

1994

Camporama Policy Manual

for

**District Commanders,
Regional and National Leaders**

NOTE: Contains Revised Materials

This document contains vital information that will inform you of your responsibilities before and during the 1994 Camporama. It is imperative that you familiarize yourself with the contents of this and other manuscripts pertaining to the Camporama.

1994 Camporama

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I Introduction

Purpose of Camporama

The National Camporama will provide many wholesome opportunities for Royal Rangers around the world who will attend. Keep in mind the objectives of the Camporama.

- To bring boys and men to a clear understanding of deeper spiritual commitment to Christ
- To bring boys and men to a renewal of traditional Christian values with a Pentecostal distinctive
- To provide a rich spiritual environment of brotherhood and friendship
- To provide opportunities for activities and physical growth
- To impress upon our youth the need to live by the Royal Ranger Code
- To appreciate the uniqueness of various cultures that are represented in the Assemblies of God
- To inspire all participants to return home with a deeper spiritual appreciation for American and Christian values

Theme

This Camporama theme, "From the Regions Beyond," will focus on a biblical principle of evangelism, Christian service, and Christian mission commitment to the vocation of the body of Christ.

Dates and Location

The Camporama is being planned for 4,000-plus Royal Rangers and leaders. Participants will be coming from around the world.

Camporama Date: July 11-15. The Cost: \$125 per camper. Districts will be allowed to enter the campsite and begin camp setup Sunday, July 10, at 12 noon. Those coming early will not be allowed to go to restricted areas—such as the Johnnie Barnes Lodge and FCF encampment—during this pre-Camporama period.

II Personnel

Adult Qualifications

Camporama leadership positions are open to male leaders who meet these qualifications:

- Who meet the qualifications as stated in *The Royal Rangers Leader's Manual*
- Who have completed a registration application signed by church pastor
- Who have completed a medical release form
- Who are approved by their districts

Note: Female foreign delegate leaders may attend and participate as special, honored guests. However, the policies of their own delegations regarding women leaders make special allowances to this exception. Also, female staff workers who have been approved by the national office and who serve as special workers—such as first aid nurses—may be on-site.

Boy Qualifications

Boys may attend the Camporama who meet the following qualifications:

- Who are at least Pioneers 10 years of age by July 1, 1994, and who have been currently involved in Royal Rangers the last 6 months
- Who have completed a Camporama application form, signed by a parent or guardian, giving consent to attend
- Who have completed a medical release form, which includes the signature of a parent or guardian to authorize the Camporama staff to provide medical services in the event of sickness or injury

District Qualifications and Responsibilities

- To review this packet information with district workers and campers
- To see that all adult delegates have submitted and signed the church worker's clearance form
- To coordinate and administer the individual and district Camporama registration process
- To provide insurance to and from the Camporama
- To assure compliance of ratio of one man to every four boys
- To provide a photocopy of each individual's medical and church worker's clearance forms—the latter being for leaders only—to the Camporama registrar upon arrival
- To assure that the district delegation abides by all Camporama rules and guidelines
- To assure that the district delegation abides by the standards of the Royal Ranger Code
- To be responsible for the safety, well-being, and conduct of his delegation to, at, and from the Camporama site
- To provide food service to his delegation prior to and after Camporama. However, once Camporama is officially underway, food will be provided by the Camporama catering service. National Camporama fees will cover the cost for all Camporama meals. Meals will be served in shifts in a tent food pavilion. When your group checks in at the campground, your group will be assigned a time period for meals. Meal tickets will be issued in each Camporama packet. The first meal served will be breakfast, July 12. The final meal served will be a continental breakfast, July 15.
- To be responsible for his delegation when off the property of the National Royal Rangers Training Center
- To oversee district-sponsored activities and encampment
- To screen leaders and boys to ensure they are qualified to attend
- To provide transportation to and from the Camporama for those attending from the district (suggestion: bus or auto caravan)
- To provide camping equipment for his district group. Tents should be the type that you can stand in. The ideal size tent is a four-six man tent.
- To collect preregistration fees from each participant in his district. Fill out the District Pre-registration form and send the roster and fees to national Royal Rangers Office by **May 1, 1994**.

