



Welcome Facilitators!

Thank you for lending your talents and time to make this camp season meaningful and interesting for everyone at Unicamp. We have created this Guidebook to help you get the most out of your time at Unicamp and to help us know how we can support you. To this end, we have included a Facilitator Workshop Form. **Please complete this form** (found on pages 8-10 of this Guidebook) **and return as soon as possible to:** admin@unicampofontario.ca

This is our inaugural edition of the Guidebook so would love your input on what you might still need to know and anything else you would like to tell us. In the future we hope to have a facilitators portal on our web site so you can access who registers for your program and get their contact information to update them. In the meantime, please check-in with Katya (see below) to get registration updates and contact info of those registered in your program (please also see the Promotion section on page 3.)

Contact Information:

Please read through the information in this document and if you have any questions, feel free to contact us:

- Re: program registration, accommodation, meals
Katya Schmied, admin@unicampofontario.ca
- Re: program delivery, Nicole Cormier, Program Director, nicole.d.cormier@gmail.com
- Re: program planning, Cathy Brown, Program Chair, nepalcathy@hotmail.com
- Re: promotion of your program (see details in Promotions section below),
Eli Campbell-Weiner, elicw10@gmail.com
Tony Rapoport, tony@braveform.com
- Re: Brochure/camp schedule, Unicamp website, www.unicampofontario.ca

1. YOUR ACCOMMODATION AT CAMP

To reserve your room, cottage or campsite, contact Katya (see Contact info above) **as soon as possible**, especially if you would like a cottage. If the workshop you are offering is free, your room and board is free. Camp fees do apply to anyone accompanying you, including family members. If you are charging for your workshop, you pay camp fees for accommodation and meals. See page 6 of the Unicamp brochure for fees.

We can accommodate most special diets; vegan, vegetarian, and most allergies but you may have to bring some supplementary food for celiac and some other special diets.

2. PROGRAM SPACE

There are three categories of spaces we have available for your program/workshop at camp: Outdoor – Uncovered, Outdoor – Covered, and Indoor. Here are the kinds of spaces we have in these three categories:

Outdoor Spaces - Uncovered

- Program Centre deck, seats 15+, accessible bathroom, hydro, sinks
- Beside Program Centre is shady and cool seats 60+
- In front of Nellie's or Dave's, can be sunny or shady depending on time of day, seats 10 with picnic tables
- Rosie's Deck, seats 12+, if you rent this cottage then this deck is yours to use for program, shady
- Compass Fire Pit, can hold a fire, can hold 100+ people, very public, wheelchair accessible
- Lower Fire Pit, by beach, cannot hold a campfire, 60+ people, accessible
- Pennytoad Island can hold a fire, very private, 20 +people, not accessible
- Main Common Field, sloped grassy mowed, plain
- Mini Common, smaller area, grassy mowed plain
- Labyrinth, surrounded by trees, paths are sand, not too accessible
- Volleyball, Basketball area, mowed grassy area, flat
- Archery area, secluded, with 10x15 tent, surrounded by new growth woods, not too accessible
- Caves, North and South are cool and mossy, wonderful for small rituals, quiet reflection, challenging walk/climb to get to, not accessible. Certain safety conditions apply – please consult with Admin prior to using.

Outdoor Spaces - Covered

- Covered Tent, 15'1x 40' with sand floor, seats 50+, or dance 40+, or yoga/nia about 15+ (good for dance, yoga music, theatre workshops, etc.), hydro access, near dining hall
- New platform space, located below dorms, hydro access and roof, 20 'x 20', wood floor, seats 40+, dance 40+, yoga/nia 15+ (good for dance, yoga music, theatre workshops, etc.)
- Dining hall deck, 20'x30', 50+ seats (some of it covered, has hydro, water access, benches, tables, chairs)

Indoor Spaces:

- Nellie's cottage seats 15 (has hydro, bathroom, tables chairs.) **This must be booked in advance** or the cottage may have already been booked as accommodation. Many facilitators book this cottage for their accommodation and their participants book rooms within it.
- Program Centre, inside seats 20+ (has hydro, water, tables, chairs, accessible bathroom)
- Dining Hall inside seats 80+ (has hydro, water, tables, benches, bathrooms, tea and coffee)

3. MATERIALS & EQUIPMENT

Unicamp can supply a pad easel, projector for computers, TV, VCR, portable lights, extension cords, tables, chairs, benches, yoga mats, and pillow seats. Please fill out and submit the Facilitator's Workshop Form (pages 8-10 of this document) so we know what you need for your program.

