 ANCHOR CAMP

CABIN LEADER MANUAL

…a journey in leadership

What am I doing?

You have the privilege of being a Cabin Leader at Onaway this summer; a privilege in leadership…how awesome is that! We are pretty sure that the basic information to follow in this manual will help guide you and your campers to a successful time at camp. Being a Cabin Leader comes with the opportunity to train up your campers in everything YOU LOVE ABOUT CAMP! It’s a good bet that you will see them outside of Onaway….at the grocery store, at Brigade, at the park, at camp next summer, if you’ve done things the way you’ve been guided those “out of camp” meet-ups will be all smiles and memories.

The TOP TEN

1. Model the motto; My Own Self, At My Very Best, All the Time.
2. Flip the leadership model upside down; Lead by serving. Serve your campers and their needs first, then yourself.
	1. What are my campers’ needs?
		1. They’ve never been here before…show them around
		2. They’ve never done a cabin cleanup, camp detail, table cleanup…show them
		3. They don’t know what the Grinder is, where Deepside or Shallowside is, what to do at Assembly, how to enter the Mess Hall or what a Cross Country Race is. But you do; teach them, have patience with their questions.
		4. Many are away from home for the first time, they NEED connection (Lego), they NEED to feel cared for, they NEED to know they can trust you.
		5. They NEED to know how to work as a team, you are all living together for three days, make it fun. PLEASE, THANK YOU, NICE JOB will go a long way.
3. Cruelty can be forgiven but never undone. The bully never remembers, the outcast never forgets. Bullying isn’t just the mean things you do, it’s all the nice things you never do.
	1. You know what is right, you know what is wrong….do right, act right.
	2. Anything that makes fun of, scares, teases, belittles or takes the fun out of camp for someone else is considered bullying/hazing and is cause to be sent home.
4. Show your campers how to keep a tidy cabin, a clean and made bunk space, you are all in the cabin together make it enjoyable to live in.
5. If you notice a withdrawn camper, engage them, serve them, involve them. Take them sailing, kayaking, SUPing, play a game of basketball. These things happen do not take them personally. Any challenge that you would like help with, particularly challenges of discipline or homesickness...GO TO YOUR CABIN COACH.
6. Cleanliness is very important and a healthy habit. You will need to remind your campers regularly to wash their hands, take a shower, brush their teeth, use the bathroom, wash their face. Do this compassionately, they might be embarrassed. Try going to the bathrooms after campfire as a cabin to brush teeth and get ready for bed.
	1. Hang up wet clothes/towels/suits/shoes on the clothesline
	2. Keep shoes out of the cabin to minimize dirt
	3. Keep clothes and other items in duffel bags/backpacks/suitcases
	4. Don’t store wet clothes in the cabin
7. A good cabin leader uses common sense and encourages cabin members to do the same.
8. It is the Cabin Leader’s responsibility to help their campers get ready for bed, on time. A whistle will blow five minutes before taps. At that whistle all campers should be in their cabins, read the thought for the day/night from the camp book. TAPS = LIGHTS OUT.
9. Happy cabin = happy campers
10. Open and close the cabin doors and windows gently
11. Care for your bunks. They are for sleeping on, not bouncing
12. Do not deface, graffiti, carve or mark on the cabin, be a good steward for the next group of campers
13. Have FUN! Make sure you teach not preach!

You are about to embark on a wonderful journey of leadership, we are glad to be a part of it with you and will guide you as best you can. In the end its your boots on the ground getting it done. You will succeed and you will fail, don’t fear it or be nervous about it…be you! Your camp leaders and Cabin Coaches are here for you, use us and ask for our help…we are more than happy to give it.

