

## Camp Leopold Coordinator Packet

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*Camp Leopold Director: Abby Zabrodsky  
CL Director of Sales/Marketing: Joe Gonzalez*



### **To the *AMAZING* individual coordinating your group's Camp Leopold trip...**

Thank you for the time, interest, and effort you're putting into organizing a Camp Leopold field trip for your students! We deeply appreciate your efforts and look forward to the partnership that will be formed between you and our staff during this process. This Coordinator Packet will provide you with all the materials needed to ensure that you and your students are well-prepared for a positive and memorable experience at Camp Leopold.

If you have any questions, please reach out to Abby Zabrodsky, Camp Leopold Director. She can be reached via email at [campleopold@scwa.org](mailto:campleopold@scwa.org), or via cell at (803) 305-8927. She is happy to assist you with any questions, concerns, or last-minute updates you may have.

Again, thank you for making this experience possible for your students and peers! We look forward to serving you and your group soon!

Warmest regards,

### **The Camp Leopold Leadership Team**

Val Elliott, SCWA Chief Education Programs Officer

Joe Gonzalez, Leopold Director of Sales/Marketing

Abby Zabrodsky, Leopold Director

Drake Tindal, Leopold Assistant Director



### **Camp Leopold's Goals**

- Teach participants about wise-use land management and conservation
- Encourage students to incorporate sustainable practices in their daily lives
- Build student connection between them and their environment
- Support educators and their lessons
- Intentionally use play as a way of learning

### **Camp Leopold's History**

Camp Leopold is a residential outdoor education program supported by the South Carolina Waterfowl Association, a 501(c)(3) nonprofit organization. SCWA was founded in 1986 and the Camp Leopold program was launched in 2012. In 2020, Camp Leopold launched an in-school program called Camp Leopold+PLUS.

### **Camp Leopold Philosophy**

Camp Leopold is named after Aldo Leopold, who is considered the modern father of wildlife conservation and management. Leopold once said, "the objective is to teach the student to see the land, to understand what he sees, and enjoy what he understands." This framework guides us as we provide positive outdoor experiences for students of all backgrounds. Using experiential outdoor education, we allow students to apply their classroom knowledge in a hands-on way—all while exploring and gaining confidence in a new environment.

### **Camp Leopold Facilities**

Camp Leopold is based near Pinewood, SC at the Wildlife Education Center (WEC). Our 1,200-acre facilities consist of forests, ponds, wetlands, prairies, and agricultural lands. Accommodating groups of up to 120 students, participants in multi-day trips to Camp Leopold stay in beautiful, rustic log cabins just adjacent to the 30-acre Bullington Pond. In addition to lodging, the WEC offers a 4,000 square-foot pavilion, a basketball court, a GaGa Ball pit, multiple docks, a sand volleyball court, and an open soccer field. Breakfast, lunch, and dinner are served in the newly constructed Boyd Dining Hall.

### **Camp Leopold Staff**

The Camp Leopold onsite staff includes the director, assistant director, and environmental educators. Environmental Educators will lead your groups (usually 15-20 students) through the day's activities, meals, and evening classes. Camp Leopold also has a full-time maintenance man, cooking staff, and cleaning staff.

### **Teacher/Chaperone Involvement**

While at Camp Leopold, your group's educators/chaperons are our staff's partners in creating an amazing learning environment for your students. Each group is required to have at least one educator on-site at all times. Educators, and any additional chaperones, are responsible for the 24/7 supervision and discipline of children at Camp Leopold. This includes during daytime classes, structured free play, during meals, etc.

## Camp Leopold Check List

### **2-Weeks After UltraCamp Reservation is Made**

- Make sure you've returned your signed Camp Leopold User Group Agreement and the non-refundable 10% deposit to Camp Leopold. Camp Leopold will not guarantee your reservation until both of these items are received!
- If you ever need to increase your group's numbers, please reach out to the Camp Director and get written approval.

### **1 Month Prior to Arrival Date**

- If you need to cancel or reschedule your reservation, this is the last date you can do so without penalty beyond your deposit. *Please Note: If your group cancels or reschedules for any reason within 30 days prior to the arrival date of the field trip, your group will be responsible for 70% of the total contracted participant Guaranteed Number for your trip.*
- Copy of certificate of school liability insurance due.
- Send Camp Leopold's Parent Handbook home with students to be completed & returned.

