

ELIOT INSTITUTE

DEAN TIMELINE

(Revised 2024)

TABLE OF CONTENTS

At Camp Year Before	Page 1
Nine to Twelve Months Before Camp	Page 1
Six - Seven Months Before Camp	Page 3
Five Months Before Camp	Page 3
Four Months Before Camp	Page 4
Three Months Before Camp	Page 5
Two Months Before Camp	Page 6
One Month Before Camp	Page 7
At Least Two Weeks Before Camp	Page 8
During the Week Before Camp	Page 8
Arrival Day at Camp	Page 9
At Camp	Page 10
Last Two Days of Camp	Page 10
Last Day of Camp	Page 10
After Camp	Page 10
Ideas, Hints, and Tips	Page 11

Tip: a google sheets version of this timeline is available (so you can edit it, make notes to share with co-dean, and check items off as they're completed.) To obtain it, ask Janelle Durham: janelled@live.com.

ONE YEAR BEFORE (At previous camp)

- _____ Learn name of speaker for your camp and topic of their presentation.
- _____ Use this opportunity to begin conversations with potential candidates for your key staff positions, but wait to confirm any position until you've communicated with the Registrar regarding camper suitability for the role.
- _____ Register for camp. Request the specific housing that you wish to have as Dean.

NINE TO TWELVE MONTHS BEFORE

GETTING ORIENTED

- _____ Read through all the material related to being a Dean, including your job description and related information here: <https://www.eliotinstitute.org/camp-jobs>
- _____ The Registrar will send a link to the "Dean Starter Kit" which includes newsletters, rosters, and budgets from previous camps, and, when they are available, your budget for

this year, and lists of people currently registered for camp. The Registrar will also give you access to the Camp Staff Job Application forms, so you can read through all applications of those wanting to serve on staff.

- _____ The Executive Secretary will send you, via e-mail, the Dean and Staff reports and camper evaluations for the most recent camp to review as soon as they are ready. If you would like reports from previous years, contact the Executive Secretary.
- _____ Theme: You may choose a theme that is complementary to the speaker's theme. The theme can be integrated into the flavor of the camp via things such as opening night orientation, newsletter name, special events or art projects. Encourage your staff to incorporate the theme into their roles.

THEME SPEAKER [May not apply for Creative Arts]

- _____ Contact the Theme Speaker(s). Get their contact info from the Registrar. A copy of the Speaker's Contract can be found in your Dean Starter Kit.
- _____ See document "Dean - Theme Speaker" at <https://www.eliotinstitute.org/camp-jobs> for suggested guidelines in communicating with the Speaker.
- _____ Let the Registrar know as soon as possible what books the Speaker would like to have available for campers to purchase.

SELECT CAMP STAFF

- _____ Review list of staff that is required and recommended.[See "[Camp Staff Lists](#)" in Dean Manual.] Review job descriptions at <https://www.eliotinstitute.org/camp-jobs>.
- _____ For complete guide to selecting staff see "[Dean Staffing Guidelines](#)".
- _____ Start contacting and inviting prospective staff.
- _____ Notify Registrar when staff members are chosen and what their compensation will be. The Registrar will e-mail links to staff to complete their staff contract and Code of Ethics.

WORKING WITH REGISTRAR

- _____ The Registrar will send you a list of registered campers as soon as it becomes available, for Summer camps - mid-September, Winter camp - mid-March. After that you will receive updates when the numbers change significantly, or upon request.
- _____ It is your responsibility to give the Children's Program Director, Youth Advisor, and Young Adult Coordinator the numbers enrolled in their programs as soon as you receive them so they can plan staffing. As you receive updates, communicate these immediately.

FINANCES AND BUDGET

- _____ By the end of January, you should have received your final budget which includes staff "camp credits" and supply budgets. (Winter budget is approved in April.) If you do not receive this, notify the Registrar.

_____ Review the budget so you understand staff compensation, and are aware of funds available for supplies, refreshments, etc. Ask for clarification as needed from Registrar.

_____ It is your responsibility to ensure that all conference expenditures are within budget. Inform staff to keep track of expenses and receipts so they can be reimbursed after camp. Let them know that all reimbursements need to go through you.

