

# **New Leader Orientation**

## **CAMP FIRE SNOHOMISH COUNTY**

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THANK YOU for taking the time to complete the New Leader Orientation. As you work through the training, please note your questions. We can answer them when you complete the training or you can email Donna at [dfischer@campfiresnoco.org](mailto:dfischer@campfiresnoco.org).



## **TRAINING OVERVIEW**

### **THE HEART OF CAMP FIRE**

### **FINDING YOUR SPARK**

### **CAMP FIRE PROGRAMS**

### **RESOURCES**

### **BEING A LEADER**

### **NUTS AND BOLTS OF RUNNING A CLUB**

### **FINANCING A CLUB**

### **CLUB SAFETY**

### **REGISTRATION PROCESS**

## **PARENT MEETINGS**

### **STARTING A NEW CAMP FIRE CLUB?**

The following are the steps that will help you meet your goal.

**VOLUNTEER APPLICATION**

**BACKGROUND CHECK**

**INTERVIEW**

**REFERENCES**

**NEW LEADER ORIENTATION**

**MEET WITH CLUB ADMINISTRATOR**

**PARENT MEETING**

**FIRST CLUB MEETING**

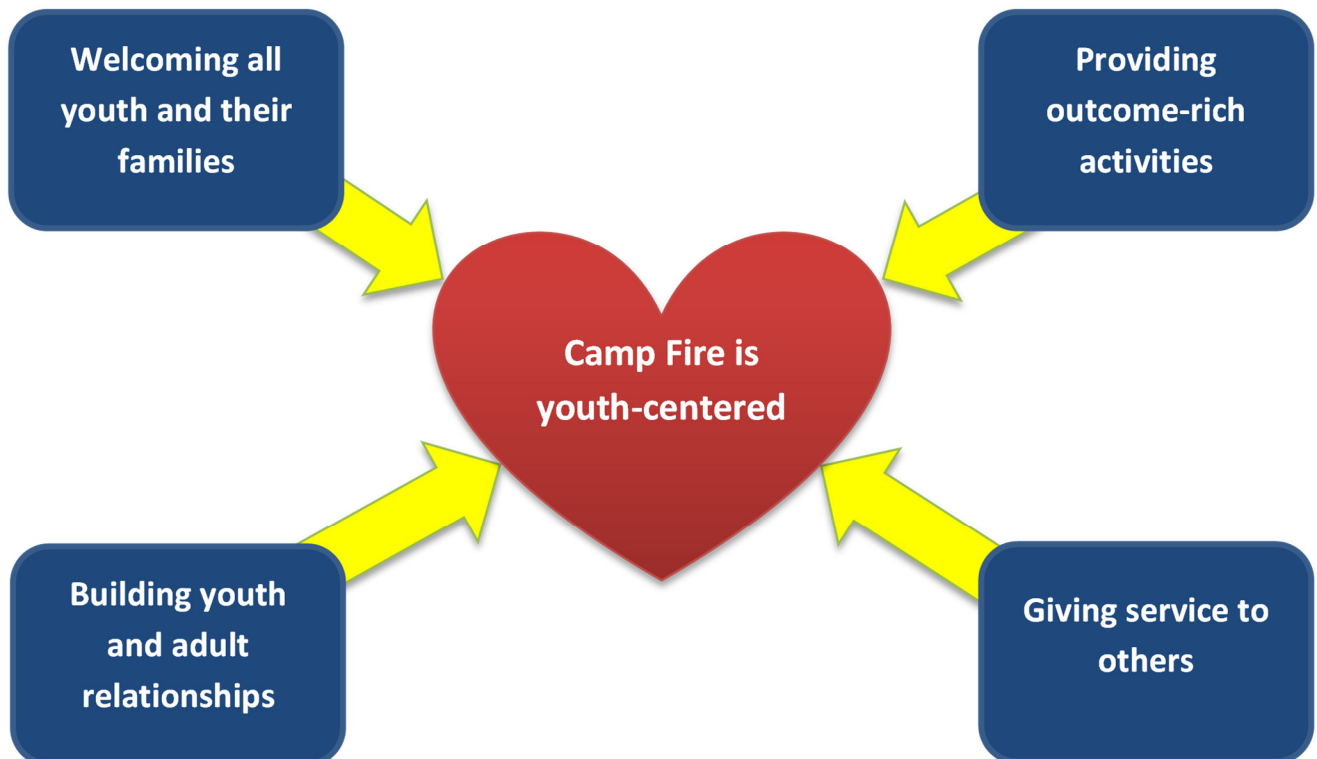
**PROGRAM TRAINING**

## WHAT IS CAMP FIRE?

Camp Fire is one of the nation's leading nonprofit youth development organizations, serving youth, teens and families in communities across the United States. Camp Fire programs are research-based, delivered to youth and families via out-of-school time, environmental and camp, teen service and leadership programs. Because youth want to shape the world, Camp Fire's focus is giving youth and teens the opportunity to find their sparks, lift their voice and discover who they are. Camp Fire programs are proven to develop young peoples' skills *now* so they can reach their full potential.

# Program Philosophy

The **Heart** of our Programs



## WHAT CAN YOU EXPECT WHEN YOU JOIN CAMP FIRE?

Here's what makes our programs different.

### Professionally trained leaders. Caring adults who are true mentors.

- Camp Fire is led by professional, caring adults using proven methods. Leaders are highly trained role models, who encourage young people to be all they can be.
- Our work with young people is tailored to each individual, guiding them to be their best, a "best" they define themselves.
- Camp Fire adults are passionate role models and champions of children.
- Programs encourage and guide youth to discover their sparks.



### Inclusiveness. Camp Fire is open to everyone.

- Camp Fire is open to everyone. We embrace the uniqueness of every youth, teen, and family we serve.
- The uniqueness of all young people and their families are embraced.
- Every child—is celebrated every day. No exceptions.
- Participants build lasting relationships with youth and adults of all ages and backgrounds.

