

Guest Group Planning Packet

170 Spring House Rd. Goshen, VA 24439 540-997-9276

<http://rockbridge.younglife.org>

Host Cell (used only during your camp) – 540-290-1539

ROCKBRIDGE FAST FACTS

TOTAL CAPACITY: 608

Includes campers, leaders, staff, Adult Guests, families & Work Crew.

DORM CAPACITY: 544

3 Dorms w/ 70 beds each. 2 Dorms w/74 beds each. 1 Dorm w/ 78 beds each. 2 Dorms w/ 54 beds each - one of these dorms should be used for your Work Crew. Extra mattresses are available in each dorm.

WALTON'S MTN CAPACITY: 40

10 Suites - 2 bedrooms each, one with queen bed & 1 with bunk bed plus kitchenette with small table.

- One first floor suite is wheelchair accessible.
- First floor has two large living areas and full kitchen.
- 3 Pack n' Play toddler beds available in closet of Walton's living room.

ALUM LODGE CAPACITY: 12

6 King Rooms - any room can be split from king into twin beds.

The Adult Guest Lodge exists to introduce Adults to Young Life and allow them to experience YL camping firsthand. In the spirit of this goal, we ask that no guests under 21 years of age stay at Alum Lodge.

HOUSE & NORTH APARTMENTS: 8

1 apartment in House Mtn. Dorm, 1 in North Mtn. Dorm. Each has 2 bedrooms, one with queen bed & 1 with bunk bed plus kitchenette with small table.

GUEST COTTAGE: 4

2 apartments with one queen bedroom and one living area each.

Living area in LEFT apartment includes sink, small refrigerator, microwave and coffee maker.

GSI & SCHEDULE

The easiest way for Rockbridge to serve your needs. The Guest Services Information form allows you to list total numbers, menu requests, meal times, store & snack bar times, activities & special requests. Please send GSI to Rockbridge 3 weeks before your camp.

LINENS

- RAS provides **blankets** and **pillows**. Guests should bring **sleeping bag** or **sheets, towel & toiletries**.
- Linens can be provided for an additional charge. Let us know in advance if you want to use this option.
- Linens are provided at Alum Lodge, Walton's Mountain, Dorm Apartments and Guest Cottage.

ACTIVITIES

- Ropes course, climbing tower, swing, high-five, zip line (weather permitting), pool (seasonal), blob (seasonal), hot tub, indoor heated gym, weight room, outdoor basketball court, sand volleyball courts, soccer field, tennis court, skate park, 18-hole disc golf course, game room, horseshoes, bonfire pit, snack bar and store.
- RAS provides **operators** to run the Ropes Course, Tower, Swing, High-Five the Zip Line.
Mid-week groups may choose two of our ropes events per day and must provide volunteers 18 & older to be trained by RAS Staff to operate these activities.

FINAL PAYMENT

The property Host and Camp Manager will settle the bill on the last day of your camp. Full payment is needed before departure. You may pay with personal checks, money orders, internal transfers (Young Life only), or credit cards (a 4% fee is added to your bill if you choose this payment option).

SPECIAL POLICIES

Alcohol & Smoking

- Rockbridge buildings are SMOKE-FREE. The **only** smoking area is next to the creek in front of the Springs Center. Please make all campers & other guests aware of this policy.
- No alcoholic beverages are allowed on Rockbridge property.

Damages

- Damages are the responsibility of the Guest Group and are charged per incident and by the repair.

Blankets

- Each dorm bed has one RAS logo blanket. Missing blankets will be charged to your group at \$18 each. Thanks for your cooperation.

Pets

- Pets are not allowed at Rockbridge. Local kennel information available upon request.

Parking

- Parking is available in the lots behind the Dining Hall and Walton's Mountain. Please do not park along roads or sidewalks so that camp and emergency vehicles can maintain access to all areas.

Cabin Clean-Up

- Rockbridge operates with a small crew of housekeepers, so it is important that your group clean up all used areas before departure. Please allow one hour for clean up the day you leave. Please see the back of this booklet for clean-up procedures.

