and be disciplined starting from the first day of camp to the last.
- 2) Be on time to EVERYTHING!
- 3) Walking from Place to Place
 - No gaps in the lines especially with a busier campus. Counselors (C) and Assistant Counselors (ACs), please direct traffic. Have 1 C/AC in the back, 1 C/AC in front, 2 C/ACs scattered (or 4 C/ACs scattered if your group has 4 ACs).
 - Make sure you look both ways before crossing the street. Campers should not be crossing the street first. Please stop your campers to let cars through before you walk across.
 - Groups 7-12 campers must walk with a buddy camper and a C, AC, or Advisor. Groups 1 - 6 campers should walk with a buddy. No camper is allowed to walk alone at any time for any reason nor should a camper be alone with any Staff or C/AC that is 18 or older.
 - Groups should have their sign and box AT ALL TIMES.
- 4) Dorm Rules
 - Everyone will be issued a key to their dorm room and a key card to swipe in the cafeteria and their dormitory floor. These should be attached to their name tag at all times to prevent loss. Lost keys will require a \$75 replacement fee.
 - CYC will occupy the 1st, 2nd, and 3rd floor of Jester East. If you see an unfamiliar face or someone who does not have their name tag, do not let them in behind you.
 - Visiting dorm rooms of the opposite gender is strictly prohibited. Cs, ACs, and campers can socialize with the opposite gender in the common lobby areas (campers) and lounge (Cs, ACs). The 1st floor is the only floor that will be split across genders. Campers may NOT cross into the other side except to exit the floor to go to the lobby or return to their dorm room. Signs will be posted to indicate boys' vs. girls' floors/sides. The 2nd floor is for girls; the 3rd, boys.
 - Summary Rules for Campers – Walk. Don't run. Use inside voices. No shouting or yelling. Close your door gently. They slam! Keep your room clean for room checks. Curfew means lights out and in bed. No visiting the opposite sex! No room or bed switching. Use your assigned bathroom only.
- 5) Stay hydrated, and remind your campers to drink water. Fill their water bottles at available water stations.
- 6) Clean up after yourself. Teach your campers to do the same, or you will be cleaning up after them.
- 7) Appropriate Attire
 - Everyone must wear their name tags at all times.
 - Shorts must be the appropriate length, only your legs (thigh/calves) are visible when sitting, standing, or in motion/activity. You will be asked to change if any attire is deemed inappropriate or too short.
 - Sandals are allowed in the dorms and during the dance. Pool shoes are allowed during swimming. Sneakers should be worn at all other times.
 - Please make sure campers are dressed properly in the mornings to avoid going back to change.
- 8) Be Polite
 - Please be respectful of all staff members and address them by Name followed by Uncle 叔叔 (Shūshu), Auntie 阿姨 (Āyí), or Teacher 老師 (Lǎoshī). Greet staff whenever you see them.
 - Hold doors, and say thank you when someone holds the door for you.
 - Lead by example. Teach your campers how to act and what to say.
- 9) Cell phone/Electronics Usage
 - Electronics usage during class or camp activities = immediate confiscation.
 - CYC is for bonding, and that is best done in person. Therefore, electronics usage at all other times is highly discouraged! Lead by example, and limit your cell phone usage to taking yearbook photos and communicating operational details (i.e. Mini-JH time).
 - You are responsible for your own property. CYC is not responsible for any loss.
- 10) Be inclusive. Be a CYC FAMILY.
 - Motivate your campers to want to come back to CYC. Don't leave anyone out.
 - Eat with your campers. Encourage them to make friends.
 - Campers are your priority! You can socialize with other C and ACs after camper curfew.

Emergency Procedures

Advisors, you should be with the group at ALL times. If you have to leave, notify the group as well as buddy advisor, and keep your phone on. Medical Staff, you are expected to have your phone available at all times to receive emergency calls. C, ACs, and Advisors, please save the Medical Staff phone numbers onto your phone during training.

- 1) C and ACs, immediately contact your Advisor.
- 2) Advisors, assess the situation as follows:
 - a) For non-life threatening medical emergencies, contact the Camp Medical Staff via telephone to report the emergency.
 - b) For life-threatening emergencies, call 911 and instruct a C or AC to call the Camp Medical Staff.
- 3) Subsequently, notify the Camp Director via telephone. In the event that the Camp Director cannot be reached, instruct a C or AC to find and bring forth the Camp Director.
- 4) Medical Staff, proceed to the location of the emergency and determine whether an ambulance or additional medical attention at the emergency room is needed. The patient can be transported by any personal vehicle available at that time.
- 5) An adult staff as designated by the Camp or Advisory Director as well as Medical staff should accompany the patient to the hospital emergency room.
- 6) The Camp Director or their designee shall contact the guardian of the camper to notify them of the emergency situation.