You or the program participants will need to provide any other materials you require.

We do have some areas where Wifi will work but we are in a deep valley surrounded by limestone so it does not work in all areas of camp.

4. PROGRAM PROMOTION

To promote your workshop we will put the information you send us on our website and in our yearly brochure. To provide further promotion, you can write-up a more detailed description and send it, along with any photographs you wish us to use, to our newsletter coordinators (elicw10@gmail.com or tony@braveform.com) and we will endeavor to include it in our newsletter. Please visit us and comment on our Unicamp of Ontario Facebook page or on Twitter at #unicampofontario or on any other social media platform you frequent.

If you check-in with Admin and find that enrolment in your workshop is not yet full, please try other promotion strategies such as sending out invitations to past participants of other workshops you have held or attended, or at places you work or visit. As Unicamp is a Unitarian Universalist Conference Centre you can also send your literature to your local UU Congregation. During camp, you can post announcements in the dining hall, outhouses and other shared buildings, conditional on staff approval.

5. TIMES / SCHEDULE

You can schedule your workshop time as you wish but there are certain scheduled elements of Unicamp that you will want to plan around.

Generally the best times are the blocks before and after meals – you will see them noted as “Program Time” on the schedule below (noted with an *).

During Family Camp weeks in August, there is programming provided by staff for children aged 3-12 from 9:30am to noon, so this is a good time to offer workshops for adults only.

Also during Family Camp in August, there are special Wednesday Candlelit Dinners, plus the regular Saturday night dances, Friday night drumming, talent nights, etc. that people may want to attend.

Typical Unicamp Schedule:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*7:30-8:15	Possible Program Time						
8:30	Breakfast						
*9:30-12:00	Possible Program Time (During Family Camp weeks, separate supervised programming is provided for children.)						
11:00	Sunday Service/Checkout	Checkout Time				Checkout Time	
12:30-1:30	Lunch						
*1:30-5:00	Possible Program Time						
4:00	Check in Time (new arrivals)	Check in Time (new arrivals)				Check in Time (new arrivals)	
5:00-6:00						Camp Circle (Program Centre)	Camp Circle (Lower Firepit)
6:30	Dinner (except Wednesdays during Family Camp)					7:00pm Dinner	6:30pm Dinner
After dinner	7:30pm Ingathering		7:00-9:00 Candlelit dinner (Family Camp)			8:00pm Ingathering	
*7:30-9:30	Campfire/ Evening Program	Possible Program Time				9:00-11:00 Drumming	8:00-11:00 Dance

6. EVALUATION FORM

After your workshop, you will be asked to fill out an evaluation form to give us feedback on how the experience was for you and your participants, how well you felt we supported you and your program, what we could do differently, and to let us know of your suggestions for future workshops.

7. FACILITATOR'S WORKSHOP FORM

Pages 8-10 of this document is the Facilitator's Workshop Form. In order to book the appropriate spaces and equipment for you, and so that we have the correct information about your schedule, please complete this form and return it to Admin as soon as possible.

And please remember to **RESERVE YOUR ACCOMMODATION** as soon as possible, spots fill quickly!

8. SPECIAL CONCERNS AND GUIDELINES

Think about whether you will need extra help setting up your space and what you need from Unicamp to make your workshop a success (eg. having a campfire built, more furniture for the space you choose). As most people rely on meals in the dining hall, it is important that workshops start and end on time.

9. GENERAL CAMP GUIDELINES

Unicamp is a community that can have as many as 200 people on property at once. It is important to become familiar with the guidelines set out by Unicamp to ensure we all are safe, healthy and feeling welcome. We also want to protect the well being of the permanent residents of Unicamp; the wildlife.

The next two pages (pages 6-7 of this document) is our General Camp Guidelines -- please be sure to become familiar with these policies and guidelines.

General Camp Guidelines – Unicamp of Ontario

FEES, DONATIONS, and CAMPERSHIPS. Canadian funds please. We pay 3% for credit card transactions: offsetting donations appreciated. Tax deductible receipts for donations over \$10. Please contact us for information about financial assistance if you find the cost of Unicamp a deterrent. Donations to the Campership fund are always welcome.