### Participant-driven. Youth have a real voice and a real choice.

- Youth are encouraged to explore their natural sense of curiosity and find their own sparks.
- Youth set their best course of action with guidance from trained adults.
- Youth build their self-esteem through a variety of activities and are motivated to find their true voice.
- Youth learn to care for others, thus becoming a more compassionate.

### Immediate action. Camp Fire is about getting kids engaged now.

- Camp Fire engages youth and gives them the opportunity to build abilities and make a difference today.
- Camp Fire builds a strong foundation, preparing youth for the present and the future.
- Camp Fire helps develop abilities *now*. We provide a strong foundation for kids as they prepare for the present and the future adventures and challenges.

## At Camp Fire, we ***Light the Fire Within***

Camp Fire helps youth dig deep inside and discover their "sparks," their personally defined nuggets of potential.



Helping a young person become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We listen, we encourage, and we provide the opportunity to uncover each young person's unique interests.

We help youth become the exceptional people they are destined to be, buoyant with potential to do anything they dream of doing.

Camp Fire is participant-centered—identifying passions and sparks. Youth are actively engaged and are given a voice, which helps build self-esteem and self-reliance.

### Our Promise

Young people want to shape the world.  
Camp Fire provides the opportunity  
to find their spark,  
lift their voice, and  
discover who they are.  
In Camp Fire, it begins *now*.  
**Light the fire within**

## THE CAMP FIRE LOGO

The Camp Fire logo builds from the original flame and is a view of a campfire from above. The logo is meant to look like a campfire, and represents a spark that ignites the fire from within.

The logs within the fire are several colors and shapes. They represent that we are inclusive and that we are helping our youth find their spark. The colors have different meanings; blue (work), red (health), white (love), and yellow (flame or spark). Camp Fire's goal is to "LIGHT THE FIRE WITHIN".



## CAMP FIRE CLUB PROGRAMS

**Classic Club** - A club led by a minimum of 2 volunteers that meet with a group of similar aged children. Club size ranges from 6 – 12 children.

**Mega Club** – Most Mega Clubs serve families in club program settings. They meet at apartment complexes owned by several different housing authorities or schools in low-income districts. Group size is 10 – 20 youth using program materials for K-5<sup>th</sup> grade. Mega Clubs are led by paid leaders.

