CAMP COMMITMENTS

Following are descriptions of the various commitments available at Camp.

AL-ANON

- **Get an Al-Anon (CAL) book, "How Al-Anon Works" for the members to sign for the newcomers.**
- **Get leaders for the two Al-Anon meetings held Saturday (10am and 4pm).**
- **Get the meeting format and readings binder from the Easy Does It Weekend committee.**
- **Have the Al-Anon book passed around and signed at both meetings for the newest member of Al-Anon.**
- **Set up the room with chairs for your meetings. Get signs for the doors that a meeting is in progress. Put closed sign up in the window for the Camp Store.**
- **Put all chairs away after the meeting is over, so that the Camp Store can open again.**
- **Give the signed Al-Anon book to the Camp Chairman after the final meeting for the Sunday morning closing Spiritual meeting (for the newest member of Al-Anon).**

ARTS & CRAFTS

- **Budget: $100.00.**
- **Arts & crafts are done during free time on Saturday afternoon.**
- **set up after lunch — clean up before dinner Saturday night so the lodge is ready for the Big Meeting & raffle.**
- **You can organize whatever arts & crafts you like.**
- **You are responsible for set-up & clean-up.**

BALLOONS

- **Budget: $25.00**
- **Obtain 100 balloons for birthday celebration.**
- **Blow up balloons (NOT with helium) to place on the Camp Seely sign out by the highway (verify with the decorations committee or greeter to verify who will bring or put up).**
- **You can also put some up by the door near Registration.**
- **You are responsible for taking them down and cleaning up after birthday celebration.**
- **For the Birthday Celebration**
- **Make sure you have roughly 100 birthday candles and 100 (not fancy) balloons (for birthday celebration on Saturday night)**
- **Give the candles to, Camp Chef in the kitchen before Saturday night.**
- **Saturday afternoon you & your team will blow up approx. 100 balloons and put them in trash bags next to the stage.**
- **You will hand these out to "non" birthday people at the Saturday meeting.**
- **You can start decorating after lunch (if you want to add any special touches to the night) on Saturday but double-check with the Camp Chef for specific time since they will need time to set it up.**

COFFEE

- **Budget: $50.00 – Starter kit.**
- **Obtain the coffee pots & clean them by running vinegar & water solution through them; this will also allow you to make sure they work. Contact the Camp Chair for approval to replace any broken pots.**
- **Traditionally, you choose 4 people (newcomers} as your "crew", who will receive scholarships for Camp in return for being on the coffee crew. Stay connected with these people & make sure they are committed & reliable- you will need their help with coffee.**
- **You may devise any shift schedule you like, but 2–3-hour shifts have successfully worked out in the past, example below:**
    1) **5:30 am to 8:30 am**
    2) **8:30 am to 11:30 am**
    3) **11:30 am to 2:30 pm**
    4) **2:30 pm to 5:30 pm**
    5) **5:30 pm to 8:30 pm**
    6) **8:30 pm to 11:30 pm (this person prepares the morning coffee)**
- **Coffee crew should arrive at Camp around 10:00 AM to start setting up.**
- **Meet with the Camp Chef to be shown where supplies are.**
- **You will need two extension cords.**
- **Bring an alarm clock – Sat & Sun coffee starts @ 5:30 am**
- **Bring a Coffee Starter Kit to camp with you.**
- **-Brewing must be staggered to avoid blowing out the Circuits-**
- **Once the brewing is complete, it is okay to keep all pots on warming.**
- **There are two constant coffee stations:**
- **#1 Coffee station is off the large meeting hall where the phone booth is.**
- **#2 Coffee station is in the Store.**
- **Another coffee station outside the dining hall during mealtimes. This will have coffee only with condiments: start preparing this 1 hour before dinner.**
- **#1 Station: (off the Main Lodge)**
- **2 Regular Coffee Pots**
- **1 Decaf**
- **1 water**
- **Creamer, Equal, sugar, stirrers**
- **#2 Station (The Store)**
- **1 Regular Coffee**
- **1 Decaf**
- **1 hot water**
- **Creamer, Equal, sugar, stirrers, etc.**