Fire Drill Procedures

- 1) On Sunday after 9:00 PM, Staff will walk through the dormitory hallways simulating a fire drill. Campers are not to shower during the scheduled time of the fire drill.
- 2) When the fire drill begins, immediately exit the dormitory through the nearest available exit.
 - Use the stairs. Do not use the elevators.
 - Do not wait for the C or AC.
 - Do not meet your groups inside the dormitory.
- 3) Proceed away from the dormitory to the designated evacuation location.
- 4) Counselors, count all group members including campers, Cs, ACs and your advisor.
- 5) Report to the Advisory Director the number of group members present and communicate the number of individuals counted as well as the names of any individuals missing.
- 6) The Advisory Director is to cross check this number to the master roster and report to the Camp Director.
- 7) Staff members (other than advisors) are to report to their Team Directors who will then report to the Vice Camp Director.
- 8) The Vice Camp Director is to cross check against the staff roster and report to the Camp Director.
- 9) Once all staff members and group members are present and accounted for, the Camp Director shall conclude the fire drill, and the camp may return to the dormitory.

Medical Procedures

- 1) Campers 16 and up will keep and take their own medicine. For campers 15 and below, medicine is with Medical Staff, and Advisors will remind campers to go to Medical Staff.
- 2) Campers will need to bring medicine in a labeled plastic bag.
- 3) Remind campers to keep snacks with peanuts to a minimum.
- 4) Medical Staffs' Locations: Gym, Ground Floor of Jester Dorm, and Cafeteria.

Allergy Procedures

The UT Division of Housing and Food Service has an icon labeling system that identifies the top 8 food allergens, along with food items that are avoided for religious and personal reasons. These icons will be posted above each food station in the cafeteria.

Each camper will also have their allergies printed on a sticker located at the back of their name tag.

Advisors, C, and ACs, please review your campers' allergies in order to help prevent an allergic reaction!



Contains Eggs



Contains Fish/Shellfish



Contains Milk



Contains Soy



Contains Nuts (peanuts & tree nuts)



Gluten Free



Contains Pork



Contains Beef



Vegetarian



Vegan

EPI Pen Instructions:

- 1) In the event of an allergic reaction, follow the emergency procedures (i.e. notify the Advisor, Camp Medical Staff, and potentially 911).
- 2) Advisors, use the EPI pen for that specific individual.
- 3) Remove the blue safety release tab.
- 4) With the orange tip of the EPI pen angled downward at 90 degrees, swing and firmly push against the thickest part of the thigh until you hear a click indicating that the medicine has been discharged.
- 5) Hold the EPI pen firmly in place for 10 seconds.
- 6) After 10 seconds, you may remove the EPI pen.

DAILY RULES & RESPONSIBILITIES

- 1) Morning Wake Up Call
 - Wake campers up by 7:30 AM at the latest, and remind them to not let their doors slam.
 - Make sure campers have a clean camp shirt on with their name tag before they leave for 大集合 (Dà jí hé - DJH).
 - Know which classes your group is attending that day so you can ensure campers are in appropriate attire.
 - Tip: Have one C or AC be the last person out of the dorms so that no one is traveling up and down to get individual campers.

- 2) 大集合 – DJH | Location: Refer to each day and specific Morning or Evening DJH.
 - Morning DJH: 8:00 AM | Evening DJH: 6:45 PM
 - All members of the group (Advisor, Cs, ACs, campers) must be present.
 - DO NOT be late to DJH. Please do not arrive earlier than 7:45AM.