Note: If a district commander is unable to attend the Camporama or should have another staff responsibility, he may assign another district leader to fill his place and assume the Camporama responsibilities.

General Understanding

All leadership at the 1994 Camporama agree to:

- Meet their responsibility throughout the Camporama
- Conduct themselves in accordance with the Royal Ranger Code and guidelines
- Carry out assignments given to them
- Wear the official, authorized Camporama clothing
- Understand that breaking Camporama rules is grounds for dismissal from staff responsibility and participation at the Camporama

III Payments

Fee

The National Camporama registration fee per camper is \$125. This fee covers the cost of facilities, food, supplies, program development, materials, and accident sickness insurance program at the NRRTC. All participants, including staff, will fill out an application and pay their fees. Additional fees may be charged by districts to defray delegation expenses such as transportation, insurance, and equipment.

Applicants will receive the following items for their fees:

- 1 Camporama Hat
- 2 Camporama Patches
- 2 Official Camporama T-shirts
- 1 Folding Seat
- 10 Meals
- 1 Camporama Packet
- Access to Camporama Activities
- 1 Meal Bracelet

Refund Policy

Fees will be refundable up to June 1, 1994, minus a \$50 administration fee. Applicants refund request must be made in writing and approved by the national office prior to June 1, 1994.

IV Camp Organization

The Camporama site will become an instant town of some 4,000-plus campers for 5 days. Amid the hundreds of tents, elaborate gateways, and colorful banners, there will be the community service of most small towns. These include medical field hospital, postal service, church, food service, trading post, bank, newspaper, fire department, and security force—the combination will result in an exciting program designed for boys.

As a member of the district and Camporama leadership, your function will be very important to the success of this town. Camporama staff will be working in two basic areas of responsibility: the headquarters staff and the regional staff. The guiding principle of the Camporama staff is to

ensure a rewarding experience for all. This principle will govern the actions of all staff members in the execution of their responsibilities. The entire team of workers should be coordinated so that the entire Camporama will run smoothly so that boys can be blessed spiritually, physically, mentally, and socially.

The 4,000-plus boys and leaders will be located in eight regional encampments, which will be divided into district sub-camps. The Camporama headquarters will provide services to the regional camps. Regional camp leaders will provide guidance to the district encampments established within those regional encampments. Regional encampments will staff the snack bars and coordinate the eating schedule at the main food-service tents. Regional camp leaders will provide a first aid station, and the Camporama headquarters will provide a field hospital.

Camporama Committee Organization

The Camporama Committee is made up of the National Royal Rangers Executive Committee and specially assigned persons. The purpose of the committee is to plan, develop, and staff the 1994 Camporama. The Camporama Committee will be responsible for food service, logistics, operations, programs, relationships, promotions, sales, and supervision. Upon arrival at the Camporama site, this group will be called the Camporama Staff, consisting of the Camporama headquarters staff and regional support staff.

• A Camporama orientation meeting will be held in the afternoon of Monday, July 11—time to be announced.

Camporama Committee Mission

Operations Groups

- To set qualifications for boys and leader
- To promote attendance
- To recruit staff personnel
- To implement pre-Camporama activities and functions
- To provide on-site guidance

Program Group

The program group will develop and implement programs, activities, features, and special events.

Personnel Group

The personnel group will supervise registration and coordinate functions of headquarters, staff housing, trading post, vendors, lost and found, etc.

Physical Arrangement Groups

The mission of the physical arrangement group is to:

- Develop and implement all physical arrangements
- Procure all equipment and supplies
- Provide and implement clerical support

Auxiliary Support Groups

The support group will:

- Arrange for banking service
- Provide for insurance
- Provide for security

- Provide for postal service
- Provide for business activities—including copier, computer, clerical, and secretarial
- Arrange for transportation for specific needs
- Provide medical field hospital
- Provide security service—which includes parking, selected facilities, communications, route signs, etc.

