

WYONEGONIC CAMPS

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STAFF HANDBOOK



OWNERS: The Sudduth Family
DIRECTORS: Carol S. Sudduth, CCD; Steven N. Sudduth

THE WYONEGONIC EXPERIENCE

Wyonegonic is a way of living. Wyonegonic is good friends, fun and quality camping. Camp is an opportunity to create and explore. It is an experience that, once tried, grows on the individual in such a special way that one comes back for more. Wyonegonic is tradition.

As Directors we want to assure an atmosphere that is healthy, happy, flexible and simple. We want to create a climate where children will gain confidence, become involved in decision-making, and grow in their abilities to live harmoniously with others.

We feel that a non-competitive program assists each individual in gaining confidence and personal growth. In contrast to the pressures of school, we hope to provide fun and recreation in an enjoyable environment - a summer that reflects special care and good planning.

Campers will design their own program from a variety of activities. We want them to gain the satisfaction of achieving. They should improve their skills from sound teaching and small classes and not be concerned about material rewards or competition with peers.

At Wyonegonic we will teach them to be non-judgmental of others, yet tolerant, as individuals seek their own development. We expect campers to respect others as individuals. In return, campers will learn a great deal about themselves. They will learn the responsibilities of close community living - of sharing and giving.

The counselor plays the key role in developing the harmony within the cabin group or trip. If the counselor does their job, our favorable teaching ratio should assure growth from intimate personal supervision whether on the tennis court, trail or in the cabin. Your most creative counseling will come during unstructured time.

You have a vital role in shaping the success and happiness of your campers. Your ideas, energies, love and trust are all necessary ingredients. This type of atmosphere requires an astute staff who can guide and counsel by being available, transmit caring and lead with firmness and consistency.

We believe that camping is important to the development of the whole child. Many of the goals are educational, yet accomplished in a recreational setting. In order to have the experience be meaningful and relaxing for the campers, hard work must go on behind the scenes. Your sound judgment and common sense will be invaluable to you - BUT - careful planning and anticipation are also necessary.

As directors, we are interested in YOU. We have hired you because we believe you can contribute to the happiness and confidence of each camper. We want to get to know you on and off the job. We want you to feel comfortable in coming to us no matter how large or small your concern . . .no matter how busy we may be. Without an effective YOU, the summer will just be a passing experience for those you touch. Wyonegonic should be more than that. We believe Wyonegonic is special enough to have lasting values for the campers and all of us who work closely with them.

With anticipation of sharing the joys of Wyonegonic with you . . .

The Sudduths

WYONEGONIC WORDS

WYONEGONIC - Native American word for "long lake."

AC - Second year of Leadership Training - "Assistant Counselor" (ages 17-18).

ACA - American Camp Association, professional organization for camps and camp directors.
(ACA also stands for the American Canoeing Association)

ACTIVITY SUPERVISOR - Staff member in charge of activity Department. Monitors other staff, leads Department Meetings, responsible for any paperwork or supplies.

BUFFET - Occurs daily at lunch time. You are encouraged to eat outdoors on the porch of the COBB with campers and enjoy an informal meal.

CABINE - Director's cabin

CABIN INSPECTION - Daily check of cabins by appointed staff or ACs to encourage neatness and care of personal and cabin space for campers and counselors.

CABIN NIGHT - Once a week the cabin group chooses to do something during E.P. as a cabin or with one other cabin. Counselors who are off, should invite extra staff or an AC to fill their role

CAMPSITES - Camp owned property on Moose Pond where cabin groups may sleep out overnight...Loon Island, Batting Point, Nort's Cove, Freeman's Point . . .

CANDY LINE - Each camper may choose one piece of candy bi-weekly as a special treat

CIT - First year of Leadership Training, "Counselor in Training" (ages 16-17).

CLINICS - Training opportunities **in June** for counselors from any camp to improve skills, learn teaching methods and receive certifications if course work is satisfactory.

COBB LODGE - Dining hall which opened during our 100th season, 2001.
We eat in shifts; Shift 1, Juniors and Intys; Shift 2, Seniors and CITS

COOKOUT - Outdoor meal prepared by campers in unit on Saturday, Kitchen Staff's night off!

COTTAGE - A small cabin with kitchen, TV and couches located on Steve Sudduth's property. Staff may use on time off with permission from Steve.

E.P. - Evening Program. Counselors rotate in planning and organizing. All participate with campers.

FAMILY CAMP - A time after the campers leave when families may enjoy camp. Each family lives in a cabin; meals are served; and activities are supervised by 2 dozen staff who are contracted to work.

FARMHOUSE - Carol Sudduth's home and the location of the winter office.

50% - Refers to evenings out after campers have gone to bed and a minimum of 50% of staff stay in the unit and "on-call"

FOCUS - Week long activity choice of camper.

GREENIE - Toilet building

GROVE - Pine Grove in the middle of camp; location for Sunday non-denominational service which is planned by campers and counselors.

JMG - Junior Maine Guide; **MW** - Maine Woodsman; **JMW** - Junior Maine Woodsman. Achievement levels in an outdoor living skills program that campers choose to participate in.

KI YI and **HI-LEO** - Native American word for "hello or good-bye."

LEADERS - Campers elected by peer group to lead teams.

L.P. - Leaders Party

O.D. - Counselor "on duty" after taps. This duty rotates.

PLEASANT MOUNTAIN - The 2,006 foot mountain across the lake. Used for hikes, overnights and beautiful views!

POST-CAMP - 2 days of reports and meetings with staff to put the finishing touches on the summer season

PRE-CAMP - Seven days of training before campers arrive to teach you more about your responsibilities and get you acquainted with the people you will work with at camp.

PROGRAM DIRECTOR "PD" - In charge of camper schedules and staff assignments.

STAFF MEETINGS - Weekly meetings with UD and Camp Directors.

STORE - Simple replacement needs, eg toothbrush, flashlight batteries, writing materials, etc. Staff may purchase items.

TEAMS - Division of two groups within each unit, traditional in nature and used for EP's, games, etc. Jr = Penobscots & Wampanoags. Inty = Firebirds & Flying Eagles. Sr = Whirlwinds & Stormclouds.

TRIP SHACK - In the Senior Wiggie, kitchen area. Pack out area for all canoe trips and hikes.

UNIT DIRECTOR "UD" - Responsible for campers, staff and program for the particular age group, i.e: Junior U.D.

WIGGIE - Main lodge in each unit - Junior, Intermediate, Senior.

WINONA - Brother camp located 5 miles north on Moose Pond.

WSI - Water Safety Instructor; **LGT** - Life Guard; **LGI** - Life Guard Instructor.

STAFF GROUPS

Key staff, Support staff, Unit staff

It is important for all staff members to realize that there are many different job descriptions and a variety of responsibilities that staff must assume in order to make camp run smoothly...

