

Camp Linwood MacDonald



Group Planning Guide



DO MORE



BE MORE

SCHEDULING

Contact: linwoodmacdonald@newarkymca.org or Call: **(973)-948-7090** Schedule.

Camp Tour

- Come see our beautiful 200+ New Jersey campus for yourself, or take a virtual tour through our photo gallery at www.camplinwoodmacdonald.org

Consultation Meeting

These are optional meetings that include step-by-step schedule planning and a Q&A session for trip planners. If desired, a consultation meeting will be arranged at no charge for contracted groups. Consultation meetings may be held over the phone, through video call, or combined with a camp tour.

- **Parent Information Meeting:** This meeting is designed to help parents who might have apprehensions about sending their camper away. The meeting will focus on familiarizing parents with the facility, program, safety procedures, and staff at Camp Linwood Macdonald. This is also a great opportunity to recruit chaperones for your trip.
- **Chaperone Information Meeting:** This meeting will familiarize chaperones with camp, the schedule, and their responsibilities while at camp.

PLANNING

Arrival & Departure Time

You will need to determine your arrival and departure times. This will influence your meal and activity schedule. Keep in mind the time it takes to pack/unpack and clean.

Final Numbers

We know that group numbers can change a lot between scheduling a trip and the actual day of the trip. It is important that we receive final numbers and are updated if they change. We use these numbers to plan for staffing, lodging, meals (including ordering food & supplies), and your schedule.

Lodging

If your group will be staying overnight. We need to determine which lodge you will be staying in. The two main lodges are Percy Smith lodge and Rooke Lodge. The decision of Final Lodging is made by Camp Staff, but we take your preference into consideration. Some things that influence this decision are the size of your group, the time of year, preexisting group contracts, and turnover time. We recommend that once you have your assigned lodge you create a [Cabin Room Assignment](#) to give to your participants.

Meals/Table Groups

Determine the number of meals you will be needing; this is usually influenced by arrival and departure time. Mealtimes are set to Breakfast: 8:00am, Lunch: 12:30pm, Dinner: 5:30pm. You are required to complete and return the **Allergy List** two weeks prior to the date of your trip. We also highly recommend that you complete the **Table Assignment Sheet** prior to the arrival date.

Activity Selection

Now for the fun part! Activity Selection. Camp Linwood Macdonald offers a large array of activities for you to choose from. You will work in communication with the program director to choose which activities are best for your group. The number of activities your group will be able to participate in is determined by the size of the group and the complexity of the activity. Camp will provide staffing at a 1:15 ratio. Meaning for every 15 members in your group, there will be one more activity station

opened during a time slot. Activity stations typically run in 1-hour segments between 9:00am-12:00pm and 1:30pm-5:30pm. Evening activities may be provided on request.

Choosing a Schedule

We tailor your schedule to fit your specific group and their specific needs. However, choosing a schedule can be complicated. Here are some general concept templates to help you out.

Rotational Activity Schedule: Best for large groups that want everyone to experience the same activities. This model is also best for keeping campers engaged and accounted for. Recommend for most school groups.

	Group A (15 People)	Group B (15 People)	Group C (15 People)
8:00am	Breakfast		
8:45am	Archery	Climbing Tower	Fishing
10:00am	Fishing	Archery	Climbing Tower
11:15am	Climbing Tower	Fishing	Archery
12:30pm	Lunch		
1:30pm	Flying Squirrel	Arts & Crafts	Hatchet Throwing
2:45pm	Hatchet Throwing	Flying Squirrel	Arts & Crafts
4:00pm	Arts & Crafts	Hatchet Throwing	Flying Squirrel
5:30pm	Dinner		
6:30pm	Evening activity		
7:45pm	Campfire		
9:00pm	Snack & Prepare for Bed		
10:00pm	Lights Out		

Open Activity Schedule: Activities are open for the entire period but can't guarantee everyone will have time to participate. Participants can choose to come and go to activities they want. Best for smaller groups that don't mind waiting for activities or aren't interested in doing everything.

