

Camp Pumziko

Annual Sleep

Away Camp

Volunteer Staff

2019 Information Packet

Greetings Camp Pumziko Volunteer Staff!

Thank you for expressing interest in the 2019 Camp Pumziko. We appreciate you recognizing the importance of spending hands-on face-to-face time with our New Afrikan youth. And we value your experience, enthusiasm and efforts. By participating in this camp, sharing your knowledge, and skills, you are investing in our future.

This 7-day, 6-night annual camp is for all genders of youth, ages 6 – 17 years old. Our goal is to promote a sense of pride in our Afrikan heritage, as well as discipline, and responsibility to make the communities we live in respectable, viable, and safe.

Our first Camp Pumziko was held in July of 1994 at Oak Mountain State park, Pelham, Alabama. Community Aid Development (CAD); the New Afrikan People's Organization (NAPO); the New Afrikan Scout Organization (NASO); and the Malcolm X Grassroots Movement (MXGM) sponsor the camp.

*Mandatory staff orientation will be held on **Saturday, July 6, 2019, 10:00 AM at FDR State Park's Small Group Campsite**. We start welcoming campers at the campsite on **Sunday, July 7, 2019 at 4 pm** and dismiss them all on **Saturday, July 13, 2019** by 4 pm. Staff may begin departing on **Saturday, July 13th**, after 7 pm.*

*Included within this packet you will find important information. Please review it thoroughly and carefully. You will need to submit all completed forms to your local contact **one week** prior to the mandatory orientation in order to participate in this year's camp.*

We make every effort to insure our youth's stay is most memorable and enjoyable. The partnership between camper's, parents/guardians, and staff is crucial in providing everyone a safe, pleasant, powerful, and rewarding outing.

If you have any questions, please feel free to reach out to your local contact person or the camp director at any point.

Thank you,

Sala Cyril

Camp Director

skcyril@aol.com

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PRE-CAMP

Medical Forms

All staff **MUST** submit completed medical forms. This grants us permission to secure appropriate emergency medical treatment should the need arise, and you are incapacitated (unable to make an immediate decision).

We recommend you have a complete physical exam and make sure your DTAP, Varicella and MMR immunizations are up-to-date.

Medication/s

Any medication (prescription and/or non-prescription) you bring to the camp should be in its original container. This includes any supplements, vitamins, herbs, ointment, creams and/or magic potions.

If you need an inhaler or Epi-pen available at all times, please bring two so there will be a back-up.

TIP: Please make sure to bring an adequate amount of medication to ensure you won't run out while at camp. If a nebulizer treatment may be needed, you must provide the machine. We do not have access to nebulizers.

If any health information, prescription, or medical condition changes after submitting completed medical forms, please provide written notification upon arrival.

Additional Forms

The following forms, included at the end of this packet, need to be submitted one week prior to the start of camp:

- Volunteer Application
- Authorization & Disclaimer
- Transportation
- Medical Information & Release
- Disciplinary Rules Acknowledgement
- Photo/Video Release

Local Contact Information

Atlanta, Georgia - Watani Tyehimba: watani@tyehimba.com; 404-288-6075

Oakland, California - Kana Azhari: healthiswealth21@gmail.com; 510-356-7866

Brooklyn, New York - Sala Cyril: skcyril@aol.com; 917-674-0618

Luggage/Baggage

All bags (backpack/luggage/duffle bag) should be clearly labeled on the **outside** with a luggage tag or permanent marker.

Packing List

Please ensure you bring adequate necessities for the entire length of your stay.

1. Backpack/luggage/duffle bag
2. Sleeping bag or bed roll
3. Flashlight with extra batteries
4. First Aid Kit (small)
5. Toiletry kit (toothbrush, toothpaste, soap, brush/comb, lotion, deodorant, sanitary napkins)
6. Wash/face cloth
7. Large drying towel
8. One toilet paper roll
9. Clothing suitable for expected weather and activities
10. Sleepwear/pajamas
11. One pair of old, comfy sneakers and/or hiking boots
12. One pair of shower shoes (i.e. - flip flops, clogs, cros)
13. Coat, jacket, sweater *or* sweatshirt
14. Seven or more pairs of socks and underwear
15. Raincoat or poncho with a hood - *no umbrellas allowed*
16. Refillable water bottle
17. Swim suit *or* speedo
18. Insect repellent
19. Hat
20. Watch
21. Notebook & pen *or* pencil
22. Mess Kit – fork, spoon, knife, plate, cup

**** We are not responsible for any left, lost, tossed or damaged personal property.**

TIPS

- Please note, this is a nature camp, not a “fashionista” camp, so don’t bring your best clothes nor shoes.
- Laundry services are not available – no washing machine or dryer.