Support Staff positions include the following:

- Office Administration
- Kitchen, Sanitation and Housekeeping Assistants
- Property and Grounds Maintenance
- Horseback Riding Program Administration
- Child Care (Pooh Corner) program

Key Staff positions include the following:

- Unit Directors
- CIT and AC Directors
- Program Directors, Trip Program Coordinator
- Health Care, Nurses

Unit Staff include the following:

- Cabin Counselors
- Aunts/Uncles and other non-cabin staff
- Activity Counselors
- Trip Leaders

Facts about ALL staff:

- We all work hard!
- We all get time off each week!
- We all are members of the Wyonegonic team to make this the best summer camp experience for each child!
- We all may use camp equipment with permission from the department head during free time, if it is not in use for camper program!
- We all can use swim docks during free time - with waterfront staff permission and proper LGT coverage!
- When breakfast is served on our day off, we can all eat in the kitchen!

Facts about Support Staff:

- Some Support Staff live in the nearby communities and commute to work each day
- Support Staff have different schedules than the resident unit staff
- Some Support Staff are subject to State Labor laws regarding minimum wage and overtime
- Some Support Staff have an additional $\frac{1}{2}$ day off each week (most weeks)
- Support Staff have most evenings as free time
- Kitchen Assistants have the Saturday night cookout meal off
- Support Staff do not have specific responsibilities with the children but often participate in evening programs and special events
- Support Staff often get involved with assisting program staff (volunteer) during their free time. This helps them get out from behind the scenes and enables them to get to know campers & staff, try new things, and enjoy camp!

A DAY IN THE LIFE OF A WYONEGONIC COUNSELOR

A successful season is accomplished by the team work of the counselor staff. Here is a snapshot of a "typical day." Additional responsibilities will vary but the list below shows daily expectations. Camp counselors must be flexible and willing to take on additional duties when needed.

Morning:

- Sleep in cabin
- Wake campers
- Accompany campers to the Cobb Lodge to set tables for breakfast on a rotating system
- Sit at assigned tables and monitor dining hall behavior. We serve family style meals for breakfast and dinner. Lunch is buffet. Table assignments change weekly.
- Supervise cabin-clean up with campers
- Teach 2 or 3 activity periods

Noon: Accompany & account for campers at buffet lunch on Dining Hall Porch

Afternoon:

- Rest hour. Counselors retire to cabins for quiet time with their campers
- Teach 2-3 periods
- Accompany campers to dinner.

Post Dinner:

- Evening program ("EP") - We ask all staff to participate with the campers. You will be expected to take your turn leading and organizing an appropriate activity that fits within the philosophy of camp. Most EP's fall in the category of creative fun.
- Taps - We expect you to spend quality time with your campers at the close of the day. Come prepared with ideas to help settle the girls for the night - reading a book, writing in journals, sharing highlights of the day . . . You are to remain in the cabin until campers are quiet.
- After taps: You are considered on call for your campers and any emergencies 24 hours a day. Each night a percentage of staff are "on duty" counselors (rotating schedule) and stay on the cabin-line, monitoring campers until other counselors retire. Others are welcome to free time in your unit or staff room. (Some may be able to sign out for errands or social time.) Please refer to Personnel Policies for your time off schedule. Weekly staff meetings take place after taps (Senior=Sunday, Intermediate/Junior=Monday)

A word about Aunts and Uncles (non-cabin counseling staff):

As Aunts and Uncles you are expected to be at all meals and events within your unit. Be prepared to teach all five activity periods each day. You often get assigned to collateral duties that help the unit directors complete day to day needs. You will often be assigned to fill in for cabin counselors who are on time off or on a trip so there is still adult supervision during rest hour and taps.

A TYPICAL DAY - Counseling Staff

There are surprisingly few "typical" days, but that is one of the beauties of camp, compared to school. We have opportunities to be flexible, add the element of surprise and even do some crazy, creative things . . . as long as we do them with careful planning and safety foremost in mind. J= Junior, I=Intermediate, S= Senior.

7:15	RISING BELL	J/I
7:45	BREAKFAST	J/I
8:30	CABIN CLEANUP	J/I
7:45	RISING BELL/CLEANUP	S
8:30	BREAKFAST	S
8:45	SUNSHINE PERIOD	J/I
9:45	PERIOD I	J/I/S
10:45	PERIOD II	J/I/S
11:45	RECREATION/FREE SWIM	
12:15	BUFFET LUNCH	J
12:30	BUFFET LUNCH	I
12:45	BUFFET LUNCH	S
1:15	REST HOUR	J/I
1:45	REST HOUR	S
2:45	PERIOD III	J/I/S
3:45	PERIOD IV	J/I/S
4:45	PERIOD V	S
4:45	RECREATION/FREE SWIM	J/I
5:30	DINNER	J/I
6:30	DINNER	S
6:45	EVENING PROGRAM	J/I
7:45	EVENING PROGRAM	S
8:00	EVENING CIRCLE	J
8:30	EVENING CIRCLE	I
9:00	EVENING CIRCLE	S
8:30	TAPS	J
9:00	TAPS	I
9:30	TAPS	S

SUNDAY ONLY

8:30 - 9:15	LAZY BREAKFAST	J/I/S
11:00	GROVE SERVICE	J/I/S
12:15	Early LUNCH (Winona sisters)	
12:30	LUNCH (Sunday Exchange big/little sisters)	
12:45	LUNCH	Others
1:00	REST HOUR	J/I/S
1:30-2:30	BROTHER/SISTER VISITS	
2:45	UNIT ACTIVITY	J/I/S
4:00	PROGRAMMING for the week	J/I/S
5:30	Dinner	J/I
6:30	Dinner	S

NOTES: All meal and activity bells will be rung in units. Cabins in charge of setting tables will go to meals 15 minutes early. The horseback riding van departs 15 minutes before activity period with the riding assistant.

A TYPICAL DAY - SUPPORT STAFF

There are surprisingly few "typical" days for the campers and counselors. As support staff, you typically see more structure and routine to your day. You will need to remain flexible to changes in your schedule and assigned tasks. As support staff you need to be ready to help out where needed to keep camp running smoothly.

The schedules below provide some general guidelines. Please refer to Personnel Policies for your time off schedule as these guidelines vary from day to day.

Kitchen Assistants:

7:00	Breakfast prep
7:30	eat breakfast
8:00	morning work routine
10:45	break
11:30	lunch setup
12:00	eat Lunch
12:15	Afternoon routine
2:30	break
4:30	evening meal routine
7:00	eat dinner
8:00	complete/secure for the night

Maintenance:

7:30	Breakfast (incl. brief meeting)
8:00	Morning work routine
12:15	Lunch
1:00	Afternoon work routine
5:30	Break for Dinner
6:30	Evening work routine
8:30	Complete/secure for the night

Horse Riding Program:

7:00	Horses Fed
7:30	Breakfast
8:30	Horses ready for lessons
12:00	Break for lunch
2:30	Horses ready for lessons
5:30	Break for Dinner
8:00	Horses secure for the night

KITCHEN ASSISTANTS start as early as 1 hour prior to the first camper breakfast. Food preparation for afternoon and evening meals will be done during the day. Mid-morning and mid-afternoon breaks are usually possible. Daily responsibilities end after clean up from the evening meal is complete.