Staffing Accommodations

- Will provide special housing assignments and staff food service
- Will provide oversight of VIP

Food Service Support Group

- Will provide well-balanced meals
- Provide planning of menu
- Provide distribution of food/supplies
- Provide meal monitors to expedite traffic flow
- Provide management of snack bars
- Provide meal identification bracelets

Public Relations Group

- Promote attendance of top leadership
- Coordinate foreign delegation participation
- Plan, supervise, administer, and control all internal and external communications prior to and at the Camporama

Regional Staff Mission

The mission of the regional staff is to:

- Promote attendance
- Recruit volunteers
- Provide liaison between the Camporama headquarters and the district sub-camps

Operation Responsibilities of Regional Encampment Centers

- Operate and staff snack bars
- Maintenance of snack bars and cleaning of shower houses
- Operate, man regional first aid stations
- Carry out organization and responsibility assignments designated to them

District Encampment Mission

The mission of the districts is:

- To supervise district delegation
- To provide housing and equipment for the encampment
- To build a district archway
- To provide a hospitality area for visitors
- To provide volunteers to cover assigned responsibilities
- To enforce health and safety standards within the camp
- To supervise all Royal Rangers
- To provide a district activity in which visitors can participate

- To provide memorabilia for visitors
- To cooperate with all guidelines and regulations of the Camporama
- To assure all district delegations attend scheduled events

V Programs

Time Traveler's Trail

To emphasize friendship, boys are encouraged to complete the Time Traveler's Trail. At various stations on the trail, individuals will have an opportunity to observe crafts, skills, demonstrations, etc. All individuals who visit a designated number of district stations will have their Time Traveler's Trail cards initialed then will be eligible to receive the Time Traveler's Trail patch, which will be distributed at the Trading Post.

Inner-Campsite Visit

To encourage boys to visit other campsites, we encourage each district to give visitors an inexpensive item to commemorate their visit.

Demonstration

A number of demonstrations and displays of outstanding interest will be presented each day.

Swap Area

An area or areas will be designated for trading items—no money can be exchanged for these items. Both boys and leaders will be allowed to swap items of interest with each other. Each participant should take to the Camporama trade items—such as patches, novelty items, craft items, and state souvenirs.

Special Events

A number of field events will be held—such as hiking; water activities; archery, BB rifle, and .22 gauge rifle ranges; self-confidence courses; and much, much more. (Some of these events will be conducted on a reservation basis or age-level basis.) More details will be forthcoming in the Camporama packet.

Contests

Each district is encouraged to build an archway at the entranceway of its area. An award for the best archway will be given during an evening rally. Each district commander is encouraged to prepare and to display a standard or banner to identify his delegation. An award for the best district banner will also be given during an evening rally. Also, an award will be handed out for the best overall district encampment.

Opening

The Camporama kick-off will not include a pass-and-review. Instead, special attractions will be held around the lodge area.

Morning Devotions

Each regional encampment will hold morning devotions (including first day), which will be conducted by the regional coordinator.

Evening Rallies

Special entertainment will proceed each evening rally—such as elaborate presentations, music, and singing.

Each evening a religious service will be held at the NRRTC amphitheater. Among the features will be outstanding pageantry, music, and special speakers.

FCF Encampment

Frontiersmen Camping Fellowship members will host a frontiersmen village. Special FCF skills and demonstrations will be held daily. The encampment will be patterned after an old-time frontiersmen rendezvous.

Chi Omega Rho Encampment

Chi Omega Rho members will be demonstrating their knight-in-armor theme. Both boys and men dressed in costumes will hold special demonstrations. Colorful displays will be on-site.

