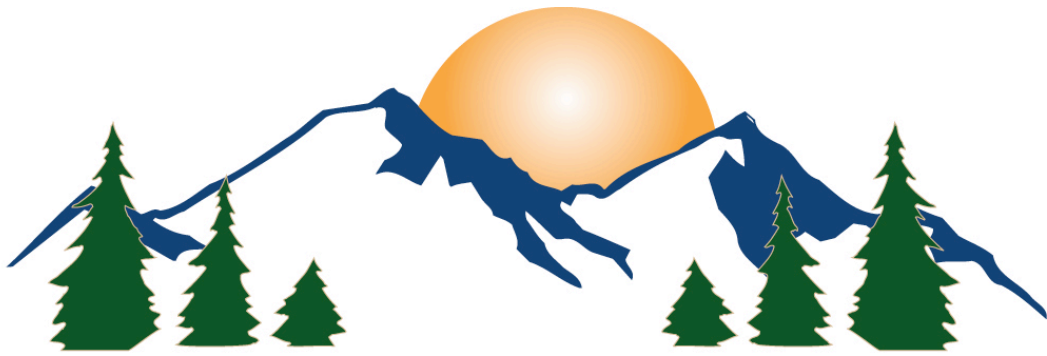


*John Austin Cheley Foundation*

**RECRUITER HANDBOOK**



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JOHN AUSTIN  
CHELEY FOUNDATION

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## WELCOME!

### **You want to become a Recruiter for the John Austin Cheley Foundation?**

You are about to adventure into the experience of a lifetime! Recruiting and mentoring 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 Recruiter Coordinators, who are available to answer your questions.

[The Summer 2011 New Camper Application Deadline is November 1, 2010.](#)

- Recruiter Coordinators, listed below and arranged by state, can assist you with questions and advice.

**Charles M. Godwin - CT, DE, DC, FL, ME, MD, MA, NH, NJ, NY, NC, PA, RI, SC, VT, VA, WV**  
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**Kirstin Sullivan – AL, AR, GA, IL, IN, IA, KS, KY, LA, MI, MS, MO, NE, OH, OK, TN, WI**  
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**Linda Hanick - COLORADO**  
315-B Big Horn Drive  
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**Cinnie Tomlinson – AK, AZ, CA, HI, ID, MN, MT, NV, NM, ND, OR, SD, TX, UT, WA, WY**  
60480 Arnold Market Road  
Bend, OR 97702  
Phone: 541-389-8528 Email: [cinnietomlinson@hotmail.com](mailto:cinnietomlinson@hotmail.com)

### **WHY DOES A POTENTIAL CAMPER NEED A RECRUITER?**

Why can't a family member complete the forms without a Recruiter? Through experience, the John Austin Cheley Foundation (JACF) has developed a 'check and balance' system to make sure we are serving those children for which this program was designed. The JACF, like the Recruiter, are non-familial adults who look objectively at the youngster and family to determine if the Foundation's qualifications are met. The Recruiter reports to the JACF first hand, separate from information that comes directly from the family. Someone familiar with any of our Associate Camps or simply familiar with organized camping in general can also assist a family to make informed decisions. The JACF also wants a Recruiter to understand that once a camper is selected to attend camp, s/he may reapply for renewal, so that s/he could attend camp for a total of four summers. Please understand this may not be a one year commitment.

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## **WHO CAN BE A RECRUITER?**

- Adults (teachers, principals, youth leaders, coaches, Scout leaders, or other non-familial adults) who have contact with young people and have observed their interactions with others.
- An adult who lives within the child's geographic hometown area so that they may help with logistics.
- 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 to complete the forms necessary and obtain the campership.
- Someone who is NOT related to the potential camper.

## **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 challenge, moving outside their comfort zone to 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 who is **between the ages of 10 and 15** on the first day of camp during their first summer as a JACF camper. And remember the child will be attending camp the summer following his or her acceptance. Once a camper has attended even one summer under a Cheley Campership, they are eligible to attend two MORE summers regardless of their age.
- The family should not have a yearly income of more than about \$60,000. This may vary depending on the family circumstances and the area of the country. The application requires the attachment of a Federal 1040 or 1040A form or another document to determine eligibility of the financial situation.
- The child will be away from home for 3 – 4 weeks.

## **WHAT COMES WITH A CAMPERSHIP?**

- Full or partial tuition to one of the Associate Camps.
- Full or partial transportation to and from camp.
- Basic major equipment as needed.
- Support from the Recruiter to assist the child and his or her family throughout the camp application process to help with questions, complete paperwork, and meet deadlines.