### **2-Weeks Prior to Arrival Date**

- Complete the "Final Numbers" task in UltraCamp to finalize the 2-Week Participant Number.
- Complete the "Special Accommodations" task in UltraCamp so Camp Leopold can prepare for any health/dietary/behavioral needs your group may have.
- Make certain that all attending educators/chaperons know their roles. Teachers need to receive both the "Teacher" and "Chaperone" Information. Chaperones need just the "Chaperon" Information. Remind them that everyone (students, teachers, and chaperons) are expected to participate in all activities.
- Help get students excited and prepared for their upcoming Camp Leopold visit! Remind them that they will be away from school for the day. It's an awesome experience, but also a big responsibility—they'll need to be prepared to function and cooperate in close company. Other school groups may be attending concurrently, which may require extra attention to behavior/manners as groups interact.

### **1-Week Prior to Arrival Date**

- Call/email Camp Leopold Director to confirm the details of your group's upcoming visit.
- Finalize activity groups. Make sure teachers/chaperons know who will be in their group and each have printed group lists before arriving at Camp. Send group assignments to the Camp Leopold Director.

### **Arrival at Camp Leopold**

- Health & Permission forms must be turned in as soon as you arrive! Participants must have their completed forms in order to stay at camp! If your school needs access to this info while onsite, please make copies to keep with you.
- Turn in the Check-In sheet upon arrival.
- Final payment (Made out to South Carolina Waterfowl Association) is due upon arrival.

## **Group Assignments**

Once Camp Leopold receives your group's 2-Week Numbers, the Camp Director will send you an email with how many activity groups you are allotted. Please wait to assign students to groups until you have the final number of groups allotted to form your activity groups.

- ★ **Activity groups** are the groups that you are in during daytime and evening classes/activities. They usually consist of 15-20 students and must have at least 1 adult. Each activity group is named after an animal that can be found in South Carolina. You may use the Activity Group Assignment Form on the following page to assign students and adults to groups. Each activity group must have at least 1 adult per 15 children.

Please let the Director know of your activity group assignments prior to your arrival. This will help our staff be best-prepared for your visit.

## Camp Leopold Activity Groups

Group Name (circle one): Snakes, Bears, Eagles, Coyotes, Raccoons, Turtles

Teachers/Chaperones:

\_\_\_\_\_

Students:

1. \_\_\_\_\_

14. \_\_\_\_\_

2. \_\_\_\_\_

15. \_\_\_\_\_

3. \_\_\_\_\_

16. \_\_\_\_\_

4. \_\_\_\_\_

17. \_\_\_\_\_

5. \_\_\_\_\_

18. \_\_\_\_\_

6. \_\_\_\_\_

19. \_\_\_\_\_

7. \_\_\_\_\_

20. \_\_\_\_\_

8. \_\_\_\_\_

21. \_\_\_\_\_

9. \_\_\_\_\_

22. \_\_\_\_\_

10. \_\_\_\_\_

23. \_\_\_\_\_

11. \_\_\_\_\_

24. \_\_\_\_\_

12. \_\_\_\_\_

25. \_\_\_\_\_

13. \_\_\_\_\_

## Camp Leopold Typical Schedule

### Day One

9:00 am - Arrival

9:00-9:45 - Safety Orientation and Bathrooms

9:45-10:45 - Class Rotation 1

10:50-11:50 - Class Rotation 2

12:00-1:00 - Lunch

1:00-2:00 - Class Rotation 3

2:00-2:30 - Prepare for Departure and Gift Shop

2:30 pm - Departure

**PLEASE NOTE:** *This is a tentative schedule and may be subject to change.*

## **Camp Leopold Educator Information**

### **Hello Educators!!**

First, thank you for supporting your student's learning and encouraging their continued curiosity at Camp Leopold—we are looking forward to having you as a Camp Leopold team player and would not be able to offer your students this experience without you! Second, your job is not finished even after you've arrived at Camp Leopold with forms collected and students in tow.

At Camp Leopold, YOU are the primary example for your students. Your students will follow your lead on how to respond to different activities and challenges—you set the tone of the entire experience. Teachers also serve as the main source of discipline while at Camp Leopold. We require at least one teacher/educator per group to participate in all classes, structured free play, meals, and evening programs. With that being said, please don't be afraid to let loose and have fun! We're not a boot camp, and Experiential Education provides a great opportunity for educators and students to have fun interacting in a learning environment besides the classroom.

### **Safety and Supervision Policies**

All groups must provide adequate supervision of children during the entirety of their time at Camp Leopold. In addition to teachers/educators, this may include chaperones. A chaperone is any person screened by the school/group to be competent in a supervisory role for students (e.g. 18 years old or older, with a background check on file with the school/group).

For safety reasons, we require at least one teacher/chaperone to accompany all classes. Although Camp Leopold staff have training on how to handle disciplinary issues, teachers and chaperones are often required to help in the discipline. Any training your school can provide to chaperones on effectively dealing with children that require more attention or cause distractions can help prevent problems from arising while at Camp.