STAFFING SUGGESTIONS FOR YOUR GROUP

Medical Personnel—Required

- Young Life requires you to provide qualified medical personnel to screen accidents or illnesses, recommend action for emergencies and/or hospital care. This may be a Doctor, Nurse or EMT. *This person and their family will attend camp free of charge.*

Life guards—Required

- Two needed for the Pool and Blob. These volunteers will be trained by the Host on Duty. *Designated lifeguards attend free of charge.*

Camp Manager and/or Head Leader

- Responsible for the management, operation and supervision during your time at camp. Serves as primary contact with Host before and during camp. Establishes camp program, menu, housing and schedule.
- Responsible for leader meetings and facilitating Cabin -Clean-Up.

Program Teams and Work Crew

Please see the following information on Program and Work Crew.

PROGRAM TEAM INFORMATION

- **Program Teams** are responsible for the activities and entertainment programs for your weekend. Led by a Program Director, assistants and a Program Tech to operate all A/V systems and set up equipment and props for program events. **Please designate one of your program staff as the Sound Tech. Our staff will train your Tech on the various systems.**
- Rockbridge has a variety of permanent and portable sound & video equipment to meet your needs. Please contact your host with any specific A/V questions.
- If you have any special requests or if you need to purchase food for skits from RAS, please call us in advance.
- Please clean up after your events including the sound room, stage and prop room areas before you leave camp. It is a big help to the next program team!

WORK CREW INFORMATION

You must bring a Work Crew to serve your group

- Rockbridge asks your group to provide wait staff, cooks, bakers, snack bar operators and dishwashers. These folks can be high school aged and older.
- Work Crew should expect to work shifts of at least 8 hours per day.
- You must provide at least one adult Work Crew Boss to oversee the Work Crew. A second boss is highly recommended.
- Work Crew comes to RAS FREE. You must provide Work Crew in a ratio of 1 work crew person to every 10 guests.
- Housing arrangements are usually made by the Camp Manager. Work Crew are typically housed in either House or North dorms. Linens can be provided at no charge to WC. Let your host know ahead of time if you want this. If used, linens should be gathered and taken to Laundry prior to departure.
- Appropriate dress includes closed toe shoes, shirts with sleeves, apparel that does not expose the midriff, long pants for cooks & bakers and hair ties for those with long hair. Clothes should be in good condition (no holes, rips, tears) and they should not display any crude images, symbols, or words.
- Work Crew are expected at camp **two hours** before the first camp meal.
- The close down process typically requires **three hours** of work after the campers have left. This includes cleaning the dining hall, kitchen & other clean-up assigned by the Chef on Duty.
- WC Boss's should expect a phone call from a kitchen staff member prior to arrival to go over special instructions and to answer any questions they might have. If at any time there are any questions feel free to call the kitchen directly at 540-997-9276 ext. 119.
- WC will have the option to attend club, however all work is expected to be completed prior to the next meal time.

MEDICAL POLICY

- If a guest needs transport to the hospital, it is the responsibility of the guest group to provide an Adult escort and transportation. Please contact the Host on Duty for help with transport.
- In case of serious injury or illness, contact the Property Host and 911 immediately.
- A Guest Group representative should contact the legal guardian of the camper to notify them as to the nature of the injury or illness.

Medical Release Form

- Hospitals **will not** treat minors without parental consent, **so it is vital to obtain parental permission for trips to Rockbridge**. Enclosed is a Young Life Medical Consent Form for your use. Non-Young Life groups are encouraged to provide their own medical consent forms, including the name of the camper's insurance company and policy number.

Insurance: Young Life Groups

- YoungLife's Camper Accident Insurance supplements the individual's personal coverage when necessary. Young Life's policy will pay medical costs for minor injuries up to \$250, but does **not** cover **illness** costs or injuries without an accident. When the costs for an accident exceed \$250, the entire claim is coordinated by the individual's insurance, which is the **primary** coverage. Young Life's coverage is secondary and will supplement the primary coverage of the injured individual to a maximum of \$4,000 for usual and customary costs incurred within one year from the date of injury.

