

YMCA CAMP TOCKWOGH

A branch of the YMCA of Delaware



Program Planning Guide

for Group Retreats

YMCA Tockwogh Camp and Retreat Center
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Welcome to Camp Tockwogh!

Thank you for your reservation with YMCA Tockwogh Camp and Retreat Center for your group's next event! At Tockwogh, we are always happy to share our beautiful wooded & waterfront campus with the community in the hope you will find some solace and connection here. As a group leader, your role in the groups experience is one of the most vital to the experience. We are here to assist you and your group in planning a successful program!

In this guide, you will find useful forms, maps, and necessary information that will help in pre-trip planning for your event. Feel free to duplicate and distribute any of the materials in this guide. You can contact our office at any time for assistance. We are available for parent presentations, group meetings, or other consultations that you may need in the event planning process. Please feel free to reach out me if you have any questions regarding the contract agreement, the services we offer, or how to prepare for your stay. We are looking forward to hosting you and thank you again for choosing Camp Tockwogh!

Sincerely,

Krista DeLone

Retreats Director

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(410) 348-6000 ext. 107



Mission Statement

The YMCA of Delaware is an association of people of all ages, ethnic groups, and religious affiliations that strive to cultivate the human potential, self-esteem, and dignity of all people. Our organization exists to develop and practice the principals of love, caring, inclusiveness, justice and peace- and to enrich the emotional, physical and social life of all individuals, families and our communities.

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Trip Planning Checklist

Two months before the trip:

- ___ Ensure that the signed contract, certificate of insurance, and deposit have been sent to YMCA Camp Tockwogh.
- ___ Collect important information from your members as they register (dietary restrictions, health information, emergency contacts, special accommodations)
- ___ Distribute the Facility Waiver to participants
- ___ Distribute the packing list to participants.
- ___ Confirm the schedule, programming, and needs with the Camp Tockwogh

Ten Days before the trip:

- ___ Finalize number of participants & let camp know to receive updated invoice
- ___ Inform camp of any participants with dietary restrictions (gluten free, vegan, food allergies, ect.)
- ___ Organize any necessary housing arrangements, activity groups, and meal table assignments.
- ___ Collect the Facility Waivers from participants – BRING THESE TO CAMP WITH YOU.

Before you leave for Tockwogh:

- ___ Make copies of activity groups, housing arrangement, check-in information and meal table assignment sheets.
- ___ Collect any necessary health forms and/or permission forms complete with:
 - Names and addresses of all participants
 - Emergency contact names and phone numbers
 - List of any participants with allergies or health conditions that may require treatment and/or special considerations while at Tockwogh
 - Permission to treat consent for any minors
 - Facilities waiver
- ___ Provide group members arrival information and directions to Tockwogh.
- ___ Arrange to make payment prior to arrival OR bring check with you.

YMCA Tockwogh Camp and Retreat Center

Our Policies

As an organization, we have certain policies to which all groups must adhere. Please review your Contract Agreement for additional policies which are not outlined below.

Communication is the key to a successful experience! Please let us know if there any concerns or questions that you may have in regards to your group's visit to Tockwogh.

Risk Awareness

Certain elements of the Retreat Group programs are physically, mentally, socially, and emotionally demanding. While the staff will make every reasonable effort to minimize the exposure to the known risks associated with these activities, all hazards associated with the Retreat Group programs cannot be foreseen. The group agrees to make all participants aware of the possible hazards associated with participation in outdoor activities.

Payment Terms

To guarantee the desired dates, the group must send a non-refundable deposit (10% of the total amount) no later than **two weeks** after the reservation was made. If no deposit has been received two weeks after the reservation was made, the date and housing in question will be made available for others to reserve. If your group cancels **less than 30 days** prior to the start of the scheduled program, the deposit is held as a cancellation fee.

Plan on how many individuals will be attending your event far in advance. The number of participants is only able to be adjusted up to 10 days prior to the start of the scheduled program. Any decrease in numbers after that ten-day period will not be deducted from the total amount of participants attending in the contract, for food has already been ordered and the staff has already been scheduled. Any increases in group numbers should be communicated as soon as possible, as late additions cannot always be accommodated due to food, housing, and staff limitations.

Complete payment is due at the time of the event. As noted in your contract, additional fees will be applied to your remaining balance if your final payment is not received upon arrival AND every 30 days after the last day of your retreat.

Insurance

The YMCA of Delaware is not an insurer of the safety for those attending the event. Every group must provide a Certificate of Insurance protecting the YMCA from any and all liability arising out of the use of the YMCA. This is due with the signed contract as outlined in Section 3 of the Contract Agreement.

If your group is not part of an official company or organization, you may opt to complete only the Facility Waivers. This will make the individual group members responsible for safety and insurance. The group leader may also be liable in certain situations. If you are interested in getting group insurance, let camp know and we can assist you.

Group Scheduling

YMCA Camp Tockwogh reserves the ability to schedule Tockwogh Staff led activities for any groups whose participant roster is less than 100 members. Groups over 70 may have open programming scheduled. Full day open programming is only available to groups over 100. We will supply an appropriate amount of staff for your group size to ensure active programming.

