

OAKCREST POLICIES AND PROCEDURES

A Guide for Stake Leaders

(Rev. 11/2017)

Attendance & Eligibility:

Young women are invited to attend Oakcrest during the summer following their 7th grade year. This is a one-time opportunity for girls who have just completed the 7th grade and will be entering 8th grade. Exceptions will not be made for those who have been accelerated or held back a year in school for any reason, including disability or illness. Age is only considered as an eligibility factor for girls who are home schooled. In this case, home-schooled young women can use birth dates to determine grade level. For Oakcrest 2018, the young woman's birth date must be between September 1, 2004, and August 31, 2005.

Oakcrest is an LDS girls' camp and LDS doctrine will be taught. Young women of other faiths are welcome to attend. We encourage campers to come for the entire week of Oakcrest. ***Campers should not plan on coming late to camp, leaving early, or coming and going during the week.*** Campers who cannot attend the entire week their stake is scheduled are welcome to register through open enrollment for another week. Open weeks will be posted on the website by April 1st. Should an emergency arise which would require the camper to go home early or arrive late, arrangements need to be made with the camp through the stake leader (see ***Early Release/Late Arrival*** section).

If a young woman finds that she is unable to attend Oakcrest during her assigned week after registering with her stake, she may choose to go another week if space is available. A camper who desires to switch weeks should contact her stake leader who will then contact Oakcrest to make arrangements. All changes must be made no later than two weeks before the week the camper is scheduled to attend with her stake. A registered camper who finds she cannot attend at any time during the summer can find another eligible young woman to go in her place; however, Oakcrest must receive the camper's registration card no later than two weeks before the week of camp. In this case, payments for replacements should be worked out at the stake level or between the families involved, whichever is applicable. Oakcrest does not take responsibility for making sure that the replacement camper reimburses the young woman who can no longer attend. **Oakcrest will not accept last minute registrations or replacements on busing day. Oakcrest does not issue refunds.**

Bullying and Disrespectful Behavior:

Oakcrest has a no tolerance bullying policy. Should a camper feel teased or bullied in any way, she is encouraged to talk to her counselor who will then address the concern with all parties involved. Bullying and disrespect that is not resolved after discussions with Oakcrest staff will be grounds for being sent home. In this case, Oakcrest will contact the involved parent(s) who will be asked to come and get their camper(s). Oakcrest also does not allow camp pranks or jokes on other campers or counselors.

Bus Assignments:

Stake leaders will be called the week before camp with the bus number(s) of the bus or buses their campers will be riding on. If it is necessary to put your stake on more than one bus, the stake leaders will decide which girls will be riding on which bus. ***Prior to Monday morning busing, stake leaders should write the bus number on each bus ticket.***

Busing Day:

Stake leaders should be at the central busing location on Monday morning by **7:30 a.m.** Leaders should find their stake flag, check in campers as they come, distribute colored tape as needed, and distribute bus tickets. Please bring a small table to use when you are checking your girls in. When the buses and chaperones have arrived, invite the campers to immediately load their luggage and get on their bus. After all campers have checked in or at 8:20 a.m. (whichever is first), **complete the *Oakcrest Busing Form* and take it to the registration table. Please turn in your empty Oakcrest binder and completed 2019 *Projection Questionnaire* at this time.** You may keep the contents of the binder for your reference. Buses cannot leave until all stakes have checked in and all busing forms are received.

Camp Leadership:

A 17-member Women's Committee and a Priesthood Executive Committee, who reports to a member of the Seventy, oversee Oakcrest. Each year the Women's Committee hires a staff of amazing young-adult women to lead and direct the camp. Campers will be under the supervision of a counselor at all times. Two full-time service missionary couples live on the premises to ensure the safety of the campers and the continuity of the camp.

Chaperones:

Each stake needs to find **female** chaperones to ride the bus with the campers Monday and Friday. Please assign someone other than the check-in person to be the chaperone. Please use the following scale:

- 1- 40 campers: **1** chaperone on Monday and **1** on Friday
- 41-100 campers: **2** chaperones on Monday and **2** on Friday
- 100+ campers: **3** chaperones on Monday and **3** on Friday

Friday chaperones need to remain at the central busing location until **ALL CAMPERS FROM THEIR STAKE** have been picked up. Information on arrival times for chaperones and other instructions are included on the *Oakcrest Chaperone Information* form included in this binder and on the website. Please assign a back-up chaperone in case one of your chaperones cancels at the last minute.

