



American Youth Foundation Miniwanca

Community and School Programs Handbook



My own self, At my very best, All the time

A Guide to Planning Your Program

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SECTION ONE:
Getting To Know The American Youth Foundation

About the American Youth Foundation and Miniwanca

The information that follows is being provided to help you prepare your participants and other interested parties (parents, ministers, teachers, etc.) for their Miniwanca experience. We have outlined our program philosophy, methodology, and provided a sample schedule for your reference when speaking to your participants. We have also outlined what you can expect from Miniwanca and the expectations we hold for you, as our partner. This information is meant to be helpful in your program preparation. If you have questions, please do not hesitate to contact us.

The American Youth Foundation (AYF) has been serving young people and youth leaders since 1925. The American Youth Foundation dares people to discover and celebrate the very best in themselves and others, inspires them to explore diverse perspectives and complex challenges, and emboldens them to live courageously, engaging their full capacity. We employ this mission to continue our vision of excellence in developing individuals who achieve their best and balance the mental, physical, social, and religious/spiritual aspects of their lives. Through this process, we work to develop people who understand persons from diverse backgrounds and work for a sustainable environment.

We are currently operating programs year-round at two AYF locations, one in Michigan and one in New Hampshire. Our staff delivers summer programming within a camp setting, conduct Leadership Conferences, and operate Community and School Programs in the communities surrounding our sites. These programs serve a diverse community of participants, as we invite people of any background to experience our programs.

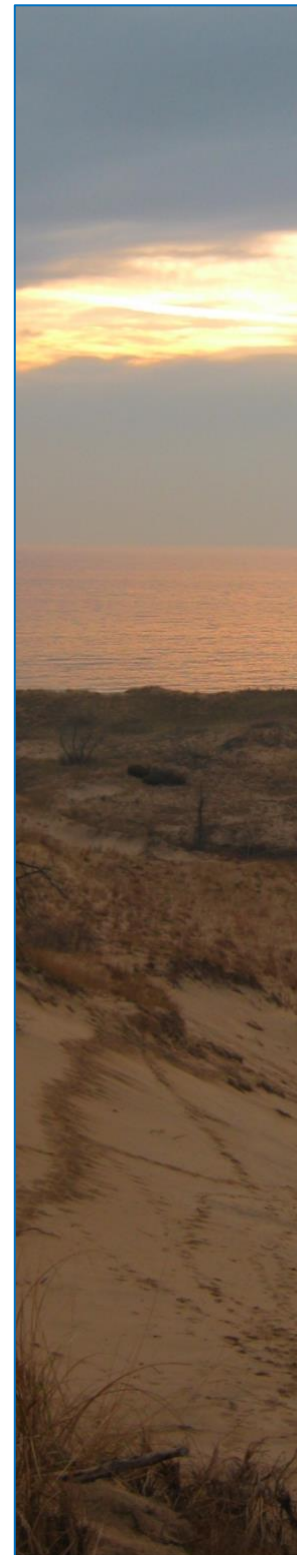
Miniwanca's Community and School Programs staff create and deliver customized youth development programs. Our experiential methodology requires a balance of physical and emotional investment from our participants and staff alike so that our challenge of discovery produces meaningful growth for each individual and group we have the opportunity to serve.

Who are the Miniwanca Staff?

The Miniwanca Program Staff are comprised of committed individuals from around the world. Typically, Miniwanca Staff:

- Have graduated from college
- Hold 2-4 years of experience working with youth
- Live and work at their programming site, in our case: Miniwanca
- Have obtained certifications in Wilderness First Aid, CPR, Lifeguarding and/or Ropes Course Management
- Have completed a National Criminal Registry background check.

Our staff is dedicated to working with people to create positive learning experiences for our participants. They receive comprehensive training throughout the year that teaches them the philosophies and methods of the American Youth Foundation, as well as the technical skills needed for programs. We will work in partnership with you to design and deliver the most ideal experience for your participants.



What are the responsibilities of the Miniwanca Staff?

Program Coordinator

Each program has an assigned Program Coordinator from the Miniwanca staff team. This individual will serve as your primary contact prior to, during and after your program. They will:

- Call you to discuss learning objectives and work with you and your staff to design a program that meets the established goals;
- Support you in the planning process and help you understand your responsibilities;
- Coordinate all the logistics for the program to occur successfully;
- Orient and train the Miniwanca program staff for the program;
- Discuss with you the roles and expectations of the teachers and chaperones during the program;
- Meet with you regularly throughout the program for feedback and;
- Give support in case of an emergency.