Friday:

- **Get to camp – 10:00am**
- **Start brewing 1 of the pots.**
- **Spread the coffee pots around, otherwise we blow a circuit!**
- **Use the water from the hose outside the phone room-it is fresh, from the mountains!!**
- **Pots are heavy when they are full of coffee, water, etc.—ask for help if you need it.**

- **(Suggested brewing schedule)**
- ***Station #1*** (Piano/phone booth room off main meeting hall)**
- **1 regular pot in the phone room**
- **1 regular pot in the meeting hall {there are outlets along the wall, under the windows}**
- **Once these pots have brewed, move them back into the phone room.**
- **Then start brewing a decaf in the phone room.**
- ***Station #2*** (The Store)**
- **1 regular coffee**
- **1 decaf**
- **I hot water**
- **Remember. You can only brew one pot at a time at each station, but they can all be on for warming.**
- **Consolidate coffee pots. e.g., if you have two half-filled pots, consolidate to one, and start a fresh pot.**
- **Before the nighttime meetings there is a rush for coffee; start getting ready around 4:30 pm for the rush!**
- **The last coffee crew person at night (around 10:00 pm) should consolidate pots & get the morning coffee ready, so the am person (4:30 am) just needs to plug them in.**
- **As coffee chair, you are responsible to make sure there is always coffee & supplies.**
- **USE YOUR CREW!! and DELEGATE! <-**
- **Each coffee shift person is responsible for coffee & supplies.**
- **On Sunday after the closing meeting, find the new coffee chair for next Camp. This is the person who will be taking the pots home. Have them & your crew help you clean up, this way, the in-coming coffee chair will have some idea of where things are, etc.**
- **This is a wonderful, and very important commitment-great way to meet people and be of service! Remember to ask for help & direction!!**

CAMP FASHIONS

- **Budget: $2,000.00**
- **Mark-up: 40% (less for high-priced items like hoodies, but usually a bit more for T-shirts); put together a price sheet for the Camp Store people before each camp. Make sure to include printing costs before you figure out the markup and strike a balance between affordability and making money for the camp (most of the time — this rarely happens at too many camps in a row, but we like to maximize it).**
- **Try to inventory the remaining camp fashions before they are put in the camp storage unit on Sunday. The storekeeper packs them up on Sunday morning, but if you help pack, your inventory is right in front of you. Otherwise, arrange to get an inventory after camp from the Camp Store Chair.**
- **Camp apparel consists of T-shirts (long & short sleeves) and hoodies, and either sweatpants (spring camp) or shorts (fall camp). Those are the staples — then there are tank tops for men and women, yoga pants, and items such as hats, fanny packs, and the like. You might check with the committee members to determine what "extras" there might be; the ultimate decision is with you though if you stay within your standard budget. (A group conscience will be needed from the committee chairs if extra funds are needed to "special purchase" items that would be sold over two or more camps. Non-apparel souvenirs are sometimes jointly discussed between the Promotions Chair and the Fashion Chair, but either can request extra monies for special one-time purchases.)**
- **We own the artwork (get the artwork from the previous Fashions chair, or the Promotions Chair), and you can order from whatever vendor you choose. We have, however, used certain vendors with some success in the past; check with prior Camp Fashion Chairs.**
- **You will need to get a check from the Treasurer/Registrar before the vendor needs it, and of course you will need to order everything in time to get printing completed well before camp.**

CAMP PHOTOGRAPHER

- **Budget: $250.00.**
- **Make a new Camp album for current Camp.**
- **Take candid Camp photos.**
- **Group photo is Saturday: 9:00 am (right after breakfast and before Committee Meeting) check camp agenda for exact time.**
- **Pack albums in totes and make sure totes are put in camp storage unit.**
- **Send photos electronically to Camp Historian.**

