

CAMP ROSENBAUM

YOUTH CITIZENSHIP CAMP CY2023

12 – 18 August 2023

CAMP ROSENBAUM FUND

**OREGON NATIONAL GUARD
HOME FORWARD
PORTLAND POLICE BUREAU**

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BASIC PLAN

I. MISSION:

A. General: This plan sets forth guidelines and goals for the administration and execution of the 2023 Camp Rosenbaum Youth Citizenship Camp. This plan considers in detail all of the factors involved in accomplishing the overall objectives of providing a unique, educational experience for approximately 150 youth from low-income families. The camp will be held at Camp Rilea in Warrenton, Oregon from 12-18 August, 2023. Approximately 73 girls, 75 boys, and 2 transgendered/nonbinary (ages 9-11) from the Housing Authorities of Oregon and Southwest Washington will be attending the camp and will be supervised by adult counselors, with an effective ratio of one counselor for every three campers.

B. Scope: Camp Rosenbaum is designed for children to be exposed to the qualities of good citizenship through mentoring, unique activities, gang resistance/substance abuse education and training, and an atmosphere of healthy fun and teamwork. Campers are guided by counselors in carefully planned activities, including those related to science, leather work, arts and crafts, field trips, fishing, swimming, horseback riding, and much more. All activities are designed to further develop the campers as good citizens and to educate them on the dangers of gangs/drugs, as well as the importance of taking personal responsibility for their own lives and future.

C. Foundational Assumption:

(1) At the request of the Camp Rosenbaum Fund Board, The Oregon National Guard, Portland Police Bureau, and Housing Authorities of Oregon and Southwest Washington accept to work collaboratively and provide appropriate numbers of personnel and equipment to accomplish the mission.

(2) Camp Rosenbaum will be the host tenant at Camp Rilea during the entire period of the camp and will be responsible for the buildings and the campsite area used.

(3) Camp Rosenbaum is an approved member of the National Association of Police Athletic/Activities League (PAL), Region 1, as of May 19th, 2022, which is an eligible 501c3 organization under Title 32 U.S. Code Section 508 – Assistance for certain youth and charitable organizations, to receive national guard support.

II. EXECUTION:

A. Key Personnel and Agencies:

(1) Camp Director (Commander)

(a) The Camp Rosenbaum Fund requests the Oregon National Guard provide the 2023 Director of Camp Rosenbaum, Lt Col Brian J. Kroeller. The Camp Director has overall responsibility for the camp and will:

(i) Ensure all positions (listed on page A1-1) are filled with a balance among military, police, and housing authority with limited volunteer personnel.

(ii) Ensure all personnel are trained, qualified, and informed.

(iii) Ensure all military personnel maintain proper uniform and appearance standards.

(iv) Coordinate with the Board President, Military Camp Coordinator (MCC), Camp Rosenbaum Fund Program Director (CRFPD), Portland Police Bureau (PPB), and pertinent Housing Authorities on development of this Plan of Action.

(v) Ensure safe and secure operations during camp.

(vi) Communicate updates/issues/budget to the Camp Rosenbaum Fund Board.

(vii) Communicate updates/issues to the Oregon Air National Guard Commander.

(viii) Approve daily schedule of camp activities and Camp Rosenbaum handbook prior to distribution to staff.

(ix) Assist Board President with VIG Day Planning.

(2) Camp Rosenbaum Fund Program Director (CRFPD)

(a) The Camp Rosenbaum Fund Program Director is Crystal Kroeller. She is an employee hired by the Camp Rosenbaum Fund (a non-profit foundation) for the specific purpose of handling all administrative affairs for Camp Rosenbaum and other issues, as needed. The CRFPD will:

(i) Ensure all supplies are ordered and procured for camp.

(ii) Ensure all adult camp staff applications are received and processed from the Oregon National Guard, Portland Police Bureau, Housing Authorities, other law enforcement agencies, first responders, and volunteers.

(iii) Coordinate with all housing authorities to ensure all youth camp applications (children aged 9-11) are distributed, collected, analyzed, and tallied; ensure no more than the board approved number of campers are selected to attend camp. Create comprehensive, aggregate listing of all camp attendees prior to camp using the spreadsheet template.

(iv) Schedule monthly pre-planning meetings starting in January and continuing until the month of camp; summarize meeting notes and distribute minutes to the camp staff.

(v) Coordinate the activity schedule and handbooks with Group Leaders; ensure Camp Director approves documents prior to distribution to staff prior to camp.

(vi) Assist in the selection of staff/counselor mix for camp; ensure Camp Director approves final staff selection prior to distribution to camp staff.

(vii) Assist in the distribution of letters to potential donors; send thank you letters on behalf of the Camp Rosenbaum Fund for all donations received; track all donations received.

(viii) Communicate all finalized documents (Plan of Action, daily activity schedule, and handbook) to the Camp Director and key representatives from the military, housing authority, and Portland Police Bureau.

(ix) Coordinate with the Camp Director and key staff to update the Camp Plan of Action. Forward final Plan of Action for signatures from TAG, Portland Police Bureau and Home Forward.

(x) Obtain letter (and veterinary support documentation) prior to Camp from Head Wrangler to verify animal health and to verify they are fit for camp duty.

(xi) Execute other duties as outlined in job description and contract established by the Camp Rosenbaum Fund.

(xii) Develop annual budget and submit to Camp Rosenbaum Fund for approval by board members.

(3) Military Camp Coordinator (MCC)

(a) The Camp Rosenbaum Fund requests the Oregon National Guard provides a Military Camp Coordinator for the 2023 Camp Rosenbaum Youth Citizenship Camp, Lt. Col. Kelly Barton, who will:

(i) Review all camp applications from military personnel. Forecast military status of the Oregon National Guard members selected attend camp.