- 3) Cafeteria | Location: J2 Dining (2nd Floor)
 - Encourage campers to use the restroom located outside the cafeteria before or after entering the cafeteria as they are not allowed to come back in after swiping their meal card. Campers must inform a C or AC if they need to go. Groups 7-12 campers must walk with a buddy camper and a C, AC, or Advisor. Group 1 - 6 campers should walk with a buddy.
 - Always communicate a meeting time and location before your campers take off in the cafeteria. There is no DJH after lunch. Cs and ACs are responsible for deciding a meeting time and location on your own (Mini JH). Tell your advisor where/when you are meeting.
 - Everyone will need to swipe into the cafeteria with their key card.
 - Please stand in line. No cutting. However, allow Staff ahead of you if there are long lines as they may need to eat quickly to prepare for camp activities.
 - Help younger campers get their trays, silverware, and food.
 - Take what you can eat, and eat what you take. Don't waste food!
 - Be aware of allergies!
 - Make sure campers eat vegetables throughout the week, and no soda for campers in the morning. Water bottles are for water only.
 - Keep campers in the same eating area, especially for younger groups.
 - Make sure the cafeteria is back to its original state. Have the campers throw away their trash, and put chairs and tables back in their original place before leaving the cafeteria. If you don't teach them to pick up after themselves, you will have to pick up after them. Please help younger campers when they go to put up their trays.

- 4) Classes
 - Arrive to class on time, and use the bathroom before class starts.
 - Be proactive! Ask the teacher if there is any "prep" work – Distribute art supplies, get campers in lines by height, set out yoyos or chess sets, etc.
 - Make sure you greet the teachers before class starts. [Name] 老師好 (Lǎoshī hǎo)!
 - Be respectful. Don't talk while the teacher is talking.
 - Cs and ACs should be actively participating with your group.
 - Unless a camper is injured, there should be 100% participation from every camper. No one should be sitting on the side.
 - Help translate if needed!
 - Thank the teacher when class is over. 謝謝 [Name]老師 (Xièxiè [Name] lǎoshī)!
 - If needed, have a C or AC stay after to clean the classroom for the next class.

- 5) Evening Snacks
 - Evening snacks will be distributed in the dorm lobby around 9:00 PM except for Tuesday/Thursdays where they will be distributed at the dance and Friday, distributed at the Talent Show.
 - Please make sure campers clean up after themselves.

- 6) Camper Curfew - Groups 1 – 10 - 11:00 PM (Sun/Mon/Wed) and 12:00 AM Midnight (Tues/Thurs/Fri)
Camper Curfew – Groups 11 – 12 - 10:00PM (Sun – Thursday) and 12:00AM Midnight (Fri)

- Based on the times above, Groups 1 – 10 C/ACs will be conducting curfew check AFTER the daily night meetings, and Groups 11 – 12 C/ACs will be conducting curfew check BEFORE the meetings.
 - Campers must be in bed, lights out for curfew check. C and ACs, please communicate this expectation to your campers.
 - Make sure campers have dirty camp shirts out before they go to bed.
 - For younger campers, make sure they have brushed their teeth, taken a shower, etc.
 - Make sure all trash is picked up, and all lights are turned off including the shared bathrooms.
 - There will be random curfew checks conducted by staff. There will be consequences for anyone caught breaking curfew.
 - We have a zero tolerance policy for pranks! Anyone found pranking will be sent home.
- 7) C and AC Curfew – 1:00 AM (Sun/Mon/Wed) & 2:00 AM (Tues/Thurs/Fri)
- You have been placed in a position of leadership and responsibility. We expect you to know your own limits including knowing how much sleep you need in order to fulfill ALL of your C/AC duties for the ENTIRE week.
 - C/ACs must leave the C/AC lounge at the curfew time, and be in their assigned dormitory rooms within 10 minutes of leaving. You need to brush your teeth and shower in that time. If you take longer than 10 minutes, shower before curfew.
 - Extended curfew time on Friday evening may be earned based on performance.
 - Stay in the designated C/AC lounge area.
- 8) Talent Show
- Preparation is key! Brainstorm and finalize ideas before so that it will make your life easier during camp.
 - Use the scheduled talent show time, free time, and group time wisely.
 - Make sure talent show is appropriate and of quality! Advisors, check content.
 - Include all campers in the talent show.
 - A jump drive with your talent show music is due by Thursday 12:00PM noon to the DJ.
 - Judging will be grouped into three brackets: 1-4, 5-8, and 9-12. There is 1 winner for each bracket. Rubric of what the judges will be looking for:
 - ◊ Creativity, Use of Chinese, Centered around CYC/Chinese culture, Overall content/entertainment
 - ◊ Length - 5 mins long. Try to stick to this time. Shows beyond 6 mins will be cut off.
- 9) Night Meetings - 10:30 PM (Sun/Mon/Wed) and 11:30 PM (Tues/Thurs/Friday)
- There will be a C/AC/Advisor meeting every night. Please bring your handbook and a pen. DO NOT be late!
 - All Cs, ACs, and Advisors need to be at the meeting unless otherwise specified.
- 10) Yearbook
- Every group has a section within the yearbook that consists of a group cover page (typically includes group number, animal, and camper signatures) and group photo spread (two pages) to be designed by the Cs and ACs.
 - Important Dates –
 - ◊ Sunday, July 22, night meeting – Submit yearbook group cover page by 11:00PM.
 - ◊ Monday, July 23 night meeting – Submit group roster page by 11:00PM.
 - ◊ Tuesday, July 25, night meeting – Submit 20 photos per group to be printed. Photos can be submitted as early as Sunday and no later than Tuesday 11:59 PM. Photos submitted during the night meetings will be printed and provided back to the group the next day.
 - ◊ Wednesday, July 26, night meeting – Submit completed group photo spread to Yearbook Committee by 11:00 PM.
 - Don't forget to bring a camera. You are also able to use your smart phones. Photo transfer to the Yearbook Committee will happen via Google Drive. C and ACs, please download the app for easy transfer. Alternatively, you can bring a camera, laptop, and jump drive to transfer photos.
 - Start taking pictures on the first day as you only have Sunday – Tuesday to capture a picture of every camper. Make sure to include ALL campers in the pages.
 - Do not work on yearbook during class.
 - Advisors, please check content.