Personal Property

YMCA Tockwogh assumes no responsibility for personal property brought into the facilities by any person. Persons bringing personal property in to the YMCA facilities assume all risks with respect to that property. **We do not keep a Lost & Found.**

Damages

Groups shall leave the facilities in as good a state and condition as they were in the beginning of the use period. Buildings will be examined before and after your stay. In the event of damage to the buildings and/or facilities, groups are responsible for the cost of repairs. This includes any materials owned by the camp and used during the group's stay, i.e. electronic equipment, sound systems, projectors, etc.

Fires

Camp Fires - Campfires may be scheduled at one of the fire sites designated by the camp. You must get prior permission from the Tockwogh Staff to have a campfire. Please do not light outside of approved fire sites. Under no circumstances should a fire be built directly on grass or dirt. It is our understanding that your group will gather the necessary materials, build, and start your own fire.

Torches, Candles, etc. – May be used for only under the constant supervision of a responsible adult. Please do not use torches or candles of any type inside of cabins or buildings.

Grills – Gas, charcoal grills, and proper fire pits may be used and should be attended at all times by an adult. During dry conditions, restrictions may be placed on use of charcoal grills.

Violation of this policy will result in a minimum of a \$100.00 fine per fire. Please help us protect our natural environment

Alcohol/Drugs

The possession or use of alcohol by any member of a group that includes children or young adults is prohibited at YMCA Camp Tockwogh. Adult *only* groups must have special prior permission to have alcohol on the property. *No one* may bring, possess, or consume alcohol in the public areas of camp including, but not limited to Sharp Dining Hall, athletic fields, courts, and program areas. Violators will be reported to the group leadership, and may be reported to the sponsoring organization and/or the local authorities. The possession or use of Illegal Drugs by any member of any group is prohibited at YMCA Camp Tockwogh. Violators will be reported to the local authorities.

Smoking and Tobacco Use

Smoking and Tobacco use is prohibited on YMCA property. Adults who must smoke must do so off camp property, beyond the entrance gate. Please make sure that cigarettes are completely out before disposing of them in a proper disposal location. Thank you for helping to protect our children and our natural environment from fire and debris.

Additional Items Not Permitted at YMCA Camp Tockwogh

Fireworks, pets (that are not service animals), firearms, and weapons of any kind are not permitted on the property of YMCA Tockwogh Camp and Retreat Center. *Possession of any such items on camp property may result in a \$100 fine per incident.*

Vehicles

Camp vehicles, including golf carts, are off limits to participants

- Please observe the speed limit of 15 mph.
- Parking is permitted at the administration building and at the designated area in front of your assigned cabin. Please read and follow posted parking signs.
- Please do not drive your vehicle over the grounds when a road is available.
- Please do not drive to the waterfront. (The road to the waterfront must remain cleared at all times. If you have a special need that makes it necessary for you to drive to the waterfront, please make these arrangements with the Retreat staff.)
- It is the policy of the camp and the law of the State of Maryland to prohibit the transportation of people in vehicles not designed for passengers. **This includes the bed of pickup trucks.**
- Please discourage your group from driving to the Dining Hall for meals.
- Please limit use of vehicles on camp to help maintain the peaceful and safe environment of camp.

Phones

There are phones for retreats participant use at the following locations:

- Sharp Dining Hall Lobby
- Stewart Lodge Conference Room

Cell phone reception varies by carrier, location, and weather. **Please put your cell phone on silent or vibrate while in camp out of respect for those who come to camp to escape these distractions.**

Wi-Fi

Wireless internet is provided only in the Dining Hall and Camp Office. Being in a rural location, our Wi-Fi at times can be spotty. If any part of your programming relies on internet, having back-up plans or downloaded files is highly recommended.

When connecting to the internet, the user agrees to our terms and conditions. The internet may not be used for any inappropriate activity (i.e. illegal downloads). Camp Tockwogh has the right to revoke access to the internet if necessary.

Emergency Contact Information

During weekday business hours, a staff person can be reached at our main office at (410) 348-6000

All group leaders will be given a black radio for communication purposes. This will be left in your main cabin/housing. It can be brought with you during the day but must be returned to the charging station by the end of your stay. This radio can be used to contact the Camp Tockwogh On-Duty host using the directions provided. We ask that from 11pm to 7am you limit calls to emergency only.

For your group members to receive assistance in camp, they can contact the On-Duty Staff using the contact information posted at the Dining Hall with the Dining Hall radio. In case of a serious emergency, call 911, and then contact the On-Duty Staff to notify them that 911 has been called.

Fire, Police, Ambulance	911
Maryland State Police	410-778-4511
Kent County Sheriff's Office	410-778-2277
Maryland Poison Center	1-800-222-1222
Kent/Queen Anne's Hospital	410-778-3300
Emergency Management	410-648-5132
U.S. Coast Guard	410-778-2201

Check-In Procedures & Your Host

Check-in will occur at the Administration Building. Upon your arrival, please stop by to meet your group host. Your group will have a host regardless of activities, length of stay, or size of group. This person will be your point of contact throughout your stay. During check in, only the group leader needs to stop by the office. This alerts us to your presence on camp and of a safe arrival. During check in, you will receive an updated contract if need be, an invoice for the remaining balance on your account, copies of maps for your group members, and copies of any updated schedules. Please be sure to bring facility waivers and/or any other important group information at that time to turn into camp host.