Communication with Campers:

Cell phones are **NOT** allowed at Oakcrest Camp. To ensure the best possible Oakcrest experience, personal phone calls and personal visits are not allowed at camp. Campers love to receive mail from home, so we encourage parents to write to their daughters. Please allow 3-4 days for mail to arrive. Please send mail addressed to them c/o Oakcrest LDS Girls Camp, 5850 East Bench Creek Road, Kamas, UT 84036. Parents will be called if their camper is ill, terribly homesick, or if there are any other major problems. If there is an emergency at home, parents should contact the stake leader for help in contacting their daughter at camp. The stake leader will then pass on the information to a member of the Oakcrest Women's Committee. Please note that emails sent through the Oakcrest website are received by a Women's Committee member in the valley and not by the camp itself.

COPE Activities:

Campers will be participating in Challenging, Outdoor, Physical Experiences while at Oakcrest. These include an obstacle course, giant swing, zip line, target shooting, foam slide, and hike. If a camper is unable to do one or more of these activities, parents should make a note under *Health Concerns* on page 2 of the registration form and explain why.

Dress Code:

Modesty and safety are taken seriously at Oakcrest. Campers should only bring clothes that fit the following guidelines: Shirts should completely cover cleavage, the midriff, and shoulder, and should not be tight. To protect against tick bites, pants must be long and without holes (**no shorts or capris**). Shoes must cover the entire foot (no sandals or flip-flops), and socks need to be worn at all times. Long socks must be worn on the hike and are encouraged at all other times to prevent tick bites. In addition, campers are expected to follow the dress and behavior guidelines listed in the *For the Strength of Youth* pamphlet. **Campers who are not dressed according to these standards when they arrive at the busing location on their first day of camp will be asked to change before boarding their bus.**

Early Release/Late Arrival:

Although discouraged, a young woman may leave camp early or come late if necessary. Campers will not be allowed to check in or out more than once during the week. For safety reasons, a *Camper Early Release Form* needs to be filled out and signed by the parent. This form needs to be turned in with the busing form on busing day. Campers will only be released to the person listed on the form who has picture I.D. A copy of this release form is found in this binder and on the website. Campers who will be arriving late should be noted on the *Oakcrest Busing Form*. **Camp gates close at 9:30 pm.**

Electronics:

NO CELL PHONES or any other electronic devices should be brought to camp. Oakcrest is a wonderful place where girls can get away from the world and focus on spiritual and personal growth. In order to maintain this spirit, the director will collect all unauthorized electronic devices and hold them until the end of the week. Digital cameras are allowed, but be aware that many cameras are lost each summer, so PLEASE LABEL THEM! Disposable cameras are available for purchase at the camp Trading Post.

Epipen Form:

The *Oakcrest Epipen Form* should be included in the camper's registration packet. It should be filled out by the parents of campers bringing epipens to camp and must be attached to those campers' registration cards. Epipens are not provided at camp.

Health Concerns: *Please note that there are no trained medical personnel residing at the camp.*

