

# Regional Coordinator Duties and Guidelines for Camporama

## Introduction

The following guidelines are to help you prepare for Camporama. As a Regional Coordinator, you are a vital part of the staff that will help ensure the success of this camp. Please review this document and the District Commander's Camporama Notebook so that you will have a full understanding of all facets of Camporama. Your enthusiasm and organization will help set the tone of the whole camp. Pre-planning, follow-up and having a back-up plan for all regional responsibilities will help everything run smoothly and portray a professional image.

## Overview

It is vital that you and your key staff arrive early to ensure your regional area is prepared and ready before the first districts arrive on site. It is recommended that you arrive no later than **Friday afternoon, July 12, 2002**. You may need to arrive before Friday if you are also fulfilling other duties assigned by the national office.

Review the areas of each staff member's responsibility before the camp begins.

It is important that every member of your staff greet the districts as they arrive in an enthusiastic and friendly manner. This should be a great experience for them.

As a Regional Coordinator you should:

- Coordinate duties as assigned by the national office.
- Ensure that districts camp in assigned areas.
- Ensure that districts park in assigned areas.
- Have morning devotions, giveaways, and announcements.
- Promote camp spirit.
- Promote competitions.
- Oversee judges for district competition within regions.
- Promote district giveaways (hat pins, etc).
- Promote safety (camp set up, sanitation, proper use of tools, etc., in regional area).
- Promote a clean camp area.
- Attend daily morning staff meetings.
- Pass out activity patches at regional headquarters to those who fulfill required number of events (mark beads as boys check in).
- Encourage districts to identify their camping area with their district flag and entryway, and to mark boundaries of the camp area.
- Set up and monitor misting area near the shower houses.
- Monitor shower houses, bathrooms, and port-a-potties in your area for graffiti and damage.
- Inspect the district campsites before they leave at the end of camp.
- Assist with camp breakdown.

## Suggested Regional Staff

Assign the following regional positions:

Camp Coordinator:	_____
Chaplain:	_____
Parking: Coordinator:	_____
Assistant:	_____
Assistant:	_____
Theme Park activities Coordinator:	_____
First Aid Coordinator:	_____
Safety Coordinator:	_____
Judges for district competitions:	_____
Other _____	_____

## Arrangement of Your Regional Camp

### Each region should contain:

- Regional Headquarters
- Regional First Aid station
- Regional Chaplain station
- District campsites map (on information board)
- Morning assembly area
- Sound system (if needed)
- Information board
- Misting area (located near shower houses)

### Information board located at regional HQ should contain:

- Camporama Camp schedule
- Camporama Camp map
- District locations map
- Update bulletins area
- Messages area

### What is needed at Regional HQ?

You will be supplied with:

- Two platform tents
- Four spring bed units/mattresses
- One dining fly
- Access to 120 VAC power (Region must furnish proper cabling from shower house or nearest electrical outlet to Regional HQ.)

Items you should consider bringing:

- Regional HQ sign
- Small table

Propane or battery operated lantern(s)

Extra fuel or batteries

Sound system or bull horn for morning devotions

An assortment of hand tools that maybe needed by districts (Make certain they are marked with your name.)

You may need to construct a speaker's platform for the morning assemblies if you have a large region. You can order the lumber to do this by contacting the national office no later than June 1, 2002.

Personal chair(s)

Thumb tacks or push pins

## Job Descriptions

### Regional Campsite Coordinator

- Work with the Regional Coordinator to layout the locations for districts campsites within the regional area.
- This is to be done prior to the arrival of district contingents.
- Mark distinct boundaries of district campsites.
- Contact districts in advance to gather information on how they propose to lay out their campsite.

**Note:** It is recommended that districts send you a proposed diagram showing their camp layout. It should include as much of the following information as possible. The number and size of tents being used, field kitchen(s), entryway location, walkways, tool storage areas, etc. If you can give them measurements of the area for their campsite in advance, it will assist them in their preplanning.

- Plan for footpaths and roadways within the regional campsite.
- Monitor vehicle traffic involved with campsite set-up and tear down and allow for safe traffic flow.
- Greet each district contingent as they arrive at the regional area and direct them to their campsite.
- Check periodically to ensure that district campsites do not overflow into another districts area and answer questions that will arise.
- Layout the regional headquarters at the regional entrance area.
- Plan for an adequate area for your morning regional devotions.
- Assist the parking coordinator to move vehicles out of the campsite in a reasonable amount of time.
- If a district contingent arrives late, encourage them to attend evening service then return to set up the campsite.
- Please note: Vehicle traffic near the amphitheater during service times will be restricted by security. None will be permitted 1-hour before, during, and 1 hour after the evening services.

## **Regional Theme Park Coordinator**

- Coordinate in advance with the district commanders on their selection of a thematic activity for the activity field. Encourage variety not duplication of events.
- Ensure that all district activities request forms should be in the national office by March 18, 2002.
- Encourage the districts to use costumes, props, sets, color, music, or other effects to enhance their activities.
- Ensure that all district activities are set up and ready to start by Tuesday July 16 at 9:00 a.m.
- See that events are manned and running during all scheduled activity times.
- Coordinate in advance any special needs for an activity such as water, power, space, etc., with the national office.
- See that the colored beads representing your region are at each district activity. The national office will supply beads to the Regional Coordinators.
- Note that participants only receive a bead the first time they complete the district activity. If they repeat the activity, they should not receive another bead.

## **Regional Safety Officer**

- All safety officers must attend the safety orientation meeting.
- The Regional Safety Officer should be available while districts are setting up campsites. Assist with camp safety by having available marking tape, ladder, flags for marking holes, etc.
- Do a safety inspection after district camps are set up.
- Report all unsafe conditions in district campsites to Regional Coordinator.
- Report all unsafe conditions or acts outside of districts to Camp Commander or National Safety Officer.
- Perform daily inspections of fire fighting equipment in regional areas.
- Perform daily inspections of bathrooms/showers in regional areas and report problems to Regional Coordinator.

## **Regional Parking Coordinator**

You may require several assistants. Have a pleasant, encouraging attitude while interacting with others.