If your group arrives late to camp, please still proceed to check in at the Administration Building. The group host is only expected to wait one hour for your arrival. After that hour has passed, you will find all necessary check-in information at the Main Desk of the office. There will also be emergency information available for any additional needs.

As the group leader, you should arrange check-in procedures for your group. We recommend giving them directions, housing assignments, and schedules prior to the event. You may also have your own check-in table at the front gate or Dining Hall. If you require any assistance with this, please contact camp staff.

Activity Access

Groups may only participate in camp activities if a Tockwogh staff member is present. Prior to participating in these activities, participants will receive a safety briefing. These include:

- All Waterfront Activities
- Pool
- Archery
- Climbing Wall
- High Ropes Course
- High Ropes Elements
- Low Ropes
- Arts and Crafts (with camp supplies)

Groups have access to certain activity areas to use for self-led activities during their stay. However, someone 18 or older must always be present. These include:

- Sports fields & Equipment (tennis, soccer, basketball, kickball)
- Hiking Trails *Prohibited after dark* (ask us for a trail map!)
- Meeting spaces (to run own activities)

Activity Safety

Waterfront

Group member may not enter water, use waterfront equipment, or participate in any waterfront activities without a Tockwogh staff member present. Supervision by a certified staff is required! The Tockwogh staff leading the waterfront activities possess certifications in lifeguarding, CPR/First Aid, and boating. The Bay is a very high-risk area and groups are expected to follow all posted and presented rules. A coastguard approved PFD/Lifejacket must always be worn while on a boat, on the dock, or in the water.

Pool

Groups may not access pool unless it is on their schedule, open, and Tockwogh lifeguards are present. While at the pool, guests must follow all posted and presented rules. Participants under 14 will need to be swim tested to go on the waterslide or if swimming without a parent/guardian present. We recommend youth groups use the buddy system while swimming to ensure safety.

Ropes Course

Group members should stay away from the ropes course when it is not in use. The ropes course including the full course, elements, climbing wall, and low ropes should only be used when a Tockwogh staff member is present. The staff will begin every activity period with a safety orientation specific to the ropes course.

Health care at Camp

All groups are responsible for the health care of their participants while they are at YMCA Camp Tockwogh. Groups are required to bring their own first aid kits and should have a person who is the designated first aid provider. This person should be certified in CPR/AED & First Aid. Camp Tockwogh will have a First Aid kit available, but groups will not always have direct and easy access to it.

For youth groups, an adult who will be administering medications needs to be identified. We recommend that the group brings a lockable box to store medications. Any controlled medications must be stored in a lockable box that is accessible only to the designated adult(s).

AED's and emergency rescue equipment are located in multiple locations around Camp Tockwogh. Upon arrival, your host will orient the group leader as to their locations.

Keeping Your Group Members Safe

Along with our hospitality and outdoor experiences, your safety is of great concern. All group members should be aware of the following Emergency and Safety procedures. Those who are trained in personal care and rescue methods should also be aware of the locations of all of our rescue equipment.

Hazardous Weather Conditions:

Because we are on very open grounds, high in the trees and out on the water, it is very important that everyone is familiar with our safety procedures in regards to thunderstorms, lightning and tornadoes.

Through use of a lightning detection system, upon the alert by national weather services and our own observations our staff will move quickly to warn you of the current conditions and necessary actions. Please be sure that every member of your group understands the following communication methods.

Major Storm/Lightning

- A loud, long “ambulance siren alert” will sound across the camp.
- Our staff will also alert you in person in the farther outreaches of camp.
- Upon the warning move to an indoor shelter immediately.
- Do NOT cross open fields.
- Please remain indoors until further notified by our staff.
- We maintain a 30 minute safety period after any lightning strike. Once the storm has passed and it is safe to return outdoors, there will be an “all clear” alert that will sound across the camp. (This alert sounds similar to a sports end of period buzzer.)

Weather conditions can affect activities run by camp staff. High wind may close the waterfront due to unsafe water conditions. Activities that require the usage of ropes for belaying and bows, strings, and targets for archery cannot be run in the rain.

Safety Equipment Locations:

<i>Main Waterfront: (May-October)</i>	Backboard, Oxygen, AED, and Resuscitation Bag
<i>Cherokee Beach (June-August)</i>	Backboard, Oxygen, AED and Resuscitation Bag
<i>Administration Building:</i>	AED
<i>Conference Center:</i>	Oxygen, AED, and Resuscitation Bag
<i>Pool: (May-September)</i>	Backboard, Oxygen, AED, and Resuscitation Bag
<i>Dining Hall:</i>	AED

Our staff members are all certified in the specific locations they work in and are rescue ready at all times. However, as a precautionary method, we would like to make sure your group members also know where safety equipment is stored.

Tockwogh Activities

Here is a description of the activities you might be able to participate in while staying at YMCA Tockwogh between May 15th – October 1st . Please be aware that all activities are weather permitting.



