

UGA OUTDOOR RECREATION – TRIPS & CLINICS – DAWG CAMP ADVENTURE PREPARATION

Purpose: The purpose of this document is to outline the standard preparation process for setting up Dawg Camp.

Scope: Dawg Camp Adventure (DCA) is a joint extended orientation program between the Outdoor Recreation program and the Center for Leadership and Service. Between two, five night sessions, 30 participants will have the opportunity to build relationships and prepare for their first year of UGA while completing a variety of outdoor activities. This document serves as an outline of the preparation process needed to plan and implement DCA effectively.

KEY:

(OR) Outdoor Rec Trip Leader Counselors:

OR Graduate Assistant:

OR Pro Staff:

CLS Pro Staff:

CLS Camp Counselors:

Preparation procedures in reverse chronological order:

- I. DURING CAMP
 - a. CLS Counselors, OR Counselors, & OR Pro Staff:
 - i. Establish 1st point of contact with on call emergency staff
 1. Upon arrival and the campsite, the counselors should ensure the on call staff has been contacted and updated on their arrival.

- II. 1 DAY BEFORE
 - a. OR Trip Leader Counselors:
 - i. Inspect all gear
 1. The Outdoor Recreation Trip Leader counselors should inspect all gear in accordance with ORC policy.

- III. 1 WEEK BEFORE
 - a. OR Grad Assistant:
 - i. Buy food
 1. Referencing the Dawg Campers info sheet, the OR Grad Assistant should purchase the food necessary for the trip using standard purchasing procedures.
 - ii. Pre-Package food
 1. All purchase food should be re-packaged so that it can easily be packed by campers and staff on the day of departure.
 - iii. Order Day 1 Lunch Catering from Jason's Deli based on preferences collected from participant phone conversations.
 1. The OR Grad Assistant should submit order for Jason's Deli lunch boxes on the day of departure. The order should be based on the food preferences provided in the Dawg Campers

info sheet. The Jason's Deli is located on 140 Alps Rd.
Athens, Georgia 30606 and can be reached at 706-425-4950.

- IV. 2 WEEKS BEFORE
 - a. OR Grad Assistant & CLS Pro Staff:
 - i. Set up meeting with CLS exec-board to go over day of procedures
 - 1. The OR Grad and Pro Staff should meet with the CLS staff to determine any staffing needs the day of. Typically, the CLS will provide the members of the Dawg Camp exec board to assist with check in on the first day.
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- V. 1 MONTH BEFORE (JUNE)
 - a. OR Grad Assistant:
 - i. Reserve all gear in ORC (camping equipment, boats, etc.)
 - 1. Using the camper's info sheet, the OR Grad should enter gear reservations in Fusion to ensure gear is available for campers.
 - ii. Reserve 2 vans, 1 box trailer, and 1 boat trailer
 - 1. The OR Grad should reserve 2 vans, 1 box trailer, and 1 boat trailer through ORC protocol.
 - iii. Update staff manual as needed, include reservation info
 - 1. The OR Grad should update and finalize the DCA Counselor manual, adding any final reservation information.
 - b. DCA Counselors
 - i. Contact all participants and gather data
 - 1. The trip counselors should use the DCA Counselor Phone Script and Camper info sheet to call participants and gather information (including food preferences, gear rentals, travel arrangements, and special accommodations). See document located: zeus drive>outdoor rec>dawg camp>year>DCA Counselor Phone Script
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- VI. 3 MONTHS BEFORE (APRIL)
 - a. OR Grad Assistant & OR Pro Staff
 - i. Order T-Shirts
 - 1. The OR Grad Assistant should design and order camp T-shirt (1 for each camper and counselor).
 - b. OR Trip Leader Counselors
 - i. Inspect boats, repair as necessary
 - 1. OR Trip Leaders should inspect all boats being used for the trip and repair as needed. If any replacements need to be ordered, they should notify OR Pro Staff.
 - c. OR Trip Leader Counselors, CLS Counselors, & CLS Pro Staff:
 - i. Attend monthly CLS training meeting