WORKING WITH THE BOARD REPRESENTATIVE

_____ Remember your Board Representative is available to assist you. Connect with them now, and keep in contact with them on a regular basis. You will later work with them on: planning the orientation meeting for the first night, scheduling the Leadership Development meeting, and collaborating with you if fundraising will be done at camp. If a Right Relations issue arises, you will work together per policy.

SIX TO SEVEN MONTHS BEFORE CAMP

_____ Continue to fill staff positions. If you need assistance, ask your Board Representative.

_____ Encourage Children's Program Director and Youth Advisor to recruit their lead staff.

_____ Staff positions for July and August should be filled by January 31. Once registration for any camp is full, any unfilled staff positions must be filled from the list of registered campers.

_____ Working with your Volunteer Coordinator, start preparing a draft camp schedule. (Reviewing past year's schedules is a good place to start. Look in the newsletters in the Dean's Kit.) Key things to consider: social hour location, timing for small group facilitator's meeting (e.g. 1 - 2 pm), staff meeting (e.g. 1:15 - 1:45), schedule for evening worship, all-camp activities for each evening, traditional and special events (like an art show, coffee house or ice cream social.) Consider needs for staffing, volunteers, space, supplies and other logistics. There are job descriptions for several special events on the website. Note that worship times and the Eliot/Seabeck meeting are protected times and no other activities can be scheduled during the times either of those are slated to occur.

FIVE MONTHS BEFORE CAMP

REGISTRAR

_____ The Registrar will send the camper participation form. Request that relevant staff members read it and 1) identify any additional volunteer needs that should be added to the form, and 2) send these requests to the Volunteer Coordinator. Revisions need to be sent to the Registrar four months prior to camp to be mailed with final invoices.

- _____ Check with Registrar to verify that all staff members have registered for camp and to determine which staff members have not yet submitted their signed Contract, Code of Ethics, and Background Check forms.

STAFFING

- _____ Send an initial email to all staff, describing the theme, any special activities / key events on the schedule, and links to a staff roster with contact info for all.. Encourage them to contact you and the Volunteer Coordinator to add things to the schedule.

SCHEDULING

- _____ With your Volunteer Coordinator, review your camp schedule and revise if necessary. (See above)

FOUR MONTHS BEFORE CAMP

REGISTRAR

- _____ Request a copy of the current inventory
- _____ Check whether all Children and Youth Staff have returned required forms (Contract, Code of Ethics, Background Checks) If not, notify Children's Program Director and Youth Advisor.
- _____ Keep Registrar informed of any staff positions yet to be filled.

STAFF CONTACTS

- _____ Contact all staff
 - Remind them to review their job description and begin planning for Eliot if they have not done so already.
 - Provide a draft schedule to all staff with any changes that you are proposing or implementing. Ask staff to review for potential conflicts, omissions and deletions.
 - Send inventory list and encourage them to review it. All items can be used by any staff members. For example, just because an item might be in the worship box, doesn't mean that the Music Coordinator or youth advisor couldn't use it.
 - If they have any budget requests, they should let you know as soon as possible, and retain receipts for reimbursement.
 - Check camp reports from previous years for key suggestions to share with specific staff members.
- _____ Ensure that the Volunteer Coordinator has sent the revised Camp Participation Form copy to the Registrar. (It will be emailed with final invoices.) The Volunteer Coordinator will be given access to view the online form.
- _____ Review and update schedule. Ask Chaplain their preference for office space and hours. The Dean has the leeway in deciding whether to have sales of used books at camp.

THREE MONTHS BEFORE CAMP

PRE-CAMP NEWSLETTER

One month before camp the Registrar sends a "pre-camp newsletter" to campers with standard information of what to bring, how to get to camp, etc. Space is available for special information regarding your camp. You need to submit material to the Registrar at least 6 weeks before camp.

- _____ Ask the following staff members to write a short paragraph for the pre-Camp newsletter.
 - _____ Dean (required)
 - _____ Board Representative (required)
 - _____ Information for Newcomers (required)
 - _____ Speaker [or Workshop Presenters for CAE]
 - _____ Volunteer Coordinator
 - _____ Youth Advisor
 - _____ Children's Program Director
- _____ Ask all staff members if there are any other announcements that they want to include, especially if there are any items that campers should bring to camp for an activity.
- _____ Collect the articles and edit for length and/or content.
- _____ If there will be an Art Show, newsletter should say items can't be sold on Seabeck grounds.

