



Volunteer Manual

Table of Content

Welcome	3
Mission and Facts	3
Location and Contact Information	3
History	3
Schedule	3
Service Area	3
Facilities	3
Groups Served	4
Staff and volunteers	4
Funding	4
Policies and Procedures	5
How to Become a Volunteer	5
Sign In and Sign Out	5
Dress Code	5
Illness	5
Supervision and Camper Care	6
What to Bring to Camp	6
Alcohol/Tobacco	6
Volunteer Opportunities	7
Program and Activities Assistants	7
Gardeners and Grounds	7
Camp Care Days	7
Housekeeping	7
Camp For All Friends	7
Young Professionals	7

Welcome to Camp For All!

Welcome to Camp For All, we are delighted to have you as part of the Volunteer Team! Volunteering at Camp For All is fun and rewarding. In addition you will make a huge difference in the lives of all the campers, helping over 7,000 campers a year Discover Life!

Mission & Facts

Mission Statement

Camp For All is a barrier free camp working in partnership with other non-profits to enrich the lives of children and adults with challenging illnesses or special needs and their families throughout the year.

Location and Contact Information

Campsite

6301 Rehburg Road
Burton, Texas 77835
(979) 289-3752
(979) 289-5046 fax
www.campforall.org

Administrative Office

10500 NW Freeway, Suite 220
Houston, Texas 778092
(713) 686-5666
(713) 686-1242 fax
www.campforall.org

History

Camp For All was established in 1993 as a non-profit, 501(c) (3) organization. It was founded by two Houston physicians and a parent who lost his young son to cancer. They recognized the need for an accessible recreational and camping facility for Southeast Texas's special needs population. The camp was designed and built in collaboration with 19 different area health organizations. These groups, along with dozens of others, continue to utilize the camp. The Camp For All first building campaign of \$10 million was completed in December 1998 with a \$1.5 million grant from The June Rusche Hamrah Trust. A dedication was held in April 1998, and the camp served more than 2,000 people its first summer. Subsequent capital campaigns funded a camp director's home; a staff and retreat center; and a \$12 million ranch, which includes an equestrian center and small animal farm.

Schedule

Camp For All is open year-round for weeklong summer camps and for day and weekend programs and retreats in the spring and fall.

Service Area

Camp For All serves residents of southeast and central Texas, including Greater Houston, Galveston, Austin, and San Antonio. Campers attend from more than 60 Texas counties, with some traveling from other states and countries to attend camp.

Facilities

The 206-acre property has two large lakes and more than 120,000 square feet of building space, including a main lodge with health center, dining hall, kitchen, gathering hall, and administrative offices. There are 18 cabins, a staff and retreat center, covered gym/pavilion, equestrian center, small animal farm, three lakeside gazebos, nature center, tree house and crafts barn. Other facilities include a fishing pier, canoe dock, aquatics center, high and low ropes course, amphitheater, archery ranges, cast fishing lake, chapel, tree house, baseball field and nature trails. All areas are wheelchair accessible and barrier free.

Groups Served

Camp For All collaborates with more than 56 non-profits serving people with special needs, including those with HIV, burns, muscular dystrophy, epilepsy, cancer, cerebral palsy, multiple sclerosis, spina bifida, asthma, kidney disease, developmental disabilities, PKU, neurofibromatosis, hearing and sight impairments, brain injuries, gastrointestinal disorders, cardiovascular diseases, arthritis, multiple sclerosis, tourette syndrome and others.

Staff & Volunteers

Camp For All maintains a professional full and part-time staff of approximately 30 employees, as well as up to 40 seasonal employees. The Camp For All Volunteer Team works year round in all areas of camp such as food services, program, housekeeping, facilities, administrative areas, and fundraising. Please call the Volunteer Supervisor at (979) 289-3752 for more information on volunteer opportunities.

Funding

Camp For All is supported by private philanthropic foundations, individuals, corporations and small businesses, events and user fees. Camp For All charges less than half of the cost for the non profits we collaborate with to utilize our facility. With an annual budget of \$3M this means that we need to raise \$1.8M each year.

Policies and Procedures

How to Become a Volunteer

All volunteers must fill out a volunteer application and submit it to the Volunteer Supervisor. Once the application is complete, applicants will be contacted by the Volunteer Supervisor to set up the details of time, date, and volunteer opportunity.

Volunteers need to be at least 16 years old to volunteer independently. Volunteers under the age of 16 may volunteer with a parent or guardian. Camp For All needs individuals, families, and groups to fulfill our volunteer needs. All volunteers 18 years old and older will be asked to submit a background check in compliance with the American Camp Association's standards.

Sign In and Sign Out

Upon arrival, please immediately check in at the front office. You will be asked to sign in, put on a nametag, and will be given any extra information about the day's events.

When you are ready to leave, please come back to the front office to sign out. Signing in and out allows us to track volunteer hours and helps us keep track of who is currently on site. This enables us to maintain a safe and secure campsite for everyone.

