

# Camp Rosenbaum

## 2026 Housing Authority Meeting Calendar



**Location of monthly HA planning meetings:** Google Meet  
(Monthly calendar invites will be sent out along with agendas)

• **CAMP ROSENBAUM 2025: Saturday, July 26<sup>th</sup> – Friday, July 31<sup>st</sup>**  
(Campers arrive on Sunday, July 25<sup>th</sup>, 2025)

• **Staff Application Opens – February 1<sup>st</sup> - April 12<sup>th</sup>**  
Application Link: [www.camprosenbaum.org/staff](http://www.camprosenbaum.org/staff)

**Please join us for our first Camp Planning Meeting in February!**

Moving forward, housing authority planning meetings will be held on the **third Wednesday of each month at 12:00 p.m.** These meetings will focus specifically on the camper recruitment and acceptance process to ensure all housing authorities are fully supported.

You are also welcome to attend our **general camp planning meetings**, held on the **fourth Wednesday of each month at 6:00 p.m.**

- February Camp Planning Meeting - Wednesday, February 25<sup>th</sup> – 6:00pm
  - In person: Multnomah County Sheriff's Office Training, 3083 NE 170th Pl, Portland, OR 97230
  - Via Google Meet: <https://meet.google.com/suq-khfu-rfs>
  - Or dial: (US) +1 541-579-2920 PIN: 228 824 916#

• **Camper Applications Opens – March 1<sup>st</sup> - April 19<sup>th</sup>**

• March HA Planning Meeting - Wednesday, March 18<sup>th</sup> – 12:00pm

• April HA Planning Meeting - Wednesday, April 15<sup>th</sup> – 12:00pm

• May HA Planning Meeting - Wednesday, May 20<sup>th</sup> – 12:00pm

• June HA Planning Meeting - Wednesday, June 17<sup>th</sup> – 12:00pm

• July HA Planning Meeting - Wednesday, July 15<sup>th</sup> – 12:00pm

• September Camp Debrief Meeting - Wednesday, September 24<sup>th</sup> – 6:00pm

**New Volunteer Staff Orientation and Counselor Training:**

• **New Staff Orientation** – Beginning of June at PPB Training Division in Portland, date TBD

• **Counselor Training – Attendance of one session is mandatory for ALL counselors**

Requirements: One virtual portion TBD & one in-person training Saturday at Camp Rosenbaum

**CAMP ROSENBAUM 2026 - Sunday, July 26<sup>th</sup> – Friday, July 31<sup>st</sup>**  
*Staff arrive on Saturday, July 25<sup>th</sup>*

**Housing Authority Coordinator Timeline**

**March 2<sup>nd</sup> Camper Notification Letters**

- Email, mail, or hand deliver Camp Notification Letter that contains the link/QR Code to the online Camper Application Form, and designated password, along with a copy of the Camper Ground Rules to eligible campers whose families participate in your agency's programs.
- *NOTE: Oregon residents do NOT need to fill out the Summer Food Service Program Form only Washington Residents. This form needs to be uploaded with their application OR emailed/mailed to Camp Rosenbaum.*
- Housing authorities with less than 10 camper allocations may choose to have agency staff recommend names of youth, rather than sending applications to every eligible child.

**April 19<sup>th</sup> Camper Application Deadline**

- All camper applications and SFSP Forms (WA only) are due by this date!
- Campers must be between 9 ½ and 10 years old (children can turn 11 the week of camp but no older) Campers must be born between **July 26, 2015 and February 1, 2017**.

**April 27<sup>th</sup> Camper Selection**

- On Monday, April 27<sup>th</sup>, Camp Rosenbaum will send your Housing Authority's list of applicants in a spreadsheet via email.
- Over this week, your agency personnel will select the allotted number of children to attend camp.
- Agencies should select a 50/50 ratio of boys and girls.
- Children who have attended Camp Rosenbaum in the past will **NOT** be approved unless an organization cannot fill all their slots. It is the housing authority's responsibility to reinforce this requirement when making camper selections.
- **Once you have made your selection, please send back your list of approved names to Camp Rosenbaum so they can move on to the medical review step.**
- Do NOT notify campers of selection until Camp Rosenbaum has issued final approval.

**May 4<sup>th</sup> - 24<sup>th</sup> Camp Rosenbaum Approves Campers**

- Between May 4<sup>th</sup>-24<sup>th</sup>, Camp Rosenbaum and their medical staff will review applications for medical concerns and ensure an even ratio of gender and age.
- By May 25<sup>th</sup>, Camp Rosenbaum will notify your HA if your selections have been approved or if there are any changes from families or the medical staff.
- Camp Rosenbaum will send HA reps a copy of the Camper Acceptance Letter template.
- Once the list is approved, the State of Oregon will certify which campers are eligible for free/reduced lunch.

**May 26<sup>th</sup> Housing Authorities Notify Children**

- Housing Authorities will let the families know if their child has been selected, put on a standby list, or have not been selected.
- Camper acceptance letters should include the camper supply list and bus departure information.

## July 1<sup>st</sup> Housing Authorities Make Reminder Calls

- Remind families that their child is on the list to attend Camp Rosenbaum and of the bus pick-up time and location.
- Families may request another copy of the bus departure information or the camper supply list. This is also an opportunity to confirm campers and substitute another child if someone is unable to attend.
  - In the event of a substitution, please send Crystal Kroeller an email with the name of the child canceling and who you will be replacing them with. Do not notify the replacement camper of selection until Crystal has reviewed and issued approval for the replacement camper.

**July 10<sup>th</sup> Deadline for replacement campers:** No new substitutions will be accepted after this date.

**July 26<sup>th</sup> Campers depart for Camp Rosenbaum!** A designated person from your agency must be at the pick-up point and confirm campers as they board the bus. Please refer to “Housing Authority instructions for departure locations.”

**July 31<sup>st</sup> Campers return home!** A designated person from your agency must be waiting for the bus when campers arrive. They will stay with the campers until they are picked up by a parent or guardian. Please refer to “Housing Authority instructions for departure locations.”

## FREE AND REDUCED MEALS APPLICATION PROCESS

For over a decade, Camp Rosenbaum has received reimbursement from the Oregon Summer Food Service Program, a USDA program meant to help provide healthy meals for low-income children during the summer months. Despite repeated assurances that all of our campers are low-income, the State requires separate confirmation that these children qualify for reimbursement.

Since 2016, the State has assisted us in confirming that our campers qualify for reimbursement through a process they call “**direct certification**”. Camp Rosenbaum sends the State a spreadsheet of basic information for our potential campers, and the State attempts to match these kids to those who qualify through SNAP, TANF, FDIR, etc. In 2017, the State was able to directly certify 75% of our potential campers.

For campers who are not matched through direct certification, the State requires the Family Application for Free and Reduced Meals (which I refer to below as the “**State form**”). This is the same form many families fill out for Free and Reduced Meals in their schools. My apologies for the form – it’s not especially user-friendly and requests a lot of information. A special tip: if a family receives SNAP or TANF, they only have to fill out sections 1, 2, 3, and 5.

**Camp Rosenbaum will send the State form to families in Oregon who were not matched through direct certification, after notification that the camper has been selected.**

It is very important we receive verification for all of our campers since the State only provides funding for children who have been verified, and this funding makes it possible for us to continue to offer the Camp for a low fee to the housing authorities.

Thank you for your help with this. Please feel free to contact me if you have any questions:  
*Crystal Kroeller, Executive Director, [crystal@camprosenbaum.org](mailto:crystal@camprosenbaum.org), 503-388-4140*