- Coordinate parking in assigned area.
- Direct parking of vehicles so they could be removed quickly in an emergency.
- Assist in transporting people to and from parking and camping areas. Have a shuttle van available during camp set up to transport personnel from parking area to regional area as needed.
- No overnight vehicles are to be left in camping area.
- Encourage safety while moving and parking vehicles.
- Please remember that many of the men have been traveling for many hours or even days. They may be very tired. Keep a Christ-like attitude.



## **First Aid Coordinator**

A First Aid Officer should be on call at all times at the regional headquarters. It would be preferred to have more than one medical staff assigned to each region so they could be "on call" on a rotating basis.

- He is to maintain and stock the first aid station supplies.
- First aid supplies are to be furnished by the region. The national office will rebate incurred costs to the region after Camporama.
- The region should submit first aid supply receipts to the national office as soon as possible.
- The national office will coordinate the overall medical staff of camp. Please contact the national office if you have doctors, nurses, paramedics, chiropractors, EMT's, or other medically certified personnel who are willing to come to camp and donate their services.

## **Chaplain**

The Regional Chaplain will assist the staff with the spiritual needs of the camp. They may be pastors, children or youth ministers familiar with working with boys. They should be men of wisdom, experience and sound judgment. We request that they be prepared to:

- Attend orientation at beginning of camp.
- Coordinate efforts with the head chaplain.
- Camp in the regional area so you will be readily available.
- Be on call at the regional headquarters or first aid station as directed.
- Be willing to pray or council with boys and men at any time.
- Be available to Regional Coordinator for morning devotions if requested. (5-8 minutes duration)
- Meet at assigned time to pray with evening speaker before service.
- Pray and council with boys and men at altar time.
- Coordinate assigned area of altar with altar workers at evening service.
- Maintain records of those who come forward at evening service. Collect decision cards from altar workers. Cards will be available from national office.
- Pray for needs of camp before and during event.

## **Judges for District Competitions**

- Pre-select a minimum of two judges who will be objective and follow the prescribed guidelines.
- Do not compare thoughts or scores with each other as you fill out the score sheets.
- Review the guidelines beforehand and get clarifications before the judging begins.
- Take the average of total scores to determine results.
- Do not share your results with anyone except the Regional Coordinator.

Judging for the following district competitions are to be conducted on Wednesday, July 17, 2002 from 1:30-4:30 p.m.

- Best District Flag
- Best District Entryway
- Best District Camp
- Best Camp Activity
- Best District Spirit (This should be evaluated beginning with the arrival of the district contingent and continuing until after the Wednesday evening services.)
- Largest District Attendance (compiled in advance from the final registration figures)

All awards will be presented at the Thursday morning regional assembly by the Regional Coordinator.

The Team BB Gun Competition will be judged by and awards presented on Tuesday afternoon at the rifle ranges by Daisy® and the national Royal Rangers staff.

## Regional Coordinator Duties

### Lay out Regional HQ:

- Regional first aid station
- Regional chaplain station
- District campsites locations (map of locations on information board)
- Morning assembly area
- Sound system
- Information board

### Coordinate duties as assigned

- Provide districts camp in assigned areas
- Provide districts park in assigned areas
- Have morning devotions, give-a-ways, and announcements
- Promote camp spirit
- Promote competitions
- Promote district give-a-ways
- Promote safety
- Attend daily morning staff meetings
- Pass out activity patches to those who fulfill required number of events
- Have districts mark their camping area with their district flag, entryway and roped off area giving outline of camp
- Set up and monitor misting area near the shower houses

### Assignee following coordinators to oversee regional:

- Camping layout
- Parking
- Theme park activities
- Theme park entryway
- First Aid
- Safety

### Information board should contain:

- Camp schedule
- Camp map
- Messages area
- Update bulletins
- Map of district locations

**RR Executive Committee Assignments**

1. Jim Barger – Camp Layout & Design
2. Jim Seagroves – District Activities Co-Coordinator
3. Derek Goodwin – District Activities Co-coordinator
4. Harry Hunt – National Events Co-Coordinator
5. Darren Geesman – National Events Co-Coordinator
6. Fred Deaver – FCF Camp and Activities
7. Don Brock – Food Services and Catering Needs
8. David Vincent – VIP and Guests
9. Jimmy Burnett – Council Fire Services Emcee
10. Freddie Espinosa – History Museum & Visitors
11. Marvin Lemke – Tram Services

# NATIONAL CAMPORAMA

July 8-12, 2002

*Theme “World’s Fair”*

## Planning and Detailed Outline

**RR Office Staff Assignments**

1. Rick Dostal – Camp Coordinator
2. Mike Laliberty – Camp Office Manager
3. Brian Hendrickson – Ranger Trading Post
4. Jerry Parks – Newspaper and Media
5. JR Whinery – Assist Trading Post
6. Steve Schultz – Council Fire Services
7. Paul Lintner – Grounds Maintenance & Repair
8. Doug Marsh – Foreign Delegates
9. Paul Stanek – Foreign Delegates Assistant

#	Item	Notes	Person in Charge	Radio	Lodging	Cart
1	<b>Advanced Camp Staff: (July 5-14)</b>	Assistants: Les Bar, Dennis Molnar	Rick Dostal	1		1
	A. Mark Location for:					
	1. Food Service Tents					
	2. Snack Bars					
	3. Trash Dumpsters					
	4. Port-a-potties					
	5. Road Signs					
	6. Visitor/VIP tent					
	7. Activity field					
	8. Staff quarters					
	9. Ranger Trading Post					
	10. Parking areas					
	B. Prepare housing/kitchen for	Tent City (May need to relocate Platforms)				
	C. Prepare housing for Pageant Camp	Staff				
	D. Prepare for Pageant Camp					
	E. Insect spraying (before Pre-camp staff arrives)					
	F. Receive Golf carts					
2.	<b>Pre-Camporama Staff (July 8-14)</b>		Rick Dostal			
	A. Meals for staff		Don Brock	1		1
	1. Meals (July 8-10)		Don Brock			