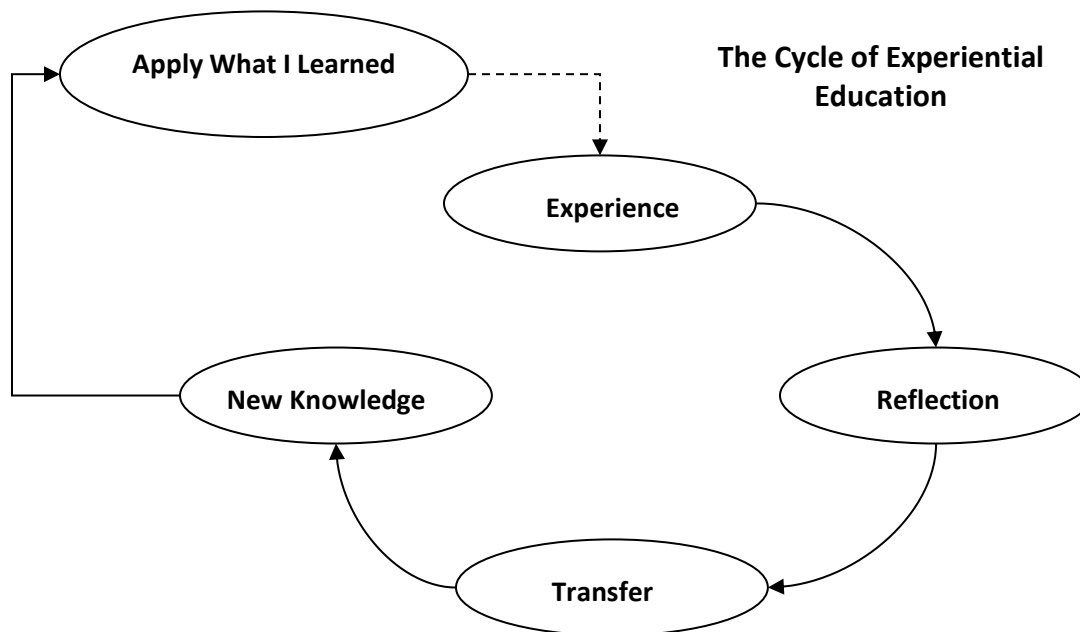
Program Staff will:

- Provide participants with learning experiences that meet the programs learning objectives;
- Create a positive environment for participants;
- Facilitate all day and evening activities;
- Manage risk during scheduled activities;
- Manage behavior during scheduled program activities; and,
- Support and guide participants in community stewardship, such as cleaning lodging facilities.



What is our Methodology?

The American Youth Foundation Miniwanca utilizes a model of Kolb's *Learning Cycle* to introduce the concept of positive youth development to our participants. It is illustrated and outlined below. We refer to the following adaptation of Kolb's cycle of experiential education as a framework for the construction of our programs.



Experience: We have a multitude of experiences every day such as driving to work, eating a meal, and listening to a song; but we do not necessarily learn from these experiences. John Dewey, an educational philosopher emphasizes the selection of experiences that lead to growth, and we strive to design and select our experiences with these criteria in mind. Every aspect of our program day revolves around providing experiences that can lead to learning. We do not provide experience for the sake of experience, but as the raw material of learning.

Reflection: At the completion of an experience, it is imperative that we take time to reflect upon what has occurred. Reflection can have many forms from conversationally debriefing an experience, taking time to write in a journal, or other self-directed reflection activities. During this state in the cycle, we strive to extract the lessons of experience in their purest form by reviewing the concrete steps taken in an activity and examining them for the knowledge they offer us.

Transfer: Although reflection serves to pull the lessons from experience, it in itself does not cause effective learning. Learning, if it is to be effective, must take the form of lessons that have a direct application to our everyday lives. In reflection we reviewed concrete actions to arrive at principles. In transfer, we apply those principles to the day-to-day lives of the participants. Effective transfer involves looking at situations in the participant's environment in which the lessons learned at Miniwanca can be used and recognizing opportunities to apply what was learned.

New Knowledge: In the reflection stage, we searched for lessons in our experiences. In the transfer stage, we searched for applications of those lessons in our everyday lives. We reach new knowledge when we apply those lessons and have therefore changed or grown as individuals or as a group. From here, we move into the next experience and the cycle continues, with each building upon our previous experiences.

AYF Community and School Programs Outcomes

At AYF, we want participants to have a fun, safe experience in our programs. Through these experiences we impact the lives of youth by helping them to achieve the following outcomes:

1. **Best Self** – Participants recognize the unique qualities they already possess and take time to further develop their own personal best. They will:
 - Value themselves as unique, capable individuals making self-confident decisions that have an impact on their lives.
 - Demonstrate respect for self, others and their environments.
 - Approach life with clearly defined goals and take initiative to accomplish these goals.
2. **Balanced Living** – Participants have the opportunity to practice balancing the mental, physical, religious/spiritual, and social aspects of their lives in a variety of situations. They will:
 - Try new activities and challenges that provide opportunities for self-development and growth.
 - Adapt their thoughts and actions to changing conditions and different perspectives.
 - Increase their awareness of the choices they make and how those choices relate to creating a balanced life.
3. **Positive Community Relationships** – Participants will develop skills important to creating and maintaining healthy friendships and a positive group culture. They will:
 - Actively participate in creating a positive community culture and empower others to build healthy relationships with a wide variety of people and places.
 - Work effectively within a group to achieve a common goal.
 - Utilize interpersonal skills including trust, cooperation, compromise, and problem solving in their interactions with others.