**After School Day Camp** - Camp Fire After School Day Camp gives K-5<sup>th</sup> graders the chance to try all kinds of fun activities in the out of doors, practice healthy lifestyle choices, have time for reading and enjoy new friendships. The location of the After School Day Camp is at the Lakewood School District and Camp Killoqua, other sites may open as the program grows.

**School Days Off** - This is a great way to have your child experience camp and get childcare covered on those school days off that you might have to work. We offer day camp at Camp Killoqua during Spring Break and holidays, such as Veteran's Day, Martin Luther King Day and President's Day. This is for children located all over Snohomish County and there is bus transportation.

## **The 5 levels of Camp Fire Club Program**

Club levels are generally organized by grade or age but levels may flex depending on the abilities and make up of a club.

<b>Level</b>	<b>Grade</b>	<b>Uniform</b>	<b>Awards Earned</b>
<i>Little Stars</i>	3-5 year olds pre-school	Red Sash	Emblems and stickers
<i>Starflight</i>	Kindergarten – 2 <sup>nd</sup>	Red vest	Emblems and stickers
<i>Adventure</i>	3 – 5 <sup>th</sup>	Blue vest	Emblems and beads
<i>Discovery</i>	6 <sup>th</sup> – 8 <sup>th</sup>	Make gown or tunic	Emblems, beads and torches
<i>The Wohelo Award</i>	9 <sup>th</sup> – 12 <sup>th</sup>	Gown or tunic	Emblems, beads, torches and WoHeLo Award

In addition to club programs, teens are afforded expanded opportunities in giving service and developing or using leadership skills.

***Camp Fire's Teen Service and Leadership Programs*** provide a variety of opportunities to help teens develop as effective and engaged citizens *now*. The following programs are offered to teens.

- Our ***Teens in Action Program*** is youth-led and youth-driven, guided by trained adults. Through our service-learning framework, teens learn to identify community needs, decide what issues they want to advocate for, and then take action to make a difference in their communities.
- Our ***WoHeLo Award*** is a 3 - 4 year project where high school teens have an opportunity to develop the following skills: leadership, teaching, service and speaking out in areas that they become advocates.
- Our ***Youth Advisory Councils*** ensure youth voice in local and program planning and decision making. (By Application)
- Our ***Camp Counselor-in-Training Program*** prepares young people aged 16 and older to serve in leadership roles in Camp Fire camps. These opportunities provide significant personal and early professional development for these young people. (By Application)

*The WoHeLo Award is the highest honor in Camp Fire. It can be listed on a resume or a scholarship application. The work done to achieve the award not only builds skills, it builds relationships with goals.*

## WHAT CAN YOU EXPECT FROM THE CAMP FIRE PROGRAM?

Our program is grounded in the Search Institutes 40 Developmental Assets, Youth Outcomes, David P. Weikart, Youth Quality Program and The Thrive Foundations, "Step up to Thrive. The activities the clubs participate are available through Program Books & Curriculum for each age level: Little Stars(3-5), Starlight (K-2), Adventure(3-5), Discovery and Horizon. You will hear more about this information at the Program training scheduled this Fall.

### CLUB CURRICULUM FOLLOWS CAMP FIRE'S 5 TRAILS

#### **Trail to the Environment**

Helps youth understand and appreciate nature, gain camping skills, and desire environmental protection.

#### **Trail to Creativity**

Stimulates creativity and imagination through arts and crafts, music and drama.

#### **Trail to Family and Community**

Teaches about diverse people in the community and how to be responsible community members.

#### **Trail to Knowing Me**

Develops healthy self-image, confidence, safety skills and gives opportunities to explore their world.

#### **Trail to the Future**

Explores new interests both mental and physical for a healthy lifestyle.



*I love the fact that the kids can find something in at least one trail that is fun for them right away. Longer term, the trails give them a reason to try new things that aren't familiar. Sometimes the activities in one of the trails spark a new passion and it is fulfilling to see their growth.*



## BEING A LEADER

The following are the steps you need to follow to become a club leader or adult involved in the club:

- Complete a Volunteer Application and a national background check form <http://www.campfiresnoco.org/volunteer-application/> or return paperwork to your Club Administrator (You may have already completed this.) National background checks are required for anyone who has contact with the children we serve. It is to ensure the safety of your children as well as yourself.
- Schedule an interview with the Club Administrator responsible for your geographic area.(approximately 20 minutes)
  - Your references will be checked by Camp Fire staff.