	2. Meals (July 10-14)		Catering Service	1		0
	B. Grounds		Paul Lintner	1		0
	* Electrician	Pre-assign				
	* Plumber					
	* Carpenter					
	1. Brush hogging					
	2. Roads					
	3. Signs posted					
	4. Weed abatement					
	5. Placement of Portable restrooms					
	6. Preparation of showers/bathrooms					
	7. Placement of Fire equipment					
	8. Inspect electrical and water					
	9. Elimination of hazard (holes/branches, and etc.)					
	B. Staff Housing	See housing assignments	Mike Laliberty			
	1. Camp Staff					
	2. Convention Registration Personnel					
	3. Volunteers					
	C. Tents/canopies	Pre camp staff	Paul Lintner			
	* Set up tents/canopies for:	Pre camp staff				
	1. Traders Row	Pre camp staff				
	2. Rifle Range					
	3. Nationally sponsored booths	Pre camp staff				
	4. Medical tent in front of lodge	Pre camp staff				
	5. Pageant Camp Area	Pageant staff	Steve Schutlz			
	6. Trading Post	Pre camp staff to build	Brian & JR			
	* Secure storage cage		Brian & JR			
	* Display Area		Brian & JR			
	7. Food Services Areas	Don to coordinate cater needs	Don Brock			
	8. Visitor Area		Mike Laliberty			
	9. Front Gate Security		Paul Etheridge			
	10. BMX/Mountain Bike Courses					
	11. Pinewood Derby					
3.	Registration	Mike to coordinate with AG Convention Services between our onsite RR office	Mike Laliberty&	1		0

	A. Set-up				
	B. Registration Staff Orientation	Must go through the registration process			
	C. Camp Assignments (placement/measurements)	Per Master Plan	James Barger	1	1
	D. Packets				
	1. 1 camp seat	Take ID card to Ranger Trading Post to Receive:	Ranger Trading Post		
	2. 10 meals (must have ID card to punch	1 camp seat, 2 patches, 1 camp hat, 2 T-shirts, 1 camp cup. Card will have an area to punch for each item.			
	3. 2 patches				
	4. 1 Camporama hat				
	5. Camporama stick pin				
	6. 2 T-shirts				
	7. Information booklet				
	8. 1 Camporama Schedule/map				
	9. Camp cup				
	10. ID card with lanyard				
<b>4.</b>	<b>VIP</b>		David Vincent		
	A. Housing (for those staying overnight)	Coordinate with Mike Laliberty			
	B. Volunteer Escort orientation	David Vincent to help prepare the Volunteer orientation.			
	C. Number of escort volunteers needed				
<b>5.</b>	<b>Foreign Delegates</b>		Paul/Rhona Stanek, Dave/oma Wharton Ellis/Jo Stutzman	1	0
	A. Set up housing at Mike's RV		Dave/Ammie Craun		
	B. Transport to and from campground				
	C. Medical		<i>Rhonda Stanek</i>		
	D. Equipment				
<b>6.</b>	<b>Finance Officer</b>		Mike Laliberty		
	A. Assistant		Fred Ladage		
	B. Assistant		Perry Siddle		
<b>7.</b>	<b>World's Fair (General Information)</b>		RR Office duties	1	1
	A. Patch-Belt Fobs (Fobs to be sold? Special press at FCF?)				

	1. Same colored bead for each district within that region					
	2. National Office to provide beads					
	3. National Office to provide thong					
	4. To earn the patch, the boy/man must obtain 2 beads from each nine theme parks and two national events					
	5. Regional HQ to use marks-a-lot to stroke off beads					
	6. Districts to provide give-a-ways.					
	<b>B. Archways (District)</b>	Guidelines in DC Camporama Notebook	Steve Schultz			
	A. Grand Opening Ceremonies at Monday evening services. Each District					
	1. Should be thematic and attractive looking.					
	2. The archways should follow theme					
	3. Need to conform to archway guidelines.					
	4. Use music, costuming to enhance theme					
	5. Awards 1 <sup>st</sup> – 5 <sup>th</sup> (within region)					
	<b>8. Worlds Fair (activities)</b>	Large Field in front of Lodge				
	A. Great lakes Region: “Automotive”		Jim Barger			
	Theme Park Coordinator:					
	Entrance/Archway Coordinator:					
	Headquarters:					
	Bead Color: RED					
	B. Gulf Region: “Rivers”		Jim Seagroves			
	Theme Park Coordinator:					
	Entrance/Archway Coordinator:					
	Headquarters:					
	Bead Color: LIGHT BLUE					
	C. North Central: “Agriculture”		Don Brock			
	Theme Park Coordinator:					
	Entrance/Archway Coordinator:					
	Headquarters:					
	Bead Color: TAN					
	D. Northeast Region: “Industrial Revolution”		Darren Geesaman	1		1
	Theme Park Coordinator:					

	Entrance Archway Coordinator:				
	Headquarters:				
	Bead Color: SILVER				
	E. Northwest Region: "Gold Rush"		Jimmy Burnett	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: YELLOW				
	F. South Central Region: "Oil Industry"		Marvin Lemke	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: BLACK				
	G. Southeast Region: "Electricity & Telephone"		Derek Goodwin	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: DARK BLUE				
	H. Southwest Region: "Aeronautics & Space Exploration"		David Vincent	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: WHITE				
	I. National FCF: "Frontier America"		Fred Deaver	2	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: TURQUOISE				
<b>9.</b>	<b>National Activities</b>				
	Bead Color: GREEN (*) Bead Location				
	A. Trading Post		Brian Hendrickson	1	0
	B. Vendors Row	\$200 fee. Must post license and be approved by national office			
	• *LFTL/Missionary Booth				
	• *BGMC Booth				



	● *Foreign Delegates Booth				
	C. Traders Row (no trading between men/boys)				
	D. Hot Air Balloon (ticket give-a-way at region)				
	E. *High Ropes Course	John Hicks	1		0
	F. *BMX Course (remote drinking water station)		1		0
	G. *Mountain Bike Course (remote drinking water station)		1		0
	H. Boldering Wall		1		0
	I. Pools (4 located together)		1		0
	● Lifeguard Coordinator:				
	J. *Archery Range (remote drinking water station)		1		0
	K. *Air Rifle/BB Gun Range (open 2 days) (remote drinking water station)	Daisy	1		0
	● National Team competition on Tuesday	Shad Arnold			
	L. Paintball Range (missions fundraiser?)	Johnnie Tarwater			
	M. Daytime Entertainment Stage (Branson)	Charles Smith	2		1
	N. Black Smith Shop	Fred Deaver			
	O. GPH Store				
	P. *Museum	David Wharton	1		0
	Q. Pinewood Derby	Norm Kirsch			
<b>10.</b>	<b>Food Service &amp; VIP Meals</b>				
	A. Pre-Camp Staff Meals	Don Brock			
	B. Pageant Camp Meals (July 9 only)				
	C. Menu				
<b>11.</b>	<b>Concessions, Ice, &amp; Camporama Food Service</b>	Rick Dostal			
	A. Concessions	Adventures in Caterings	1		0
	B. VIP Area				
	C. Food Service (3 locations)				
<b>12.</b>	<b>Medical</b>	Ray Nance	12		2
	A. Regional Medical Stations				
	B. Activity Area Medical Station (Front of lodge)				
	C. Hospital (Lodge)				
	D. Heliport Area (marked)				
	E. Emergency Transportation				
	F. Chaplain on call 24hrs a day				