(ii) Notify military members of their military status for the week of camp. Provide a list (including name/rank/camp assignment) to all Commander Support Staffs (CSS) of military members selected to attend camp. Coordinate with the units to ensure military days are requested and allocated, and orders are published, as appropriate.

(iii) Coordinate vehicle, medical, security, fire, logistics, food service, and communications support, as needed.

(iv) Assist the CRFPD with the Camper and Staff certificates.

(v) Accomplish the 5 years Camp Rosenbaum awards for military and civilian staff.

(vi) Communicate all camp-related information to military personnel.

(4) Home Forward Representative (HF)

(a) The Home Forward (HF) representative for the 2023 Camp Rosenbaum Youth Citizenship Camp is Mary Scherzinger-Joens. They agree to:

(i) Review all camp applications for HF personnel.

(ii) Ensure all HF youth camp applications (children aged 9.5-11) are distributed, verify, and forwarded to the CRFPD for processing.

(iii) Communicate all expectations and requirements of Camp Rosenbaum to HF staff participants and HF campers/parents.

(iv) Coordinate with the CRFPD to devise a bus schedule for the pick-up/drop-off of children participating in Camp Rosenbaum from HF; confirm that a Housing Authority staff person is assigned at each pick-up point to assist with loading campers and luggage onto buses; confirm that a Housing Authority staff person is assigned at each drop-off location at the completion of camp to assist with unloading campers and luggage from buses, and to reunite campers with parent or guardian once campers are off bus.

(v) Provide one Home Forward representative to serve as a head counselor; this position will be one of the primary responders in situations involving campers with behavioral problems and/or sexual/physical/emotional abuse issues. Brief Camp Director on any problems that arise as soon as possible. Note: The Camp Director is the only person authorized to permanently remove a camper from camp. This position will also serve as primary point of contact during Camp Rosenbaum on all Housing Authority issues.

(vi) Coordinate and submit list of invites for Very Important Guest (VIG) Day to CRFPD.

(5) Housing Authorities Representatives (HARs)

(a) The Housing Authorities representatives for the 2023 Camp Rosenbaum Youth Citizenship Camp are from Portland, Washington County, Clackamas County, Vancouver, Yamhill County, Lane County, Salem, Central Oregon, and Marion County. The HARs agree to:

(i) Ensure all letters and camper applications (children aged 9-11) are distributed to eligible families.

(ii) Select campers to attend Camp Rosenbaum; 1) Verify campers have not attended in the past by keeping historical records for three years, 2) Make selections that yield gender balances, 3) Ensure camp applications are filled out completely, to include all medical insurance information, medications, etc., 4) Send acceptance letters to families, and 5) Communicate expectations and requirements to parents.

(iii) Submit finalized list of campers to the CRFPD using template provided by the CRFPD.

(iv) Coordinate with the CRFPD to confirm bus schedule for the pick-up/drop-off of children at respective housing authority locations; each housing authority must ensure they assign a representative to be present at the pick-up point location(s) to assist with loading their own campers and luggage onto buses. They must also provide information to the bus driver (or other designated person on the bus) on campers who board the bus. Each housing authority must also ensure they assign a representative to be present at drop-off locations at the completion of camp to assist with unloading their campers and luggage from buses, as well as to reunite their campers with parent or guardian once campers are off bus.

(iv) Camp Staffing: Each respective housing authority will provide one housing authority staff member for every five campers selected to attend Camp Rosenbaum.

(v) Coordinate and submit list of invites for Very Important Guest (VIG) Day to CRFPD.

(6) Portland Police Bureau (PPB)

(a) The Portland Police Bureau representative for the 2023 Camp Rosenbaum Youth Citizenship Camp is Officer Amy Bruner-Dehnert. They agree to:

(i) Ensure all camp applications for Portland Police Officers are reviewed and approved prior to staff selection meeting.

(ii) Coordinate staff from PPB to serve as Police Athletic Coordinators while at Camp Rosenbaum. The Police Athletics program will be held in the Camp Rilea gymnasium.

(iii) Coordinate staff member(s) from the S.T.A.R.S. (formerly G.R.E.A.T.) program to serve as qualified instructors during camp.

(iv) Provide two police officers to serve as head counselors; these officers will be the primary responders in situations involving campers with behavioral problems and/or sexual/physical/emotional abuse issues. Brief Camp Director on any problems that arise as soon as possible. The Camp Director is the only person authorized to permanently remove a camper from camp.

(v) Conduct computer criminal history checks on new staff members selected to attend camp; conduct computer criminal history checks every five years on existing staff/volunteers. Communicate results of background checks to CRFPD and Camp Director.

(vi) Assist in the selection of staff/counselor mix for camp.

(vii) Communicate all camp-related information to emergency responder personnel involved at camp.

(viii) Coordinate and submit list of invites for Very Important Guest (VIG) Day to CRFPD.

(7) The Oregon National Guard agrees to:

(a) Provide personnel as outlined in Annex 1, if resources allow. The authorization and procurement of man-days and various pay status requirements are outlined in Annex 1, Appendix 1.

(b) Provide transportation (drivers and buses) for campers and supplies to, from, and throughout duration of camp. Assist with escorts and development of schedule, as needed.

(c) Provide all medical personnel, equipment and supplies.

(d) Provide fire fighter support and camp fire prevention.

(e) Provide installation security support.

(f) Provide public affairs support.

(g) Provide supplies in accordance with in Annex 5 (Supplies).

- (h) Provide facilities in accordance with Appendix 1 to Annex 2 (Logistics).
- (i) Provide services in accordance with Annex 2 (Logistics).

- (j) Restrict use of facilities, ranges, and training areas during the duration of camp. Specifically, there will be no live or blank firing, or use of pyrotechnics while the campers are on base. Military training may only be conducted in Training Areas 7-13 and traffic will be routed through the logistical center instead of cantonment roads.