RESERVATIONS and REFUNDS. To reserve a campsite, dorm or cottage, to ensure program space and to book meals, full payment must be received 7 days prior to your arrival. Cancellations made within 7 days of booked dates will not be refunded. Cancellations made more than 7 days before a booked date will be refunded, minus a 10% administration fee (max \$35). Reserve using a credit card. Please call if you will be late. Reservations will be held until 8 a.m. of the morning after your arrival date. Special rates apply for families, see page 6 for details.

CHECK IN time for all accommodations is 4 p.m. Please phone if you will be arriving after 9 p.m. so that staff can make special arrangements to be available when you check in. Feel free to arrive earlier to enjoy the grounds.

CHECK OUT time is 11 a.m. to allow accommodations to be serviced between visitors. Feel free to stay later to enjoy the grounds.

PERSONAL NEEDS. Unicamp has indoor and outdoor showers, several outhouses, and washrooms in the dining hall and spiritual centre. You supply your own bedding, pillows and towels. Drinking water is available in all washrooms, at the outdoor sinks, and at several outdoor faucets.

PEACE AND QUIET. Amplified music, generators, and other noisemakers are only permitted at the camp dances or in program. Quiet on all campsites begins at 11pm.

PETS are allowed during designated times only. Please consult our brochure or check with Admin to confirm pet-weeks at Unicamp. You can also request information about nearby boarding kennels.

NUT-FREE. Unicamp's dining hall is peanut, pine nut and pistachio free.

PARKING is limited to 1 car per campsite. All other vehicles are to be parked in the parking lot. Do not drive on the grassy common or near the buildings.

SPECIAL CHILDREN'S CAMP CONDITIONS. Swimwear is required on both beaches during Children's Camp and Junior Youth Camp.

DRESS. Please dress appropriately. Nudity and partial nudity is only allowed on Bob's Beach (except during Children's Camp and Junior Youth Camp when swimwear is required.)

DAY VISITORS are welcome at Unicamp between 10am and 8pm except during the three weeks of Children's Camp in July. Please contact Unicamp's Administrative Manager ahead of time to book your day at camp. Day fees: 16yrs+ - \$10, 5-15yrs - \$5, under 5 - free.

HARASSMENT or abuse of any kind will not be tolerated. If you encounter any situations where you find yourself uncomfortable with someone's words or actions, please address that person directly, and if appropriate, please report it to the Camp Director. Unicamp's sexual harassment policy is strictly enforced.

SMOKING is allowed at your campsite fire pit and at the three communal fire pits and nowhere else. Please be considerate.

ALCOHOL AND ILLEGAL DRUGS. Illegal drug use and underage drinking is not permitted. Discrete alcohol consumption is appreciated.

LOST AND FOUND is located in Admin. Note that we donate unclaimed items frequently. Please leave valuables at home.

ACCOMMODATION. Please keep your site, cabin or cottage tidy, and clean up before you leave.

MEALS in the dining hall are generally at 8:30am, 12:30pm and 6:30pm. Two bells are rung: a 15-minute "Kitchen Prep" warning bell, and one when the meal is ready. On Fridays dinner is at 7pm to accommodate people newly arriving.

FOOD should be stored in animal-proof containers, as animals will break into tents, trailers and open vehicles. Freezer space is available to keep or make ice for your cooler.

GARBAGE. Please take garbage from your site and all your recycling home with you. Our compost pits are on the path to the pump house, near the outhouse at the pond, and near the outhouse at the new forest.

ACTIVITIES:

- Please check out our Spiritual/Program Centre and Dining Hall for games, art supplies and books. Children must be supervised at all times in these areas.
- Consult with Admin for information and guidelines on cave exploring, walkie talkies and maps.
- Camp Circle at 5pm on Fridays outside the Spiritual Centre, and on Saturdays at the Lower Firepit, all are welcome.
- Drumming on Fridays in August from 9-11pm at Compass Fire Pit, all are welcome.
- Saturday Night Dances in the dining hall are from 8-11pm, all are welcome.
- An informal UU service is held at 11am near the Spiritual Centre most Sundays. Let us know if you would like to participate!