<b>13. Security</b>		Paul Etheridge	20		2
A. Orientation					
B. Rules					
C. ATV's					
D. Visitor's Center (tent)		Rick Dostal			
E. VIP Host		David Vincent			
F. Safe					
G. Parking					
H. Traffic Control		Paul Etheridge			
I. Bank Deposit Escort		Paul Etheridge			
<b>14. Transportation</b>		Marvin Lemke			
A. International Delegates		Paul Stanek			
B. On-site hospitality transportation		David Vincent			
C. Tram Service		Marvin Lemke	6		0
D. Golf Carts for Staff		Rick Dostal			
● Maintenance Supervisor:		Paul Lintner			
<b>15. Janitorial/Maintenance</b>		Paul Lintner	2		2
A. Bathroom/shower cleaning, stocking		Regions			
B. Port-a-potty maintenance	Sub-out vendor				
C. Trash disposal					
● Cans/bags					
● Dumpster pick-up					
<b>16. Communications</b>		Jerry Parks			
A. Phone System		Paul Lintner			
B. Staff 2-way radios		Ronnie Franklin			
C. Translation for Foreign Delegates		Doug Marsh & Paul Stanek			
D. Video/Audio of Services to HQ, Hospital		Ronnie Franklin			
E. Public Relations & Releases		Jerry Parks			
F. Camporama Newspaper		Jerry Parks			
G. Press Spokesman		Rich Mariott and Jim Barger			
H. Photographer		Paul Farinato & Ronnie Franklin			
I. Panorama Photographer		Ralph Allen	1		1
J. Video	John to coordinate evening video cameras & mixing.	John Munoz & Paul Farinato			

		Videographers: Paul Farinato, Ronnie Franklin, _____			
17.	<b>HQ Office</b>		Mike Laliberty	3	1
	A. Equipment		Mike Laliberty		
	B. Personnel		Mike Laliberty		
	C. Location		Resort Center		
18.	<b>Regional HQ (Each Region Responsibility)</b>		Region Coordinator		
	A. Tent (2-platform)				
	B. Medical First-Aid				
	C. Chaplain				
	D. Theme Park Coordinator				
	E. Safety Officer				
	F. Misting Area near shower house				
	G. Assembly area for morning devotions				
	H. PA System				
	I. Bulletin Board				
	● Map, Schedule, Messages, Update Bulletins, and District Layout.				
19.	<b>Chaplin Corps</b>		Robert Jimenez		
	A. Regional Chaplain				
	B. Hospital Chaplains				
	C. Altar Workers (will work assigned area of altar)	Check with Harry Hunt for ideas			
	D. Fill out decision cards	Jerry to design and have available	Jerry Parks		
	E. Altar workers (training for all altar workers		Eric Hamp		
	● Men & Older boys who volunteer as altar workers must go through training class at camp.				
20.	<b>Pageant Camp – July 9-14</b>		Steve Schultz		
	A. Must have District Commander's signature				
	B. Limited to 2 per district				
	C. *Must be part of pageant staff during Camporama				
	D. Instructors: Class Subject				
	1. Robert Schlipp (Directing, Writing, Producing)			1	0
	2. Don Blanton (Lights, Pyrotechnics)			1	1
	3. Tom Pottage (Sets, Props)			1	0
	4. John Munzo (Multimedia, Video)			1	1
	5. Charles Smith (Sound)				

	6. Don Bixler (Sound, lighting on a budget)				
	7. Paul Farinato (Costumes)			1	1
	8. Fireworks		Matt Sutcliff		
21.	<b>Program</b>		Steve Schultz		
	Master of Ceremonies 'EMCEE" each evening		Jimmy Burnett		
	A. Evening Rallies and Pageants				
	1. Opening Rally				
	● Speaker: Jim Barger (salvation/rededication)				
	● Special Guests		Thomas Trask		
	● Parade of District Flags				
	● F/X				
	● Fly Over?				
	● Mini Pageant (intro to following nights)				
	2. Second Night				
	● Speaker: Freddie Espinosa (Rededication/Holy Spirit)				
	● Pageant				
	3. Third Night				
	● Speaker: Richard Mariott (Heros)			1	1
	● Pageant				
	4. Last Night				
	● Bible Man				
	● Terry Raburn (Outreach/Evangelism)				
	● Fireworks				
	● Candle Lighting or Communion				
	B. Altar Workers		Robert Jimenez & Eric Hamp		
	C. Ushers		FCF Fred Deaver		
	D. Pre-Service		Emcee		
	E. Music, Worship		Brian Bopp		
	● Keyboardist				
	● Background musicians?				
	F. Technical		Steve Schultz		
	● Lighting: Don Blanton				
	● Sound: Charles Smith				
	● F/X: Don Blanton				