SANITATION ASSISTANTS (rotating schedule) typically start after breakfast with the maintenance crew. When duties are complete (usually mid-afternoon), you have free time the rest of the day and are welcome to join in with camp activities.

MAINTENANCE Staff typically start at 8am. However specific responsibilities each day often dictate an earlier start. Sunday mornings are usually a 10am start. Work begins immediately after a breakfast meeting and continues throughout the day with a break for lunch. Work is complete when daily and assigned tasks are finished. When on camp property maintenance assistants are expected to remain on call for any emergencies or repairs.

OFFICE STAFF open the office at 730am, and have an overlapping schedule to cover lunch, dinner and closes at 7:30pm.

HEALTH CENTER NURSES are covering the health center 24 hours per day on a rotating schedule of 3 RN's.

POOH CORNER - child care counselor's schedules are dictated by the needs of the staff children they care for. It is common to have breaks during the day to make up for being on duty with the children in the evenings.

HORSE RIDING (non-cabin counselor) schedules revolve around the daily program of the 5 activity periods and the caring for the horses and stables.

CABIN COUNSELING - THE HEART OF THE EXPERIENCE

A guidance counselor, friend, care giver, mother, problem solver, participator, teacher, role model, catalyst. . . .

Cabin Life

Your cabin is home for the camper's...this is where feelings of comfort, belonging and creativity are fostered. As a counselor you create an environment with your cabin group that is like a small family within the larger camp community. What happens within these walls is at the heart of the Wyonegonic experience.

As a cabin counselor you will:

- Be directly responsible for the health, welfare and happiness for your campers. Rely on the Health Center for concerns beyond your expertise
- Be a positive role model - prompt to activities and meals; use appropriate language and manners, follow camp clothing uniform guidelines
- Supervise the cabin group in cabin cleanup, work activities, and encourage pride in the cabin group
- Help build and maintain good spirit - an esprit de corps; build up enthusiasm for cabin happenings; e.g. cabin night, cookouts, floating lunches, cabin activities, projects
- Encourage appreciation of individual differences
- Make sure each child writes home at least once a week
- Report to unit director promptly when difficult situations arise in camper or staff relationships
- Be aware of your campers' involvement in program; understand your campers' schedules
- Assist your campers in setting and evaluating their goals
- Be with your campers when they are table setters before meals
- Be accessible and prioritize spending time with your campers, especially tapering off with your cabin group at the end of each day following EP and through taps. Set the tone for after you leave
- Help your campers have as happy a summer as possible by focusing on their individual needs
- Be aware of how your campers are relating; intervene if inappropriate behavior is happening or inappropriate conversations or language are heard
- Supervise and participate in greenie duty with your cabin (bathroom sweeping and cleanup)
- Keep an eye on the amount of mail your campers receive. Receiving too much or too little may dampen their spirits
- Enjoy rest hour with your campers, a quiet time following lunch. Encourage campers to read or write letters quietly
- Host and mentor an AC who may live in your cabin and assist with the campers
- Interact positively and warmly with parents/relatives who visit camp
- Write post cards to parents to update them on how their child is doing at camp
- Write reports on campers at mid-season and at the end of the summer
- Prepare for end of the summer banquet and traditions by writing camper poems and songs

Good counselor leadership is the key to a happy summer, and it is important to be actively involved and not passive. Campers come to Wyonegonic to gain values and life skills that will help them develop. YOU, as a counselor, play the most important part in her growth. You will be assisting each camper with her relationship with others; teaching her to be kind and friendly; boosting her self-esteem...

You will be involved in camper development in several areas, such as a teacher in activities; through leadership responsibilities for evening program, dining hall conduct, grove participation; and by your participation in problem solving of challenging situations as a cabin counselor.

You will be advised of camp policies and be expected to support them. Remember you represent Wyonegonic outside of camp as well, and by setting a good example will make way for a proud and healthy camp community.

Be Organized and Consistent – Good cabin organization and courtesy builds respect, helps prevent hurt feelings, and provides for fairness throughout camp.

Here are some helpful do and don'ts:

- Take charge as leader of your cabin. This sometimes means having to say "No" and being the authority.
- Oversee your campers' basic hygiene practices; encourage them to shower, brush their teeth, and comb their hair
- Take care of your cabin; immediately report problems with beds, shelves, shutter ropes, windows, etc. for any maintenance work needed.
- Keep the cabin clean and presentable for daily inspection. This includes the counselor area. If you set the example, campers will follow. Be involved in cleaning up. Be creative. For example, have campers make their beds hopping on one foot. Ask the campers for ideas to make it fun!
- Make sure your campers are sending their clothing to the laundry. Have them check under their beds for missing towels, clothing, and underwear.
- Cell phones, walkmans and other electronic devices are not allowed in cabins.
- Please do not allow food in your cabin. Counselors need to work together as a team and not give in to camper pressures. Food in the cabin results in others feeling excluded - except for chipmunks and mice, who will happily enjoy the crumbs left behind at night, even those placed in trash cans.
- No gum chewing is allowed at camp - please help enforce this rule.
- Use the clotheslines outside of the cabin for wet clothes. Do not hang things from the rafters or shutters.
- Check the smoke alarm by pushing the button. If it does not sound, report to maintenance immediately.
- Avoid discussing your personal relationships or time-off plans in front of campers.

What to do with your Cabin?

Being alone with your cabin is great fun. It is a time to get to know your campers, a time to let your campers shine and a time to relax. The more interactions you have with your campers, the better the camp experience will be for you and your campers. Here are some ideas of how to spend this time:

- Right off, make cabin guidelines together. Campers are more likely to follow rules that they create. They will have instantly become a part of the decision-making process. This will be helpful when the guidelines need to be reinforced. Put them on poster board and have the cabin decorate it together.
- Explore through camp, hike the trails, visit the treehouse...
- Read to your campers during rest hour or before bed. Pick out a book together in the library or bring one from home.
- Keep a journal together. Assign one person to write in it each day and then read aloud or read it aloud once a week together on Sundays.
- Invent a game together, or play cards, jacks, or games that you know and can teach them.
- Go on a cabin overnight or roast s'mores at Marshmallow Point
- Watch the sunset together or count the stars at night while lying on a blanket on the soccer field.
- Do a cabin arts & crafts project.
- Climb the "wall" together as a teambuilding challenge. You will need a ropes course facilitator to lead.
- Go on an early morning canoe paddle to count the loons. Remember you'll need a lifeguard!
- Dress-up for cook-out using the camp costume box
- Be creative.... There is so much more that can be done! Share ideas with other counselors

Each week you will have one evening program set aside as **CABIN NIGHT** - a time where you and your campers can spend quality time together and have fun in a small group. Many of the ideas listed above are great for Cabin Night!

Campers LOVE to be with their counselors. They will cherish every meaningful moment that you spend with them. You can make them feel very special. Have fun!

ACTIVITY COUNSELORS

It is important that **safety, enjoyment, and learning** are major objectives in all activities. A typical day shows five scheduled activities (instructional periods are 50 minutes long) and 2 shorter recreational periods for free time or free swim before lunch and dinner. As an instructor, plan on teaching four periods a day and being available a fifth period when other staff are on trips or days off. Non-cabin counselors usually teach all five activity periods.