STAFF CONTACTS

- _____ Contact all staff. Provide them with a current camp schedule. Remind them of the things you reminded them of last month, and ask for items for the newsletter. (See above.)
- _____ Ask Volunteer Coordinator to share the responses from the camp participation survey with all relevant staff. Have them remind those staff members (especially Small Groups Coordinator) that volunteers are easier to recruit if they are asked at least 4 months ahead of time!
- _____ Have Children's Program Director and Youth Advisor provide you with an outline of their program for review.

SPEAKER CONTACT

- _____ Provide Speaker with schedule. Discuss dates and times that Speaker is requested to participate. Obtain Speaker consent for any activities that are not a part of their contract.
- _____ Talk to Speaker to finalize an outline for the daily themes that may be posted in the newsletter. Provide these themes to Ingathering Coordinator, Evening Worship Coordinator, Children's Program Director and Youth Advisor.
- _____ Obtain permission to record the speaker if requested by Board or Children/Youth program. Program recordings would be online. Only camp attendees will be given access to the files and they should not be distributed beyond the camp population.

SCHEDULING

- _____ Review schedule with Volunteer Coordinator, and provide it to the Newsletter Editor so they can begin preparing newsletters.
- _____ If you want schedule information included in the roster booklet, let the Registrar know.
- _____ Planning your events. The Dean is in charge of planning, with the Board Rep and staff, the Opening Night Meeting and the final day's ingathering / worship service. Start preparing them now and communicating with people who will participate.

TWO MONTHS BEFORE CAMP

REGISTRAR CONTACT

- _____ Six weeks before camp, request that hard copy mailing labels or email addresses for all Children/MAGS and Youth be sent to the Children's Program Director, Youth Advisor.
- _____ PRE-CAMP NEWSLETTER: Submit copy to Registrar five weeks before camp.

STAFF CONTACT

- _____ Ask appropriate staff members to check inventory list and obtain supplies as needed. The Dean and/or Volunteer Coordinator can purchase supplies for afternoon and evening programs and special festivities. Remind staff to keep track of expenses and receipts.

PRE-CAMP STAFF MEETING

- _____ Have an online meeting for all staff. Send notes to those unable to attend.
- _____ Invite all staff to submit items to Newsletter Editor for the first at-camp newsletter which will be printed before camp and handed out at registration or on the first evening. Set a deadline time for submissions with the Newsletter Editor taking into account time needed for you to review the newsletter before it is printed. (You should include information about the orientation meeting, and that all campers are expected to attend.)
- _____ Schedule a meeting with staff at camp on Arrival Day. This is usually 3, 3:30 or 4 p.m. for summer camps (4 p.m. for Creative Arts Eliot). Prepare an agenda and photocopy.

CHILDREN AND YOUTH PROGRAM

- _____ Have Children's Program Director and Youth Advisor prepare letters of welcome to children/youth in their program and their parents. Names and address labels (if wanted) will be provided by the Registrar. These letters should give an overview of the program planned and note if donations of money or snacks are wanted for sleepover or other occasions and include any special items children/youth need to bring with them to camp. These should be mailed at least one month prior to camp.

NEWSLETTER EDITOR

- _____ Give final schedule to Newsletter Editor so they can input it into program prior to camp

PLANNING

- _____ **FIRST-NIGHT ORIENTATION:** Working with the Board Representative plan the agenda for the all-camp first-night orientation. It is suggested the BR convene the meeting and introduce the Registrar (who will say a few words) and then introduce the Dean(s) who will preside. Things to be covered in this meeting are:
- Introduction of staff and the Theme Speaker. (If the Speaker is to have a role in this meeting please be sure to set a time limit.)
 - Determine with the Board Rep which rules and regulations are to be highlighted, including clarification of any new Board policy(ies). Camp rules can be found on the website at www.eliotinstitute.org — Survival Guide — > Camp Rules
 - Other possible items to discuss: Community creation; inclusiveness, alcohol presence around kids and anywhere besides the designated social hours are and inside rooms.
 - You may want to plan songs with Music Coordinator, and any fun stuff (hats, costumes, skit?) in staff introduction.

