

Butler Springs Christian Camp

3701 State Route 41, Hillsboro OH 45133
937-588-2205 info@butlersprings.com www.butlersprings.com



Purpose: Dean's Informational Meeting

Date: February 8, 2024 12:00 PM and 5:30 PM

**Location: Hillsboro Church of Christ (Café, bottom floor of church),
155 West Walnut Street, Hillsboro**

Full Time Staff:

Chris Osborne (May 2009)
cosborne@butlersprings.com
937-403-7176 (cell)

Austin Fouts (January 2022)
austin@butlersprings.com
937-271-2135 (cell)

Josie McDowell (March 2022)
josie@butlersprings.com
937-509-0150 (cell)

Food Service Part-Time:

Madison McDonald (November 2023)
937-588-2205 (camp)

If you have any questions, please feel free to contact us via email (preferred) or by phone/text.

Confirmed Summer Staff

Diana P., Food Service (2nd summer)
Alliance U., Food Service (2nd summer)
Marie M., Food Service (2nd Summer)
Plamedi M., Food Service (2nd Summer)
Ariana B., Food Service (1st Summer)
Kina W., Food Service (2nd summer)
Consolate M., Housekeeping (1st Summer)
Gladness P., Housekeeping (1st Summer)

Alec E, Programming (2nd Summer)
Ethan T., Programming (1st Summer)
Josie T., Programming (4th Summer)
Ijeoma P., Programming (1st Summer)
Issac B., Programming (1st Summer)
Madison S., Office (3rd Summer)
Jamie W., First Aid Person (2nd summer)

Looking for an additional 4-5 responsible 18+ year olds (preferred) and/or high school students to fill our remaining vacant spots.

Items highlighted, bold, and/or underlined are important

Most of you are veteran deans at Butler Springs so the majority of this is 'old hat' but we can always strive to do better. Same goes for us Full Time and Summer Staff. If there is anything in the information below that needs further explanation or clarity, please let one of us know. It may be better suited for a one-on-one conversation or as a group—you can decide. Whatever the case, please know that we are here to serve you and your crew!

Please excuse any grammatical or spelling errors. But please feel free to politely point them out to us!

Prayer

Quick Devotional Thoughts

- “The Lord provides...” Philippians 4:19
- Compressors, water leaks, water heaters, equipment, etc.
- Amazon mix up story...Luke 16:10-14

2023 Summer Recap

- Thank you for all your hard work and dedication to this ministry!
 - Total Camper Attendance 1,735; 70 Different Camp Sessions Offered
 - Adult Faculty 338; Under 18 Year Old Faculty 77; 71 Baptisms; \$21,054 raised for missions
 - \$18,000+ given away in scholarships
 - **PRAISE THE LORD!**
- 2023 summer woes (lessons learned)
 - Registration Check In & Check Out processes are vulnerable
 - Lots of new staff faces = extra grace needed
 - Communication can be improved from camp to you!
- Financial
 - No camp-wide increase in pricing

New for 2024

- If you or any of your faculty want to **reserve a RV/Camper spot** with full hook ups for your camp session, **WE NEED TO KNOW**. It will be a first to notify, first to get served basis. We have very limited spots.
- **Some camps have different check out times (BE SURE TO DOUBLE CHECK YOURS)**
- Camper Registration Check In
 - **BSCC will have more control during the Check In process at the Snack Shack.**
- Faculty Registration (Organized by Josie, Mandatory by BSCC)
 - Everyone....**EVERYONE** who is not a registered camper will need to do **mandatory faculty registration**
 - 18 and older will need to renew **background check EVERY YEAR**
 - Under 18 doesn't need background check but will need to be registered as a faculty member
 - Participation Waiver mandatory signature
 - **Deadline for all faculty to be registered is 21 days prior to your camp session's start date**
- Faculty Check In (Organized / Facilitated by Josie; Mandatory by BSCC)
 - **We are REQUIRING that all faculty arrive NO LATER than 90 minutes** prior to session start time:
 - Mandatory acknowledgement of our Statement of Faith, teaching within our Restoration Movement doctrine/theology, where we stand on gender identity, sexuality, biblical definition of marriage, etc
- Motor Vehicle Report (MVR) as requested by Insurance
 - Basically, a background check for anyone who will be driving a vehicle with campers

2024 Summer Camp

- **66 camp sessions** offered for 2024.
 - Please understand that we have **MULTIPLE** sessions going on at once and sometimes we need everyone to 'play nice together.'