	● Multimedia: John Munoz				
22.	<b>Lost &amp; Found (Communications Tent)</b>		Ronnie Franklin		
23.	<b>Mail Box</b>				
24.	<b>Pay Phones</b>		Rick Dostal		
25.	<b>Museum</b>		David Wharton Don Franklin		
	● Sponsor: Sons of the Pioneers		Don Franklin		
	● Johnnie Barnes Lodge				
26.	<b>Safety</b>		Ray Nance		
	A. Emergency Evacuation				
	B. Overall Safety of Camp				
	C. Give-a-ways				
27.	<b>Post Camporama</b>		Rick Dostal / Tim Lyman / Steve Schultz		
	● Cook for post camp staff				
	● Lodging for post camp staff				
	A. Trash Removal of all areas				
	B. Remove and store all temporary signs				
	C. Break down all tents and canopies (Dry & Store)				
	D. Dismantle and store pools				
	E. Return all regional HQ equipment belonging to Camp				
	1. Platforms				
	2. Tents				
	3. Tables				
	F. Clean and shut down Showers/Bathrooms				
	G. Return Fire Fighting Equipment				
	H. Vendors to pick-up rental equipment				
	1. Port-a-potties				
	2. Golf Carts				
	3. Dumpsters				
	I. Break down of food service area				
	J. Break down of national events, store equipment				
	1. BMX Bike course				
	2. Mountain Bike course				
	3. Archery Range				
	4. Rifle Range				

	5. High/Low ropes course					
	6. Day Time Stage					
	7. Amphitheater					
	8. Trading Post					
	9. Registration Office					
	10. HQ Office					
	11. Camp Hospital					
	12. Museum					
	13. Paint Gun Event					
	14. GPH Store					
	15. Vendor Area					
	16. Field Activity Area					
	17. Visitor Center					
	18. Communications Center					
	K. Clean Lodge					
	L. Clean FCF Area					
	M. Clean Frontier buildings					
	N. Break Down Foreign Delegates Camp					
	O. Clean RV Sites					
	P. Clean Cabins in Registration area					
	Q. Clean and store Trams					

## NATIONAL OFFICE STAFF ASSIGNMENTS AND LODGING-GOLF CART-RADIO

Title and Job Description	Name	Lodging	Cart	Radio
Camporama Camp Director / Coordinator	Rick Dostal	Resort #1A	1	1
Assistant(s)	Tim Lyman	Resort #1A	1	1
Camporama Office Manager / Registration and Banking	Mike Laliberty and assisted by	Resort #1A	1	1
Assistant(s)		Resort #1A	1	1
Ranger Trading Post -	Brian Hendrickson	Resort #1B	1	1
Ranger Trading Post Assistant Manager	JR Whinery	Resort #1B	1	1
Assistant(s)	Chuck Seielstad	Resort #1B	1	1
Foreign Delegates Coordinator	Doug Marsh	Resort #1B	1	1
Assistant(s)	Paul Stanek (Roaring River)		1	1
Pageantry School	Steve Schultz	Resort #1B	1	1
Assistant(s)				5
Publicity and Newspaper	Jerry Parks	Resort #1A	1	1
Assistant(s)			1	1
Grounds and Camp Maintenance	Paul Lintner	No	1	1
Assistant(s)			1	1
Conventions and Services / Registration and Visitors	4 – People from Headquarters	Resort #2A		
National Commander	Rich Mariott	Resort #2B	1	1
National Field Advisor	Jim Rounsville	Resort #2B	1	1

## REGIONAL COORDINATOR LODGING-GOLF CART-RADIO

Title and Job Description	Name	Lodging	Cart	Radio
Regional Coordinator – Great Lakes – President of Council	Jim Barger	Resort #3A	1	1
Secretary of Council	Harry Hunt	Resort #3A	1	1
Regional Coordinator – Southwest	David Vincent	Resort #3A	1	1
Vice President of Council	Freddie Esponsia	Resort #3A	1	1
Regional Coordinator – Northeast	Darren Geesman	Resort #3B	1	1
Regional Coordinator - Northwest	Jimmy Burnett	Resort #3B	1	1
Regional Coordinator – Southeast	Derek Goodwin	Resort #3B	1	1
Regional Coordinator – North Central	Don Brock	Resort #3B	1	1
Regional Coordinator – South Central	Marvin Lemke	Resort #4A	1	1
Regional Coordinator – Gulf	Jim Seagroves	Resort #4A	1	1
FCF President	Fred Deaver	Resort #4A	1	1
FCF Vice President	Sonny Green	Resort #4A	1	1



## CAMPORAMA ADDITIONAL STAFF AND ASSIGNMENTS

[illegible]



## CAMPORAMA ADDITIONAL STAFF AND ASSIGNMENTS

Title and Job Description	Name	Lodging	Golf Cart	Radio
<b>Trams Sevice</b>				
RR National Coordinator	Marvin Lemke			
<b>Camp Maintenance and Repair</b>	Paul Lintner			
Electrician				
Plumber				
Carpenter				
General Maintenance Personnel				

## CAMPORAMA EVENTS AND NEEDS

[illegible]

## CAMPORAMA EVENTS AND NEEDS

[illegible]

**CAMPORAMA MEDICAL STAFF**

Ray Nance				

**CAMPORAMA SECURITY STAFF AND ASSIGNMENTS**

National Coordinator of Security	Paul Etheridge			

**SANITATION**


## HEALTH & SAFETY

Northwest Region				1
Southwest Region				1
Gulf Region				1
North Central Region				1
South Central Region				1
Great Lakes Region				1
Northeast Region				1
Southeast Region				1

## FOOD SERVICE

[illegible]

# RR HISTORICAL MUSEUM

[illegible]

## RANGER TRADING POST

National Coordinator	Brian Hendrickson			
Assistant National Coordinator – Inventory and Re-stock	JR Whinery			
	Chuck Seilstad			

## SHOWER HOUSE INSPECTION AND CLEANING SCHEDULE

Northwest Region				1
Southwest Region				1
Gulf Region				1
North Central Region				1
South Central Region				1
Great Lakes Region				1
Northeast Region				1
Southeast Region				1

## ADDITIONAL CAMP VOLUNTEERS AVAILABLE

[illegible]

### RR Executive Committee Assignments

1. Jim Barger – Camp Layout & Design
2. Jim Seagroves – District Activities Co-Coordinator
3. Derek Goodwin – District Activities Co-coordinator
4. Harry Hunt – National Events Co-Coordinator
5. Darren Geesman – National Events Co-Coordinator
6. Fred Deaver – FCF Camp and Activities
7. Don Brock – Food Services and Catering Needs
8. David Vincent – VIP and Guests
9. Jimmy Burnett – Council Fire Services Emcee
10. Freddie Espinosa – History Museum & Visitors
11. Marvin Lemke – Tram Services

