



# *Town Administrators Office*

To: Board of Selectmen

From: William Chenard, Acting Town Administrator

Date: 4/12/2018

Re: Camp Arrowhead Residential

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This memo outlines our recommendation for continuing the Camp Arrowhead residential program (Big RES). We will be continuing the overnight program again this year with the following recommendations;

1. Develop SOP's (I am reviewing a draft). I have asked a handful of prior staff and experts to review them. I will be reviewing and editing them prior to dissemination.
2. All staff and volunteers will complete a training program that consists of the following;
  - o Camp Policy and Procedures
  - o M.G.L Ch. 51A Mandatory Reporter Training
  - o Medication Administration Plan
  - o CPR/First Aid including Epipen
  - o Red Cross Lifeguard Certification (Lifeguards only)
  - o Waterfront Familiarization and Hazards Identification (Lifeguards)
  - o Safety Care Crisis Prevention
  - o Fire Drill and Emergency Procedures
3. Junior Counselors will age 16 and up. We may accept a limited number of volunteers below age 16.
4. Counselors/Staff who have a Bachelors Degree in a related field, or are enrolled in a Bachelors program, or have experience will be given hiring preference.
5. Program Participants will be limited to those who are 16 or older. Prior participants who are not 16 will be considered.
6. Adding some staff to cover breaks and cabin checks.
7. Performance Evaluation Procedures for staff

We will be returning to Lions Pride Camp in New Durham, NH. The camp will run seven (7) days. I would like to thank everyone who helped make this possible; especially PATH for their generous donation to help defray the costs.