

# Welcome to UW-Green Bay Summer Camps!

## Housing Campers Please Read Carefully

**We look forward to meeting you! We are making sure that you have a fun, safe, exciting experience at camp!** In order to help us assure your safety and well-being, these policies have been developed. We trust that once you understand our rules, you'll agree that they are reasonable, and they will be easy to follow. If you respect the law, campus property, and the rights of other campers, we'll all get along and have a **great** time. Please read this with your parent/guardian.

2. Your **counselor will check your room** with you to see that nothing is forgotten and that the room or apartment is in orderly condition. If property was damaged in your room, your parents/guardians will be billed.

3. University Housing cannot be responsible for lost, damaged, or stolen items or luggage.

4. **You must complete check-out BEFORE your final concert, exhibition, etc.**

If you take advantage of the experiences offered, you will have a great time!

**WE ARE SO GLAD YOU ARE COMING!  
HAVE AN AWESOME TIME AT CAMP!**



The camp reserves the right, upon notification of parents/guardians, to dismiss any camper during any session for improper dress, conduct, language, or attitude which, in the judgment of the administrative or counseling staff is deemed detrimental to the other campers or smooth operation of the camp. Furthermore, if in the judgment of the administrative or counseling staff, the camper's conduct violates any of the following rules and regulations, the camper may be dismissed without refund of fees and/or referred to the appropriate authorities.

### HERE ARE THE BIG ONES...

1. Campers may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons (this includes knives of any kind), or fireworks. Do not bring matches or lighters to camp.
2. UWGB camps are non-smoking camps. Campers may not possess or use any tobacco products while in attendance at camp. This regulation also applies to campers who are 18. If you cannot go a week without smoking, either quit smoking or don't attend. Campers will be dismissed for smoking.
3. Campers found tampering with fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from camp immediately. Also, University officials are required by law to report the responsible individual(s) to local authorities who will fine and may prosecute them under State Statute 941.13 (which calls for a fine of up to \$500 or imprisonment of not more than one year or both).
4. Campers may not interfere with any security system or tamper with locks in camper rooms or other areas.
5. Lewd and/or offensive speech or actions that undermine camp decorum are strictly prohibited. Profanity is not allowed.
6. No camper shall be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, and/or illegal drugs. Campers will need to change clothes if what they are wearing is inappropriate. Tip: If you can't wear it to school, don't wear it here.

5. Tacks and tape are prohibited on the walls. Campers may bring wall putty for posting.

6. Campers may not remove windows or screens from their installed locations. Also, campers are not allowed to sit on window ledges.

7. A laundry room will be available for use. Detergent will be available for 50 cents per load in the Head Counselor's Office if campers need to wash clothes. You must pay for the use of the laundry pass card in the Head Counselor's Office.

8. Cooking is not allowed in the University Housing rooms or apartments.

K. Because of insurance liability codes, all campers are required to stay within the designated boundaries of the campus. You will be informed of these boundaries when you arrive on campus.

L. If, for any reason, it is necessary for you to leave camp, either a signed note or phone call from your parent/guardian to the Head Counselor is required. Parents/Guardians are required to sign-out the camper if the camper is taken off campus.

M. Outreach Office fax: (920) 465-2552 - **For official business only. Not to be used to correspond with campers.**

### WHEN YOU LEAVE UW-GREEN BAY

University Housing check-out procedures are as follows:

1. **Please inventory and pack belongings carefully.** Make sure that nothing is left behind. A minimum of **\$5** will be charged for postage and handling if the camp office is asked to ship any clothing or other items that were left behind.

**Evening Activities:** 6:30 p.m.-9:45 p.m.

**Middle School Sessions:** Be in your room at 10:00 p.m.

Lights out and quiet time is at 10:30 p.m.

