



**2024 Summer Camp Brief**  
The Salvation Army  
Wisconsin & Upper Michigan Division

# 2024 SUMMER YOUTH CAMPS

**Army Lake Camp  
N8725 Army Lake Rd.  
East Troy, WI 53120  
(262) 642-6400**

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# **STAFF**

## **DIVISIONAL YOUTH DEPARTMENT**

**Lieutenants Henry and Pam Boateng**  
Divisional Youth & Candidates' Secretaries

**Amy Gwyer**  
Youth Department Secretary

**Vitalii Kovalchuk**  
Youth and Family Discipleship coordinator

**Caryle Wheelock**  
Youth and Family Outreach Coordinator

## **ARMY LAKE CAMP**

**Janelle Shumaker**  
Camp Director

**Janet Schenk**  
Guest Services Manager

**Mark Nader**  
Maintenance Director

**Dylan LaCanne**  
Program Director

**Dakota Reeves**  
Food Service Director



## WISCONSIN & UPPER MICHIGAN DIVISION 2024 YOUTH CAMPS



### GENERAL INFORMATION

#### MISSION STATEMENT & PHILOSOPHY

##### Army Lake Camp Mission Statement:

*To inspire Christ-centered love and commitment while sharing God's Word by example and instruction through recreational & education opportunities.*

##### Army Lake Camp Philosophy:

Army Lake Camp programs are designed to:

- † Communicate the life-changing power of Jesus Christ.
- † Help participants develop leadership, responsibility, expression of service, and Christian values.
- † Challenge the ability of participants to improve skills and self-esteem and to expand their Christian experience.
- † Help participants develop positive relationships with one another and deepen their relationship with Christ.

**Bedding** - All campers need to bring a sleeping bag and pillowcase.

**Camper Room Assignments** - Please inform your campers and their parents that campers are housed by Corps or age as much as possible.

**Corps Leaders** - Corps leaders, volunteers, and Officers will be housed in the Castle or Motel for the duration of the camp. They will be assigned to assist with activities, teach classes throughout the day, help keep order during the evening programs, and assist with cabin management. Please check each camp section for your assignments. Please make sure you understand and have everything you need for each assignment. If you need anything, please check with the Youth Department before coming to camp.

All Officers, volunteers, and people who have access to children will need to complete Camper Sexual Abuse Prevention, Safe from Harm, Background Check, Working with Children, National Sex Offender Public Registry Check, Health Form, and volunteer profile (volunteers only).

**Swim Tests**—Campers can take the swim test after checking in at the terrace after completing registration. All swimmers, campers, staff, and visitors must pass the swim test to be allowed in the restricted swim areas.

**Dress Code**— Army Lake Camp is a Christian camp with a conservative dress code. Campers (including leaders and staff) should dress to honor and glorify Christ, which will not cause anyone to stumble. Clothing with curse words, political messages, drug paraphernalia, or alcohol logos will not be allowed. Shoes must be worn at all times while outside the cabin.

## **GENERAL INFORMATION CONTINUED**

### **Girls:**

- No undergarments, cleavage, or midsections showing.
- No short shorts or mini-skirts. Shorts must come down to the longest finger when standing straight with the arms at the side.
- No halter tops, tube tops, bare midriff tops, or spaghetti-strap tops. Tank tops can be worn, but they must have a minimum 1-inch strap.
- Only modest one-piece bathing suits and tankini-style suits can be worn at camp. Camp lifeguards may use their discretion regarding questionable swimwear. Campers will be asked to wear a dark-colored T-shirt if a suit is inappropriate.

### **Boys:**

- Shirts must be worn at all times unless swimming.
- Pants and shorts must be worn at the waist. No sagging pants or shorts are permitted.
- No visible under- garments.
- No Speedo swimwear.

**Drivers** - The person transporting the campers should not leave until their group is registered and they are told that all campers have met the requirements to attend camp.