## **WHAT DOES NOT COME WITH A CAMPERSHIP?**

- When flying, Unaccompanied Minor Fees for multiple summers
- When flying, baggage fees for multiple summers
- Money for clothing and basic supplies such as sunscreen or a flashlight
- Physical exam required by all camps before the camper attends camp
- Health Insurance in case of accident or illness while at camp

## **HOW MANY CAMPERS PER RECRUITER?**

- Each Recruiter may submit TWO new applications each year in addition to any renewals.
- Thus the second year, if the first two campers renew, the Recruiter 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 below.
- In consideration of geographical diversity, more than four campers from one school, organization, or locale MAY not be considered for camperships.

### **WHAT IS THE TIMELINE OF EVENTS?** (See detailed timeline on next page.)

- Throughout the year, Recruiters should begin identifying youngsters and talking with the families to discuss the opportunity to apply for a campership. New applications are available in the late spring and early summer for the following summer. The application is quite detailed and several weeks may be needed to complete the many forms required, including the Personal Recommendations.
- Recruiters need to spend time with the potential camper to view the John Austin Cheley Foundation website [www.cheleyfoundation.org](http://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 Recruiters by November 1 (and to the Recruiter Coordinators shortly thereafter) preceding the summer the child wishes to attend camp.
- When the Campership Committee of the JACF Foundation receives groups of applications, they meet and select applicants.
- Confirmation or rejection letters are usually mailed out to the receiving camper and to the Recruiter about 6 – 8 weeks after the completed application is approved.
- Signed confirmation letters from the camper/camper family outlining transportation and the financial responsibility of all parties are mailed back to the Campership Committee Chairperson before any further action can proceed.
- The Associate Camp assigned to the camper recipient sends its enrollment form to the camper/camper family.
- Airline Transportation arrangements are completed (if needed) in a timely manner. Again, Recruiters receive duplicates of this information.
- All enrollment forms, including a health physical (required by all camps) are returned to the Associate Camp by May 1<sup>st</sup>. The Recruiter may need to mentor the family and check to make sure these forms have been completed correctly and in a timely fashion.
- The Recruiter may need to help the family purchase necessary equipment for their child for the upcoming camp experience --- such as correctly fitting riding and/or hiking boots.
- Final last minute transportation arrangements need to be confirmed by the Recruiter 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 Recruiter will receive weekly reports about the camper.
- Within a month of the camper returning home from camp, the Recruiter 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 Recruiter 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 Recruiter Coordinator distributes to all Recruiters during the camp season. Renewal Forms are typically due by mid September.
- If your camper receives a renewal, then the process starts all over.

### **HOW TO BE A GOOD RECRUITER**

Recruiters need to make a personal commitment to not only complete the application forms but also to do home visits, keep in touch with their campers, and get together with their families especially prior to departure to camp. If you have more than one camper, it is helpful to get these families together to answer questions, face to face, and share concerns the parents may have. Recruiters need to establish an ongoing rapport with the families and encourage them to trust the system. Communication with the families is most important. It is also important that parents understand the opportunities that a campership offers. Follow up after the camper has returned is also essential. Recruiters are the Cheley Foundation's source for the impact summers of camping have had on this young person. Recruiters are the solid foundation on which we operate. We could not send young people to camp without your wholehearted participation.

Revised 2010

# Communication with Camper Applicant: Suggested Timeline for Recruiters

## NEW APPLICANTS

### **FIRST STEPS:**

Having located potential qualified campers, arrange a home visit with the camper/family.

- Introduce Basic Application
- Complete Form 1 together
- Go to [www.cheleyfoundation.org](http://www.cheleyfoundation.org) together to look at Associate Camps
- Explain the rest of the application. *Suggestion:* Bring sticky notes to use as each form is discussed.
- Arrange Forms into “tasks” to be completed.
- Leave 3 self-addressed stamped envelopes for recommendations to be mailed directly to recruiter.
- Set due dates for completion of specific “tasks” as well as completion of entire application

### **CONTINUED COMMUNICATION:**

Begin to receive recommendations in mail

Call or email to check on completion of ALL forms in application.

Receive/pick up completed application

### **WRAP UP:**

Make copy of completed application.

Mail completed application to Recruiter Coordinator usually by November 1<sup>st</sup>.

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### **ONGOING PERIODIC CONTACT**

- When confirmation letter is received, call to discuss the letter personally with camper/family.
- Discuss transportation
- Make certain camper’s family returns confirmation/financial/transportation letter to JACF.
- Discuss how to earn money for the upcoming summer Camp Bank.

