

Mandatory Training & Attendance & Absence Policy Letter, created 2017

Greetings,

Thank you for communicating with Woodinville Day Camp on your conflict(s) with our scheduled camp training dates. We understand that our PAs, PATs, and Adult Volunteers schedules may conflict with our planned calendar dates.

We are excited that you are interested in attending WDC. This is a *volunteer* run camp and we unfortunately don't have the resources to offer multiple training dates to accommodate the prerequisite and mandatory training given everyone's diverse scheduling needs. Therefore, we communicate our training as far in advance as possible to ensure that teens and adults who really want to have camp as part of their summer schedule can fit their training into their busy schedules.

Our goal for “mandatory” trainings at WDC is to meet our own requirements from Girl Scouts of Western Washington. These hours of training are considered “mandatory” and are vital for everyone to:

- Create a safe, fun, and productive learning environment as well as understanding the orientation, procedures, and traditions at WDC.
- Understand WDC responsibilities, policies, safety protocols, and expectations at camp.
- Review procedures for first aid, emergencies, and safe food handling (to avoid cross contamination and allergy risks).
- Understand how to best work with campers, teens, adults, and their peers as well as how to problem-solve for when challenges and conflicts occur at camp.
- Develop and provide appropriate team-building exercises, games, activities, and leadership opportunities for campers.
- Understand and learn WDC skill progression and teaching techniques and help teach or facilitate learning during camp, WDC PA/T Retreat, New Volunteer Orientation, Volunteer Trainings, and On-site Event.
- Work with peers, Co-Leaders, Co-Station Leaders, PA/T Coordinators, and Directors to plan for camp, vote or make choices, and participate in special and meaningful bonding experiences.

Our teens and adults are very committed to WDC as well as other important activities outside of camp. We understand our teens and adults want to volunteer their time making our camp wonderful! Although, we know that some absences are unavoidable or that some conflicts or availability aren't known until later dates. We can make exceptions for

unavoidable absences of mandatory training and offer an excused absence when these conflicts are responsibly communicated. However, top placement preferences/requests may not be awarded and make-up assignments may be required for certain leadership positions to be assigned for job placement. Make-up work will be emailed out by the Directors and PA/T Coordinators during similar dates in April-June. Please understand that any make-up work is not an exact replacement for the scheduled trainings we offer. (Specifically, PAT attendance is required during the week of camp to complete the PAT Training. If the requirements are not met, training may need to be repeated.)

Our past teens and adults have reported strong feedback that “they felt better prepared and a part of the group when they had attended mandatory trainings”. Whereas, those that had to miss due to conflicts felt “they were under prepared, overwhelmed, and disconnected from everyone during the week of camp”.

We ask that you register for WDC as soon as you can and please note conflicts or potential conflicts on your registration and send an email to the Directors at woodinvilledaycamp@gmail.com

If you change your mind on camp or you are unable to attend camp, we offer a refund if you contact us by June 1st.

Thank you,

WDC CORE TEAM, 2017