Purpose and Goals: The goal of the DFC Leader-in-Training (LIT) Camp is to provide rising 8th and 9th grade campers with the opportunity to develop the skills and knowledge to be more confident in a variety of leadership settings. Campers who participate will be taught a core set of skills including conflict resolution, collaboration with their peers, effective communication, and project management.

Staff: The DFC LIT Camp is administered by professional staff members of the Duke Faculty Club. The counselors and other staff members are highly motivated individuals who have previous experience working with children. The camp staff are trained in CPR/AED and First Aid and attend a pre-camp training which includes information on effective communication tools, age appropriate activities, disciplinary expectations, conflict resolution, motivational techniques, children with special needs, and on-site emergency procedures. Ongoing staff training occurs throughout the summer to reinforce the skills taught at training. To ensure quality programming and increase child safety, we maintain a low child to staff ratio.

Registration: Three one-week sessions are offered in June 2018. A registration form and 50% deposit must be turned in to the main office for each camper to secure a spot. Full balance for all enrolled sessions is due by June 4, 2018. An additional $100 late fee will be added to any remaining balance after this date. Any new registrations received after June 4 will require full payment to secure a spot. Please refer to the registration form for prices, payment schedules, and deadlines.

Cancelation and Refunds: All LIT Camp cancelations must be made through email with the DFC Camp Director, Tracey Holman (tracey.holman@duke.edu). Cancelations or transfers must be made no later than one week prior to the enrolled session to allow for a partial refund or transfer to another week, space permitting. Any requests to transfer between DFC camps are subject to a $25 transfer fee. All cancelations are subject to a $50 cancelation fee. Transfers within one week of the enrolled session will not be permitted. Refunds will not be given for any cancelations made within one week of the enrolled session.

What Campers Should Bring: Campers should come to camp dressed for a full day of fun, games, and pool time. To ensure your child’s items return home with him/her, please label items with your camper’s name. Every day, campers should bring:

- Play clothes and closed-toed or athletic shoes (no sandals, Crocs, flip-flops, boots, or dress shoes)
- Sunscreen, bathing suit, and towel
- Bagged lunch (unless enrolled in the lunch option)

Snacks such as fruit snacks, crackers, and granola bars are provided at mid-morning and mid-afternoon. Please note: The snack bar is not open to campers during camp hours.

What Not to Bring: All camper’s backpacks, lunches, and personal belongings are stored in the LIT activity space. We ask that you not allow your child to bring anything of value to camp, including:

- Cell phones, tablets, handheld video games, or Kindles
- Trading card collections (e.g. Pokemon)
- Water guns and other toys
- Books
- Sporting equipment

If your camper has a cell phone, they may store it in their bag; however, they are not permitted to use the phone during camp hours.
Camp Information

**Camp Newsletter:** During the week prior to each session, you will be emailed a Camp Newsletter explaining the session’s theme, special activities, and other pertinent information. While most activity will take place at the DFC grounds, campers may also utilize outdoor and public spaces on the Duke University campus. Activity schedules will vary by day and time.

**Morning Meeting and Check-in:** Leader-in-Training campers will begin their day with a morning meeting in the downstairs activities building at 8:30am. Campers will store their bags and lunches in this space, as well.

**Afternoon Check-out:** Check-out time is 3:30pm for LIT campers. Extended camp is not available for this age group, as they are able to be at the club by themselves (if they are a member or guest of a member). Campers who cannot be picked up by 3:30pm should bring their DFC membership card and are welcome to spend time at the pool or in the game room until a parent/guardian can pick them up. Please sign the release statement on the registration form if you would prefer this option for your camper.

**Camp T-shirt:** All campers will receive one camp t-shirt which will be distributed on the first Monday of their first session at camp. We ask that campers wear their camp t-shirt on Friday, which is group picture day (unless otherwise noted in the newsletter).

**Weekly/Daily Lunch Options:** Parents have the option to pre-order bagged lunches for the weeks their child attends camp. All bagged lunches will have the following options:

- Choice of sandwich (ham/turkey and cheese or peanut butter and jelly)
- Choice of snacks and fruit (chips, banana, fruit cup, crackers, etc)
- Choice of drink (bottled water, juice, chocolate milk, or Gatorade)

There are three ways to register:

- Pre-register with camp registration ($30 week)
- Register the week before camp via email with the Camp Director ($35/week)
- Register at daily check-in ($8/day)

The week prior to each enrolled session, all parents will receive an email with the weekly lunch menu. If you did not pre-register, you will have the option of registering for lunches at this time ($35/week).
Inclement Weather: On days of inclement weather, all activities will be moved indoors. Camp staff are trained on where to take the campers in case of inclement weather and are responsible for indoor activities.

Illness: Please do not bring your child to camp if he/she has a fever or communicable disease. If your child develops the above symptoms while at camp, we will notify you or (if necessary) your emergency contact immediately for pick up. Your child will remain in a designated cool, quiet area with a DFC staff member until he/she is picked up.