**Senior High School Sessions:** Be in your room at 10:30 p.m. Lights out and quiet time at 11:00 p.m.

No exceptions will be made to these times without the Head Counselor's consent. **Cell phones, radios, musical instruments, tape players, CD players or TVs may not be used after lights out.**

J. University Housing Living: Your room is your temporary home, and because you will be sharing it with a roommate, please be aware of the following:

1. For safety and liability reasons, straighten your room, turn off all electrical equipment, and close your windows before you leave each morning.
2. Keep your room locked at all times. Do not share the combination to your room with anyone! A \$20 combination charge will be assessed to campers who give out the room combination to others. We are not responsible for lost or stolen items. Leave excess money and valuables at home. Do not bring expensive electronics to camp!
3. The only people permitted in your room are counseling staff, guardians and members of your immediate family, your roommate, and other campers of the same gender. **Permission for others to visit must be obtained from the Head Counselor's Office.**
4. Because of the potential dangers and liability, all furniture arrangements must remain unchanged, and kept in the rooms they are placed.



7. Because of the potential danger to others and University property, vandalism and pranks will not be permitted.
8. Campers may not remove windows or screens from their installed locations. Also, campers are not allowed to sit on window ledges.
9. Pets are absolutely not allowed at camp. This includes, but is not limited to, University Housing areas or in the campus buildings.
10. Commuter campers are not allowed in the University Housing area.
11. Guests and visitors (parents/guardians and other immediate family members) must check-in at the Head Counselor's Office, before visiting a camper who is residing in University Housing. Parents/guardians must also check-in at the Camp Director's Office, before visiting a camper during class sessions.
12. Cell Phones: Campers may not use cell phones during instructional classes. Campers may use their cell phone in the evening or during free time. Phones must be turned off after lights out. To ensure a peaceful rest for everyone, cell phones may be collected by a camp counselor at lights out, and returned to the camper in the morning.
13. Under no circumstances are boys allowed to visit girls' rooms or vice-versa. Your counselor or another counselor of the same gender may check your room at any time.

14. Campers are not encouraged to bring vehicles to camp. If you must use a vehicle to get to and from camp, your vehicle must be parked in a designated lot, locked, and left unused for the duration of the camp session. Campers are not permitted to drive or ride in private cars or any type of motor vehicles except under the supervision or authorization of a Counseling Staff member. Your car keys will be stored in the Head Counselor's Office for the duration of the camp week and returned upon final check-out. **PARKING:** Campers who bring a vehicle to camp can pick up a parking permit from the Head Counselors Office for \$3.00.
15. Campers who leave their classroom during class sessions or their University housing building after lights out without permission from a UWGB staff member will be promptly sent home.
16. If a camper is sent home for disciplinary reasons, the camper may not return to camp the next summer unless a letter of recommendation is written by a school official for the student. The UWGB Summer Camp Office will make a determination for admittance on a case by case basis after consulting with school officials.

**In a nutshell:** The camp reserves the right, upon notification of parents/guardians, to dismiss any student during any session for improper dress, conduct, language, or attitude which, in the judgment of the administrative or counseling staff, is deemed detrimental to the other students or smooth operation of the camp. Furthermore, if in the judgment of the administrative or counseling staff, the camper's conduct violates the above stated rules and regulations, the camper may be dismissed without refund of fees and/or referred to appropriate authorities.

## SUPERVISION

UW-Green Bay summer campers will be supervised during the day by their classroom teachers or coaches, whichever is applicable. A staff of trained camp counselors supervises campers when instructional sessions are over, usually late afternoon or early evening, until 8:30 a.m. the next morning. Generally, these camp counselors are upper-level college students who have an interest in education, social work, human development, business or the arts. In addition, a few of the counselors are college graduates who are teachers during the school year.



G. All scheduled leisure time activities and special programs are supervised by a staff of trained counselors. They are on duty each day from 3:15 p.m. until 8:30 a.m. An array of no- and low-cost, on- and off-campus activities are scheduled for campers each evening. Check the bulletin board outside your counselor's room for each evening's activities. Activities may include swimming in the Kress Events Center pool, basketball or volleyball in the housing courtyard, field trips to various attractions in Green Bay (movies, shopping, miniature golf), as well as supervised quiet time. Bus transportation is provided for scheduled off-campus group functions.

H. Meals will be served in our newly renovated University Union. An assortment of entrées', plus a salad bar and dessert bar compliment the menu.