**Cabin Clean Up Guidelines**

1. Camper uniform will be shirt, shoes, pants or shorts. The general appearance of the camper must be good; hair combed, teeth brushed, hands and face clean, clothing clean and dry.
2. Beds must be in line from front to rear and side to side of the cabin. Beds shall be neatly made with sleeping bags, blankets, sheets, pillow and mattresses free of sand. Sleeping bags shall be flat on the beds.
3. Shoes must be placed at the foot of each bed, toes facing out from under the beds, laces tied.
4. Cobwebs must be removed from inside and outside of the cabin daily.
5. Floors must be swept clean.
6. Boxes, suitcases, duffle bags, etc., must be neatly placed under the beds. The contents must be neat and ready for inspection. Wet clothing and towels must be hung neatly on the cabin’s clothesline, secured with at least one clothes pin. Dirty, dry clothes must be placed in some sort of laundry bag and kept neatly inside suitcases or duffel bags.
7. All clothes on hangers must be buttoned, zipped or tied. Any clothing not on hangers must be kept in suitcases or duffel bags unless wet or dirty as stated above.
8. All cabin windows must be fully open in favorable weather, ¾ open in rainy weather.
9. The grounds immediately surrounding the cabin must be policed for paper and other unnatural items which should not be on the ground.
10. All surfaces inside the cabin, including shelves and the lamp shade, must be free of dirt and dusted daily and the window in the door should be clean.
11. Items placed on cabin shelves must appear orderly.

**Mess Hall Rules**

**Common Sense and Table Manners**

1. Campers will be seated at table number corresponding to cabin number.
2. Dry clothing, shoes and name tags must be worn while in the mess hall – no swim suits!
3. Upon entering the mess hall, be quiet and stand behind your chair with folded arms until after grace when the command “seats” is given.
4. Observe common courtesy in your table manners.
5. Remember the magic words please and thank you.
6. Do not begin cleaning your table after the meal until everyone has completed eating and you have been told to do so by the Camp Director.
7. Do not leave the mess hall after a meal until your share of the work is done and you have been dismissed by your Cabin Leader and/or your Cabin Coach.

**Regulations Governing the Mess Hall**

1. Campers will sit by cabins in the Mess Hall for all indoor meals. The tables will be numbered corresponding to cabin numbers.
2. When you have finished eating, each cabin will be responsible to:
	1. Take all requested items back to the serving counter.
	2. Put all trash in the trash cans in the mess hall.
	3. Thoroughly scrape all dishes and silverware as clean as possible, then wipe them clean with your napkins – NO NEW NAPKINS SHOULD BE USED! The leader at your table should check the dishes and silverware BEFORE they are taken to the counter near the dishwasher.
	4. Dirty tables and chairs should be cleaned with warm, soapy water and the floor under your table should be swept.
	5. Sugar, salt and pepper containers will be wiped clean after each meal.
	6. Napkin holders should be filled and wiped clean and re-set in the center of the table.

3. Each tribe, according to the schedule, must have 3 people from each cabin remain in the mess hall under supervision of the Cabin Leader and/or Cabin Coach to do the following:

* Dry all dishes.
* Return all extra dishes to the appropriate shelves.
* Set the tables with plates, cups, silverware, a spatula and serving spoons.
* Wipe off the milk machine. Be sure the tray and towel are clean and fresh.
* Empty the pails of water used for table clean-up, ring out and stack rags used for table clean-up and wipe off the counter tops where the pails are kept.
* Straighten and wipe off shelves containing napkins, dishes, etc. Check supplies for the next meal, see Chore Staff for needed supplies.
* Sweep entire floor (except under tables.)
* Mop up any wet areas, especially near the dishwasher, with a “wet mop” which can be found in the closet nearest the dishwasher.
* Clean out the slop sink and clean and straighten the counter and shelves around it. This sink is to the right of the main kitchen serving window.
* Return wet towels to the kitchen.
* Make sure brooms and dustpans get placed back in their proper areas inside each of the 4 closet doors in the mess hall.
* Additional jobs the mess hall leader may ask you to do to prepare for the next mess hall meal.

In order to do the dishes in the minimum amount of time with maximum efficiency, everyone in the mess hall must work hard to get the job done together. **TEAMWORK WORKS!**