- (k) Carry out responsibilities as tasked by this Plan of Action.

(8) The Camp Rosenbaum Fund will:

- (a) Provide funding for the following items for new counselors/staff/volunteers or previous counselors/staff/volunteers who are in need of replacement clothing (due to stains, improper sizing, etc.):
 - (i) Returning staff are provided one Camp Rosenbaum sweatshirt and t-shirt, if desired.
 - (ii) New staff, Civil Air Patrol (CAP), and kitchen staff are provided one Camp Rosenbaum sweatshirt and two Camp Rosenbaum t-shirts.
- (b) Provide funding for the following clothing and toiletry items for each camper:
 - (i) One Camp Rosenbaum t-shirt.
 - (ii) One Camp Rosenbaum sweatshirt.
 - (iii) Hygiene supplies, as needed.
- (c) Provide funding for meals, athletic equipment, arts and crafts materials, leather supplies, science supplies, award ribbons/plaques, VIG Day, and other items as required.
- (d) Cover laundering costs of bedding for camp participants (excluding military personnel on duty status).
- (e) Provide funding for all items outlined in the budget as identified.

III. Camp Rosenbaum Operations and Responsibilities:

A. Personal Conduct: All staff, counselors and volunteers (herein referred to as camp staff members) will conduct themselves in a professional manner at all times and will apply utmost care in all activities to ensure the safety of the camp children. All staff members are expected to exercise personal, behavioral control at all times and seek assistance if/when difficult camper situations arise. At all times, staff members should conduct themselves in ways that epitomize good role model behavior.

- (1) Alcoholic beverages are not permitted during camp while children are on the installation. Recreational drug use is not permitted during camp. Professional behavior is expected at all times. Any camp staff member in violation of this policy will be immediately dismissed.

(2) Smoking and vaping is not allowed within visible range of children; and only allowed in designated areas.

(3) Minimize personal cell phone use while around campers. Photos of campers will not be posted to staff's personal social media accounts.

(4) Abuse or harassment of any kind will not be tolerated towards children or camp staff. This includes physical, sexual, emotional, or verbal abuse.

(a) Physical and sexual abuse includes, but is not limited to, striking, hitting, kicking, biting or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, or inappropriate touching.

(b) Emotional and verbal abuse includes, but is not limited to, yelling, insulting, threatening, mocking, demeaning behavior or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex, or age.

B. Personal Appearance:

(1) All staff will dress in pants or shorts, shoes suitable for physical activity, and a camp staff t-shirt or camp sweatshirt for the duration of camp.

(2) Friday Closing Ceremony – All military members participating in Camp Rosenbaum must be in uniform and adhere to all regulations pertaining to personal appearance, haircuts, and uniforms unless otherwise directed by the Camp Director.

C. Initial Reporting Date/Time: All staff members will arrive at Camp Rilea on Saturday, 12 August, 2023, and will report to the Clubhouse for orientation and training at 1000 hrs. Military personnel will travel via military buses (arrangement must be made in advance) or take private automobile (mileage reimbursement will be limited from Home of Record (HOR) to PANG or HOR to Camp Rilea, whichever is more advantageous to the government).

D. Leaving Post/Base: Throughout the duration of camp, all staff members planning to leave the base for any reason must report to the Command Post to sign out and back in upon return. Through this reporting process, Command Post staff and the Camp Director will have current knowledge on the whereabouts of all staff.

E. Special Volunteer Assignments for Support Staff: Support staff (Admin Office, Head Counselors, Arts & Crafts, Camp Supply, Camp Support, Camp Site Nature Program, Command Post, Fire Dawgs, PAL Sports, Laundry, Leather, Lifeguard, Music, Medics and Science) will be required to sign-up on the Volunteer Sign-Up Sheets posted near the Command Post to assist (when available during a time in-between assigned camp tasks) in other camp activities where volunteers are required. Those activities are: Kitchen Servers, Saturday Night Welcome Dinner Quick Clean-Up, Banner Design Judging, Sand Castle Judging, Ice Cream Social, Counselor Relief Evenings, and Morning Bed Checks. Section Leads will ensure their personnel sign up for these volunteer activities. This will ensure a fair and equitable distribution of work are assigned.

F. Counselors: The counselor/camper ratio shall be 1:3 whenever possible. In most situations, three counselors will be assigned responsibility for 9 campers. No more than 10 campers will be assigned to a 3-person counselor team. Counselor teams will exercise 24-hour supervision over their campers and at least one member of each team shall know the exact whereabouts of each of their assigned campers

at all times. Counselor assignments to specific bays in the dormitories (Starships) will be communicated on or before the first day of camp. Each counselor will receive a Counselor Handbook and Daily Schedule of Activities prior to their arrival at camp. It is expected that all counselors will read the handbook prior to camp. The safety and wellbeing of the campers is the responsibility of the counselors while under their care.

G. Group Leaders/Assistant Group Leaders: 4 Group Leaders and 4 Assistant Group Leaders will be assigned. As the most visible camp leadership the campers will see, these leaders will be selected by the Camp Director in a manner that showcases effective and diverse leaders. Group Leaders will be responsible for 4 bays (each made up of 3 counselors and 9 campers). All counselors will take direction and guidance from their assigned Group Leader. Problems identified at the counselor level should be reported directly and immediately to the appropriate Group Leader. Group Leaders and Assistant Group Leaders will augment and support counselor teams that are needing extra assistance with their campers. Group Leaders are responsible for keeping Head Counselors and the Camp Director apprised of serious matters and problems, and consulting with them on an as-needed basis.

H. Head Counselors: 3 head counselors (2 police officers and 1 housing authority personnel) are assigned to assist group leaders in difficult situations (behavioral problems, cases of identified physical/verbal/sexual abuse upon arrival to camp, etc.). Any punitive action being considered by head counselors must be approved first by the Camp Director. Only in very extenuating circumstances will head counselors be allowed to take punitive action without first consulting with the Camp Director for approval. Expulsions from camp require final approval from the Camp Director.