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### **CONTINUED CONTACT**

- Check on whether enrollment forms from the Associate Camp have arrived, been completed, and returned.
- Make sure that a health exam has been scheduled and the paperwork for camp completed and mailed to the camp.
- Reconfirm what costs the family is paying and to whom, when, and where the checks must be mailed.
- Check on cash accumulation for spending money while at camp (Camp Bank), rental equipment, other camp fees, etc.
- Discuss transportation both to and from camp, unaccompanied minor fees (if flying), and possible baggage fees.
- If flying, make sure family has transportation information from JACF travel coordinator and has transportation to the airport.

### **APRIL**

ALL camp forms MUST have been sent back to camp, including the health form.

Transportation arrangements (including unaccompanied minor forms and baggage accommodations if flying) have been resolved.

### **MAY**

Has spending money been sent to Camp Bank? Correct equipment been bought or supplied? Have hiking boots been ‘broken in?’

Recheck transportation arrangements.

### **JUNE/JULY**

Perhaps give camper a CARE PKG. (Chapstick, disposal camera for required picture at camp)

Send mail to camper at camp

### **JULY/AUGUST**

Set up post-camp meeting date with family. SEE RENEWAL CAMPERS below.

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## **RENEWAL CAMPERS**

### **JULY/AUGUST**

Obtain Renewal Form from Coordinator

Meet with camper/family after camp to complete: 1) Thank you letter 2) Reflections Form 3) Action Photo taken at camp 4) Completion of Renewal Form 5) Discussion of increased camper/family contribution

### **SEPTEMBER**

Complete ALL Renewal Forms.

Copy completed Renewal Form and send to Recruiter Coordinator.

Deadline for Renewal Forms is usually mid-Sept.

### **NOVEMBER/DECEMBER**

Discuss confirmation letter personally with camper and their family.

Have camper's family return confirmation /financial /transportation letter to JACF.

Discuss how to earn money for the upcoming summer.

### **JANUARY**

Check on whether enrollment forms from the selected camp have arrived, been completed, and returned.

Check on cash accumulation for camp.

(If applicable) With camper, attend camp slide show if in your area.

### **FEBRUARY**

Discuss transportation, equipment, money issues

Make sure family has transportation information from JACF travel coordinator.

### **MARCH**

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.

### **MAY**

Double 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/JULY**

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

### **JUNE/JULY**

Send mail to camper at camp.

### **JULY/AUGUST**

See August at top of page.

## **WHAT FINANCIAL RESPONSIBILITY DOES THE RECRUITER ASSUME?**

- There are no financial responsibilities assessed to the Recruiter except the cost of mailing application and renewal forms to the Recruiter Coordinator. There might also be some long distance phone calls to the Recruiter Coordinator as well.
- Any other assumed costs are entirely at the discretion of the Recruiter. These may include providing a disposable camera to the young person so that the JACF receives the required action photo of the camper while at camp. And the Recruiter may enjoy writing to the camper while at camp.
- The Recruiter 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. As this may mean actually transporting the camper to the airport or camp if necessary, and if the Recruiter does NOT wish to shoulder this cost, please let your Recruiter Coordinator know so other arrangements can be found.
- Please see DISCUSSION OF CAMP EQUIPMENT on what the Cheley Foundation will pay for camp supplies and how the Recruiter will be reimbursed.

## **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 Recruiter 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 1<sup>st</sup> when the amount is due to the camp.
- Every year that a camper renews his or her Campership, the Recruiter should request an increase in the financial contribution of the camper and his or her family. This may involve paying part of the tuition, equipment rentals/costs, or part of the transportation fees.
- 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 the Unaccompanied Minor fees assessed by the various airlines and/or the baggage fees.

## **WHAT FORMS MUST THE RECRUITER COMPLETE?**

- Form 9 of a new camper application is the Recruiter's Letter, in which we hope the Recruiter 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 personal attributes. Why is this child so unique that he or she should attend camp? Why would camp be good for the child?
- Form 10 of a new camper application is the Recruiter's Information Form. The Recruiter needs to meet with the candidate individually to 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 8 is the Recruiter'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 Recruiter must assemble all the completed forms required for either the new application or the renewal application and make sure they are forwarded to the Recruiter Coordinator by the appropriate date. PLEASE make sure and keep a copy for yourself!

