



**Wonderful Outdoor World Camp Program:
2006 WOW Host Site Organization Letter of Agreement for WOW Programs with the
African-American Leadership Institute (Administrative Agent of the WOW Program)**

Section I Parties.

This agreement is made and entered into this _____ day of _____, 20__ by and between the African-American Leadership Institute, a nonprofit corporation in the state of Colorado (AALI/WOW Program), and _____ (Herein referred to as the Host Site).

Section II Release of Liability.

Whereas, the Agreeing Organizations shall defend, release, indemnify, save and hold harmless the property or injuries to or death of any person or persons, including property of employees or agents of the agreeing organizations and agencies or program participants of organizations and agencies from all claims, demands, suits, actions, liabilities, causes or action or legal or equitable proceedings of any kind or nature.

Section III WOW Host Site Responsibilities.

1. **Recruitment of Campers.** For WOW I campouts, the Host Site is responsible for recruiting between **36 and 42** children, ages 8-10, who have never attended a WOW campout before. Campers who have already attended a WOW I camp are only eligible to attend a WOW II program. For WOW I camps, no more than 21 boys and 21 girls may be recruited. The WOW program reserves the rights to cancel any campout if not enough campers are present. In the case of cancellation at the fault of the Host Site, the Host Site will be charged a \$400 cancellation fee. This is the only time the Host Site will be charged any fee aside from the Camper Fees (see #2 below). This policy is only in place to prevent the waste of resources. If a Host Site experiences difficulties in recruitment, it should contact the WOW program for assistance as well as search for other organizations with which to partner. In the instance that two Host Sites decide to partner in order to fill out a single camp, no cancellation fee will be charged.
2. **Camper Fees.** The Host Site must charge and collect a per camper fee to generate funds to offset the costs incurred by the WOW program in putting on the camp and to ensure once families sign their child up, they follow through on their commitment. For Host Sites whose population is 60-100% eligible for free or reduced lunch, the camper fee is \$5 per participant. For Host Sites whose population is 40-60% eligible for free or reduced lunch, the camper fee is \$10 per participant. For Host Sites whose population is 20-40% eligible for free or reduced lunch, the camper fee is \$20 per participant. For Host Sites whose population is 0-20% eligible for free or reduced lunch, the camper fee is \$30 per participant. A check for these fees must be sent to Linda Williams, AALI/WOW, 700 E 24th Ave. Suite 8, Denver, CO 80205 within 2 weeks of the end of the camp. This fee will be stated on the Camper Registration Form. Organizations requesting to waive these fees must fill out a WOW Application for funding of Camper Fees prior to the first WOW camp for the summer of 2006. Granting of these scholarships will depend upon the Host Sites ability to recruit sufficient numbers of campers, on the demographics of the campers, and on the demand for the WOW program.
3. **Transportation.** The Host Site is responsible for the transportation of the campers to and from the campout site. Please have the campers to the site by 11:00am the first day, and ensure they are picked up at 11:00am the following day. Campers will arrive back in Denver no earlier than 12:00pm, so please inform parents accordingly.
4. **Counselors from the Host Site.** Each Host Site is required to supply at least 1 counselor to serve for the camp. Most likely this individual will serve in an Assistant Counselor capacity supporting the efforts of the Head Counselor. The Host Site is responsible for completing a background check for each one of these individuals. The Host Site Director (see #7 under Host Site responsibilities) may be one of these Counselors. This individual must arrive at 10:00am the day of the camp and stay the duration of the camp with their assigned tent group (until 12:00pm the following day). Each Counselor must be at least 18 years of age, complete and return the WOW Counselor Agreement, and comply with all WOW policies and procedures. Parents of children attending the WOW camp are not eligible to be Counselors.
5. **Site-specific activities.** The WOW program encourages Host Sites to provide additional activities to be held during the camp, such as a special awards presentation. Please discuss any such requests with the WOW Camp Director prior to the camp, as he or she must approve all additional activities desired by the Host Site.

