

John Austin Cheley Foundation

SPONSOR HANDBOOK



January, 2008

WELCOME!

You are about to adventure into the experience of a lifetime! Sponsoring a child to attend a mountain summer camp is a life changing event not only for the child, but for you as well. In order to prepare you for that adventure, we will map out a path for you, and try to answer your questions, so you understand what will be requested of you. Also be aware that you will have personal help from one of our Sponsor Coordinators, who have been through this process many times.

If your candidate lives EAST of the Mississippi River, please contact:

Charles M. Godwin
4000 South 56th Street, #370A
Lincoln, Nebraska 68506-5108
Phone: 402-488-4013
Email: cq90959@neb.rr.com

If your candidate lives WEST of the Mississippi River, please contact:

Linda Schroeder
1901 Pine Ridge Road
Leavenworth, Kansas 66048-5420
Phone: 913-682-5222
Email: jimda4042@aol.com

If your candidate lives in the state of Colorado, please contact:

Linda Hanick
315-B Big Horn Drive
Estes Park, CO 80517-9064
Phone: 970-586-2256
Email: VLHanick@gmail.com

We also want to make sure you understand that once your youngster is selected to attend camp, he or she may reapply twice more, so that he or she may end up attending camp for three summers. Though this is not a guarantee, just remember it is usually not a one time thing either.

So why does a child or family need a Sponsor in the first place? Can't a family member complete the forms? Please understand our position as grantors of camperships. We often have inquiries from parents wanting us to send their child to camp. We have developed a 'check and balance' system to make sure we are serving those children for which this program was designed. We like the Sponsor, as another adult, to look objectively at the youngster and family to determine if our qualifications are being met, and report to us first hand, separate from information which comes directly from the family. Someone familiar with any of the associated camps which a child may select, or simply familiar with organized camping in general, also helps the families make informed decisions.

WHO CAN BE A SPONSOR?

- Adults who have contact with young people and have observed their interactions with others—teachers, principals, youth leaders, coaches, Scout leaders, or parents.
- Individuals who recognize potential leadership traits in children whose families lack the financial resources to provide them with the most influential experiences possible.
- A person who wants to expand and ignite this youngster's spirit, giving him or her an experience of a lifetime.
- Someone who makes time to work with this child and his or her family to support them and to obtain the campership and complete the forms necessary to attend camp.
- Someone who is NOT related to the potential camper.
- Any adults who live within the child's geographic home town area so that they may help with logistics.

WHO WILL THE CHELEY FOUNDATION ACCEPT AS CAMPER APPLICANTS?

- Boys and girls with high moral character and leadership potential whose families simply lack the financial resources necessary to afford a summer camp.
- Young people who want a summer devoted to challenging him or her, moving outside their comfort zone, and learning both self sufficiency and community cooperation.
- A child who may just need a reaffirmation of their moral code or confirmation that their chosen direction in life is an achievable goal.
- A boy or girl between the ages of 11 and 15. And remember the child will be attending camp the summer AFTER he or she has been accepted.
- The family should not have a yearly income of more than about \$50,000. This may vary depending on the family circumstances. The application requires a Federal 1040 or 1040A form to be attached.
- The child will be away from home for 3 – 4 weeks.

WHAT COMES WITH A CAMPERSHIP?

- Full or partial tuition to one of the associated camps.
- Full or partial transportation to and from camp.
- Basic major equipment as needed.
- Sponsor support for the child and his or her family throughout the camp application process to assist with questions and complete paperwork.

HOW MANY CAMPERS PER SPONSOR?

- Each Sponsor may submit **TWO** new applications each year in addition to any renewals.
- Thus the second year, if the first two campers renew, the Sponsor may also submit **TWO** more new applications.
- Please consider the time and energy necessary to work with more than four children and families at one time, given the paperwork and timelines noted above.
- In consideration of geographical diversity, more than four campers from one area **MAY** not be considered for camperships.

WHAT IS THE TIMELINE OF EVENTS?

