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Expectations for Squad Leader Training

- ♪ Try to maintain a *positive attitude, high level of energy and enthusiasm* throughout the weekend - it will make training much more enjoyable for everyone.
- ♪ ***Come prepared*** to all training sessions - bring paper and pen and be on time.
- ♪ During sessions ***show respect*** for the presenters - meaning listening attentively and not talking to the people sitting around you, not falling asleep, slouching etc. Save your comments for after the session. This also means to show respect to those participants who are asking questions, offering insights and sharing experiences.
- ♪ To facilitate the process of the whole team getting to know each other, it is important that you ***wear your nametag*** for the entire training period. This makes it much easier for the presenters to address individuals who ask questions, and for other Squad Leaders to learn everyone's name.
- ♪ Recognize the difference between *positive enthusiasm* and *negative disruptiveness*, and exercise your good judgement.
- ♪ Don't complain openly about things you dislike about training, instead do something about it: ***be part of the solution, not the problem***.
- ♪ If you disagree with something done during training, talk to one of the staff about it privately.
- ♪ Make an effort to ***meet Squad Leaders from other faculties/schools and other Orientation programs!*** Try not to hang out with the same people all the time. BOOt Camp is one of the *only* times that all of the Squad Leaders are together for a prolonged period of time, so take advantage of this! Get to know your fabulous team from across campus.
- ♪ Also, take time to ***get to know your Faculty contact(s)***. You'll be working closely with them throughout the year...plus they're just fun people!
- ♪ Don't gossip or talk behind people's backs. If you have a problem with someone, settle it the old fashion way – ARMWRESTLE! Wouldn't that make training exciting? (In all seriousness, please ***settle any disputes in a mature and responsible manner***; ask the O-Team or your Faculty contact for help if something that can't be handled solo).
- ♪ Be careful when it comes to Faculty/school "pride". Make sure you know the fine line between being proud of your program – and alienating others.
- ♪ Look after yourself and others around you (safety, tidiness, conduct, etc).

Last but certainly not least... have FUN!

Schedule

Friday January 14, 2011

Time	Program	Duration
16:45	Meet, PIZZA & Icebreaker	45 min
17:15	Load buses	15 min
17:30	Depart: UBC → Evans Lake	120 min
19:30	Unload into Rec. Hall & Cabins	15 min
19:45	Welcome and Camp Rules	15 min
20:00	Goals & Expectations	40 min
20:40	<i>Cabin Challenge #1 – Cabin Dance and Sound</i>	30 min
21:10	STRETCH BREAK	5 min
21:15	<i>Cabin Challenge #2 – Orientation Commercial</i>	75 min
22:30	Unpack, Snack, Free Time	30 min
23:00	Snack Clean Up –	
23:30	Quiet Time	

Saturday January 15, 2011

Time	Program	Duration
07:30	“Morning Burst” <i>(optional)</i>	30 min
08:00	Set Up Crew –	
08:15	Breakfast & Lessons on Cleaning from Camp Rep	30 min
08:45	Clean up & travel –	
09:00	The Orientation and Transition Landscape 1	60 min
10:00	STRETCH BREAK	10 min
10:10	The Orientation and Transition Landscape 2	60 min
11:10	<i>Bonding Activity – Amoeba Split, Amoeba Race!</i>	35 min
11:45	Set up crew –	
12:00	Lunch	45 min
12:45	Clean up & travel –	
13:00	<i>Cabin Challenge #3 – Group Camouflage</i>	25 min
13:25	STRETCH BREAK	5 min
13:30	You – The Squad Leader	90 min
15:00	STRETCH BREAK	10 min
15:10	<i>Cabin Challenge #4 – Toxic Waste</i>	50 min
16:00	Involvement Coaching	90 min

Saturday January 15, 2011 (continued)

Time	Program	Duration
17:30	<i>Crossing the Line</i>	60 min
18:30	Set Up Crew –	
18:45	Dinner	45 min
19:30	Clean up & travel –	
19:45	Facilitation	60 min
20:45	Preparations for the Dress Up Challenge	20 min
21:05	<i>Cabin Challenge #6 – Dress Up</i>	65 min
22:30	Campfire, Snack, Free Time	60 min
23:15	Snack Clean up –	
23:30	Quiet time	

Sunday January 16, 2011

Time	Program	Duration
08:00	Set up crew –	
08:15	Breakfast	30 min
09:45	Clean up & travel –	
09:00	Communication	90 min
10:30	<i>Bonding Activity – Buddy Up</i>	20 min
10:50	Ambassadorship	60 min
11:50	<i>Cabin Challenge #7 – Mrs. Doubtfire</i>	25 min
12:15	Set up crew –	
12:30	Lunch	45 min
1:15	Clean up & travel –	
1:30	Reflections & BOOyaka Cup	30 min
2:00	Load buses	15 min
2:15	Depart: Evans Lake → UBC	120 min

Cabin Assignments

Names in **bold** are SLs assigned to be “Cabin Captains” – responsible for the safety of all cabin members, as well as organization & coordination of tasks assigned to each cabin.

