

Association of Adventist Camp Professionals

Convention Planner



January, 2020 Edition

Introduction

At the request of the AACCP board on December 3, 2017, it was VOTED to invite the following individuals to create a Convention Guidelines and Resource Notebook for current and future AACCP VP for Conventions: Ray Queen, Wendy Eberhardt, Helen Faber, Carmen Ibanez, and Terry Bolton. This Planner is a result of that committee's work.

The VP for Conventions and the team members will find this guide useful in that it provides a suggested 'Things To Do' list in the form of a backtracking timetable. It includes the basic components which are needed to produce and orchestrate a quality convention.

Of course the most important aspect is to continually ask for the Lord's guidance. His promise is sure: "If any of you lack wisdom, let him ask of God, that giveth to all [men] liberally, and upbraideth not; and it shall be given him." James 1:5

We wish you and your team all the best in creating THIS HIGHLIGHT of the year for AACCP members. Remember, the membership will be keeping you and your team in prayer as you collaborate together to create this season of fellowship, education, networking, spiritual renewal, physical rejuvenation and rest just for them.

Our Mission Statement

***“To equip and support camp ministry professionals
as they advance the kingdom of God”***

Our Core Values

- 1) Biblically-based** – God’s Word is the foundation upon which our ministry is built.
- 2) Christ Likeness** – Jesus is our model as we serve the needs of our members.
- 3) Experiencing God in Nature** – The study of God as revealed in His creation lies at the heart of Christian camping.
- 4) Excellence** – We believe that God desires us to encourage excellence in our members.
- 5) Community** – By intentional connections, we grow through worship, fellowship, sharing, professional practices and prayer.
- 6) Diversity** – The unique perspective of each member makes us a stronger community.

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PURPOSE OF THE CONVENTION

It is our purpose to host an affordable, annual, and multi-day event to which all AACP members and their families are invited to attend and during which opportunities for fellowship, education, networking, spiritual renewal, and physical rejuvenation and rest are available.

GENERAL PLANNING OBJECTIVES

The **OBJECTIVES** listed below shall be achieved by having or providing **specific features** throughout the convention.

- 1) **FELLOWSHIP (by having)**
 - a. *Get Acquainted Activities*
 - b. *Union Meetings*
 - c. *Evening Afterglow*

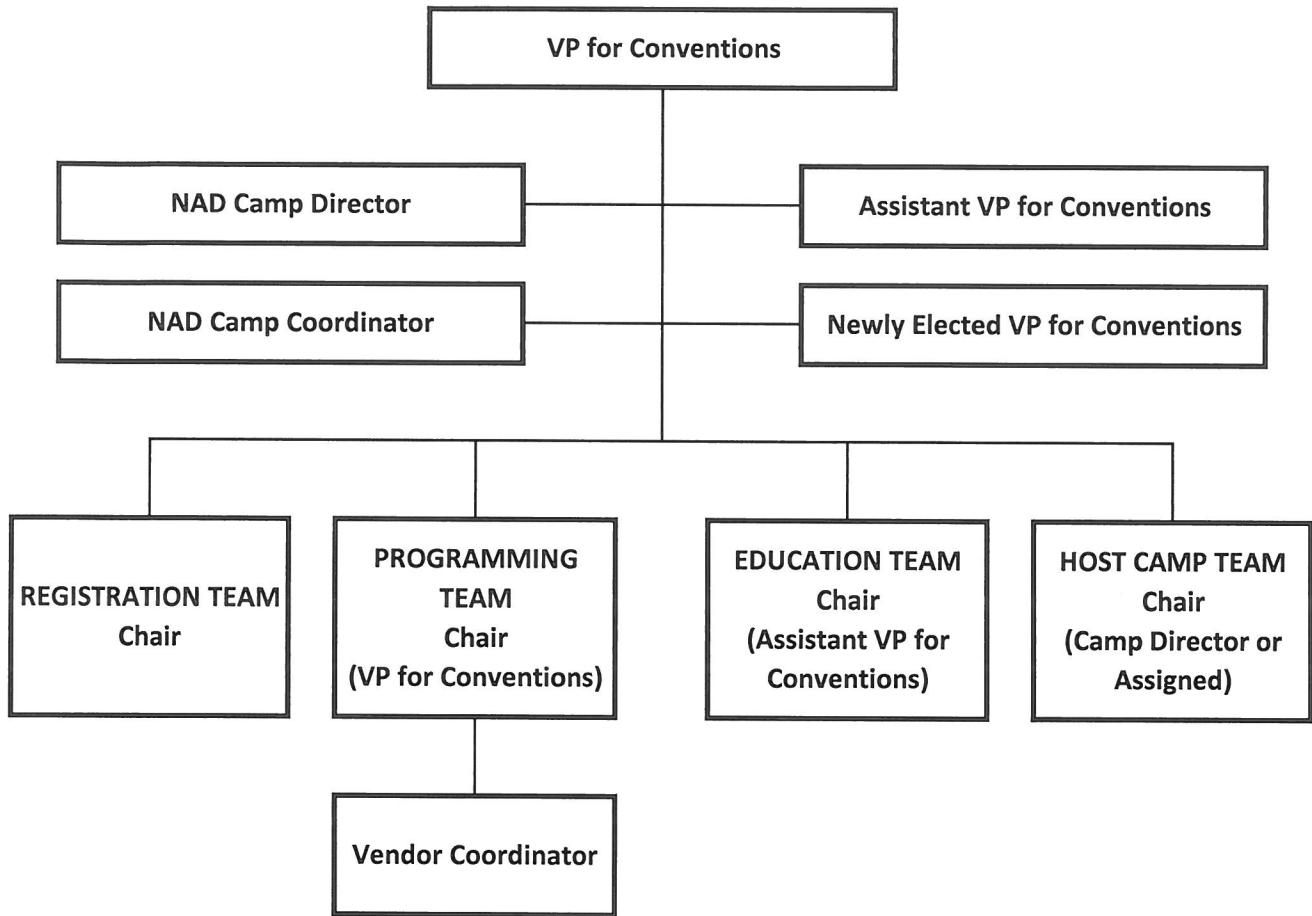
- 2) **EDUCATION (by having)**
 - a. *4 to 5 Seminar Periods*
 - b. *ACA Standards Training*
 - c. *Mentoring Groups*
 - d. *Exhibitor Events & Resources*
 - e. *Camp Tour*

- 3) **NETWORKING (by having)**
 - a. *Good Morning AACP*
 - b. *Topical Round Table Discussions*
 - c. *Team Building Activities*

- 4) **SPIRITUAL RENEWAL (by having)**
 - a. *Sabbath Day's Experience*
 - b. *General Worship Sessions*
 - c. *Focus on Nature*
 - d. *Communion Service*

- 5) **PHYSICAL REJUVENATION & REST (by having)**
 - a. *An Easy-to-Use Reservation System*
 - b. *Comfortable Accommodations*
 - c. *Recreational Activities*
 - d. *Delicious Meals*
 - e. *Morning Walks*
 - f. *Child Care for Parents*
 - g. *Optional PRE & POST Convention Attractions*

AACP CONVENTION PLANNING TEAM ORGANIZATIONAL CHART



VP For Conventions - Term Outline

Elected at end-of-year Convention

First Year - Serve as Newly Elected VP for Conventions (year of mentoring)

Second Year - Plan and conduct the Convention

Third Year - Plan and conduct the Convention while mentoring Newly Elected VP for Conventions

AACP Convention Backtracking Timetable

CONVENTION PLANNING

COMMITTEE:

_____ VP for Conventions (chair) _____ Asst. VP for Conventions _____ As invited: _____
 _____ NAD Camp Director _____ Registration Chair _____ As invited: _____
 _____ NAD Camp Coordinator _____ Host Camp Chair _____ As invited: _____

Month Before
Convention

Who is Responsible

| | |
|-----------------------|--------------------|
| 14 October | VP for Conventions |
|-----------------------|--------------------|

- 1 Develop Proposed Budget
- 2 Obtain options for Convention Location
- 3 Contact Possible Host Site(s) for information to present to board

| | |
|------------------------|--------------------|
| 13 November | VP for Conventions |
|------------------------|--------------------|

- 1 Submit Budget to finance committee and then to the board for OK to present to Business Meeting
- 2 Be looking for Assistant VP for Conventions
- 3 Select theme for next year's convention

| | |
|------------------------|--|
| 12 December | AACP Board |
| | VP for Conventions Finance Chair President |