- New applications are available shortly after January 1st of each year. Sponsors should begin identifying youngsters and work with the families to complete the many forms required, including the Personal Recommendations.
- Sponsors need to spend time viewing the Cheley Foundation DVD previewing the camps or going to the Cheley Foundation website www.cheleyfoundation.org for information on the specific camps so the youngster may identify which camp is most appealing.
- New applications are usually due to the Sponsor Coordinators by August 15th preceding the summer the child wishes to attend camp.
- The Awards Committee of the Cheley Foundation selects applicants at their Fall Board meeting which is usually the first weekend in October.
- Campership Award Letters are mailed out in late October or early November. The Sponsor receives copies of these letters as well.
- Confirmation letters of financial responsibility are due back to the Awards Committee Chairperson before any further action can proceed --- **NO LATER THAN DECEMBER 15TH!**
- The camp selected for the campership recipient sends their enrollment form to the camper usually before January 1st.
- Transportation arrangements are completed (if needed) shortly after the first of the year. Again, Sponsors receive duplicates of this information.
- All completed forms, including a health physical (required by all camps) are returned to the camp by May 1st. The Sponsor may need to mentor the family and check to make sure these forms have been completed correctly and in a timely fashion.
- The Sponsor may need to help the family purchase necessary equipment for their child for the upcoming camp experience --- such as correctly fitting riding and hiking boots.
- Final last minute transportation arrangements need to be confirmed by the Sponsor the week before camp starts. This may include driving the camper to a major airport.
- While the youngster is at camp, both the parents and the Sponsor will receive weekly reports about the camper.
- Within three weeks of the camper returning home from camp, the Sponsor needs to make sure that a REFLECTIONS FORM, a thank you note, and an action picture taken of the camper while at camp are sent to the Sponsor Coordinator.
- IF the youngster wishes to return to camp for the following summer, the above three items are included with the RENEWAL FORM which the Sponsor Coordinator distributes to all Sponsors during the camp season. Renewal Forms are typically due on August 31st.
- If your camper receives a renewal, then the process starts all over.

Please see the more detailed SPONSOR TIMELINE.

NEW APPLICANTS

- MAY: Having located potential qualified campers, arrange a home visit with the camper/family. Fill out Forms 4 and 5. Explain the rest of the application. Leave 3 self addressed stamped envelopes for recommendations. Watch DVD/Camp website or go through camp brochures.
- JUNE: Receive recommendations in mail. Check on completion of ALL forms in application.
- JULY: Copy completed application for your records. Mail completed application to Sponsor Coordinator.
- AUG: DEADLINE for new applications is usually August 15th.
- SEPT: Check in with camper and their family
- OCT: Discuss confirmation/rejection letter personally, with camper and their family. Have camper's family return confirmation/financial letter to JACF. Discuss how to earn money for the upcoming summer.
- NOV: Check on whether enrollment forms from the selected camp have arrived, been completed, and returned.
- DEC: Check on cash accumulation for camp.
- JAN: Attend camp slide show with camper if in your area.
- FEB: Make sure family has transportation information from JACF travel coordinator.
- MAR: Make sure family received pre-camp forms. Make sure physical is scheduled for camper.
- APRIL: ALL camp forms MUST have been sent back to camp --- including health form. Recheck transportation arrangements. Has money been sent to camp bank? Correct equipment been bought or supplied. Reconfirm what costs the family is paying

RENEWAL CAMPERS

- MAY: Triple check ALL forms to camp are sent. Transportation arrangements are correct. Camp bank money is in place. Equipment is purchased or supplied. Reconfirm what costs the family is paying.
- JUNE: Day before, check once more on transportation arrangements. Give camper CARE PKG. (Chapstick, disposal camera for required picture at camp. Set up post camp meeting date with family.
- JULY: Obtain Renewal Form from Coordinator. Send mail to camper at camp. Meet with camper/family after camp to complete: 1) Thank you letter
2) Reflections
3) Action picture
4) Completion of Renewal Form
5) Increase in cash contribution
- AUG: Complete ALL Renewal Forms. Copy completed Renewal Form and send Sponsor Coordinator.
- SEPT: DEADLINE for Renewal Forms is usually Sept. 1st
- OCT: Discuss confirmation letter personally with camper and their family. Have camper's family return confirmation /financial letter to JACF. Discuss how to earn money for the upcoming summer.
- NOV: Check on whether enrollment forms from the selected camp have arrived, been completed, and returned.
- DEC: Check on cash accumulation for camp.
- JAN: Check on cash accumulation for camp. Attend camp slide show with camper if in your area.
- FEB: Make sure family has transportation information from JACF travel coordinator.
- MAR: Make sure family received pre-camp forms. Make sure physical is scheduled for camper.
- APRIL: (See April for NEW CAMPER)

WHAT FISCAL RESPONSIBILITY DOES THE SPONSOR ASSUME?