# NATIONAL CAMPORAMA

July 8-12, 2002

*Theme "World's Fair"*

## Planning and Detailed Outline

### RR Office Staff Assignments

1. Rick Dostal – Camp Coordinator
2. Mike Laliberty – Camp Office Manager
3. Brian Hendrickson – Ranger Trading Post
4. Jerry Parks – Newspaper and Media
5. JR Whinery – Assist Trading Post
6. Steve Schultz – Council Fire Services
7. Tim Lyman – Assistant to Camp Coordinator
8. Paul Lintner – Grounds Maintenance & Repair
9. Doug Marsh – Foreign Delegates

#	Item	Notes	Person in Charge	Radio	Lodging	Cart
1	<b>Advanced Camp Staff: (July 5-14)</b>		Rick Dostal	1		1
	A. Mark Location for:					
	1. Food Service Tents					
	2. Snack Bars					
	3. Trash Dumpsters					
	4. Port-a-potties					
	5. Road Signs					
	6. Visitor/VIP tent					
	7. Activity field — <i>District Activity Forms</i>	<i>giving breads</i>				
	8. Staff quarters					
	9. Ranger Trading Post					
	10. Parking areas					
	B. Prepare housing/kitchen for	Tent City (May need to relocate Platforms)				
	C. Prepare housing for Pageant Camp	Staff				
	D. Prepare for Pageant Camp					
	E. Insect spraying (before Pre-camp staff arrives)					
	F. Receive Golf carts <i>for 3 weeks</i>					
2.	<b>Pre-Camporama Staff (July 8-14)</b>		Rick Dostal			
	A. Meals for staff (cost \$45)		Don Brock	1		1
	1. Meals (July 8-10)		Don Brock			
	2. Meals (July 10-14)		Catering Service	1		0
	B. Grounds		Paul Lintner	1		0



	* Electrician	Pre-assign				
	* Plumber					
	* Carpenter					
	1. Brush hogging					
	2. Roads					
	3. Signs posted					
	4. Weed abatement					
	5. Placement of Portable restrooms					
	6. Preparation of showers/bathrooms					
	7. Placement of Fire equipment					
	8. Inspect electrical and water					
	9. Elimination of hazard (holes/branches, and etc.)					
	B. Staff Housing	See housing assignments	Mike Laliberty			
	1. Camp Staff					
	2. Convention Registration Personnel					
	3. Volunteers					
	C. Tents/canopies	Pre camp staff	Paul Lintner			
	* Set up tents/canopies for:	Pre camp staff				
	1. Traders Row	Pre camp staff				
	2. Rifle Range					
	3. Nationally sponsored booths	Pre camp staff				
	4. Medical tent in front of lodge	Pre camp staff				
	5. Pageant Camp Area	Pageant staff	Steve Schutlz			
	6. Trading Post	Pre camp staff to build	Brian & JR			
	* Secure storage cage		Brian & JR			
	* Display Area		Brian & JR			
	7. Food Services Areas	Don to coordinate cater needs	Don Brock			
	8. Visitor Area		Mike Laliberty			
	9. Front Gate Security		Paul Etheridge			
	10. BMX/Mountain Bike Courses					
	11. Pinewood Derby		<i>Norm Kirsch</i>			
3.	Registration	Mike to coordinate with AG Convention Services between our onsite RR office	Mike Laliberty &	1		0
	A. Set-up					
	B. Registration Staff Orientation	Must go through the registration process				

	C. Camp Assignments (placement/measurements)	Per Master Plan	James Barger	1		1
	D. Packets					
	1. 1 camp seat	Take ID card to Ranger Trading Post to Receive:	Ranger Trading Post			
	2. 10 meals (must have ID card to punch	1 camp seat, 2 patches, 1 camp hat, 2 T-shirts, 1 camp cup. Card will have an area to punch for each item.				
	3. 2 patches					
	4. 1 Camporama hat					
	5. Camporama stick pin					
	6. 2 T-shirts					
	7. Information booklet					
	8. 1 Camporama Schedule/map					
	9. Camp cup					
	10. ID card with lanyard					
<b>4.</b>	<b>VIP</b>		David Vincent			
	A. Housing (for those staying overnight)	Coordinate with Mike Laliberty				
	B. Volunteer Escort orientation	David Vincent to help prepare the Volunteer orientation.				
	C. Number of escort volunteers needed					
<b>5.</b>	<b>Foreign Delegates</b>		Paul & Rhona Stanek, Dave & Roma Wharton	1		0
	A. Set up housing at Mike's RV		Dave & Ammie Craun			
	B. Transport to and from campground					
	C. Medical		Rhonda Stanek			
	D. Equipment					
<b>6.</b>	<b>Finance Officer</b>		Mike Laliberty			
	A. Assistant					
	B. Assistant					
<b>7.</b>	<b>World's Fair (General Information)</b>		RR Office duties	1		1
	A. Patch-Belt Fobs (Fobs to be sold? Special press at FCF?)					
	1. Same colored bead for each district within that region					

	2. National Office to provide beads					
	3. National Office to provide thong					
	4. To earn the patch, the boy/man must obtain 2 beads from each nine theme parks and two national events					
	5. Regional HQ to use marks-a-lot to stroke off beads					
	6. Districts to provide give-a-ways.					
	<b>B. Archways (District)</b>	Jim will put together guidelines for March Council packet	Jim Seagroves/ Derek Goodwin			
	A. Grand Opening Ceremonies at Monday evening services. Each District <i>have a rep w/a flag.</i>					
	1. Should be thematic and attractive looking.					
	2. The archways should blend together to form an entrance to the regional theme park activity area. (Small districts may want to combine)		Regional Archway coordinator & District Archway Coordinator to work together			
	3. Need to conform to archway guidelines.					
	4. Use music, costuming to enhance theme					
	5. Awards 1 <sup>st</sup> – 5 <sup>th</sup> (within region)					
	6. Awards 1 <sup>st</sup> – 5 <sup>th</sup> (overall)					
	<b>8. Worlds Fair (activities)</b>	Large Field in front of Lodge				
	A. Great lakes Region: “Automotive”		Jim Barger			
	Theme Park Coordinator:					
	Entrance/Archway Coordinator:					
	Headquarters:					
	Bead Color: RED					
	B. Gulf Region: “Rivers”		Jim Seagroves			
	Theme Park Coordinator:					
	Entrance/Archway Coordinator:					
	Headquarters:					
	Bead Color: LIGHT BLUE					
	C. North Central: “Agriculture”		Don Brock			
	Theme Park Coordinator:					
	Entrance/Archway Coordinator:					
	Headquarters:					