Waterfront

Fun awaits everyone at the waterfront. Choose from a variety of water activities or have fun playing on the sand and combing the beach.

Canoeing
Motor Boat Rides

Climbing Wall

Reach for the highest heights on the Climbing Wall. Our well-trained, fun-loving, and passionate staff members are ready to help you reach your goal. Remember, closed toe shoes are required.



Archery

Bull's eye! Learn and practice your shooting skills on the Archery Range. Take advantage of a great opportunity to learn or further enhance a skill that has lasted through the centuries.

Arts & Crafts*

Express yourself at the Arts & Crafts building. Everything you make is yours to keep. Colorful and crazy or sophisticated and practical, the possibilities are endless.



Outdoor Education and Wilderness Survival

These are great opportunities to get back to nature! You'll be able to learn a variety of outdoor skills and practice them in practical outdoor experiences. Here are some activities you might participate in:

Guided Nature Hike Fire Building
Shelter Building



Self-Directed Activities

Get away from the larger groups and take advantage of Tockwogh's other facilities on your own.

- Disc Golf
- Tennis
- Basketball
- Hiking Trails
- Volleyball, Softball, & Soccer Fields
- Bicycling (bring your own bike and participants must wear a helmet)

Evening and Additional Activities

- **Sunset Hikes;** experience the outdoors just before sunset with a hike through the woods and comes across the bay just in time to see the sun at its lowest point before dipping over the horizon, one of the prettier sights of a bay community.
- **Campfires;** have your members gather wood, kindling, and matches and have a classic camp fire at any of our designated locations, including Cherokee and Main Beach.

***These activities are subject to availability and may have an additional fee. Please call the YMCA office for specific scheduling questions.**

Sample Weekend Schedule for Retreat Groups

This is a sample schedule for weekend groups at Tockwogh. Depending on the time of year, programs offered will vary. For schools and weekday groups, we will tailor the schedule to meet the specific goals and needs of your group. Please call the Retreat Department to discuss the specifics of your group's stay.

Friday

6:00 PM	Check In	Admin Building
7:00 PM	Evening Activity (Self-Directed)	Camp Grounds

Saturday

7:45 AM	Waiter Call	Sharp Dining Hall
8:00 – 8:45 AM	Breakfast	
9:30 AM	Activities open	Camp Grounds
12:00	Activities close	
12:15 PM	Waiter Call	Sharp Dining Hall
12:30– 1:15 PM	Lunch	
1:15 – 2:15 PM	Free Recreation	Camp Grounds
2:30 PM	Activities	
5:00 PM	Activities close	
5:15 PM	Waiter Call	Sharp Dining Hall
5:30 – 6:15 PM	Dinner	
6:15 – 7:15 PM	Free Recreation	Camp Grounds
7:30 PM	Evening Activity (Self-Directed)	

Sunday

7:45 AM	Waiter Call	Sharp Dining Hall
8:00 – 8:45 AM	Breakfast	
9:30 AM	Activities open	Camp Grounds
12:00 PM	Activities close	
12:15 PM	Check Out	Overnight Residence

Dining Hall Procedures

Meal Times are extremely busy for everyone at Camp Tockwogh, but with a little instruction and some practice, everything will run smoothly. The camp kitchen staff works very hard to prepare meals. It is very important that everyone knows the rules and procedures for the dining hall.

To strive for the smoothly running dining hall, we ask that you read through the following procedures with your participants to help the kitchen staff maintain a safe and effective kitchen. Meals will be served "Family Style," which means during each meal, two people from every table will serve as *Waiters*. Waiters are responsible for the following things:

Setting Tables:

Send waiters 15 minutes before each meal to set the tables. Beverages, plates, cutlery, cups, and condiments should be set before the meal begins. Milk will be available after welcome announcements for breakfast and dinner in the metal refrigerators.

Serving Food:

After announcements, one person should bring one serving tray to the table, unload the tray and return the tray to the rack. Please take one serving tray per table. Otherwise, another table will not get their food. If you run out of food, take the empty platters to the breezeway to get filled.

Clearing the Table:

Scrape off plates into the trash and stack all of the plates. Separate all cutleries by type and place them into a cup. Put the flatware into the proper bin by the dish window. Place your cups upside down in the cup tray in the dish room. Return your serving utensils, bowls, and platters to the rack where you got them. Place beverages on the beverage racks in the breezeway. Please leave salt, pepper, and napkins at the table and listen to announcements. After announcements, please wipe the table with a rag, stack the chairs, and sweep the floor under and around your table.

For the next meal, choose two new Waiters and give the ones that just went a break! Also, please keep in mind that your activity staff is also your dining hall staff, so please assist them in any way possible to ensure that clean-up is quick and effective so that staff can return to activities in a timely manner.

Chaperone Guidelines for Youth Groups

Thank you for being part of this special experience. We welcome you to our team and hope you will find your role as a chaperone enjoyable and rewarding.

YMCA Tockwogh Camp is an exciting place to learn. We strive to provide youth with a unique environment where they can gain skills in cooperation and critical thinking and develop a sense of appreciation for the

natural world. It is a great place for youth to get to know each other in new ways and build stronger relationships. It is also a great place for youth to have positive interactions with adults. As a parent or teacher, chaperones have extremely worthwhile backgrounds and life experiences for helping children to grow and learn. Take this opportunity to use your skills and wisdom and make this a truly rewarding experience for all involved.

