

**ELIOT INSTITUTE
SOCIAL HOUR HOST
(Revised 2024)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: An adult over 21 with access to an automobile.

- Someone who is good at organizing volunteers.
- Someone who is able to strategize which/how many refreshments to put out so there will be enough each day of camp.
- Someone who is able to create a fun and festive atmosphere while also reminding campers of limits like where alcohol can and cannot be consumed.

GENERAL RESPONSIBILITIES: Coordinate hospitality for campers during Social Hour, including minors and those preferring non-alcoholic beverages. This is a time of fellowship and conversation in a non-directed activity. Campers bring their own alcoholic and non-alcoholic beverages and snacks to share. Children play nearby and sometimes enjoy a concurrent activity with a volunteer(s).

The Social Hour Host is responsible for arranging the preparation, serving, and cleanup of food and beverages with the support of volunteer helpers.

NOTE: The location of Social Hour is determined by the Dean(s).

TIMELINE

BEFORE CAMP

- _____ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- _____ Working with the Dean, set budget to purchase desired and/or necessary supplies.
- _____ Ask the Volunteer Coordinator to solicit volunteer help for Social Hour.
- _____ Send content about social hour to Deans for pre-camp newsletter (one month before camp) and to the newsletter editor for arrival day issue. See below.
- _____ Purchase some drinks, and a few snacks for the children for the first day.
- _____ Keep receipts for account of expenditures or for returns.
- _____ Check "items needed" list below and the inventory list for what is currently in the Social Hour storage bins - can be requested from the Storage Closet Manager or your Deans. Bring items from home if needed.

ARRIVAL DAY

- _____ Attend camp staff meeting. Future attendance at staff meetings may not be required. Ask the Dean's preference or attend if you have an issue that needs attention.

DURING CAMP

- _____ Shop for supplies, as necessary, during camp.
- _____ With assistant(s), begin to set up tables in designated area at least 20-30 minutes in advance.
- _____ Monitor alcoholic beverages provided to make sure they are limited to beer and wine or equivalents (coolers, spritzers, ciders). Have one volunteer monitor the table with alcohol to make sure only adults are gathering there. Monitor snacks and beverages and ask volunteers to set out more as needed, or if too many options are out, set some aside for the next day.
- _____ Five minutes before end of social hour (usually 5:40 p.m.) make an announcement that social hour will be ending.
- _____ At the end of each social hour (usually 5:45 pm), organize clean-up by volunteers. Put left over snacks in kitchenette cupboards or refrigerator. Clean lounge and patio. If necessary, vacuum lounge.
- _____ Promote bins provided by host camp for recycling empty containers. Provide an additional box if more capacity is needed. Let Seabeck know if bins need to be emptied.

LAST DAY

- _____ Return unopened products with receipts for refund.
- _____ Take leftover snacks to final camp event (dance, party, etc.)
- _____ Submit an account of expenditures with receipts to Dean for signature so that the Registrar can issue reimbursement. Please note: Eliot DOES NOT reimburse for alcoholic beverages.

AFTER CAMP

- _____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

HOW TO'S

WORKING WITH THE VOLUNTEER COORDINATOR:

- _____ Ask the VC to request help for Social Hour, including volunteers to entertain the children during Social Hour (reading a story, music or other appropriate activity).
- _____ Ask the VC if other events will occur during social hour time (i.e. Art Show, Tea Dance). Discuss arrangements for Social Hour on the afternoon these events are scheduled.

PRE-CAMP NEWSLETTER:

- _____ Suggest that campers bring reusable glasses to reduce the need for paper or plastic cups.
- _____ NOTE: Social Hours usually begin the day after arrival and continue through the last full day.
- _____ Inform campers they are to bring beverages and snacks to share for Social Hour. Take special care to encourage campers to bring non-alcoholic drinks as well as alcoholic beverages.

ARRIVAL DAY NEWSLETTER

- _____ Ask for volunteers to help with: setting up, keeping tables tidy and cleaning up.
- _____ I Remind campers all snacks and drinks for adults are donated by campers. (Eliot will provide a few snacks and drinks for the children.)

HELPFUL HINTS

Currently, the Social Hour is held at Juniper or Lower Pines, except special events, ie. Tea Dance/Art Show. July and August camps may take alcoholic beverages onto the patio adjacent to Lower Pines. For Creative Arts, alcoholic beverages must be consumed inside Juniper or Lower Pines, because we are sharing Seabeck with other organizations/camps. It's helpful to place signs up reminding Creative Arts campers of the "keep it inside" rule.

You might like to arrange with a few people to bring their contributions (drinks and snacks) to the first Social Hour. This helps establish the "bring your contribution" idea.

When setting up tables, have one for alcoholic beverages, one for snack food and another for non-alcoholic beverages and/or children's snacks.

Ordering ice water or other beverage dispensers from Seabeck might be an option during hot spells. Check with Dean in advance regarding costs. Ice can be purchased at Pines or outside the Dining Hall.

Providing some decorations makes the area festive and welcoming.