About 50% of our campers will be with us for seven weeks; the others for a half session of three and a half weeks. Good progress can be made on skills in this amount of time! Campers get a choice of activities to sign up for. One of our aims for summer is to help the child gain a sense of responsibility by making decisions. The Program Director will run an activity sign up time on Sunday afternoons where campers can choose their activities for the week. There are three kinds of instructional periods:

- 1) **Focus** - A child selects an activity for a week, knowing that consecutive days will enhance the learning process. Both camper and instructor should feel good about progress made.
- 2) **Daily** - This gives campers a chance to do what they want on a particular day. We limit daily choice to ONE period each day: Junior/Intermediate = Period 1 "Morning Special"; Senior = Period 5. Staff have the freedom to offer new classes during these periods and get a chance to teach something different! Staff and the Program Director can work together to come up with special offerings like a counselor's favorite hobby or a class that is normally not offered (e.g. knitting, yoga, jogging, creative writing, foreign language, photography...) Come with ideas!
- 3) **Required - Swimming** is required for everyone except Seniors who have passed through the final Red Cross Swim Level. Juniors and Intermediates new to Wyo, spend three weeks on the Outdoor Living Syllabus; one week each of **canoeing, ecology and camp craft**. There are also some canoeing pre-requisites for Inty and Senior campers who are going on extended canoe trips.

It is our hope to assist each child to improve her skill level. We also want to entice her to try new things and take risks. We try to do this in a non-competitive and nurturing atmosphere with good attention to individual needs and quality teaching. It is amazing how much our campers learn about themselves and their abilities in a few short weeks.

During **pre-camp training**, time is allotted for counselors to meet with their **Activity Supervisors**. You will discuss teaching methods, a planning syllabus, use and care of equipment, record keeping and safety. You will design weekly & daily lesson plans. You will have an opportunity to share relevant information gained during the pre-season clinics with others on staff. Throughout the summer, your Activity Supervisor will observe your teaching as part of an ongoing evaluation process that will provide you with valuable feedback.

At Wyonegonic Camps, safety and risk management are the number one priorities in all walks of camp life. As we are accredited by the American Camp Association, we are required to meet certain standards that reflect our safety policies. As an activity counselor you will have to make sure your activity area is compliant with these standards. These safety standards, activity goals, and information from previous summers will be available to you in an **Activity Notebook**.

There are persons on staff who are good resources and can be very helpful to you with ideas on motivation, creativity and organization. We know many of you will also bring good ideas to share and can help each other. If you have resources you think will augment your teaching, check with the director to see if you should bring them with you to camp!

HEALTH AND SAFETY

Health and safety are top priorities of any camp. It is important to provide "the opportunity to live in a healthy, safe and relaxed environment".

As counselors, you will be responsible for assisting us to meet this objective. Although the nurses are available at the camp **HEALTH CENTER** on a 24 hour basis, you will be the first to detect symptoms or a problem: a rash from the bathing suit, coughing at night, loss of appetite, a cut or a bruise. You also should be aware of potential dangers in the environment like a broken step on a porch or a projecting nail on the dock. It is your duty to report any risky situations to camp management for repair. Counselors will also be shown how to do a "weekly head lice check." Camps, like schools, are forced to check on a regular basis. Your follow through is an important link and necessary in keeping the nurses and directors aware and informed.

For most ages, **REST HOUR** is a time after lunch for quiet time or sleep because we expend a great deal of energy during the day.

EATING HABITS need monitoring. The menus are checked by a nutritionist, but you, as server at the table, should keep proportion and balance in control for the campers.

Gentle reminders to campers are often needed about **HYGIENE** - changing clothes, showers, shampooing, brushing teeth, scrubbing hands before meals . . . Of course the age group dictates the needs, but even teenagers need subtle reminders. It is important to discourage borrowing of any personal items like bathing suits, hairbrushes, water bottles . . . to ward off the spread of infections.

As a counselor you are constantly **SETTING AN EXAMPLE** for campers. You, too, need to keep medications in the Health Center, go to the nurses when you feel contagious, wear a hat on sunny canoe trips, get sufficient sleep, and be an appropriate role model in your eating habits and discussions about food, weight, and diets.

During **STAFF TRAINING** you will be briefed about Health Center policies and procedures by the nurses. Important concerns about individual campers will be conveyed. We will have a fire drill and go through procedures for other possible emergencies on the waterfront or out on trips.

One reason we offer the **AMERICAN RED CROSS FIRST AID COURSE** for many of you before camp at our expense is to help educate you so you can respond instinctively if an emergency does occur.

PREVENTION and awareness are key. We strive to prevent accidents. Many crises can be avoided by careful planning, education and the use of common sense and good judgment. You have two responsibilities: one is doing; another is reporting. Your follow through is invaluable.

Statistics prove that camps are safer than school or home. Wyonegonic has a superb track record. The potential for accidents is always with us. We cannot boast about the past, but must continue to work hard at keeping camp safe and healthy for all campers and staff.

Here's to a healthy and safe summer on Moose Pond!

PERSONNEL POLICIES AND PRACTICES

A position caring for youth in a resident setting demands a high standard of expectations. Please review these policies and practices in detail. If for any reason you are uncomfortable with any of the following, please contact us with your questions before signing the agreement letter.

PROFESSIONALISM: As a camp counselor, you are a role model in camp at all times. Being a good role model includes taking care of yourself so you can perform your job at a high level. This includes personal hygiene, getting enough sleep, and being on time for meetings, meals and activities. We expect each employee to adhere strictly to Wyonegonic philosophy and policies. This includes following all stated guidelines in the staff manual that address specifics such as personal relationships with peers and campers, appropriate behavior (language, dress, communication, appearance) and proper conduct. Your actions should set a good example for your campers as they will idolize and imitate you. Honesty, kindness and respect are values that are expected to be upheld by each staff member. We want everyone to have a safe, happy and rewarding camp experience.

PARTICIPATION: Being a camp counselor is a 24 hour job. You are expected to be responsible for the well being of your campers. Counselors teach, participate in all camp activities, attend meals with their campers and volunteer to help with special events. You are expected to share the responsibilities of your unit with your teammates. You will coordinate with your Unit Director for proper coverage of your campers during your time off.

PRE-CAMP TRAINING: All staff must be at camp by 12 noon seven days before the campers arrive. We want to make you feel comfortable with the community. Training will include reinforcing our philosophy, acquaint you with necessary policies and procedures, have you experience an overnight canoe trip and prepare for program instruction.

TIME OFF POLICY FOR UNIT STAFF: You will have one day off a week, except for the first and last week of the camper summer. Your days off start after your campers go to breakfast. You are expected to return to camp to sleep in your cabin at night, be on call for duty while you sleep, and be ready for breakfast the next morning. You also have an additional night off each week starting at 7:30pm. Our goal is to schedule you for one activity period off each day.