Through carefully crafted outdoor and experiential education activities, we strive to help all of our participants grow as individuals and as members of their community. Therefore, in addition to our program outcomes of Best Self, Balanced Living and Positive Community Relationships, our programs seek to equip participants with life skills relating to:

- Creating and maintaining an effective team;
- Recognizing and employing effective leadership;
- Facilitating group and peer discussions;
- Enhancing environmental awareness and knowledge;
- Developing positive character in-line with their personal values and beliefs;
- Employing global stewardship;
- Utilizing effective communication techniques and;
- Making healthy personal choices.



General Miniwanca Expectations

During your program at Miniwanca, it will be the responsibility of you and the contracting agency to ensure the following expectations are followed at all times. These expectations should be shared with each participant, teacher, and chaperone prior to their arrival.

- Miniwanca is a drug free environment. This includes smoking, alcohol, and all illegal drugs. We ask all participants and chaperones to refrain from the use of these substances on our property.
- Miniwanca is a Peanut Aware site; please do not bring, use, or consume any product containing peanuts while on Miniwanca property.
- Miniwanca prohibits participants from bringing pets onto the site and residing in any of our lodging facilities. Special exceptions can be made for animals used for personal assistance needs.
- Miniwanca prohibits firearms, folding or sheath knives and any other weapons.
- You are responsible for leaving the site and facility in better condition than it was found. If damages are sustained, you and/or your agency will be responsible for the cost of repairing the damages.
- All specialized programming areas (including the waterfront, boathouse, challenge areas, kitchens, etc.) are considered off-limits to participants and chaperones when unaccompanied by trained and qualified Miniwanca staff or approved designees.
- We ask all participants to respect our environment, which is fragile and home to hundreds of species of plants and animals, some which are endangered. All guests are asked to stay on designated trails and use Leave No Trace ethics at all times at Miniwanca.
- All fires must be lit, attended to, and extinguished by a Miniwanca staff member. All fires must be constructed and burned within an approved fireplace, pre-established fire ring, or mobile fire pit.
- Parking should occur in designated parking locations. At no time should a vehicle block a thoroughfare, as many of our roads are one lane and are often the only emergency access to many locations throughout our site.
- The contracting agency is responsible for ensuring any personal equipment brought by participants is stored, used, and maintained in a safe manner in relationship to other participants and our facilities. Miniwanca assumes no responsibility for misused, damaged, or lost equipment that is not the direct cause of our staff.



SECTION TWO:

Program Planning Before Camp

Contracting Agencies' Responsibilities

Program Design, Contracting and Payments

Prior to, during and following the completion of your program, you will have the opportunity to work with your assigned Program Coordinator as well as the members of Miniwanca's Administrative Team. Your Program Coordinator will be contacting you to discuss your program objectives, answer any questions you may have as well as to craft a custom schedule of activities for your school or organization. Throughout this process and during your visit to Miniwanca, your Coordinator will be there every step of the way to support you and your participants.

The Miniwanca Admin Team will be working directly with you to complete all of the necessary contract, insurance requirements, and administrative paperwork needed for your program. Should you have questions about these areas during the planning process, please contact our Admin Team. Below is an outline of the administrative and financial deadlines for a standard program. Special program cases may vary.

- **Upon receiving the contract:** Please sign and return the original copy along with a 20% deposit to the Miniwanca Office Coordinator.
- **Four weeks prior to your program:** Confirm the estimated number of participants and chaperones with the Miniwanca Admin Team.
- **Three weeks prior to your program:** Your final invoice will be mailed to you based on your number of participants and chaperones expected for your program. Complete any outstanding payments which must be paid-in-full prior to your group's arrival and supply a completed Certificate of Insurance.
- **Upon completion of your program:** Adjustments to enrollment will be invoiced and/or refunded as stipulated in the contract.

Participant Supervision

For the duration of the established contract, the contracting agency will be responsible for the overall supervision of its participants, both youth and adult. This means that the contracting agency has parental control of all participants, not Miniwanca.