DECORATIONS

***You are responsible for Decorating the Main Lodge & Dining Halls**

- **$100.00 budget**
- **Decorations are primarily the Dining Hall, but you can decorate the Big Lodge if you like!**
- **Clean up the decorations in the dining hall right after dinner on Saturday.**
- **Make sure all your decorations are cleaned up in the lodge on Sunday morning before the spiritual meeting.**
- **Sometimes the raffle & decoration committees keep to the same theme, but this is not necessary or required.**
- **For the Dining Hall:**
- **16 tables (verify with camp Chef)**
- **Pick a theme.**
- **Get volunteers to commit to help you (2 or 3 at least)**

****Inventory the decorations boxes and use what you like****

ENTERTAINMENT

- **Budget: $600.00+ Free camp for them and 2 helpers.**
- **Get a DJ and ask him/her to commit to our camp dates.**
- **They must have speakers and microphones for meetings.**
- **Follow up before camp date to verify commitment.**
- **DJ gets a cabin for two and meals for the camp.**

FACILITIES/FIREWOOD

- **Find out prior to Camp about a fire -> contact the Camp Manager**
- *****Ezekiel*** – (Camp Manager):**
- **Firewood budget: $525.00**
- **Firewood contact: West Coast Timber**
- **Before Camp**
- **Confirm price of firewood prior to delivery!**
- **Let treasurer know the $ amount of firewood before Camp, so a check can be ready for delivery.**
- **Upon Arrival at Camp**
- **Meet with Camp Manager upon arrival.**
- **Set up tables & chairs in Lodge.**
- **Last Day of Camp (Sunday)**

- **Take down table & chairs & sweep lodge on Sunday.**
- **Inspect the cabins & facilities for damages on Sunday, then accompany Camp Manager for inspection.**
- **Articles left in cabins or dirty cabins are announced at the closing meeting via loudspeaker, and left articles are brought to meeting for pick-up.**
- **Ask for volunteers at close of meeting Sunday to finish inspecting campgrounds for any possessions left behind as well as any Easy Does It Weekend possessions.**
- **As part of this commitment, you are the last to leave camp with the Chairperson.**
- ****If something needs fixing at Camp (other than people), find the Camp Manager, who will attempt to have it fixed.**

First Aid Attendant

- **Budget: $50**
- **Requirements**
- **Current (at the time Camp occurs) CPR and First Aid card and a copy submitted to the Liaison for LA County.**
- **Ability to arrive at Camp by 1200 noon on Friday.**
- **Store at least two (2) containers of med supplies at your home between Camps and bring to Camp on Friday.**
- **Medical personnel as back up or must stay at Camp entire time (only leaving if you have a back up to stay in Infirmary).**
- **Responsibilities**
- **Attend all three (3) Committee Meetings, if possible, held usually three (3) months prior to next Camp; dates to be determined by Camp Chair.**
- **Inventory all supplies for date of expiration, open packages, etc. and replace them as needed prior to the Friday of Camp (update quantity on-hand).**
- **Upon arrival at Camp, put ice packs in freezer (may want to freeze them night before at home prior to Camp).**
- **On Friday on arrival set up all supplies keep meds together for easy access.**
- **At the Opening Meeting on Friday, introduce yourself as Camp Nurse and ask if anyone has any health issues concerning over the weekend. (e.g., who is diabetic, has a particular allergy to bee stings, etc.).**
- **Document on Treatment record located in 3-ring binder as noted on form for each encounter with campers who need meds, dressings, etc.**
- **Camp Seely Medications & Supplies list updated 7-25.**
- **First Aid Attendant Log EDIW**
- **Update inventory as you use supplies.**
- **Diabetic campers keep insulin in the refrigerator located in the Infirmary, this is their responsibility, nothing is required of Camp Nurse. Due to med storage, there should be NO food in that refrigerator.**
- **On Sunday**
- **Pack up all supplies and put in bins/containers.**
- **Make sure to get ice packs as a last action (due to need for swelling, etc.)**
- **Sweep and mop the Infirmary as do all campers (although there is leeway for time due to need of med supplies, there is always need for Tylenol, etc.).**
- **Make sure to orient the new person and leave your phone # for in between Camps should questions arise.**
- **Have a great time, folks are considerate and you will have fun!**