TIME OFF POLICY FOR SUPPORT STAFF: You are allowed one full day off for each week that you work at camp. Some positions have an additional ½ day off each week, depending on the schedule. You also have evenings free after your work is complete. You are considered on duty for emergencies when in camp.

USE OF CAMP FACILITIES ON TIME OFF: You are welcome to use camp boats, tennis courts, campsites, and equipment when they are not being used by campers. Each activity area has procedures for staff use that you must follow. You are welcome to pack a lunch for yourself if you are leaving camp. If you remain in camp on your time off, you must adhere to the camp uniform policy.

VISITORS: Family or friends are welcome to visit on your time off. They can join us for lunch or Saturday night cookout. If you make prior arrangements with Carol or Steve, we may be able to house your guest overnight.

SALARIES: Your summer salary will be paid by check in four installments. You can cash checks at Key Bank in Bridgton, or retain them in the camp safe. It is possible to charge postage, phone cards, and sundries from the camp store . . . and have the expense deducted from your last paycheck.

GRATUITIES: Acceptance of gifts or cash tips is prohibited.

TRAVEL ALLOWANCE: The designated travel allowance specified on your contract will be paid as follows: half upon completion of staff training and the remainder upon completion of your summer.

ABSENCE FROM WORK: Most staff is hired for an 8 or 9 week season. Up to 3 sick days with health care provided by the Wyonegonic nurses will be allowed before salary modification. Emergency leave for situations such as family illness/death, or urgent personal business may be granted by the directors.

HEALTH FORMS/MEDICATIONS: Everyone at camp is required to have a health form on file in the Wyonegonic Health Center. The first part of the form is to be completed by you with health history, which includes record of medical treatment, allergies, and immunizations (with dates). The second part is verification of a health examination within the past 24 months signed by a licensed physician. All prescribed medications must come labeled in English and with specific directions for their use. Please consult with the camp nurse about your personal medications. Medications may be kept in the camp Health Center or locked in your personal locker.

INSURANCE: Wyonegonic provides Worker Compensation Insurance for any injury in performance of duties. Worker Compensation Insurance does not cover you on your time off. American staff must bring insurance policy numbers for YOUR OWN health and accident insurance. You will be expected to pay any deductibles or expenses when visiting a doctor in town. International staff is insured through your sponsoring agency (BUNAC, CCUSA, Camp America, Camp Leaders, or ICCP). You must be prepared to pay the deductible on your policy or the full amount for treatment. Timely filing of your insurance paperwork is necessary for reimbursement and payment to your health care provider. It is recommended that you call your insurance company for pre-approval of any planned doctor or dentist visits to ensure coverage is accepted (remember that pre-existing conditions are not covered). Wyonegonic will not be held responsible for any unpaid bills due to not filing your paperwork or for your claim being denied.

PERFORMANCE EVALUATION: A sit-down dialogue with your unit director, (support staff with the directors), discussions at weekly staff meetings, observation of your teaching by activity supervisors and written reports will be methods of evaluating your performance throughout the summer.

REFERENCES: Directors are happy to provide written or verbal references for staff upon completion of the summer. References are only provided by the Camp Directors for liability reasons. Please do not ask for references from any staff other than the Camp Directors.

APPEARANCE: We discourage anything that draws attention to your appearance. For example: extreme hair styles and color; visible body piercing other than ears; visible tattoos of any magnitude or distasteful in subject manner.

ALCOHOL: Wyonegonic obeys all Federal and State of Maine laws regarding drugs and alcohol. Maine maintains a legal drinking age of 21+. The State of Maine laws include mandatory jail time for driving under the influence of alcohol and mandatory jail time to those assisting minors (under 21) in procuring alcohol. At no time should any staff member be intoxicated on camp property. Being so is grounds for immediate dismissal.

SMOKING: Wyonegonic is a smoke free environment. No smoking is allowed on property.

DRUGS: The use or possession of controlled substances and illegal drugs is prohibited. Possession of controlled substances will result in notification of local law enforcement.

PERSONAL PROPERTY: Items such as but not limited to passports, laptops, ipods, cell phones, can be stored safely in locked staff lockers. Wyonegonic is not liable for any damage or loss of staff personal property. Firearms are not permitted on property.

KITCHEN: Our kitchen is restricted from personal use. There is a refrigerator in the staff room for personal items and your time off. If you have any special dietary needs, please contact camp prior to your arrival.

STAFF LOUNGE: Each unit has a shared area for staff members to enjoy on their time off. All staff is responsible for keeping this area clean, sharing phone usage (only the staff lounge phones are to be used for personal calls), computer usage and the refrigerator. As a community, we must be flexible and respect your peers' personal belongings.

COMMUNICATION WITH CAMPERS: Maintain appropriate relationships with campers in your off-season communications with them. Be sure to draw the line between mentor and friend and do not put yourself in difficult situations. Uphold a professional relationship and limit sharing personal information about yourself or others.

SOCIAL NETWORKING WEBSITES: Wyonegonic Staff should be cautious when using Social Networking Websites like Myspace and Facebook. While we see these sites as positive and an easy way for friends to stay in touch, please be aware that as employees of the camp you should take responsibility in protecting Wyonegonic and the members of our camp community from any inappropriate conduct. Please refer to the staff handbook for details.

EQUAL EMPLOYMENT OPPORTUNITIES: Wyonegonic provides equal opportunity for employment. All employment decisions are made without regard to race, color, age, sex, religion, national origin or ancestry. It is understood that some positions are gender-specific because female cabin counselors are required.

SEXUAL HARASSMENT: Any form of sexual harassment, including, but not limited to unwanted sexual advances, requests for sexual favors, or any other sexually oriented conduct which is unwelcome by the recipient is grounds for dismissal. Issues regarding sexual harassment should be brought to the attention of the directors.

CONDUCT and DISMISSAL: No member of the Wyonegonic community may use any form of verbal, physical or sexual abuse. Violation of any personnel policies (either written or verbal), may result in dismissal.

Packing Tips for Staff

Camp life is simple. Part of the beauty of camp is to live without the many material things we "depend" on during the year. Summer weather in Maine is generally comfortable and warm, however it is very unpredictable so be prepared for changes. If you are coming early for training be advised that June can be cool and damp. Layers work well!

Clothing - Pack CAREFULLY: There is limited space for your personal gear in your cabin. You should plan on an eight day supply of clothes (laundry is gone from camp for 24 hours).

Uniform Required for Camper Season: We do not want clothing to be an expense to you, however it is important that you dress within the guidelines expected of all staff and campers. Wyonegonic uniform colors are Forest Green, White, and Khaki.

- Shorts: forest green, white and khaki (beige, tan or stone colored)
- T-shirts/tank tops/long sleeve shirts: forest green or white (no logos other than Wyo)

We also recommend you bring the following (your specific job description may affect this list).