- **Dietary Needs and/or Food Allergies:** The Oakcrest staff can assist those with special dietary needs (such as diabetes, lactose intolerance, celiac disease, nut allergy, or vegetarian preferences), but your help is needed. It is crucial that parents write down any food allergies and dietary concerns on the registration card. Parents whose daughters have dietary needs or food allergies will receive phone calls or emails prior to camp to determine if special arrangements need to be made. Menus will be made available to parents upon request. If the camper has severe restrictions, the parents will need to send food with their daughter to camp where it will be stored in the kitchen. The kitchen staff will prepare this food for her. Parents can send this food in a small cooler or bag that is labeled with the camper's name. All food must be labeled as well. Coolers and/or bags of food should be taken to the "open enrollment" table on busing day. Please see the website for camp procedures and policies regarding food concerns. **If a camper will be bringing an epipen to camp, the *Oakcrest Epipen Form* must be filled out by a parent and attached to the registration card.**
- **Homesickness:** Homesickness is a problem for some campers. Our policy is to help homesick campers stay at camp for as long as possible, so we do not contact parents until Tuesday. We deal with extreme circumstances on an individual basis. Parents should prepare their camper to be away from home, assuring her that homesick feelings are normal and felt by almost everyone, but some feel them more strongly than others. Homesickness can create both emotional and physical symptoms. Parents should discuss in advance what their daughter can do to address homesick feelings or symptoms, such as focusing on the fun things to do at camp, trying to help another camper who feels homesick too, or praying for Heavenly Father's help even before she comes to camp. Parents may consider arranging for her to receive a priesthood blessing as part of her preparation for camp.
- **Medical/Emotional Concerns:** For the safety of the camper, it is important that all medical and emotional information be filled out completely and specifically. This is found on the second page of the Oakcrest registration form. In moderate to severe cases, a member of the Oakcrest Women's Committee will contact the parent prior to camp in order to gain a better understanding of these issues.
- **Medical Emergencies:** Should a camper require medical treatment at a clinic or hospital, a parent would be contacted immediately. Oakcrest staff will make sure the camper is transported to the clinic/hospital immediately, but a parent or other adult family member will be required to meet the camper at the clinic/hospital. Once a family member arrives, the camper will be turned over to his/her care. Oakcrest contact information will be given to the parent or other family member, so that he/she can contact the camp and inform them as to the camper's condition and whether or not the camper will be returning to Oakcrest. If the medical problem is resolved in time for the camper to finish her stay at Oakcrest, she is welcome to return, but the family must provide transportation.
- **Medication/Shots:** For safety reasons, all medication (including over-the-counter items) must come to camp in the original container(s) labeled with dosage instructions. **All prescription medication containers should be placed together in a Ziploc bag along with a small card listing the camper's name and instructions for each medication (dosage and time of day to be taken). A separate Ziploc bag (with instructions) for over the counter medications can be sent as well.** Oakcrest staff can only remind campers to take their medications, but by law cannot actually administer them or force girls to take them. Parents should review all medications and instructions with their daughters so they can take their medications on their own. Prescription medication bags will be securely stored in the first aid office for girls to come and take there. The first aid staff will list prescription medications on a schedule spreadsheet and will remind them to take them based on the instructions sent. Over-the-counter medications can be kept with their counselor in their cabin for easier access. Campers must be willing and able to give their own injections, as there is not a registered nurse on the premises. Camper's insulin can be kept in a refrigerator in the first aid office.

- **Special Needs or Limitations:** Oakcrest does not have wheelchair-accessible cabins or bathrooms and uneven terrain and distance between activities make the use of crutches at camp very wearisome for campers. Young women with uncontrolled diabetes or other severe physical, emotional, or mental disabilities that prohibit full participation are encouraged to consider stake camp or special needs camp instead of Oakcrest. Local stake/ward leaders do not attend Oakcrest with their campers, and hired Oakcrest counselors are not trained to handle severe limitations. Campers who come to Oakcrest are expected to function independently and be self-care. Some young women with physical or mental needs that require only a little individual help can come with a Laurel-age buddy. Any limitations, even minor ones, must be noted on the registration card.

Laurel-age Buddies:

Campers with disabilities and/or special needs who require a little individual help should attend Oakcrest with a Laurel-age buddy. Laurel-age buddies are not charged a registration fee. Parents and stake leaders should work together in selecting a buddy who will facilitate the best experience **for the camper**. Laurel-age buddies need to fill out a *Buddy Registration* form. They should be listed separately from the campers on the *Stake Registration List*. The primary responsibility of a buddy is to aid her assigned camper. She may not be able to participate in all camp activities, depending on the needs of her camper and whether or not there is sufficient time. **Laurel buddies and the parents of the camper requiring a buddy must read and sign the *Laurel Buddy Agreement*.** This agreement must be attached to the buddy's registration form.