- 1 Selection of next year's convention location
- 2 Determine next year's convention dates
- 3 Submit name for Assistant VP for Conventions to Board for approval
- 4 Present convention budget at Business meeting
- 5 President announces next year's location and theme at convention

| | |
|-----------------------|---|
| 11 January | VP for Conventions |
| | VP for Conventions & NAD Camp Director |

- 1 Select Convention Planning Committee
- 2 Select First Date for meeting of Convention Planning Committee Conference Call & Set up with NAD Camp Director (at the first meeting, select tentative future committee meeting dates for conference calls)
- 3 Negotiate and Finalize contract with host camp

| | |
|--------------------|--------------------|
| 8 April | VP for Conventions |
|--------------------|--------------------|

- 1 Visit Host Camp, if needed
- 2 Determine Convention Layout & Logistics at Host Camp

| | |
|-------------------------------------|--------------------|
| December Post Convention | VP for Conventions |
|-------------------------------------|--------------------|

- 1 Verify with Registration Team that all accounts are settled
- 2 Call Ultracamp to Release funds to NAD...Attn NAD Camp Director

BACKTRACKING TIMETABLE FOR CONVENTION PLANNING TEAMS

| | REGISTRATION | PROGRAMMING | EDUCATION | HOST CAMP |
|----------------|--------------|-------------------------------|-------------------------------------|--------------------------------------|
| Chair Month | # To Do | VP for Conventions # To Do | Asst. VP for Conventions # To Do | Camp Director or Assigned # To Do |

| | | | | |
|-----------------|---|--|--|--|
| FEBRUARY | | CREATE TENTATIVE CONVENTION SCHEDULE | | |
| 1 | | 2 Secure Corporate donors: non-cash...books, gift bags, pens, balloons, high end giveaway, free convention, etc. | 2 Select Track Leaders: 1) Activities, Attractions & Camp Store 2) Summer Camp Directors 3) Camp Services (Guest Services, Registration, Housekeeping, Janitoria) 4) Camp Spouses 5) Food Service 6) Managers & Executive Directors 7) Summer Camp Staff 8) Ranger, Maintenance, Vehicles 9) New to Camp 10) ACA Accreditation | |
| | 3 | Work on Convention Theme woven throughout program | 3 Discuss seminar topic possibilities | |

| | | | | |
|--------------|---|--|--|--|
| MARCH | | WORK WITH NAD CAMP CAMP DIRECTOR IN SECURING GUEST SPEAKER(S) | | |
| 1 | | 2 Select Speaker(s) General Session - finalize \$\$\$ with NAD Camp Director | 2 Track Leaders contact seminar presenters | 2 Locate potential 'Local Attractions' for Pre and Post Convention options for attendees & share with E-News |
| | 3 | Invite host conference president to speak on opening night | | 3 Provide airport options to E-News |

REGISTRATION **PROGRAMMING** **EDUCATION** **HOST CAMP**

Chair _____ # To Do _____ # To Do _____ # To Do _____ # To Do _____

APRIL

- 1 **VENDOR** - contact potential vendors for exhibits
- 1 Track Leaders contact seminar presenters

MAY

- 1 **FINALIZE CONVENTION SCHEDULE**
- 2 Set up Online Registration with Ultracamp based on Host Camp and Convention Needs
- 2 Secure Music Leader(s) - check with host camp
- 3 Select Afterglow Host
- 3 Provide registration link to E-News
- 4 **VENDOR** - contact potential vendors for exhibits
- 2 Track Leaders contact seminar presenters

August 20th

NO SUMMER ASSIGNMENTS

AS IT BECOMES AVAILABLE CONTINUE TO PROVIDE INFORMATION TO E-NEWS TO PROMOTE THE CONVENTION

SEPTEMBER

- 1 Determine Holiday Decorations ...work with host camp
- 1 Track Leaders contact seminar presenters
- 2 Determine any extra signs that are needed for the convention, Work with host camp
- 2 Obtain seminar descriptions
- 3 Check with AACP Board for any AACP awards to be presented (Norm Middag Awards, NAD special awards, Retirees, etc)
- 4 **VENDOR** - contact potential vendors for exhibits
- 1 Provide E-News with 'directions to camp' & 'other information'

REGISTRATION

PROGRAMMING

EDUCATION

HOST CAMP

| Chair | # | To Do | # | To Do | # | To Do | # | To Do |
|-------|---|-------|---|-------|---|-------|---|-------|
|-------|---|-------|---|-------|---|-------|---|-------|

| PREPARE LIST OF QUESTIONS FOR ONLINE CONVENTION SURVEY: Big Ideas, Suggestions & Observations, Value | | | | | | | | |
|--|---|---|---|---|---|--|---|---|
| 7 to 8 weeks | 1 | | 2 | Order any special 'freebies' | 2 | Make sure recording devices are functioning properly | 2 | Determine potential Free Time Activities |
| | 2 | Have announcement in E-News about the posting of Job Openings, Wanted, For Sale at the Convention | 3 | Vendor Checklist to Host Camp | 3 | Obtain 'needs' list from seminar presenters | 3 | Obtain Vendor List and needs outline from Programming to accommodate them in display area |
| | | | 4 | Work with Host Camp to provide Child Care | | | 4 | Locate Child Care providers |
| | | | | | | | 5 | Provide for a Camp Tour During Convention |

| | | | | | | |
|---------------------|---|---|---|--|---|--------------------------------------|
| 5 to 6 weeks | 1 | Locate Welcome - Information Center Host...could be a host camp staff | 1 | Put together 'Good Morning, AACP' morning program features | 1 | Determine Location of Union Meetings |
| | | | 2 | Plan Communion Service | 2 | Finalize Evening Recreation |

| | | | | | | |
|----------------|---|--|---|--------------------------------------|---|---|
| 4 weeks | 1 | Communicate with host camp special meals | 1 | VENDOR - final list completed | 1 | Obtain tentative special meal list for food service |
| | 2 | Communicate with host camp current lodging needs | | | 2 | Obtain current lodging needs list |
| | 3 | Order name badges | | | | |

REGISTRATION

PROGRAMMING

EDUCATION

HOST CAMP

| Chair Month | # | To Do | # | To Do | # | To Do | # | To Do | | |
|-------------|---------------------------------------|--|---|--|--------------------------|----------------------------------|---|-------|---|--|
| | | VP for Conventions | | Asst. VP for Conventions | | Camp Director or Assigned | | | | |
| 3 weeks | 1 | Last minutes items for E-News-Giveaways, etc. | 1 | Last minutes Items for E-News | 1 | Last minute items for E-News | | | | |
| | 2 | Update meal & lodging needs and share with host camp | | Seminar Presenters: remind about handouts, if needed to be copied ahead of time OR at camp | | | | | | |
| | SHIP ANY SUPPLIES TO HOST CAMP | | | | | | | | | |
| | | 1 | Print Name Badges | 2 | Print Schedule/ Brochure | | | | | |
| | | 2 | Purchase paper, pens Obtain Tickets for Free Drawing | | | | | | 2 | Finalize PA operation & IT services for general sessions |
| 2 weeks | | 1 | Update meal & lodging needs and share with host camp | | | | | | | |
| 1 week | | 1 | Update meal & lodging needs and share with host camp | | 1 | Prepare Online Convention Survey | | | | |
| 1 to 2 days | | 1 | Set up Registration | | | | | | 1 | In meeting area, set up "Free Drawing Tables" |
| | | 2 | Set up Membership List Update | | | | | | 2 | Set up meeting rooms |
| | | 3 | Set up Job Openings, For Sale Bulletin Board (work with host camp) | | | | | | 3 | Seminar Presenter needs taken care of |
| | | 4 | Set up welcome - information center with hot drinks, snacks, maps, etc. | | | | | | | |

REGISTRATION **PROGRAMMING** **EDUCATION** **HOST CAMP**

Chair Month # To Do # To Do # To Do # To Do

| Chair Month | REGISTRATION | PROGRAMMING | EDUCATION | HOST CAMP |
|-------------|---|---|---|---|
| | <ol style="list-style-type: none"> 1 Register Guests: Include Free Drawing Ticket, map of camp, program brochure, pen, paper, 'freebie gift', etc. 2 Finalize Registration Discrepancies 3 Prepare attendance summary for AACP Board | <ol style="list-style-type: none"> 1 Open online convention survey 2 Compile Results of Convention Survey (last day) 3 VENDORS: Host Exhibitors | <ol style="list-style-type: none"> 1 Set out recording devices | <ol style="list-style-type: none"> 1 Oversee Room Assignments 2 Host Exhibitor Area 3 Provide for housekeeping needs |

DEBRIEF CONVENTION WITH BOARD (during last breakfast)

| | |
|--|--|
| 1 | <p>SEND OUT THANK YOU LETTERS: Exhibitors, Presentors, Speakers, Host Camp, Volunteers, Staff, Sponsors, Food Service, etc.</p> <ol style="list-style-type: none"> 2 Compile all survey results and share at January's Board Meeting |
| DISCUSS WAYS TO IMPLEMENT SUGGESTIONS | |

Conference Call Procedures

- 1) Arrangements for conference calls need to be made with the NAD Camp Director. Normally you will want to make those arrangements a week or more in advance.
- 2) Before contacting the NAD Camp Director select several date options and times for the conference call.
- 3) Once the date and time is confirmed, share the information committee members.
- 4) For **PHONE** and/or **VIDEO-CONFERENCING**, contact the **NAD Camp Director** to make arrangements for this use.