- Rain gear or waterproof jacket
- Footwear - rubber soled tennis/running shoes, lightweight hiking boots, watershoes/tevas
- Long pants - 2 pairs jeans, khakis or sweatpants
- Shorts - 4/5 pairs (1 white included - tan khaki's are easy to buy locally)
- Shirts - T-shirts or short sleeved sport shirts, tank tops with thick straps (no spaghetti straps)
- Warm clothing - e.g. white turtlenecks, forest green or white pullovers/jumpers/sweatshirts, long sleeved forest green fleece jacket, forest green fleece vest
- Bathing/swim suits - any color
- Towels - We suggest more than one towel to allow for drying time & rainy days
- Hat for sun protection
- Socks and underwear
- Toiletries

All white clothing is worn to Grove Service on Sunday. Wyonegonic provides **one New camp t-shirt** to each new staff member as a gift.

Wyonegonic Loaners: Wyonegonic will loan all staff at least two other camp T-shirts. Those with a need for additional shirts or clothing are welcome to dip into Wyonegonic's donated/leftover supply and borrow them for the summer. We have limited green sweats and fleece jackets to loan. It would be wise to bring any of your own clothing that meets the above uniform requirements.

International Staff: Wyonegonic loans the following to you to lighten your packing load: towels, bedding, and footlockers/trunks to store you clothes in your cabin.

During your time off, Pre-Camp and clinic training you may wear any colors. On July 4th, you may wear red, white, and blue.

AMERASPORT is the official camp clothing outfitter. You may choose to visit their website at www.amerasport.com. If you do choose to order anything, be sure to mark on it "**STAFF DISCOUNT of 20% APPLIES**". Internationals may wish to have orders mailed directly to camp. You may consider holding off on purchases until you see what you can borrow from camp.

Other Gear: Many of you will have the opportunity to go on a wilderness camping trip, therefore consider the following in addition to the above: sleeping bag, hiking boots, wool socks, long underwear, sun protection, wind pants/waterproof trousers, waterproof gear bag/duffle bag (canoe trips), framepack (hiking trips). If you are a

Trip Leader and have questions about your gear, please contact the Trip Coordinator.

Flashlight/Torches are necessary because there is no electricity in the sleeping cabins. We suggest that you pack your flashlight in your carry on luggage so it is easily accessible upon arrival at camp. Some people have learned to swap the batteries around during travel so the light does not turn on accidentally and burn out!

Footlocker: Because there is no hanging space or drawers in the cabin, a footlocker or big suitcase helps keep clothes together and dry from the dampness. International Staff are loaned a footlocker for the summer. **IF YOU ARE SHIPPING:** UPS maximum weight is 150 pounds and the girth is 130 inches; U.S. Parcel Post is 70 pounds and the girth is 108 inches. Allow 8 days for delivery or bring with you. Write your name, camp address and "**STAFF - DO NOT HOLD**".

The Camp Store sells some incidentals. Staff may purchase items: eg. flashlights, batteries, toothpaste, phone cards, stamps, postcards, (no film supplies).

Other Useful Items to Bring:

- Backpack or day pack
- Tennis Racquet
- Musical instrument/music (we have 3 pianos in camp)
- Camera and film
- Reading material
- Music for dance class/aerobics or special events (in CD or mp3 format, not iTunes)
- Bug repellent (no aerosol cans allowed)
- Sunglasses, Sunscreen, Hat

You are responsible for your own belongings and keeping them secure in your small lockers in the staff room.

We Discourage:

- Laptop/Notebook computers - There is no internet access available in camp for non-Wyonegonic computers. We will provide you with internet access using our computers located in the staff rooms.
- Valuables - jewelry, special clothes, excessive cash (travelers checks or bank cards recommended)
- Electronics - cell phones, hair dryers, radios, mp3 players, CD players, and hand held video games. There are no electric outlets in the cabins or bathrooms in camp. Electronic devices can only be used out of camp while on your time off or in the Staff Rooms.
- Bikes are not allowed in and around camp. They are permissible for time off but be warned that it is a tough climb out of camp on the uphill gravel road.
- Leather soled shoes or shoes with heels; shoes with slippery soles are treacherous on our pine needles and roots. Flat rubber soles work best to avoid twisted ankles.
- Clothing with large, excessive or inappropriate logos, advertising, school names, etc.
- Spaghetti Straps and midriff baring tops.
- Flip Flops are to be used for the showers and swim dock area only. They are not to be worn around camp and are not allowed in the dining hall. Bare feet are never allowed in camp and shoes must be worn at all times.

We cannot be responsible for your personal equipment. Therefore if you choose to bring a bike, sail board, etc., we will need to know in advance. You will need to sign a release form in the office.

Car Owners: If you bring a car to camp, we ask you NOT to loan your car to others. Please bring a spare set of car keys to be kept in the camp office for emergencies.

Personal Lockers: A small metal locker w/padlock is provided in the staff room for your personal items and valuables (i.e. passport, money, personal medications, camera...).

COMMUNICATION

MAIL: You can have your friends and family send you mail to the following address (Do not worry if you do not have your unit assignment yet):

Your name

Wyonegonic Camps, Unit (Junior, Inty or Senior) Staff

215 Wyonegonic Rd

Denmark, Maine 04022 USA

EMAIL/INTERNET ACCESS: Camp provides four computers for staff email use. They are located in the Staff Rooms on both sides of camp. We encourage you to have a web-based email address (e.g. Yahoo Mail, Hotmail, Gmail). These computers do not have access to either instant messaging or Skype. We strongly discourage staff from bringing their own laptop to camp. There is no internet available in camp for non-Wyonegonic computers. If you do bring one to camp, you will be responsible for securing the laptop. It must stay inside the Staff Room and it might not fit into your assigned locker.

PHONES ACCESS: Wyonegonic provides phones for personal staff calls with the use of a phone card only. Discounted phone cards may be purchased in the camp office. All calls outside of Denmark are considered long distance calls, including calls to Winona. These phones also accept incoming calls and the each unit staff will be responsible for their own messaging system as there is no answering machine. This is the best time to reach you after your campers retire or your work is complete: (Junior 9:15p; Inty 9:45p; Senior 10:15p, Support Staff 8:30p). Support Staff, most of you will live nearest to the Junior/Intermediate phone.

JUNIOR/INTERMEDIATE Staff Room Phone

207-452-9471

SENIOR Staff Room Phone

207-452-9915

OFFICE PHONES are for business only and not available for personal use. Any personal calls that come in to the camp office will be re-directed to the appropriate staff room pay phone. Your family may call the camp office phone in an **EMERGENCY SITUATION**. Office Fax number is 207-452-2611.

CAMP PHONES Several phones are located throughout camp for in-camp use. A posted list of in-camp phone numbers will be located by each phone. These are two digit numbers to reach any other Wyonegonic phone. Calling the Health Center from out of camp 207-452-2612 whereas within camp Health Center = 12. Emergency services (911) can also be reached by these in-camp phones. Calling out from camp phones you must first dial a 9 for an outside line. So from camp emergency services would be dialed 9-911.