*In the beginning of the year, we brainstormed with the kids on what they wanted to accomplish. Then my co-leader and I would get together once every quarter to plot out when we could have meetings and target the types of events the club selected. She and I would take turns at meetings being the “primary” leader. It really helped to share the load.*

### What are my duties?

- To ensure that club meetings are planned and occur on a regular schedule.
- To ensure that needed supplies are available.
- Involve and guide youth in the selection of activities that provide opportunity to experience learning by doing and develop life skills.
- To ensure that all activities meet Camp Fire standards and council policies.
- Provide innovative ideas for carrying out Camp Fire program including service projects and participation in area and council events.
- Maintain club records as assigned.
- Support and participate in council-wide fundraising activities.
- Ensure a program experience which fosters respect of all.
- Attend and participate in monthly leader/area meetings and area and council training.
- Act as liaison and maintain positive relations between school, child care facility and council.
- Maintain professionalism in terms of appearance, attitude and conduct.

### What special skills do I need to have?

- Ability to communicate and work with groups of children and provide necessary instruction to youth.
- Ability to observe youth behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- Ability to identify and respond to environmental and other hazards related to the activity
- Ability to lift 30 pounds.

### **Recruiting a co-leader**

**The following points suggest the importance of having one or more co-leaders:**

- Safety for the youth and the leaders
- Sharing the work load
- Share the high's and difficult moments

**The following people may be a good Co-leader:**

Parents of the club members, a friend, grandparent, spouse/partner, co-worker, neighbor, sister/brother, family, parent in your child's classroom or sports team.

## **GETTING KIDS**

*Talk to your Club Administrator about opportunities to grow your club.*

### **Recruiting kids for your club**

1. Your Club Administrator may have a list of kids who have been waiting for a club at your school and for your grade.
2. Camp Fire staff can create a flier to be delivered to the appropriate classrooms advertising your club.
3. Have an informational table with recruitment material at a school function.
4. Make personal invitations for your child's friends and classmates inviting them to a meeting.
5. We form new clubs all year long. The Fall is a primary recruiting time when there are many festivals, parades, picnics, back to school events. At these events club members and their leaders can set up a table and tell others about Camp Fire and find new club members. Flyers are distributed through school districts, school district online bulletin boards, stores, coffee shops and other online sites. The Club Administrator will contact Leaders whose clubs have the right profile or capacity to take on new members.

*My kids made friends with youth they would not have met except through our Camp Fire club. They didn't go to the same elementary but, they will be at the same middle school.*

### **Why would I, as a leader, want more kids?**

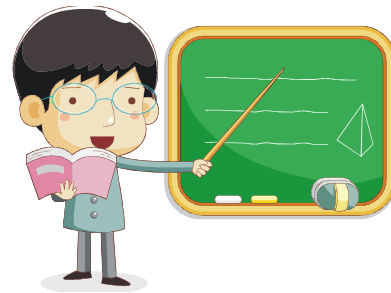
- Your members can learn and play more active games that teach teamwork and encourage healthy habits

- More members provides for the ability to pair off and help each other and build team work
- Kids may take on a larger leadership role
- Older youth and younger youth in a club can facilitate mentoring and leadership
- Helps to increase youth diversity
- Helps to stretch your kids beyond their comfort zone.

## **Training – A key to a successful club. If you build it, they will come.**

You have completed your Application process so it is now time to attend training. Your Club Administrator or Training Specialist will direct you to complete the following steps:

1. Complete this, “NEW LEADER ORIENTATION training, either by working through the training booklet, on-line or by meeting with a trainer. When you finish this training module, contact Donna Fischer at [dfischer@campfiresnoco.org](mailto:dfischer@campfiresnoco.org) to review and have the completion of your work recorded.(approx. 30 minutes)
2. *Once you and your co-leader have completed the APPLICATION PROCESS and NEW LEADER ORIENTATION you may organize a parent meeting and begin meeting with your club.*
3. Register for **Program Training**. A schedule will be made available to you. Components of the training include: curriculum training, songs, games, practical ideas, behavior management, risk management, ceremonies. This training is focused on the fun things your club can do and how to handle anything that comes your way. The training is for all adults working with the youth in your club. It’s available in the Camp Fire office.