I. Campers: A maximum of 150 campers (ages 9-11) from housing authorities in Oregon and Southwest Washington will be selected to attend camp. Proper behavior and language are expected of the children at all times. The Camp Director has the discretion to send any camper home immediately if the camper is disrespectful, unruly, or a potential harm to the other campers.

(1) Camper Pick-Up: Buses and drivers will be coordinated by the CRFPD, MCC and logistics representative. Campers will be picked up at pre-determined times and locations as coordinated by the CRFPD (in conjunction with the HARs). Adult supervision/escorts will be provided on the buses at all times.

(a) At each pick-up point, a designated Housing Authority representative will call the roll as the campers board the bus. No camper shall board a bus without their name being called.

(b) Housing Authority volunteers who are not attending camp will be stationed at each pick-up point to assist with loading campers and luggage on the buses. A letter with detailed instructions will be provided to each housing authority person assigned to assist. In addition to providing general assistance, these volunteers will account for no-shows, and immediately notify the Camp Rosenbaum headquarters administrative staff by phone when loading at each point has been completed.

(2) Camper Drop-Off: Campers will be dropped off at pre-determined times and at the same location as the pick-up on Sunday (unless otherwise coordinated with the CRFPD). Adult supervision/escorts will be provided on the buses at all times.

(a) At each drop-off location, a designated Housing Authority volunteer will be present to ensure that all children are picked up. Housing Authority volunteers assisting at drop-off

locations will receive a letter with detailed instructions. As soon as all campers are off the bus, drivers will return to their designated location.

(b) Parents (or other designated guardians) are expected to be at the drop-off location before the buses arrive to bring their children home. In the event that a parent is not at the drop-off location for their child, neither the housing authority volunteer nor the bus driver is authorized to transport a child to their home. In this case, the Housing Authority volunteer will immediately notify the CRFPD by phone with the information about the child who has not been picked up.

(c) The CRFPD will attempt to reach the child's parent using the contact information provided on the camper application. In the event that the CRFPD is not able to reach the parent or the parent does not arrive in a timely manner to pick up the child, the CRFPD will notify the applicable Housing Authority representative and will contact a head counselor for assistance. The head counselor may contact local law enforcement or child protective services to ensure the camper is safely transported to an appropriate location. The CRFPD and/or head counselor will document actions taken through an incident report.

J. Camp Rosenbaum Citizenship Traits: A citizenship trait will be highlighted and reinforced throughout camp each day and will be as follows:

(1) Sunday - **Good Citizens Work Together**

(2) Monday - **Good Citizens are Fair**

(3) Tuesday - **Good Citizens Share**

(4) Wednesday - **Good Citizens Care**

(5) Thursday - **Good Citizens are Loyal**

(6) Friday - **Good Citizens are Everywhere**

K. Daily Schedule of Activities: Each counselor and staff member are expected to be familiar with the daily schedule prior to attending camp. Changes made to the schedule during the week of camp will be briefed to all counselors by the Group Leaders.

IV. Camp Rosenbaum Health, Safety, and Security

A. Nurses and Medics: 2 nurses will be on staff and available at all times and will oversee the medics, as well as the administration of medications to campers, as applicable. Medications will only be dispensed if the appropriate information has been filled out on the original application. 4 qualified medics will be on-duty and assigned to the groups. (See Appendix 4 to Annex 1, for specific medic responsibilities).

B. Hospital and Urgent Care: In the event of a life-threatening emergency, Camp Rosenbaum emergency responders will call 911, triage and stabilize the victim(s), and await arrival of ambulance. Hospitals in Astoria or Seaside may be used, depending on the situation. In situations that are not life threatening, a designated driver will transport a nurse and injured camper(s) in a military or law enforcement vehicle to the nearest urgent care facility for treatment.

C. Security and Fire Protection: In addition to the security already provided by Camp Rilea's fulltime personnel at the main (entrance) gate, firefighters and security personnel will provide fire protection and security, and overall assistance to ensure the safety and welfare of all participants throughout the duration of camp. Part of this responsibility includes staffing the command post. See Section V.

D. Lifeguards: Swimming activities will only be allowed under the supervision of 2 certified lifeguards and assigned counselors (see rules in counselor handbook). 2 lifeguards are required at any swimming location deemed to be a part of the Camp Rosenbaum activity schedule. Firefighters trained in open water rescue may serve as lifeguards.

V. Camp Rosenbaum Headquarters (HQ) Staff, Command Post (CP), and Communications

A. Camp Headquarters Office: The office will be staffed from 0730-1700 hrs each day. At no time will the office be unattended during scheduled duty hours. The staff is responsible for all administrative functions related to camp operations (answering phones, notifying the Camp Director of medical problems or behavioral issues, printing awards, monitoring camp/camper status at all times, purchasing supplies, etc.). The Camp HQ phone will be forwarded to the CRFPD from 1700-0730 hrs.

B. Command Post (CP):

(1) Personnel: Firefighters, security or other specifically identified personnel will be assigned responsibility for the CP.

(2) Hours: At least one staff member will be on duty in the command post 24-hours a day. CP staff will be responsible for answering phone calls, handling all emergencies that may develop, and taking appropriate actions. All injuries, no matter how slight, must be reported to the Camp Director immediately after proper emergency personnel have been notified. All CP staff are required to maintain a log of activities throughout their shift.

C. Communications:

(1) Camp Headquarters Telephone/Internet: Camp Support personnel in coordination with the MCC will ensure commercial telephone lines, internet, and fax capabilities are available in the camp headquarters administrative office. Phones must have FTS2000 and DSN capability. The capability to make long distance calls is a requirement on all phones in the rare case contact must be made with the parents of campers. Internet support must be adequate to support four HQ computers.

