

EAGLE HOUSE MINISTRIES

WORK CAMPS

I. Introduction:

Work camps provide no-cost home repairs for senior citizens and other eligible Southern Illinois residents. Repairs include painting, roofing, repairing porches and floors, building steps and ramps, replacing screens and windows, numerous other minor and some major home repairs. The Work Camp program is a cooperative effort involving Eagle House Ministries (EHM), Work Camps, their churches and supportive community. Each has a variety of responsibilities.

II. EHM Responsibilities:

A. Project

EHM serves as contact between the Work Camp and the Project Applicants. EHM receives project applications, screens all applicants to determine eligibility, makes home visits to estimate materials required, and prepares a summary on each project. From these summaries each Work Camp makes project selections according to available skills and resources.

B. Lodging

Our work camp will house 13 comfortably and several more on sleeping bags and air mattresses. Our site is equipped with bunks, three showers and lavatories. The facility has a washer and dryer available for use at specified times.

C. Meals

- 1.*** EHM will prepare meals, a meal will be available upon request for the Sunday night arrival, this meal would be warmed-up and served by the group.
- 2.*** The group will schedule one “night out” at their expense (usually Wednesday or Thursday.).
- 3.*** Saturday breakfast before leaving will be a cold meal, with the group responsible for serving and clean up.
- 4.*** The group may select one night as a picnic or client appreciation meal if desired. (Wed. or Thurs.).
- 5.*** The evening meal will be a hot meal.
- 6.*** Breakfast food will be provided - to be prepared by the group.
- 7.*** Lunch will be a sack lunch prepared by the groups with the cook’s assistance.
- 8.*** Drinks will be furnished with all meals.
- 9.*** Additional drinks and water for the work site or after work will be the work group’s responsibility.

Cost of food and lodging will be \$150.00 per person per week. For partial weeks the cost will be \$50.00 per person per day.

Work Groups Will:

- 1.** Assist cook in serving meals.
- 2.** Pick up and vacuum dining room after breakfast each day.
- 3.** Assist cook in preparing picnic if selected.
- 4.** Prepare their sack lunches with cooks assistance.

III. WORK CAMP GROUPS RESPONSIBILITIES:

A. Each group provides all Materials and Supplies, and Travel expenses:

- 1.** Materials and supplies – Each group provides all materials and supplies for the projects they select. These may be collected and brought from the Work Camp’s home town or bough in this area after arrival. When requested, EHM will purchase project supplies for the work group and the work group will then reimburse EHM at the end of the Work Camp week. Cost of materials varies greatly depending upon the projects selected.
- 2.** The work group is responsible for other consumables at the work site or at the EHM Center such as water, cokes, Gatorade, ice, snacks, and ice cream etc.
- 3.** Travel Expenses – Each group is responsible for their own travel expenses. Also, allow for daily travel to work sites up to 25 miles away from the Center.

B. Each Camp provides all work tools for their selected project.

C. Each Camp contributes a non-refundable deposit of \$150.00 at the time their work camp date is confirmed.

D. Each Camp is responsible for planning recreational activities. Devotions and other Worship Services can be provided by Rev. Milligan, other staff and local youth, if desired by the campers.

IV. Participant Responsibilities and Dress Code:

A. Each participant needs to bring bed linens, towels, personal items, etc.

B. Each participant will need appropriate work clothing and sturdy shoes for the work site. Shirts are to be worn at all times. Shirts with beer, liquor or other possibly offensive subject matter should not be brought to camp. Halter or spaghetti strap tops, bathing suite tops, sports bras, or short shorts should not be brought to camp. Participants may wear shorts and comfortable clothes at the center and to outside activities but use discretion, no revealing tops or shorts.

V. Insurance and Other Requirements:

- A.** Each youth group must have at least one mature adult counselor (age 21 or older) for every five youth in the group. There must never be less than two adults with the youth at anytime.
- B.** All youth must have completed the 7th grade. Groups of mixed junior high and senior high are acceptable, but no group composed of **ONLY** junior high youth will be accepted.
- C.** Each group **MUST** provide in advance of their arrival evidence of accident and medical insurance coverage. Either of the following methods is acceptable:
 - 1.** When covered by a group accident and medical policy, a Certificate of Insurance is the preferred evidence.
 - 2.** When covered by individual and family accident and medical policies, participant applications are required for each participant with a policy number and adult signature.
- D.** Because work agreements are between the Camp and Project Owner, EHM does not require liability coverage. We do, however, **STRONGLY ENCOURAGE** you consider such coverage for your protection.

VI. Schedule

- A.** Work Camp dates are negotiable between EHM and scheduled camp groups.
- B.** Upon receipt of the Advance Group Application and acceptance by EHM, a camp date is scheduled by phone. Scheduling is done on a first-come, first-served basis, upon receipt of the Advance Application. The date is confirmed upon receipt of the Administrative and Housing deposit fee.
- C.** EHM maintains a list of Project Applications. Home visits are made and project summaries prepared in order for camps to make project selections 2-4 weeks prior to their camp date.
- D.** Prior to arrival, each camp completes a Group Application, including all required insurance information. (See Section IV. C.)
- E.** Usually, camps arrive sometime after noon and before 6:00 P.M. on the Sunday of their work week. They leave either the following Friday or Saturday morning. Upon arrival each camp is welcomed by a staff member and given a short orientation to EHM and the Work Camp Program. Participant Forms are to be completed by each participant before leaving for the work sites on Monday morning.

F. Each work day's schedule includes:

- Breakfast, preparation of lunch and clean-up of showers and dining room prior to 8:00 A.M.
- Securing sleeping quarters and loading vehicles by 8:15 A.M.

Work Sites 8:30 A.M. – 4:30 P.M.

Return to the EHM Center for supper and showers after 4:30 P.M.

Evening activities include recreation, devotions and personal time. Because group recreation facilities are very limited in the area, planned activities at the Center are suggested for most evenings. For groups who want to plan one evening for recreation activities, we are enclosing a list of facilities in the area.

VII. *Attachments*

- A.** Advance Group Application
- B.** Group Application
- C.** Participant Application
- D.** Recreation Facilities
- E.** Rules for the work in the kitchen