**Head Lice Policy** - Anyone with lice or nits cannot stay at camp. Doing head checks at the Corps a few days before camp can prevent a child from embarrassment and disappointment and allow for thorough treatment before camp. Please check again on the day of camp BEFORE you depart for camp. A discovery at home will allow you to treat and remove nits at your location or have the family deal with the problem. We cannot allow treatment of lice or nits to take place at the Army Lake Camp facility.

**Foot checks** - As part of the registration process at Army Lake, we will check campers' feet. We recommend that campers wear flip-flops to keep the lines moving.

**Name Labels**—It is recommended that every child's luggage and all personal items be tagged/labeled with the camper's name.

**Shoes** – Every camp session includes activities that require tennis shoes and socks. Please make sure your campers come prepared!

**Special Needs**—Any special needs, including—but not limited to—food allergies, medical issues, or behavioral concerns that require our staff's preparation should be emailed to the Youth Department as far in advance as possible.

Please be aware that our summer staff is not prepared for complex psychological or emotional conditions, and camp may not be the best environment for a child with profound special needs. We encourage campers who require one-on-one care to come with a leader who can assist with their supervision and care for the week at camp.

If a young person uses medication during the school year, they should continue to use them at camp. Camp is not the environment for children who are medicated to be taken off their meds.

## **GENERAL INFORMATION CONTINUED**

**Sweet Shop** - Campers can bring cash for the Sweet Shop to be turned in at registration. If a camper does not have any Sweet Shop funds, the Corps will be billed \$5.<sup>00</sup> and that money will be deposited for the campers use. Corps can choose to be billed for a larger amount at their own discretion. If a Corps chooses to give money to campers that have also brought money, Corps funds are used first. Officers, interns, and/or staff coming with the Corps can also deposit money at registration or ask for the Corps to be billed a specific amount. Adults will not automatically be billed \$5.<sup>00</sup> .

Please fill out the sweet shop form so camp staff knows how much each participant has to spend.

**Illness at Camp** - Health Services will inform parents of sick/injured camper in the case of head injury, seizure, fever, vomiting, or any need for further medical attention beyond the scope of health services staff at Army Lake Camp. (*ACA HW 8.1*)

# How to Register:

## How to Register with a new account:

1. Go to [armylakecamp.com/summer](http://armylakecamp.com/summer)
2. Click on register here.
3. Click New User to Create an account.
  - If you have had an account but forgot the password or username, use the forgot password tool. DO NOT CREATE A NEW ACCOUNT.
  - If you still cannot log in, contact your local Corps Officer for further assistance.
4. Under account members, click “Add person.”
  - Complete the form with the person's information and save it.
  - You will be prompted to begin registration for a camper with the option “yes, not now, or add another person.” Continue adding another person till all family members are added.
  - Once all family members have been added, click “Not Now,” you will return to the “My Account” home screen. There, you can see the list of account members from your household.
  - Then click the register button next to the name you want to register to a camp.
5. Select the camp choices by checking the box on the left for each camp for which the child will be registered. Then click the register button.
6. You will be asked, “Would you like to make additional selections for other account members?” Select “no, continue registration”.
7. You will be required to upload a photo. Please use a clear and current picture of the individual camper; staff must have this in the case of an emergency.
8. Once you have completed the registration process for that camper, click “Complete Order.” You will be returned to the “My Account” home screen, where you will repeat this process for each additional camper you wish to register.
9. The last step is to upload the Food form (one per family) and the medical administration form for each camper. (The prescribing doctor and the parent must sign this form.)

To print and upload these forms, go to the My Account home screen =>Incomplete tasks => upload medical administration form =>Upload document=> download document. You will then be able to print out the form to be filled out.
10. Once the forms are complete, you will need to upload the completed form to your account. To do so, ensure you can attach the document from your phone or computer. Go to the My Account home screen =>Incomplete tasks => Upload medical administration form =>Upload document.