(2) Camp Radios: The Camp Supply Supervisor will arrange for a sufficient quantity of hand-held radios (and cases) to be used by support and staff personnel. The Command Post will be tasked to ensure batteries are recharged daily. Personnel having radios will be required to report to the Command Post to change their batteries as needed. The Command Post will provide accountability for all radios and equipment.

ANNEX 1: STAFFING LIST

The following list represents the number of staff personnel assigned to each position.

Camp Headquarters	13
Director	
Military Rep	
CR Program Rep	
Activity Coordinators	
Admin	
Club House Director	
STARS Instructor	
VIG Day Lead	
Lifeguards	3
Camp Supply	6
Camp Support	8
Food Service/Kitchen	16
Fire Dept.	5
Command Post	2
Photo/Video Support	6
Medical	7
Nurses (3)	
Medics (4)	
Drivers	6
Campsite/Horses/Nature Program	17
Arts and Crafts	6
Leather	7
Science	6
Group Leaders	4
Assistant Group Leaders	4
Laundry	2
Police Activities / STARS	5
Head Counselors	3
Male Counselors	24
Female Counselors	24
Music	3
Staff Total:	177

In addition to the operational staffing positions listed above, the following positions are also part of Camp Rosenbaum:

Civil Air Patrol (kitchen patrol)	14
(10 cadets / 4 adults)	

Note 1: Due to resource limitations, the Oregon National Guard agrees to staff critical operational areas only, to include: drivers, medical personnel, fire fighters, video/photo support, public affairs support, camp support, security, and food service. The staffing of additional camp staff positions will be dependent on availability of resources.

APPENDIX 1: HOUSING AUTHORITY PARTICIPANT LIST

NAME OF HOUSING AUTHORITY	# OF CAMPERS AUTHORIZED			PAYMENT
Home Forward	50	X	\$160	= \$8,000
Vancouver Housing Authority	14	X	\$160	= \$2,240
Washington County Housing Authority	24	X	\$160	= \$3,840
Housing Authority of Yamhill	16	X	\$160	= \$2,560
Housing Authority of Clackamas County	10	X	\$160	= \$1,600
Marion County Housing Authority	14	X	\$160	= \$2,240
Housing Works (Central Oregon)	4	X	\$160	= \$640
Homes for Good (Lane County)	12	X	\$160	= \$1,920
Salem Housing Authority	10	X	\$160	= \$1,600
	TOTAL	154	X	\$160 = \$24,640

Note 1: Goal of camper attendance is 150. Due to estimated cancellation rate of 8-10%, more than 150 children may be selected initially.

Note 2: Each housing authority is required to contribute \$160 for each camper sent to Camp Rosenbaum.

Note 3: Each housing authority is expected to provide 1 staff member for every 5 children who attend Camp Rosenbaum.

APPENDIX 2: COUNSELORS

1. Counselors will be given bay assignments by staff personnel based on the counselor's previous Camp Rosenbaum experience or experience of a similar nature. A mix of Housing Authority personnel, law enforcement officers, military members, and volunteers will be used in the counselor area whenever possible.
2. Counselors will be notified of their bay assignments no later than the meeting conducted in Building 7022 (the Clubhouse) at 1000 hours on Saturday prior to the campers' arrival.
3. A Camp Rosenbaum Handbook will be developed prior to camp and emailed to each staff member. This handbook will contain reporting information, general information and written information for counselor training, as well as a critique form. Counselors are expected to be very familiar with the handbook prior to camp.
4. One experienced counselor (at a minimum) and two co-counselors will be assigned to each bay with supervision over a maximum of 10 children. The most experienced counselor in each bay will:
 - a. Provide general information and assist co-counselors.
 - b. Ensure one counselor attends the counselor meeting to recap day's activities, problems, etc.
 - c. Assist in scheduling free time for counselors and themselves to ensure no one is over tasked.
 - d. Other duties assigned by Group Leader.
5. 4 Group Leaders will be assigned. Each Group Leader will oversee a group of 12 counselors and 4 bays of children (9 campers each). Previous camp experience (min 5 years) is required to be a Group Leader. Their duties will include:
 - a. Attending the Camp Director's daily briefing each morning.
 - b. Assisting counselors in dealing with individual camper problems, referring difficult cases to the Head Counselor, etc.
 - c. Encouraging their group (and associated 4 teams) to participate and excel while at camp; providing incentives to energize their teams/counselors.
 - d. Utilize Assistant Group Leaders to make camp the most effective experience for campers and counselors.
 - e. Other duties as assigned by the Camp Director.
6. 4 Assistant Group Leaders will be assigned. Each Assistant Group Leader will support and assist Group Leader in their duties, while monitoring counselors' concerns and dealing with individual camper problems and difficult cases. Their job is to improve the camp experience for their group and demonstrate effective and empathetic leadership. Previous camp experience (2 years) is required to be an Assistant Group Leader. Their duties include:
 - a. Assist counselors in dealing with individual camper problems, or bays that have a large number of campers.
 - b. Accompany their group on all activities and field trips.
 - c. Assist in scheduling free time for counselors and themselves to ensure no one is over tasked.
 - d. Other duties as assigned by the Group Leader.