Eagle Eye Newspaper

A daily news paper called *Eagle Eye* will be available at a designated site. The newspaper will highlight Camporama events, activities, and personalities. This jam-packed newspaper will give excitement to the Camporama

VI Administration

Physical Exams

All participants must submit a completed Medical Record form with his application. Health and safety are of utmost importance. Therefore, the following guidelines must be enforced:

- Every participant is required to obtain a complete examination by a licensed medical practitioner.
- The examination must take place not less than 11 months prior to the Camporama.
- Upon arrival at the campsite, the district commander must provide photocopies of all the completed Medical Record forms of those participants from his district. These photocopies will not be returned. The district commander should keep the original forms with him throughout the Camporama.
- **Immunization:** Immunization requirements are based on recommendations of the U.S. Public Health Service. Each participant's immunization shots should be current. Those wishing to attend Camporama should speak to their physicians concerning immunization during their physical examination.

Medical Waivers

The Camporama will be exhausting and demanding. Therefore, it is necessary that the medical staff be aware of participants who have certain physical conditions requiring waivers. Such physical problems of concern are as follows:

- Cardiovascular problems requiring medication
- High or low blood pressure
- Diabetes requiring treatment
- Marked obesity
- Bronchial asthma (acute or severe) under treatment during past 24 months
- Anemia, hemophilia, or other such severe blood problems
- Epileptic seizure having occurred within the past 12 months
- Psychiatric illness under current treatment
- Severe physical disability of any type

Persons who have any of the above or precautionary conditions will have to request a waiver from the national office in order to attend the Camporama. Approval may or may not be granted. The person seeking such a waiver must send a physician's statement along with his request for a waiver.

Disabilities

Any special accommodations required for a disabled person must be made known to the field hospital doctor and the Camporama coordinator. A person with serious physical disabilities may not be able to attend the Camporama.

Insurance

Accident and sickness insurance will be provided to all Camporama participants. The cost of this insurance is included as part of the Camporama fee. Each individual district will provide additional insurance coverage for the purpose of traveling to and from the Camporama site.

Transportation and Personal Vehicles

Each district commander is responsible to provide transportation of his delegation to and from the Camporama site. Those who are coming by commercial transportation must provide transportation to the NRRTC. Those whose arrival transportation terminates in Springfield, Missouri, may wish to make arrangements with a designated travel agency in Springfield, Missouri, for transportation to the Camporama site.

Note again that district commanders can begin setting up their encampments by Sunday, July 10, 12 noon. Certain areas—such as the Johnnie Barnes Lodge and the FCF encampment—will be off limits to early comers. Early comers will be required to comply to the following guidelines as well. At the onset of the official beginning of the Camporama—8:00 a.m., Monday, July 15—vehicles may be driven to assigned campsites for unloading gear. Those driving vehicles will be given 2 hours to unload and take their vehicles to the assigned parking lot.

All personal vehicles must be parked in the assigned parking area. For safety factors all personal vehicles—including any motor propelled unit—will not be permitted for transporting people or equipment on the campsite during Camporama. All drivers must obey road signs and flow routes. Flow routes will be marked. Security staff workers will be present to enforce these regulations.

Meals

At registration every camper will receive a wrist I.D. bracelet to wear on his right wrist. This bracelet will allow individuals to pass through the food service lines.

Special Dietary Needs

Our catering service does not have the capability of satisfying special dietary needs. Campers having special dietary needs will have to provide their own food. If we can be of help, let the national office know of particular needs.

Use of Appliances and Other Equipment

Because of a limited supply of gas and power, participants will be permitted to bring only such items as electric razors and hair dryers. No large household-size electric or gas appliances will be permitted.

Do not bring such items as follows: Walkie-talkies, power augers, power tools, chain saws, motor propelled units of any kind, boom boxes, microwaves, televisions, weed cutters, guns, fire works, etc.

Power Outlets

There will be no power outlets for use by campers with the exception for grooming purposes inside the shower houses. No alteration of electric systems will be allowed. All power outlets are for Camporama operations only.

