



## **Hello Camp Yakety Yak 2022 Staff (Professionals, Interns, Grad Students, Volunteers),**

Thank you for your patience as we plan CYY 2022. Please read this letter carefully and add important dates to your calendars and important contact numbers & emails to your phone. If you have any questions feel free to email me at [heather@campyaketyyak.org](mailto:heather@campyaketyyak.org).

The most important number for you is the **camp cell phone number: 971-303-3901**, if you have an immediate need and you have left a message on the camp phone but feel that you should talk to a person, please call Heather Eason at 503-449-7771 (examples of immediate need: you can't make it to camp that day, you have a positive covid test or symptoms of covid, you are going to be late and are an instructor, team leader, or a 1:1 assistant).

**VOLUNTEER TRAINING:** You will be emailed three required training slideshows. Please review them before coming to camp. We will also send other training slide shows that are optional, but that you may find helpful! These will be emailed to you in early June.

**PROFESSIONAL STAFF:** You will be given a CYY email and added to shared Google Drives. If you are returning staff you may want to review the slide decks, and we may have added new ones. New staff are required to review the first three slideshows and are highly encouraged to review the rest. You may do some of this during your paid time during camp set up.

**TECHNOLOGY:** Phones are welcome at camp but they must be kept put away unless used for a timer app for campers or emergency purposes. Professional Staff must bring a laptop or chromebook. We have access to wifi and projectors for instructional and entertainment purposes. If you do not have a laptop or chrome book please email Heather Eason at [heather@campyaketyyak.org](mailto:heather@campyaketyyak.org).

### **IMPORTANT DATES TO KNOW:**

- **June 28, 2021 8:00-2:00**
  - **MOVE-IN:** We are moving into our summer camp space, the Interns are scheduled to work and have a "Welcome" lunch. We can use as many helping hands as possible! Lunch provided. Please fill out the google form to let us know if you are coming and any food restrictions for lunch planning. You will be assigned a starting point at either the school or the storage unit, everyone ends up at the school for lunch.
    - The storage unit is in Milwaukie, address to be provided.
    - Camp is at Mountain Park Church, 40 McNary Parkway, Lake Oswego, OR 97035
- **July 6, 2021:** Instructors and Activities Director send in WEEK 1 supplies list to [Heather@campyaketyyak.org](mailto:Heather@campyaketyyak.org) for anything needed for week 1 lessons.



- **July 6, 2021 10:00-5:00**
  - **ORIENTATION #1 for Professional Staff, Support Staff, Interns: 10:00-12:00**
    - **On site: Admin, Professional Staff, Support Staff, Interns (unless you made previous arrangements with Heather):** Professional Staff (SLP, OT, PT, Nurse, Camper Support Team, Instructors), AdminTeam Staff and Staff Support
    - **LUNCH: 12:00-1:00 (on your own)**
  - **TRAINING/PREP: 1:00-5:00**
  
- **July 7, 2021 10:00-5:00**
  - **ORIENTATION #2 for Grad Students for Week 1 (and any others available) and Week 1 Volunteers: 1:00-5:00**
    - **On Site: Admin, Professional Staff, Support Staff, Interns (unless you made previous arrangements with Heather):** Professional Staff (SLP, OT, PT, Nurse, Camper Support Team, Instructors), AdminTeam Staff and Staff Support, Grad Students, Week 1 Volunteers)
  
- **July 8, 2021 10:00-5:00**
  - **On Site: Admin, Professional Staff, Support Staff, Interns, Week 1 Grad Students (and any others that can attend).**
  
- **July 11-15, 2021 Week 1**

8:45-3:30/3:45 Be ready to be seated for the Staff Assembly at 9:00!
  
- **July 18-22, 2021 Week 2**

8:45-3:30/3:45 Be ready to be seated for the Staff Assembly at 9:00!
  
- **July 24-28 Week 3**

8:45-3:30/3:45 Be ready to be seated for the Staff Assembly at 9:00!
  
- **August 1-5\* (see next entry) Week 4**

8:45-3:30/3:45 Be ready to be seated for the Staff Assembly at 9:00!
  
- **August 5, 2021 LAST DAY WITH CAMPERS & CLEAN-UP**

3:45-until we are done, probably 7:00, email [staff@campyaketyyak.org](mailto:staff@campyaketyyak.org) if you have circumstances that prevent you from staying and we will come up with a plan.

  - **Clean up and Get Everything Ready For Move-Out Tomorrow!**
  - **Snacks & Dinner Provided, email [staff@campyaketyyak.org](mailto:staff@campyaketyyak.org) if you have food restrictions/allergies.**
  
- **August 6, 2021 MOVE-OUT and Final Reviews for Interns 9:00-3:00**



- **PARKING:** More info to come in June
- **WHAT TO WEAR:** You will receive a CYY t-shirt during orientation, or on your job-shadow day, or 1st day of camp. Please wear comfortable clothes (i.e., athletic clothes/shoes, shorts (but not too short!). We will be outside several times a day so bring whatever you need: hat, sunscreen, etc.
- **LUNCH:** There will be two lunch periods, half of the staff eats at first lunch, and the other half supports/supervises campers at first recess. The rest of staff eat at second lunch, and the group that ate at first lunch now supports/supervises campers at second recess. There are some exceptions to this and you will be notified if you have a different lunch (PLAY and GAMES Instructors, SLP, OT, PT, Nurse).
  - We will have snacks and some cold drinks at the end of the day for you!
  - We will have a Keurig available in the mornings, bring your own pods, we will supply cups and creamer.
  - Our Yak Apprentice's will run a coffee, cold drink, and snack cart during both lunches. This gives them practical job skills and makes drinks and treats available to staff at lunchtime. We are not running it to make any profit and we will be selling items at cost/below cost. Please bring change and small bills as we will not have the cash available to break large bills (or too many 10s and 20's a day). We may have the ability to swipe cards from our Square Reader (not 100% sure yet!).

I am looking forward to seeing returning staff members and volunteers, and meeting new ones! Please feel free to email me with any questions or concerns at [heather@campyaketyyak.org](mailto:heather@campyaketyyak.org).

**Heather Eason**  
*Camp Director*

**Suzanne Kay**  
*Assistant Camp Director*

**Don Kunstel**  
*Director of Operations*

Camp Yakety Yak, PO Box 161, West Linn, OR 97068  
Camp cell: 971-303-3901 / [www.CampYaketyYak.org](http://www.CampYaketyYak.org)