Schedule Details

Before Camp

Action Items after Training

- Divide call list and mark as completed on the call list Google Document (link to be posted on FB group). Groups 9 – 12: You will have a cooking class making 綠豆糕 (Lǜ dòu gāo)/Green Bean Cake. You will need to confirm if there are concerns during your camper calls.
- As a team, brainstorm talent show ideas and a group cheer.
- Collaborate on group cover page for the yearbook.
- Packing: Don't forget your training materials (including handbook, schedule, and UT maps).

| Time | Saturday | Sunday |
|------------------|------------------------------------|------------------------------|
| 7:50 - 8:00 AM | Arrive at BCI | SLEEP! |
| 8:00 - 9:00 AM | Load Inventory | Wake Up |
| 9:00 - 10:00 AM | Leave at 9:00 AM & Travel | DJH @ 9AM |
| 10:00 - 11:00 AM | | Check-In Set Up & Group Time |
| 11:00 - 12:00 PM | | Lunch |
| 12:00 - 1:00 PM | Arrive & Unload | Campers Arrive for Check-In |
| 1:00 - 2:00 PM | Lunch | |
| 2:00 - 4:00 PM | Dorm Set Up | Regular Camp Schedule |
| 4:00 - 5:00 PM | Group or C/AC Talent Show Practice | |
| 5:00 - 6:00 PM | Dinner | |
| 6:00 - 7:00 PM | C/AC Meeting | |
| 7:00 - 8:00 PM | Get to know the Campus! | |
| 8:00 - 10:00 PM | C/AC Talent Show Practice | |
| 10:00 - 12:00 AM | Group or C/AC Talent Show Practice | |

Saturday, July 21st

Morning Loading & Set-Up

- All Cs and ACs need to arrive at BCI (6918 Corporate Drive, Houston, TX 77036) by 8:00 AM sharp on Saturday, July 21st. You will need to be dropped off as we cannot leave our cars. DO NOT BE LATE!
- Please arrive in your camp shirt, sneakers, and your name tag.
- Put your stuff down and check in with Shanna Chang, Advisory Director. We will form assembly lines to transport the inventory quickly.
- Upon arrival at UT, C/ACs will help unload boxes into the correct buildings.

Campus Scavenger Hunt

- During camp, it is your job to know where to go. C, ACs, and Advisors, please stick to your group.
- It will be hot at this time of the day. Remember to bring a water bottle, hat, and/or sunglasses.

Dorm Set Up

- Counselors - Label rooms according to the dorm assignment listing. Labels, hand soap, and toilet paper will be provided.
 - ◇ Utilize the Dorm Checklist to determine if there are any issues (check each camper dorm room assigned to your group).
 - ◇ Compile a list of issues for Natalie Chen to give to Dorm staff to fix.
- ACs– Label T-shirts (2 per camper) fold nicely. Prepare name tags with allergy stickers, keycards, and keys.

Talent Show Practice until 12:00 AM Curfew.