Your primary role as a chaperone is supervision. As a supervisor it is important that safety is always in the forefront of your mind and that you are available to the students in case any problems come up. You can also expand your role and make it more meaningful by getting as involved as possible with the youth and the program. Supervision responsibilities for the various times of the day are outlined below along with suggestions for ways to make the most of your role.

Camp Tockwogh suggests the following ratios for youth supervision:

<u>Age</u>	<u>School Staff/ Chaperones #</u>	<u>Overnight Campers/ students</u>
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

Classes and Activities:

The Tockwogh staff or teachers or adult leaders from your group will lead all the classes and activities, but a second adult must be present with each teaching group. Please be available at the start of classes to join a group and stay with your group for the entire class period.

Your role during classes is as follows:

- Encourage participation and enthusiasm by being a positive role model. Enthusiasm is contagious, and students will follow your example.
- Adhere to and help enforce any rules, guidelines or safety measures set down by the instructor.
- Assist with discipline as requested by the instructor. If one youth is being particularly disruptive, take them aside so the class may continue uninterrupted.
- Accompany individual youth to the group leader if it becomes necessary.

Here are some suggestions to make class times as beneficial as possible for all involved:

- Allow the instructor of the group to be in charge. If you disagree with the instructor about something, speak to them privately or bring your concerns to the group leader, lead teacher or program coordinator. Please do not contradict the instructor in front of the youth.
- Participate and get involved in the activity. Enjoy yourself, but keep in mind that the classes are designed to provide learning experiences for the students. The youth need leadership, **but often one of the goals of an activity is for the youth to figure out problems on their own.**
- We value and welcome your contribution to classes. Let us know if there are certain topics you'd like to see discussed. We will try to honor your requests but it is not always possible.
- Please refrain from having personal conversations during class times.
- Feel free to keep the group together after class to continue discussing the experience.

Meals:

Supervision during meals helps to maintain a smooth and pleasant Dining Hall experience. There should be one adult at each table who actively supervises the table. Mealtimes can be a learning experience for youth as well. Cooperation, responsibility, courtesy, and food appreciation are all valuable lessons that are emphasized in the Dining Hall. You can help to facilitate the learning experience by acting as the leader of the table, supporting the rules, and involving yourself in all aspects of the meal.

Follow these guidelines to keep mealtimes pleasant for all:

- Make sure all youth have a turn as waiter and everyone helps the waiter with clean-up duties.
- Make sure the youth treat the waiter with respect. All youth should help with passing and serving food during the meal, and with sorting and stacking after the meal.
- Encourage youth to take pride in their eating space by keeping the table in order throughout the meal.

Free Time:

The schedule at Tockwogh is a busy one but there are times throughout the day when the youth can relax and enjoy free time. These times are before and after each meal and after evening programs. Tockwogh staff does not supervise students during free time; this is the responsibility of the school. Accidents are most likely to occur during unstructured time so it is very important to make sure the students are supervised.

Please follow these guidelines for free time:

- With most of the group together, free time is often seen as a chance for adults to take a break away from the students; please first make sure the youth have some adult coverage if you decide to slip away. This works best if all the adults communicate and take turns supervising.
- Involve youth in something fun—organize a soccer game, take them on a hike, or do a craft.
- Do not take them to the Ropes Courses. These areas **MUST** be supervised by Tockwogh staff.
- Remind youth to get a drink of water or use the restroom between classes.

Cabins:

Supervision in cabins and lodges is one of your most important roles and often the task in which you receive the least assistance and support. “Cabin-time” can be a very significant and special time for students. Often their experiences in the cabin or lodge are remembered long beyond the academic lessons. Get to know the youth in your cabin and help them process and learn from their experiences.

Here are some guidelines and suggestions for making the most of “cabin-time”.

- Youth are not allowed in any building without an adult. Please make sure there is at least one adult in your cabin or lodge whenever students will be there.
- As soon as possible after you arrive at Tockwogh (often not until after dinner), sit down with the youth you will be living with and discuss rules and guidelines for the cabin. Make sure the youth understand the reasoning behind the rules they must follow. Allow them to ask questions and encourage them to contribute their ideas. Living in a group requires communication, cooperation and compromise.
- Do things together as a group—play a game, make a collage, write about your experiences, or organize a formal time for reflection each night.
- Help youth to feel comfortable and show them that you care; it is well worth the effort!

The job of a chaperone is a challenging one, but also a rewarding one. It requires a great deal of effort and energy but when you realize how much you’ve done for the students it will definitely seem worthwhile.

Thanks for your help!

Useful Forms

Included in this section are several forms that you will find useful in preparing for your trip. Please feel free to duplicate and distribute any of the pages as necessary.

Special Needs

- If there any additional needs of the individuals of your group, please fill out this form so that we can best accommodate them.

Permission to Seek Emergency Treatment

- For groups bringing minors without their parents present throughout the event we recommend having groups use a "Permission to Seek Treatment Waiver." This waiver should be kept on file with the group leader.