Purchasing & Reimbursements

The VP for Conventions and the NAD Camp Director are responsible for the Convention Finance, and they, in turn, to the board.

PURCHASES

- 1 All purchases must be pre-approved by the VP for Conventions.
- 2 When making purchases, keep all of the original receipts and recording on the receipt what the purchases were for (baking class, family art seminar, registration supplies, convention brochures, handout copies for Camp Manager Round Table, etc.)

REIMBURSEMENTS

- 1 Number all of your receipts
- 2 On a separate sheet of paper, list those receipts. Include:
 - a) Receipt #
 - b) Date of Purchase
 - c) Company Name
 - d) Item(s) purchases (example: ingredients for cooking class, registration notebooks, etc.)
 - e) Total all of your receipts
 - e) Your name and mailing address
- 3 Submit (originals or scanned and emailed) to VP for Conventions & NAD Camp Director. The VP for Conventions will confirm with the NAD Camp Director to provide reimbursements.

REQUIRED AACP BOARD ACTIONS

1 SELECT AND CONFIRM DATE (12 MONTHS)

Note: the AACP Board may also meet the day before the convention registration opens

- A Standard Format - Wednesday (Registration begins in afternoon) - Sunday Breakfast
 Alternate # 1 Format - Thursday (Registration begins in PM) - Monday Breakfast
 Alternate # 2 Format - Friday (Registration begins in PM) - Tuesday Breakfast
- B CCCA Convention Considerations - Near CCCA convention dates but avoid date overlap
- C BOARD MEETINGS - Pre-convention ... Two days before convention (one full day and day of registration)
- D BOARD MEETING - Post-convention ... Last day of convention (meeting during and following breakfast)

2 SELECT AND CONFIRM LOCATION (12 MONTHS) - Things to Consider

VP FOR CONVENTIONS & OTHER 'ASSIGNED' - GATHERS AND PRESENTS INFORMATION TO AACP BOARD

- | | | |
|---|---------------------------------|---|
| A | Date Availability | Corresponding to AACP needs |
| B | Occupancy Totals | Able to accommodate estimated number of attendees |
| C | Housing | Private' Accommodations preferred for families, couples, singles, with all linens |
| D | Meeting Room - General Sessions | Main Meeting Room to accommodate 'X' people |
| E | Meeting Rooms - # & Capacity | 'X' number of seminar rooms needed |
| F | Meeting Rooms - Ammenities | Sound, presentation equipment & operation, chairs |
| G | Meeting Room - Child Care | Child care room and outdoor activity area |
| H | Exhibitor Area - Room | Able to accommodate exhibitors displays, etc. |
| I | Food Service | Vegetarian, Vegan, GF, other special dietary needs |
| J | Ammenities | Internet Speed, Cell Phone Reception |
| K | Attractions - On Site | Challenge Course, Nature Center, Go Carts, etc. |
| L | Closest Airport(s) | Within 'X' Hours of Nearest Airports |
| M | Adequate Parking | Adequate to cover attendees |
| N | Facility Fees | Cost within Budget |
| O | Attractions - Off Site | Local vacation 'extras' |
| P | Weather | Reasonable weather expectation during event |
| Q | Website | Informative, directions to camp |

3 FINALIZE BUDGET (12-14 MONTHS)

- | | | |
|---|--|-------------------|
| A | Develop Proposed Budget | FINANCE COMMITTEE |
| B | Proposed Budget submitted for review and approval to present at Business Meeting | FINANCE CHAIR |
| C | Budget presented at Business Meeting for approval | FINANCE CHAIR |

Convention Budget SAMPLE Worksheet

Note that the Fees are set per agreement with the host camp and as approved by the AACP Board.

INCOME

Registration Fees

| | | | | |
|----------------------|---|------------|--------|---------------------|
| <u>150</u> | X | <u>140</u> | equals | \$ <u>21,000.00</u> |
| # attendees - Adults | | Fee | | |

| | | | | |
|------------------------|---|-----------|--------|--------------------|
| <u>32</u> | X | <u>70</u> | equals | \$ <u>2,240.00</u> |
| # attendees - Children | | Fee | | |

50% ACTUAL AACP DUES \$ 9,200.00 Confirm amount with NAD Camp Director

| | | |
|---------------------|----------|------------------|
| Other Income | Donation | \$ <u>500.00</u> |
| | | \$ _____ |
| | | \$ _____ |
| | | \$ _____ |

TOTAL INCOME \$ 32,940.00

EXPENSE

Host Camp

| | | | | |
|----------------------|---|------------|--------|---------------------|
| <u>150</u> | X | <u>130</u> | equals | \$ <u>19,500.00</u> |
| # attendees - Adults | | Fee | | |

| | | | | |
|------------------------|---|-----------|--------|--------------------|
| <u>32</u> | X | <u>70</u> | equals | \$ <u>2,240.00</u> |
| # attendees - Children | | Fee | | |

Convention Operations

| | |
|--------------------|-----------------|
| Pre-Visit | <u>750.00</u> |
| Registration | <u>250.00</u> |
| Programming | <u>1,500.00</u> |
| Education/Seminars | <u>800.00</u> |
| Speaker Fees | <u>2,500.00</u> |
| Printing | <u>850.00</u> |
| Special Travel | <u>880.00</u> |
| Miscellaneous | <u>330.00</u> |

TOTAL EXPENSE 29,600.00

Convention Budget Worksheet

Note that the Fees are set per agreement with the host camp and as approved by the AACP Board.

INCOME

Registration Fees

_____ X _____ equals \$ _____
 # attendees - Adults Fee

_____ X _____ equals \$ _____
 # attendees - Children Fee

50% ACTUAL AACP DUES \$ _____ Confirm amount with NAD Camp Director

Other Income \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

TOTAL INCOME \$ _____

EXPENSE

Host Camp

_____ X _____ equals \$ _____
 # attendees - Adults Fee

_____ X _____ equals \$ _____
 # attendees - Children Fee

Convention Operations

Pre-Visit _____
 Registration _____
 Programming _____
 Education/Seminars _____
 Speaker Fees _____
 Printing _____
 Special Travel _____
 Miscellaneous _____

TOTAL EXPENSE \$ _____

ENDING BALANCE \$ _____

CONVENTION SCHEDULE INGREDIENTS & CONSIDERATIONS

- 1 Check Sabbath Sundown times to envelop Sabbath experience
- 2 Board meetings (one to two days prior...last day breakfast meeting, optional)
- 3 Standing Committee Meetings (as needed) - Finance, Resource, Community Caring, Nominating, Mentoring, Constitution & Bylaws, etc.
- 4 Ad Hoc Committees (as needed)
- 5 Convention Planning Committee - Details this year and looking ahead 12 months
- 6 Welcome & Registration
- 7 General Sessions - AM "Good Morning AACP!"
- 8 General Sessions - PM "Worship Time"
- 9 Business Meeting (Part I and Part II, if needed)
- 10 Communion Service
- 11 4-5 Seminar Periods - 45-60 minutes in length
- 12 Exhibit Hall with Vendors - unopposed by seminars, meetings, etc.
- 13 Union Meetings
- 14 Round Table Session
- 15 Networking
- 16 ACA Standards training
- 17 Mentor Group Meeting
- 18 Meals - Breakfast, Lunch, Supper, Snacks (optional)
- 19 Tour of Host Camp
- 20 Morning Walk
- 21 Free Time Activities
- 22 Child Care
- 23 Special Event - Talent Program, Rodeo, Local Attraction, Recreation, etc.
- 24 Optional earlier breakfast for those leaving early on last day
- 25 Local Conference President speaker for opening night (optional)
- 26 Special Presentations, Awards & Recognition
- 27 Afterglow - Friday Night & Saturday Night
- 28 Announcements