Lost and Found Items:

Any luggage items left on Friday with your stake's colored tape attached will be sent home with the chaperones. The chaperones will then return the items to the stake leader for distribution. Most items left without identification will be kept for three weeks and then taken to Deseret Industries. Valuable items, such as digital cameras, will be kept for three months. Campers should contact oakcrestcamp@gmail.com within these time periods to claim their items. Stake leaders may contact Marilyn Knapp (385-220-2305) with specific concerns.

Luggage and Labeling:

Please follow the guidelines for labeling luggage found in this binder on the *Labeling Items Brought to Oakcrest* form. Because luggage space is limited on the buses, campers are only allowed four luggage items: one large duffle bag OR medium suitcase, one warm sleeping bag, one school-size backpack, and one pillow. Each stake should distribute duct tape in their assigned color. Assigned colors are listed on the 2018 schedule. All luggage, backpacks, sleeping bags, pillows, and cameras must be marked with the camper's full name and parent's cell phone number on the colored tape. Experience has shown that the colored tape is the best way to get lost items back to their owners. New clothes or valuable items should be left at home. ***We highly recommend that stakes meet before Monday to distribute the colored tape and mark luggage items.***

Meals and Snacks:

Oakcrest offers delicious, well-balanced meals three times a day. Several choices are offered through hot entrees, a salad bar, and a cereal bar. Campers are welcome to bring their own snacks, especially those who may be picky eaters. Refrigerators and freezers are not available to campers unless they have specific dietary needs. Personal snacks should be labeled and will be kept in a sealed, "critter-proof" container. Snacks can also be purchased at the Trading Post.

Mutual Night:

Mutual is held on Thursday night. Mutual is for the stake presidency and their wives, bishops and their wives, and the stake Young Women presidency. An invitation and map are included in this binder for you to copy and give to those who are invited.

New Medical Information Form:

If a young woman's medical situation changes **after** her registration card has been turned in, her parent needs to fill out a *New Medical Information* form and return it to the stake leader by the Monday morning of camp. Stake leaders should then turn in these forms at the open enrollment/registration table. This form is included in this binder and can be obtained from the stake leader or from the website.

Nut-Free Cabin:

For those campers who are severely allergic to nuts of any kind, lodging is available in a cabin that is kept nut aware throughout the summer. Campers and their roommates who wish to stay in this cabin should indicate this on their registration cards under "Food Concerns." All campers in this cabin (even roommates without allergies) will need to bring only nut-free snacks and will be required to follow allergy-aware guidelines, such as not sharing snacks with each other and always washing hands after eating.

Open Enrollment:

Open enrollment begins on April 1 for girls from nonparticipating stakes who wish to attend Oakcrest. Campers and their parents should follow the open enrollment instructions found on the website. Open enrollment registration cards and payments are accepted up to two weeks prior to camp if space is available. After all participating stakes have registered on March 10, additional available openings will be posted April 1st on the website. The fee for open enrollment campers from nonparticipating stakes is \$150.

Campers from participating stakes who do not register with their stakes on March 10 can register at any time after that through their stake leaders, or they can register through open enrollment starting on April 1. Campers from participating stakes who register through open enrollment still pay the \$125 fee.

Opening and Closing Assignments:

Participating Oakcrest stakes have the opportunity and responsibility to help open and close camp. Because these are rotating assignments, your stake will not need to help every year, but your stake will be given an assignment every few years. If you have an assignment this year, your stake name will be typed in red on the front of your registration binder and an *Opening and Closing Assignments* form will be in your binder. Please follow the instructions on the form.

Projection Questionnaire:

This form will be distributed to each participating stake at Stake Registration Day on March 10 and should be turned in to the open Enrollment/registration table at the busing location on the first day of camp. The *Projection Questionnaire* helps Oakcrest determine when to schedule your stake for Oakcrest the following year. We will need a projected count of young women who will be eligible to attend Oakcrest in 2019. We also need your projected dates for stake girls camp, youth conference, and/or trek. Scheduling takes place at the end of August, 2018. If you do not know your projected dates by busing day, please list any **tentative** dates. Scheduled dates can also be emailed to Andrea Nelson, polomom2@gmail.com, by August 21, 2018.