Provide a few cups at first. (Note: although we could get washable cups from Seabeck, this option is too expensive.)

Optional: You may choose to allow campers to drop off beverages needing to be chilled from 2:00 - 2:15 (or whatever time works for you). You can purchase ice and have coolers ready.

AFTER SOCIAL HOUR CLEAN-UP

At the end of each Social Hour (usually 5:45 pm), organize clean-up by volunteers.

Ask for a volunteer to do the dishes. This is critical to start right away as it often takes the longest to complete.

Put left over snacks in the Juniper or Lower Pines kitchenette cupboards or refrigerator. There are chip clips in the Social Hour bin to secure opened snack bags.

Left over alcoholic beverages should be stored in the locked closet in Juniper if Social Hour is at Juniper. If Social Hour is at Pines with the Youth in Upper or Lower Pines, campers should be reminded each evening to take any leftover alcoholic beverages at the end of each Social Hour back to their rooms.

For Friday's newsletter, submit an article thanking volunteers who helped with Social Hour.

ITEMS NEEDED

Check the inventory list for supplies that are currently in the Social Hour storage bins. The list can be requested from the Storage Closet Manager or your Deans.

Necessary Items (check that they are in storage bin -purchase if necessary)

- Corkscrew and bottle opener
- Bowls, trays, scoops and tongs for serving; Index cards and pen for signs
- chip clips for bags
- Laminated signs to indicate where snacks and drinks go.

Nice to have, most likely in inventory

- 3 reusable tablecloths, baggies and plastic wrap, blue painter's tape for hanging signs
- Napkins, paper plates, plastic or bamboo utensils
- Painter's tape for securing signs
- Table cloth clips

Nice to have, would need to bring (or ask someone else to bring)

- 2 ice chests
- Noisemakers for getting people's attention

HELPFUL HINTS from Chuck Wootten

If Social Hour is being hosted at Lower Pines, it's important to reserve a shelf in the refrigerator on the first day before other campers begin storing their items there.

In the bin you should find a small "Social Hour Drinks" sign for the fridge door and a "Social Hour" sign for inside the fridge.



Consider reserving two kitchen pantry cabinets for the storage of Social Hour snacks. In the bin you should find two signs that read "Social Hour Snacks". Use them to reserve two pantry cabinets. The ones to the left of the stove are ideal.



Setup bowls, serving spoons, and tongs out for snacks. Place a variety of snacks out, with extra empty bowls for campers to contribute when they arrive.

Tip: Later in the week, as snacks begin to accumulate, try to use up opened bags of snacks, before opening new bags of snacks.



Position the recycling bin adjacent to the Adult Beverages ice bin to encourage people to recycle their empty containers. Let Seabeck staff know if bins need to be emptied.

Lower Pines Recommended Setup:

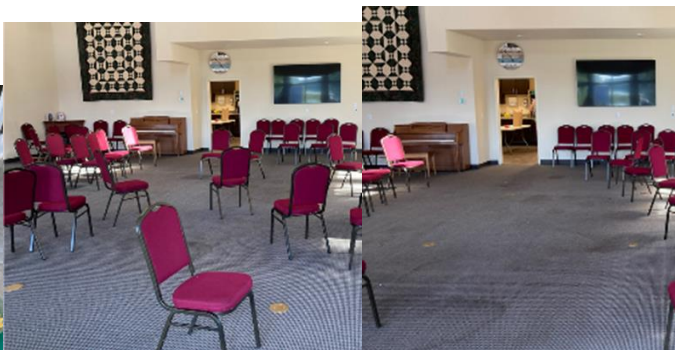
If Social Hour is at Lower Pines, consider the following setup.

Setup a dedicated beverage table to one side of Lower Pines (e.g. on Meeting House side). The door into Lower Pines needs to be propped.

Set up a snack table (or two) to the other side of Lower Pines. Try to position the tables in such a way that there is 360° access to the snack table, with good egress to and from the Lower Pines meeting room and exterior pathways.



Given the abundance of space at Lower Pines, you can double up two snack tables.



If you have time during setup, clear away any chairs in the Lower Pines meeting room which are in the way of a direct path to the kitchen. This will be especially helpful when you're trying to clean up at the end of the event. See above.

TEA DANCE

If your Eliot hosts a Tea Dance on Thursday, this will require extra preparation, as the Social Hour is 2 hours long and located at Colman.

If the Tea Dance starts at 4, start getting ready at 3:30.

Arrange with the Golf Cart Coordinator to get a ride from Juniper / Lower Pines to Colman at 3:15pm. Pack up and bring the Social Hour bins, bags of ice, and any snacks or beverages accumulated throughout the week.

Plan to get an extra bag of ice for this longer event. Confirm water will be dropped off by Seabeck staff at 3:45.

The band often sets up on the west side of Colman (Bouncy Bridge side). If this is the case, consider setting up on the east side of Colman (Salal side).



Either that night or before Friday's Social Hour, arrange with the Golf Cart Coordinator to get a ride to bring everything back to Juniper / Lower Pines.