Camp Leopold's recommended supervision ratios are as follows:

During classes/activities...	at least 1 adult per 15 students (in addition to the Leopold Environmental Educator)
Structured Free Play...	1 adult per 10 students
Meals...	1 adult per table (each table holds 8 total people)

### **Disciplinary Action**

For any major behavioral causes of concern, the Camp Leopold Director will work with your school's lead on determining the best course of action. Camp Leopold recommends that any student not complying with the regulations and expectations of those in supervision will be returned to school or home.

### **Health & Medical Procedures**

School staff are responsible for administering first aid and all medications. All medications brought to Camp Leopold must be stored under lock & key unless administered. Camp Leopold will have locked storage available if the school doesn't bring their own.

Camp Leopold has an AED and first aid supplies available for use if needed. For incidents requiring care beyond basic first aid, the nearest hospital (McLeod Health Clarendon Hospital) is about a 25-minute drive from Camp Leopold in Manning, SC. Emergency Services (Police, Fire, EMT) have been briefed on how to reach our location. Please have a vehicle available to transport injured or sick program participants during your visit, should such a requirement arise.

### **Classes & Activities**

Class and activity selection for your visit is determined by your school's lead ahead of time. Please ask them for a list of classes if you're interested in going over relevant material before your group's field trip. We also recommend educators follow up on the lessons taught at Camp Leopold after your trip. For more information on our classes and the education standards they meet, please visit our website at <https://wildlifecenter.org/classes-activities/>

### **Any questions, concerns, or observations you'd like to share?**

Once you register for a Camp Leopold field trip, you're on our team and we are on yours. From start to finish, please do not hesitate to share any of your expectations, problems, concerns, or feedback with the Camp Leopold Leadership Team. We will do the same with you. For all parties to have a positive and smooth experience, clear communication and cooperation must be maintained.

### **Surveys**

Feedback from past visits has shaped the program into what it is today, and your feedback will help make an even better experience for future trips. We want to know what you thought about your Camp Leopold experience and deeply appreciate any feedback you're willing to give after your visit. Please visit our website for a link to our online post-fieldtrip survey.

## Camp Leopold Chaperone Information

### **Hello chaperones!!**

Thank you for offering your time and energy to act as a chaperone during your school's Camp Leopold field trip—this experience wouldn't be possible for the children of your school without your assistance! We appreciate you being here and hope your experience will be an enjoyable one. With that being said, chaperones serve a very important role at Camp Leopold. Please carefully read this letter so you fully understand all of your responsibilities and the expectations we have for chaperones. While our program is designed with children as the focus, we hope that you will also learn, grow, and have fun while participating in the field trip.

### **General Supervision**

At Camp Leopold, our Environmental Educators will lead you through the day's activities and classes—they are responsible for ensuring the group has a fun and safe experience. Our staff relies upon YOU to assist with supervision, discipline, and addressing any individual needs that a child may have.

- ★ **School chaperones and educators are responsible for the supervision of students 24/7!** This includes all classes/activities, structured free play, meals, etc. Please be aware you won't have very much "me time" during your field trip.
- ★ Clear communication with Leopold staff is key for a successful and positive visit. If you ever observe any safety concerns, maintenance issues, program problems, etc., please let the Camp Leopold Leadership Team know as soon as possible—we can only correct issues that we know about. We'll likewise communicate any of the above with you.
- ★ Students must always be accompanied by an adult. All groups must have at least 3 people in them (we call this the "truddy system")
- ★ You are encouraged to participate in all classes and activities, but please remember that these experiences are first and foremost for the students. Your Environmental Educator may need your assistance during classes—especially with canoes and wetlands. Please be prepared to assist and get your hands dirty 😊
- ★ We practice "Challenged by Choice" at Camp Leopold—meaning we encourage students to go outside of their comfort zone but ultimately do not force them to do anything they are uncomfortable with. Don't push kids past their limits if they aren't receptive to it.
- ★ Encourage your campers to be good stewards of our environment. Have students pick up litter. When leaving cabins, make sure lights are off and doors are closed tightly.
- ★ **Swimming is NOT permitted at any time!** Unless told otherwise by Leopold staff, please make sure students stay out of the water. Students must always have an adult near if exploring the water's edge.

### **Cabin Supervision**

At Camp Leopold, all overnight supervision is done by chaperons and/or school educators. To the children you're watching, you'll serve as a parent, law enforcement, judge/jury, and role model. Please review the guidelines below to help you be a cabin chaperone superstar!