PLEASE BRING ONLY ONE BACK PACK/LUGGAGE/DUFFLE BAG.

Stick To The List And We’ll All Be Happy Campers – Rain or Shine!!!

Prohibited Items

DO NOT bring the following items to camp:

- Valuable jewelry – big diamonds, Rolex watches, family antiques/heirlooms
- Personal food items - If you require **specific** food items, they **must** be stored in the kitchen to avoid insects and/or wild varmints in the lodging cabins
- Weapons or replicas of any kind - Possession of these items will result in being expelled
- Illegal drugs and/or alcohol - Possession of these items will result in being expelled.

Use of any electronic devices should be minimized: iPods, cell phones, E-readers, tablets, game devices, etc.

Hair

We strongly recommend medium or long hair be styled that does not require extensive preparation time.

Laundry

No laundry services available – no washing machine or dryer on-site.

Labeling Items

We suggest you clearly label your clothing (tags, inside collars, inner waist band) with your name or initials. All bags should be clearly labeled on the **outside**.

TIP: Use a permanent marker.

Camp Canteen

You will have an opportunity to purchase snacks, beverages, and ‘Camp Swag’ from the camp canteen in the evenings.

Healthy Bodies

We promote ways to develop and maintain ‘good health’ while at camp. Therefore, the following points are essential:

- Water is provided throughout the day. There are several water dispensers on the premises, however a refillable water bottle will be much more convenient and help ensure sufficient intake. *Remember to label the container.*
- Fresh fruit and/or vegetables are served at every meal. You will also have an opportunity to purchase healthy snacks from the camp canteen in the evenings.

ARRIVAL AND DEPARTURE

ARRIVAL

Camper's arrival is scheduled to start Sunday, July 7, 2019, at 4:00 pm. We want everyone to help meet and greet our camper's beautiful faces upon their arrival. Staff members can assist with check-in and navigating new surrounding. Anyone arriving early will have to wait until 4 pm to check-in.

Note: The first meal served will be dinner on *Sunday, July 7, 2019 after 6 pm.*

TRANSPORTATION

Please complete the transportation form if you need a ride to and/or from camp. There are **fees** associated with transportation, so please check with your local contact person to confirm details: the cost, pick-up & drop-off times, and locations.

DEPARTURE AND 'FAMILY DAY'

Packing for Departure

When helping campers pack, please be sure they take **ALL** of their belongings, including arts and crafts, glasses, medications, sleeping bag and clothing before departing.

We are not responsible for any left, lost, tossed or damaged personal property.

Final Inspection

Following breakfast, on the last day of camp, there is a final inspection of all facilities – lodging cabins; dining hall; kitchen; rest rooms/showers; grounds; etc. Staff members will supervise and insure all areas are cleaned, swept & mopped, and all windows are closed. All beds and equipment must be inspected for damage and placed in its original position.

'Family Day'

In order to minimize disruption to the program flow and maintain camp security, visitors are **only** allowed on 'Family Day' – the last day of camp. Activities begin at 10 am and conclude at 4 pm.

Since dismissal is permissible throughout 'Family Day', all staff and campers must notify a camp counselor, or administrative staff before leaving for everyone's security and safety.

*****If someone other than a parent/guardian is picking up a child, the bottom of the 'Transportation' form must be completed, authorizing camp staff to discharge the child to that specific individual. *Photo identification may be required.***

CAMP STAY

Medical Services

Emergency medical services will be provided whenever deemed necessary. We reserve the right to call a physician or transport you for urgent/emergent care.