Insurance: Non-Young Life Groups

- Insurance for Non-Young Life groups is the sole responsibility of the guest group. However, you must provide documented proof of Insurance coverage to Rockbridge prior to your camp trip.

ROCKBRIDGE MENU

Late Camper Policy

- If you let us know 5 days in advance of your arrival, we can credit an area for groups who will miss the first dinner or snack (for late Football games, etc.).

Special Diets

- Please let us know in advance if anyone in your group has special dietary needs

Breakfast-Standard

Scrambled Eggs

Sausage
Biscuits & Sausage Gravy
Fresh Fruit
Cereal/Milk
Butter
Coffee/Water/Juice/Hot Choc

Breakfast-Alternative

Continental B'fast

Cereal/Milk
Muffins
Fruit
Coffee/Water/Juice/Hot Choc

Pancakes

Bacon
Cereal/Milk
Fresh Fruit
Syrup/Butter
Coffee/Water/Juice/Hot Choc

French Toast

Sausage
Cereal/Milk
Fresh Fruit
Syrup/Butter
Coffee/Water/Juice/Hot Choc

Brunch (Additional Cost)

French Toast
Scrambled Eggs
Cheesy potatoes
Sausage
Fresh Fruit
Cereal/Milk
Syrup/Butter
Muffins
Coffee/Water/Juice

Lunch-Standard

Chicken Sandwich

French Fries
Lettuce, Tomato, Ketchup,
Mustard, Mayo
Punch/Water
Cookie

Lunch-Alternative

Pizza

Half Pepperoni/half cheese
Vegetable Platter
Parmesan Cheese
Punch/Water
Cookie

Hamburgers

Fries or Potato Chips
Lettuce, Tomato, Ketchup,
Mustard, Mayo, Pickle, Cheese
Punch/Water
Cookie

Snack Menu

Pizza To Cabins-\$3.00

Cheese and pepperoni pizza
One slice/person
Drink/2 -Liter

Ice Cream Sundaes-\$2.50

Nachos w/ Cheese-\$1.75

Drink

Chips & Salsa-\$1.75

Drink

Cookies-\$1.75

Drink

S'mores-\$1.50

Coffee/Hot Choc-.75

Dinner-Standard

Flank Steak

Mashed Potatoes
Green Beans
Salad/Dressing
Fresh Bread/Butter
Sweet Iced Tea/Water
Dessert

Dinner-Alternative

Spaghetti *

Red Meat Sauce
Alfredo Sauce
Salad/Dressing
Fresh Bread/Butter
Parmesan Cheese
Sweet Iced Tea/Water
Dirt Cake Dessert

Teriyaki Chicken *

Brown Rice
Green Beans
Salad/Dressing
Honey Wheat Bread/Butter
Sweet Iced Tea/Water
Dessert