	Bead Color: TAN				
	D. Northeast Region: "Industrial Revolution"		Darren Geesaman	1	1
	Theme Park Coordinator:				
	Entrance Archway Coordinator:				
	Headquarters:				
	Bead Color: SILVER				
	E. Northwest Region: "Gold Rush"		Jimmy Burnett	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: YELLOW				
	F. South Central Region: "Oil Industry"		Marvin Lemke	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: BLACK				
	G. Southeast Region: "Electricity & Telephone"		Derek Goodwin	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: DARK BLUE				
	H. Southwest Region: "Aeronautics & Space Exploration"		David Vincent	1	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: WHITE				
	I. National FCF: "Frontier America"		Fred Deaver	2	1
	Theme Park Coordinator:				
	Entrance/Archway Coordinator:				
	Headquarters:				
	Bead Color: TURQUOISE				
<b>9.</b>	<b>National Activities</b>				
	Bead Color: GREEN (*) Bead Location				
	A. Trading Post		Brian Hendrickson	1	0
	B. Vendors Row	\$200 fee. Must post license and be			

		approved by national office				
	• *LFTL/Missionary Booth					
	• *BGMC Booth					
	• *Foreign Delegates Booth					
	C. Traders Row (no trading between men/boys)					
	D. Hot Air Balloon (ticket give-a-way at region)					
	<del>E. *Low Ropes Course</del>			1		0
	F. *High Ropes Course	John Hicks		1		0
	G. *BMX Course (remote drinking water station)			1		0
	H. *Mountain Bike Course (remote drinking water station)			1		0
	I. *Climbing Wall			1		0
	J. Pools (4 located together)			1		0
	● Lifeguard Coordinator:					
	K. *Archery Range (remote drinking water station)	Bass Pro		1		0
	L. *Air Rifle/BB Gun Range (open 2 days) (remote drinking water station)	Daisy		1		0
	● National Team competition on Tuesday					
	M. Paintball Range (missions fundraiser?)					
	N. Daytime Entertainment Stage (Branson)	Charles Smith		2		1
	O. Black Smith Shop	Fred Deaver				
	P. GPH Store					
	Q. *Museum	David Wharton		1		0
	R. Pinewood Derby					
<b>10.</b>	<b>Food Service &amp; VIP Meals</b>					
	A. Pre-Camp Staff Meals	Don Brock (___ assistants)				
	B. Pageant Camp Meals (July 9 only)					
	C. Menu					
<b>11.</b>	<b>Concessions, Ice, &amp; Camporama Food Service</b>	Rick Dostal				
	A. Concessions	Ron Deak: Adventures in Caterings		1		0
	B. VIP Area					
	C. Food Service (3 locations)					
<b>12.</b>	<b>Medical</b>	Ray Nance		12		2

	A. Regional Medical Stations					
	B. Activity Area Medical Station (Front of lodge)					
	C. Hospital (Lodge)					
	D. Heliport Area (marked)					
	E. Emergency Transportation					
	F. Chaplain on call 24hrs a day					
<b>13.</b>	<b>Security</b>		Paul Etheridge	20		2
	A. Orientation					
	B. Rules					
	C. ATV's					
	D. Visitor's Center (tent)		Rick Dostal			
	E. VIP Host					
	F. Safe					
	G. Parking					
	H. Traffic Control					
	I. Bank Deposit Escort					
<b>14.</b>	<b>Transportation</b>		Marvin Lemke			
	A. International Delegates		Paul Stanek			
	B. On-site hospitality transportation		David Vincent			
	C. Tram Service		Marvin Lemke	6		0
	D. Golf Carts for Staff		Rick Dostal			
	● Maintenance Supervisor:		Paul Lintner			
<b>15.</b>	<b>Janitorial/Maintenance</b>		Paul Lintner	2		2
	A. Bathroom/shower cleaning, stocking		Regions			
	B. Port-a-potty maintenance	Sub-out vendor				
	C. Trash disposal					
	● Cans/bags					
	● Dumpster pick-up					
<b>16.</b>	<b>Communications</b>		Jerry Parks			
	A. Phone System		Paul Lintner			
	B. Staff 2-way radios		Ronnie Franklin			
	C. Translation for Foreign Delegates		Doug Marsh & Paul Stanek			
	D. Video/Audio of Services to HQ, Hospital		Ronnie Franklin			
	E. Public Relations & Releases		Jerry Parks			
	F. Camporama Newspaper		Jerry Parks			

	G. Press Spokesman		Rich Mariott and Jim Barger			
	H. Photographer		Paul Farinato & Ronnie Franklin			
	I. Panorama Photographer		Ralph Allen	1		1
	J. Video	John to coordinate evening video cameras & mixing. Videographers: Paul Farinato, Ronnie Franklin, _____	John Munoz & Paul Farinato			
17.	<b>HQ Office</b>		Mike Laliberty	3		1
	A. Equipment		Mike Laliberty			
	B. Personnel		Mike Laliberty			
	C. Location		Resort Center			
18.	<b>Regional HQ (Each Region Responsibility)</b>		Region Coordinator			
	A. Tent (2-platform)					
	B. Medical First-Aid					
	C. Chaplain					
	D. Theme Park Coordinator ← District Events					
	E. Safety Officer — Orientation @ beginning					
	F. Misting Area near shower house					
	G. Assembly area for morning devotions 8:15 (include announcements)					
	H. PA System					
	I. Bulletin Board					
	● Map, Schedule, Messages, Update Bulletins, and District Layout.					
19.	<b>Chaplin Corps</b>		Robert Jimenez			
	A. Regional Chaplain					
	B. Hospital Chaplains					
	C. Altar Workers (will work assigned area of altar)	Check with Harry Hunt for ideas				
	D. Fill out decision cards	Jerry to design and have available	Jerry Parks			
	E. Altar workers (training for all altar workers		Eric Hamp			
	● Men & Older boys who volunteer as altar workers must go through training class at camp.					
20.	<b>Pageant Camp – July 9-14</b>		Steve Schultz			
	A. Must have District Commander's signature					
	B. Limited to 2 per district					