If you are in need of medical services, are admitted to a hospital, or require a surgical procedure, the Camp insurance policy will be considered secondary or supplemental (up to \$5,000.00) to your personal medical insurance policy. **This coverage excludes any pre-existing conditions.**

Phone Calls

There is no cell phone service on the campgrounds. If there is an emergency, directly affecting/ involving you, we can be reached by calling the State Park's Assistant Ranger who will relay a message to us. Their direct landline office is **706-557-3016**.

FYI: 'Call Day' - Wednesday - is the only day children who request, are allowed to call their parents.

Homesickness

New campers may have some degree of homesickness around bed and/or meal time. First-time parents may experience this feeling too! The reasons are the same. Activities are at a lull. There's a moment to realize the dinner table looks different, people are missing, or unfamiliar, and their sleeping arrangements are not the same. Realization hits - "I miss home". This may NEVER come up ...but if it does, it's completely normal. During these brief moments, we will console our campers and reflect on all the great things – fun, discovery and learning activities – that occurred during the day. And then refocus their thoughts to the upcoming activities planned for the next day.

Birthdays

If you know of anyone's birthday occurring during camp, please inform us so we can acknowledge and celebrate their special day with the entire group.

Respectful Behavior

Our goal is for both parents and camp staff to set clear expectations regarding camp behavior. Should a staff member or child choose not to behave in a responsible, honest, caring, and respectful manner, they may be expelled. The guidelines for such behavior can be found on the 'Disciplinary Rules and Acknowledgment Form'. Please make sure to review and become familiar with this policy.

All staff will conduct facility and ground inspections daily – equipment after each use. If damage is found, staff and/or campers will be charged accordingly for any necessary repairs or replacement.

Daily Schedule

GOOD MORNING! The day begins at 6:30 a.m. *Rise and shine.*

- Line Formation
- Exercise
- Snack
- Cabin clean-up/inspection

BREAKFAST

- AM Activities/Program

LUNCH

- Relax/free time
- PM Activities/Program
- Swimming

DINNER

- Games
- Umoja (Unity) Circle around the campfire

LIGHTS OUT! Varies upon age and group. *Good night...sleep tight.*

- Between 10:00 – 11:00 p.m.

POST CAMP

Lost and Found

Attempt to make sure your campers pack all of their belongings upon departure. Ultimately it is the camper's responsibility to keep up with all their stuff. *This is why we stress the importance of labeling everything!*

If you find items missing or have some extra stuff that doesn't belong to you when you return home, call your local camp representative. If we are able to locate any missing items, return postage will be required.

Feedback

We appreciate sharing your impression of Camp Pumziko. It doesn't matter if this is your first time or you're a returning participant. Your feedback is very important in helping us grow and improve everyone overall camping experience.

Please forward any feedback to your local camp representative, or via email to the Camp Director: skcyril@aol.com. Thank you in advance.

CAMP PUMZIKO

Volunteer Staff Application

Name: _____ Age: _____

D.O.B: _____ Gender: _____ SS#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email Address: _____

Do you smoke: _____ If yes, are you willing to modify use within camp restrictions? _____

Ever been convicted of a crime other than traffic violations: _____

If yes, please explain: _____

Selected area of Work:

Counselor: _____ Staff: _____ Teacher: _____ Kitchen: _____

Other area: _____

Organizational Affiliations:

Org. Name: _____ Contact number: _____

Org. Name: _____ Contact number: _____

Hobbies and Interests:

Skills and Abilities:

Dates and times committed to being on site: _____ arrival date _____ arrival time

_____ departure date _____ departure time

How did you hear about Camp Pumziko: _____

Give two references:

Name: _____ Number: _____ Relationship: _____

Name: _____ Number: _____ Relationship: _____

EDUCATION & TRAINING (MAY SKIP IF INCLUDED ON ATTACHED RESUME)

High School							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Major Subjects			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Major Subjects			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

EMPLOYMENT HISTORY (MAY SKIP IF INCLUDED ON ATTACHED RESUME)

Employer				Phone	()		
Address				Supervisor			
Job Title & Responsibilities:							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Employer				Phone	()		
Address				Supervisor			
Job Title & Responsibilities:							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Employer				Phone	()		
Address				Supervisor			
Job Title & Responsibilities:							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

ORGANIZED CAMP WORK EXPERIENCE

Camp				Phone	()		
Address				Director			
Job Title & Responsibilities:							
From		To		May we contact your previous camp director for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

TRIP LEADING EXPERIENCE PLEASE COMPLETE THIS SECTION ONLY IF YOU HAVE TRIP LEADING EXPERIENCE.