SAMPLE TUESDAY-SUNDAY SCHEDULE

TUESDAY

| BOARD MEETING SCHEDULE | |
|-------------------------------|---------------------------------------|
| 8:00 - 8:30 | Breakfast for Board |
| 9:00 - 12:15 | AACP BOARD MEETING |
| 12:30 - 1:00 | Lunch for Board & Working Committees |
| 1:30 - 5:15 | AACP BOARD MEETING |
| 5:30 - 6:00 | Supper for Board & Working Committees |
| 6:30 - 8:30 | AACP BOARD MEETING |

| | |
|--------------|--------------------------------|
| 11:30-12:15 | Networking |
| 12:15 - 1:00 | Seminar 4 |
| 1:00 - 2:00 | Lunch & Exhibitors |
| 2:00 - 6:15 | <i>Child Care Provided</i> |
| 2:00 - 3:00 | Camp Tour |
| 2:30 - 5:00 | Activity Areas Open |
| <i>*time</i> | Sundown |
| 6:00 - 7:00 | Supper |
| 7:30 - 8:30 | Worship |
| 8:30 - 9:30 | Communion Service Afterglow |

WEDNESDAY

| BOARD MEETING SCHEDULE | |
|-------------------------------|--------------------------------------|
| 8:00 - 8:30 | Breakfast for Board |
| 9:00 - 12:15 | AACP BOARD MEETING |
| 12:30 - 1:00 | Lunch for Board & Working Committees |
| 1:30 - 4:30 | AACP BOARD MEETING |

CONVENTION OFFICIALLY BEGINS

| | |
|-------------|-------------------------|
| 3:00 - 6:00 | WELCOME & REGISTRATION |
| 6:00 - 7:00 | Supper |
| 7:30 - 8:30 | Worship |
| 8:30 | Mentor Groups Meet |
| 9:00 | Recreation & Networking |

SABBATH

| | |
|---------------|--------------------------------------|
| 7:00 - 7:30 | Morning Walk |
| 8:00 - 8:45 | Breakfast |
| 9:15 - 10:30 | Good Morning, AACP |
| 11:00 - 12:15 | Sabbath Worship |
| 12:30 - 1:30 | Lunch |
| 2:00 - 4:00 | Summer Staff Meeting |
| 2:00 - 4:00 | Networking |
| 4:15-5:15 | Camp Tour |
| <i>*time</i> | Sundown |
| 6:00 - 7:00 | Supper |
| 7:30 - 8:30 | Worship |
| 8:45 | Recreation & Networking Afterglow |

THURSDAY

| | |
|---------------|--------------------------------|
| 7:00 - 7:30 | Morning Walk |
| 8:00 - 8:45 | Breakfast |
| 9:15 - 10:30 | Good Morning, AACP |
| 10:45 - 12:45 | Business Meeting |
| 1:00 - 2:00 | Lunch |
| 2:00 - 6:15 | <i>Child Care Provided</i> |
| 2:30 - 3:15 | Seminar 1 |
| 3:15 - 3:45 | Networking |
| 4:00 - 4:45 | Seminar 2 |
| 5:00 - 6:00 | Union Meetings |
| 6:00 - 7:00 | Supper |
| 7:30 - 8:30 | Worship |
| 8:30 | Business Meeting II, if needed |
| 9:00 | Recreation & Networking |

SUNDAY

| | |
|-------------|-------------------------|
| 7:30 - 8:30 | Breakfast |
| 7:30 - 9:30 | Breakfast Board Meeting |

Have a Safe Trip Home

FRIDAY

| | |
|---------------|----------------------------|
| 7:00 - 7:30 | Morning Walk |
| 8:00 - 8:45 | Breakfast |
| 9:15 - 10:30 | Good Morning, AACP |
| 10:15 - 1:00 | <i>Child Care Provided</i> |
| 10:45 - 11:30 | Seminar 3 |

SAMPLE WEDNESDAY-MONDAY SCHEDULE

WEDNESDAY **BOARD MEETING SCHEDULE**
 8:00 - 8:30 Breakfast for Board
 9:00 - 12:15 AACP BOARD MEETING
 12:30 - 1:00 Lunch for Board & Working Committees
 1:30 - 5:15 AACP BOARD MEETING
 5:30 - 6:00 Supper for Board & Working Committees
 6:30 - 8:30 AACP BOARD MEETING

9:15 - 10:30 Good Morning, AACP
 11:00 - 12:15 Sabbath Worship
 12:30 - 1:30 Lunch
 2:00 - 4:00 Summer Staff Meeting
 2:00 - 4:00 Networking
 4:15-5:15 Camp Tour
 *time Sundown
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:45 Recreation & Networking

THURSDAY **BOARD MEETING SCHEDULE**
 8:00 - 8:30 Breakfast for Board
 9:00 - 12:15 AACP BOARD MEETING
 12:30 - 1:00 Lunch for Board & Working Committees
 1:30 - 4:30 AACP BOARD MEETING

SUNDAY

CONVENTION OFFICIALLY BEGINS

3:00 - 6:00 REGISTRATION
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:30 Mentor Groups Meet
 9:00 Recreation & Networking

7:00 - 7:30 Morning Walk
 8:00 - 8:45 Breakfast
 9:15 - 10:30 Good Morning, AACP
 10:45 - 12:45 Business Meeting
 1:00 - 2:00 Lunch
 2:00 - 6:15 *Child Care Provided*
 2:30 - 3:15 Seminar 1
 3:15 - 3:45 Networking
 4:00 - 4:45 Seminar 2
 5:00 - 6:00 Union Meetings
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:30 Business Meeting II, if needed
 9:00 Recreation & Networking
 Afterglow

FRIDAY

7:00 - 7:30 Morning Walk
 8:00 - 8:45 Breakfast
 9:15 - 10:30 Good Morning, AACP
 10:15 - 1:00 *Child Care Provided*
 10:45 - 11:30 Seminar 3
 11:30-12:15 Networking
 12:15 - 1:00 Seminar 4
 1:00 - 2:00 Lunch & Exhibitors
 2:00 - 6:15 *Child Care Provided*
 2:00 - 3:00 Camp Tour
 2:30 - 5:00 Activity Areas Open
 *time Sundown
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:30 - 9:30 Communion Service
 Afterglow

MONDAY

7:30 - 8:30 Breakfast
 7:30 - 9:30 Breakfast Board Meeting

Have a Safe Trip Home

SABBATH

7:00 - 7:30 Morning Walk
 8:00 - 8:45 Breakfast

SAMPLE THURSDAY-TUESDAY SCHEDULE

THURSDAY

BOARD MEETING SCHEDULE

8:00 - 8:30 Breakfast for Board
 9:00 - 12:15 AACP BOARD MEETING
 12:30 - 1:00 Lunch for Board & Working Committees
 1:30 - 5:15 AACP BOARD MEETING
 5:30 - 6:00 Supper for Board & Working Committees
 6:30 - 8:30 AACP BOARD MEETING

2:00 - 6:15 *Child Care Provided*
 2:30 - 3:15 Seminar 1
 4:00 - 4:45 Seminar 2
 5:00 - 6:00 Union Meetings
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:30 Business Meeting II, if needed
 Recreation & Networking

FRIDAY

BOARD MEETING SCHEDULE

8:00 - 8:30 Breakfast for Board
 9:00 - 12:15 AACP BOARD MEETING
 12:30 - 1:00 Lunch for Board & Working Committees
 1:30 - 4:30 AACP BOARD MEETING

CONVENTION OFFICIALLY BEGINS

3:00 - 6:00 REGISTRATION
 *time Sundown
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:30 - 9:30 Communion Service
 Afterglow

SABBATH

7:00 - 7:30 Morning Walk
 8:00 - 8:45 Breakfast
 9:15 - 10:30 Good Morning, AACP
 11:00 - 12:15 Sabbath Worship
 12:30 - 1:30 Lunch
 2:00 - 4:00 Summer Staff Meeting
 2:00 - 4:00 Networking
 4:15-5:15 Camp Tour
 *time Sundown
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:45 Recreation & Networking