Packing List

- This is a suggested list of items to bring for your stay with us. Since we are an outdoor facility, warm and rugged clothes are recommended for all times of the year.

Table Assignments

- This is a form that will assist you in assigning groups to tables for meals.

Cabin Assignment

- This is a form that will assist you in assigning individuals or groups to cabins. Please note: cabins have different capacities. These are listed on the Cabin Assignment sheet.

Student Behavior Contract

- School and youth groups may find this form useful to have students and parents complete before the trip.

Special Needs Request Form

Please fill out this form if you have any participants that require any special considerations. This includes dietary restrictions, allergies, physical limitations, and behavioral concerns. Please be aware that information will be kept in confidence and shared only with appropriate staff members. Please return to us via email or upon your arrival.

Group Name: _____

Dates Attending: _____

Name

Concern

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Permission to Seek Treatment Waiver

Name of Child or Adult Participant (please print): _____

Parent(s) and/ or legal guardians(s) of child participant: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Age of Child: _____ Birth date: _____

Group Name: _____

First Aid & Emergency Medical Treatment

I recognize that there may be occasions where the child named above or I, if I am a participant, may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of _____ (group name) to seek and secure any needed medical attention or treatment for the child named above or me, if I am a participant, including hospitalization, if in the agent's opinion such need arises.

Printed Name of Parent or Legal Guardian

Date

Signature of Parent or Legal Guardian

This form is for group internal purposes

Suggested Packing List for Weekend at Camp

- 1-2 Pairs of sneakers or hiking boots (required for activities)
- Bed Sheets, Blanket, Pillow or Sleeping Bag (for added comfort)
- Towels (1 for shower, 1 for beach if necessary)
- Pajamas
- Enough T-Shirts/Shorts to have backups in case they get dirty or wet
- 2 Pairs of Long Pants/Jeans
- Underwear
- Socks
- 1-2 Bathing Suits
- 1 Heavy Sweater or Jacket
- 1 Sweatshirt
- 1 Raincoat/Poncho
- 1 Pair of Water Shoes/Sandals (We have a rocky shoreline)
- Sunscreen
- Water Bottle (Labeled)
- Sun Glasses
- Hat/Visor
- Comb and Brush
- Soap and Shampoo
- Toothbrush and Tooth Paste
- Flashlight
- Pens
- Insect Repellant (non-aerosol)
- Small Backpack
- Reusable Water Bottle (there is waterfronts around camp to refill)

Optional Items

- Mattress Pad
- Books for Leisure Reading
- Camera
- Folding Chair
- Small Electric Fan

Dining Hall Table Assignments

Group Name: _____ Dates: _____

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
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- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
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- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Table # ____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Cabin Assignments: Rustic Cabins

Group Name: _____ Dates: _____

Please note cabin capacities below.

Cabin _____	Cabin _____	Cabin _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.

Cabin _____	Cabin _____	Cabin _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.

Cabin Assignments: Stewart Lodge

Group Name: _____ Dates: _____

Maximum Capacity of 25 participants.

Room 1:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Room 2:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Room 3:

- 1.
- 2.
- 3.

Room 4:

- 1.
- 2.
- 3.

Room 5:

- 1.
- 2.
- 3.

Cabin Assignments: Navajo Cottages

Group Name: _____ Dates: _____

Maximum Capacity of 45 participants, 9 per cottage, 3 per bedroom.

Aspen

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Beech

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Chestnut

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Dogwood

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Elm

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Cabin Assignments: Conference Center

Group Name: _____ Dates: _____

Maximum Capacity of 42 participants.

Room 1:

- 1.
- 2.
- 3.
- 4.
- 5.

Room 2:

- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

Room 3:

- 12.
- 13.
- 14.
- 15.
- 16.

Room 4:

- 17.
- 18.
- 19.
- 20.
- 21.

Room 5:

- 22.
- 23.
- 24.
- 25.
- 26.
- 27.

Room 6:

- 28.
- 29.
- 30.
- 31.
- 32.

Room 7:

- 33.
- 34.
- 35.
- 36.
- 37.

Room 8:

- 38.
- 39.
- 40.
- 41.
- 42.

Student Behavior Contract

I understand the following behavior is expected of me while I am at YMCA Camp Tockwogh:

