



Dear Prospective Leader;

We are excited to hear you are interested in becoming a Club Leader and would like to welcome you to the Southeast Michigan Council family! Inside this packet is valuable information on becoming a Camp Fire USA leader. Included in this packet is:

- ☺ Club Leader job description
- ☺ Description of Clubs
- ☺ Club Leader Benefits
- ☺ Volunteer Information Form*
- ☺ Agreement & Code of Conduct Form*
- ☺ Criminal Release Form*
- ☺ Adult Registration Form*

Next Step – After you have completed the forms* with an asterisk, forward the forms and a \$24 registration fee to Club Recruiter, 16250 Northland Drive #301, Southfield MI 48075. Once we receive your forms, we will contact you to set up a date for orientation training, you should hear from us within two weeks.

Again, welcome to the Camp Fire USA family! If you have any questions please contact me at 248 559-5840 or email jodit@wathana.org.

Sincerely,

Jodi Truel
Program Administrator
Camp Fire USA Southeast Michigan Council

www.campfiresem.org

Southeast Michigan Council
16250 Northland Drive #301
Southfield MI 48075
248 559-5840
248 559-4307 Fax
Campfireusa@wathana.org

Tawanka District
25 S Monroe Street #303
Monroe MI 48162
734 240-2840
734 240-2841 Fax
Monroe@wathana.org

Camp Wathana
9750 Milford Road
Holly MI 48442
248 634-4201
248 634-7560 Fax
Camp@wathana.org



Southeast Michigan Council

Volunteer Job Description

Position Title:

Club Leader

Supervisor:

Reports to Club/Communication Coordinator

General Description:

Under the supervision of the Club/Communication Coordinator, has the responsibility for the planning and facilitation of the Camp Fire USA Club program using the national program materials where appropriate and according to council policies and procedures. Must represent Camp Fire in their community and uphold the mission and purpose of Camp Fire USA Southeast Michigan Council.

Benefits to Volunteer:

Opportunity to help children succeed, utilize mentoring skills, develop group management skills, exhibit leadership and provide youth with opportunity for personal growth and development.

Qualifications:

Positive experience in working with children in an educational or recreational setting.

Ability to organize and carry out program activities, maintaining required documentation.

Understanding of and appreciation for uniqueness of children.

Core Responsibilities:

- I. Guide youth in the selection of activities that provide opportunities to experience learning by doing and developing life skills using Camp Fire USA programming and incorporating children's needs and interests.
- II. Involve youth in the planning and carrying out of activities and maintain a program experience that is all-inclusive.
- III. Support Councils mission and purpose
- IV. Maintain Club records, including registration forms and fundraising documentation. Support council-wide fundraising events.
- V. Attend appropriate staff training and/or meetings and maintain communication with parents and council in Club activities as needed.

Requirements:

Participate in mandatory orientation.

Minimum 18 years of age or be supervised by adult leader

Maintain Camp Fire membership

Term/Time Commitment:

One-year active service. Average 8 – 16 hours per month.



Interested In Starting A Club?

Southeast Michigan Council

It's easy & your kids will love it! Camp Fire USA Clubs can be held at schools, churches, community centers, or at your own home. All you need to do is the 5 simple steps below to start your very own club today. Name the club whatever you want, meet at times that are convenient to you, and spend quality time with your children. Camp Fire Clubs are multi-age and co-ed, so bring all the kids. Are you too busy to do it alone? You can be a co-leader with another adult and share the duties of club leader. Here's how;

Step # 1. Call The Camp Fire Office

The first step in starting your own Camp Fire Club is contacting a Camp Fire USA representative. This will let Camp Fire know who you are and where you are interested in starting a club. The Camp Fire USA representative will walk you through each step to ensure your understanding of the process and answer any questions you may have.

Step # 2. Find A Location

Now you must choose where you would like to hold your club. Again, Camp Fire Clubs can be held at schools, churches, community centers, or at your own home. You will need to get approval on the use of the facility. For example, if your club will meet at a school, you will need to contact the principal or administration for this. Your Camp Fire representative can help you with the approval process if you are unsure of how to do it.

Step # 3. Recruit Kids

You may already have a group of your children's friends together and ready to go or you just have your own kids and need additional members. Clubs can range from 5 to 75 or more kids, depending on how big you want your club to be. The minimum number to start a club is five. Your Camp Fire representative will prepare a flyer to be distributed at your location stating what Camp Fire is and when the first meeting will be.