	Group (45 People)
8:00am	Breakfast
8:45am	Open Activities: Archery Fishing Climbing Tower
12:30pm	Lunch
1:30pm	Open Activities: Flying Squirrel Hatchet Throwing Arts & Crafts
5:30pm	Dinner
6:30pm	Evening activity
7:45pm	Campfire
9:00pm	Snack & Prepare for Bed
10:00pm	Lights Out

The Camp Program Director will be responsible for drafting and finalizing your schedule. They will work in coordination with you to make sure the schedule fits your group's needs.

CAMP LINWOOD MACDONALD

Any Questions, please contact:

chammond@newarkymca.org / eburkhart@newarkymca.org

(973) 948-7090

REQUIRED CHECK LIST

Before arrival

- Sign and Return Agreement to Camp
- Submit Security Deposit to Camp
- Copy of Group's Certificate for Insurance naming YMCA of Newark & Vicinity Camp Linwood MacDonald additional insured

1-2 Months Prior

- Coordinate Planning Details with Camp Program Director

1-2 Weeks Prior

- Participant Waiver Completion
- Dietary Information Form
- Final Group Information Form

Upon Arrival

- Meet with Camp program director for instructions and information
- Final Payment

RECOMMENDED CHECK LIST

- Send **Packing List** to Participants
- Schedule Parent / Chaperone Informational Meeting
- Send **Rules, Health, and Safety Guidelines** to Participants
- If trip includes overnight stay:
 - Create **Cabin Assignments**
- If trip includes meals:
 - Create **Table Assignments**
- If trip includes Rotational Schedule:
 - Create **Group Assignments**

PACKING LIST

Day Trip

Clothing

- 1-2 Pair of Sneakers
- 1-2 Pair of Socks
- Extra change of clothes
- 1 Jacket / Raincoat

Other

- Refillable water bottle
- Sunscreen
- Bug Repellent
- Flashlight

Optional

- Swimsuit & Towel (Summer)
- Flashlight (Night)
- Disposable Camera
- Book
- Journal

Labeling your Camper's belongings with his/her first and last name is a great way to make sure they make it home with their things.



3-Day Trip

Clothing

- 3-5 T-shirts
- 1-2 Sweatshirts
- 1-2 Long Pants
- 3-5 Shorts
- 3-6 pair Socks
- 3-6 pair underwear
- Modest Swimsuit
- 1 Jacket / Raincoat
- Hat
- 2 Pairs of Sneakers
- 1 Pair of sandals for shower.

Bedding

- Pillow & Pillowcase
- Twin size fitted sheet, top sheet, & blanket / Sleeping Bag.

Toiletries

- 1-2 Bath / Beach Towels
- 1-2 Wash Cloths
- Body Wash
- Shampoo
- Deodorant
- Toothbrush and Toothpaste
- Other Personal Toiletries (face cleaner, hair ties, contact solution, etc.)

Other

- Refillable Water bottle
- Sunscreen
- Bug Repellent
- Flashlight
- Prescription Medication

Optional

- Disposable Camera
- Book
- Journal

Week Trip

Clothing

- 5-10 T-shirts
- 1-2 Sweatshirts
- 1-2 Long Pants
- 5-6 Shorts
- 6-9 pair Socks
- 6-9 pair underwear
- Modest Swimsuit
- 1 Jacket / Raincoat
- Hat
- 2 Pairs of Sneakers
- 1 Pair of sandals for shower.

Bedding

- Pillow & Pillowcase
- Twin size fitted sheet, top sheet, & blanket / Sleeping Bag.

Toiletries

- 1-2 Bath / Beach Towels
- 1-2 Wash Cloths
- Body Wash
- Shampoo
- Deodorant
- Toothbrush and Toothpaste
- Other Personal Toiletries (face cleaner, hair ties, contact solution, etc.)

Other

- Refillable Water bottle
- Sunscreen
- Bug Repellent
- Flashlight
- Prescription Medication

Optional

- Disposable Camera
- Book
- Journal
- Stamp, Envelope, Paper, Address to write home.

Items that Must Stay at Home:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Electronics • Cellphones • Toys • Money • Non-shower Flip flops • Candy and/or other food items | <ul style="list-style-type: none"> • Fireworks • Guns, knives, weapons of any kind • Non-prescription drugs • Alcoholic beverages • Tobacco Products • Vaping Product |
|--|---|

*If any of these items are brought to camp, they will be held in the camp office and returned to the parent or guardian at the end of the trip.