## How to Register continued:

### How to register with an existing account:

1. Go to [armylakecamp.com/summer](http://armylakecamp.com/summer)
2. Click on register here.
3. Enter username and password.
  - If you have had an account but forgot the password or username, use the forgot password tool. DO NOT CREATE A NEW ACCOUNT.
  - Contact your local corps officer for further assistance if you cannot log in.
4. Click the Register button to the right of the camper you want to register.
5. Select the camps you wish to register for that camper. Then click "register."
6. Click "NO, continue registration."
7. Work through the registration questions for that camper.
8. You will be required to upload a photo. Please use a clear and current picture of the individual camper; staff must have this in the case of an emergency.
9. Once you have completed the registration process for that camper, click "Complete Order." You will be returned to the "My Account" home screen, where you will repeat this process for each additional camper you wish to register.
10. The last step is to upload each camper's Food form (one per family) and the medical administration form. (The prescribing doctor and the parent must sign this form.)
  - To print and upload these forms, go to the My Account home screen =>Incomplete tasks =>upload medical administration form =>Upload document=> download document. You will then be able to print out the form to be filled out.
11. Once the forms are complete, you will need to upload the completed form to your account. To do so, ensure you can attach the document from your phone or computer. Go to the My Account home screen =>Incomplete tasks => Upload medical administration form =>Upload document.



# WHAT TO PACK FOR CAMP!!!

\*Please see the “Dress Code” Policy (page 5) for specific information on appropriate clothing.

- Your best attitude
- Bible
- Pencil/Notebook\*
- Sleeping bag or bed roll
- Pillow
- Towels, washcloth
- Soap, lotion, deodorant
- Toothbrush and toothpaste
- Brush/comb
- Comfortable clothes (including clothing that can get muddy)
- Sweatshirt
- Jacket or sweater\*
- PJ’s
- Underwear
- Socks
- Tennis shoes
- Swimming suit (no two pieces)
- Pool towel
- Flashlight\*
- Sunscreen
- Bug spray\*
- Umbrella/raincoat\*
- Extra shoes\*
- Sweet Shop money\*
- Paintball clothing\* (paintball is not offered at every camp)
- Shower shoes



\*Suggested items to make your adventure at Army Lake Camp more enjoyable!

Please mark your name on all your items.

## **Items are not permitted on the property:**

TVs, electronics, cell phones, anything of value you do not want to lose or damage, weapons of any kind, skateboards, rollerblades, vehicles of any kind, drugs, alcohol, or pets. (ACA AD 16.1)

**Army Lake Camp is not responsible for lost, stolen, or damaged personal items.**

## SUMMER CAMP DATES AND DEADLINES

### 2024 Army Lake Camp Schedule

Camp	Dates of Camp	Ages	The due date for all form
Junior Camp	June 17 <sup>th</sup> - 21 <sup>st</sup>	9-12	June 3 <sup>rd</sup>
Music Conservatory	June 17 <sup>th</sup> – 21 <sup>st</sup>	13-17	June 3 <sup>rd</sup>
Spark Camp	June 24 <sup>th</sup> – 27 <sup>th</sup>	9-12	June 10 <sup>th</sup>
TSAO Camp	June 24 <sup>th</sup> – 27 <sup>th</sup>	13-17	June 10 <sup>th</sup>
Music Camp	June 29 – July 6 <sup>th</sup>	9-17	June 10 <sup>th</sup>
Teen Camp	July 8 <sup>th</sup> – 12 <sup>th</sup>	13-17	June 24 <sup>th</sup>
Kids Camp	July 15 <sup>th</sup> – 17 <sup>th</sup>	6-8	July 1 <sup>st</sup>
Family Camp	July 22 <sup>nd</sup> – 25 <sup>th</sup>	All ages	July 8 <sup>th</sup>
Young Leaders on the Rise	July 29 <sup>th</sup> – Aug 2 <sup>nd</sup>	13-17	July 15 <sup>th</sup>

#### Organizing and submitting your paperwork

**May 31st** - This is the final day to pre-register any campers.

Any pre-registered campers will need all online forms filled out and all paper forms received by the Youth Department.

**June 3rd** – This will be the last day for all forms to be turned in for Jr Camp and Music Conservatory. After this day, campers who have not filled out the forms online and/or turned in the additional papers to the Youth Department will be deleted from the registration for these camps.