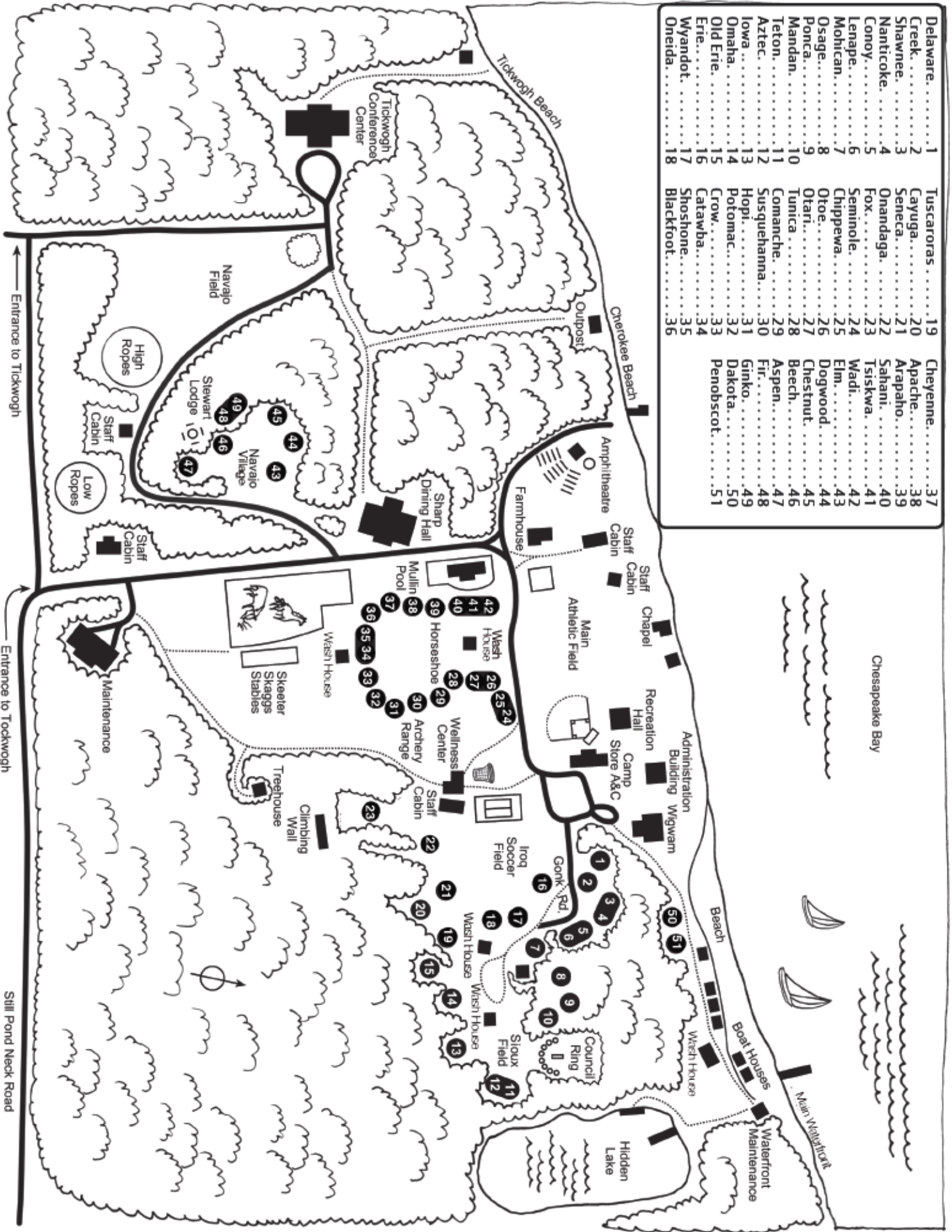
1. To cooperate with fellow students, teachers and the Tockwogh staff.
2. To cooperate and accept the responsibility of completing any work assigned.
3. To have good manners at all times.
4. To participate cheerfully in all the activities that I am assigned.
5. To be on time for all activities and meals.
6. To respect the property of others, not to enter anyone else's room without their permission and not to touch anyone's property.
7. To remain in the cabins between lights out and the morning wake up call.
8. To keep my area neat and not to deface any of the Tockwogh property. If I damage anyone else's property, I will pay for the damages.
9. Lights out is at ___pm. It is VERY important that you are well rested and ready each day for the full day of activities; therefore, this regulation will be strictly enforced.
10. Quiet hours in the camp are from 11 pm to 7 am.
11. The collection of any living things (plant or animal) is NOT permitted unless supervised by a teacher or staff member for a specific class activity.
12. No students are permitted in the lodges alone. You must be accompanied by an adult at all times.
13. You will make the trip the most interesting and rewarding by getting involved in the activities and following instructions to the best of your ability.