MONDAY

7:00 - 7:30 Morning Walk
 8:00 - 8:45 Breakfast
 9:15 - 10:30 Good Morning, AACP
 10:15 - 1:00 *Child Care Provided*
 10:45 - 11:30 Seminar 3
 11:30-12:15 Networking
 12:15 - 1:00 Seminar 4
 1:00 - 2:00 Lunch
 2:00 - 6:15 *Child Care Provided*
 2:00 - 3:00 Camp Tour
 2:30 - 5:00 Activity Areas Open
 3:15 - 3:45 Networking
 6:00 - 7:00 Supper
 7:30 - 8:30 Worship
 8:30 Mentor Groups Meet
 9:00 Recreation & Networking
 Afterglow

TUESDAY

7:30 - 8:30 Breakfast
 7:30 - 9:30 Breakfast Board Meeting

Have a Safe Trip Home

SUNDAY

7:00 - 7:30 Morning Walk
 8:00 - 8:45 Breakfast
 9:15 - 10:30 Good Morning, AACP
 10:45 - 12:45 Business Meeting
 1:00 - 2:00 Lunch

Registration Team Backtracking Timetable

Team Members

| CHAIR | VP Communications |
|---------|-------------------------|
| Members | 1 E-News Editor |
| | 2 Host Camp 'Registrar' |
| | 3 _____ |
| | 4 _____ |
| | 5 _____ |

| MONTH | # | TO DO LIST |
|---------------------|---|--|
| FEBRUARY | 1 | All Teams: CREATE TENTATIVE CONVENTION SCHEDULE |
| MARCH | 1 | All Teams: WORK WITH NAD CAMP CAMP DIRECTOR IN SECURING GUEST SPEAKER(S) GUEST SPEAKERS Opening Session - Traditionally the Local Conference President General Sessions - Pastor, Conference Official (local to GC), other specialty field (counseling, etc.) |
| MAY | 1 | All Teams: FINALIZE CONVENTION SCHEDULE |
| | 2 | Set up Online Registration with Ultracamp based on Host Camp and Convention Needs |
| | 3 | Provide registration link to E-News |
| | | REGISTRATION - is done through UltraCamp. |
| | 1 | The goal is to have this site up and running by May 31st |
| | 2 | Connect with UltraCamp for any additional set up or change that we can't accomplish |
| | 3 | Make this site available to the Host Camp so they can keep updates on registrations |
| | 4 | Determine when online registration should close |
| | 5 | Advertise and promote the convention registration through E-News and on Website |
| | | NO SUMMER ASSIGNMENTS |
| August 20th | 1 | All Teams: AS IT BECOMES AVAILABLE CONTINUE TO PROVIDE INFORMATION TO E-NEWS TO PROMOTE THE CONVENTION |
| 7 to 8 weeks | 1 | All Teams: PREPARE LIST OF QUESTIONS FOR ONLINE CONVENTION SURVEY: Big Ideas, Suggestions & Observations, Value |
| | 2 | Have announcement in E-News about the posting of Job Openings, Wanted, For Sale at the Convention |
| 5 to 6 weeks | 1 | Locate Welcome - Information Center Host...could be a host camp staff |

| | |
|-------------------|--|
| 4 weeks | <ol style="list-style-type: none"> 1 Communicate with host camp special meals 2 Communicate with host camp current lodging needs 3 Order name badges |
| 3 weeks | <ol style="list-style-type: none"> 1 Last minutes items for E-News- Giveaways, etc. 2 Update meal & lodging needs and share with host camp |
| 2 weeks | <ol style="list-style-type: none"> 1 All Teams: SHIP ANY SUPPLIES TO HOST CAMP 2 Print Name Badges 3 Purchase paper, pens 4 Obtain Tickets for Free Drawing 5 Update meal & lodging needs and share with host camp |
| 1 week | <ol style="list-style-type: none"> 1 Update meal & lodging needs and share with host camp |
| 1 to 2 days | <ol style="list-style-type: none"> 1 2 Set up Membership List Update 3 Set up Job Openings, For Sale Bulletin Board (work with host camp) 4 Set up welcome - information center with hot drinks, snacks, maps, etc. <p>ONSITE CHECK-IN GOALS</p> <ol style="list-style-type: none"> 1 Make this convenient and quick 2 Post 'open' hours after normal registration closes 3 Make sure those coming in late at night can 'register' and get keys to lodging |
| CONVENTION | <ol style="list-style-type: none"> 1 Register Guests: Include Free Drawing Ticket, map of camp, program brochure, pen, paper, 'freebie gift', etc. 2 Finalize Registration Discrepancies 3 Prepare attendance summary for AACP Board 4 DEBRIEF CONVENTION WITH BOARD (during last breakfast) |
| Post-Convention | <ol style="list-style-type: none"> 1 All Teams: SEND OUT THANK YOU LETTERS: Exhibitors, Presentors, Speakers, 2 All Teams: DISCUSS WAYS TO IMPLEMENT SUGGESTIONS |

CONFERENCE CALL PROCEDURES - See page 10

PURCHASING & REIMBURSEMENTS - See page 10

Programming Team Backtracking Timetable

Team Members

| | |
|----------------|------------------------------|
| CHAIR | VP for Conventions |
| Members | 1 VP for Conventions (Elect) |
| | 2 AACP President |
| | 3 AACP President-Elect |
| | 4 Vendor Coordinator |
| | 5 |

| MONTH | # | TO DO LIST |
|----------|---|---|
| FEBRUARY | 1 | All Teams: CREATE TENTATIVE CONVENTION SCHEDULE |
| | 2 | Secure Corporate donors: non-cash...books, gift bags, pens, balloons, high end giveaway, free convention, etc. |
| | 3 | Work on Convention Theme woven throughout program |
| MARCH | 1 | All Teams: WORK WITH NAD CAMP CAMP DIRECTOR IN SECURING GUEST SPEAKER(S) |
| | 2 | Select Speaker(s) General Session - finalize \$\$\$ with NAD Camp Director |
| | 3 | Invite host conference president to speak on opening night |
| | | GUEST SPEAKERS |
| | | Opening Session - Traditionally the Local Conference President |
| | | General Sessions - Pastor, Conference Official (local to GC), other specialty field (counseling, etc.) |
| APRIL | 1 | VENDOR - contact potential vendors for exhibits |
| | | SEE VENDOR PROTOCOL pg. 23 |
| | | WHO ARE THEY? |
| | | These guests are those who provide valuable services to our camps (classes, materials, resources, etc.). |
| | | OUR GOALS WITH VENDORS |
| | | 1) Make sure they have adequate time to connect with our members |
| | | 2) Provide the opportunity for them to stay for the entire convention, if desired. It's their chance to connect with us and us with them. It is a ministry. |
| | | 3) We need to do all we can to make them feel welcomed as a valued part of what we do at the convention and in our camp ministry. |
| | | 4) Depending on their 'specialty', a vendor could be invited to present a seminar |
| | | FINANCIAL CONSIDERATIONS |
| | | 1) Per Board Vote (12.3.17), there is no vendor (exhibitor) fee, and |
| | | 2) To ask each vendor to provide \$100 worth of 'give-away' at their exhibit, and |
| | | 3) If staying at the convention, they would register and book their own lodging and meals |

MAY

- 1 **All Teams: FINALIZE CONVENTION SCHEDULE**
- 2 Secure Music Leader(s) - check with host camp
- 3 Select Afterglow Host
- 4 **VENDOR** - contact potential vendors for exhibits

WORSHIP FORMAT

FREE DRAWINGS on projection screen
Songs & Singing
Prayer Time
Introduction of Speaker
Speaker
Prayer
Announcements

NO SUMMER ASSIGNMENTS

August 20th

All Teams: AS IT BECOMES AVAILABLE CONTINUE TO PROVIDE INFORMATION TO E-NEWS TO PROMOTE THE CONVENTION

SEPTEMBER

- 1 Determine Holiday Decorations ...work with host camp
- 2 Determine any extra signs that are needed for the convention, Work with host camp
- 3 Check with AACP Board for any AACP awards to be presented (Norm Middag Awards, NAD special awards, Retirees, etc)
- 4 **VENDOR** - contact potential vendors for exhibits

AWARDS

NAD Recognition Awards - As voted by the Board
AACP Awards
Norm Middag Award of Excellence

7 to 8 weeks

- 1 **All Teams: PREPARE LIST OF QUESTIONS FOR ONLINE CONVENTION SURVEY: Big Ideas, Suggestions & Observations, Value**
- 2 Order any special 'freebies'
- 3 Final Vendor Checklist to Host Camp
- 4 Work with Host Camp to provide Child Care

5 to 6 weeks

- 1 Put together 'Good Morning, AACP' morning program features
- 2 Plan Communion Service

GOOD MORNING AACP!