CELL PHONES - If you choose to bring a cell phone, keep in mind the following:

- All carriers have very poor reception in camp due to our rural location.
- Cell phones must be stored in your staff room locker and can only be used in the staff rooms at night or during your time out of camp
- Camp will not be responsible for your phone
- Campers are not allowed to bring cell phones to camp or borrow your phone
- **International Staff:** US cell carriers do not sell SIM cards that will work with your phones. Check with your carrier for rate info if you bring your own phone. You can purchase a pre-paid cell phone and minutes in the US for a reasonable cost.

1-800-697-0003 (toll free#) is for staff to use for camp business only. It is not a posted number and should not be given to your friends for personal calls. Callers will be given the staff room phone.

TRAVEL RESOURCES

All staff must contact the Wyonegonic Office (info@wyonegonic.com or 800-697-0003) and let us know your travel plans. Please do this as soon as you make your travel arrangements. With advance notice, we can pick you up in Portland, Maine, which is a one hour drive from Wyonegonic. We prefer flights or buses that arrive in the afternoon. The following phone numbers and websites are provided to help you find transportation to camp. Portland is serviced by air, bus, and rail. Arrive a day or two early, if it helps lower your fare. **DO NOT ARRIVE LATE!**

AIR

- **Portland International Jetport:** (Airport code PWM). Portland, Maine is one hour from camp. Portland has connections from most major airline, bus and rail hubs. Check www.jetblue.com and www.airtran.com for discount flights.
- **Boston Logan International Airport:** (Airport code BOS). Boston, Massachusetts is an easy two hour bus ride to Portland directly from the airport terminals on Concord Trailways (see below). Boston has nonstop flights on most major airlines from points within the US and some International routes.
- **Manchester, New Hampshire** (Airport Code MHT): Manchester, NH is under three hours from Portland. You can bus or shuttle to Portland (see below). Manchester often has discounted flights on Southwest and US Airways. However, check www.jetblue.com and www.airtran.com for discount flights directly into Portland to avoid the bus transfer.
- **New York Airports:** (Newark, LaGuardia, JFK) are seven hours away by bus or 1 ½ hours by air. www.jetblue.com now offers inexpensive direct flights from JFK directly to Portland (as low as \$39 which is less expensive than the bus). Transfer from NY airports to New York City Port Authority Bus Terminal to catch Greyhound Bus to Portland (bus transfers in Boston).
- Look for web fare discounted flights on sites like Expedia or Orbitz or JetBlue.
- If applicable, ask for a student fare

RAIL

From Boston (North Station)

The Downeaster Railservice (Amtrak)
www.thedowneaster.com
Telephone: (800) USA-RAIL

From New York (Penn Station)

Amtrak (Must transfer trains & stations in Boston.)
www.amtrak.com
(800) USA-RAIL

BUS - Do not purchase a roundtrip ticket as you may be able to find a ride out of camp at the end of the summer with a counselor or friend.

From Boston (South Station or Logan Airport)

Concord Trailways
www.concordtrailways.com
Information Center (800)639-3317

From New York (Port Authority Bus Station)

Greyhound
www.greyhound.com
Fare & Schedule Information (800) 229-9424

From Manchester, New Hampshire

Vermont Transit (800) 552-8737 bus service that transfers in Boston
Mermaid 1 (800) 696-2463 www.gomermaid.com offers shuttle service between MHT and PWM

STAFF IDENTIFICATION DOCUMENTS

WHAT TO BRING

ALL STAFF

U.S. SOCIAL SECURITY NUMBER must be on file in the camp office. New internationals will possibly apply for a social security number when attending your agency orientation in New York or Los Angeles (i.e. BUNAC, Camp America, Camp Leaders, CCUSA, ICCP). For those unable to apply for a social security number at orientation, you will have to apply in Maine as soon as you arrive at camp.

I-9 FORM Upon arrival to camp, all staff are required to complete an I-9 form. Please refer to the next page and be sure to bring the necessary proper identification for employment. To prove your eligibility you will need:

One item from "LIST A"

OR

One from "LIST B" AND one from "LIST C"

INTERNATIONAL STAFF

International staff will need two important documents to enter the USA for work:

- 1) CURRENT DS-2019 FORM - INS will take a copy of the form when you enter the US, you need to keep the other copy to camp with you and staple into your passport. You will need this copy when departing the USA.
- 2) CURRENT J-1 VISA through a cultural exchange program (BUNAC, Camp America, Camp Leaders, CCUSA, ICCP)

LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>) 3. Certificate of Naturalization (<i>Form N-550 or N-570</i>) 4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization 5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>) 6. Unexpired Temporary Resident Card (<i>Form I-688</i>) 7. Unexpired Employment Authorization Card (<i>Form I-688A</i>) 8. Unexpired Reentry Permit (<i>Form I-327</i>) 9. Unexpired Refugee Travel Document (<i>Form I-571</i>) 10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>) 	<p style="text-align: center; font-weight: bold; margin: 0;">OR</p> <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center; font-weight: bold; margin: 0;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 	<p style="text-align: center; font-weight: bold; margin: 0;">AND</p> <ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (<i>Form I-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>) 7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

INCOME TAXES AND SOCIAL SECURITY

AMERICAN STAFF

SOCIAL SECURITY TAXES

Wyo will withhold a total of 7.45% (6.2% FICA and 1.45% Medicare) from your earnings.

FEDERAL & STATE TAXES

Wyo will withhold Federal & State taxes based on a completed current year W4 form. W4 forms will be filled out during pre camp orientation. Those of you who are full time students will need to complete a W4 form and notate that you are exempt from Federal & State taxes.

INTERNATIONAL STAFF

SOCIAL SECURITY NUMBERS

All international staff on an exchange program are **required** to have a social security number.

- Some of you may have the opportunity to apply for your social security number at your orientation with your placement agency. Please save your receipt showing that you have applied for a card and bring that to camp with you.
- If you do not have a chance to apply in advance, you will need to apply in Maine. Details on this procedure will be given upon your arrival at camp.
- If you are a returning International staff member, your Social Security number remains the same and you do not need to re-apply.

SOCIAL SECURITY TAXES

- In the USA these taxes are for retirement purposes (like a federal pension).
- If you are a non-resident alien J1 visa holder, you are exempt from Social Security taxes, because you are not eligible for Social Security Benefits upon retirement. IF THIS IS YOUR FIRST SUMMER, you are a non-resident.
- If you are a resident alien J1 visa holder, Wyo will be required to withhold a total of 7.45% (FICA 6.2% & Medicare 1.45%) from your earnings. IF YOU ARE A RETURNEE, there is a formula to determine whether you are a non-resident or a resident. Information will be provided to returnees upon your arrival to camp.

FEDERAL & STATE TAXES

- If your pocket money is \$3300 or less, you are exempt from paying Federal & State taxes.
- If your pocket money is greater than \$3300, Wyonegonic will be required to withhold Federal taxes & State taxes. If this is the case, we try to keep withholdings at minimum levels (usually about 15%)
- The actual percentages withheld will vary for each individual. Information will be available in the Wyo office for any of you that think Federal & State taxes may apply to you. We will assist you with completing the proper forms.