- Just be willing to “go with the flow”...and practice that Grace thing.
- If you would like to discuss locations, housing, scheduling, etc. in combination with other camp sessions going on at once, please give Chris a call.

Schedules / Activities (Josie will be your main contact)

Josie McDowell is responsible for scheduling activities, campfire locations, snacks, evening activities, etc.

- Afternoon Activity Time Blocks **(Dependent upon number of Summer Staff available per hour)**
 - Safari / Wilderness Quest might have a specific schedule of activities already planned out if we don't hear otherwise.
 - We are aiming for every Tuesday to be “Canoe Day” with Wednesday as a rain delay.
- Please, please, please **schedule your afternoon time periods for 55 minutes** each with a 5 minute travel time in between.
 - 1:00 PM—1:55 PM, 2:00 PM—2:55 PM, 3:00 PM—3:55 PM, 4:00 PM—4:55 PM
 - **No harnessed activities or pool will be scheduled after lunch on Departure days.**
- Evening time blocks **(MUST BE APPROVED PRIOR TO SESSION START)**
 - The pool hours will be between 7:30 PM—9:00 PM in the evenings.
 - Safari and Wilderness Quest are mainly the evening users and will swim together.
 - **Please plan your harnessed activities for the afternoon and NOT evening**
- Pool
 - **MANDATORY SWIM TEST**
 - The pool is always the time block that everyone wants by themselves.
 - Understand that you might be assigned a swim time with another camp session
 - Our pool allows for 70 users at once; we will keep it below that number. If we are over 50 users, we will add an additional Lifeguard.
 - Number of Lifeguards are dependent upon session ages and number of participants (i.e., Day Camp, First Chance Camp, etc.)
- Rain / Storm Time Delays
 - Yes, it happens and when it does, it throws everyone into a tailspin.
 - **Be aware that your camp session may not be able to do everything offered at camp.**
- **Camp Session Descriptions (ASAP!)- email Josie**
 - This is just a general description to get families and campers jazzed about signing up for your camp session, theme, general activities, verses, etc.
- **Camp Session Letter 28 Days (One Month) Prior to Camp Start Date!- email Josie**
 - Quick introduction of yourself; theme/goal/scripture/missions for the camp session; any specific information (example: 80's dress up night; white shirt for tie-dyeing, etc.); list activities; etc.
 - If you are traveling off campus for a length of time (Canadian Outback, WWV, Junior High Extreme, etc) OR even for the day (Safari, Wilderness Quest, etc), **PLEASE** include those details.
 - Include your contact information (email is sufficient) that way if anyone has any specific questions, I don't have to break commandment #9!!!
 - **Parents want to know that their child will be safe** and they also want to know what their child will be doing for the camp session. This is a GREAT way to ease their minds.
- Emails (From Camp to Parents)- email Josie
 - We begin a routine of sending emails out to parents 21-28 days prior to the camp session start date. In that email, we send all the specific Butler Springs information needed for camp but also send any letter that you want sent as well.
 - First Email, 21-20 Days Prior To
 - Second Email, 14-13 Days Prior To
 - Third & Final Email, 7-6 days Prior to
 - Follow Up Email, 7 Days After Camp Session Ends