Dress Code

Camp For All staff and volunteers have the responsibility to act as a positive role models for campers. Please support our tradition of safety and professionalism by following the traditions below::

- For their safety, the campers are not allowed to wear open-toed shoes except to and from the pool. In order to set a good example, we ask that volunteers also wear closed toed shoes (no flip flops or sandals)
- Modest swimwear, when appropriate. (One piece for females and swim shorts for males.)
- Casual, loose fitting T-shirts work best. Camp is not a place for halter-tops, bra-tops, spaghetti straps, midriff tops, torn shirts, homemade sleeveless shirts, and shirts that reference drinking, drugs, profanity, or sex.
- Casual, loose fitting shorts also work best. Tight shorts, very short shorts, cut-offs, and any shorts with wording in inappropriate areas should not be worn. Shorts should be long enough to reach your fingertips when your arms are down to your side.
- If volunteering in a group, you may want to wear a company, team, or group shirt. We encourage this, and ask that you follow the same guidelines listed above.

Illness

If you have had a fever, vomiting, or diarrhea in the 24 hours prior to your scheduled volunteer opportunity, please call the Camp For All campsite at (979) 289-3752 to reschedule. Any volunteers experiencing the above symptoms while at camp will be asked to reschedule. The health and safety of our campers, volunteers, and staff are our first priority.

Supervision and Camper Care

All volunteers will be supervised by a trained Camp For All staff member. If at any time you have questions or concerns, please speak to the staff you are working with or talk to the Volunteer Supervisor.

Camp For All collaborates with over 56 non-profits. Camp For All owns and maintains the facility, provides housekeeping and food services, and develops and leads activities. The non-profits we collaborate with are responsible for recruiting medical staff, counselors, and campers. They are responsible for the direct care of the campers. Camp For All volunteers are asked not to help with direct care including bathroom assistance, hygiene, medical care, behavior management, etc.

Camp For All follows the Rule of Three. This means that there is never an adult alone with a camper, regardless of the camper's age. In addition, Camp For All volunteers need to always have another staff member with them. This staff member may be a member of the Camp For All team or the counseling staff organized by the nonprofit onsite. Two Camp For All volunteers may not be alone with a camper.

What to Bring to Camp

Please bring comfortable clothing and closed toed shoes that fit in the Camp For All dress code policy.

Please leave valuables and electronics at home.

No pets, except service dogs, are allowed.

No firearms are permitted at Camp.

Alcohol/Tobacco

Alcohol possession or consumption on camp property will result in the volunteer being asked to leave immediately.

Smoking and chewing tobacco, though highly discouraged, are ONLY permitted in the designated smoking area. Camp For All staff will direct you to this area. Smoking is not permitted inside any Camp For All building.

Volunteer Opportunities

Program & Activities Assistants

Fall and Spring: Saturdays, 8:30 a.m. - 10 p.m.

Summer: Monday-Friday, 8:30 a.m. . 10p.m.

Night activities: 6 p.m. - varies

Volunteers assist the camp's staff and campers with a variety of activities, including horseback riding, canoeing, fishing, archery and more. Volunteers are also needed to help with activity site maintenance throughout the week such as stringing fishing poles, maintaining bicycles, grooming horses, and more. Program volunteers must be 16 or older; dependable; sensitive to the needs of the physically and mentally challenged; able to work well with children and people of all ages; and be comfortable working outdoors.

Gardeners and Grounds Assistants *Flexible Schedule

Volunteers assist with gardening, flowerbed maintenance and beautification of the camp entrance and other areas on the site.

Camp Care Days *Call or email for dates

Volunteers are needed to assist with work projects on Monday-Saturday during the fall/spring months. Projects include outside cleaning, staining and painting and other projects to help maintain furniture, fixtures, and the beautiful 206-acre grounds.

Housekeeping *Flexible Schedule

Volunteers are needed to assist in keeping our facilities clean. Volunteers can help with projects such as laundry, regular cleaning of the cabins, and deep cleaning.

Food Services *Flexible Schedule

Volunteers are needed to help prep and prepare food, wash dishes, and serve at meals. Available tasks are dependent on age and experience.

Camp For All Friends

The Camp For All Friends and Camp Friends groups are dedicated groups of service oriented volunteers that act as ambassadors for Camp For All in the Houston community or the greater camp community. These dedicated individuals help throughout the year by addressing the needs of Camp For All through coordinating various fundraising efforts, participating in ongoing volunteer opportunities and coordinating special events. Learn more about Camp Friends at www.campforall.org or call (713) 686-5666 for Houston area information or (979) 289-3752 for the Greater Camp Community.

Young Professionals

The Camp For All Young Professionals group is a premier service and social organization comprised of young men and women who support the camp's mission through exciting fundraising events, service projects and social gatherings. Members strive to increase awareness of Camp For All among Houston's young adult community. Members enjoy the

benefits of social and peer networking and have an opportunity to develop or enhance leadership skills through committee or board service.