### **ADDITIONAL TRAINING:**

**Outdoor Training:**, Instruction on what you need to know before you may take your club on a camping trip. This is 2 session training; at the office followed by an overnight training. There is a charge for this training.

**Camp Fire LEARNING LAB** – This on-line course introduces you to Camp Fire History and Vision, Mindset Matters, Goal Management and Fulfilling Our Promise. All Camp Fire Volunteers are encouraged to complete Level 1 of Learning Lab.

[www.campfireresources.org](http://www.campfireresources.org) click on register to received access.

**Monthly Area Leader Meetings:** A meeting to get updates on what is going on and a place to share tips and techniques with other leaders.

**All Council Leader Meetings:** These are held twice a year as replacements for Area Leader meetings. You will get training on new ways to work with kids and other topics based on your input and requests.

## WHAT IS AVAILABLE TO YOU AS A CAMP FIRE CLUB AND VOLUNTEER?

### Programs and Events

- Camping at Camp Killoqua in Stanwood,
  - <http://www.campfiresnoco.org/camp>
- Resident camp
- Day Camp
- Outdoor Education
- Leadership Program
- Grief Camp
- Absolutely Incredible Kid Day
  - <http://www.campfiresnoco.org/incredible-kid-day>
- Candy Sale
  - <http://www.campfiresnoco.org/candy>
- Auction
  - <http://www.campfiresnoco.org/auction>
- Luncheon
  - <http://www.campfiresnoco.org/luncheon>
- Self-Reliance Training such as Babysitting Basics
- Opportunities abound through the many family strengthening events your club may choose to participate in such as:
  - Community Service Experiences
  - Mom/Youth and Dad/youth overnights
  - Field Trips to Camp Killoqua
  - Camp Fire Birthday Celebration
  - Special Events: Ice Shows, Mariners, etc.



*Camp Killoqua is such a great place to go camping with the youth in your club or as a camper during the summer season. The camp experience is a very special part of a young person's life, creating memories and teaching life skills. Camp magic comes from meeting new people, trying exciting activities, using your imagination and having fun, all as part of a close-knit group.*

# SUPPORT FOR LEADERS



## LEADER RESOURCES

Our website has links to the Club Program Leader's Manual, the annual calendar and electronic versions of forms and tracking sheets for your convenience. These can be found under the Clubs > Leader Resources link:

<http://www.campfiresnoco.org/group/leader-resources/>

## Free Resources

These resources will be given to you once your interview, background check and references are complete.

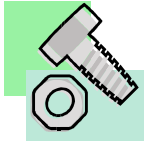
- **Snohomish County Club Program Leader Manual** - in print or on a CD. This is a resource guide full of additional projects, forms, standards, procedures, camping information and financial information. It is also available on the website.
- **Our Club Project** - meeting plans for your first four club meetings. This project helps you and your youth explore the parts of the Camp Fire club program. Another "Our Group" project is also printed in your Leader project books
- **New Club Supply Kit** - This kit has many of the supplies that you will need to complete the 4 Our Club Project meeting plans.

Other Leader resources:

- Curriculum guides to help you lead: Camp Fire Club Leader Guide & Program Books
- The Monthly newsletter, The "PEEKS", which shares council and area information.
- Monthly Leader meetings near where you live. These provide resource ideas, council and area project information and opportunities.
- Club Consultants and Managers in your area to advise and mentor you. They are volunteers in your geographic area who currently are or have been leaders.
- The Training and Resource Center with Camp Fire Store and Leader Resource Room

## Books and supplies you will need to purchase:

- **Project Books** with the activities you will do with your club.
- **Camp Fire Leader Guide** - an official national publication of Camp Fire to support its club program for children in kindergarten through fifth grade.
- **Record Books** for youth to keep a record of what they have completed.
- Uniform vests, shirts, sweatshirts, emblems, beads and other fun Camp Fire items.