However, you have contracted Miniwanca's staff to provide specific activities. During these activities our staff will be responsible for the participants and the associated risk management. ***It is therefore necessary for each participant to read and sign an AYF assumption of risk form, health history form and a medical release.*** If the participant is a minor, a parent or legal guardian must also read and sign these forms. If a participant does not have signed forms, they will not be able to participate in Miniwanca activities. Each group of students should have a dedicated parent, teacher, or volunteer chaperone while participating in all onsite activities.



Insurance

The contracting agency is responsible for providing Miniwanca with a Certificate of Insurance prior to the program. Please review the contract for specific recommendations for appropriate insurance coverage. It is best if we receive the Certificate of Insurance no later than two weeks prior to your programs arrival. When requesting a Certificate of Insurance, please ask that the American Youth Foundation be named in the Certificate as an additional insured along with our business address located on the following page.

American Youth Foundation
8845 West Garfield Road
Shelby, MI 46455

If for some reason your agency does not carry insurance, one may be purchased through Miniwanca's insurance provider. Please contact the Miniwanca Finance Team for additional information on this process.

First Aid and Emergency Care

Miniwanca does not operate an infirmary or employ a registered nurse during the school year. Our staff has a minimum certification of First Aid and CPR. Large youth groups are encouraged to bring a nurse as part of their staff/chaperone team. At minimum, all groups should have a person designated as their health officer who possesses a First Aid and CPR/AED certification.

Medication distribution is the responsibility of your organization. First aid supplies, all non-prescription and any prescription medications should be under the direct supervision of your elected health officer at all times. If medications need to be refrigerated, please let the Program Coordinator know so we can supply a lock box to store them in the refrigerator. Participants who require Epinephrine or inhalers for breathing assistance should carry them on their person at all times. If requested, AYF may be able to provide radios for the health officer during a program in the event of a medical need or emergency.

Emergency Transportation

Your organization is responsible for providing any emergency transportation to the local hospital. Oceana County operates an emergency service that can be reached by dialing 9-911 from any Miniwanca phone. The Mercy Health Lakeshore Campus Hospital, located in Shelby, is less than 20 minutes away. Directions to the hospital from Miniwanca are listed below:



Mercy Health Lakeshore Campus: Leaving Miniwanca, take the B-15 (Scenic Drive) North to Shelby Road. Turn East (right) onto Shelby Road heading towards Shelby, MI. At State Street (first stop sign), turn South (right). The Mercy Health Lakeshore Campus on the left hand side of the road and will be visible from the intersection of Shelby Road and State Street.

Incidents

In the event of an incident, your Miniwanca Program Coordinator and the Miniwanca program staff will be available to assist in any efforts needed to help the participants. We ask that all incidents be reported to the Miniwanca staff. This includes injuries, illnesses, behavioral incidents, and site incidents (facility damage, intruders, etc).

Weather Emergencies

Miniwanca has an emergency weather siren that will sound if there is a weather emergency approaching. The Miniwanca staff will direct the participants to a safest location or available weather shelter in the event of such an emergency. If the group is residing in winterized buildings, the group will be instructed to get to the ground floor and away from any windows and exterior doors.

Fire Emergencies

Each of our housing facilities is equipped with a smoke detector or fire detection system. In the event of an alarm, the residents should calmly vacate the building and meet at a pre-determined location. Once everyone has gathered, participants should be counted to ensure no one is in the building. Your Miniwanca Program Coordinator will assist you in this process and help secure any additional outside assistance as needed.

Our on-site emergency siren will also sound if there is a fire on the grounds of Miniwanca. This siren will sound in a high-pitched tweeter. If you hear this siren, the reaction of your group should be to gather at one of the following locations:

- If you are in West Camp (Seay, Compton, 10-50 Bay) – gather at the Green Acre.
- If you are in Central Camp (Four Seasons, Mills Center) – gather at the Mills Center Parking Lot.
- If you are in East Camp – (Activity Center, D-Bay, Challenge Courses) – gather at Bryant Field.

Again, once everyone is gathered, take a head count and ensure everyone is safe. At that point, the Miniwanca staff will direct the next best course of action.

Missing Person

Our first responsibility is to ensure all the participants are safe and accounted for at all times during their visit to Miniwanca. However, if there is a suspected missing person in your group, please inform the Miniwanca Program Coordinator or any other representative of the Miniwanca staff immediately. If an initial search of residential locations and program areas are not successful, the Miniwanca staff will initiate our Missing Person's Procedure and help guide your group in the next steps.

Can participants be contacted in case of an emergency?

Yes! Miniwanca has a voice mail system that operates 24-hours a day. The phone number is (231) 861-2262, which is staffed during normal business hours, Monday – Friday from 8:30 a.m. to 4:30 p.m. If someone from your organization or school needs to contact us after these hours, and the contact is **AN EMERGENCY**, our voicemail system will direct the caller to our Emergency Pager Voicemail System. The caller can simply listen to the recording, follow the directions to the emergency pager, and leave a detailed message. A Miniwanca staff member will respond to your message as soon as we can. If it is not an emergency please call (231) 861-2262 and leave a message for the Program Coordinator.