- ★ **Rule Setting:** After Day 1 Dinner, you'll have time to create your own cabin policies. The more involved students are in policy-making, the more agreeable they are to those policies. Topics should include Introductions, Appropriate Behavior, Personal Space/Privacy, Noise Levels, Morning Clean-Up, Shower Schedule, Siesta, and Bedtime.
- ★ **Discipline:** Some children may try pushing the boundaries and you will need to enforce defined limits. Ensure children know what you expect of them whenever you enter the cabin. Children will usually follow your example, so work with them to meet expectations. Patience is key—remember that this may be a challenging setting for some of your kids. Please be empathetic to their needs. For any recurring discipline issues, please ask school staff for assistance.
- ★ **Rowdy Behavior:** Rowdy, inappropriate, or reckless behavior is not permitted. If your campers need to blow off steam, you may take them outside. Keep the members of your cabin together—either everyone is outside blowing off steam or everyone stays inside.
- ★ **Homesickness:** This is a common issue faced at camp. Listen to the homesick camper and allow them to tell you how they are feeling, but don't pry. Try to focus student attention on what they are looking forward to doing in the future (like playing basketball with friends, teaching their family about what they've learned, eating dinner tomorrow, etc.) Homesick students should only call home as a last resort—90% of the time, this only makes the student (and whoever the student is calling) MORE DISTRESSED!
- ★ **Accidents:** For any accidents during the night, please put soiled items in a trash bag (found under the sinks) and let the director know about them during breakfast. We'll wash any affected items and have them discreetly returned to the cabin by dinner.
  - If you know a student that frequently wets the bed, keep them on a bottom bunk
- ★ **Food:** No food is allowed in the cabins! We don't want to attract wild critter visitors.
- ★ **Thermostat:** Only adults may change thermostat controls.
- ★ **Maintenance Issues:** If you experience any maintenance issues, please let Camp Leopold staff know so we can fix them.
- ★ **Furniture:** Please don't move furniture around. Please ensure students don't damage or vandalize any Camp Leopold property—your school will be responsible for covering any damages incurred during your visit.
- ★ **Privacy:** Students should only enter their own cabin. Boys and girls will be kept in separate cabins.

### **Structured Free Play (SFP) Supervision**

During your visit, there will be brief periods of Structured Free Play. School staff/personnel are responsible for student supervision during these times. Structured Free Play is to take place underneath the covered pavilion, basketball court, volleyball court, and GaGa ball pit.

- ★ **Activities:** Students may use the balls/sports equipment. Chalk may be used in the open areas (not under the pavilion).
- ★ **Bathrooms/Dining Hall:** If students want to return to the dining hall to grab something or use the washrooms, an adult must accompany them. Remember to use the truddy-system (at least three buddies/group).

- ★ **Gift Shop:** The gift shop will be open during SPF before lunch on the second day. If you have students who wish to go to the gift shop, ensure they have adequate supervision

### **Arrival Procedures**

Once your group arrives at Camp Leopold, our staff will be eagerly awaiting you. Staff will enter the buses/parking lot area to give you directions on how to unload. *Please note: Camp Leopold is accredited by the American Camp Association (ACA), which means we follow their best practice standards. As per ACA standards, personal vehicles are not permitted within the gates of Camp Leopold without the camp director's approval.*

### **Health & Medical Procedures**

School staff are responsible for administering first aid and all medications. All medications brought to Camp Leopold must be stored under lock & key unless administered. Camp Leopold will have locked storage available if the school doesn't bring their own.

Camp Leopold has an AED and first aid supplies available for use if needed. For incidents requiring care beyond basic first aid, the nearest hospital (McLeod Health Clarendon Hospital) is about a 25-minute drive from Camp Leopold in Manning, SC. Emergency Services (Police, Fire, EMT) have been briefed on how to reach our location.

### **Other Emergency Procedures**

For all other emergencies, please follow instructions given by camp staff during orientation. Our staff is instructed on how to handle severe weather including thunderstorms, tornadoes, etc. Emergency Action Plans are in each building and cabin near the chaperone's bed.

### **Cell Phones Policies**

Campers are not permitted to bring cell phones to Camp Leopold. If your group allows students to bring cell phones, phones should not be out during classes or activities. Camp Leopold will not stop programming to look for lost cell phones. Please check in with school teachers to see when students are allowed to use phones.

Camp Leopold has very little cell reception and WiFi availability. Please make family members, loved ones, and colleagues aware that you'll be more or less "off the grid" during your time with us. However, we understand that you may need to get in contact with others during your visit. Please be respectful to others on the trip. Before stepping away for an important phone call, please let your Environmental Educator know you'll be stepping away, give them an estimated return time, and make sure students have adequate supervision.