#### **HOW DOES THE CHILD SELECT A CAMP?**

- Each Recruiter is requested to set up a time to view the John Austin Cheley website, [www.cheleyfoundation.org](http://www.cheleyfoundation.org), with the camper applicant to get information about all of the JACF Associate Camps.
- As a Recruiter, 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 his or her family then ranks the camps on the selection sheet indicating that #1 is their first choice, #2 is their second choice, etc.
- The selection of which term during the summer would be best is also requested. The more flexible a child and family can be with the term selection, 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 CAMPERSHIP IS NOT AWARDED?**

- With our Recruiters excellent selection of camper applicants almost all applicants with completed applications are accepted for a Campership. However, very rarely, the young person is notified that he or she did not receive a campership, and the Recruiter will be contacted by the Recruiter Coordinator for the reasons.
- If the 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 because of a late application as a reserve in case another applicant has to cancel for some unknown reason.
- If the JACF receives additional funding, then the Recruiter and applicant will be notified. If another camper must cancel, the Recruiter and applicant will also be notified.
- Individuals may reapply another year.

#### **WHAT IF MY CHILD RECEIVES A CAMPERSHIP?**

- 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 Recruiter TIMELINE for the details of what must be accomplished including how to support the camper and camper family AFTER the camper receives the campership.
- The family will need your assistance and support to complete the Associate Camp enrollment forms including the health form by the deadline dates.
- Transportation is also a big concern. The Travel Coordinator will copy the Recruiter with all information on travel that is sent to the family. Make sure timely and accurate arrangements are adhered to so the camper arrives at camp.
- Prior to camp opening actively contact the camper and the family to make sure all are mentally ready to accept this challenge and that the camper has the necessary equipment to have a wonderful camping experience.

- While your camper attends camp, you will receive copies of the letters that are sent to parents/guardians concerning the activities of the camper and the personal growth as seen by your child's counselor.
- Your Recruiter Coordinator will send you a Renewal Form during or shortly after the child returns from camp. You may discuss the possibility of returning to camp once the youngster is back home.

### **HOW CAN I HELP MY CAMPER: DISCUSSION OF EQUIPMENT FOR CAMP**

- **Sleeping bag:** The camper must have a sleeping bag. If the family wants to buy a sleeping bag, discuss how important it is to select a warm sleeping bag for mountain camping. 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.
- **Hiking Boots:** 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. Note: Friendly Pines camp does not require hiking boots.
- **Riding Boots:** Any camper wishing to ride horses at an Associate Camp with horseback-riding will be REQUIRED to have riding boots. Some of the Associate Camps provide riding boot rental using funds that will come from the camper's Camp Bank money. Cheley requires riding boots and does not have riding boots available for rental. New riding boots may cost over \$100. Therefore, try checking with the local Goodwill or Salvation Army Stores to purchase used riding boots for your camper. Insurance rules prohibit hiking boots being used as riding boots. The Cheley Foundation will reimburse the Recruiter for the cost of the riding boots with submission of the purchase receipt.
- **Camp Equipment Lists:** Each individual camp may list items such as gators, backpacks, or clothing such as polypropylene underwear as required equipment for camp. If these are beyond the financial reach of your camper's family, please contact your Recruiter Coordinator, who will check with the JACF Camp Liaison for that camp on the rental or absolute need for these one time special use items. If substitutions cannot be made, then ask your Recruiter Coordinator FIRST if the Cheley Foundation will pay for these items upon receiving the receipts. Just be aware that ill-equipped campers will not benefit from the full camping experience. If the family is unable to purchase other basic camping supplies, please contact the Recruiter Coordinator for help.

### **WHAT HAPPENS WHEN MY CAMPER RETURNS HOME?**

- Arrange to meet with the camper and their family as soon as possible upon their return.
- Three documents need to be completed and returned to the Recruiter 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.** (Please inform your camper BEFORE they attend camp that the photo needs to be basically of them only --- not a group shot --- and hopefully close enough so their face can be identified.)
- **(2) The REFLECTIONS form (that is included in the Renewal application).**
- **(3) A Thank You note to the Cheley Foundation (that is included in the Renewal application).**

- Please make sure these three items are sent to YOU promptly! (Hopefully within a month 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 that you receive from your Recruiter Coordinator shortly before or after your camper returned from camp.
- Each child can reapply so that they receive a campership for camp for a total of four 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 Recruiter Coordinator usually by mid September. Included in the Renewal application is a letter from the Recruiter explaining why this child should be awarded another campership from the JACF.
- 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 the Unaccompanied Minor fee assessed by the various airlines and/or the baggage fees.
- 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 Recruiter for a young person to attend camp paid for 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 Recruiter Coordinator so all of your concerns are fielded in a timely manner and 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.
- Remember you are NOT trying to recruit campers for a specific camp. A Recruiter'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 Associate Camps and review them every two years to make sure they maintain the highest levels of commitment to young people.

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

Sincerely,

Sam Frostman  
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 John Austin Cheley Foundation  
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