

# Camp Leopold Coordinator Packet



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

Thank you for the time, and effort you're putting into organizing a Camp Leopold field trip for your students! We deeply appreciate you 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. **Thank you for making this experience possible for your students and peers! We look forward to serving you and your group soon!**

If you have any questions, please reach out to Jami Lisenby, the Camp Leopold Director. She can be reached via email at [campleopold@scwa.org](mailto:campleopold@scwa.org), or via cell at (803) 305-8927.

## **The Camp Leopold Leadership Team**

Jodi Franke-Young, *SCWA Education Programs Director*

Jami Lisenby, *Leopold Director*

Liz Eberhart, *Leopold Assistant Director*



# About Camp Leopold

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

*The purpose of Camp Leopold is “to create an ecologically literate citizenry by heightening student awareness of the natural world, fine-tuning the skills necessary to read the landscape, and instilling a love, respect, and admiration for the land so that each individual might develop a personal land ethic.”*

## The 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.

## The 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 Coordinator Checklist

## ***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!** (*\*Not applicable for schools using an ESSER contract with Camp Leopold*) If you ever need to increase your group's numbers, please contact 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.
- Update Attendance Numbers with Camp Director. If at any point the User Group would like to increase their Participant Numbers from the previous number allotted, written approval must be acquired from a Camp Leopold Director.
- Complete the "Special Accommodations" task in UltraCamp so Camp Leopold can prepare for any health/dietary/behavioral needs your group may have.

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

- Complete the "Final Numbers" task in UltraCamp to finalize the 2-Week Participant Number.
- Finalize the "Special Accommodations" task in UltraCamp so Camp Leopold can prepare for any health/dietary/behavioral needs your group may have. Camp Leopold will not be able to accommodate those whom we do not know about, including chaperones.
- Make certain that all attending educators/chaperons know their roles. Teachers need to receive both the "Teacher" and "Chaperone" Information. Chaperones need 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 or before!* **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 / Schedule

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.
- ★ **Cabin groups** are the groups you will be sleeping with. The Camp Director will let you know which cabin spaces you're assigned to and which one is the "Boys Cabin" and "Girls Cabin." Different cabins accommodate groups of different sizes, and you will be told your cabins once the 2-Week Number has been received. Unless school policy prevents it, **there should be at least 1 adult per 10 children in the cabins overnight.** However, we recommend having at least 2 adults per 10 children if possible.

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 Typical Schedule

<u>Day One</u>	<u>Day Two</u>	<u>Day Three</u>
10:00am - Arrival	7:45am - Flag Raising	*Before 7:45am: Move all belongings out of cabins before flag raising
10:00-10:30 - Unpack/Restroom	8:00-9:00 - Breakfast	7:45am - Flag Raising
10:30-11:00 - Welcome to Camp Celebration!	9:00-10:00am - Class 7	8:00-9:00 - Breakfast
11:00-12:00pm - Camper & Adult Orientation	10:00-11:00am - Class 8	9:00-10:00 - Class 13
12:00-1:00 - Lunch	11:00-12:00pm - Gift Shop Open/ Structured Free Play	10:00-11:00 - Jeopardy!
1:00-2:00 - Class 1	12:00-1:00 - Lunch	11:00-11:45 - Lunch
2:00-3:00 - Class 2	1:00-2:00 - Siesta	11:45-12:00pm - Load buses
3:00-3:30 - Snack	2:00-3:00 - Class 9	12:00pm - Departure
3:30-4:30 - Class 3	3:00-4:00 - Class 10	
4:30-5:30 - Class 4	4:00-4:30 - Snack	
5:30-5:45 - Structured Free Play	4:30-5:30 - Class 11	
5:45-6:00 - Flag Lowering	5:30-5:45 - Structured Free Play	
6:00-7:00 - Dinner	5:45-6:00 - Flag Lowering	
7:00-7:30 - Prep for Night Classes / Set Cabin Rules	6:00-7:00 - Dinner	
7:30-8:30 - Class 5	7:00-7:30 - Prep for Night Classes	
8:30-9:30 - Class 6	7:30-8:30 - Class 12	
9:30 - Showers / Prep for bed	8:30-9:00 - Pack & Camp Love	
10:00 - Lights Out	9:00 - Showers / Prep for bed	
	9:30 - Lights Out	
		<p><b><u>PLEASE NOTE:</u></b></p> <p>1. <i>This is a tentative schedule and may be subject to change.</i></p> <p>2. <i>Field trips run on a Monday-Wednesday or a Wednesday-Friday session.</i></p>

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# 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.