RULES, HEALTH, & SAFETY GUIDELINES

Welcome To Camp!

Adventure and community await at Camp Linwood Macdonald. Our directors and staff will be helping your friends, family, and group have a fun, safe, and educational experience. Here are some basic rules and safety tips to help you have the best camp experience possible!

Rules

- 1. A camper is never alone, and staff are never alone with a camper.** It is important that all campers under the age of 18 are always supervised. When travelling or engaging in activities campers should be in groups of at least two with an adult supervisor.
- 2. Enjoy nature by preserving nature.** Keep your distance from animals and keep plant life where it is for the next person to enjoy. Pick up after yourself and keep nature looking green.
- 3. Stay safe at activities by following Instructions.** No one should be participating in activities without permission or without instruction from camp staff. When instruction is given, make sure you follow it, otherwise you will not be allowed to participate.
- 4. Follow the Core 4.** Be Caring, Honest, Respectful, and Responsible to each other and to staff. If you do cause a problem for someone else, it is then your responsibility to fix that problem, without causing another problem for someone else.

Health & Safety Tips

Clothing

The outdoors is great for the spirit, body, & mind. But it can be rough on our clothes. Wearing old clothing suited to the weather is recommended. Close-toed shoes, such as sneakers, are a must when participating in camp activities and the outdoors.

Animals

Camp Linwood Macdonald is home to many more than just campers during the year. If sighted, animals should be enjoyed at a distance. When cornered wild animals can be unpredictable and even dangerous. Discourage animals from coming into our living space by cleaning up after yourselves and putting trash in the correct bins.

Plants

Refrain from eating or touching foreign plant life. Poison Ivy is common in forests during the summer, learn to tell the signs to avoid contact. Avoid walking on tall grass and off trails to prevent exposure.

Ticks

Ticks and other bug bites can be scary. It's important to check your hair and body once a day for attached ticks. If you find a tick, remain calm, they are often wood ticks, which do not carry Lyme Disease. Report the tick to your leader or to a qualified health personnel before attempting to remove it. Keep an eye on the bite location and seek additional medical attention as needed.

Cuts & Scrapes

All cuts and other injuries should be reported to the group leader or nurse no matter how minor they may seem. Do not attempt to move anyone if you believe they have sustained a severe injury. Notify the nurse and camp staff immediately for assistance. There are First-Aid kits located at most major buildings on camp.

Personal Hygiene

The best part of the outdoors is smelling like fresh pine and dirt at the end of the day. However, It's important to wash your hands before each meal and to shower daily. Doing so will help you stay healthy and improve the living conditions of your cabins.

Campfire

It goes without saying that fires are hot! They should only be built in designated campfire rings and should always be monitored. Don't attempt to remove logs or burning sticks from the fire and always keep a healthy distance.

Technology

Camp is not responsible for any lost or broken technology. We encourage all our guests to disconnect from social media, messaging, and technology while at camp. For student campers, disconnecting from technology is a requirement, so leave it at home and enjoy the great outdoors.

Medication

All youth guest groups must store all medications under the supervision of a responsible adult in a lockable box or container.

ACTIVITY LIST

Aquatics

Canoeing

Take to our lake on our 2-3 passenger canoes. Canoeing uses single ended paddles and requires teamwork and coordination maneuver across the lake.

Kayaking

Our 1 passenger Kayaks use a double-ended paddle to traverse the lake. Kayaks are great for experience boaters, or for older kids and adults who want to try their hand at something new.

Rowboat

Slower and heavier, rowboats can be used if you are looking to enjoy a nice float in the lake.

Stand-up-Paddle Board

Sit, kneel, or stand on these open sided paddle boards. Our paddle boards use extra-long single ended paddles that can be difficult to use at first and might result in a lot of splashes. However, once master Stand-up-Paddle boards offer a unique experience unlike any other type of boating.

Swimming (Lake)

During our summer months, enjoy swimming in our mountain lake.

High Ropes

Climbing Tower

Enjoy a 60ft Rockwall climb and ring the bell at the summit. This element offers two challenges, one for beginners and one for more experienced climbers.

Flying Squirrel

Take to the skies in this team operated element. Participants enjoy the sensation of flying as they are lifted over 60ft into the air.