Step # 4. Receive A Leader Packet

All club leaders receive a leader packet and training. The packet includes information such as registration forms, description of duties, volunteer info., and criminal background checks. During the club leader training you will receive valuable information on how to plan your meetings and what to do during your meetings. A Camp Fire representative will sit down with you and help guide you where you need to go, answering all questions along the way.

Step # 5. Have Your 1st Club Meeting

This is a time when interested parents and children can come to register and get more information about your club. Your Camp Fire representative may attend this meeting to help.

It's That Simple! Your Camp Fire Club Is Now Up & Running!

**For More Info. or To Start The Process,
Call 248-559-5840 or 734-240-2840**



Frequently Asked Questions About Camp Fire USA

1. What are the some of the benefits from becoming a Camp Fire Leader
 - a. Develop a new understanding of the challenges facing children today
 - b. Opportunity to interact with many different people
 - c. Insight into one's own abilities and beliefs
 - d. New Friends
 - e. New Skills
 - f. Fun

2. Explain how the emblems and stickers work?

Stickers and emblems are the clubs recognition piece. Stickers and emblems are the same for Starflight. The children earn them by participating in and completing a project. Starflight is a bit different because they have both. They can use either the stickers or the emblems or both. The stickers go in the record book and the emblems go on the vests. The stickers go with a project and are stuck in the record book in that corresponding projects box. If you are not using the stickers, you can just check off that box or have the leader initial inside the box to show you completed that project.

3. Do the club members have to use a vest?

Yes we do have the option of using a sash instead of a vest. If a council allows you, you can put the emblems on a zipped sweatshirt or other piece of clothing.

4. Do the club members have to keep a record book?

No, clubs do not have to use a record book. It is up to the leader to decide if they use the record books or not. It is a good idea because of the feelings, journaling, and drawing portions.

Some clubs have the kids keep a journal instead of using the record book and they require the children to do more writing in the journal.

5. Explain the recognition and council wide ceremony piece?

We ask that everyone participate in the council wide ceremony. However, how the awards, stickers, and emblems are given out is up to the leader. A leader does not have to wait until the end of the year to give stickers/emblems. They can give them out as they complete them, give them out a couple times a year, or wait until the end of the school year at the council wide ceremony. Most clubs do a periodic ceremony among their own club members and invite parents to give out sticker/emblems. Many like to get their emblems before the big council wide ceremony so that they can wear them at that ceremony.

6. How do the children move up to the next age level? Do they have to finish a book to move up?

No, they do not have to finish a book to move up. The books are designed for an after-school program, so there are a lot more projects in a book than a once-a-week club could ever finish. The children simply move to the next book when they move up to that grade level. If you are working with a multi-age club, they may not move up until the age majority of the club moves up. They do not have to move up if they do not want to. If there is projects in a book that a club really wants to do and did not have time to finish the last year, they can continue in that book until they are ready to move up. The biggest change in curriculum is from Starflight to Adventure.

7. How do the emblems work for Horizon 9-12 level?

This is similar to Teens-in-Action, it is directed by the students. There is not a record book for this level. The students can keep track on their own, in a book or however they want. They can use a vest, gown, banner, or tunic to place emblems on. It is up to the student how they want to use the emblems. Each member in the club may be using them differently or not using them at all. The project book is only to be used as a guide. The leader should encourage the members to come up with their own projects to fit with their interests and within the trails. The special interest section, Torch Bearer, should be done individually. If two or more students have the same interests they can do a project together. Horizon is, again, similar to Teens-in-Action in that there may be one group project going on at the same time as many individual projects.

8. Explain the feathers that we keep hearing about?

Feathers were made up by some council some time ago to give recognition for environmental projects not listed in the project book. For example, if groups do environmental pieces at their camp that they have made up, they can earn different color feathers for those. Councils make up color chart and projects.

There is a project in the Starflight book called "Wise Old Willy," where the children draw and color the feathers then paste them on the owl picture. "Wise Old Willy" does show up again in other project books and there is a "Wise Old Willy" emblem.



Camp Fire Clubs

Little Star (Pre-School): Children will participate in projects focusing on becoming independent, being polite, safety skills, healthy living, community service, family, and arts. Children learn to make new friends while having fun. All projects are designed to fit the abilities and interests of this age level. Recognition in the form of stickers is given after a project or activity is completed, which helps build self-esteem and confidence.

Starflight (Grades K-2): Children will participate in projects focusing on nature, the outdoors, safety, science, health, community service, family, art, music, and drama. Children learn to work together while having fun. All projects are designed to fit the abilities and interests of this age level. Recognition in the form of stickers is given after a project or activity is completed, which helps build self-esteem and pride.