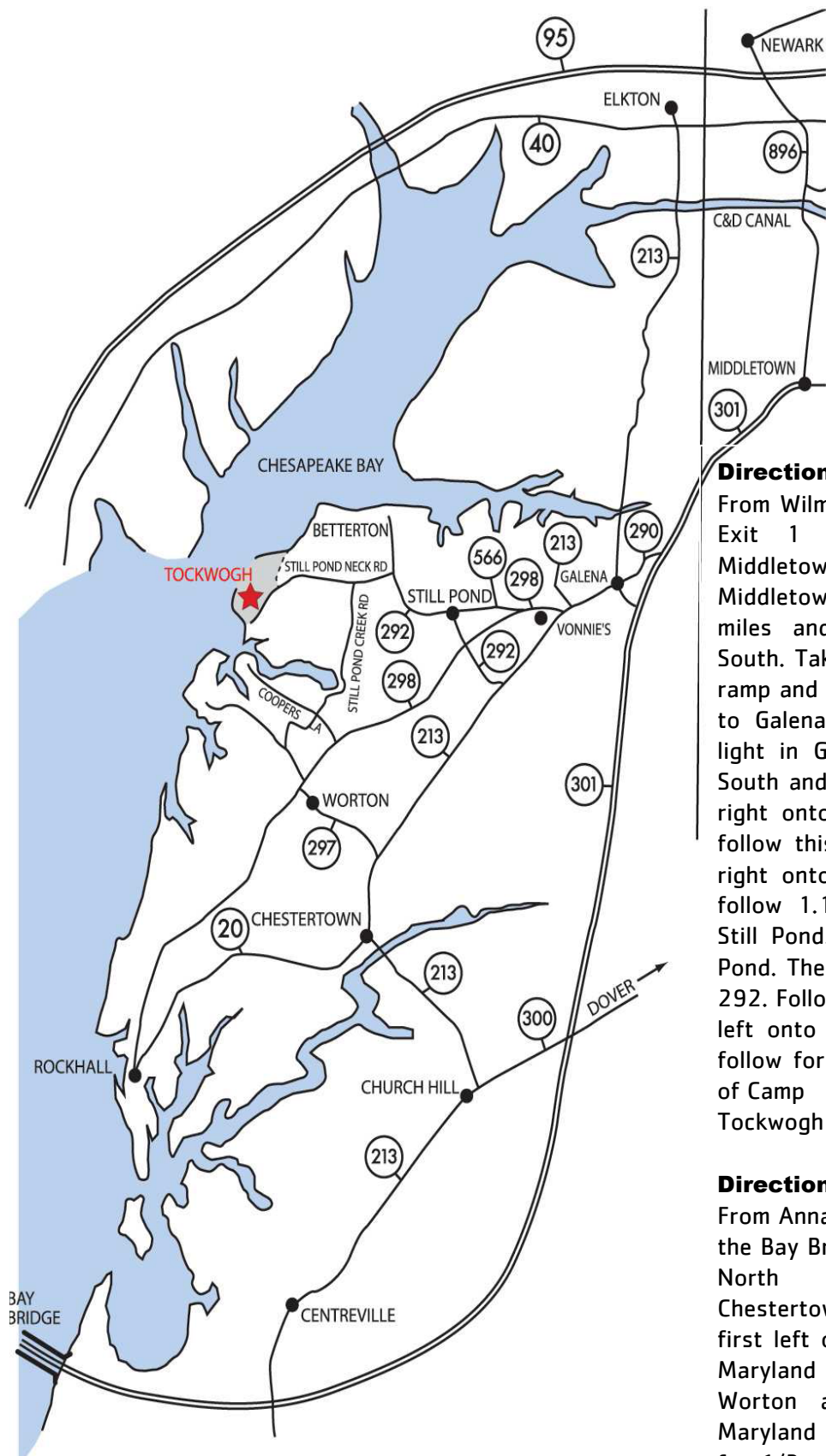
I have read and understand the above information. I promise to follow these guidelines and be on my best behavior during the trip.

Parent's or Guardian's signature

Student's signature

Delaware.....	1	Tuscaroras.....	19	Cheyenne.....	37
Creek.....	2	Cayuga.....	20	Apache.....	38
Shawnee.....	3	Seneca.....	21	Arapaho.....	39
Nanticoke.....	4	Onandaga.....	22	Sahani.....	40
Conoy.....	5	Fox.....	23	Tsiskwa.....	41
Lenape.....	6	Seminole.....	24	Wadi.....	42
Mohican.....	7	Chippewa.....	25	Elm.....	43
Osage.....	8	Ojibwa.....	26	Dogwood.....	44
Ponca.....	9	Otari.....	27	Chestnut.....	45
Mandan.....	10	Tunica.....	28	Beech.....	46
Teton.....	11	Comanche.....	29	Aspen.....	47
Aztec.....	12	Susquehanna.....	30	Fir.....	48
Iowa.....	13	Hopi.....	31	Ginkgo.....	49
Omaha.....	14	Potomac.....	32	Dakota.....	50
Old Frie.....	15	Crow.....	33	Penobscot.....	51
Erie.....	16	Eatwaba.....	34		
Wyandot.....	17	Shoshone.....	35		
Oneida.....	18	Blackfoot.....	36		





Directions from the North

From Wilmington, take I-95 South to Exit 1 South (896 South), to Middletown. Pick up 301 South in Middletown. Follow 301 South 7.5 miles and exit at Maryland 290 South. Take a right at the bottom of ramp and follow 290 South 3.8 miles to Galena. Go straight through the light in Galena onto Maryland 213 South and Follow for 5.5 miles. Turn right onto Maryland 298 West and follow this road for 2.5 miles. Bear right onto Maryland 566 West and follow 1.1 miles onto the town of Still Pond. Go straight through Still Pond. The road changes to Maryland 292. Follow this for 1.7 miles. Take a left onto Still Pond Neck Road and follow for 3.5 miles to the entrance of Camp Tockwogh (Right side of road).

Directions from the South

From Annapolis, take 301 North over the Bay Bridge. Exit at Maryland 213 North and follow through Chestertown on 213 N and take the first left onto Maryland 297. Follow Maryland 297 for 3.6 miles through Worton and make a right onto Maryland 298. Follow Maryland 298 for 1/2 mile and make the first left onto Coopers Lane. Follow Coopers Lane for 1 mile and make