Water Use

The water supply and source will be limited. Careful supervision will have to be given. Use water sparingly. Do not drink water from the creeks, but only from authorized water areas.

Shower Houses

Each region will be assigned a shower house for the boys of that region to use. Only biodegradable soap is allowed. Using biodegradable soap will help keep the environment safe.

Family Campgrounds

Family members (non-Camporama participants) may wish to camp or stay in the resort area near the NRRTC. For information contact the Springfield Chamber of Commerce (phone: 417-862-5567).

Visiting Hours

All visitors will have to check-in and check-out at the visitors and host station. They will receive an I.D. name tag, indicating they are visitors. There will be a visitor area in which visitors may stay at during visiting hours. A snack bar will be assigned to visitors during lunch break period. Visitors will be allowed to remain on the grounds in restricted areas during the Camporama hours of 10:00 a.m. to 11:30 a.m. and from 2:00 p.m. to 4:30 p.m. (During the time frame from 11:30 a.m. to 2:00 p.m., campers will be eating, resting, and even showering. Therefore, the campers' privacy must be maintained.) Visitors will not be permitted to participate in activities or to attend the evening services. Visitors will not be permitted to camp on the NRRTC property during the Camporama.

Postal Service

Mail to the Camporama: In order to improve postal service during the Camporama, mail should be addressed in this manner:

National Royal Rangers Training Center
1994 Camporama
Joe Doe
District: _____
P.O. Box 36, Forest Road 1051
Eagle Rock, MO 65641

Letters from the Camporama can be mailed at a convenient box at the Trading Post.

Telephone Communications

Because of the limited facilities for telephone communications at the Camporama site, all incoming calls to participants will be handled on an emergency basis only as follows:

- All emergency phone calls must be made to (417) 271-3900. Messengers will then be delivered to the Camporama participant.
- If a return call is necessary, the requested party will phone from one of the public phones located outside the lodge or at the shower houses.
- These telephones will be of two types: coin and credit card operated. Reverse charges to the NRRTC will not be permitted.

Trading Post

The Camporama Trading Post will be selling various souvenirs—such as Camporama mugs, Camporama patches, Camporama bolo ties, Royal Rangers clothing, knives, cups, and more.

Concession Stands

Cold drinks, snack food, and ice will be sold for those with an appetite and thirst between meals. Operational hours will be determined by the regional coordinators supervising these stands.

Vendors Row

Vendors who have been preapproved by the national office will be permitted to set up their sellable items at the designated site called Vendors Row. Vendors will be charged a fee to participate as a vendor. Contact the national office for a vendor's application.

Trash Policy

Trash maintenance is a must in order to keep the camp clean and sanitary. Cooperation by all participants is requested to help ensure trash is disposed of properly. Trash dump sites will be designated.

Porta-Potties

Porta-potties will be selectively placed through the campsite. These porta-potties will be serviced daily. When one has been filled to its capacity, kindly move on to another so overflow will not occur.

Tobacco, Alcohol, and Drugs Use Policy

Tobacco, alcohol, and illegal drugs are not permitted. This policy will apply to all applicants, vendor, and service personnel.

Traffic Safety Policy

It is essential that motor vehicles be used to transport materials, supplies, and a selective group of staff workers throughout the Camporama site. The purpose of the following guidelines are for the best interest of all participants.

Pedestrian

- Walk on the left shoulder of the road, single-file facing traffic and carrying a flashlight at night.
- Stay off roadways and bridges when foot paths are available.
- Cross roadways only at established crossings.
- Give emergency vehicles the right of way.
- Obey traffic signs.

Motor Vehicle

- Use of motor vehicles on the Camporama site is by approval only.
- Always buckle up your seat belt—passengers too.
- Travel slower than the posted speed limits, as this is a highly congested area.
- Truck beds/tractors must be used for transporting passengers.
- Give right of way to emergency vehicles and security service.
- Give right of way to service vehicles.