Trip's Focus (outdoor/adventure, educational, study tour abroad, urban?)							
Role & Responsibilities							
Age Range of Group				Number of Participants on Trip(s)			
Length of Trip				Have you ever driven a 12 or 15-passenger van?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

CAMP PUMZIKO VOLUNTEER STAFF

AUTHORIZATION AND DISCLAIMER

I certify that all information provided is true, complete and correct. I understand that untrue, misleading, or omitted information may result in dismissal, regardless of the time of the discovery.

I authorize contacting and obtaining information from all references, employees, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided in this application. I also waive any and all rights and claims I may have regarding seeking, gathering and using such information in the engagement process and all other persons, corporations or organizations for furnishing such information.

If accepted as a volunteer, I understand that I will be on at-will status, meaning that my services may be terminated with or without cause, and with or without notice; at any time and that any agreement to the contrary must be in writing and signed by the Director of Camp Pumziko. I also agree to abide by all the rules and policies of the Camp Pumziko sponsors.

I certify that I have read, fully understand and accept all the terms as stated above.

Volunteer Signature _____ Date: _____

Local Contact Person Signature _____ Date: _____

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TRANSPORTATION

Staff Volunteer's Name: _____ Date: _____

Camp van transportation is leaving from: _____ at _____ pm on Sunday.

***Transportation payment MUST accompany this form if transportation is required ***

TRANSPORTATION TOTAL \$ _____

Saturday, July 6, 2018

Sunday, July 14, 2018

Arriving by: (circle one) Uber Private car Van

Departing by: (circle one) Uber Private car Van

Departure Time: _____ Arrival Time: _____

Departure Time: _____ Arrival Time: _____

CAMP PUMZIKO VOLUNTEER STAFF
MEDICAL INFORMATION, AUTHORIZATION AND RELEASE FORM

Name: _____ Date of Birth: _____ Age: _____ Sex: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home #: _____ Work #: _____ Cell #: _____
 Email: _____

Emergency Contact Information (person to call incase of an emergency)

Name: _____ Home Phone #: _____
 Relationship: _____ Address: _____
 Work #: _____ Cell #: _____ Email: _____

Please provide all necessary medical and psychological information for the safety and care of your child.

	Yes	No		Yes	No
Asthma	___	___	Hearing impaired	___	___
Drug/med. allergy	___	___	Vision impaired	___	___
Heart trouble	___	___	Glasses/contacts	___	___
Diabetes	___	___	Wets bed	___	___
Convulsive seizures	___	___	Sleep walks	___	___
Menstrual disorder	___	___	Animal allergy	___	___

Food Allergies: _____

List any dietary restrictions: _____

Are you aware of any other medical information or concerns? If so, please comment:

Name of any medications currently being used: _____

Physical activity restrictions: _____

Recent exposure to a communicable disease? If yes, disease name: _____

Date of last: Tetanus (Dtap): _____ Chicken pox (Varicella): _____ Measles/ Mumps/ Rubella (MMR): _____

AUTHORIZATION & RELEASE This health history is correct to my knowledge. By signing below, I state I am both physically and mentally fit to engage in all camp activities - except as noted above. I hereby give permission to provide acute health care and administer over-the-counter medications. In the event of an emergency, I give permission to administer treatment, and authorize hospitalization. This completed form may be photocopied for off-site trips. I release Camp Pumziko, its sponsors and personnel, and the property owners (and lessee's if applicable) of the location of said camp, of any liability for any injury to person, which may result from conditions beyond the reasonable control of all parties.

Signature _____ Date: _____

CAMP PUMZIKO

VOLUNTEER STAFF

DISCIPLINARY RULES & ACKNOWLEDGMENT FORM

We want everyone to have a rewarding, educational and loving experience at Camp Pumziko. To enable us to meet these objectives and maintain a harmonious environment we have identified unacceptable behaviors, which would require immediate dismissal.