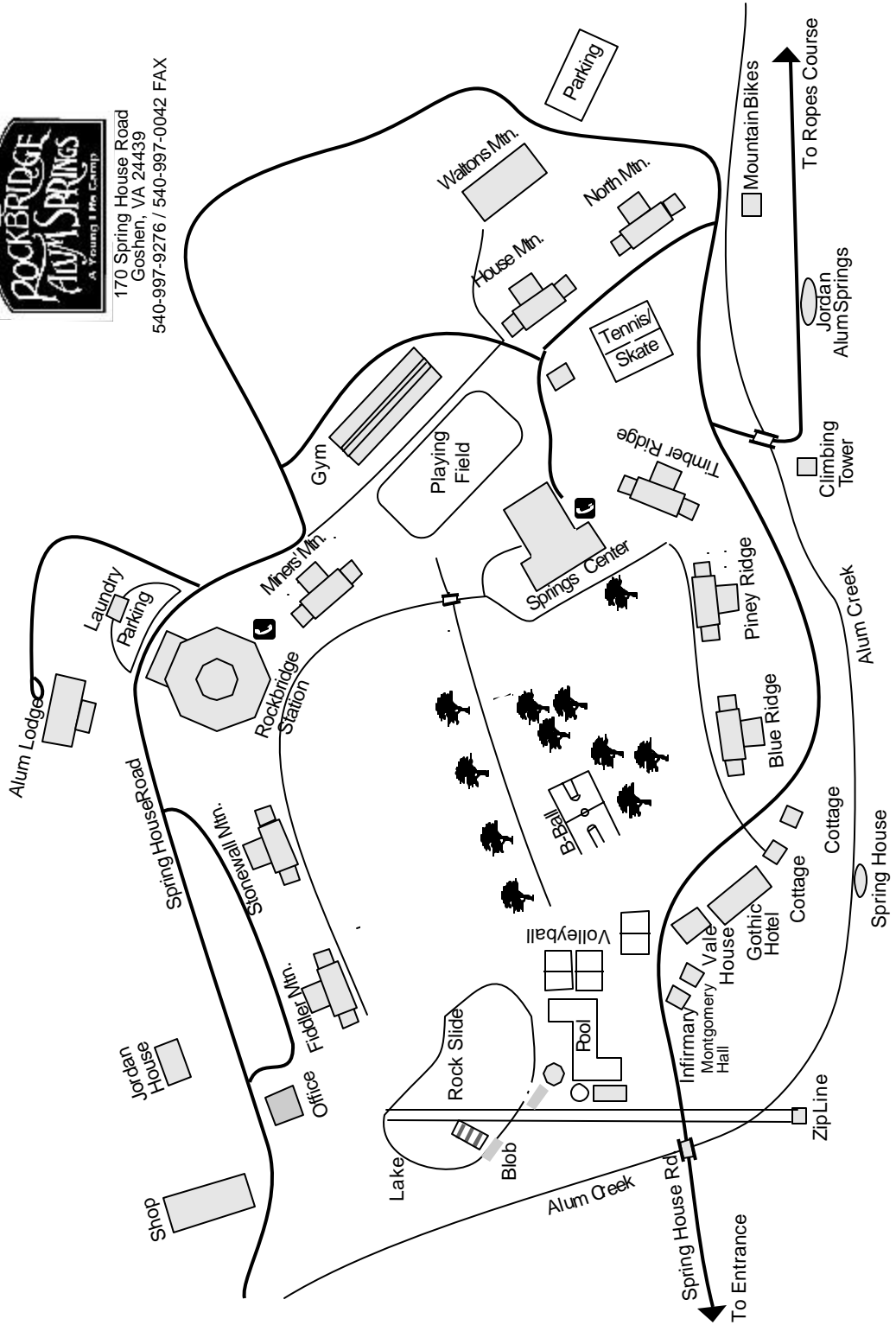
Roasted Turkey

Saturday Only
Mashed Potatos/Gravy
Corn
Salad/Dressing
Fresh Bread/Butter
Sweet Iced Tea/Coffee/Water
Dessert

** Suggested for Friday night meals b/c it serves well if dinner or the work crew is delayed.*



170 Spring House Road
Goshen, VA 24439
540-997-9276 / 540-997-0042 FAX



STRONG SUGGESTIONS

To be announced by Camp Manager or Head Leader at the earliest possible gathering.

This list is for your reference and does not need to be read word-for-word.

BUNKS

- Guys in guy's dorms, girls in girl's dorms. No purple. Please keep all camp property (furniture, mattresses, blankets) in the dorms.

BELLS

A bell that sounds like a train whistle will ring for:

- **MEALS:** Five minutes before each meal. A second bell or music brings campers into the Dining Hall. (Leaders, staff and Adult Guests may enter at first bell. Please have one leader at each camper table if possible.)
- **ACTIVITIES:** To call people to the next program event or meeting.
- **BEDTIME:** Rung 15 minutes before the end of the night. Head to your rooms.

BOUNDARIES

- The tree line on most sides, except for the waterfront and the ropes course.

BUTTS & BOOZE

- Smoking is allowed ONLY at the smoker's pit along the creek by the Springs Center.
- No alcohol or drugs are allowed at camp.

BLOB & STUFF

- Waterfront is only open when lifeguard is on duty except for hot tub. Lake is just for Blob and Zip Line use, so please no swimming in the lake.

BOARDING

- Skateboarding is allowed only at the Skate Park. Helmets and pads must be worn.