APPENDIX 3: MEDICAL STAFF

1. The Camp Rosenbaum Fund requests the Oregon National Guard to provide medical support for Camp Rosenbaum.
2. Medical staffing will be as follows:
 - 2 – Nurses
 - 4 – Medics
3. Whenever possible, medical personnel will be assigned to each of the 4 groups and will be referred to as the "Group Medic" for the duration of the camp. They will accompany campers on field trips, beach outings both on and off Camp Rilea. They will be with their group until the end of scheduled activities each day.
4. Medical personnel will staff a dispensary with 24-hour coverage for the treatment of minor illnesses and injuries. Upon arrival, all children will be inspected for head lice and treated (as needed) if condition is present.
5. All prescriptions must be annotated on camper applications before being dispensed and will be administered by medical staff. Counselors are responsible for ensuring their campers report to the nurse's station for medication, as required. Counselors will ensure that all medical treatment orders are followed explicitly in the event one of their campers suffers a minor injury.
6. All serious medical emergencies will be transported by commercial ambulance to Columbia Memorial, Astoria, Oregon for treatment. The senior nurse will coordinate with the hospital prior to arrival of campers, and when applicable, will also coordinate with the nearest urgent care facility prior to arrival. In medical emergency situations, the local Emergency Management System protocol will be used to respond to any life/limb event as appropriate. Camper will be transported to medical facility via ambulance. At no time will a camper be transported for any level of medical care in a personal vehicle. If an ambulance is not required, transportation will be accomplished via government or law enforcement vehicle. A non-medical person should be the driver of the vehicle to give medically experienced personnel the ability to focus on the patient(s).
7. The Camp Rosenbaum Fund requests the Oregon National Guard's 142 MDG provide all necessary medical equipment and supplies for camp children. Adults are expected to bring their own aspirin, Benadryl, Tylenol, etc. A defibrillator will be on site at all times.
8. The senior nurse will develop a daily standard injury/sickness report (to include contagious diseases) for the Camp Director and will present it at the daily morning brief.
9. All participating nurses will hold a valid/current Oregon Medical/Nursing license.
10. All medics (4N0s) will hold a valid/current National EMT certification and be at least a 3-level in their AFSC training.
11. PALS (Pediatric Advance Life Support) training is recommended for all medics, but not mandatory.

ANNEX 2: LOGISTICS

1. The purpose of this Annex is to outline criteria for the acquisition of equipment, supplies, and facilities requested for Camp Rosenbaum 2023.
2. Appendices attached to this Annex list inventory for necessary equipment, supplies, and facilities.
3. Camp Rosenbaum Fund requests the Oregon National Guard designate a Camp Support Supervisor, TSgt Matthew Kneeland, to assume responsibility for the overall logistical support function, including proper supply discipline, and care of federal equipment. The Camp Support Supervisor and his staff will be required to arrive at Camp Rilea on the Thursday prior to the first day of camp to receipt for equipment and buildings.
4. The purchase of expendable supplies, necessary for the health and welfare and in support of base services, will be determined in advance and will be funded and procured as stated in Annex 5.
5. Camp Rosenbaum Fund requests the use of building facilities located at Camp Rilea as listed in Appendix 1.
6. Commercial telephones, required radio frequencies, refuse pickup and contractual logistical support personnel will be requested through Post Headquarters, Camp Rilea. Request will be made no later than 90 days prior to camp. In order to provide reliable communication between parents, agencies and Camp Administration, Camp Rosenbaum will provide this phone number: 503-388-4140.
7. Camp Rosenbaum Fund requests military support vehicles through the Oregon National Guard for camp use. Buses will be used for the transport of campers. A vehicle will be used for the person designated to be the "runner" and a vehicle will be used for the Camp Director, if filled the Oregon National Guard. ONLY THOSE PERSONNEL IN MILITARY CAPACITY WILL DRIVE MILITARY VEHICLES.
8. Camp Rosenbaum Fund requests cleaning of all bed sheets at no cost. CRF will pay for blankets to be cleaned at Camp Rilea.
9. The CRF will fund meals for all participants and ensure that head count procedures are established to provide for the proper accounting of meals served.

APPENDIX 1: FACILITIES

CAMP RILEA – NO CHARGE FACILITIES

7015 – GYM
7022 – WARRIOR HALL
7023 – STARSHIP
7024 – STARSHIP
7025 – STARSHIP
7228 – LAUNDRY (Shared with Base)
7301 – VQ
7302 – OFFICER CLUB -KOSKI ANNEX
7335 – 6-Pack, No Kitchen (TBD)
7425 – LOG CONFERENCE ROOM
RV SITES #1-10
DRY SITES #1-8
TRAINING AREA 1, 2 (SLUSHER LAKE) and 3
WEIGHT ROOM (Shared with Rilea)
UTES COVERED STORAGE
DUPLEXES:
7340A – CAP Males
7340B – CAP Females
7346A – Male Drivers
7346B – Female Drivers
7350A – Male Campsite
7350B – Female Campsite
7352A – Male Cooks
7352B – Female Cooks

CAMP RILEA – CHARGE FACILITIES - MUST BE PAID BY RESIDENTS

7029 - HILLTOP HOUSE
7249 – MEDICS COTTAGE
7251 - CHATEAU
7317 - TWO BEDROOM HOUSE
7318 - TWO BEDROOM HOUSE

NOTE: Camp Rosenbaum Fund understands building numbers are subject to change, however, charges for type and style of buildings will remain the same.

ANNEX 3: FOOD SERVICE

1. GENERAL. The Camp Rosenbaum food service operation will be operated in accordance with U.S. Department of Agriculture (USDA) guidelines for healthy and nutritious meals.