Lady Gaga

Esi
Jennie
Joanne
Kathy
Kiran
Kyna
Rosy
Tabita
Jamie

The Spice Girls

Jennifer
Alice
Cayley
Daphne
Hannah
Joey
Meghan L
Nina
Sarah
Taylor

Britney Spears

Alana
Alison
Crystal
Jenny
Joy
Kirsten
Kiki
Serenade
Zahra

Elvis Presley

Sherman
Aaron C
Austin
Brian
David Y
Houman
Jonathan
Kelvin
Mark
Sameer

Michael Jackson

Ravi
Aaron L
Benj
David L
Gabriel
Iyad
Justin L
Louie
Roger
Sartaj
Tony

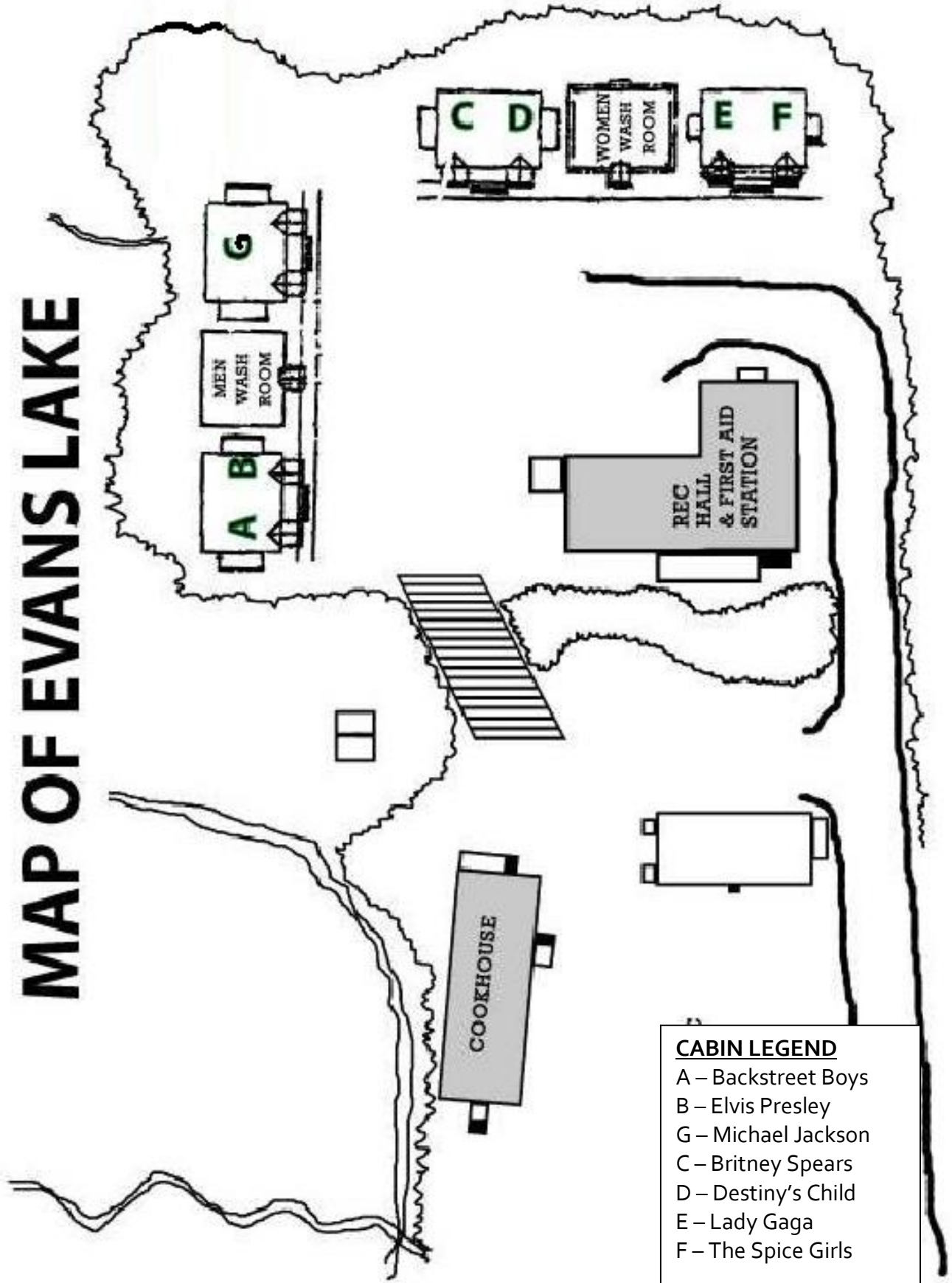
Destiny’s Child

Rebecca S
Barbara
Elaine
Jessika
Julie
Kitty
Michelle
Rebecca C
Sophie
Kirstin

Backstreet Boys

Bill
Casey
Eric
Ian
Justin D
Kingsley
Roelin
Roydon
Timmy

MAP OF EVANS LAKE



Evans Lake Camp Rules & Regulations

Rule #1 is all about **Safety**. Please remember that you are in the forest and not in the city and there are a whole different set of issues to be aware of. Don't run down any stairs, as they may be slippery. Be aware of wild animals - if you see a Bear, Cougar, or any other animal that does not belong in camp please tell one of the camp staff immediately. 3 blasts of the air horn signals an emergency, everyone must report to the field, line up in cabin groups and await instructions. Keep on outside lights from dinner until breakfast. There are four boundaries to remember. No one goes behind the girls cabins. No one goes past the edge of the lake at the end of the field. No one should cross the creek behind the boy's cabins and behind the Dining Hall. And finally no one should go on the road behind the REC Hall or past the hedge on the edge of the field.

Rule #2 is about **Respect**. Remember to respect everyone in camp at all times. Please also respect the buildings and the forest. If you notice that something is not working properly or appears to be broken, please report it to a member of the camp staff, as soon as possible. Meal times are very important if you do not show up on time then there may not be any food available for you.

Rule #3 is about having **Fun**. Basically – have it. ☺

Note: Evans Lake requires that we share the following information, though swimming and boating are not applicable for our winter camp.

Water & Boating Safety

Swim Area Rules

1. A qualified lifeguard must be present for all waterfront activities.
2. The "Buddy System" must be used, and buddy checks must be done every 15 minutes.
3. Swim only in areas designated by the buoy lines.
4. DO NOT dive in areas marked "No Diving".
5. DO NOT run on the dock.
