

HIGH SCHOOL HIKERS ECOLOGY CAMP 2009

Camp Pupukea, North Shore

Feb. 19-21, 2011

CHAIRS: John Cummings and Bob Keane -

Plan overall program; coordinate with Boy Scouts; assist all committee chairs.

COMMITTEES:

- A. **Registration – Pauline Kawamata** - Create packet for schools including all required forms; collect registration list and fees from school advisors; transmit fees to treasurer; duplicate registration list for chairs needing names of all participants (T-shirt, First Aid, Program); give total student and adult count to Meal Chair and create activity groups based on participation requests.
- B. **Camping Logistics – Marc Morinaga, Bob Keane and Fred Nakaguma** - Plan camp layout; prepare site map, stake school signs, set up large group shelters, hook up lighting and shower systems, rent portable toilets.
- C. **Meals & Snacks – Nylene Takahashi and Darryl Nishimoto** - Determine counts for each meal starting with dinner on Saturday and ending with breakfast on Monday; prepare and distribute lunches to service project site on Sunday; plan and prepare snacks for each night.
- D. **Workshops & Field Studies – Bob Keane John Cummings and Fred Nakaguma** - Contact presenters; determine study areas; plan scheduling and transportation logistics; get supplies and materials for presenters; introduce and give gifts to presenters; work with registration committee.
- E. **Saturday Evening Program – John Cummings** - Plan evening program and contact presenters; reserve site and arrange transportation.
- F. **Sunday Service Projects – Jamie Tanino** - Plan and contact service project sites; plan logistics for transportation, service project work assignments, equipment, first aid, lunches, and water needs.
- G. **Sunday Evening Social –Erron Yoshioka**- Plan and organize games and activities which will encourage student interaction and participation; reserve site and arrange for transportation.
- H. **Evaluation – Pauline Kawamata** - Create an evaluation survey; distribute and collect responses; write summary report.
- I. **Mahalo Gifts – Joan Matsuzaki** - Purchase and present thank you gifts, leis/honoraria; write letters of appreciation to speakers. (work with PR and program committee).
- J. **Public Relations – John Cummings and Bob Keane** - Publicize Ecology Camp ; work with base PR and other groups.
- K. **Security – Ralph Toyama** -Set up watch hours and responsibilities for camp security; set up communication network and emergency evacuation plan.
- L. **First Aid & Life Guard – Mark Lee** - Secure first aid supplies; administer first aid when needed; receive registration list, medical information form and indemnification form from registration chair.
- M. **Firewood – Bob Keane and Fred Nakaguma** - Obtain firewood and assign team to light and monitor burning at designated fire ring.
- N. **T-Shirts – Sandra Nakagawa-Saito** - Determine cost, design, and printing of T-shirts; distribute to schools and guests.
- O. **Lua and Other Clean-Up – Campbell HS** - Organize schools to clean lua and general clean-up of camp site; set up basins for camper's to clean personal mess kits.
- P. **Photography – Jamie Tanino and Ralph Toyama** - Create a visual document of Ecology Camp

Committee Planning Dates – to be set at Dec.14 meeting

Deadline Due Dates – to be determined by committee chairs