Food Service Provider

Service Responsibilities:

- **Purchase all necessary groceries and service supplies, including coffee supplies.**
- **Transport to Camp Seely kitchen.**
- **Prepare meals according to the designated camp menu for approximately 160 campers.**
- **Meals include Friday dinner, Saturday breakfast, lunch and dinner and Sunday brunch.**
- **Meals are all served buffet style outdoors.**
- **Partial disposable and plastic ware.**
- **A crew of at least six in total is required.**
- **Cooking equipment is provided from the camp facility.**
- **Cabins are provided for kitchen crew.**

FOOD LIAISON/SMORES

- **Budget: $50**
- **Provide Smores supplies for Friday Night's bonfire.**
- **Coordinate getting the forks to and from the campfire from storage supplies (in addition to supplies) and cleanup after smores event.**

GREETERS/PARKING ATTENDANT

- **Greet people & cars at the Camp Gate Entrance (OFF THE HIGHWAY!!)**
- **Greet people at the Main Lodge/Registration desk.**
- **Take metal (Easy Does It) sign and some balloons to the front entrance to Camp (be creative).**

NAME TAGS

- **Budget: $85.00.**
- **Markers, glue, and glue sticks. (they tend to dry out between camps).**
- **Stickers (a large variety–this is a creative opportunity for some)**
- **Nametag inserts and Vinyl holders' w/lanyards (Check with Chair, usually have enough, but double check before camp).**
- **Friday Afternoon**
- **Set up name tags & supplies in Main Lodge before 12 pm check-in.**
- **Clean up in the afternoon/evening prior to Friday night and before Saturday Big Meetings.**
- **Saturday Morning**
- **Set up name tags {again!} for the late arrivals & keep available in the Main Lodge (check with Committee Chair).**
- **Organize and inventory name tag totes for next person and give them the information.**
- **Make sure totes are put in the camp storage unit.**

PUBLICITY/PROMOTION

****you should have or have access to a computer****

- **Design flyers for new Camp.**
- **Who to contact for registration (Camp Chair & Registrar)**
- **Where to mail payments**
- **Dates of Camp**
- **Include website on flyer: www.easydoesitweekendinc.org**
- **Print out (2-sided) flyers for the 1st Committee meeting for mail out.**
- **Print extras for distribution at meetings.**
- **Send flyers to Inland Empire Central Office to be published in their newsletter.**
- **Send flyers to any other Southern Ca Central Office that is willing to publicize Camp.**
- **Make sure the Webmaster has a PDF file of the flyer.**
- **Print Camp Schedule of events for www.easydoesitweekendinc.org**

RAFFLE: SELL SELL SELL

- **Budget: $50**
- **Before Camp-Pick a theme or Coordinate with decorations person for theme. Dress up, have fun and be enthusiastic.**
- **Make sure you have enough different colored ticket reels for current and next camp.**
- **Friday**
- **Get raffle supplies from storage. Start selling ASAP on Friday.**
- **Set up ticket barrel on the stage in the Lodge.**
- **Set up raffle table by the fireplace in the Lodge (right side by middle doors).**
- **Raffle tickets are sold for $1 per ticket.**
- **Pick a few people to help you sell tickets Friday till right up to Saturday Night Raffle. (Start when you wake up till you go to sleep).**
- **Get your helpers to help with prep tickets, tear tickets in half. Coupon stays with camper and name side goes into raffle bin. (Name and cabin number are sufficient info needed).**
- **Whenever you have a decent amount of cash from sells, count the money with the treasurer, give it to them and make sure you have enough change.**
- **Campers are suggested to provide one AA & Alon related raffle gift and one non-AA & non-Alon related raffle gift of a value less than $20. Anyone could win more than one prize. There is a 50/50 cash prize along with Comp Camps.**
- **Saturday Continued-Pick a few people to help you sell tickets Friday Noon till right up to end of Saturday Night Speakers. (Start when you wake up till right before raffle starts).**
- **You and your helper will help call out numbers from the podium and monitor raffle table to keep raffle flowing and timely. (campers get restless and the Dance is after and they are ready to boogie). Remember, the last ticket drawn is the winner of the 50/50.**
- **Keep track of Free camps given and to whom, give information to new registrar committee member.**
- **Tear down table after raffle is over (before dance), empty the raffle drum and prep raffle items to be put back in storage Sunday morning.**
- **Sunday Morning Double check there are enough colored ticket reels and raffle supplies for the next camper that takes commitment before putting in storage.**