6. If more than 2 people are on or near the log, no standing is permitted.
7. Non swimmers must wear PFD on the beach, on the dock and in the water.
8. DO NOT swim after dark.
9. DO NOT swim under the dock or buoy lines.
10. No glass containers in swim area.
11. DO NOT rock the dock.
12. DO NOT push or throw people in the lake or engage in horseplay.
13. Obey all whistle signals from the lifeguards.
Whistle Signals:
1 blast – everyone out of the water
2 blasts – buddy up on the dock
3 blasts – announcement
14. Please report any damage or problems with the swim area to the camp staff.

Boating Rules

1. All boating activities must be supervised by qualified adults, one on the dock and one in a rescue boat. The boating area is open only when supervised by a lifeguard or another adult if a lifeguard is on duty at the swimming area.
2. All boaters must wear an approved and correctly sized Personal Floatation Device on the dock and in the boats and wear it correctly.
3. Each boat must have an emergency kit including a bailer and a 15 meter buoyant throwing line.
4. Entering and exiting the boats are allowed only at the boat dock, except in an emergency situation.
5. Boats must stay within sight of the boat dock.
6. All boats are to stay away from the swim area.
7. DO NOT boat after dark.
8. Standing, tipping, splashing, ramming, and other horseplay is not permitted.
9. All boating equipment must be returned to the paddle room after use.
10. Boats must be locked up at the end of each day.
11. If the emergency signal is sounded, paddle/row your boats directly to the campfire pit.
12. Report all damage to boats, equipment, or docks to the camp staff immediately.
13. One boat to be kept equipped with life jackets and paddles for the exclusive use of lifeguard in emergencies
14. Any non-swimmers using the boats must be accompanied by a good swimmer.

Tasks & Responsibilities

Set up Crew

~ in charge of setting the tables ~

1. 15 minutes before the meal, the bell will ring for the Set Up Crew to come down to the Dining Hall.
2. Wash your hands in the Dining Hall.
3. Find out from the cook how many tables need to be set for this meal.
4. Each person will be responsible for a table. Take down the benches and chairs. Set the table with everything from the cubby on the wall at the end of the table.
5. Put out all the things the cooks have set out on the Set Up Crew counter, one per table (e.g. condiments). Check to make sure that there is one of everything on every table.