ONE MONTH BEFORE CAMP

REGISTRAR

- _____ Prior to camp, the Registrar is the primary liaison with Seabeck. Check with Volunteer Coordinator on facility needs, and work with the Registrar to ensure that we have communicated:
- _____ camp schedule of sessions and break times
 - _____ meeting set-up requirements; _____ audiovisual requirements
 - _____ food service requests for refreshments (e.g. brownies for Seabeck/Eliot meeting)

STAFF

- _____ Ensure that Children's Program Director and Youth Advisor have sent letters of welcome to children/youth in their program and their parents.
- _____ Establish a schedule and agenda for all staff for Saturday, the first day of camp. This may include meetings for
- _____ All staff meeting
 - _____ Small group facilitators meeting
 - _____ Children and youth programs
 - _____ Newcomers
 - _____ Young Adults
- _____ Send out Saturday First Day of Camp Schedule to staff, Registrar, Board Representative, and Seabeck Staff, clarifying whose attendance is requested at which meeting.

GIFT FOR SPEAKER(S)

- _____ Traditionally, the Dean(s) present the theme speaker(s) with a gift. You might wish to discuss selection guidelines with your Board Representative.

AT LEAST TWO WEEKS BEFORE CAMP

- _____ Give camp staff a reminder and deadline for newsletter submissions.
- _____ Remind any camp staff who will be crossing the US/Canada border that they should be clear with border personnel that they are going to camp, not volunteering.
- _____ Provide Newsletter Editor with any schedule changes, especially for the first 24 hours.
- _____ **CAMP ROSTER:** The Camp Roster is prepared by the Registrar. Ask to see a draft and check the list of camp staff.

DURING THE WEEK BEFORE CAMP

- _____ Contact the Registrar for any changes in the camp roster.
- _____ Forward these changes to the camp roster to the Small Group Coordinator, Volunteer Coordinator, Newcomer Coordinator, Children's Program Director, and Youth Advisor as appropriate.
- _____ Verify list of new campers with Registrar.

ARRIVAL DAY AT CAMP

PRIOR TO STAFF MEETING

- _____ Ensure that Storage Closet Manager has opened the supply closet before the staff arrive at camp for the staff meeting. This will enable staff and First Aid Coordinator to have everything in place in a timely manner. (Check-in time begins at 2:30 p.m. for all camps except Creative Arts.)

STAFF MEETING

- _____ Meet with the camp staff at 3, 3:30 or 4 PM . All camp staff, Board Representative, Chaplain, President (if attending) and Registrar are to be invited to attend this meeting. A representative from the Facility may also be invited.
- _____ Remind staff of the time for regular staff meetings each day of camp [as a rule this has been 1 p.m. for Summer camps]. All camp staff should be invited to attend these meetings. As a rule, the Board Representative and Registrar attend all staff meetings.
- _____ Offer reimbursement forms for all staff members. (Available in Eliot office)
- _____ Remind Children and Youth staff that fund-raising for their program events and their plans for collecting donations must be approved by you.

REMIND STAFF OF THESE RULES

- Whenever paramedics are called to attend to a camper, the Board Rep, Dean(s), First Aid Coordinator, and Executive Director of Facility should be notified immediately.
- Eliot Institute honors copyright laws and asks copies of copyright materials not be used at camp.

AFTER THE MEETING

- _____ Ensure the First Aid Coordinator has acquired First Aid Volunteers, has placed first aid kits in appropriate locations, and trained volunteers in the use of communication technology.
- _____ Names and housing locations of First Aid Volunteers should be posted at the First Aid Box.
- _____ Ensure that a calendar of events and special bulletins are prominently displayed, including the "week at a glance" and daily schedule posters.
- _____ Signing Seabeck Waterfront Agreement. With all your Waterfront staff you are to be present when the Board Rep signs the Waterfront agreement with Seabeck.

CAMP ORIENTATION MEETING

- _____ Convene and chair a welcoming and joyful orientation meeting for all campers on the first evening. Outline goals and conference rules for the camp in a concise and positive manner.
- _____ Other possible items to discuss: Community creation; inclusiveness, alcohol presence around kids and anywhere besides the designated social hours and inside rooms.
- _____ Let campers know that Eliot Bylaws and other information are available in the Registrar's notebook on display in the office.

