

May 15, 1973

Camp Hartman Project: Areas of Consideration.

1. Statement of Purpose
2. Statement of Organization: Authority of the Committee  
(Incorporation, By-laws, Association, Authority, Responsibility, etc)
3. Statement of Procedures: Exercising of Authority.
4. General Developmental Plan with Projected Schedule.
5. General Policy for the Use of Camp Hartman.
6. Identification of the Program Alternatives for Zones
7. Identification of the Services to be Developed and Rendered.
8. Financial Procedures
9. Contract Forms
10. Pamphlets and Publicity
11. Use of Camp Hartman by Zones and Buildings
  1. Nature of Zones- Description with statement of limitations.
  2. Uses (Programs)
  3. Available Services
  4. Charges
  5. Conduct of Groups (Rules and Regulations).
12. Methods of Promoting (Acquiring), Selecting, and Logging Group Activities.
13. Methods of Enforcing Camp Policies
14. Definition of the Relationships between YMCA Camping Priorities and Committee Priorities.



6 copies  
Zero

May 15, 1973

Camp Hartman Committee Meeting: NOTES

1. Statement of Purpose

The purpose of the Camp Hartman Education Program is to provide a facility, guidance, and services for the promotion of activities and experiences in the humanities, sciences, and in human and natural ecology.

2. Components of the "Contract for Use and Services".

- a. Hold Harmless Clause
- b. Responsibility and Restoration Clause with Deposit or Guarantee.\*
- c. Liability Insurance Clause

3. Supervision and Guidance.

All groups must have a minimum of one supervising adult for each group of ten individuals under eighteen years of age.

4. Pamphlet

A pamphlet entitled, "Guide to the Use of Camp Hartman" should be written and published.

5. Signs and Rules.

Signs with ground's rules should be posted throughout the Camp.

6. Self-guiding tour trails.

Self-guiding tour trails should be established throughout the camp.

7. Security Plan

A security plan should be established.

(Zoining and County-City involvement will be explored by Dave Byers)

8. Day Rentals

Full Day Rental Charge:	.75¢	per-person
½ Day Rental Charge:	.50¢	per-person

(Supervisors, instructors, and guests [Schlorship Students] are excluded).



PROJECT DESCRIPTION:

- I. Justification
  - a. General Statistics
  - b. Collaborative Documents
  - c. Surveys and Polls
  - e. Statements of Opinion
- II. Project/Program History and Development
- III. Project/Program Objectives
- IV. Project Description
  - a. Definition of Project; Including Target Population and Area.
  - b. Services
  - c. Methods and Procedures
  - d. Staff
    - 1. Development and Training
    - 2. Job Descriptions
    - 3. Deployment
    - 4. Personnel Policies
  - e. Biographies
  - f. Materials
    - 1. Program
    - 2. Administrative
  - g. Facilities
  - h. Utilities
  - i. General Policies
    - 1. Use of Facilities
    - 2. Use of Program
    - 3. Conduct
    - 4. Misc.
  - j. Record Keeping - Reporting Manual
  - k. Financial Procedures
- V. Organization and Structure
  - a. Board of Directors
    - 1. Authority
    - 2. Composition including appointive and elective procedures
    - 3. Meetings and Minutes
  - b. Advisory Boards
    - 1. Areas of Responsibility
    - 2. Authority
    - 3. Composition
    - 4. Procedures
  - c. Organizational Documents
    - 1. Articles of Incorporation, Letter of Association.
    - 2. By-laws
    - 3. Roster
    - 4. Copies of all Policies
    - 5. Forms and Manuals
- VI. Community Coordination Description
  - a. Community Coordination Description
  - b. Letters of Support
- V. Budget