Adventure (Grades 3-5): Adventure members learn to work and play together to develop planning and decision making skills, as well as skills related to their individual interests. Recognition in the form of beads and emblems is given after a project or activity is completed, which helps build self-esteem and pride.

Discovery (Grades 6-8): Youth explore their roles as members of families, schools, churches, neighborhoods, teams, and other groups. In Discovery kids discover who they are and plan for their future as well as the present. Many community service projects are done and many individual projects are encouraged.

Horizon (Grades 9-12): Youth are given the opportunity to create and build their own horizons, or their own future. "Highlight" activities are designed to examine ideas, values, morals, and experiences. Four "Reflection" projects provide focus for youth on self, choices, decisions, future goals and planning, and self-reliance skills. Camp Fire's highest award is introduced.

Camp Wathana

Camp Wathana is a 250+ acre camp Holly, MI. It is covered with lush forest, and grassy fields and has two lakes with a sandy beach and a swimming area. With multiple lodges and cabins, there is always somewhere to stay. During the day you could take a hike, go canoeing, swimming, or a variety of other interesting camp activities. At night, there is nothing better than sitting around the fire and relaxing after your fun filled day.

Camp Fire USA Southeast Michigan Council History

Established in 1910, Camp Fire Girls became Camp Fire USA in 1997, today the Southeast Michigan Council serves Oakland, Macomb, Monroe, Washtenaw, Wayne, Livingston, Lenawee and St Clair in Michigan. The Southeast Michigan Council also serves Wood and Lucas Counties in Ohio.

Adult Volunteers Needed!

Camp Fire USA is a volunteer driven organization. We are always in need of a few good men and women. Here are some opportunities for you: Club leader, Assistant Leaders, Camp Events, Serve on a committee



Volunteer Information Sheet

Name: _____ Phone: () _____

PREVIOUS JOB-RELATED EXPERIENCE

Please describe position(s) held and general responsibilities.

A. As a volunteer: _____

B. As a paid employee: _____

CURRENT MEMBERSHIPS HELD –in community, youth or professional organizations

REFERENCES

Please provide three references (other than relatives):

1) NAME _____ PHONE () _____
ADDRESS _____

2) NAME _____ PHONE () _____
ADDRESS _____



AGREEMENT FORM

I agree to provide Club programming for this and future club year(s), and fulfill the following responsibilities as a volunteer Camp Fire USA Club leader to the best of my ability:

I will attend mandatory training prior to the start of my Club while providing a quality program based on standards set forth by the Council through the Pathway to Excellence handbook. I will also maintain proper documentation (submit memberships & transmittals to Council office) and maintain communication with the Camp Fire USA Southeast Michigan Council as necessary to support and improve program services. I also will support council wide club activities where possible to promote Camp Fire programs

Camp Fire USA Southeast Michigan Council, agrees to provide training, materials, support and maintain communication with Club leaders in order to provide a quality Club program.

Code of Conduct

The Camp Fire philosophy of behavior management builds on a child's need to develop a sense of self-worth. To promote this, the program has been carefully planned according to national standards to foster positive behavior in Camp Fire Programs. To accomplish this:

- Children are involved in rule setting and help determine the consequences for misbehavior.
- The meeting site and activities are set up to promote positive interaction among children.
- Leaders encourage children to learn how to solve problems and settle differences among themselves.
- Leaders try to understand the underlying causes of behavior.
- All disciplinary efforts are based on those practices.
- Separate a child from the problem activity or situation if he/she is not behaving.
- Repeated misbehavior will be handled by a telephone conversation or conference with the parent.
- The parent, child and leader agree to a plan that will improve behavior or face the possibility of termination from the program.

I have read this Code of Conduct and Leader Agreement and agree to their terms.

Signed _____ Date _____



Southeast Michigan Council

CRIMINAL FILE RELEASE

I, _____, hereby authorize Camp Fire USA Southeast Michigan Council to perform itself and/or through appropriate agents, a background check in reference to my application for volunteer or paid employment with Camp Fire USA Southeast Michigan Council. This background check may include, but is not limited to, a reference check of previous employers and a search and review of my criminal record, if any.

In the event any information obtained is contrary to representations I have made in my application for volunteer or paid employment, I acknowledge that Camp Fire may terminate my affiliation, whether as a volunteer or paid employee. If not yet a volunteer or paid employee, Camp Fire may disregard my application.

Nothing set forth herein shall modify my understanding that my volunteer or paid employment at Camp Fire is/will be “at will”.

Full Name _____

Maiden Name or Alias _____

Social Security Number _____ Date of Birth _____

Drivers License Number _____ Sex _____

County of Residence _____ Race _____

Applicants Signature _____ Date _____