OTHER MEETINGS TO CONSIDER ATTENDING

- _____ Newcomer Orientation
- _____ Youth/Parent Orientation

AT CAMP

- _____ Serve as liaison between the Eliot Institute and the Conference Center. Check in with Conference Center staff on regular basis.
- _____ Maintain a high visibility and accessibility to campers and staff alike.
- _____ Be in daily contact with the Eliot Board Representative at camp.
- _____ Problem-solve issues that come up. Board Representative may need to be involved.
- _____ Meet with the camp staff daily to discuss schedule, concerns, etc.

- _____ Work with the Volunteer Coordinator as needed in scheduling events, locations, etc. Remember that worship times and the Eliot/Seabeck meeting are protected times and no other activities can be scheduled during the times either of those are slated to occur.
- _____ Review newsletter before it is printed, if desired.
- _____ Serve as mediator in cases of dispute, consulting with the Eliot Board Representative for clarification and support. Make campers aware of Right Relations policy as appropriate.
- _____ With staff, plan the final morning ingathering/worship service. Keep in mind, this service brings together the entire community to say our good- byes.

LAST TWO DAYS OF CAMP

- _____ Ensure gratuity collection is taken for Seabeck employees, including servers, kitchen staff, housekeeping staff, and grounds crew. This is usually done during last three meals. Give suggestions about appropriate amounts (while being understanding that not everyone has the means to tip), such as “think of how many meals they’ve served to you, and the cleaning in the buildings, and the maintenance of the grounds and share your appreciation generously.”
- _____ Ensure Board Representative reminds campers by announcement and newsletter to complete the electronic camp evaluation which will be sent to them by e-mail. Those needing a non-electronic evaluation form should request one from the Registrar.
- _____ Remind staff they will be asked to send a staff report using the template they will receive via email from the Dean. Any negative critiques should not include individual names, but job titles may be used. These reports should be sent to the Dean electronically within two weeks of the end of camp.
- _____ Publicly thank host camp staff and management at breakfast or lunch.

LAST DAY

- _____ With staff, conduct the last ingathering/worship service.
- _____ Collect Reimbursement request forms and receipts from all staff. (Forms are in the Eliot office, or in your Dean’s Kit online.) Sign and give/mail to Registrar.
- _____ Under the direction of the Keeper of the Closet, ensure that Children’s Program Director, Youth Advisor, Volunteer Coordinator, First Aid Coordinator, Worship Coordinator, Music Coordinator and others involved, complete an ending inventory before appropriately storing all supplies. The Keeper of the Closet will provide the Registrar with the inventory forms and a "shopping list" within one week of the close of camp.
- _____ As a courtesy, upon departure, check out with the facility management. Thank them.

AFTER CAMP

- _____ Staff Reports: As soon as possible, email the template for reports to your staff. Remind them to submit their report to you within two weeks. The template can be found in your "Dean Manual."
- _____ Dean's Report: Use the same template for your report which is due within one month of your camp.
- _____ Approve all expense vouchers, and submit to the Registrar within two weeks of camp.
- _____ Thank your staff.
- _____ Compile all staff and dean reports as you receive them into one document, then email to the Executive Secretary at secretary@eliotinstitute.org. The Executive Secretary is responsible for coordinating the board representative review, then sending the final report to the Board and future Deans. Instructions can be found in your "Dean Manual" in the Camp Report Process document.

IDEAS, HINTS AND TIPS

ONLINE PLATFORMS

There are many ways technology can make collaboration easier, such as using Google Sheets with the registrar to track staff selection and registration. Google docs or TeamUp can be helpful for schedule planning and tracking. SignUp Genius can be used for some volunteer roles. Having a Google Drive where your staff can access the schedule, staff roster and other helpful documents, and upload items they need to share with other staff (such as ingathering slide shows) is also useful.

FIRST NIGHT ORIENTATION MEETING

It is helpful to have selfie photos of all staff members (submitted by staff) to allow campers at the back of the room to have a good view of the staff member's faces. Also, written overviews of camp rules provide visual reinforcement of what you say aloud. (And can be mixed with photos from camp or entertaining images to keep interest engaged.)