**June 10th**—This will be the last day to turn in all forms for Spark Camp and TSAO. After this day, campers who have not filled out the forms online and/or turned in the additional papers to the Youth Department will be deleted from the registration for this camp.

**June 10th**—This will be the last day to turn in all forms for Music Camp. After this day, campers who have not filled out the forms online and/or turned in the additional papers to the Youth Department will be deleted from the registration for this camp.

**June 24th** - This will be the last day for all forms to be turned in for **Teen Camp**. After this day, all campers who have not filled out the forms online and/or have not turned in the additional papers to the Youth Department will be deleted from the registration for this camp.

**July 1st**—This will be the last day for all forms to be turned in for Kids Camp. After this day, campers who have not filled out the forms online and/or turned in the additional papers to the Youth Department will be deleted from the registration for this camp.

**July 8th**—This will be the last day for all forms to be turned in for Family Camp. After this day, all campers who have not filled out the forms online and/or turned in the additional papers to the Youth Department will be deleted from the registration for this camp.

**July 15th**—This will be the last day for all forms to be turned in for Young Leaders on the Rise Camp. After this day, campers who have not filled out the forms online and/or turned in the additional papers to the Youth Department will be deleted from the registration for this camp.

**Changes- Cancellations** – Please notify the Youth Department as soon as you know.

## **FIRST DAY OF CAMP PROCEDURES**

### **Before leaving the Corps for Camp:**

- Do head checks/feet checks
- Check for phones and electronics. Parents concerned about contact with their child may call the camp to speak with their child(ren) if there are special needs/concerns. We do encourage sending cheerful letters to your child. Parents can send mail to the attention of their child's name at:  
Army Lake Camp  
N8725 Army Lake Rd.  
East Troy, WI 53120
- Make sure the camp has all of your campers' forms.
  - Food form
  - Medication form signed by the doctor
  - Discipline Policy signed by parent and camper
- Medication – ensure we have the original bottles (with the prescription label listed) with dosages matching the doctor's signed prescription form.
- Fill out your Corps' Sweet Shop Form

### **Arrival and Registration**

Incoming campers will register by Corps between 1:30 p.m. and 3:00 p.m. on the first day of the session in the Terrace. The Corps representative responsible for registration will be prepared for camper registration, which consists of the following:

1. Corps driver/leader, upon arrival, park across the street from the entrance and check in at Terrace. Please instruct drivers not to leave just in case a child cannot stay at camp. The driver should wait until the registration process is complete for all campers from their Corps.
2. Registration:
  - i. Check in Corps at the registration table with a member of the Youth Dept.
  - iii. The leader turns in Sweet Shop money with a prepared Sweet Shop list.
  - iv. Camp Staff will administer head checks and foot checks.
  - v. Leaders will escort campers to the cabins to unload after being checked in. Once campers are in the cabins, the Corps leader may leave. Campers will stay with their counselor and wait for further instruction.

We are happy to house drivers/leaders from the Corps who have extensive drive time to drop off or pick up campers. Please ensure that those picking up/dropping off the campers are registered volunteers with a current background check and Safe From Harm training. Please notify Amy Gwyer in the Youth Department before the start/end of camp for accommodations.

We appreciate your punctuality. It isn't easy to reconvene the check-in staff after registration is over. Please make every effort to be at camp by 3:00 p.m.

As part of the registration process at Army Lake, we will do feet checks on campers.

We do recommend that campers wear flip-flops to keep the lines moving.

## **ORIENTATION AND WELCOME**

Welcome & Camp Song – Youth Department and Camp Staff

Staff Introductions and Comments

Camper/Counselor Time

Campers will be dismissed by their cabin with their counselors for ice-breaker activities. Camp and Officer/Volunteer Staff will assist in this process and then attend a camp briefing.

### **First Day Schedule**

1:30 pm – 3:00 pm	Registration	Terrace
4:00 pm	Orientation	Fellowship Hall
4:45 pm	Camper/Counselor Time	Cabins
4:45 pm	Youth Department & Leaders/Officers briefing	Fellowship Hall
5:20 pm	Flag Lowering/Dinner	Flagpole
*Follow the specific schedule for the remainder of the day		

### **Early Release of a Camper**

Corps Officers should notify the Divisional Youth Secretaries if campers have a previous appointment or commitment that interferes with them staying for the remainder of camp. If a camper needs to be picked up early, arrangements should be made before the start of camp. A parent or guardian picking up the camper should report to the Administration Building for their child's release.