6. **Items that the Host Site is responsible for supplying (please confer with the WOW Camp Director 1 week prior to the camp for a more accurate list).** 1. One bundle of firewood (whether or not WOW will have a campfire will depend on state fire regulations), 2. Box of draw-string trashbags, 3. Large bag of ice, 4. Box of sealing plastic bags (gallon size), 5. Box of sealing sandwich bags, 6. 50 sets of plastic utensils (forks, spoons, and knives), 7. 8 rolls of paper towels, 8. 3 boxes of strike-anywhere matches, 9. Insect repellent, 10. Sunscreen (at least 30 SPF), 11. Bag of marshmallows, 12. Craft materials-enough for one campout (a. necklace string, b. beads-round colored and square lettered ONLY with large eyelets, c. large locking necklace clasps, d. stickers, e. 20 sheets of fun foam, f. box of Popsicle sticks, g. glue, h. bundle of yarn, i. any other craft materials the children would enjoy working with), 13. 4 packs of Wet Ones Wipes. 14. 3 cans of Coleman propane in the green bottles.
7. **Host Site Director.** _____ is the Host Site Director. He/she may be reached at (work phone) _____ (cell phone) _____ and _____ (email). Email will be the primary form of communication, so please check it frequently. Any questions regarding the fulfillment of this agreement should be directed to the WOW Camp Director, currently Ken Sherbenou at kensherbenou@yahoo.com or 720.272.4564. The Host Site Director and WOW Camp Director must converse regularly, with mandatory communication approximately one week prior to the scheduled campout to ensure all parties will fulfill their responsibilities. Additionally, the Host Site Director must meet with the WOW Camp Director between 10:00am and 11:00am the day of the campout. During this meeting, the Host Site Director will divide the campers into tent groups with the help of the WOW Camp Director and/or the WOW Operations Assistant. These tent groups need to be grouped by recruiting organization, age, racially mixed (if possible), have challenging children and siblings separated, and be otherwise random. Requests to be in certain tent groups will not necessarily be granted, so please make no guarantees to children or parents.
8. **Camper Registration.** Each child needs to have a completed WOW Registration Form. It is the responsibility of the Host Site to ensure campers have complied with the specifications given on the Camper Registration Form (i.e. proper clothing). All forms must be given to either the WOW Camp Director or the WOW Operations Assistant prior to the beginning of the camp (11:00am). If WOW registration forms are needed, please contact WOW Director Ken Sherbenou at kensherbenou@yahoo.com.

Section IV. WOW Responsibilities.

1. **WOW Staff.** WOW will provide a trained and experienced primary staff to provide leadership and counselorship during the camp. This staff will help in facilitating the operation of the camp, in leading programs, and in helping ensure the children have a wonderful camping experience.
2. **Resource Sharing.** The WOW program will work to ensure resources are pooled together to ensure host sites can resource share and meet their individual needs as a WOW Host Site.
3. **Food.** WOW will provide all the food for the campout. This includes lunch, dinner, breakfast, and snacks for all campers, WOW staff, and WOW Counselors. Please bring no additional food unless previously discussed with the WOW Camp Director.
4. **Equipment Given to Campers.** WOW will give each camper with a new Coleman sleeping bag, flashlight, WOW T-shirt, educational material, and additional prizes/supplies. These supplies should provide the campers with the basic tools needed to begin a lifetime of outdoor appreciation.
5. **Camping Supplies.** WOW will provide all the necessary camping supplies such as tents, sleeping pads, warm and waterproof rain suits, stoves, cookware, coolers, and loan sleeping bags for counselors without them, etc.
6. **Site and Date of Camp.** The Host Site must hold their campout at the Genesee Campsite. The WOW program will be responsible for reserving these sites once the Host Site selects a date on which to hold their camp from a list of dates given by the WOW program in the Host Site Status Sheet.
7. **Pre-Camp Coordination (2006 Summer Schedule).** The WOW Camp Director shall maintain and update the WOW 2005 Summer Schedule, a comprehensive list of all scheduled camps complete with dates, directions, scheduled WOW Staff and Counselors, Host Site Directors, site specific activities, and other relevant information regarding each camp. Please refer to this document and inform the WOW Camp Director of any additions or changes. The current WOW Camp Director, Ken Sherbenou, may be reached at kensherbenou@yahoo.com or 720.272.4564.

Section V. Effective Date.

1. This agreement is effective _____.
- I/We have read the above agreement, and I/we fully understand and agree to the enumerated responsibilities and obligations as listed.
- Agreeing Organization and Representative _____

Wonderful Outdoor World (WOW)/AALI Representative _____

Signature _____ Date: _____

Address _____

Telephone Number _____

Signature _____ Date: _____

Address _____

Telephone Number _____