You may give this number to the participants or family members of participants who will be coming to Miniwanca. Our voice messages are checked regularly and the Program Coordinator will make sure all messages get delivered.

What are the Responsibilities of a Teacher or Chaperone?

Community Responsibilities

We believe all participants are responsible for their living and program spaces, as well as the surrounding environment. Participants are responsible for the stewardship of these spaces and for leaving them better than they found it. Prior to departure, the schedule will provide for a community cleaning time. This includes cleaning bedrooms, bathrooms, sweeping hallways, vacuuming program areas, emptying trash and any other necessary stewardship duties as identified by our staff. While the Miniwanca staff will help guide this process, we ask the teachers and chaperones to drive this effort to ensure Miniwanca remains cared for and clean.

Behavior Management

While the Miniwanca staff is responsible for the facilitation of the participants during activities, we seek support from the administration, teachers and chaperones when it comes to the behavior of students or members of your organization. During the process of experiential education, it is not uncommon for participants to find themselves in discussions, minor disagreements and sometimes emotionally intense confrontations. Please know that all Miniwanca staff members are well trained in managing and guiding these situations to healthy outcomes. However, in the rare case that a behavioral incident involving a participant becomes more serious, we will ask for the assistance of your staff or the accompanying adults to help us reach a positive resolution. We truly appreciate those partnerships where we can work alongside your group in this manner.



Involvement

Programs at Miniwanca are a collaborative effort between our program staff and your staff. The Miniwanca staff members are the lead facilitators during the morning, afternoon, and most evening activities. We ask that teachers and chaperones be present as often as possible during these blocks. This allows participants to see their chaperones as “interesting and interested adults” who can serve as a positive role model in their growth and development at camp. In addition, we encourage them to participate in the reflection of activities to help the participants to better transfer the skills and ideas that they are learning back to their home or school environments.

In order to create the most ideal participant experience, time will be spent during the initial phases of each program to ensure that the Miniwanca staff and teachers or chaperones agree on the most ideal methods for working together during each set of activities. These meetings may be completed one-on-one, in small teams or as part of a daily chaperone meeting with the Program Coordinator throughout your time at Miniwanca.

Evening and Over-Night Supervision

Evening and over-night supervision of all participants is the responsibility of the organization, teachers and/or chaperones. Miniwanca staff members are off-duty from the end of evening activities until the following mornings activities begin. However, your Program Coordinator will provide specific contact information upon your arrival so that they may be reached in the event of an over-night emergency.

Administrators, Teachers, and Chaperones

As partners in our programs, we will ask that you provide sufficient adult supervision for the participants you bring. A minimum adult:student ratio for our programs is 1:5 for ages 5 and younger; 1:12 ages 6-8; 1:12 ages 9-14 and 1:12 ages 15+. Additionally during the program, administrators, teachers and chaperones will:

- Participate in a chaperone orientation meeting, typically scheduled shortly after the groups arrival
- Deliver medications in line with their agency's policies or guidelines
- Support Miniwanca staff in the delivery of specialty program activities including, but not limited to, rock climbing, canoeing and dune exploration
- Assist staff with student behavior management
- Adults should never find themselves in a one-on-one situation with a participant. Please always observe the "Rule of 3."
- Adhere to all Miniwanca operating procedures as outlined within this handbook
- Serve as an "interesting and interested adult" and positive role model during all program activities



SECTION THREE:

Miniwanca Program Logistics

The following forms and informational lists are intended to serve as a guide to familiarize you with the common program materials used at Miniwanca. You will be asked to collect and organize a selection of these forms prior to your program, bringing the original copies with you to Miniwanca; if not mailing them prior to your visit. A list and description of each of the included forms can be found below.

Your Program Coordinator will also send you digital copies of the current 2019 forms found within this handbook. While they may appear similar to prior years, please ensure that all forms given out and collected for your program are our most current versions.

Forms A & B: Health History and Assumption of Risk

Each group is responsible for ensuring all participants, teachers and chaperones read and sign these AYF forms. These forms include the *Acknowledgement/Assumption of Risk Form* and the *Health History Form* (with a medical release). Minors need to have a parent or legal guardian sign each form. If any person does not have a completed form, they will not be able to participate in any Miniwanca activities. These two forms have been supplied double-sided to ease this process. Please make a copy for each chaperone, teacher and participant to be completed prior to his or her arrival at Miniwanca.

Form C: Miniwanca Clothing and Packing List

Our programs are primarily conducted outside, regardless of the weather. It is imperative all participants come prepared for rain, snow and cold temperatures. Even in late spring and early fall, temperatures at night can reach into the low 40's. Winter obviously brings its own set of circumstances. All clothing and other personal items should be clearly marked with the participant's name. Please be aware that clothes worn outside may get dirty or wet during the course of Miniwanca programs.