Refunds:

Because many of the camp expenses are paid months before camp begins, Oakcrest is unable to provide refunds. If a young woman is unable to attend camp after she has registered, the stake leader may be able to help her find a replacement. The camper may also elect to come on another open week. All changes and replacements must be made no later than two weeks before the beginning of her scheduled week. **Oakcrest will not accept last minute registrations or replacements on busing day.**

Registration Information:

- **Campers from Nonparticipating Stakes:** Stake leaders should not register nonparticipating stake campers with their stake. Campers who wish to attend Oakcrest but do not live in a participating stake need to wait and register through open enrollment on or after April 1. Available openings will be listed on the website on April 1. Open enrollment instructions for these campers are found on the website. Campers from participating stakes may room with campers from nonparticipating stakes as long as each has listed the other's name on their registration forms; however, nonparticipating campers must still wait to enroll until April 1st. If there are openings, the Women's Committee will make every effort to place these campers together
- **Campers from Participating Stakes Attending with Another Stake:** Girls from your stake who will be attending camp with another stake should still register with your stake and be included in your payment. Oakcrest will place the registration cards for girls in this situation with the appropriate stakes after registration day.

- **Registration Cards:** All campers (including Laurel-age buddies) attending camp need to have a registration card correctly and completely filled out. Each card must have three signatures: 1) camper, 2) parent/guardian, 3) bishop. Please make sure each line on each card is filled out legibly and completely. **Registration cards with missing information will be returned to the stake leader who will work with the ward leader or parent until all information is complete.** Buddy registration cards must have a completed *Laurel Buddy Agreement* attached. Each registration card has a detachable bus ticket at the bottom. The stake leader should remove bus tickets before registration day. The stake leader will distribute the bus tickets to the campers as they check in on the Monday morning of their scheduled camp week.
- **Registration Day:** On Saturday, March 10, bring your registration materials to the Glenmoor LDS Church at 4200 W. Skye Drive (9800 South) at your assigned time. (Times are listed on the cover page of your registration binder.) You will need to bring:
 1. A list of any changes in your stake contact information within the past year, including the emails and phone numbers for the stake Young Women president, the Oakcrest contact person for your stake, your stake president, and the high councilor assigned to Young Women.
 2. All registration cards with **no more than 2 roommates** stapled together (double check for **3 signatures** on each card).
 3. Completed *Laurel Buddy Agreement* form attached to each Laurel buddy registration card.
 4. Completed *Oakcrest Epipen Form* attached to the registration cards of campers bringing epipens.
 5. Two printed copies of the alphabetized *Stake Registration List*. (See instructions in this binder.)
 6. The Oakcrest flash drive containing the promotional video.
 7. One stake check made payable to *Oakcrest LDS Girls Camp* for the full amount due.
- **Registration Fee/Payment:** The registration fee for each girl from a participating Oakcrest stake is \$125. The fee for campers from nonparticipating stakes is \$150. This fee covers lodging, meals, transportation, staff salaries, and all other camp expenses. Local leaders within stakes provide guidelines on whether the ward or the family pays the Oakcrest registration fee, based on the needs in their areas. A single stake check made out to *Oakcrest Girls Camp* must be cut for the initial registration payment. Count your money and reconcile it with the number of campers registered. Give the money to your stake clerk and have him cut a check to Oakcrest for the entire amount. Make sure two people sign the check. Late registration payments may be in the form of cash, cashier's checks, money orders, or stake/ward checks. **Oakcrest cannot accept personal checks. Registration fees are nonrefundable.**
- **Stake Registration List:** After receiving all completed registration cards, stake leaders should fill out the *Stake Registration List* with all campers listed in alphabetical order. Although there is a hard copy example in the packet, **please download the form from the website** and type in the required information. Please note the following:
 1. Do not use any other form but the one currently on the website.
 2. Enter in all the information directly from the registration card, including **food concerns, any and all health concerns, allergies, a listing of all permitted and non-permitted over-the-counter medications, and prescription medications. Also indicate if the camper is bringing an epipen.** Please be specific. This information should be entered in the *Special Needs* column of the *Stake Registration List*. If there are no special needs, please type "none listed" and then indicate permitted and non-permitted over-the-counter medications, as well as any other prescription medications that will be taken at camp. **Please do not leave this column blank!**
 3. Campers from your stake who will be attending camp with another stake should still register with your stake. Please write down the stake they will be attending with in the column provided on the form, and Oakcrest will make sure the registration card is placed with that stake.
 3. Please do not put the form in a PDF file. Email the form just the way it was when you downloaded it from the website.
 4. Please do not scan the form and email a scanned copy. Email the form just the way it was when you downloaded it from the website.
 5. Do not use all caps when filling out the registration form.

