YOUTH PROGRAM – SUMMER CAMP GUIDELINES & PROPOSAL FORM

Thank you for your interest in teaching or volunteering for a youth program and/or summer camp through Delta College LifeLong Learning. We have enclosed a general information sheet and a proposal form. The camp form provides a series of guidelines and recommendations then asks you a series of questions that will assist you in putting your thoughts on paper. This will help us understand what you would like to cover and how you plan to conduct the program. We look forward to learning about your program idea(s).

MISSION OF LIFE LONG LEARNING: The mission of the LifeLong Learning Department is to facilitate quality-based and innovative educational opportunities for members of the community. We define the community as diverse people of all ages in the Great Lakes Bay Area. Our operating values are to be learner centered and service oriented; to create an awareness of the College in the community; to create internal and external partnerships; to use a diversity of delivery mechanisms and to use continuous improvement as we manage our work.

ROLE OF THE INSTRUCTOR/VOLUNTEER: LifeLong Learning provides well respected community members an opportunity to showcase their field and teaching expertise. The teacher is expected to design the camp, effectively convey the information contained in the camp as described to participants in the schedule, maintain a professional appearance representing Delta College at its best, and to provide positive leadership of the camp. The instructor suggests and then works within the LifeLong Learning guidelines to determine the scheduling, materials, equipment, and any anticipated expenses. The LifeLong Learning staff is available to assist you in your planning. The LifeLong Learning staff coordinates additional details such as but not limited to camp fees, camp location, equipment availability, camper registration, and publicity.

EMPLOYMENT ELIGIBILITY: Delta College is required to ensure all adults including faculty, staff, students and volunteers who may come into contact with minors submit to a criminal background check and are not listed on the sex offenders registry. Human Resources will follow the process outlined in the Fair Credit Reporting Act to run a criminal history and also search the sex offenders registry for all involved in the camps. If an unfavorable result is discovered the college may take action related to your existing position with Delta College. Public Act 129-131 and 138 require you, as an employee of Delta College to self-report to your employer within three days when you have been arraigned/charged with certain crimes as listed in MCL.380.1535a.

Criminal background checks are just one piece of Delta College’s comprehensive approach to evaluating the background of summer camp instructors and their acceptability to work with youth. Our standards also require reference checks, personal interviews, and work history reviews. The screening requirements, along with strong training and supervision guidelines, combine to provide a comprehensive approach to child protection.

A. Non-Delta College Employees: If you are not an employee of Delta College you must include your resume when submitting the camp proposal form. Approved proposals will require a complete Delta College employment application and background check for all individuals working with minors. Employment will be contingent upon the outcome of the background check, employment verification, and marketability of the camp you are proposing.
B. **Delta College Employees:** If you are an employee of Delta College, and/or taught a summer camp last year, and are approved to teach a 2015 summer camp you will be required to complete a background check each year.

C. **Volunteers:** Any camp requiring the assistance of volunteers must prepare an outline of what the volunteer’s role and/or involvement will be in the camp and include it during the proposal-planning phase. All adults, including students and volunteers, who may come into contact with minors will be required to submit a criminal background check and must not be listed on the sex offenders registry.

**CAMP DETAILS**

**2015 SUMMER CAMP SCHEDULE:** Based on local school district closings and the Delta College calendar it is our recommendation that all summer camps are scheduled as follows:

**Weeks of:**
1) 6/22/15 – 6/25/15  
2) 7/13/15 – 7/16/15  
3) 7/20/15 – 7/23/15  
4) 7/27/15 – 7/30/15  
5) 8/03/15 – 8/06/15  
6) 8/10/15 - 8/13/15

**All camps will be 4-days: Monday – Thursday** (College closed on Fridays)

**Full-day Summer Camp:** 8:30a – 4:00p (includes ½ hour supervised lunch break, lunch is not provided)

**Half-day Summer Camp:** 8:30a – 12p OR 12:30p – 4:00p

Approximate Camper to Instructor Ratio will be 1:20 unless special circumstance.