2. RESPONSIBILITIES.

a. The Camp Rosenbaum Fund Program Director (or designated representative) will:

- i. Coordinate with the Oregon Dept of Education and USDA on applications procedures for food subsidy grant.
- ii. Complete the grant application; and schedule required audit (within 120 days of the camp start-date) to be conducted during the week of camp. The audit/inspection will be held during one of the meal periods to confirm camp meals meet the criteria established in the USDA grant requirement package.
- iii. Receive USDA grant subsidy check via mail (once the inspection is conducted and camp is approved as meeting the USDA criteria for healthy meals).
- iv. Deposit subsidy check into Camp Rosenbaum checking account.

b. The Camp Rosenbaum Food Service Manager will:

- i. Prepare daily menus and provide nutritious meals for camp staff and children.
- ii. Monitor meal head counts and accurately account for meals served.
- iii. Make arrangements for ordering, receipt for, and control of all subsistence purchased from commercial sources.
- iv. Ensure food service equipment and supplies are inventoried pre/post camp.
- v. Ensure food expenditures do not exceed budgeted allocation.
- vi. Provide copies of all forms. The Camp Rosenbaum Fund (CRF) is responsible for paying for meals consumed by authorized camp staff and the children attending camp.

c. The Camp Director will provide the Food Service Manager with:

- i. The approved budget for food and food supplies.
- ii. Staff augmentation for serving food at meals and assisting with meal preparation and clean up.

3. FOOD ORDERING. Camp Rosenbaum has a seven-day menu approved by the CRF.

4. FOOD SUMMARY/COUNT. See next page.

ANNEX 3: PROJECTED MEAL COUNTS

	SAT	SUN	MON	TUE	WED	THU	FRI
	<i>12 Aug</i>	<i>13 Aug</i>	<i>14 Aug</i>	<i>15 Aug</i>	<i>16 Aug</i>	<i>17 Aug</i>	<i>18 Aug</i>
Breakfast (0730 hrs)							
Children	0	0	150	150	150	150	150
Adults	0	175	175	175	175	175	175
TOTAL	0	175	325	325	325	325	325
Lunch (1215 hrs)							
Children ©	0	0	36	36	36	36	0
Adults ©	0	0	32	32	32*	32	0
Children	0	150	114	114	114	114	150 (sack)
Adults	175	175	143	143	143	143	170 5 (sack)
TOTAL	175	325	325	325	325	325	325
Dinner (1700 hrs)							
Children	0	150	150	150	150	150	0
Adults	175	175	175	175	175	175	75
TOTAL	175	325	325	325	325	325	75
Evening Snack (1930 hrs)							
Children	0	150	150	150	150	150	0
Adults	0	48	48	48	48	48	0
TOTAL	0	198	198	198	198	198	0

© Meals prepared and consumed at the campsite.

* Extra meals provided for VIG Day, if applicable.

ANNEX 4: SUBSTANCE ABUSE AWARENESS

1. The purpose of this annex is to outline the criteria for presenting substance abuse information to the children that attend Camp Rosenbaum.
2. The overall objective of the camp is to teach good citizenship. It is important that the campers are aware that substance abuse is not a part of good citizenship. The substance abuse awareness program at camp will be a formal program with specific goals and programs.
3. It is the intent of the Camp Rosenbaum to convey a positive, healthy lifestyle and the dangers of drugs/alcohol/gang involvement. To this end, multiple means are used to communicate these messages for good citizenship through:
 - a. Counselors and staff who are completely dedicated to the campers and who serve as positive, encouraging role models; teamwork exercises teach the importance of respecting one another, listening to one another, and helping one another. At no time should a counselor/staff member smoke cigarettes or vape in front of the campers.
 - b. Daily dedication to, and discussion of, good citizenship traits (see paragraph III. Camp Rosenbaum Operations and Responsibilities).
 - c. Attendance by all campers to the S.T.A.R.S. (formerly G.R.E.A.T.) class. This 2-hour class is sponsored by the Portland Police Bureau and is an educational and interactive discussion focused on good decision making and violence prevention. Topics include the consequences of making bad decisions such as using drugs and gang involvement. The S.T.A.R.S. curriculum is similar to the G.R.E.A.T. classes that used to be taught in schools nationwide and has been recognized as an evidence-based and effective program for 9–11-year-olds. S.T.A.R.S. stands for Show respect, Teamwork, positive Attitude, take Responsibility, and be Safe.

ANNEX 5: CAMP SUPPLIES

1. Camp Rosenbaum Fund requests equipment and supplies to be provided as follows:

a. Administrative and Dorm Supplies:

QUANTITY	ITEM	OPR
2	Insulated 5 or 10 gal containers	CRF
175	Blankets	ARNG
1	Copy Machine	CRF
15	Radios, hand held w/carry cases & chargers	CRF
250	Bed Sheets	ARNG
35	Table, long	ARNG
1	Computer and Printer	CRF
4	Dynel Tents with floors	ANG
14	Cots	ANG
3	Water Trailer/Buffalos	ARNG/ANG
5	Port-a-Potties	CRF

b. Clothing:

QUANTITY	ITEM	OPR
154	Sweatshirts, Camper, silk screened	CRF
192	Sweatshirts, Staff, silk screened	CRF
154	T-Shirts, Camper, silk screened	CRF
236	T-Shirts, Staff, silk screened	CRF

NOTE: An inventory of camper/staff clothing will be taken at the end of camp each year to assess clothing requirements needed for the following year.

c. Snack Foods:

QUANTITY	ITEM	OPR
154	Various items per day	CRF

d. Kitchen supplies and food for meal preparation shall be inventoried and controlled by the Food Service NCOIC.

e. Medical supplies to be determined, inventoried and controlled by a representative of the 142 MDG.

f. Audio/Visual:

QUANTITY	ITEM	OPR
1	Video Projector & Player Equipment	ANG
2	Slide Projector	ANG
1	Screen	ANG
1	Sound System for Club House	CRF

g. Vehicles:

QUANTITY	ITEM	OPR
1	Bus - 44 or 56 PAX	ANG
3 – 4	Bus - 44 or 56 PAX	ARNG
1	Bus - 28 or 44 PAX	ANG
1	Bus - 28 or 44 PAX	ARNG
3	HMMWV (4 PAX)	ARNG
1	GSA Mini Van	ANG
2	GSA Pick-up Trucks	ANG
2	GSA PAX Van	ANG
2	Van - 15 PAX	ANG
1	Van – CGO	ANG
1	Fire Engine (Tender)	ANG
2	Trailer - 40'	CRF
1	Trailer - 14' – Campsite	CRF
2	5 Ton and/or 7 ½ Ton Truck Tractors	ANG

h. Miscellaneous: All arts & crafts, leather, science, and recreation supplies will be provided by CRF as required.