Once the information is entered, it should be alphabetized electronically and emailed to oakcrestcamp@gmail.com by the week before registration day. Please bring **two** paper copies of this list on Stake Registration Day (March 10th). Stake leaders should also bring a copy on busing day to assist them with their check-in process.

- **Ward Leaders:** A ward Young Women leader from each ward can be asked to assist the stake with the registration process. You may ask the ward leader to collect registration cards and payments from each camper and ensure that each card is filled out completely and signed by the camper, the parent, **and** the bishop. The ward Young Women leader may also help by writing comments about the camper on the registration card that would be helpful for the staff to know.

Respect for Camp Property:

Campers will be responsible for their personal cleanliness, as well as the cleanliness of their room and the camp area. Campers are expected to respect the natural environment by taking proper care of the camp and surrounding areas and keeping the grounds clean and free from litter. National forest regulations are observed at all times. Graffiti of any type is prohibited at Oakcrest.

Roommates:

Stake leaders should staple together the registration cards of **two** campers wishing to be in the same counselor group. **Two** girls may room together. Threesomes and foursomes will be split up. Some girls have a very difficult time if they are not paired up correctly, so your care and concern when performing this task is appreciated. Many young women choose not to have a roommate. This option is often ideal, as these girls have a great opportunity to make new friends. Please note that requests to change roommate assignments cannot be accommodated after registration day unless the involved girls and their parents have been notified and are in agreement. Any roommate changes must be requested before the Monday two weeks prior to your assigned week. No changes can be made after that date. Please see specific roommate guidelines on the *Important Instructions Regarding Roommate Assignments* form in this binder.

Showers:

We are fortunate at Oakcrest to be able to offer our campers one shower per week after their hike.

Spending Money:

Suggested spending money is \$20-\$40. It can be used for crafts (\$1-\$5), sweatshirts (\$18), t-shirts (\$10), snacks, and other Trading Post items. For a list of items for sale see the *Trading Post* section under the *Campers* tab on the website. Craft options can also be seen online under the *Campers* tab. Spending money is optional. One free craft, an Oakcrest t-shirt, and all other essential costs are covered in the registration fee.

Stake Kickoff Meeting:

This meeting should be held in January or February under the direction of the stake leader assigned to Oakcrest. Girls eligible to attend Oakcrest and their parents should be invited. The purpose of the meeting is to inform them about the opportunity to attend Oakcrest and give registration instructions and forms. (See the sheet in this binder entitled *Suggestions for Your Stake Oakcrest Kickoff Meeting*.) Please make sure that only those girls who will be finishing 7th grade in June, 2018, are invited to attend. Please invite eligible nonmember or less active young women and their parents living in the stake boundaries who may be interested in attending.

Stake Leadership Changes:

Please email any stake contact information changes to oakcrestcamp@gmail.com. Oakcrest tries to maintain a current list of the following from their participating stakes: stake president, stake Young Women president, high councilor over Young Women, and Oakcrest contact person. If you are released, please pass on your Oakcrest binder and promotional flash drive to the new presidency and have them send their contact information to oakcrestcamp@gmail.com.

Transportation:

All young women are transported to and from camp on chartered tour buses that leave from and return to the central busing location at the Murray South LDS Stake Center, 5735 S. Fashion Boulevard, in Murray, Utah (busing location directions are included in this binder). Young women should arrive by 8:00 a.m. on Monday morning and will return about 12:30 p.m. on Friday afternoon.

****Buses leave promptly at 8:30. No exceptions will be made for latecomers. Campers arriving late will need to find their own transportation to camp. Maps to camp will be available at the busing location.**