Sunday, July 22nd

Morning – DJH 9:00 AM | Location: Jester East Lobby

Check-In (12:00 PM – 2:00 PM) | Location: Jester East Lobby

- Groups: Several alphabetized lists will be posted so that campers and parents can look up their camp group.
- Cs and ACs
 - ◇ Set up your group's table at the Jester East Lobby (lay out shirts, name tags, and canvas bags).
 - ◇ Male and Female ACs are runners between the Check-In Table and dorms to help campers navigate to rooms. Female ACs, since your Female C is always at the table, please consider taking your peer groups campers as well.
 - ◇ Female Cs are stationed at the Check-in Table to greet all campers.
 - ◇ Tell campers to change into their camp shirt, sneakers, and name tag and stay in the dorm area until it is time to DJH outside the dorms at 2:30 PM.
 - ◇ Male Cs are floaters, depending on where help is needed. After the bus is completely unloaded, floaters should return to check-in location and wait for the next bus arrival.
- Camp Assistants
 - ◇ Bus drop-off location: Assist in unloading luggage and directing campers to the Jester East Lobby Check-In.
 - ◇ Brazos Parking Garage: Direct parents and campers to the Jester East Lobby Check-In.
- Advisors, please help where assistance is most needed.

DJH 2:30 PM | Location: Jester Courtyard (Group 12 to be dismissed first).

Opening Ceremony (2:45 PM – 3:45 PM) | Location: Jester Auditorium (Ground floor, across from Jester Java)

- You will not be returning to your dorm until 9:00 PM! Make sure you have everything you need for ice breakers, rules explanations, etc.
- Please make sure the younger campers have used the restroom before the ceremony.
- Be respectful of all speakers. It might be long, but those being recognized are the ones that help make CYC happen. Please be appreciative.
 - ◇ No hats or electronic devices.
 - ◇ No sleeping.

Group Photo (4:00 PM – 4:45 PM) | Location: To be announced at Camp

- Line your campers up from an arch for the camp photo.
- Photo Schedule
 - ◇ 1) Camp-wide Photo
 - ◇ 2) Staff Photo (no Advisors)
 - ◇ 3) Advisors Photo
 - ◇ 4) Groups 1&2 // Groups 3&4 // Groups 5&6 // Groups 7&8 // Groups 9&10 // Groups 11&12

Letters Home & Ice Breakers (6:00 PM – 8:45 PM)

- Report to your assigned homeroom.
- Play various icebreaker games with your campers. This is your chance to learn their names and help the group bond. Prepare a few because they get bored fast, especially the younger kids.
- Housekeeping Items:
 - ◇ Overall flow of camp - What are the classes & major activities (different games)?
 - ◇ What is the goal of camp? What are the C, AC, and Advisor roles?
 - ◇ What is closing ceremony, and why is it important they perform well?
 - ◇ Teach teacher names and greetings, Top 10 rules, laundry procedures, curfew, fire drill procedures, talent show, and group cheer
- Order them by height to save time for classes. Number them off and have them remember the order.
- Letters home – C/ACs show them how to write an address. Advisors, please check addresses and review content.
- Remind them of fire drill rules – Exit quietly and calmly to their nearest exit. Walk urgently, not run to DJH location.
- Head back to dorms no later than 8:45 PM so that you are present for fire drill practice. Please remind campers NOT to take a shower until after the fire drill.

Fire Drill (after 9:00 PM) – DJH Location: Clark Field

Yearbook group cover page is due tonight at the C/AC Night Meeting.

Monday, July 23rd

Morning DJH at 8:00 AM | Location: CYC Plaza

Yearbook group roster pages will be passed out by Media during breakfast.

Afternoon Dodgeball Class – Advisors and C/ACs will need to help clean up by returning dodgeballs to the REC storage room.

Evening DJH at 6:45 PM | Location: Clark Field

Mini-Olympics | Location: Clark Field

(Rain Out Location: UT Rec Center)

- Good sportsmanship and support of your buddy group is important!
- Cheers should be supportive of your own group rather than dissing other groups.

Yearbook group roster page is due tonight at the C/AC Night Meeting.

Tuesday, July 24th

Morning DJH at 8:00 AM | Location: Jester Courtyard

Early Laundry Pick Up – ACs please pick up all dirty shirts from your campers and place in laundry bags before Evening DJH.