Those negative behaviors are as follows:

**Theft and/or Damage to Property*

**Abusive Language*

**Intentional Injury to Self*

**Abuse/Bullying/Injury to Others*

**Possession and/or use of any Weapon*

**Possession and/or use of Illegal Drugs/Alcohol*

I have read the above disciplinary rules. I fully understand and commit to **honor and comply with the rules and regulations governing Camp Pumziko and its activities**. Furthermore, I will abide by the disciplinary decisions made by the Camp Administrative staff.

Volunteer Staff Name (print): _____

Signature: _____ Date: _____

Witness Name (print): _____

Signature: _____ Date: _____

CAMP PUMZIKO

Volunteer Staff

Photograph/Videotape Release Authorization

I (print name), _____

give permission for Camp Pumziko/NASO personal to photograph and/or videotape me

for the following purposes:

Display in Camp Pumziko scrapbook/flyers/publications

Share with fellow Camp Pumziko camper's families

Display on Camp Pumziko web-site

Use in Camp Pumziko promotional materials

Volunteer Staff Name (print): _____

Signature: _____

Date: _____

Camp Pumziko Job Descriptions

Camp Director:

- Responsible for overall camp operations
- Approves Budget
- Coordinates Pre-Camp Training
- Oversees facilitation of schedule
- Supervises staff
- Facilitates corrective/disciplinary action for campers and/or staff

Operations Director:

- Responsible for coordination of logistics, transportation and equipment procurement.
- Coordinates & conducts safety/cleanliness inspections

Food Service Coordinator:

- Oversees menu planning, preparation and acquisition.
- Coordinates kitchen workflow
- Supervises kitchen staff

Registrar:

- Collects camp applications and fees
- Maintains roster of all staff personnel & campers

Camping Coordinator:

- Responsible for development & implementation of survival/outdoor/wilderness instruction & excursions

Curriculum Coordinator:

- Responsible for the administration and training of teachers
- Insures course outlines and lesson plans are complete

Teachers:

- Responsible for preparing, identifying resources, and materials.
- Teaching designated course.
- Maintain classroom order and decorum.

Counselor Coordinator:

- Responsible for coordination of camp counselors

Counselor:

- Provides adult leadership and supervision of designated campers

Water Safety Coordinator:

- Secures water environment and equipment
- Insures appropriate number of staff for camper supervision

Activities Coordinator:

- Responsible for the indoor/outdoor games and other activities (i.e. - horseback riding; archery; scavenger hunt; relay race; tug of war; dodge ball; soccer/football/soft ball; etc.)

Security Coordinator:

- Responsible for coordination of camp security
- Schedules & post assignments - rotation and location

Medical Services Coordinator:

- Coordinates medical staff schedule
- Provides first aid as needed & administers approved meds
- Insures medical equipment/supplies are on-hand

2019 Camp Pumziko

From: Kilombo Academic & Cultural Institute

To: Franklin D. Roosevelt Park, 2970 Georgia 190, Pine Mountain, GA 31822

Office: 706.663.4858; After Hours: 706.801.5006

- *89.2 miles; 1 hr 27 min driving*

Departing from 1879 Columbia Dr, Decatur, GA 30032, turn left toward Glenwood Rd

0.2 mi Turn right onto Glenwood Rd

1.2 mi Proceed to , take ramp right and follow signs for I-285 South

1.7 mi While on , road name changes to I-285 West / GA-407 West

14.6 mi Approaching , at exit 61, take ramp right for I-85 South toward Columbus/Montgomery

49.6 mi At exit 21, take ramp right for I-185 South toward Columbus

8.2 mi At exit 42, take ramp right for US-27 toward Pine Mountain

0.4 mi Turn left onto US-27 East / GA-1 East

0.5 mi Keep straight on US-27 East / GA-1 East

10.1 mi Turn left onto GA-354 (3rd signal light in city of Pine Mountain)

Stay to the left once you go under a bridge and GA 354 makes a sharp right turn

Do not make the sharp right turn after going under the bridge

Follow posted signs for ‘Horse Stables’ and ‘Small Group Camp’ to end

Entrance gate to ‘Small Group Camp’ road is visible to the left at end of this main road – small house facing you to left

Make left, going thru metal gate and proceed onto winding road to camp site