If the camper is to return to camp following the appointment, the parent should walk the child into the Administration Building to sign them back in. The front office will notify the Youth Department, and they will take the camper to their counselor.

## **LAST DAY OF CAMP – CAMPER PICK-UP PROCEDURE**

**Driver** –Please do not park in the circle by cabins. Parking is located in the lot across from the Camp Entrance. Once the campers are checked out and have all their belongings, pull your vehicle into the camp circle to pick up your campers. Once the campers have left the Fellowship Hall, the Corps Leaders are responsible for them and should always be with them.

For the safety of our campers, please do not allow campers to cross Army Lake Road.

### **Last Morning Schedule:**

7:00 am	Rise & Shine	Cabins
8:15 am	Flag Raising/Breakfast	Flagpole/Dining Room
8:30 am	Breakfast	Dining Hall
9:00 am	Cabin Deep Clean	Cabins
10:00 am	Campers check out	Fellowship Hall

### **Camper Pick-up Procedure:**

Driver / Leader

- Go to the Sweet Shop to see the Health Services Director to pick up medications, any incident reports, and remaining Sweet Shop money.
- Enter the Fellowship Hall from the North Door (closest to the Pavilion) and see the Youth Department Representative to sign out your campers.
- Driver / Leader should proceed with campers to the Pavilion and pick up luggage. Camp Staff will have carts to assist in moving luggage to the front circle drive. Please double-check that all of your campers' personal belongings are claimed.

Army Lake Camp is not responsible for items left behind.

## **DISCIPLINE POLICY**

### **Army Lake Camp expects that all campers will:**

1. Be courteous to ALL leaders and campers at all times.
2. Abide by the dress code.
3. Attend all meals and eat the food provided. Due to the physical rigors of camp activities, campers who consistently refuse to eat may be sent home. Efforts to provide food they will eat will be made within reason.
4. Leave their electronics at home or turn them over to the camp staff for safekeeping until the end of camp. This includes iPods, iPads, cell phones, MP3 players, etc.
5. Keep the camp schedule, including curfews.
6. Only enter their cabin/room. Girls are never allowed in the boys' cabins, and the boys are never allowed in the girls' cabins.
7. Refrain from dishonest actions - Stealing, swearing, lying or cheating.
8. Use kind and uplifting words and actions - Bullying will not be tolerated and may result in the camper being sent home.
9. Participate in cabin clean-up.
10. Respect camp property - Graffiti, tagging, or defacing camp property is prohibited. These acts can result in a camp holding the individuals financially responsible for damage caused.

**Practical Jokes** are discouraged. What one person might think is funny could be perceived as embarrassing or hurtful to another. We want to build each up.

Unless there is a flagrant infraction of the rules, the following procedure will occur where discipline is needed. Depending on the severity, the camper will receive/experience:

<b>Camper Escalation</b>	<b>Discipline</b>	<b>Staff Involvement</b>
Offense 1	Verbal Warning	Counselor/Instructors/YD Staff
Offense 2	15-minute time out	Counselor/Instructors/YD Staff
Offense 3	Loss of Free-time	Head Counselor/ YD Staff
Offense 4	Administration Intervention	Head Counselor
Offense 5	Sent Home	DYS' / Corps Officer
Offense 6	Police Involvement, if merited	DYS' / with SA Legal Consult

Depending on the severity of the act, items 1-4 may be skipped and taken right to #5, which the DYS will determine. The DYS will decide to send a camper home, and they will contact the camper Corps Officer(s). Transportation will be the Corps' responsibility, and those arrangements will be made with the CO and the DYS'.

Discipline problems can be avoided by keeping situations under control. Leaders who come to camp should be prepared to engage and help with this. Give directions to campers where needed. Do not encourage inappropriate behavior. Lead by your example. Report any serious rule infraction to counselors or YD staff. If you have concerns about a counselor or member of the camp staff, please do not confront the staff – bring those concerns to the DYS'.