BEVERAGES

- Please leave all food and drinks outside the clubroom.

NON-"B" ANNOUNCEMENTS

- **THERMOSTATS:** You can control the temperature of your room. Thermostats are on the wall in every dorm room.
- **PHONES:** Located on Dining Hall porch next to Men's Room & Springs Center porch on the Timber Ridge side.
- **FIRE:** In case of fire, go to the beach and find your leader.
- **LOST & FOUND:** Located on the Dining Hall stage.
- **LITTER:** Please keep Rockbridge clean!

FREE TIME ACTIVITIES

To be announced at lunch just before Free Time.

- **Climbing Tower/Swing/High Five** - Across the creek behind girl's dorms. Wear long shorts or pants & closed toe shoes.
- **Ropes Course** - Located along creek past Tower. Sign-up at breakfast on sheets located at the Dining Hall stage, see sign-up sheet at stage after lunch.
- **Waterfront** - Lifeguard must be on duty. Blob open seasonally. Hot tub open during free time. Zip Line open as weather permits. Pick up your harness and pulley at the bottom of the Zip Line near Fiddler Dorm.
- **Snack Bar**—First floor of the Springs Center.
- **Game Room**—Located upstairs at the Springs Center.
- **Store** - Gothic Hotel across from Springs Center.
- **Disc Golf** - Discs, maps & score cards are in the wooden holder outside the Springs Center.

CAMP MANAGER/HEAD LEADER SUGGESTIONS & TIPS

Host Communication

- Use the Leader Lounge radio to call the Host or call the Host cell phone directly @ 290-1539. The PM Host is at either ext 123 or 124.

DIN List

- The Do-It-Now list is on a clipboard in the Leader Lounge. Please use it to communicate any needs you have to the Host and Maintenance Staff. The Staff will check it several times daily and respond to needs ASAP.

Suggested Weekend Duties

- Lead and facilitate Leaders' Meetings.
- Sound Bell for meals and other events.
- Perform "Sweeps" for stray Campers during Club, events and bedtime (Dorms, Gym, Game Room, Pool, Smoking Pit, etc.).
 - **20 Minute Quiet Time:** When the Bell sounds for Club, check all dorms for campers. While sweeping dorms, turn off all inside lights for the 20 minutes. The Host will turn off all other specified lights around Camp. At the end of the 20 minutes, turn lights back on so Campers can safely get to dorms.
- Turn off Lights inside buildings and lock doors to Club Room, at the end of the Night.
- Explain and encourage **Cabin Clean-Up** at last Leaders' Meeting, then assist Property Host in checking out Groups during Clean-Up.

HOUSING

Blue Ridge

<u>Downstairs</u>	<u>Beds</u>
Bratton's Run	12
Buffalo Gap	10
Button Creek	8
Bug Hollow (Outside)	8
<u>Upstairs</u>	
Brushy Branch	12
Big Spring	12
Buford's Bluff	8
Total	70

Piney Ridge

<u>Downstairs</u>	<u>Beds</u>
Panther Den	12
Peddler	10
Pad's Creek	8
Possum Hollow (outside)	8
<u>Upstairs</u>	
Pebble Branch	12
Pale Gulch	12
Pioneer Pond	8
Total	70

Timber Ridge

<u>Downstairs</u>	<u>Beds</u>
Turtle Pond	14
Tinker Knob	10
Traveler Trail	10
Trout Stream (outside)	10
<u>Upstairs</u>	
Turkey Hill	14
Thistle Tree	8
Table Rock	12
Total	78

House Mtn

<u>Downstairs</u>	<u>Beds</u>
Hot Springs	12
Hunt Ridge	10
Hopkin's Green (apartment)	4
<u>Upstairs</u>	
High Point e	12
Hickory Hollow	12
Hound's Run	8
Total	58

North Mtn

<u>Downstairs</u>	<u>Beds</u>
Natural Bridge	12
New Town Gap	10
New River (apartment)	4
<u>Upstairs</u>	
Nickle Creek	12
Nicely Hollow	12
Norm's Trail	8
Total	58

Miner's Mtn.