- This is a great opportunity for you to send follow-up remarks to parents/campers. I would love for you to have 'something' for me to send out with this follow up email.
- Camp Shirt
 - **For the 75th Anniversary of the Camp, we will be doing one shirt for the summer**
- Special Requests (Depending on the nature of the request will determine who you ask; if not for sure, contact Chris)
 - If you have any out-of-the-ordinary requests pertaining to your camp session, please confirm all the details with us **14 days prior to your camp session start date.**
- Camp Session Itinerary
 - Please email us a daily **schedule/itinerary 14 days prior to your camp session start date**
- Camp Session Roster
 - If you want a roster of your campers, please send Josie an email and she would be more than happy to pass that info along to you. You aren't 'bothering' her by requesting that information.
- Camp Session Budget
 - Six Day Camps (Sunday through Friday) = **\$14 per camper for the session**
 - Five Day Camps (Sunday through Thursday) = **\$12 per camper for the session**
 - Four Day Camps (Sunday through Wednesday) = **\$10 per camper for the session**
 - Three Day Camps (Thursday through Saturday) = **\$8 per camper for the session**
 - Two Day Camps (Friday through Saturday) = **\$7 per camper for the session**
 - Single Day Camps (one day only) = **\$5 per camp for the session**
 - Keep all receipts and we will reimburse you as soon as we can.

Meal Schedule

- Our cafeteria is not large enough for everyone on campus to eat at the same time. As in the past several years, we will continue to serve two time periods. **You will be assigned a mealtime.**
 - Meal Shift 1: 7:30 Breakfast, 11:30 Lunch, 5:00 Dinner
 - Meal Shift 2: 8:00 Breakfast, 12:00 Lunch, 5:30 Dinner

Arrival Day

- **BE SURE TO VIEW THE DEAN'S MANUAL TO SEE A SUGGESTED SCHEDULE**
- Check In Procedures
 - Every camper checks in at the Snack Shack
 - We want this to be **AS QUICK AS POSSIBLE**
 - Believe it or not, we have families arrive an hour ahead of time.
 - Dorm Verification Sheets can be completed **AT THE CABIN.**
- Check In Procedures (for camps that do not lodge on campus)
 - Confirm with BSCC about the process via phone call or email.
- **We would like at least one ADULT present receiving campers at the cabins. Please assign responsibly.**

Departure Day

This is one of those 'remember to play nicely with others and show grace' areas:

BE SURE TO VIEW THE DEAN'S MANUAL TO SEE A SUGGESTED SCHEDULE

- Check Out Procedures
 - Everyone try to be completely out of the cabins by **BEFORE LUNCH** for a 4:00 PM dismissal.
 - All luggage for male campers should be taken to Thyatira Shelter (by Noah's Ark).
 - All luggage for female campers should be taken to Laodicea Shelter (by 9-Square).
 - **BE DONE WITH CAMP 15 MINS PRIOR TO PUBLISHED DISMISSAL TIME**
 - **No luggage should be in the cabins or on the porches**
- Check Out Procedures (Lodging **NOT** at Main Camp—Safari, Wilderness Quest, Junior High Extreme)
 - Everyone try to be at main camp no later than 10:30 AM

- All luggage for all campers should be taken to Snack Shack (the Liaison will coordinate this)
- **BE DONE WITH CAMP 15 MINS PRIOR TO PUBLISHED DISMISSAL TIME**

Dean's Manual / Safari / Wilderness Quest Manual

- Updated
 - If you are struggling to come up with a theme, need help planning activities, need a tentative schedule, etc. we would love to set up a phone call or a face-to-face meeting to make sure that you get all your questions answered.

Marketing Your Camp Session

- **YOU** are the **ABSOLUTE BEST** person to tell kids and parents about **YOUR** camp session! We will try our best to be the 2nd best proponents for your camp session but **YOUR** enthusiasm and **YOUR** personal invitations are **THE BEST WAY** to get kids to attend camp. If you'd like, we can blast out an email to your previous year camper's inviting them to be a part of your camp session again

Your Camp Session Faculty

- Background checks will be done every year, starting with this year. This can be completed during our mandatory faculty registration.
- Please **submit a list of all known faculty AND junior faculty** for your camp session **at least 21 days prior to your camp session start date.**
- We ask that each faculty person simply offset their cost of being at camp.
 - **\$60 per Adult OR \$120 per family**
 - If your faculty cannot afford this, no worries; it's just an ask, not mandatory.