1. The CLS will hold monthly Dawg Camp Counselor trainings during the school year. These dates will be provided by the CLS pro Staff.
- VII. 4 MONTHS BEFORE (MARCH)
- a. OR Trip Leader Counselors, CLS Counselors, & CLS Pro Staff:
 - i. Attend monthly CLS training meeting
- VIII. 5 MONTHS BEFORE (FEBRUARY)
- a. OR Trip Leader Counselors, CLS Counselors, & CLS Pro Staff:
 - i. Attend monthly CLS training meeting
 - b. OR Grad Assistant, OR Pro Staff, & CLS Pro Staff:
 - i. Meet with CLS directors for check in and curriculum updates
 1. This meeting should ensure that all feedback from the previous year has been synthesized and worked into the DCA manual and curriculum.
 - ii. Organize Scouting Trip (1 night overnight)
 1. The OR and CLS staffs plan the scouting trip so that they can run through the camp schedule onsite.
- IX. 6 MONTHS BEFORE (JANUARY)
- a. OR Grad Assistant:
 - i. Reserve campground for overnight scouting trip. (Rattler Ford, NC)
 1. The OR Grad Assistant should work with CLS and OR pro staffs to schedule a 1 night, overnight scouting trip and reserve the camp ground for that date. Reservation website: <http://www.recreation.gov/camping/rattler-ford-group-campground/r/campgroundDetails.do?contractCode=NRSO&parkId=75235>
 - ii. Reserve campground for both Dawg Camp sessions. (Rattler Ford, NC)
 1. Using the set DCA dates, the OR Grad should reserve camp grounds for both DCA sessions.
 - iii. Reserve rafting on the Nantahala
 1. Using the set DCA dates, the OR Grad should reserve rafting trips for the last day of each session through Brookside Rafting: Guide Assisted (1 raft) with 4 total boats. OR Counselors will guide the remaining boats. Reservation website: <http://brooksiderafting.com/> Reservation should be made for final day of Dawg Camp Adventure both weeks at approximately 9 am.
 - b. OR Grad Assistant, OR Trip Leader Counselors, & CLS Counselors:
 - i. High Ropes Course Meet and Greet event
 - ii. The OR Grad, and counselors should attend the High Challenge Course Meet & Greet Event, an hour high ropes team building with both OR Trip Leader Counselors and CLS Counselors.

- X. 7 MONTHS BEFORE (DECEMBER)
 - a. OR Grad Assistant & OR Pro Staff
 - i. Make decisions and notify New OR Trip Leader Counselor Staff
 - 1. The OR Grad should collect all appropriate contact information, as well as t-shirt sizes.
 - 2. Ensure that all hiring paperwork is updated or completed.
 - ii. Notify counselors of all mandatory training dates for spring. They must be able to attend the Scouting Trip.
 - 1. Many of these dates will be set by CLS Pro Staff
 - iii. Reserve Challenge Course
 - 1. The OR Grad should reserve the challenge course for the Meet & Greet event through the challenge course manager.

- XI. 8 MONTHS BEFORE (NOVEMBER)
 - a. OR Grad Assistant & OR Pro Staff
 - i. Conduct OR Trip Leader Counselor Interviews
 - 1. Explain in detail the commitment of being selected. Job requires flexibility of training during spring semester as well as additional post camp follow up meetings.

- XII. 9 MONTHS BEFORE (OCTOBER)
 - a. OR Grad Assistant & OR Pro Staff
 - i. Open applications for OR Trip Leader Counselors
 - 1. First priority will go to capable staff members who have not been counselors before. Although, previous Dawg camp counselors are still eligible.

 - b. OR Grad Assistant, OR Pro Staff, and CLS Pro Staff:
 - i. Work with CLS Pro Staff to set dates for Dawg Camp Adventure