Form D: Directions to Camp Miniwanca

This form contains two lists of directions to reach Miniwanca when traveling within the state of Michigan. Additionally, this page contains our contact number and organization website if you have questions concerning travel and your arrival to Miniwanca.

Form E: Sample Program Schedule

During our Community and School Program seasons, we run a variety of unique and exciting programming for a large range of groups. The example schedule within this packet is for a standard three-day school program. While your program will be customized to meet your individualized needs, we have included this example to help familiarize you with the layout of the schedule you will receive once you arrive at camp.

Form F: Sample Group List and Health Information

Detailed and organized group lists as well as health information for each participant and chaperone are valuable tools for the Miniwanca staff. Receiving this information prior to your arrival allows for effective preparation. A detailed health information list, such as the provided example, allows for the Miniwanca staff to plan and create the best possible program experience while maintaining a professional level of safety and care for the individual needs of each participant.

Form G: Miniwanca Maps

Miniwanca covers over three hundred acres of lakefront, dune ecosystem and forests. We also are home to three bodies of water including Lake Michigan, Stony Lake and Stony Creek. We have supplied these maps for you as a reference to our site prior to your arrival as well as a guide to the trails and buildings of Miniwanca during your visit.



American Youth Foundation
Miniwanca
8845 West Garfield, Shelby, MI 49455
231-861-2262 • 231-861-5244 (fax)
www.ayf.com

Please answer all questions thoroughly; review the statement on the back and sign. This information is important for you and your child's safety. All information will be kept **confidential** unless needed in an emergency situation. Please provide all information to ensure the participant receives quality care.

Health History Form

Biographical Information

School, Program or Group Name: _____ Date(s) of Program: _____
Participant's Name: _____ Date of Birth: _____ Gender: _____
Address: _____ City: _____ State: _____ Zip: _____

Health History Information

Has participant experienced any of the following (please provide further explanation below):

- | | | |
|--|---|--|
| <input type="checkbox"/> Allergy to bee stings | <input type="checkbox"/> Chronic illness | <input type="checkbox"/> Hemophilia |
| <input type="checkbox"/> Allergy to medication | <input type="checkbox"/> Developmental disability | <input type="checkbox"/> Hypertension |
| <input type="checkbox"/> Allergy to foods | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Kidney problems |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Epilepsy/Seizures | <input type="checkbox"/> Lung disease |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Fainting spells | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> Back condition | <input type="checkbox"/> Frequent colds | <input type="checkbox"/> Sleep walking |
| <input type="checkbox"/> Balance problems | <input type="checkbox"/> Head injury | <input type="checkbox"/> Strokes |
| <input type="checkbox"/> Bed wetting | <input type="checkbox"/> Heart disease/defect | <input type="checkbox"/> Other: _____ |

If any of the above boxes are checked, please explain: _____

- Is the participant taking any medications? ☐ Yes ☐ No If yes, explain and list all medications, dosages and times: _____

- Does the participant have any sensory, cognitive or physical disabilities? ☐ Yes ☐ No If yes, explain: _____

- Does the participant have any mobility impairment? ☐ Yes ☐ No If yes, explain: _____

- Any allergic reactions? ☐ Yes ☐ No If yes, explain: _____
- Does the allergy require an epi-pen? ☐ Yes ☐ No If yes, when was it last administered? _____
- Does the participant have any dietary restrictions? ☐ Yes ☐ No If yes, explain: _____

- Will the participant be bringing an inhaler? ☐ Yes ☐ No
- Has the participant been treated or hospitalized in the last 24 months? ☐ Yes ☐ No If yes, for what injury or illness? _____

Emergency Information

In case of emergency, please contact those listed below - must be parent or legal guardian if under 18:

- Primary Contact:** _____ Relationship: _____
Phone, Home: _____ Work: _____ Cell: _____
- Secondary Contact:** _____ Relationship: _____
Phone, Home: _____ Work: _____ Cell: _____

Acknowledgement and Assumption of Risk

We believe young people seek adventure. Miniwanca provides an ideal environment for exploring new activities in a structured manner. However, some of the activities may involve risks young people do not encounter every day. At the American Youth Foundation we make reasonable efforts to conduct safe programs and to inform families of inherent risks and to provide adequate insurance coverage.

Risk management is an essential element of the activities we offer and we observe reasonable precautions. We conduct our programs according to the practices and procedures recommended by the American Camping Association (ACA) and state licensing requirements. Our risk management program includes staff selection criteria, training and supervision, written policies and procedures for activities, systematic review of incidents for improvements, and outside reviews of our programs. While we anticipate our careful supervision will protect the well-being of each participant, we are also aware it is possible neither to foresee every contingency nor to eliminate all risk.

