



CAMP SUSQUE RETREATS

GUIDELINES FOR GUEST GROUPS

GENERAL GUIDELINES

We are delighted that you chose Camp Susque for your retreat.. We look forward to serving you. In order to make your retreat as enjoyable and as smooth as possible, we ask that you consider and abide by the following :

1. Unless otherwise specified, **CAMP SUSQUE** will provide:

- All food service.
- Operational maintenance and general area housekeeping
- Lodging (*utilities, beds, rest room and bathing facilities, but NO linens or towels*)
- Basic recreational equipment (*balls, bats, nets, fields, some board games, etc.*) The storage and care of any equipment or personal items provided by the guest group is the responsibility of the guest in the event of accidental damage, loss or theft.
- Orientation to camp safety procedures and regulations. Please plan for this in your schedule, a time of welcome from the Susque retreat host.

2. Guest groups are responsible to provide:

- **Retreat Programming**—Susque can offer some options for your program as described in our brochure. Requests must be given at least 2 weeks in advance and you are responsible for supervision of participants. Costs will be added to retreat invoice. Camp Susque can also provide planning assistance. For specialized programming, such as archery or other target sports, request Susque programming guidelines for those areas for range rules and other requirements which must be followed. All Susque-led programming will follow our policies and guidelines designed for safety of our summer campers.
- **Staff for counseling, program and crowd control.** Guest group staff is responsible for youth curfew hours and responsible for each youth from arrival until departure. 80% of staff members responsible for supervision should be 18 or older and at least 2 years older than children for whom they are responsible. Camp Susque further recommends appropriate screening policies for all staff with responsibility for or access to campers which include background checks and inspecting the National Sex Offender Database. (*Camp Susque is an information source for these policies and your insurance company can advise as to what is appropriate.*) Camp Susque recommends the following general ratios of adults to campers. (*ratios set by American Camp Association*) **Camp Susque recommends a lower ratio for mixed groups of teens.**

CAMPER AGE	NUMBER STAFF	OVERNITE CAMPERS	DAY-ONLY CAMPERS
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

There may be very controlled activities in a limited area requiring fewer staff members for oversight—for example, a chapel or Bible Study. An activity with less-defined boundaries may necessitate a lower ratio. No matter how small the group, a minimum of 2 staff members should accompany hikes or overnights or activities here communication would be difficult in an emergency or to prevent situations with opportunities for child abuse or for allegations of same.

- **Medical personnel and supplies.** *NOTE: Because of liability concerns, Camp Susque cannot supply bandages, over-the-counter medications or any simple medical supplies. Please plan ahead for this concern.*

- ❖ Minimum recommendation for personnel—**ADULT GROUPS:** someone currently CPR certified. **GROUPS WITH MINORS:** Someone with current First Aid certification
- ❖ All medications and prescription drugs should be in a locked container.
- ❖ Emergency transportation—for injuries requiring ambulance or paramedic service, dial **911** and also notify camp administration. You, the guest group, are responsible for any other emergency transportation. This means having an inspected vehicle, with fuel, safe driver and a plan. See *enclosed map to Williamsport Hospital*.
- ❖ Camp Susque advises that group leaders obtain:
 - ❖ names and addresses of all participants along with emergency contacts & numbers for minors
 - ❖ listing of persons with known allergies and health conditions requiring treatment, restriction, or accommodation while on site.
 - ❖ Emergency permission treatment forms for minors. These forms must accompany minors requiring emergency medical treatment.

3. Upon arrival—

- The **group leader should be the first to arrive**. This helps keep your guests happy and helps us serve you better.
- The group leader should check in with Susque's Weekend Host before unloading and should give them a copy of the group's schedule. The camp also requests a list of people attending the retreat in case of an emergency. A camp representative will give a camp orientation/welcome at the first meeting of the guest group. Camp personnel will also post copies of the group's schedule in several places for convenience. If help is needed settling in, we will gladly give assistance.
- Susque's weekend host will give you emergency contact information in order to reach him/her during the weekend.
- Vehicles should use camp parking lots. Do not block entrances to any buildings or camp access emergency routes. If using Susque cabins or tents for lodging, vehicles should use Susque Camp Road and park by the tent or cabin, off the roadway. Those bringing RV's, tents, campers—check with camp administration for driving and parking instructions.

4. Abuse of camp property resulting damage in damage is at the expense of the guest group. Flagrant abuse of camp property or equipment shall be sufficient cause for immediate termination of camp rental.

5. The camp does **NOT** permit the following:

- Pets of any kind.
- Alcoholic beverages.
- Illegal drugs
- Motorized vehicles on the grounds except handicap assistance vehicles. Transportation of persons in non-passenger vehicles.
- Smoking inside any buildings. Smoking is permitted outside and away from children and non-smokers
- Horseplay inside any buildings.
- Entrance into buildings not specified for group use
- Firearms or weapons unless previously arranged as part of the program. Firearms/weapons must be locked (*i.e. In vehicle*) when not in use and in a location separate from locked ammunition.

6. Some guiding thoughts:

- Do not move furniture in meeting or sleeping areas without permission. This includes tables in Hemlock Hall. We will be happy to assist you.
- Modesty is expected in dress, language, swim wear and conduct.
- Please turn off lights in rooms that are not being used, and keep doors and windows shut during the heating season.
- Shirts and shoes are required in Hemlock Hall.
- Any dead wood in the forest may be used for campfire in approved camp fire areas. Please notify the camp if a bonfire is desired.
- After packing to leave, please check for items left from your group. We are not responsible for lost items.

7. Miscellaneous:

- If an emergency arises during the retreat, please contact the host or staff administration.
- The camp has limited phone capacity and its use is restricted to necessary calls. If you need to make a call, please make it with a calling card or call collect. There is cell phone coverage.
- If you are storing food in a refrigerator, please check that the temperature is not above **40 degrees** and report any temperature concerns to the host or camp administration immediately.
- Unless a different schedule is requested, the meals and snacks schedule is as follows:
 - Breakfast..... 8:30 am
 - Lunch..... 12:30 pm
 - Dinner..... 5:30 pm
 - Snack..... 9:00 pm
- Meals will not be served outside of these designated times to guests who are late for a meal (*showing up when the meal is over*). These guests should make other arrangements for that meal.
- Hemlock Hall is open from 7:00 am until 11:00 pm.
- Quiet Hours are from 11:00 pm until 7:30 am.
- If transportation of retreat campers is included in your programming plans, please notify Camp Susque administration for recommended policies for their safe transportation. You may not think of all the issues involved such as emergency supplies, supervision procedures, safety practices for vehicles, drivers and campers.

DIRECTIONS TO WILLIAMSPORT HOSPITAL

- From Susque, turn right onto Susque Road
- At intersection, turn left onto Rt. 14 (South), 3 miles to Trout Run
- Rt. 14 merges with Rt. 15 South at Trout Run (*just past Bittner's General Store*)
- Follow Rt. 15 South for approximately 12 miles to Foy Avenue Exit
- At end of ramp, turn left and merge onto High Street
- Follow High Street to Campbell Street (3rd traffic light)—turn left
- Turn right at Louisa Street (next block)