Child Abuse Prevention Policy

Every adult attending the Camporama must have in his church's file a church worker's clearance form. **The pastor of that commander wishing to attend *must sign the leader's application form*—indicating the leader is a competent and qualified youth worker with no known facts or allegations that raise any question concerning the leader's suitability for working with minors in any Royal Rangers activity—before that commander may attend the Camporama.**

All suspected child abuse at the Camporama will be reported immediately to the Camporama coordinator. Child abuse will not be tolerated. Child abuse reports will be kept confidential, and alleged child offenders will be confronted appropriately. Acceptable conduct concerning man and boy relationship should be defined and agreed with all district adult delegates prior to coming to the Camporama.

Safety Precautions and Procedures

Missouri can be known for its extreme hot temperatures. Precautions need to be taken to drink sufficient amounts of liquids to avoid heat-related injuries. Frequent drinks and rests in a shaded area is necessary during extremely warm temperatures.

Insects

Precautions need to be taken to avoid ticks and chiggers ("red bugs"). The use of insect repellent and avoiding high weeds and wooded areas will help prevent infestation. Every camper should take precaution to avoid infestation. In the event a person becomes infested by ticks or chiggers, he should immediately go to a first aid center for treatment.

Snakes and Wildlife

Do not confront or touch snakes and animals. We are visitors to their environmental home. If a person is bit by a snake or animal, he should report to the field hospital immediately.

Injuries

All injuries should be reported to the regional first aid station or to the field hospital. Appropriate action will be taken by the medical staff in the event someone becomes injured. Sick or injured boys must be accompanied by an adult leader from his district to and from the first aid station, field hospital, or local community medical center.

Emergency Evacuation

In the event of a forest fire, a tornado, a flood, or other unexpected hazards, all delegates should quickly return to their district campsites. All headquarters staff will report to the lodge for evacuation directions.

VII Equipment

The Camporama committee is anxious to reduce excessive expenditures for the Camporama. Please help ensure that costs for conducting the Camporama will be minimal.

Clothing

- ① ***Uniforms:*** Each camper must have at least one Class B uniform. Class B uniforms will be the official dress and will be worn at times specified by the camp coordinator.
- ② ***Casual Wear:*** During field activities and during campsite duties, boys are permitted to wear casual trousers, jeans, or short pants (cannot be more than 2 inches above the knee). They may be worn with the official Camporama T-shirt.
- ③ ***T-shirts:*** Each camper will be issued two National Camporama T-shirts. (Additional T-shirts may be purchased at the Trading Post.)
- ④ ***Shoes:*** Campers should wear regulation shoes while wearing the Class B uniform. During field events, sturdy shoes or boots are recommended. (Be sure shoes are broken in.)
- ⑤ ***Headgear:*** A special National Camporama cap will be issued and worn during the Camporama.
- ⑥ ***Poncho or Raincoat:*** Each camper is recommended to bring a poncho or raincoat.
- ⑦ ***Socks, Handkerchiefs, Underclothing, Etc., As Needed.***

Recommended Personal Items

- Sleeping bag • Ground cloth • Sunscreen lotion • Swimming suit • Toilet kit/soap
- Towels • Canteen • Air mattress or sleeping pad • Personal first aid kit • Pen or pencil
- Small Bible • Lip balm • Insect repellent

Optional Personal Equipment

- Watch • Notebook & pen • Camera & film • Drinking cup • Musical instrument
- Air pillow • Swim trunks • Royal Rangers handbooks • Duffel bag • Sun glasses

VIII Appendix

Map to NRRTC

Map of Camporama facilities

Map of activity areas

Flow chart of Camporama Committee

Headquarters Staff

Regional Staff

Note: See the 1993 National Royal Rangers Council binder for this information: Medical Record form, Church Worker's Clearance form, District Preregistration forms, and Camporama promotional material.