Staff Website and Camp Songs

Wyonegonic offers a restricted website for our hired staff:

staff.wyongonic.com

Staff will need a username and password to access this site and they will be provided as you are hired. Please save the username/password and check back to that site regularly. We will issue Staff Newsletters and updates throughout the year.

Camp Songs

Wyonegonic has a strong musical tradition. Each night the units gather for Evening Circle to share songs and reflect on the day. Some of the Wyonegonic songs are posted on the staff.wyonegonic.com website for you to sample. You can also request a musical CD from the Camp Office by email or phone.

To Wyonegonic Camps 207-452-2051

Special note to GPS/online map users:

Be sure to use the Camp Entrance on Route 117. Do not follow directions down Moose Pond Shores Road to the Camp Exit road.

From the South

1 hour from Portland and 3 hours from Boston

Option 1:

Take Exit 48 off I 95 North; turn right onto Riverside Drive following signs to Route 302. Turn left onto Route 302 North. Follow Route 302 North for 32 miles. Turn left onto Route 117 as you enter Bridgton. Follow Route 117 South for five miles and continue through the flashing light. The camp entrance is 0.5 miles from that light on the right.

Option 2: This route avoids Portland and Sebago Lake traffic

Take Exit 36 off of I 95 North which puts you on I 195. Take Exit 1 onto Industrial Park Rd following signs for Route 112/117. Turn right onto Route 112 and follow for five miles. Turn left onto Route 117 and follow this for 35 miles. Watch signs for Route 117 as route turns onto different roads. Once you enter Denmark and turn right at the large monument in the center of the road, the camp entrance is 1.5 miles on the left (if you get to the flashing light you have gone too far).

From the West:

35 minutes from Conway, NH

From Route 16, follow Route 302 East into Maine. Turn right onto Route 5/113 in Fryeburg at the monument. Follow for five miles and turn left onto Route 160. After monument at top of hill in Denmark go straight for 1.5 miles on Route 117; Wyonegonic sign on left (if you get to the flashing light you have gone too far)

To Wyonegonic Farmhouse (from Wyonegonic)

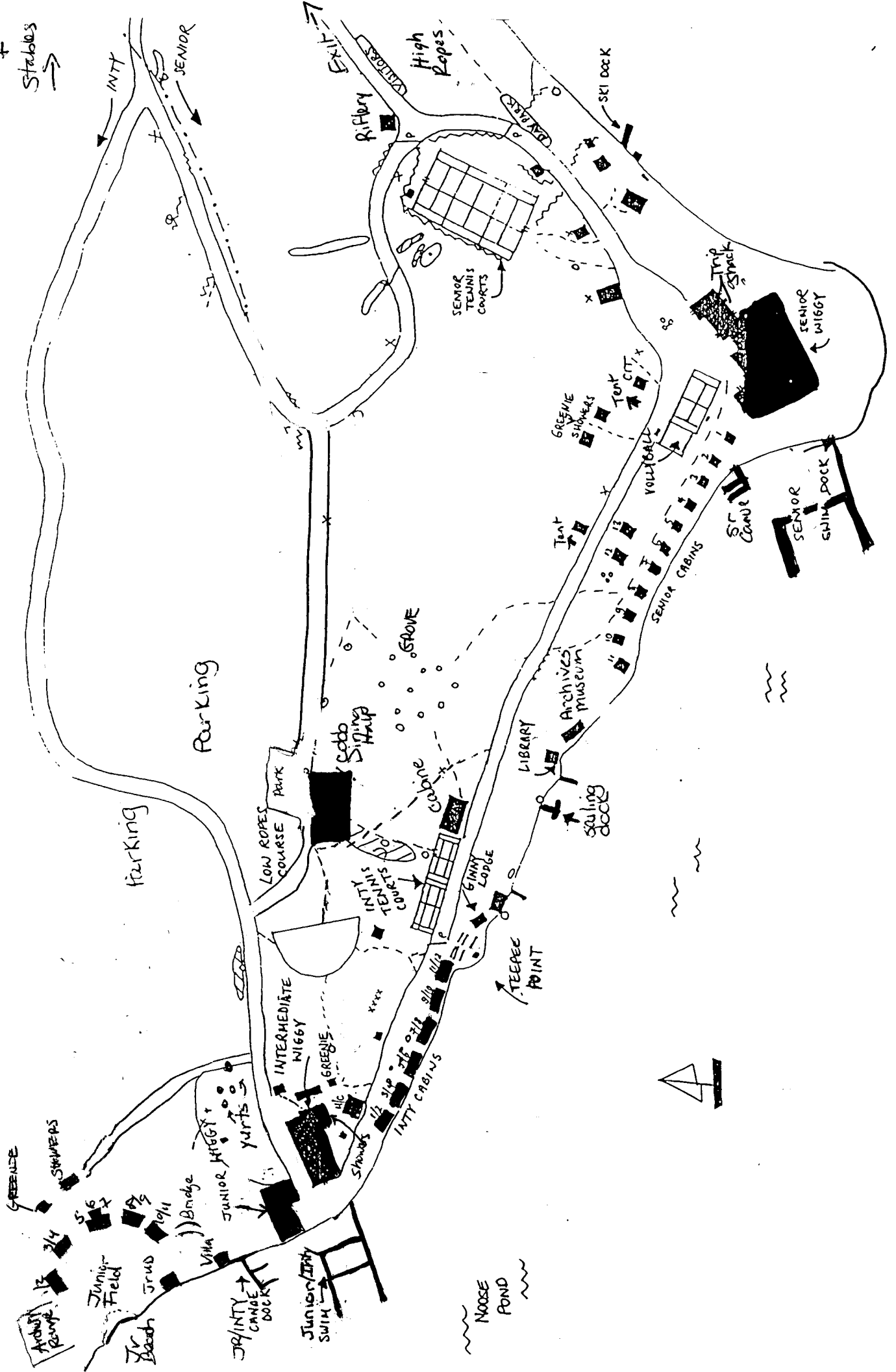
At the flashing light, turn left on Hio Ridge Rd towards Pleasant Mountain for 0.6 miles; white farmhouse with red barn attached, silo in the back

To Winona Camps (Brother Camps)

From Wyonegonic: left on Route 117 for 0.2 miles; left at flashing light past Wyo farmhouse; straight ahead for 4 miles, left on Winona Rd (if you come to Route 302, you passed Winona).

WYONEGONIC

Entrance + Stables →





THE SPIRIT OF WYONEGONIC

It begins the moment you arrive - a warm welcome into a world of excitement and challenge. It develops through being on your own and learning responsibility to yourself and your group. It expands into solid friendships through mutual adventures, as you work to discover your hidden strengths.

WYONEGONIC means more than learning a physical activity - it is an introduction to skills needed in an adult world. It is learning to cooperate and achieve a common goal. It is learning to adapt to different people and new situations. It is hiking a mountain steeper than you dreamed, learning to sail a MOOSE POND breeze, or spending time alone and watching the sun set over the Western Wilderness. It is setting goals, having fun, choosing your own activities, and learning from your mistakes.

Wyonegonic is the experience that becomes a part of you - as you become a part of the experience. It is Camp! It is WYONEGONIC!