- There are no fiscal debts assessed to the Sponsor except the cost of mailing application and renewal forms to the Sponsor Coordinator. There might also be some long distance phone calls to the Sponsor Coordinator as well.
- However, the Sponsor may wish to assume costs such as providing an instamatic camera to the young person so that the Cheley Foundation receives the required action photo of the camper while at camp.
- The Sponsor will be sharing with the family the responsibility of seeing that the camper arrives at the airport or to the camp in a timely fashion. This may mean actually transporting the camper to the airport or camp if necessary.
- The Sponsor may also want to help purchase supplies if the family is extremely needy. That is a personal decision left to the Sponsor and the camper's family. Just be aware that ill equipped campers will not benefit from the full camping experience.

WHAT MUST THE FAMILY CONTRIBUTE FINANCIALLY?

- In order to have the young person and his or her family have ownership in this entire process, we ask the Sponsor to make sure the family can contribute to the Camp Bank.
- The Camp Bank is like an allowance while at camp. The camper may use it to purchase necessary equipment, lost equipment, supplies such as stamps or Chapstick, camp logo apparel, special craft supplies or bullets for riflery, or food treats sold on different occasions.
- At some camps necessities such as a weekly laundry fee or sleeping bag rental fee or backpack rental fee are deducted from this account.
- Most camps suggest an amount of \$150 to \$200 for the entire four week session be placed in the Camp Bank. We encourage the young person and the family to commit to earning or saving this amount between the time they receive confirmation of their acceptance for a Campership and May 1st.
- Every year that a camper renews their Campership, the Sponsor should request an increase in the financial contribution of the camper and his or her family.
- If the campers are flying at JACF expense to and from camp, and they are a renewal camper, their family will be asked to pay \$150 for an Unaccompanied Minor fee assessed by the various airlines.

WHAT FORMS MUST THE SPONSOR COMPLETE?

- Form 4 of a new application is the Sponsor's Letter, in which we hope the Sponsor will take some time and effort to write their impressions and observations of this child after speaking with them both alone and in the family setting. This letter is a key component in the assessment of the child's potential and attributes. Why is this child so unique that he or she should attend camp?
- Form 5 of a new application is the Sponsor's Rating Form. The Sponsor needs to meet with the candidate individually and obtain information on skills, extra curricular activities, and community involvement.

- In addition, the three references need to submit their forms directly to you using self addressed, stamped envelopes. One of these recommendations should be from a teacher, coach, counselor, or administrator who has a more objective, informed view of the child's interactions with others.
- In the Renewal Application, Form 6 is another Sponsor's Letter which once again is a key component of how valuable the camp experience was to this young person, and whether another summer would continue to contribute to this young person's growth.
- The Sponsor must assemble all the completed forms required for either the new application or the renewal application and make sure they are forwarded to the Sponsor Coordinator by the appropriate date. PLEASE make sure and keep a copy for yourself!

HOW DOES THE CHILD SELECT A CAMP?

- Each Sponsor is given a DVD containing information about all of the John Austin Cheley associated camps and/or can view the camps on their camp web pages. Please take time and watch these videos with your applicant.
- If you attended one of these camps, try NOT to show your bias for this particular camp. Talk about the attributes of attending a summer camp in general terms.
- The young person and their family then ranks the camps by marking a 1 through 4 on the selection sheet indicating that #1 is their first choice.
- The selection of which term during the summer would be best is also requested. The more flexible a child and family is, the easier it is to place a qualified individual.
- Please emphasize that NO child is guaranteed a campership, and he or she may not receive their first camp selection.

WHAT IF A CAMBERSHIP IS NOT AWARDED?

- If the young person is notified that he or she did not receive a campership, the Sponsor may then contact the Sponsor Coordinator for the reasons.
- If your applicant is qualified, he or she may be placed on a waiting list. This may be for lack of adequate funds at the time of the selection OR as a reserve in case another applicant has to cancel for some unknown reason. If the Cheley Foundation receives additional funding, then the Sponsor and applicant will be notified. If another camper must cancel, the Sponsor and applicant will also be notified.
- Individuals may apply again if circumstances change.

WHAT IF MY CHILD RECEIVES A CAMBERSHIP?