I. **Hours:** Wake early enough to give yourself time to eat a good breakfast and get to your first class, practice or rehearsal on time. Evening hours are as follows:

C. **Landline phones are not available in the University Housing dorms or apartments.** If parents/guardians need to contact a camper by phone, they should place a call to one of these numbers:

Head Counselor's Office:  
(920) 465-2742 (24-hours)

Outreach Camp Office:  
(920) 465-2267 (8:00 a.m-4:30 p.m, M-F)

Messages will be taken for the camper at the above numbers. The camper will return the call at his/her earliest convenience.

*\* See camp policies for information regarding cell phones (page 3).*

D. There will be daily mail pickup and delivery at the Summer Camp Office. Mail should be addressed to:

(Camper's Name)  
UWGB Summer Camps  
Office of Outreach and Extension  
2420 Nicolet Drive, WH 470  
Green Bay, WI 54311-7001

E. Campers are encouraged to have their own health insurance as only **limited** accident insurance is provided.

F. If you should become ill during the day, report to your Camp Director. University Health Services, with registered nurses on duty, is available from 8:30 a.m.-4:00 p.m., Monday through Friday. Report to a counselor if you become ill after classes or in the evening.

The Head Counselors are a staff of highly trained and experienced professionals who have the responsibility of overseeing the camp counselors, administration of the Head Counselor's Office, and coordinating evening activities. All of the Head Counselors have had several years of student counseling experience and most are professional teachers.

## **BEFORE YOU COME TO UW-GREEN BAY**

A. **Parents/Guardians: Complete and sign** the enclosed **Health Information Form** (see the information letter and health form for specific instructions). Because of the liability involved, you will not be admitted to camp without a properly completed and signed health form. If you need to take prescription or over-the-counter medications, parents/guardians should also complete and sign the medical authorization section of the Health Form. Medications must be brought to camp in the original bottle.

B. **Bring with you:** Fan!!!, towels, washcloths, toiletries, soap, umbrella, bed linens, blanket or sleeping bag, a pillow, and an alarm clock or clock radio. These items are not provided by the Camp Office or the Head Counselor's Office.



C. **Optional equipment you may bring:** clothes hangers, portable TV, CD player, swimsuit, beach towel, camera, etc. Do not bring expensive electronics to camp.

D. **Dress** is *informal, but school appropriate*. If you can't wear it to school, you can't wear it here! The UWGB classrooms and rehearsal rooms are air conditioned, but your room or apartment is not. The Cloud Commons cafeteria is located about a five minute walk from your room, so be prepared to do some walking. You must wear shoes (or sandals) in the cafeteria and in all classrooms.

E. **Spending Money:** Even though almost everything is paid for by your fees, we suggest that you bring a minimum of \$25-\$30 for personal supplies and spending money for off-campus evening activities.

F. **Do not bring** perishable foods, as refrigerators and ice machines are not provided.

G. **Stamps** are available for purchase at the University Union Information Counter, or you can bring your own.



## WHEN YOU ARRIVE AT UW-GREEN BAY

A. Campers will be checked into University Housing at the time indicated on your information letter. At that time, you should report to your designated area and move into your room. Please use your detailed map and watch for signs. Room assignments cannot be given out until check-in.

***DUE TO SCHEDULING RESTRICTIONS, YOU MAY NOT CHECK-IN BEFORE THE DESIGNATED TIME INDICATED IN YOUR ACCEPTANCE LETTER.***

B. An identification badge and swipe card will be issued to each camper at check-in, and they must be carried at all times. The swipe card accesses meals and University Housing rooms, and the ID badge assists the staff and other campers in identifying you. A lost swipe card must be replaced for \$5.

## DURING YOUR STAY AT UW-GREEN BAY

For security and supervisory reasons, all University Housing buildings will be locked during the instructional sessions of the day, including the lunch hour, and during the night. Commuter Campers are not allowed in the housing area.

A. Counselors are responsible for community living rules and for maintaining an organized and pleasant environment for all campers. To ensure your personal well being, feel free to ask your counselor questions to help you solve any problems or inconveniences that may arise.

B. All students, except those on the sick list or excused, are required to attend all daily rehearsals, classes, special functions and Friday night or Saturday concerts.