<u>Downstairs</u>	<u>Beds</u>
Mill Stream	12
Muddy Creek	10
Maple Grove	8
Marble Notch (outside)	8
<u>Upstairs</u>	
Muskrat Hollow	12
Maury River	12
Mule Gulch	8
Total	70

Fiddler Mtn

<u>Downstairs</u>	<u>Beds</u>
Foggy Hollow	14
Frog Pond	10
Fox Run	8
Friar's Notch (out)	8
<u>Upstairs</u>	
Freedom Gap	14
Flat Rock	12
Fern Glen	8
Total	74

Stonewall Mtn

<u>Downstairs</u>	<u>Beds</u>
Sleepy Valley	14
Spring Run	10
Sugar Creek	8
South Fork (outside)	8
<u>Upstairs</u>	
Smuggler's Notch	14
Slippery Rock	12
Skunk Hollow	8
Total	74

Walton's Mtn

2 bedrooms each. 1 queen, 1 bunk

Willis River, Western Trail	1st Floor
Wildwood, Weeping Willow	2nd Floor
Woodbridge, Wards Fork	2nd Floor
Walnut Grove, White Oak	3rd Floor
Whistle Creek, Watts Valley	3rd Floor

Alum Lodge

Reserved for Adults 21 and over
Full Kitchen & Laundry
 Ash Bluff, Allegheny Highlands
 Augusta, Azalea
 Alder Hollow, Appalachian Trail

Cottage

Left - 1 queen bed, living room, kitchenette
 Right - 1 queen bed, living room

ROCKBRIDGE CABIN CLEAN-UP

Pack up personal items and place luggage on dorm porch.

Extra Mattresses

Stack all extra mattresses, pillows and blankets on the upstairs back porch of your dorm.

Linens (if used)

Separate sheets/towels & take them to the laundry, or laundry vehicle behind dorm.

Beds

- Leave the mattress cover neatly on the bed.
- Leave pillow at head of bed and fold blanket neatly at the foot of bed.
- Make beds uniform with pillows/blankets at same ends of each bed.

Sinks/Mirror

Spray counters, mirrors, sinks & faucets with green spray, wipe with sponge or paper towels.

Toilets

Spray inside and out with red spray, scrub with toilet brush, wipe clean and flush. Leave toilet seats down.

Showers

Spray shower with red spray. Rinse with bucket & pick up hair/dirt..

Floors

Sweep and dust mop, including under beds. Sweep/shake out door mats.

Bathroom floor

Mop with warm water and red spray. Dump bucket into shower drain and remove debris from the drain.

Lobbies & Porches

Sweep and straighten furniture. Check for trash.

Trash

- Pick up trash from floors, under beds, lobbies & ground outside dorm.
- Put smaller cabin trash bags in large cans on front & back porches.
- Tie large trash bags from front & back porches. Leave ALL bags at road behind dorm.

Turn off all lights and fans. Close windows and doors and leave curtains open.

Camp Manager Pre-Camp Checklist

- Look through Camp Manager Packet .
- Get Work Crew for camp (free of charge).
- Get Medical Person for camp (free of charge).
- Get Lifeguard for camp (free of charge).

- Pass along Work Crew & Program Info.
- Fax GSI & schedule to RAS 3 weeks before camp.
- Follow-up with RAS on special needs.
- 5-Day Call-In - Call us with updated camp numbers.
RAS orders food according to this count.
- Remind campers to bring linens/towels if needed.
- Bring completed W-form to camp-remind other areas of this as well.
- Bring this booklet to camp for announcements and reference.

During Camp Checklist

- Once at camp, check in with Host on Duty.
- Introduce Host briefly at Leader Meeting.
- Confirm schedule and meal times with Host.
- Billing - Bring all W-forms.
- Final Clean-Up. Facilitate camp clean-up.
- Fill out Camp Manager Evaluation and give to Host.
- Turn-in all keys and radios.

Inserts with this Packet

- Welcome Letter
- GSI (Fax or email to RAS)
- Housing Forms (Fax to RAS the day before camp)
- W-Form (copy and give to other areas if needed)
- Work Crew Job List
- Map & Directions
- Medical Consent and Release forms