2009 Camp Groups

- Adventure Getaway**, Epilepsy Foundation - *adults with epilepsy*
- Anderson Network** - *Adults with cancer*
- Arc Adult Camp**, Arc of Greater Houston - *adults with developmental disabilities*
- B.I.A.T. Camp** - *Brain Injury Association of Texas*
- Be An Angel Family Camp** - *families with a child with multiple disabilities*
- Brenham State School's Recreational Program** - *adults with multiple disabilities*
- Camp Can Do**, Multiple Sclerosis Society - *adults with multiple sclerosis*
- Camp Carefree**, UT MD Anderson - *adult cancer survivors*
- Camp Champions**, Arc of Greater Houston - *children, teens & young adults with mental disabilities*
- Camp Cliff**, Candlelighters, Houston - *children & teens with cancer & their families*
- Camp Dermadillo**, Texas Children's Hospital - *children & teens with skin disorders*
- Camp Dreamcatcher**, Scott & White Hospital - *children & teens with cancer*
- Camp du Ballon Rouge**, Tourette Syndrome Association of Greater Houston - *children and teens with tourette syndrome*
- Camp Hope**, AIDS Foundation, Houston - *children & teens with HIV/AIDS*
- Camp HUG**, AIDS Foundation, Houston - *children, teens & adults with HIV/AIDS & their families*
- Camp Janus**, Memorial Hermann Hospital - *children & teens with burns*
- Camp LIFE** - Texas A&M - *Leadership, Independence & Friends through Experience* - *children with special needs*
- Camp Lonestar**, Hemophilia Association of Texas - *children with bleeding and clotting disorders*
- Camp Monarch**, Monarch School – Houston - *children and teens with neurological differences*
- Camp Periwinkle**, Texas Children's Hospital - *children & teens with cancer*
- Camp Phever**, Texas Children's Hospital & Memorial Hermann Hospital - *children & teens with phenylketonuria*
- Camp Pump It Up**, Texas Children's Hospital - *children & teens with cardiovascular diseases*
- Camp Shining Stars**, National Kidney Foundation - *children & teens with renal dysfunction*
- Camp SIA**, Texas Children's Hospital - *children & teens with gastrointestinal diseases*
- Camp Sky**, Sickle Cell Association - *children with sickle cell disease*
- Camp Smiles**, United Cerebral Palsy - *children & teens with cerebral palsy*
- Camp Spartan**, Spilane Middle School Life Skills Class - *teens with developmental disabilities*

Camp Spike 'n' Wave, Epilepsy Foundation - *children with epilepsy*

Camp Star Trails, M. D. Anderson Cancer Center - *children with cancer*

Camp Stargazer, Scott & White Hospital - *children with chronic illnesses*

Camp Sunrise, Briarwood School - *teens with developmental disabilities*

Camp TEAMS, Texas Commission for the Blind - *teens with sight impairments*

Camp That Love Built, Spina Bifida Association - *children & teens with spina bifida*

Camp Wenoweez - Texas Children's Hospital, *children with asthma*

Camp X-treme, TIRR, Houston - *children & teens in wheelchairs*

Camp YOLO, Texas Children's Hospital - *teens with variety of chronic illnesses*

Champ Camp, Multiple Sclerosis Society - *people with multiple sclerosis and their families*

Down Syndrome Association Camp - *Families with a child with Down Syndrome*

Driscoll Children's Hospital, Corpus Christi - *children with cancer*

Family Discovery Camp, Multiple Sclerosis Society, Houston - *people with MS & their families*

Higher Ground, Pilot Club- Houston - *young adults with head injuries & their families*

Kamp Kaleidoscope, Epilepsy Foundation - *teens with epilepsy*

MDA Camp, Muscular Dystrophy Association – Houston - *children & teens with muscular dystrophy*

Neurofibromatosis Camp, Neurofibromatosis Foundation - *families living with neurofibromatosis*

Prader-Willi Day Camp, Texas Children's Hospital - *children with prader-willi syndrome*

Rainbow Connection, University of Texas Medical Branch - *children & teens with cancer*

Rheum For All, Arthritis Foundation, Texas Children's Hospital - *children & teens with rheumatoid arthritis & their families*

Rowdy Retreat, Epilepsy Foundation - *teens with epilepsy*

The Center Camp - *Serving Persons with Mental Retardation*

The Gateway School – *Serving adolescents with learning differences*

The Joy School – *Serving children with learning differences*

The Parish School – *Serving children with language learning differences*

Westview School - *children with Autism*

Women Rising Project, AIDS Services of Austin - *women with HIV/AIDS*

Women with Bleeding and Clotting Disorders, Gulf State Hemophilia, Houston – *women with bleeding*

Young at Heart - The Center - *Seniors Day Program*

Because Camp For All pays one-half of the cost for each camper, when you support Camp For All, you are supporting every organization listed above.