## WHAT ARE THE NUTS AND BOLTS OF RUNNING A CLUB

### How often do clubs meet?

To get the most out of their Camp Fire experience, we recommend that clubs meet weekly. Club meetings are a time to build new skills, develop friendships and strengthen family relationships. Some clubs meet 3 times a month and the fourth time go on a field trip or to participate in Council and Area Family events.

### When do clubs meet?

Any time that works for you and your club; after school, evenings, or weekends.

### Where do clubs meet?

Schools, library, businesses, churches, synagogues, temples, public buildings such as community centers and recreation centers, private facilities such as fraternal halls, civic club houses, granges, restaurants, banks, hospitals and homes for older persons, apartment house cabanas or a home. (Note: that there may be a fee involved for some of these places). Consider asking them to sponsor you by reducing or eliminating the fee.

*I found that when my club was younger, it was important to meet every week to keep the continuity. When they got older and had lots of competing activities, we met less often but for longer periods of time so we could still reach their goals.*

### What should I be aware of when looking at potential Meeting Places?

- Room for active games inside & out
- Space for sub groups to work
- Safe area free from hazards
- Ease of clean up
- Adequate table space projects
- Accessible to all members
- Access to restrooms
- Place to have snack
- Access to telephone if you do not have a cell phone available
- More than one exit
- Fire extinguishers and smoke alarms

### CLUB MEETING GUIDELINES

Figure out what works for your club. This guideline is a good starting place for the length of the meeting but you can adjust based on your schedules and needs. The Adult to Child ratio indicates the minimum number of adults. More adults may be useful.

Club Level	Length of Meeting	Adult-Child Ratio
<i>Little Stars</i>	45 minutes	2:6 with additional adults
<i>Starflight Kindergarten</i>	1 hour	2:10
<i>Starflight</i>	1 to 1.5 hours	2:12
<i>Adventure</i>	1.5 to 2 hours	2:16
<i>Discovery and Horizon</i>	self limits	2:20

## SUGGESTED SUPPLIES AND EQUIPMENT:

*For Projects:* Create a meeting supply box with a variety of frequently used supplies. Include things like:

- glue
- scissors
- paper in a variety of colors
- odds and ends of cloth, leather, wood and yarn
- markers and/or crayons
- stapler and spare staples
- tape
- pencils
- magazines with bright colors
- balls and bean bags
- You might want to have a snack stash in case the person that was assigned to bring it is sick or forgets. Make it something that is not perishable.

These items can be used for planned projects or you can delve into your supply box to augment activities if you find you have spare time.

*I kept 2 long scarves and two pair of inexpensive gloves in my supply box. That way if we needed a time filler or if the kids needed to burn off some energy we could do a quick relay race with them putting on and taking off the gloves and scarves as part of the race obstacle.*

Good, inexpensive resources for supplies are second hand stores and garage sales.

***Talk to your crafting friends and the parents of the members for donations to your supply and equipment cache.***

## Suggested supplies cont.

*For ceremonies:*

- Awards: Stickers, Emblems, Beads available in the Camp Fire Store
- For countless ceremony suggestions come to Program Training and see “Magic Moments in Camp Fire”, or the “Outdoor Book” in the council library.
- Candle holders, candles (red, white and blue). Note: not all facilities allow open flames, battery candles also work well.
- United States Flag and Camp Fire Flag



## HOW DO I FINANCE MY CLUB?

*My youth loved to have choices on how we used the club funds. Our club loved to camp at Camp Killoqua, so each year they chose to use the candy refund toward club camping.*

There are two pools of money.

**1. Registration fees:** The \$20 per child registration fee goes to the Council. The youth registration fees go to pay for a small portion of the true cost of providing clubs for the children in Snohomish County.

**To Register yourself as an Adult Leader, Co-Leader or Volunteer or a child in Camp Fire online.**

\*Go to [www.campfiresnoco.org](http://www.campfiresnoco.org)

\*Click on “Club Program” in the drop down.

\*Click on the red “register for a club” link

\*Click on the red “Online Registration” link

\*If you don’t have an account, go to “Create an Account” first.

**2. Club Money:** This money is gathered into a treasury to pay for the cost of running the club. Club costs include program books, supplies to do the activities, awards, and any other items directly related to running the club.