**Paid instructors will earn $25 per instruction hour.**

Material/Equipment Budget – **$150 total full day** camp and **$75 total half day** camp

Camper Age Range: 6 – 18, entering grades 1 – 12. The majority of programming will be targeted for the entering grades 1st – 10th.

Examples of camp descriptions from 2014 can be found on our website. [www.delta.edu/summercamps](http://www.delta.edu/summercamps)

Delta College LifeLong Learning highly recommends incorporating [PBS LearningMedia™ A Service of Delta College Broadcasting](http://www.pbsmediatilemedia.com/) and the [Michigan Common Core State Standards Resources & Guidelines](http://www.michigan.gov/michigan) into your summer camp curriculum. You may need to create an account to access the free online resources. Please keep in mind [PBS Copyright & Fair Use](http://www.pbs.org/education/copyright.html).

**CAMP LOCATION:** Nearly all of our camps are taught at the Delta College Main Campus, However, some camps are offered at off-site locations such as the Delta College Planetarium in Bay City, Ricker Center in Saginaw, and the Midland Center in Midland.

**Proposals are due by December 19, 2014.**

**LIFELOG LEARNING DEPARTMENT OFFICE:** LifeLong Learning is located on the Delta College Main Campus, H-wing; 1961 Delta Rd. University Center, Michigan 48710. We can be reached Monday through Thursday, 8am to 4:30pm and Friday 8am – 4pm.

**QUESTIONS:** If you have any questions or need assistance, please contact Lindsey Bourassa by e-mail at [lindseybourassa@delta.edu](mailto:lindseybourassa@delta.edu).
YOUTH PROGRAM – SUMMER CAMP PROPOSAL FORM

INSTRUCTIONS: Please fill out this form as completely as possible and attach any pertinent supporting information or materials (e.g. – samples, articles, reviews, and syllabus) you deem helpful.

Send to: lindseybourassa@delta.edu  PROPOSALS ARE DUE December 19, 2014.

Bear in mind that this is a draft camp proposal and that final details and arrangements will be worked out with the staff in the LifeLong Learning Department. If you are proposing to teach more than one program, please make additional copies of this form and complete one form for each proposed. If not an employee of Delta College you must also include your resume when submitting the camp proposal form.

Name of Instructor__________________________________________________________________________________________________
Address_____________________________________________________________________________________________________________
City/State/Zip Code_________________________________________________________________________________________________
Home Phone________________________________________ Work Phone__________________________________________________
E-Mail Address_____________________________________________________________________________________________________
Fax Number_________________________________________________________________________________________________________

1. Camp Title____________________________________ ___________________________________________________________________
2. Purpose/Goals of Camp___________________________________________________________________________________________
3. Style of Instruction to be Used (interactive, demonstration, group discussion, lecture, combination, etc.)

4. Targeted Population (specify age range)______________________________________________________________
5. Prerequisites -are there any prerequisites for this camp: (math, reading ability, basic computer skills, etc.)

6. Clothing/Items (is there any special clothing or items students should wear or bring?)

7. Materials/Handouts/Supplies (what supplies will the students be expected to purchase? What items will be supplied by the instructor? List approx. cost associated with each item)

8. Type of Space/Facilities Needed

9. Equipment Needed -including audio visual

10. Total Camp Hours Needed to Cover Material

11. Number of Camp Sessions

12. Time Length of Each Session
13. Proposed Day(s) of the Week: All Camps are Monday – Thursday

14. Proposed Times of Sessions

15. Minimum Number of Participants

16. Maximum Number of Participants

17. Camp Outline & Objectives (list material to be learned and outcomes at each camp session and attach it as an additional sheet)

18. Camp Description (please write a brief description suitable for publication in the Delta College LifeLong Learning brochure and attach it to this packet. Your description should briefly state the goals of the camp, the methods used to obtain those goals and one sentence about the qualifications of the instructor. Please include age-range of targeted participants, prerequisites or special clothing/item requirements.)

19. Cost Center to use for expenses beyond budgeted allowance (if available):

20. Funding available from outside resource (grant, sponsor, etc.)