ANNEX 6: HORSE CAMP REQUIREMENTS

1. Horses are an important part of the children's activity program at Camp Rosenbaum. Equine-assisted Learning (EAL) is an experiential learning approach that promotes development of life skills. EAL provides opportunities that inspire, encourage, educate and build confidence. The following EAL activity reflects a program based on safety and education.

2. 6 horses are needed to safely and effectively accomplish the Horse Program for Camp. A stipend in an amount determined by the Camp Rosenbaum Director and Board of Directors will be given to cover the costs of horse care and preparation.

3. For Safety, the following rules must be adhered to:

- a. At least 1 instructor on the horse program staff must be a member of the CHA (Certified Horsemanship Association) and/or PATH (Professional Association of Therapeutic Horsemanship).
- b. Only experienced horses with a history of working with children in a camp environment will be used at Camp Rosenbaum.
- c. All horse riders, regardless of age, must wear a helmet while riding.
- d. All campers must wear close-toed shoes while at Campsite
- e. No slippery (nylon) gym/sports pants or shorts should be worn while riding.
- f. At no time will a staff member without horse experience be allowed to lead a horse with a child (camper) during horse activities.

4. Duties and Responsibilities

a. Head Wrangler: Required minimum age 21, 5 + years of experience, and possess verifiable record of safe practices involving horses and children.

i. Purpose: Oversee and manage a safe equine program within Camp Rosenbaum's expectations and requirements. Provide information to the Camp Director regarding all needs, concerns, and suggestions that promote safety and enjoyment for participants.

ii. Job Description:

- Maintain and oversee all aspects of the Horse Program.
- Review staff applications; verify qualifications of wranglers and equine
- Meet with Camp Director, as needed.
- Attend scheduling and manning meetings in preparation for camp.
- Communicate with Range Control regarding location of equine and staff at Camp Rilea
- Prepare a detailed financial report associated with the horse program covering all expenses associated with equine, equipment, wranglers, and transportation.
- Be the Horse Program representative between Wrangler and equine staff, all Camp Rosenbaum staff, and the Camp Director.
- Provide horseback rides; educate children about horses.
- When work is completed with the horses, assist in other activities at campsite (e.g., environmental/nature program and campfire food/entertainment).
- Work closely with the Campsite Leads to ensure all areas are manned and running smoothly and safely.

b. Assistant (Head) Wrangler: Required minimum age of 21, 2 years of horse experience, and possess verifiable record of safe practices involving horses and children.

i. Purpose: Ensure continuity of operations in the absence of the Head Wrangler; monitor equine, personnel, and equipment for safety.

ii. Job Description:

- Serve as assistant safety monitor for horse camp.
- Assist in clerical duties; provide input regarding all aspects of the horse program.
- Assist in the review of applicants for both wrangler and equine interested in participating at camp; verify experience levels for staffing purposes.
- Provide horseback rides; educate children about horses.
- When work is completed with the horses, assist in other activities at campsite (e.g., (environmental/nature program and campfire food/entertainment).

c. Wrangler/Youth Wrangler: Must be at least 16 years old, have experience handling horses, and be willing to assist in the safe practices involving horses and children.

i. Purpose: Wrangler to ensure continuity within the teaching of the Horse Program. Wrangler is also to consistently review all safety aspects of the program to ensure equipment, equine and personnel are in top form to perform at their best and safest. To be the physical labor of the program and perform the duties directed by the Head Wrangler and Assistant Head Wrangler.

ii. Job Description:

- Work hands on in the program giving rides and teaching.
- Work horses through the activity area to ensure a calm and safe demeanor prior to the arrival of the children/participants.
- Prepare horse for participants, this includes but is not limited to grooming and tacking
- Apply minor medical procedures when needed to horses, fly spray, wound ointments, etc.
- When work is completed with the horse, assist in other activities at campsite, environmental program and campfire entertainment, food prep, smores for campers, camp songs, field games, etc.
- Assist in all aspect of the horse program.
- Ensure the safety of the horses while others are away from the horse encampment.

5. The Right Horse for the Job: Head wrangler ensures the horses are qualified for camp activities and operations, each horse will be evaluated by an experienced member of the horse program staff for suitability and safety.

a. An evaluation of the horse's physical/emotional abilities to deal with and remain calm around loud noises, children, music, emergency vehicles, gun fire, strange objects, low flying aircraft etc.

6. In the event a horse should prove to be a danger in any aspect of the horse program it is to be removed from involvement immediately and must be evaluated to determine if the danger can be overcome or if the horse is no longer suitable for the camp.

7. The Camp Rosenbaum Fund assumes no liability for the horses in the event they are injured or require medical care while at Camp Rilea.

8. REQUIREMENT: A written letter or email must be sent by the Head Wrangler to the CRFPD confirming that a full evaluation was conducted on all horses expected to participate at Camp Rosenbaum. Supporting documentation may be requested for insurance purposes.

PRIMARY ORGANIZATION / AUTHORITY:

Submitted:

Signature:

Date:

SARA PERKINS
Board President
Camp Rosenbaum Fund

SUPPORTING AGENCY / AUTHORITY:

Approved:

Signature:

Date:

MICHAEL E. STENCEL
Major General
The Adjutant General

Approved:

Signature:

Date:

IVORY MATTHEWS
Executive Director
Home Forward – Portland

Approved:

Signature:

Date:

CHARLES LOVELL
Chief of Police
Portland Police Bureau