Medications: All prescription and non-prescription medication shall be administered to your child by the camp staff. Campers are not allowed to keep medication in their personal bags/backpacks or lunch bags. All medication is to be checked in with the camp director each morning and checked out each afternoon, unless you want to leave it at camp for the week. Listed below are the medication guidelines:

- All medication shall be in the original container with the prescription label or direction label attached.
- All medication shall be accompanied by a written note containing the permission for the staff to administer the medication, dosage information, and times and dates to be given to the child.

Emergencies: In the case of an emergency or accident involving your child, you or (if necessary) your emergency contact will be notified immediately by a DFC staff member. All members of the camp staff are certified in CPR/AED and First Aid. On your camp registration form, you will list medical conditions that the camp or emergency services personnel may need to know. Please notify us if there are any changes or additions to this information.

Sun Protection: To help beat the heat, DFC camps have built in sunscreen times, frequent water breaks, indoor and shaded activities, and daily pool time. In certain weather conditions, sometimes these efforts are not enough. Some suggestions for helping us to keep your child safe in the high temperatures include:

- Applying sunscreen before coming to camp (we re-apply at morning snack time and before the pool, but it helps to have it on all day)
- Have your child drink water in the evening to re-hydrate and in the morning before coming to camp
- Send a hat with your camper to help keep the sun off his/her face
- Send a rash guard or swim shirt for pool time to help with sun protection

Off-site trips: During sessions 2 and 3 of LIT camp, campers will be off-site on either Wednesday or Thursday for the entire camp day. On these days, parents will be responsible for arranging transport to and from a site that is within 15 minutes of the DFC. The specific drop-off address and day will be communicated in the camp newsletter that is sent out the week prior to the registered camp week.

Contact Information:

- Duke Faculty Club Main Office (919-684-6672)
- DFC Summer Camp Director, Tracey Holman (tracey.holman@duke.edu)
LIT camp days will feature a mixture of facilitated discussions, hands-on activities, and teamwork building sessions.

### Typical LIT Camp Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:00am</td>
<td>Morning drop-off and meeting (downstairs activities building)</td>
</tr>
<tr>
<td>9:00-10:00am</td>
<td>Facilitated activity: Effective Communication</td>
</tr>
<tr>
<td>10:00-10:30am</td>
<td>Teambuilding activity</td>
</tr>
<tr>
<td>10:30-11:00am</td>
<td>Snack/get ready for pool time</td>
</tr>
<tr>
<td>11:00am-12:00pm</td>
<td>Pool time -- free swim and learning pool games/safety</td>
</tr>
<tr>
<td>12:00-12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:30pm</td>
<td>Facilitated Activity: Project Management Skills</td>
</tr>
<tr>
<td>1:30-2:30pm</td>
<td>Group games</td>
</tr>
<tr>
<td>2:30-3:00pm</td>
<td>Shadow Summer Camp counselors or lead activities</td>
</tr>
<tr>
<td>3:00-3:30pm</td>
<td>Reflections on the day, preparations for next day</td>
</tr>
<tr>
<td>3:30pm</td>
<td>Check-out (on the patio)</td>
</tr>
</tbody>
</table>

**Topics covered:** Throughout the sessions, LIT campers will cover and develop the following leadership skills:

- Effective communication
- Creative problem solving and conflict resolution
- Coordinated planning and execution
- Building trust and comradery between group members
- Confidence
- Identifying group strengths and weaknesses
- Shared responsibility
- Efficient and effective decision-making
- Persistence and patience
- Overcoming setbacks and learning from mistakes
Session 1: Youth Programming  
June 11 - 15, 2018

If you’re interested in working with kids, then this is the week for you! LIT campers in Youth Programming week will learn all about leading, communicating, and working with kids. All campers who attend will go through the American Red Cross Babysitter’s Training Course led by DFC professional staff. At the end of the session, LIT campers will have the opportunity to shadow counselors and lead summer camp activities for a variety of ages.

Special Feature: ARC Babysitter Certification (includes Child CPR/AED and Child First Aid)

Session 2: Community Service  
June 18 - 22, 2018

LIT campers in this session will have the opportunity to grow their leadership skills through on- and off-site outreach projects. This session will combine skill development, fun, and community service. The projects completed will be dedicated to improving the communities and places we visit. Opportunities and trainings provided in this session of LIT camp will foster personal growth, confidence, and teamwork. By partnering with local organizations, campers will also learn about other Durham area service opportunities.

Special Feature: Off-site community service outreach project

Session 3: Leadership Fundamentals  
June 25 - 29, 2018

Looking to learn and improve your leadership skills? This camp will have a strong focus on communication and teamwork as campers participate in ropes courses, team challenges, and facilitated discussions. Each day, LIT campers will build upon skills learned in previous discussions. At the end of the week, campers will have the opportunity to demonstrate all that they have learned by participating in an idea proposal project with a small group.

Special Feature: Off-site ropes course