Camp Security Measures

- **Campers MUST be in cabins before midnight.**
- Background checks for all 18+ faculty, staff, etc
- Everyone must wear a wristband (Red for all Campers; Blue for all faculty) at all times during your camp session. All wristbands will have a barcode.
 - If you see someone (child or adult) without a wristband, **QUESTION THAT PERSON!**
- Butler Springs staff will be patrolling campus during night hours
- **Please have all day visitors / guest speakers / etc. check in the office upon arrival!!!!!!!!!!!!!!**
- If you feel there are any outside threats that might creep into your camp session via a camper, a faculty member, etc, please keep us in the loop. This could be a child caught up in a nasty parental divorce; known drug additions; any piece of information that has been brought to your attention by someone or something you have noticed.

Summer Mission

- Caleb (& Heather) Chesnut—Kosova Life Ministries
 - <https://kosovalife.org/>; klministries18@gmail.com; 757-570-5661

Other Bits of Advice and/or Sayings

- Counselor centered programming
- Use the buddy system
- A camper should never be by themselves at any time.
- Most accidents and incidents occur when you allow 'free time' even in dorms or huts when campers are unsupervised. We get calls and emails every year where bullying or worse is going on in the dorms.
 - Everyone should be supervised at all times.

Volunteer to Camper Ratio

- **Desire for 1 adult for every 5 or 6 campers**
 - We realize that the younger the campers, the more adults or non-paying campers are needed.

Baptisms

- Before doing any baptism at camp, you **MUST** call and get permission from the parents. We prefer that you use your personal cell phone to begin those conversations. Sending out a generic text works best to start.
- Please refer to the Departure Day schedule for when we suggest Baptisms to happen.

- **We need a list of names submitted** the office so that we can keep track of who gets baptized.
- We have Bibles and a baptismal certificate for anyone that gets baptized.

Accentuate The Positive

- Discourage and shut down pranks immediately; Keep mail call positive
- If you have any disciplinary actions that need to be addressed towards campers (example: bullying, language, etc.) try your best to correct in a Godly manner. If it's more than you can handle, then we (the camp) will take the next steps.
- We want campers to **LOVE** camp and not to have negative connotations in the future.

Your Input

- What can we do to better serve you, your faculty and your camp session?
- Strengths
 - What does Butler Springs Christian Camp do well?
- Weaknesses
 - Please be critical! It is most often the way we solve problems and get better!
- Threats
 - What types of things may be detrimental to our ministry that we need to be 'ahead of the curve'?
- Feel free to contact us to make suggestions, give constructive criticism, or advice anytime you'd like.

Prayer Requests (From the Camp)

- Wisdom in hiring 4th full-time employee
- We are looking to employ 4 Mountain Mission School students this year but due to citizenship requirements, we cannot write them a check. We are looking for individuals and/or churches to sponsor (fully or partially) these students (\$4,000 per student) for the summer with a cash gift. If we can't find sponsors, we cannot hire them. This request is more time sensitive.
- Fulfill remaining spots with great character, God seeking, 18+ year old individuals
- Protection of BSCC's ministry, campus, guests, volunteers, and employees
- That each 'Main Camp Session' has at least 120 campers and small capacity camps operate at full capacity
- Record attendance of 2,000 campers!
- That 2024 summer camp is **YOUR BEST SUMMER EVER!!**

On behalf of myself, the other employees, and Butler Springs Christian Camp Executive Board of Directors, we want to **THANK YOU** for what you do for the Kingdom in the places and spaces that God has called you to—especially, the ministry at Butler Springs! You are valued! You are loved! You are Amazing! Let's make this summer the best one yet!

Chris Osborne