Giants Ladder

This co-operative element requires two participants to rely on each other as they attempt to climb the rungs of a giant swinging ladder.

Leap of Faith

Face your fears and leap from a 60ft high platform towards a hanging objective. Bravery is required, but the sensation of the leap with the potential reward of reaching the goal is well worth the jump.

Pirates Crossing

Traverse a spanning tight rope 60ft in the air using only balance and the hanging ropes provided.

Zipline*

Soar through the skies and enjoy the view as you cross over Robert Rooke lake on this 700ft+ zipline.

Target Sports

Archery (Recurve)

Practice your archery skills like your ancestors using our recurve bows.

Archery (Compound)

Enjoy modern technology at our archery range while using our Genises Compound Bows.

Archery (Golf)

Looking for a unique experience? Take the bow to the field and enjoy a round of archery golf, using our specialized safety arrows.

Hatchet Throwing

Learn safety and throwing technique as you attempt to split wood by throwing hatchets at our range.

Slingshots

Enjoy launching small ammunition at pots and pans at our slingshot range.

Arts & Crafts

Crafts

Select from several different craft options; painting, jewelry making, paper mâché, leather crafts, and so much more. Our art center is full of supplies, the only limit is your imagination.

Fun-gineering

Follow step by step instructions and use basic engineering to craft interactive pieces.

Hydro Dipping*

Use our paints and water to dip and create your own art. You can dip anything from white hats, to rocks, to name tags.

Tie-Dye*

Use our tie-dye to create your own-colored t-shirt or hat. Tie-dye is a great way to commemorate a group trip.

Nature Discovery

Campfire

Enjoy a relaxing night around a campfire, roasting marshmallows or signing camp songs.

Fishing

Catch several different varieties of fish from our freshwater lake. We provide fishing poles, or you can bring your own.

Pond Studies

Dip nets into our life cycle pond and discover a variety of wildlife. This hands-on experience teaches about the life cycle of frogs, insects, salamanders, and more.

Ornithology (Bird watching)

Use our binoculars on a hike exploring our large population of birds.

Outdoor Cooking*

Learn how to build a fire as well as prepare and eat a delicious snack. Cook items like s'mores, hotdogs, or mountain pies.

Shelter Building

Enjoy exploring the woods and building shelters out of anything nature provides.

Trail Hike

Travel one of our 4 clearly marked trails averaging about 1 mile through beautiful New Jersey forest.

Tree Identification

Learn about the life cycle of trees and their differences in this hands-on exploration of New Jersey forest life.

Sports & Athletics

Athletics

Our large athletic field, Pavilion, and court, allow for virtually any outdoor sport or game.

Basketball

Use our full-sized outdoor basketball court.

GAGA Ball

This octagon shaped arena, competitive game, is a quickly growing favorite of campers. It uses a single ball and operates off similar rules to dodgeball. If the ball touches you below the knee you're out!

Kick Ball

Play a classic game of kickball on our athletic field or switch it up by playing one of the many variants. Uno kickball, 1 base kickball, mat ball.

Soccer

Use our full-sized outdoor soccer field, or our smaller transportable goals.

Tetherball

This classic game uses a ball attached to a string and a pole. The goal is to wrap the ball around the pole in the opposite direction as your opponent.

Volleyball

Use one of our two outdoor Volleyball nets.

9-Square

A combination of 4-square and volleyball, this competitive game has 9 players who compete to be the king in the middle.

Challenge Course

Nitro Crossing

Use a mini zipline to get your team across the imaginary "Liquid Nitrogen."

Pirates Crossing (Low)

Traverse a low tightrope using balance and the hanging ropes provided.

Spider's Web

Work as a team to get your group through the spider web without touching.

Team Building

Get to know each other and work together as a team to accomplish our challenging group activities.

Team Skies

Work as 2 teams of 6-8 in a race on the tricky team skies.

Tire Traverse

Swing across hanging tires and ropes to reach your destination on the other side.

The "V" (Commitment Bridge)

Work as a pair to balance on a tight rope that steadily gets wider apart.

Whale Watch

Work as a team to balance a teetering 15ft platform. It's harder than it looks.

These are just the most common activities offered. More activities can be chosen upon group request.

*Some activities require additional costs or materials.