Examples of activities that may occur in our programs at Miniwanca include traveling in AYF vehicles, horseback riding, swimming, sailing, canoeing, kayaking, camping, using stoves and open fire, using ropes/obstacle courses that may be 50 feet high or more. Consider the obvious risks of these activities. Inherent risks include collision, capsizing, burns and falling. In addition, many of our programs include travel through remote backcountry terrain where cell phone and communication services may not be available, and where groups may be more than an hour removed from professional emergency medical care. Environmental risks include inclement and unpredictable weather, deep and or cold water, rapidly moving water, falling objects, insects, lowered and elevated body temperatures, sunburn, allergic reactions and other injuries and illnesses. There are, of course, other problems that could impact our activities.

To ensure us that you understand the kinds of activities and risks involved in AYF programs, I ask parents to sign below. Your signature will confirm that both parents and participants have read this letter and that you acknowledge and accept the risks involved in our programs and the responsibility to come prepared for camp. In signing the statement, parents/guardians grant permission to the participants to attend, and parents and participants acknowledge having read and understood the above statement.

Anna Kay Vorsteg
President
American Youth Foundation

To: American Youth Foundation

I, _____, who will be attending an American Youth Foundation (AYF) program, have read the above statement and understand there are risks involved in AYF activities like those described in this statement. I accept those risks as a part of my participation.

I am also aware that my (my child's) school or sponsoring agency is ultimately responsible for medical care of me/my child. However, in the event of an emergency, I give permission to the American Youth Foundation and their staff or designated personnel to hospitalize and/or secure proper treatment for me/my child mentioned above. I have also indicated any medical information that will ensure the proper treatment and well-being of me/my child.

I give permission for AYF to use photographs, video and statements from me/my child for education and promotional purposes, including brochures, websites and slideshows. I waive the right for any future claims, including remuneration.

Signature of a Parent or Legal Guardian
(if participant is under 18)

Date

Signature of the Participant

Date

Please note for participants under the age of 18: If the participant has an allergy requiring an epinephrine kit or pen, asthma requiring an inhaler or currently taking medications, these items should be turned in to the group's chaperone or advisor. If this is an open enrollment program, these items should be given to the AYF staff member. It is recommended that participants requiring an epinephrine kit or pen or an inhaler bring two, so that one can be carried with the participant and one can be carried by the chaperone of the group at all times.

Miniwanca Clothing and Supplies List

**The following list of items should be brought regardless of program length.
These are the items that all participants will need in order to have a successful experience.**

- One 1-liter water bottle filled prior to arrival
 - Rain gear
 - Backpack
 - Journal
 - Pencil/Pen
 - Sun block
 - Comfortable hiking shoes – tennis shoes are fine (please do not wear sandals)
 - Weather appropriate clothing – with extra layers if it is spring, winter or fall
-

**The list below is based on the needs for a 2-day, overnight experience.
Please adjust accordingly for longer programs.**

- | | |
|---------------------------|---|
| Bedding: | Sleeping bag and pillow <u>or</u>
Warm blankets with sheets and pillow |
| Clothing: | 2 pairs of long pants
2 short sleeve shirts
1 long sleeve shirt
1 sweater or equivalent warm outer layer
1 pair of underwear for each day
1 pair of socks for each day (at least 1 pair of socks should be wool)
1 pair of pajamas or appropriate sleeping attire
1 pair of tennis shoes – please do not bring sandals
1 pair of hiking boots or mud shoes
Raingear and/or Windbreaker |
| Seasonal Clothing: | 2 pairs of shorts
1 pair of mittens or gloves
1 warm hat
1 scarf
1 pair of long underwear
1 warm coat
Extra warm sweaters |
| Other: | Personal hygiene products (ex: soap, shampoo, tooth paste and toothbrush, etc.)
Towels and washcloths
Laundry bag
Flashlight
Prescription medications (Please turn these in with your school or organization) |
| Optional: | Insect repellent (no aerosol please), bathrobe, slippers, camera, or stationery. |

Please do not bring: Food, knives, weapons, sports equipment, matches, ipods, mp3 players, electronic games, pets, and money.