FREE DRAWINGS on projection screen
Songs & Singing
Prayer Time
Guest Interviews (2-3, depending on allotted time)
Prayer
Announcements

4 weeks

- 1 **VENDOR** - final list completed

| | |
|-------------------|--|
| 3 weeks | 1 Last minute Items for E-New |
| 2 weeks | 1 All Teams: SHIP ANY SUPPLIES TO HOST CAMP 2 Print Schedule/ Brochure |
| 1 week | 1 Prepare Online Convention Survey |
| CONVENTION | 1 Open online convention survey 2 Compile Results of Convention Survey (last day) 3 VENDORS: Host Exhibitors DEBRIEF CONVENTION WITH BOARD (during last breakfast) |
| Post-Convention | 1 SEND OUT THANK YOU LETTERS: Exhibitors, Presentors, Speakers, Host Camp, Volunteers, Staff, Sponsors, Food Service, etc. 2 Compile all survey results and share at January's Board Meeting 3 DISCUSS WAYS TO IMPLEMENT SUGGESTIONS |

CONFERENCE CALL PROCEDURES - See page 10

PURCHASING & REIMBURSEMENTS - See page 10

OTHER PROGRAM IDEAS

- 1) Pictures of different camps on screen...let audience guess which camp it is
- 2) Garden of Prayer ... prayer time in small groups, special requests on screen
- 3) What's new at your camp? Photos of new or on-going projects
- 4) Vendor presentations (1-2 minute talk with the group)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)

VENDOR PROTOCOL

WHO ARE THEY?

These guests are those who provide valuable services to our camps (classes, materials, resources, etc.).

OUR GOALS WITH VENDORS

- 1) Make sure they have adequate time to connect with our members
- 2) Provide the opportunity for them to stay for the entire convention, if desired. It's their chance to connect with us and us with them. It is a ministry.
- 3) We need to do all we can to make them feel welcomed as a valued part of what we do at the convention and in our camp ministry.
- 4) Depending on their 'specialty', a vendor could be invited to present a seminar

FINANCIAL CONSIDERATIONS

- 1) Per Board Vote (12.3.17), there is no vendor (exhibitor) fee, and
- 2) To ask each vendor to provide \$100 worth of 'give-away' at their exhibit, and
- 3) If staying at the convention, they would register and book their own lodging and meals

PAST VENDORS

| COMPANY | PRODUCTS | CONTACT INTRO |
|----------------------------------|------------------------------------|---|
| SHIRT QUEST | Camp Shirts | BRENT BINNELL; brent.binnal@gmail.com; 909-331-1777 |
| LITTLE DEBBIE | Foods | McKee Foods |
| AMERICAN BEDDING | Mattress, bed frames, etc. | americanbeddingmfg.com |
| AMERICAN CAMP ASSOCIATION | Accreditation, training, resources | acacamps.org |
| HERITAGE HEALTH FOOD | Vegefoods | Jay Jones jjones@heritagehealthfood.com 423-238-4211 |
| MARANATHA VOLUNTEERS INT'L | NAD volunteer projects | David Woods dwoods@maranatha.org 916-774-7750 |
| TRINITY HPSI PURCHASING SERVICES | Save \$\$\$ food and vendors | Mike Moulton mike.moulton@trinity-usa.net 615-672-0229 |
| ULTRACAMP | Online registration, etc. | www.ultracamp.com 888-791-2080 |
| SYSCO FOODS | Foods | |
| US FOODS | Foods | |
| SLIP DISC MINISTRIES | Frizbee Golf' | Jackie Gibbs slipdisc.jackie@gmail.com |
| CHRISTIAN CAMPING INTERNATIONAL | Resources for Christian Camps | info@ccca.org 719-260-9400 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Education Team Backtracking Timetable

| | |
|---------|----------------------------|
| CHAIR | Asst. VP for Conventions |
| Members | 1 NAD Resource Coordinator |
| | 2 _____ |
| | 3 _____ |
| | 4 _____ |
| | 5 _____ |

| MONTH | # | To Do List |
|--------------|---|--|
| FEBRUARY | 1 | All Teams: CREATE TENTATIVE CONVENTION SCHEDULE |
| | 2 | Select Track Leaders: 1) Activities, Attractions & Camp Store 2) Summer Camp Directors 3) Camp Services (Guest Services, Registration, Housekeeping, Janitoria) 4) Camp Spouses 5) Food Service 6) Managers & Executive Directors 7) Summer Camp Staff 8) Ranger, Maintenance, Vehicles 9) New to Camp 10) ACA Accreditation |
| | 3 | Discuss seminar topic possibilities |
| MARCH | 1 | All Teams: WORK WITH NAD CAMP CAMP DIRECTOR IN SECURING GUEST SPEAKER(S) |
| | 2 | Track Leaders contact seminar presenters GUEST SPEAKERS Opening Session - Traditionally the Local Conference President General Sessions - Pastor, Conference Official (local to GC), other specialty field (counseling, etc.) |
| APRIL | 1 | Track Leaders contact seminar presenters |
| MAY | 1 | FINALIZE CONVENTION SCHEDULE |
| | 2 | Track Leaders contact seminar presenters |
| | | NO SUMMER ASSIGNMENTS |
| August 20th | | AS IT BECOMES AVAILABLE CONTINUE TO PROVIDE INFORMATION TO E-NEWS TO PROMOTE THE CONVENTION |
| SEPTEMBER | 1 | Track Leaders contact seminar presenters |
| | 2 | Obtain seminar descriptions |
| 7 to 8 weeks | 1 | PREPARE LIST OF QUESTIONS FOR ONLINE CONVENTION SURVEY: Big Ideas, Suggestions & Observations, Value |
| | 2 | Make sure recording devices are functioning properly |
| | 3 | Obtain 'needs' list from seminar presenters |

| | |
|-------------------|---|
| 3 weeks | <ol style="list-style-type: none"> 1 Last minutes Items for E-News 2 Seminar Presenters: remind about handouts, if needed to be copied ahead of time OR at camp |
| 2 weeks | <ol style="list-style-type: none"> 1 All Teams: SHIP ANY SUPPLIES TO HOST CAMP 2 Create packing list |
| CONVENTION | <ol style="list-style-type: none"> 1 Set out recording devices 2 All Teams: DEBRIEF CONVENTION WITH BOARD (during last breakfast) |
| Post- Convention | <ol style="list-style-type: none"> 1 All Teams: SEND OUT THANK YOU LETTERS: Exhibitors, Presentors, Speakers, Host Camp, Volunteers, Staff, Sponsors, Food Service, etc. 2 All Teams: DISCUSS WAYS TO IMPLEMENT SUGGESTIONS |

CONFERENCE CALL PROCEDURES - See page 10

PURCHASING & REIMBURSEMENTS - See page 10

TRACK & SEMINAR SPREADSHEET - by Core Values

| TRACK | | CHRIST-CENTERED | SCRIPTURE-DRIVEN | NATURE FOCUSED | COMMUNITY VALUED | DIVERSITY COVETED |
|----------|---|-----------------|------------------|----------------|------------------|-------------------|
| SEMINARS | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |

| TRACK | | EXCELLENCE FOR GOD'S GLORY | | | | ACA STANDARDS COURSE |
|----------|---|----------------------------|--|--|--|----------------------|
| SEMINARS | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |

| Christ Centered | Scripture Driven | Nature Focused | Community Valued | Diversity Coveted | Excellence for God's Glory | GENERAL | GENERAL | GENERAL | ACA STANDARDS COURSE |
|--|--|----------------------------------|--------------------------------------|-------------------------------------|----------------------------------|---------|---------|---------|--------------------------------------|
| Servant Leadership 101 | Practical Bible Studies | Sabbath Crafts | Conflict Resolution | No Excuse Not to Come | Songs with a Purpose | | | | Accreditation - What's it all about? |
| Keeping Camp Christ Centered | Camp Policies & Scripture | Nature with a Purpose | Vendors Ministry | Culture & Camp | Becoming ACA Accredited | | | | ACA Standards Training (1) |
| Hospitality Plus | How to Lead a Group Bible Study | Growing Your Own Nature Program | Conducting Staff Meetings | Accommodating ALL | In Search of Excellence | | | | ACA Standards Training (2) |
| Keeping the Path Clear | Being good Stewards | Building Green | Christian Record Services | Welcome to Camp! | Sabbath Menues | | | | ACA Standards Training (3) |
| Follow-up on Decisions for Christ | How to Stay Organized | Nature Education Year Round | Connecting with the Local Church | Special Population Camps | Activity & Program Stewardship | | | | On becoming a Visitor |
| Dealing with Mistakes - Guests & Staff | Scriptures in Camp | Spiritual Lessons from Nature | Team Building Ideas for summer staff | Inclusiveness or Exclusiveness | Master Plans for Camp | | | | When & How Shall I Begin? |
| He Looked... And Loved | Bible Basics in Camp | Children in Ministry | Guest Group Emergencies | Blind Camp | Professional in Every Way | | | | |
| Communion at Camp | Prayers in Scripture | Making Sabbath Count | Spiritual Events for Staff | Developmentally Disabled Camp | The Camp Brochure | | | | |
| Standing Up for Jesus Away from Camp | Personal Devotions and My prayer life | Lights out! When to take a break | Making use of Volunteers | Learning From Other Camps | Keeping the Grounds Looking Good | | | | |
| The Blessing | Bible Quizzes and More | Seeing the Trees and the Forest | Incentives Plus | Treating all THE SAME | Music Workshop | | | | |
| Walking the Walk & Talking the Talk | The Spiritual Life - Pre-camp preparations | Makinig a Nature Trail in camp | Spiritual Revitalizing | Pastors are People, too | Creating Dynamic Programs | | | | |
| Jesus in the Shop | Leading your friends while navigating the mine field | Nature Photography | Customer Service Gems | Building Relationships with Vendors | Keeping on the Cutting Edge | | | | |
| Ministering to 'the Gentiles' | It's all Greek to Me! | Building for Wildlife | Connecting with Community | Ministry Beyond the Front Gate | Positive PR & Social Media | | | | |

TRACK & SEMINAR SPREADSHEET - by Position

| TRACK | | Activities, Attractions, & Camp Store | Camp Services (Guest Services, Registration, Housekeeping, Janitorial) | Camp Spouses & Family | Food Service | Managers & Executive Directors |
|----------|---|---------------------------------------|--|-----------------------|--------------|--------------------------------|
| SEMINARS | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |

| TRACK | | New to Camp | Ranger, Vehicles & Maintenance | Summer Camp Directors | Summer Camp Staff | ACA STANDARDS COURSE |
|----------|---|-------------|--------------------------------|-----------------------|-------------------|----------------------|
| SEMINARS | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |

| Activities, Attractions, Camp Store | Camp Services (Guest Services, Registration, Housekeeping, Janitorial) | Camp Spouses | Food Service | Managers & Executive Directors | New to Camp | Ranger, Vehicles & Maintenance | Summer Camp Directors | Summer Camp Staff | ACA STANDARDS COURSE |
|-------------------------------------|--|---------------------------------------|--|--|----------------------------------|----------------------------------|------------------------------|--|--------------------------------------|
| Radical Recreation | Caught in the Middle | Vacations... When? | Sabbath Menues | Sabbath for Staff | The financial Statement | User Friendly Tools | Planning Brochures | Creating Dynamic Programs | Accreditation - What's it all about? |
| Climbing Wall Safety | The Personal Touch | Home School 101 | It's Sabbath & I'm the Cook! | Songs with a Purpose | Where to find Staff | Tools of the Trade | Spiritual Programming | Directing Drama | ACA Standards Training (1) |
| Ropes Course | Marketing | Where's Dad? | Bread Making | Preparing budgets | Personnel Management | Keep Cool with the Camp Pool | Hiring 101 | Music Workshop | ACA Standards Training (2) |
| Teaching Low Elements | Cleaning with a Purpose | Staying Healthy | Vendors' Best Goods | Conflict Resolution | The Camp Brochure | Wastewater Treatment | Marketing Building Blocks | Making Sabbath Count | ACA Standards Training (3) |
| What's Selling in the camp store? | Resources & Sources | Becoming a Part of the Ministry | Food & Computers | Risk Management | Risk Management for Beginners | Keeping the Grounds Looking Good | Specialty Camps | Spiritual preparation before camp | On becoming a Visitor |
| Team Building | Ultracamp | Children in Ministry | Kitchen Tour | Master Plans for Camp | Health Issues in Camp | Jesus in the Shop | The Infirmary | Nature with a Purpose | When & How Shall I Begin? |
| Equestrian Staff Need to Know | Part-timers to Help | Balancing Camp and Home | Food Safety | Breaking Even | Family First | Building Green | Christian Record Services | Growing Your Own Nature Program | |
| Curriculum Planning | The Art of Welcome | Connecting with the Local Church | Food Demonstration | Year Round Staff Management | HR is your Friend | Camp Redesigned | Dealing with Difficult Staff | Finding Forgiveness | |
| Keeping track of summer camp sales | Know What You are going to say | Are you a Summer Camp Widow? | Sharing Your Best... Warning others of the worst | Creative Ways to Keep your Camp Rented | Lights out! When to take a break | Small engine repair | Script Writing for camp | Team Building Ideas for summer staff | |
| Go Carts | Bathrooms - The first impression | Extending the family budget | The bakery | Let's plan the Future Together | Building a Team | Buy New or Used | Horse Highlights in Camp | Surviving the Summer | |
| Archery for Beginners | Servicing non-SDA groups | I'm trying to get along | Danish | Setting Priorities | You Can only spend it once | Doing the right the first time | Bully Prevention | Fun, Games and Focus | |
| ACCT & Accreditation | Guest Group Emergencies | Volunteer or Paid? | Meals for non-SDAs | HR for Dummies | Giving the Right Interview | Electricity 101 | Watching the bottom line | Counselor Defined | |
| The Nature Center & Nature Trail | Invoicing and collecting; Deposits & agreements | Personal Devotions and My prayer life | How much variety is enough? | Seeing the Trees and the Forest | Connecting with Community | Making use of Volunteers | Summer Camp Discipleship | Leading your friends while navigating the mine field | |

Host Camp Team Backtracking Timetable

| CHAIR | Camp Director or Assigned |
|---------|-------------------------------|
| Members | 1 Food Service |
| | 2 Housekeeping/Janitorial |
| | 3 Guest Services/Registration |
| | 4 _____ |
| | 5 _____ |

| MONTH | # | To Do List |
|-----------------|---|---|
| FEBRUARY | 1 | CREATE TENTATIVE CONVENTION SCHEDULE |

| | | |
|--------------|---|--|
| MARCH | 1 | WORK WITH NAD CAMP CAMP DIRECTOR IN SECURING GUEST SPEAKER(S) |
| | 2 | Locate potential 'Local Attractions' for Pre and Post Convention options for attendees & share with E-News |
| | 3 | Provide airport options to E-News |
| | | GUEST SPEAKERS |
| | | Opening Session - Traditionally the Local Conference President |
| | | General Sessions - Pastor, Conference Official (local to GC), other specialty field (counseling, etc.) |

NO SUMMER ASSIGNMENTS

| | | |
|------------------|---|--|
| SEPTEMBER | 1 | Provide E-News with 'directions to camp' & 'other information' |
|------------------|---|--|

| | | |
|---------------------|---|---|
| 7 to 8 weeks | 1 | PREPARE LIST OF QUESTIONS FOR ONLINE CONVENTION SURVEY: Big Ideas, Suggestions & Observations, Value |
| | 2 | Determine potential Free Time Activities |
| | 3 | Obtain Vendor List and needs outline from Programming to accommodate them in display area |
| | 4 | Locate Child Care providers |
| | 5 | Provide for a Camp Tour During Convention |

| | | |
|---------------------|---|--------------------------------------|
| 5 to 6 weeks | 1 | Determine Location of Union Meetings |
| | 2 | Finalize Evening Recreation |

| | | |
|----------------|---|---|
| 4 weeks | 1 | Obtain tentative special meal list for food service |
| | 2 | Obtain current lodging needs list |

| | | |
|----------------|---|------------------------------|
| 3 weeks | 1 | Last minute items for E-News |
|----------------|---|------------------------------|

| | | |
|----------------|---|--|
| 2 weeks | 1 | Finalize PA operation & IT services for general sessions |
|----------------|---|--|

1 to 2 days

- 1 In meeting area, set up "Free Drawing Tables"
- 2 Set up meeting rooms
- 3 Seminar Presenter needs taken care of