FACILITATOR'S WORKSHOP FORM

The more you can tell us, the more we can help make your program a success! **Please complete this form and return as soon as possible to: admin@unicampofontario.ca**

We plan to have this form on-line in the future, but for now you will need to print it, fill it in, and scan and email it back to us. (If you have the higher level Adobe software, you can complete it digitally/email back.)

Facilitator Name _____

Email address _____

Workshop Title _____

Start Date _____ Start Time _____

End Date _____ End Time _____

Accommodation: please book your accommodation with admin@unicampofontario.ca

Our weekly calendar: * denotes most likely times for your workshop:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*7:30-8:15	Possible Program Time						
8:30	Breakfast						
*9:30-12:00	Possible Program Time (During Family Camp weeks, separate supervised programming is provided for children.)						
11:00	Sunday Service/ Checkout	Checkout Time				Checkout Time	
12:30-1:30	Lunch						
*1:30-5:00	Possible Program Time						
4:00	Check in Time (new arrivals)	Check in Time (new arrivals)				Check in Time (new arrivals)	
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6:30	Dinner (except Wednesdays during Family Camp)					7:00pm Dinner	6:30pm Dinner
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*7:30-9:30	Campfire/ Evening Program	Possible Program Time				9:00-11:00 Drumming	8:00-11:00 Dance

Program Schedule:

How many days is your program? _____

Hours: 7:30-8:15 _____ 9:30-12:00 _____

1:30-5:00 _____ 7:30-9:30 _____

Other: _____

Age Groups / Number of Participants:

Intergenerational: _____ Adults only: _____

Children ages 5-12: _____ Seniors only: _____

Teens and Adults: _____ Other: _____

Number of participants: 5-10 _____ 10-20 _____ 20-40 _____ other _____

Workshop Space: Please note which spaces you would like to use for your program.

Outdoor Spaces - Uncovered

- _____ Program Centre deck, seats 15+, accessible bathroom, hydro
- _____ Beside Program Centre is shady and cool seats 60+
- _____ In front of Nellie’s or Dave’s, can be sunny or shady depending on time of day, seats 10 with picnic tables
- _____ Rosie’s Deck, seats 12+, if you rent this cottage then this deck is yours to use for program, shady
- _____ Compass Fire Pit, can hold a fire, can hold 100+ people, very public, wheelchair accessible
- _____ Lower Fire Pit, by beach, cannot hold a campfire, 60+ people, accessible
- _____ Pennytoad Island can hold a fire, very private, 20+ people, not accessible
- _____ Main Common Field, sloped grassy mowed, plain
- _____ Mini Common, smaller area, by dorms, grassy mowed plain
- _____ Labyrinth, surrounded by trees, paths are sand, not too accessible
- _____ Volleyball, Basketball area, mowed grassy area, flat
- _____ Archery area, secluded, with 10x15 tent, surrounded by new growth woods, not too accessible

_____ Caves, North and South are cool and mossy, wonderful for small rituals, quiet reflection, challenging walk/climb to get to, not accessible. Safety conditions apply; consult with Admin.

Outdoor Spaces - Covered

_____ Covered Tent, 15'1x 40' with sand floor, seats 50+, or dance 40+, or yoga/nia about 15+ (good for dance, yoga music, theatre workshops, etc.), hydro access, near dining hall

_____ New platform space, located below dorms, hydro access and roof, 20 x 20', wood floor, seats 40+, dance 40+, yoga/nia 15+ (good for dance, yoga music, theatre workshops, etc.)

_____ Dining hall deck, 20'x30', 50+ seats (some of it covered, has hydro, water access, benches, tables, chairs)

Indoor Spaces:

_____ Nellie's cottage seats 15 (has hydro, bathroom, tables chairs.) **This must be booked in advance.**

_____ Program Centre, inside seats 20+ (has hydro, water, tables, chairs, accessible bathroom)

_____ Dining Hall inside seats 80+ (has hydro, water, tables, benches, bathrooms, tea and coffee)

Equipment

What equipment will you need? (chairs, benches ,tables, easel, TV, VCR, projector for computer, sound mixing board, speakers, lights, extension cords , campfires, etc.)

Do you need assistance with setup or take down? When?

What other things do you need to make your program a success? Other comments?

Be sure to check our Unicamp Brochure for extra information on programs and policies. It can be found at: www.unicampofontario.ca