Directions to Miniwanca

231.861.2262

www.ayf.com

From East/South:

- Take I-96 or I-196 to US Hwy 31 North toward Muskegon.
- Follow US Hwy 31 North until you reach the New Era exit (Exit 140).
- Take a left (West) off the exit ramp onto Stony Lake Road.
- Follow Stony Lake Road for approximately 8 miles.
- You will come to a stop sign. **(If you have been directed to our East Camp entrance, turn, left (South) and enter East Camp just up the hill.)**
- At the stop sign (Scenic Drive or county Road B-15) you will turn right (North). This road will take a sharp turn to the left beyond Stony Lake and the creek that feeds it.
- At the Stony Lake Store you will turn left (South) onto Garfield Road.
- Follow Garfield Road until you see the American Youth Foundation sign. Turn left into the parking lot and proceed to check in at the Mills Center (green, L-shaped office building).
- **Continue past the Mills Center entrance if you are looking for the West Camp entrance. It is located approximately a ¼ mile further West on the left hand side of the road.**

From North:

- Take US Hwy 31 South to New Era (Exit 140). Turn right (West) off the exit ramp onto Stony Lake Road.
- Follow Stony Lake Road for approximately 8 miles.
- You will come to a stop sign. **(If you have been directed to our East Camp entrance, turn, left (South) and enter East Camp just up the hill.)**
- At the stop sign (Scenic Drive or county Road B-15) you will turn right (North). This road will take a sharp turn to the left after you pass Stony Lake and the creek that feeds it.
- At the Stony Lake Store you will turn left (South) onto Garfield Road.
- Follow Garfield Road until you see the American Youth Foundation sign. Turn left into the parking lot and proceed to check in at the Mills Center (green, L-shaped office building).
- **Continue past the Mills Center entrance if you are looking for the West Camp entrance. It is located approximately a ¼ mile further West on the left hand side of the road.**

Monday	Tuesday	Wednesday
	7:30 am - Go-getters: 4-Seasons Frisbee, Kickball Available	7:15 am - Stewardship 7:30 am - Cruisers Walk 7:45 am - Walk to East Camp
	8:00 am - Breakfast (East Dining): C-3 D-2 E-1	8:00 am - Breakfast (East Dining): C-4 D-1 E-2
9:45 am - Arrival Large Group Welcome Large Group Games Chaperone Meeting 10:15 am - Immersion (1.75 hrs) <i>Breakout Space (BOS)</i>	9:00 am - Activity Block 2	9:00 am – Activity Block 4 11:00 am - Small Group Closing <i>(BOS)</i>
12:00 pm - Lunch (East Dining): C-1 D-4 E-3	12:00 pm - Lunch (East Dining): C-2 D-3 E-4	12:00 pm - Lunch (East Dining): C-3 D-2 E-4
1:00 pm - Activity Block 1¹ 4:00 pm – Supervised Free time	1:00 pm Large Group Game 1:15 pm - Activity Block 3 5:15 pm – Option Block³	12:45 pm - Large Group Closing 1:00 pm - Departure
6:00 pm - Dinner (East Dining): C-2 D-1 E-4	6:00 pm - Dinner (East Dining): C-1 D-4 E-3	
7:00 pm – Large Group Evening Activity² 9:00 pm - Get ready for Bed 9:30 pm - Lights Out	7:00 pm – Large Group Evening Activity 9:00 pm - Hike Back to Cabins 9:30 pm - Lights Out	

¹ **Activity Blocks could include:** Team Challenge Course, High Challenge Course, Raftbuilding, Boathouse, Dune Ecology, Water Ecology, etc.

² **Large Group Evening Activities could include:** Night Hikes, Wacky Olympics, Evening Reflections, EPIC, Sing-Down Challenge, Beach Time/Sand Sculpting, Council Circle Bonfire, S'mores, etc.

³ **Option Blocks could include:** Crafts, Board Games, Frisbee, Soccer, Football, Hiking, Reading, Dance, etc.

Example Group List

Group Name – Staff
Teacher / Parent / Chaperone Name
Last Name, First Name – <i>Severe allergy to nuts</i>
Last Name, First Name
Last Name, First Name
Last Name, First Name
Last Name, First Name – <i>Asthma; has inhaler</i>
Last Name, First Name – <i>Bee Sting Allergy; no epi needed</i>
Last Name, First Name
Last Name, First Name – <i>Recent neck injury</i>
Last Name, First Name
Last Name, First Name – <i>Sickle Cell Anemia, Asthma</i>

Example Health Information List (all students)

Grade or Classroom	Student Needs
Last Name, First Name	
Last Name, First Name	Has had severe bee allergy
Last Name, First Name	
Last Name, First Name	
Last Name, First Name	Allergic to fish and peanuts, has asthma & eczema: takes zyrtec & benadryl
Last Name, First Name	Wears glasses, seasonal allergies/hay fever: takes zyrtec
Last Name, First Name	Allergic to fish
Last Name, First Name	Seasonal allergies
Last Name, First Name	
Last Name, First Name	Had one seizure in 2012 & was treated, seasonal allergies: ragweed, takes zyrtec/cetirizine
Last Name, First Name	Wears glasses
Last Name, First Name	
Last Name, First Name	In past 24 months, hyper-extended right knee
Last Name, First Name	