Evening DJH at 6:45 PM | Location: CYC Plaza

Dance | Location: Lone Star Room

- Utilize sound judgment in determining appropriate dance attire. No undergarments should be visible. Dresses and shorts must be the appropriate length, only your legs (thigh/calves) are visible when sitting, standing, or in motion/activity. You will be asked to change if your attire is deemed inappropriate.
- Sandals are allowed during dances.
- Campers MUST wear name tags at all times, including during the dance.
- Groups 1 – 10 campers will have the option to return to dorms at 9:00 PM.
 - ◊ If they decide to stay at the dance, they will not be able to leave until 11:00 PM.
 - ◊ Cs and ACs, conduct a count of who is going to the dorms and who is staying.
 - ◊ Camper curfew will be extended to midnight on this day.
- Groups 11 – 12 campers must return to the dorms at 9:00 PM.
 - ◊ Instruct the campers to immediately shower and prepare for bed.
 - ◊ Half of the C/AC team will have to remain in order to conduct curfew check/ensure they put out dirty laundry.
 - ◊ Once curfew check is complete, you may return to the dance with an adult staff member.
- Advisors and Staff, you may be assigned patrol duty at dance or the dorms.

Yearbook group photos (up to 20) are due tonight at the C/AC Night Meeting.

Wednesday, July 25th

Morning DJH at 8:00 AM | Location: Jester Courtyard

2nd Morning DJH at 8:45 AM | Location: Gregory Gym Stairs

Swimming Party | Location: Gregory Gym Pools

- Campers should have their swimwear, towel, and sunscreen with them at the 8:00AM DJH. They will not have time after DJH/breakfast to go back to their dorm.
- After the swim party, we proceed directly to Clark Field for water games. Afterwards, all groups will return to the dorms to eat lunch or shower. Cs and ACs, please communicate a Mini-JH time and location.
- 1st Laundry Pass out – C/ACs, you will need to pass out clean shirts before campers shower after Wacky Wednesday.
- 2nd Laundry Pass out – ACs, same as before, you will need to pass out clean shirts by the end of dinner/homeroom.
- There will be no DJH after dinner. Each group should do a mini-JH and proceed to your homerooms after dinner to work on the yearbook and talent shows.

Printed group photos will be passed out by Media during lunch.

Mid-week Reviews

- Ask your Advisor for feedback! What's going well and what can be improved on, either individually and/or as a group. This is your chance to learn about yourself/your team, and see how to improve for the rest of the week AND for next year. Remember, we give you feedback because we are investing in you, and we wouldn't give it unless we believed in you.

Yearbook group photo spread is due tonight at the C/AC Night meeting.

Thursday, July 26th

Morning DJH at 8:00 AM | Location: Jester Courtyard

Talent Show Deadline: Turn in your music by 12PM to Aaron Tsai.

DJH at 6:45 PM | Location: Jester Courtyard

Formal Dance | Location: Lone Star Room - See other dance notes above (appropriate attire, leaving at 9:00 PM, name tags, etc).

Friday, July 27th

Morning DJH at 8:00 AM | Location: Jester Courtyard

Closing Ceremony Practice and Talent Show Rehearsal | Location: UT Rec Center

- Schedule will be distributed at camp.
- Cs/ACs need to help quiet down campers while rehearsal is going on.

DJH at 6:45 PM | Location: Jester Courtyard

Talent Show & Yearbook Signing | Location: Lone Star Room

- For a successful yearbook-signing event, tell your campers to bring their own permanent markers or pens.
- There needs to be ONE clean shirt for closing ceremony. Do not mark on both camp shirts!
- Do not draw on the campers (or each other) with sharpies.
- Remind your campers that there will be no laundry service on Friday night.
- Curfew is extended until midnight. Remind your campers to finish packing that night.

Saturday, July 28th

Morning before breakfast

- Everything should be packed, and all trash is thrown away. Cs and ACs are responsible for making their campers clean up. *Remind them to NOT LOCK their doors as they will have to turn their keys in during breakfast.*
- Make sure all campers are wearing white or khaki color shorts with no graphics and a clean camp shirt. You will not be able to return to the dorms after breakfast.

Morning DJH at 8:00 AM | Location: Jester Courtyard – Ziploc bags with envelopes will be passed out to each group. During breakfast, collect all dorm keys from campers and place into the applicable envelope which will be labeled with names and room numbers. Return the ziploc bag by the end of breakfast to Natalie Chen.

2nd Morning DJH at 9:15 AM | Location: Hogg Auditorium (in the Auditorium, seated)

Closing Ceremony Rehearsal | Location: Hogg Auditorium

- Schedule will be distributed at camp.
- Cs/ACs, keep the campers quiet at all times.