RECREATION

Guardian & Concierge of The Balls

- **Budget: $50.00**
- **The newly elected chair makes sure the balls (basketballs & volleyballs etc.) are good to go and in the camp storage unit.**
- **Horseshoes and a Horseshoe Tournament (Saturday afternoon during free time) is available. (Ask who would like to run it if you have other obligations).**
- **Your choice of recreation: Bingo, board games, chess, backgammon, Pictionary, etc. (During Free time in the Lodge).**
- **You are responsible for setting up & cleaning up all games, recreation, etc.**
- **SPEAKER CHAIR**
- **Find an AA speaker & Al-anon speaker for Saturday night meeting.**
- **Each speaker will speak for ~ 30-40 minutes.**
- **Speakers may be a couple (one AA and one Al-non) but is not a requirement.**
- **Speaker Chair opens the Saturday night meeting with a 10-minute lead.**
- **Free camp for AA/Al-non speakers ONLY!!**

STORAGE LIAISON

- **Coordinate the storage of camp supplies in our rented storage unit near camp after camp is over.**
- **Coordinate the unloading of items in the storage unit at beginning of camp.**
- **If storage rental bill becomes due during your term, ensure that executive committed pays the rent.**

THE STORE

***There is a 30% mark-up from cost**

- **You and/or who you pick to help you manage The Store during its normal operating hours of 8am-4pm.**
- **Have a sign-up sheet at registration on Friday for campers to sign up for 1 or 2 hour shifts. There are regulars who enjoy watching the store & will offer to help you or just show up: let them.**
- **Open the store as early as possible on Friday!!!**
- **Camp Fashions will bring fashion.**
- **Fold the fashions as needed, restock snacks & keep the store tidy.**
- **Get the cash box from the treasurer; find out if you keep it for the whole weekend or if the treasurer wants it back. Keep a starting till. Excess cash needs to be given to the treasurer. (Count with treasurer and maintain a list of monies given).**

SUPPLIES

- **Budget: $300.00.**
- **Purchase supplies for Camp. Bring them up and distribute supplies where needed. Excess supplies are kept in The Store.**
- **Toilet paper is provided – you do not need to provide T.P.**
- **Hand soap is provided – you do not need to provide hand soap.**

For "The Store"

- **Set up a box with a sign saying "Snacks, candy and sodas suggested $1.00" good faith**
- **4 cases of water**
- **3 cases diet soda: Name Brand!! (Coke, Pepsi, 7-Up. etc.)**

- **3 regular sodas: Name Brand**
- **Snacks: Candy, chips, cookies, nuts, trail mix, bagged popcorn, and chocolate bars.**
- **Large container of loose "red vines" for registration desk.**
- **Side note: Check for sales of candy and snacks closer to camp as to not bring stale, melted or expired items.**

For the Bathrooms

- **36 rolls of paper towels.**
- **6 Paper towel holders/dispensers**

WEBMASTER

- **Update website: www.easydoesitweekendinc.org**
- **Camp dates.**
- **Camp photos.**
- **Upload the flyer in PDF format so it can be printed out.**
- **Chat it up in Facebook Group.**
- **Send email blasts for registration.**