- Then the fun begins!
- Continue to actively support the camper and his or her family so the young person is looking forward to attending camp.
- Please see the SPONSOR TIMELINE for the details of what must be accomplished. The main idea is to help the family complete the appropriate forms by the deadline dates, make sure the camper is mentally ready to accept this challenge and has the necessary equipment to have a wonderful camping experience.

- Transportation is also a big concern. The Travel Coordinator will copy the Sponsor with all information on travel which is sent to the family. Make sure timely and accurate arrangements are adhered to so the camper arrives at camp.
- While your camper attends camp, you will receive copies of the letters which are sent to parents/guardians concerning the activities of their child and the personal growth as seen by your child's counselor.
- Your Sponsor Coordinator will mail you a Renewal Form while your child is at camp. You may discuss the possibility of returning to camp once the youngster is back home.

HOW CAN I HELP MY CAMPER BUY EQUIPMENT FOR CAMP?

- Selection of a warm sleeping bag is vital. A cloth, cotton bag is not appropriate for mountain overnights. If the family does not have a quality sleeping bag for the young person, please consider renting a sleeping bag from the camp. This cost comes out of the Camp Bank money and ranges from \$25 to \$40 depending on the camp.
- Quality hiking boots with good ankle support should be purchased months ahead of time so they can be 'broken in' before having to be worn at camp. This prevents blisters. If the family cannot afford to purchase these boots, please purchase the boots for the camper and submit the cost of the boots to the Cheley Foundation for reimbursement.
- Any camper wishing to ride horses will be **REQUIRED** to purchase riding boots. If the camper does not have riding boots and wishes to ride, the camp may take the camper to town and use his or her Camp Bank money to buy riding boots. New riding boots may cost over \$100. Insurance rules prohibit hiking boots being used as riding boots. Therefore, try checking with the local Goodwill or Salvation Army Stores to purchase used riding boots for your camper. The Cheley Foundation will reimburse the Sponsor for the cost of the riding boots.

WHAT HAPPENS WHEN MY CAMPER RETURNS HOME?

- Arrange to meet with the camper and their family as soon as possible upon their return home.
- Three documents need to be completed and returned to the Sponsor Coordinator regardless on whether or not the child elects to complete a Renewal Form. These are:
 - **(1) An action picture taken of the camper while at camp.**
 - **(2) The REFLECTIONS form (which is included in the Renewal application).**
 - **(3) A Thank You note to the Cheley Foundation.**
- Please make sure these are returned promptly! (Hopefully within three weeks after your young person arrives home --- while memories are fresh!)
- IF YOUR CHILD WISHES TO RETURN TO CAMP, then these three items will become part of the Renewal Form which you had received from your Sponsor Coordinator while your camper attended camp.
- Each child can reapply so that they receive a campership for camp for a total of **THREE** summers. These summers need not be consecutive. However, there is no guarantee that a youngster will receive a renewal.

- The Renewal Form needs to be completed and returned to the Sponsor Coordinator usually by August 31st. Included is a letter from the Sponsor once again explaining why this child should be sent back to camp for another summer.
- If the camper is flying at JACF expense to and from camp, and they are a renewal camper, their family will be asked to pay \$150 for an Unaccompanied Minor fee assessed by the various airlines.
- All families are requested to increase their financial support with each succeeding summer.

In Conclusion,

We hope we have answered many of your initial questions about the responsibility of becoming a Sponsor for a young person sent to camp by the John Austin Cheley Foundation. Many more questions will undoubtedly surface as you proceed through this process. Feel free to contact either myself or your Sponsor Coordinator so all of your concerns are fielded BEFORE they become detriments to having the child you select attend camp. We are here to make this process as problem free as possible. No question is too trivial when the happiness of a child is at stake. Please research our qualifications for your nominee BEFORE you raise the child's hope that they may be eligible for a campership. And remember you are NOT trying to recruit campers for a specific camp. A sponsor's role is to open the door for the young person to be able to select which camp they would like to attend. We have carefully selected our associated camps and review them every two years to make sure they maintain the highest levels of comittment to young people.

It is the firm belief of the Trustees and many associated committee members and previous Sponsors that we are making a difference in the lives of children by providing them with this opportunity to attend a summer camp. We are changing the world one child at a time. Thank you for helping us with our goal.

Sincerely,

Bill La Bahn
New Sponsor Contact
John Austin Cheley Foundation

565 Utica Avenue
Boulder, CO 80304-0776

Phone: 303-247-0398

Email: wlabahn@comcast.net