Group-DJH at 1:00 PM | Location: Hogg Auditorium – Check in with the Advisory Director, and proceed upstairs to be seated.

Closing Ceremony | Location: Hogg Auditorium - Be on your best behavior! No yearbook signing during Closing Ceremony.

Camper Check-out | Location: Flawn Academic Center (FAC)

- After closing ceremony, groups will be dismissed to go to FAC Room 21. Campers should stay there until checked out.
- In the lobby, there will be 12 tables, one for each group. Each table will have an advisor and 3 C/ACs. Female Cs, stay with campers inside the auditorium. For groups with 4 ACs, have at least 3 C/ACs go to the check-out table, with the Female C and the remaining C/ACs staying with the campers.
- Parents will sign out their children on a checkout form taped on the table and a checkout slip will be given to one of the three C/ACs staffing the table.
- The C/AC with the checkout slip will enter the auditorium and retrieve the camper to be discharged to the parent.
Tip: Wait to get 3+ slips at a time before you go to retrieve the camper.
- They will then proceed back to the dorm room with their parents. Only campers with a checkout slip will be allowed to retrieve their belongings. Parents who attempt to enter the dorms without one should be redirected to the lobby.
- Please stay attentive during the check-out process.

Return Bus

- There are two return buses for Cs, ACs, and Advisors. You must ride this bus back to Houston. Parents will not be able to pick you up if you live in Houston. Siblings will not be allowed to ride the return bus.
- Cs and ACs must help load the bus at UT and unload it when it returns to BCI in Houston.

Cafeteria Duty (Breakfast, Lunch, Dinner)

Cs/ACs will make sure the cafeteria is back to its original state. If campers are making a mess, it is the Cs/ACs responsibility to tell them to clean up and put chairs/tables back in its original place. While you are responsible for your own group, please lookout for each other!

Laundry Duty (Assistant Counselors)

Laundry Pick Up

- 1) Please remind campers to place dirty camp shirt outside of their doors by curfew.
- 2) Utilize the group roster and dorm labels to pick up camper shirts for your group.
- 3) Make sure you have picked up ALL the shirts for your group. Count!
- 4) Double check to see if campers throw out more than one shirt, especially younger campers.
- 5) Place all dirty camp shirts in your group's laundry bags in the lobby as soon as possible after camper curfew check and no later than 30 minutes after camper curfew which is 11:00 PM (Sun/Mon/Wed) and 12:00 AM Midnight (Thurs).
- 6) *TUESDAY* Remember to pick up dirty laundry and place in laundry bags BEFORE Evening DJH at 6:45 PM.
- 7) Staff will need to be responsible for throwing their own camp shirts in the Staff laundry bags before C/AC curfew.

Laundry Distribution

- 1) All laundry distribution needs to be done before evening DJH (6:45 PM). This means you should distribute during dinner or group time. Laundry distribution is not an acceptable excuse to be late to evening DJH.
- 2) Laundry bags will be placed at a specified location for ACs to pick up and distribute at the beginning of dinner at 5PM.
- 3) *WEDNESDAY* - There will be two laundry distributions, one after Water Wednesday before the campers shower around lunch time and the regular distributions at dinner time.
- 4) Put clean camp shirts on door knobs.
- 5) Return empty laundry bags to the specified location.

For any questions about Laundry Duty, please report to: Natalie Chen

Staff/Advisor Patrol Duty (Dorms, Lounge, Dances)

Dorm and Lounge Duty

- Advisors and Staff will be patrolling dorms after curfew to ensure campers are in bed.
- Advisors, on the day you are assigned, plan to be at the lounge from the time of the night meeting to C/AC curfew. Take turns approximately every 30 minutes to patrol the dorm floors.

Dance Duty

- Advisors and Staff, you may be asked to monitor the exits at the dance location.
- Hallway: Monitor the hallway between the dance room and the bathroom to ensure campers don't wander off.
- Exits: Ensure no campers leave the facilities.

Dorm Checklist

Please check each camper dorm room assigned to your group:

1. Rooms: Does each room have a mattress? Is there any broken furniture?
2. Beds: Are all the beds pulled out?
3. Bathrooms: Does each bathroom have a shower curtain and toilet paper?
4. Bathrooms: Do all faucets/showers/toilets work? Is there hot water?

Camper Name _____ Room # _____ Issue: _____