Parent signature: \_\_\_\_\_

Camper signature: \_\_\_\_\_

# Homesickness

## Do's & Don'ts

When sending your child to Camp

### -Do-

- Focus on how much FUN camp will be
- Tell them it's natural to miss their parents and home when they're away; those feelings are normal.
- Discuss coping strategies:
  - keep a positive attitude when feeling sad
  - talk to their counselor or other adult at camp
  - keep a journal about their experiences at camp
  - write a letter about the camp and their feelings
  - keep busy with camp activities and friends
  - keep a calendar and mark off days to see how quickly time at camp is going by
- Let them know how proud you are of their independence and how excited you are to hear of their adventures when they come home
- (If they ask) Tell them that there is not an option to call you or come home early
- Encourage them to write letters talking about their new friends and the fun activities they are participating in at camp
- Write encouraging, cheerful letters to your child. You can email a letter to your child (please put their name in the "subject" line) at:  
Army\_Lake\_Camp@usc.salvationarmy.org
- Or you can send mail to the attention of your child's name at:  
Army Lake Camp  
N8725 Army Lake Rd.  
East Troy, WI 53120
- Acknowledge your feelings about your child being able to live without you for a week, but don't express your sadness about missing them

### -Don't-

- Tell them, "If you are sad after a few days of camp, call me, and I will pick you up." This will set your child up for failure since they will likely have some sad feelings they must work through. Trust that the staff at Army Lake Camp will keep your child engaged and give them every opportunity to work through these feelings.
- Express a lack of confidence in their ability to succeed while away at camp – directly to them or in front of others.
- Tell them you'll be sad and miserable at home without them.
- Write them sad letters expressing how much you miss them or about all the events they miss at home. If your child is homesick, it will be vital for them to hear they aren't missing anything at home that is more fun than the exciting and different opportunities they are experiencing at camp.

# CAMPER MEDICATION ADMINISTRATION

Any camper who needs medication dispensed at camp **MUST** have this form filled out and signed by the prescribing physician before any medication can be administered. Make additional copies of this form if needed for additional medications (ATCP 78.27). Parent/legal guardian must also sign and verify that they will be bringing the medication in the original container with the prescription label and enough to last the duration of the camp.

## CAMPER INFORMATION (please print)

FIRST NAME:	MIDDLE INIT.:	LAST NAME:	BIRTHDATE (Mo/Day/Yr.): / /	SEX:	PRIMARY PHONE NUMBER: ( ) -
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## MEDICATION

This camper will take the following medication(s) while attending camp.

Name of Medication	Amount or Dose Given	Reason for Taking it	When It Is Given	How It Is Given	Adverse Reactions
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			Specific conditions when a physician should be contacted or other special instructions:		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			Specific conditions when a physician should be contacted or other special instructions:		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			Specific conditions when a physician should be contacted or other special instructions:		
			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Bedtime <input type="checkbox"/> Other time: _____		
			Specific conditions when a physician should be contacted or other special instructions:		

## PHYSICIAN SIGNATURE

This medication form is correct and accurately reflects the medication needs of the camper.

Phone: ( ) -  
Fax: ( ) -

\_\_\_\_\_  
Prescribing Physician                      Signed & Stamped by Physician                      DATE

## PARENT/GUARDIAN/LEGAL CUSTODIAN SIGNATURE

- Please mark one:
- Camper is able to carry and self-administer emergency medications (ie. Inhaler, epi-pen)
- Camper is **NOT** able to carry and self-administer emergency medications (ie. Inhaler, epi-pen)

The camper will be bringing medications to camp in the original containers with the prescription label and enough to last the duration of the

\_\_\_\_\_  
camp. Parent/Guardian/Legal Custodian                      DATE



# SWEET SHOP FORM

Camp:	Bill	Corps:

	Last Name	First Name	Camper Cash	Corps Funds	Total Spent	Return to Camper	Bill to Corps
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							