Additional Responsibilities

- Set out the cutlery racks in bus pans on the counter top with the sink.
- Please put one squirt of the pre-soak solution from the kitchen in each bus pan then fill with hot water from the sink in the Dining Hall.
- Check with the cooks to make sure that they are going to be on time. Five minutes before you have completed setting the tables ring the bell to alert everyone that it is mealtime.
- Run for table supplies throughout the meal as needed by the group.

KP - Kitchen Patrol

~ in charge of cleaning the Dining Hall ~

HAVE EVERYONE WASH THEIR HANDS IN THE SINK BEFORE STARTING.

The following jobs must be completed by Kitchen Patrol teams:

1. One person to empty the dishwasher racks. **Dishes must be dry before stacking them.**
2. Two or three people should wipe down the benches and put them upside down on the tables.
3. One person should collect all the cutlery, jugs from the cubbies, and place them on the table closest to the dishwasher. Then fill each jug with eight knives, forks, spoons and one spatula.
4. One person can take eight plates, bowls, and cups to each of the cubbies.
5. One person should check the garbage can, if more than 1/2 full, the bag goes into the large green bin on the loading dock on the Dining Hall. That person should also take the compost pail to the black bins.
6. Three people should sweep the floor.
Brooms are in the broom closet located near the entrance/exit door.
7. One person should check that there are eight cups, plates, bowls, knives, forks, and spoons in each cubby. There should also be one napkin dispenser and one set of salt and pepper.

General Clean-Up:

Cleaning up is pretty straightforward – let's make everything neat and tidy! Remember to encourage recycling and composting. When these items are left out, please put them into the right containers - compostables into the compost and recycling (including juice boxes) into the recycle box!

Tasks & Clean Up Schedule

<u>DATE</u>	<u>TASK</u>	<u>CABIN</u>
Friday Jan 14th	Snack Clean Up	Britney Spears
Saturday Jan 15th	Breakfast: Set Up	Backstreet Boys
	Breakfast: Kitchen Patrol	Destiny's Child
	Lunch: Set Up	Elvis Presley
	Lunch: Kitchen Patrol	Lady Gaga
	Dinner: Set Up	Michael Jackson
	Dinner: Kitchen Patrol	Spice Girls
	Snack Clean Up	Backstreet Boys
Sunday Jan 16 th	Breakfast: Set Up	Britney Spears
	Breakfast: Kitchen Patrol	Elvis Presley
	Lunch: Set Up	Destiny's Child
	Lunch: Kitchen Patrol & Kitchen Clean-Up	Michael Jackson
	Main Hall Clean-Up	Lady Gaga & Spice Girls
	Waterfront & Fields Clean-Up	Elvis Presley Destiny's Child
	Bathrooms (women's) Clean-Up	Britney Spears
	Bathrooms (men's) Clean-Up	Backstreet Boys

BOO Meeting # 2> Wednesday January 26, 2011 -- 5:30pm – 7:30pm

Main PointsMy Action Items

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-
-

Due by

-
-
-

Questions / Thoughts / Comments

BOO Meeting # 3> Tuesday February 22nd, 2011 -- 5:30pm – 7:30pm

Main PointsMy Action Items

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-
-

Due by

-
-
-

Questions / Thoughts / Comments

BOO Meeting # 4> Tuesday March 8th, 2011 -- 5:30pm – 7:30pm

Main PointsMy Action Items

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-
-

Due by

-
-
-

Questions / Thoughts / Comments

BOO Meeting # 5> Wednesday April 6th, 2011 -- 5:30pm – 7:30pm

Main PointsMy Action Items

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-
-

Due by

-
-
-

Questions / Thoughts / Comments

BOO Meeting # 6> Wednesday May 25th, 2011 -- 5:30pm – 7:00pm

Main PointsMy Action Items

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Due by

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-
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Questions / Thoughts / Comments

BOO Meeting # 7> Wednesday June 22nd, 2011 -- 5:30pm – 7:00pm

Main PointsMy Action Items

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Due by

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-
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Questions / Thoughts / Comments

Main Points

My Action Items

-
-
-

Due by

-
-
-

Questions / Thoughts / Comments

Skills Checklist

- EVENT PLANNING
- Team Building
- Promotion Strategies
- Professional Communication
- Peer Mentoring
- Effective Meetings*
- Presentation
- Organization & Prioritization

□ **T**houghts | **I**deas | **D**reams | **B**rainwaves | **I**maginings | **T**a-das | **S**uggestions