	C. *Must be part of pageant staff during Camporama					
	D. Instructors: Class Subject					
	1. Robb Hawks (Directing, Writing, Producing)			1		0
	2. Don Blanton (Lights, Pyrotechnics)			1		1
	3. Tom Pottage (Sets, Props)			1		0
	4. John Munzo (Multimedia, Video)			1		1
	5. Charles Smith (Sound)					
	6. Don Bixler (Sound, lighting on a budget)					
	7. Paul Farinato (Costumes)			1		1
	8. *Fireworks Pending*					
21.	<b>Program</b>		Steve Schultz			
	Master of Ceremonies "EMCEE" each evening		Jimmy Burnett			
	A. Evening Rallies and Pageants					
	1. Opening Rally					
	● Speaker: Jim Barger (salvation/rededication)					
	● Special Guests					
	● Parade of District Flags					
	● F/X					
	● Fly Over?					
	● Mini Pageant (intro to following nights)					
	2. Second Night					
	● Speaker: Freddie Espinosa (Rededication/Holy Spirit)					
	● Pageant					
	3. Third Night					
	● Speaker: Richard Mariott (Overcoming Peer Pressure)			1		1
	● Pageant					
	4. Last Night					
	● Terry Raburn (Outreach/Evangelism)					
	● Fireworks					
	● Candle Lighting or Communion					
	B. Altar Workers		Robert Jimenez & Eric Hamp			
	C. Ushers		FCF Fred Deaver			
	D. Pre-Service		Emcee			
	E. Music, Worship		Brian Bopp			



	● Keyboardist					
	● Background musicians?					
	F. Technical		Steve Schultz			
	● Lighting: Don Blanton					
	● Sound: Charles Smith					
	● F/X: Don Blanton					
	● Multimedia: John Munoz					
22.	<b>Lost &amp; Found (Communications Tent)</b>		Ronnie Franklin			
23.	<b>Mail Box</b>					
24.	<b>Pay Phones</b>		Rick Dostal			
25.	<b>Museum</b>		David Wharton			
	● Sponsor: Sons of the Pioneers					
	● Johnnie Barnes Lodge					
26.	<b>Safety</b>		Ray Nance			
	A. Emergency Evacuation					
	B. Overall Safety of Camp					
	C. Give-a-ways					
27.	<b>Post Camporama</b>		Rick Dostal / Tim Lyman / Steve Schultz			
	● Cook for post camp staff					
	● Lodging for post camp staff					
	A. Trash Removal of all areas					
	B. Remove and store all temporary signs					
	C. Break down all tents and canopies (Dry & Store)					
	D. Dismantle and store pools					
	E. Return all regional HQ equipment belonging to Camp					
	1. Platforms					
	2. Tents					
	3. Tables					
	F. Clean and shut down Showers/Bathrooms					
	G. Return Fire Fighting Equipment					
	H. Vendors to pick-up rental equipment					
	1. Port-a-potties					
	2. Golf Carts					
	3. Dumpsters					

	I. Break down of food service area					
	J. Break down of national events, store equipment					
	1. BMX Bike course					
	2. Mountain Bike course					
	3. Archery Range					
	4. Rifle Range					
	5. High/Low ropes course					
	6. Day Time Stage					
	7. Amphitheater					
	8. Trading Post					
	9. Registration Office					
	10. HQ Office					
	11. Camp Hospital					
	12. Museum					
	13. Paint Gun Event					
	14. GPH Store					
	15. Vendor Area					
	16. Field Activity Area					
	17. Visitor Center					
	18. Communications Center					
	K. Clean Lodge					
	L. Clean FCF Area					
	M. Clean Frontier buildings					
	N. Break Down Foreign Delegates Camp					
	O. Clean RV Sites					
	P. Clean Cabins in Registration area					
	Q. Clean and store Trams					

# RR RESORT PARK

## Eagle Rock Campground

Not to Scale

RV site #6

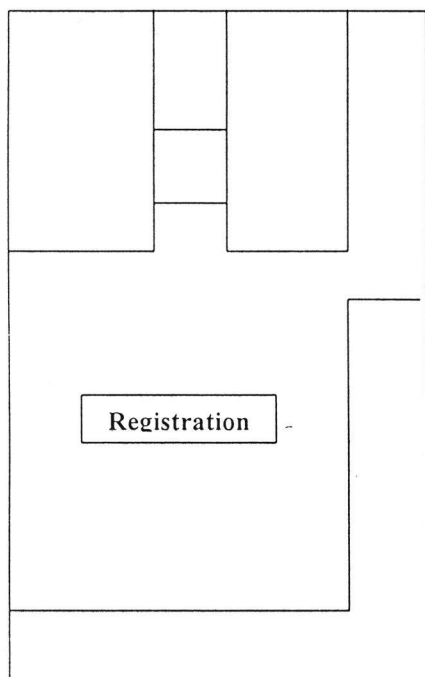
RV site #5

RV site #4

RV site #3

RV site #2

RV site #1  
David Whorton's RV



### Information about the RR Resort Park

- \* Each Cabin has 8-beds per side, shower, toilet and double sinks. Example (1-A).
- \* Lodge Building has men and women restrooms, showers and sinks.
- \* RV site have complete hook-ups: electrical, sewer and water

1-A

Rick Dostal  
Tim Lyman  
Mike Laliberty  
Jerry Parks

1-B

Brian Hendrickson  
JR Whinery  
Chuck Seielstad  
Doug Marsh  
Steve Schultz

2-A

HQ-Convention  
Staff  
Registration

2-B

Rich Mariott  
Jim Rounsville  
Guests

3-A

Jim Barger  
Harry Hunt  
David Vincent  
Fred Espinoza

3-B

Darren Geesman  
Jimmy Burnett  
Derek Goodwin  
Don Brock

4-A

Jim Seagroves  
Fred Deaver  
Sonny Green  
Marvin Lemke

4-B

RR Museum  
Staff

5-A

Medical Staff

5-B

Guests Cabin

6-A

Charles Smith  
& Associates  
for Shows etc.

6-B

Guests Cabin

7-A

Food Services  
Ron Deet

7-B

Security Staff  
Paul Etheridge