CONVENTION

- 1 Oversee Room Assignments
- 2 Host Exhibitor Area
- 3 Provide for housekeeping needs
- 4 **DEBRIEF CONVENTION WITH BOARD (during last breakfast)**

Post- Convention

- 1 **All Teams: SEND OUT THANK YOU LETTERS: Exhibitors, Presentors, Speakers, Host Camp, Volunteers, Staff, Sponsors, Food Service, etc.**
- 2 **All Teams: DISCUSS WAYS TO IMPLEMENT SUGGESTIONS**

CONFERENCE CALL PROCEDURES - See page 10

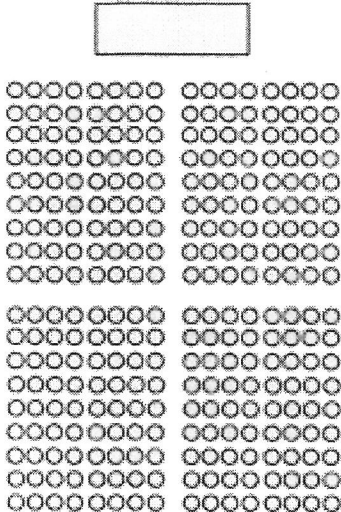
PURCHASING & REIMBURSEMENTS - See page 10

OTHER NOTES

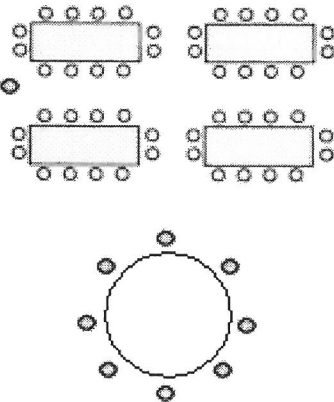
- 1) REMINDER - Have food available for those leaving early to catch flights.
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Sample Seating Arrangements

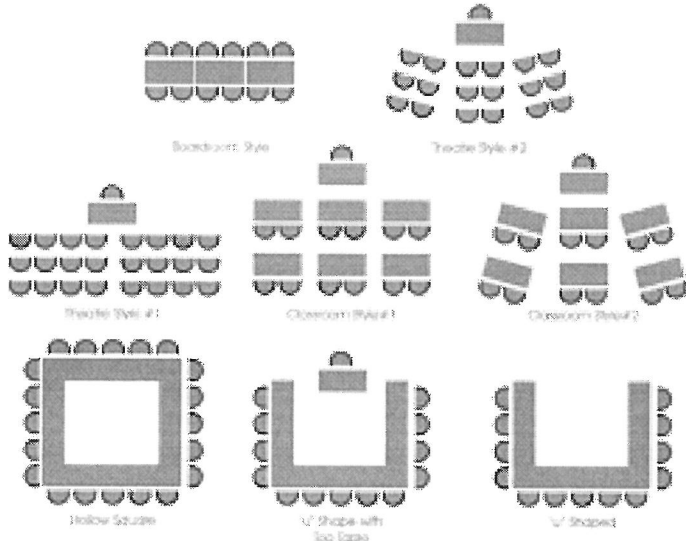
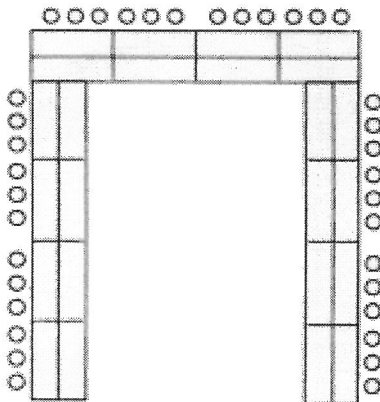
THEATRE



BANQUET



U-SHAPE



SAMPLE MENU

| | BREAKFAST | LUNCH | SUPPER |
|-----------|-------------------------------|--------------------------------|---|
| Tuesday | AACP Board Eggs & Potatoes | AACP Board Sub Sandwiches | AACP Board Chili & Cornbread |
| Wednesday | AACP Board Pancakes | AACP Board Baked Potato Bar | Lasagna |
| Thursday | Breakfast Burrito | Vegeburgers | Mac & Cheese |
| Friday | Biscuits & Gravy | Loaf Casserole | Communion Special Soup, bread, rolls, etc. |
| Sabbath | Omelettes | Egg Plant Parmesan | Hot Dogs |
| Sunday | Eggs & Potatoes | | |

MORE IDEAS

Pancakes
 Scrambled Eggs
 French Toast
 Waffles
 Cheese & Eggers
 Breakfast Potatoes
 Stripples
 Biscuits & Gravy
 Breakfast Burritos

Grilled Cheese
 Macaroni & Cheese
 Spaghetti
 Sub Sandwiches
 Tostadas
 Pizza
 Tacos
 Quesadillas
 Chicken Pot Pie
 Vegeburger Loaf

Pan Pizza
 Vege-chicken Pot Pie
 Spaghetti
 Curry & Rice
 Vegeburgers
 Manicotti
 Enchiladas
 Burrito Bar
 Calzones
 Grilled Cheese
 Haystacks
 Corn Dogs & Chili

PROMOTING THE EVENT

E-NEWS PROMOTION

Each month should contain some promotion/information on the convention. Here are some ideas that could be used:

| | |
|-----------|--|
| January | Mark Your Calendars - Here's the Date |
| February | Convention Location with pictures and accommodations |
| March | Convention's nearby attractions for vacation possibilities |
| April | Guest Speaker(s) with pictures |
| May | Registration Now Open |
| June | Sample of Seminar Titles |
| July | Sample of Seminar Titles |
| August | Don't Forget to Register |
| September | Vacation - come early, stay late |
| October | Register before the deadline |
| November | Bring Camp Give-Aways |
| December | Join Us at Next Year's Convention! |

WEB SITE INFORMATION

This site can be added to as the information becomes available. It should contain the following:

Dates
Cost for Adults/Children
Location of Event
Closest Airports
Local Attractions
Map to camp
Accommodations
Meals
Registration Link
Guest Speaker(s) Profile & Picture
Seminar Titles
Convention Schedule
Board Meeting Specifics
Business Meeting Agenda Items (if available)
On Site Activities
Day Care/Child Care information, if provided
Special Features or Highlights during or at the Convention
Vendor Exhibits
Other Motivations for Attending

AACP CONVENTION SURVEY

NOTE: During the last breakfast of the convention, every effort should be made to share the results of the survey with the board during the convention debriefing time...if not then, results can be shared at the January board meeting.

Below are sample questions that could be asked on a survey. An online survey can yield quick results.

- | | | | | | |
|------------------------------|-------|------|-------|-------|-----|
| 1) Years in Camp Ministry | 0-5 | 6-10 | 11-15 | 16-20 | 21+ |
| 2) # Times attend Convention | First | 2-4 | 5-7 | 8-10 | 11+ |

Instructions: Please rate the following with '5' being the top score.

3) FELLOWSHIP

- | | | | | | | |
|-------------------------------------|---|---|---|---|---|--------------------|
| a. <i>Get Acquainted Activities</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| b. <i>Your Union Meeting</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| c. <i>Evening Afterglow</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |

SUGGESTIONS:

4) EDUCATION

- | | | | | | | |
|----------------------------------|---|---|---|---|---|--------------------|
| a. <i>Seminars</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| b. <i>ACA Standards Training</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| d. <i>Vendor Exhibits</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| e. <i>Camp Tour</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |

SUGGESTIONS:

5) NETWORKING

- | | | | | | | |
|---|---|---|---|---|---|--------------------|
| a. <i>Good Morning AACP</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| b. <i>Topical Round Table Discussions</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| c. <i>Team Building Activities</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |

SUGGESTIONS:

6) SPIRITUAL RENEWAL

- | | | | | | | |
|------------------------------------|---|---|---|---|---|--------------------|
| a. <i>Sabbath Day's Experience</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| b. <i>General Worship Sessions</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| c. <i>Focus on Nature</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| d. <i>Communion Service</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |

SUGGESTIONS:

7) PHYSICAL REJUVENATION & REST

- | | | | | | | |
|--|---|---|---|---|---|--------------------|
| a. <i>An Easy-to-Use Reservation System</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| b. <i>Accommodations</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| c. <i>Recreational Activities</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| d. <i>Delicious Meals</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| e. <i>Morning Walks</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| f. <i>Child Care</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |
| g. <i>PRE/POST Convention Attraction Options</i> | 1 | 2 | 3 | 4 | 5 | Didn't participate |

SUGGESTIONS: