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October 18, 2010

John Porter
Camp McDougall
P.O. Box 22082, 44 Great Northern Rd.
Sault Ste. Marie, ON P6B 6H4

RE: 2010 Accreditation Decision

At the Permanent Committee – Program for Mission and Ministry (PC-PMM) meeting, 30th September-3rd October, 2010, the recommendations from the Duty of Care Program Advisory Committee for Camp Accreditations were received and approved. At this time, I am pleased to inform you that Camp McDougall has been awarded **Full Accreditation**. The staff, volunteers and board are commended for their dedication and hard work. Accreditation is for a period of three years. Your next expected accreditation visit will be in 2013.

A copy of the accreditor's summary report is included with this letter. We hope that the comments of the accreditor will assist you in providing the best possible camping experience for our youth.

As part of the ongoing monitoring process, the camp is required to submit the annual reporting requirements, as identified in Section C – Accountability, 4. Annual Reports - 4.1, of The United Church of Canada Camping Standards Manual and continue to adhere to all standards. Please send completed reports to the Duty of Care desk within 30 days of your Annual Meeting.

One element of the Duty of Care Program to ensure the integrity is random visits of the ministries. It is possible that you will receive a "surprise" visit prior to 2013.

As a United Church accredited camp, you are entitled to use the United Church of Canada accredited camping logo. If you wish an electronic version of the logo, please contact Kathie Murphy via e-mail (kmurphy@united-church.ca) and it will be forwarded to you.

On behalf of the Duty of Care Program Advisory Committee and the Permanent Committee – Programs for Mission and Ministry, congratulations on your achievements.

Yours truly,

Beverlea Oag, Program Co-ordinator
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*The Mission and Service Fund – supporting United Church work in Canada and around the world
Le fonds "Mission et Service" soutient le travail de l'Église Unie au Canada et à travers le monde*

CAMP: McDougall Camp

Recommendation:

Accreditor:

CONTEXT OF VISIT

McDougall Camp is located off the Highway in the community of Thessalon. The camp consists of a director's office, chaplain and nurse's sleeping quarters, as well as a craft hut, equipment holding hut, dining hall and main room, bathrooms and showers, several staff and campers sleeping cabins. The camp is located on the lake which is perfect for swimming and canoeing and the camp does both.

A. MISSION STATEMENT

They have a mission statement; however they call it a philosophy. They review it every three years and the last time it was looked at was Jan 2009. This was seen in the minutes.

B. THEOLOGICAL VALUES AND STANDARDS

At McDougall camp they do not have a set curriculum; however they have a great collection of resources available to the chaplain that week. The camp creates a theme and lets the chaplain they have come in and explore it the way they want to. The chaplain can choose to have their session as a large camp event or part of the daily sessions. They share a story and conversation and an activity in their session. They also have morning watch, grace and evening vespers as well. And they have meaningful group/cabin time where they get a chance go to some of these beautiful natural scenes and talk about God their beliefs and their experiences at camp.

C. ACCOUNTABILITY

McDougall camp is an incorporated camp and it is also under a camp board. This board also sets an annual budget and works with the director to ensure that all the legislation is met. Also McDougall has submitted its annual report, financial statement, board of directors and insurance policy.

D. RECORDKEEPING

McDougall is working hard to meet its standards in this section. They have a privacy policy with all the privacy elements in place. The camp also keeps the appropriate camper information on site locked in the director's office and then after the camping season is over they are moved to St. Andrew's Church in Sault Ste. Marie and kept the proper amount of time.

E. PROVINCIAL CAMPING ASSOCIATION MEMBERSHIP

McDougall is a member of the OCA. Their last accreditation visit was July 2009 and their next visit will be in 2012.

F. CAMP STAFFING STANDARDS

Camp McDougall has met all its staffing standards in its manual. However there is one recommendation is that we spoke about. They do not have a written policy regarding how to address camper misconduct. They have a discipline policy in place and they thought that covered them.

However as we spoke they began to understand why it is important to have a camper misconduct policy. They were going to create one and forward it to the GC office.

Also it seems noteworthy to say that as part of camp McDougall recruitment program they look to the OAC to advertise their jobs, which is where they found their current director, who is fitting in at camp and bringing now and exciting things to camp.

G. LEADERSHIP TRAINING

Camp McDougall offers a training week with both an agenda and sign in sheet, which they provided me when I was at their camp. They work through their staffing manual and cover all the elements recommended in the UCC standards.

H. PROGRAM STANDARDS

The camp offers several programs and looks for qualified people to lead them. Arts and Crafts they look for someone is attending art school. Their waterfront and canoeing has an NLS present and finally the Games leader is someone who has some camper experience and has an idea of what games work for campers.

Also the camp has equipment that is in good condition and that meets safety standards. And they check the equipment on their weekly safety audits as well.

I. OFF-SITE ACTIVITIES AND ADVENTURE CAMPING

The camp offers a one week off site camping experience where they go in canoes and camp for a week. They adhere to all the standards that are outlined in the UCC standards. The camp carries the offsite insurance it needs and takes all the approached health and safety measures it needs.

J. HEALTH AND SAFETY

Health and Safety is an important element at Camp McDougall and they have a specific health manual. They have their water tested by an outside group once a month and they test it daily on site. They have also contacted the health inspector who had set a date to visit the camp. The camp also contacts all the local emergency response teams – the police, fire and health care unit – to make sure they are aware there is a camp in session. The camp also tests its smoke detectors and takes all other safety precautions they need to in order to have a safe camping season. They also have a process to ensure all meds are locked up and safe and that all health records are collected. They also have a process to ensure all the first aid kits are replenished.

K. EMERGENCY RESPONSE STANDARDS

McDougall has all the emergency response plans in order and they practice them throughout the camping season.

L. INSURANCE

They have met all their insurance requirements. They do not have malpractice or car insurance as they do not need it. Also they are not taking any rentals at the moment but will be looking to do it in the

future, and I informed them if they do they will need to have an insurance agreement if they choose to do this.

M. PROPERTY MANAGEMENT STANDARDS

The camp's property is in good condition and they keep all "unsafe" products locked up and away from campers. Also all people using material have their WHMIS training and there are MSD sheets near any chemicals on site.

N. PROMOTION OF CAMPS

All promotion of the camp accurately displays the camp.

Recommendations:

If the camp writes out their camper misconduct policy they should receive full accreditation.

**United Church Camping Standards
Site Visit**

Camp	McDougall United Church Camp
Conference:	LON
Presbytery/District:	Algoma
Site Visit Date:	July 22
Accreditor:	Lisa Parmiter
Site Address:	12676 Highway 17 West, Thessalon, ON
Phone:	705-842-2524
Mailing Address:	Same as Site
Primary Contact:	John Porter
	241 B Island View Drive RR1 Box 5 Thessonlian, ON
	P0R 1L0
Contact Phone:	705-542-6524
Contact E-mail:	Jporter1@bellnet.ca
Provincial Accreditation:	X <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of next accreditation:	2012
Comments:	the who

Camping Standards Site Visit

Standards	Yes	No	N/A
A. Mission Statement			
1. The camp has a mission statement in written form. (Called Philosophy)	Y		
2. The mission statement is reviewed, at minimum, every three years (documentation in board minutes Date last reviewed/updated: Jan 2009 (mm/yy)	Y		
3. The mission statement reflects the faith foundation of the camp.	Y		
4. The camp brochure states the camp's objectives and mission statement.	Y		
B. Theological Values and Programming			
1. The camp includes a Christian education/faith formation program.	Y		
2. Briefly outline the Christian education/faith formation program(s), including any curriculum resources used: Morning Watch, Chapel Session, Evening Vespers. No Curriculum used			
3. There are open opportunities for campers to talk about their beliefs and experiences.	Y		
4. Camp staff receives orientation/training in United Church theology, culture, and traditions.	Y		
C. Accountability			
1. Incorporation			
1.1 & 1.2 The camp is: <u>X</u> incorporated ___ not incorporated. Please describe the governing process in place.			
1.3 The camp is in compliance with the requirements set out in <i>The Manual</i>, especially with regard to providing an annual report, financial statements, a board of directors list, and evidence of insurance to the supervising court.	Y		
2. Governing Body Responsibility			
2.1 The governing body/designate sets and monitors an annual budget.	Y		
2.2 The governing body and camp director are aware of current legislation and changes at the municipal, provincial, and federal level for program, health, and safety standards.	Y		
Explain the process through which this is achieved: OCA offers information, as does conference offer. They also receive information on water and water testing The director is also looking out for changes and documents those changes in a binder.			
Monitoring is done by: <u>X</u> director ___ board member ___ board committee			
2.3 The governing body last reviewed insurance coverage: No actually date as the treasurer updates and reviews this each year			
2.4 A process is in place to ensure the director has access to the governing body in the event of an emergency or other issue.	Y		
Please describe the process: They have a phone list. The board has a monthly meeting, as well John the board chair drops by as he lives very close.			
3. Annual Reports			
3.1 The following annual reporting requirements have been received by General Council Office: • annual report	Y		

Camping Standards Site Visit

Standards	Yes	No	N/A
• list of directors	Y		
• financial statements	Y		
• insurance statement for current season	Y		
• camp stats	Y		
D. Recordkeeping			
1. Privacy			
1.1 The camp has a privacy policy	Y		
1.2 The camp's has a Privacy Officer, whose position title is: Sherrill Dewan	Y		
1.3 A process in place to address complaints.	Y		
1.4 A process in place to get written permission to use photos/videos.	Y		
Describe: Registration form			
2. Camper/Staff Information and Files			
2.1 The camp collects and keeps in an appropriate on-site location the following information for each camper:			
• name	Y		
• age	Y		
• address	Y		
• home phone number	Y		
• contact information for parents/guardians	Y		
• alternative emergency contact number	Y		
• signed parent/guardian consent for off-site activities	Y		
• signed parent/guardian consent for use of photographs/videos	Y		
Off-season, records are stored in a secure location.	Y		
2.2 Personnel files are maintained in a secure, confidential manner.			
3. Record Retention			
3.1 Records (camper, personnel, incident reports, safety audits) are maintained for a minimum of seven years. Records are stored: St Andrew's United Church in Sault Ste. Marie			
3.2 Insurance policies are kept in perpetuity. Reports are stored: St Andrew's United Church in Sault Ste. Marie			
3.3 Annual reports and financial records are kept in perpetuity. Reports are stored: St Andrew's United Church in Sault Ste. Marie			
E. Provincial Camping Association Membership			
1.1 The camp is accredited or working toward accreditation by the provincial camping association.	Y		
Date of last provincial accreditation visit: July 2009			
2. The camp has requested and received exemption from the supervising court.			X
F. Camp Staffing Standards			
1. Screening Standards			
1.1 All job descriptions include the risk assessment and recommended level of screening.	Y		
1.2 A police records check has been received from all individuals as required by the position held.	Y		
1.3 The personnel file confirms that screening components have been completed.	Y		
2. Recruitment Procedures			

Camping Standards Site Visit

Standards	Yes	No	N/A
2.1 The camp has a recruitment program.	Y		
3. Hiring Policies			
3.1 Each position has a written job description.	Y		
3.2 The written job description includes the following components: • responsibilities • accountability	Y		
3.3 All positions require a written application and/or résumé and two references.	Y		
3.4 The hiring process includes an interview.	Y		
3.5 Evidence exists that references have been checked.	Y		
3.6 Salaried employees receive a written contract.			X
3.7 Hiring procedures comply with the human rights code for the jurisdiction	Y		
4. Camp Director			
4.1 The camp director is an adult person as defined by local legislation, with knowledge and experience.	Y		
4.2 The camp director is accountable to the governing body.	Y		
4.3 A person is identified as "acting director" in the absence of the director. This person/position is (name or title): Assistant Director	Y		
5. Camp Staff Responsibilities and Qualifications			
5.1 Camp counsellors meet the minimum age requirement.	Y		
5.2 Counsellors-in-training (CITs) meet the minimum age requirement.	Y		
5.3 The status of the CIT is clearly defined and communicated.	Y		
5.4 Counsellor-to-camper ratios are met. 1:8 counsellor to campers (8 yr and older); 1:7 counsellor to camper (7 yr and younger)	Y		
6. Sexual Harassment and Child Abuse Policies			
6.1 The camp has adopted and implemented The United Church of Canada sexual harassment/misconduct and child abuse policy.	Y		
6.2 Staff receive training on the camp policy related to: • sexual harassment, sexual misconduct, and child abuse • "Sexual Conduct in the Camp Workplace" • implications of conduct that violates these policies	Y Y Y		
6.3 Staff receive training regarding provincial legislation related to reporting suspected child abuse and compliance with same.	Y		
7. Dealing with Camper Misconduct			
7.1 Policies are in place to guide camp staff in addressing camper misconduct. Verbal		N	
7.2 A policy is in place regarding camper discipline.	Y		
7.3 A policy is in place regarding handling of camper misconduct. Verbal		N	
7.3 The policy identifies reasons why a child would be sent home.	Y		
7.3 Procedures are in place for contacting parent/guardian.	Y		
7.4 A policy is in place regarding the release of a camper to any person other than the parent/ guardian.	Y		
8. Behaviour Standards for Camp Staff			
8.1 A policy is in place regarding expected behavioural standards for camp staff.	Y		
8.2 A policy is in place regarding the use of alcohol and drugs.	Y		
8.3 A policy is in place regarding sexual conduct in the workplace.	Y		

Camping Standards Site Visit

Standards	Yes	No	N/A
8.4 A policy is in place identifying grounds for dismissal.	Y		
8.4 A procedure is in place for dealing with complaints of staff misconduct.	Y		
9. Camp Staff Discipline Policies			
9.1 A process is in place to address issues regarding staff discipline and is covered in training.	Y		
9.2 Guidelines are in place for addressing staff misconduct and dismissal.	Y		
10. Employment/Volunteer Standards			
10.1 A process is in place to ensure staff receive a period of free time daily.	Y		
10.2 The camp director and board ensure that all camp staff are treated equally and fairly in accordance with provincial human rights legislation.	Y		
A policy is in place to ensure fair and equitable treatment of staff.	Y		
10.3 All camp staff are provided with evaluation feedback during the camping season. Camp staff receive an end-of-season evaluation in written form. Camp staff for programs of less than two weeks' duration receive ongoing verbal feedback from a supervisor (usually the camp director, but it may be another person designated by the camp board).	Y		
A process exists for evaluating staff. Format is X written X verbal			
10.4 All camp staff have received or have access to:			
• camp personnel policy	Y		
• waterfront safety policy	Y		
• work schedules	Y		
• safety procedures	Y		
• emergency procedures	Y		
• sexual conduct in the camp workplace policy	Y		
• sexual harassment and child abuse policies	Y		
• discipline and grievance policy	Y		
• procedures for camp staff dismissal	Y		
10.5 A signed acknowledgement of receiving and reading the information is kept in the staff member's personnel file.	Y		
11. Camp Staff Manual			
11.1 The camp has a staff manual.	Y		
11.2 The staff manual has a process and/or phone numbers for contacting members of the governing body and the Conference Camp Committee	Y		
11.3 The camp staff manual includes copies of the camp's emergency procedures/	Y		
G. Leadership Training			
1. Staff training sessions were held as evidenced by an agenda and sign-in sheet for attendance	Y		
2. The director participates in staff training	Y		
3. Training for camp staff includes			
• camp mission statement	Y		
• camp Christian education curriculum	Y		
• camp staffing standards	Y		
• introduction to age-appropriate activities for campers	Y		
• sexual harassment and child abuse policies	Y		
• behavioural expectations	Y		
• camp health policies	Y		

Camping Standards Site Visit

Standards	Yes	No	N/A
• emergency procedures (e.g., for fire, waterfront, evacuation, land searches, severe weather)	Y		
• program delivery standards	Y		
• adventure camping skills and standards			X
• training for specific populations encountered at camp (e.g., seniors, people living with disabilities, families)			X
4. Training includes a discussion of the handling of camp staff misconduct.	Y		
5. All staff has basic first-aid instruction.	Y		
Instruction is provided by: <input checked="" type="checkbox"/> camp <input type="checkbox"/> outside agency <input type="checkbox"/> proof of other training (certificate of recognized program)			
H. Program Standards			
1. Instructors' Qualifications			
1.1 Instructors provide proof of qualifications before starting employment.	Y		
Briefly identify the programs requiring specific qualifications and the level of qualification held by staff: Arts and Crafts: helps to have an art degree, this year they have someone with an arts and nature course Games: look to previous staff who have experience Waterfront: need their NLS			
2. Waterfront and Pool Activities			
2.1 Supervision meets provincial standards for the specific waterfront activity.	Y		
Waterfront supervision includes: 2 Guards – 1-25 Swimmers 3 Guards – 26-100 Swimmers			
2.2 A procedure for waterfront emergencies and searches is in place.	Y		
Last reviewed and updated: <u>June 2010</u> (mm/yy)			
2.3 Evidence exists that staff have received training and procedures are practised throughout the camp season.	Y		
3. Program Safety Monitoring			
3.1 A process is in place to: (1) determine the skill level of participants, (2) determine their level of participation, and (3) easily identify their skill level.	Y Y Y		
3.2 Recreational equipment meets required safety standards.	Y		
3.3 Recreational equipment is in good repair.	Y		
3.4 Safety audits are conducted.	Y		
I. Off-Site Activities and Adventure Camping			
If the camp does not offer off-site or adventure camping activities, skip to section J, Health and Safety. Off-site activities include any that involve leaving the camp property.			
1. Insurance for Off-Site Activities			
1.1 The camp carries insurance for all off-site activities.	Y		
2. Transportation Policies			
2.1 Camp vehicles are supplied with first-aid kits.			X

Camping Standards Site Visit

Standards	Yes	No	N/A
2.2 Evidence exists of required staff holding a valid driving permit			X
3. Leadership Standards for Off-Site Activities			
3.1 Groups are supervised by two leaders, one of whom is an adult	Y		
3.2 For routine off-site activities predetermined routes are used	Y		
Where an alternate route is used, a plan is submitted to the director	Y		
3.3 Campers adhere to the buddy system.	Y		
3.4 A qualified lifeguard is included in off-site activities that include waterfront/swimming activity.	Y		
3.5 The leader has a stocked first-aid kit at all times	Y		
3.6 A written record of irregularities and injuries is maintained.	Y		
4. Leadership Standards for Adventure Activities			
If the camp offers adventure activities, all standards identified for off-site activities are also to be met.			
If the camp does not offer adventure activities, skip to section J, Health and Safety.			
4.1 Groups are supervised by two leaders, one of whom is an adult	Y		
4.2 Coed groups have a male leader and a female leader.	Y		
4.3 A written itinerary is submitted to the camp director or designate.	Y		
4.4 Leaders have travelled the route(s) and are familiar with it/them.	Y		
4.5 Local fire hazard warnings are checked before departure.	Y		
4.6 A two-day weather forecast is obtained and logged with the camp director/designate.	Y		
5. Adventure Camping Standards			
5.1 Minimal impact camping is practised	Y		
5.2 Sites are examined for hazards.	Y		
5.3 Existing sites are used wherever possible.	Y		
5.4 Appropriate latrine practices are used.	Y		
5.5 Equipment is checked before departure.	Y		
5.6 Repair kits are carried by trip leaders.	Y		
5.7 Municipal and provincial laws are adhered to	Y		
J. Health and Safety			
1. Basic Health Standards			
1.1 Evidence exists that municipal and provincial regulations for health and safety are followed (e.g., health inspections, water tests).	Y		
Explain briefly: They send their water out once a month to be tested, but they test it daily on site. They have contacted the health inspector to come and do a check. The medical office, fire department and police are contacted when the camping season starts so they know that there are campers in the area. Fire extinguishers are tested each year.			
1.2 Safety audits are completed and documented	Y		
1.3 Raw meat is handled separately from cooked products, fruits, and vegetables.	Y		
1.3 Cutting boards are sanitized between uses; separate cutting boards are used for raw meats.	Y		
1.3 Food is stored off the floor and under proper temperature conditions.	Y		
1.4 Dishes are sanitized using either mechanical or manual (three-sink) means.	Y		
1.5 Sanitation facilities are in working order and are cleaned daily.	Y		
1.6 Handwashing facilities are located near all toilets.	Y		

Camping Standards Site Visit

Standards	Yes	No	N/A
1.7 Cabins and staff quarters are equipped with smoke detectors.	Y		
1.8 Buildings in which there are combustibles or open flames are equipped with smoke detectors.	Y		
1.9 Evidence exists that smoke detectors are tested.	Y		
1.10 The most recent water test results have been provided.	Y		
2. Camp Health Policies			
2.1 The camp has an identified camp health manual.	Y		
2.2 Camp health policies are reviewed annually.	Y		
Last reviewed and updated: June 2010 (mm/yy)			
2.3 Local health regulations specific to camping are integrated in the health policies.	Y		
2.4 The health policies include			
• job descriptions for the camp health care staff	Y		
• procedures related to meals and rest	Y		
• procedures for the camp clinic	Y		
• general first-aid procedures	Y		
• kitchen sanitation procedures	Y		
• process for inspection/evaluation of camp	Y		
2.5 Guidelines for practising universal precautions are in place.	Y		
2.6 A policy is in place to notify parents/guardians when a camper needs urgent medical attention or experiences serious illness or injury.	Y		
2.7 Campers are encouraged to practise good personal hygiene.	Y		
3. Camper Health Records			
3.1 Each camper provides a recent medical history.	Y		
3.2 Campers' medical records are stored securely with accessibility limited to appropriate designated staff.	Y		
3.3 The camp has a written protocol for dealing with serious allergies.	Y		
3.4 An individual health plan is prepared for any camper with a serious medical condition or life-threatening allergy.	Y		
3.5 Written procedures are in place regarding EpiPens and inhalers.	Y		
3.6 A policy is in place to address the handling of all prescription medications brought to camp. A policy is in place to address the handling of all prescription medications brought to camp.	Y		
3.7 A policy is in place to address the handling of all non-prescription medications brought to camp.	Y		
3.8 A policy is in place for handling and dispensing medications taken on adventure camps.	Y		
4. Health Personnel Qualifications			
4.1 Camp health personnel hold a recognized qualification	Y		
Please indicate what qualifications are held:			
licensed medical physician			registered nurse or licensed practical nurse
emergency medical technician			X standard first-aid certificate with CPR
4.2 A process is in place to address medical needs beyond the qualifications of the camp health personnel.	Y		
4.3 Parents are aware of the camp health personnel's qualifications.	Y		
4.4 A process is in place to ensure medical forms are received from all campers.	Y		
Name of position or person responsible: Director/NLS lifeguards			
5. First-Aid Kits			

Camping Standards Site Visit

Standards	Yes	No	N/A
5.1 First-aid kits are accessible at all times.	Y		
5.2 A process is in place to check and replenish first-aid kits prior to and throughout the camp season.	Y		
K. Emergency Response Standards			
1. The camp has written plans for the following emergency situations:			
• fire	Y		
• waterfront emergencies	Y		
• searches for missing persons	Y		
• evacuation	Y		
• intruders on the camp grounds	Y		
• extreme and/or contagious illness	Y		
2. The camp manual and camp staff manual have full versions of the emergency response plans.	Y		
3. Local emergency contact numbers are posted by every telephone and two-way radio and are available for off-site phone access.	Y		
4. A policy is in place for dealing with the serious injury or death of a camper or staff person.	Y		
5. The policy includes:			
• informing authorities and the next of kin	Y		
• informing the Conference at the earliest opportunity	Y		
• informing campers and/or the parents of campers/staff	Y		
L. Insurance			
1. The current year's insurance statement has been received by the General Council Office.	Y		
2. The camp carries comprehensive general liability insurance.	Y		
3. The camp carries the necessary medical malpractice insurance.			X
4. The camp carries directors' and officers' insurance.	Y		
5. All camp vehicles carry insurance, including public liability and non-owner coverage.			X
6. The camp has a written rental agreement that includes receipt of a certificate of insurance from the third-party renter			X
OR			
The camp carries the necessary level of insurance to address third party rentals and the rental agreement includes a signed waiver.			X
7. The United Church of Canada is an Additional Named Insured on the camp's insurance policy.	Y		
M. Property Management Standards			
1. All hazardous products and machines are kept in locked storage except when in use.	Y		
2. All hazardous, toxic, or poisonous material is handled in a safe manner.	Y		
3. The camp and buildings are clean and in good repair.	Y		
Please identify any areas requiring attention:			
N. Promotion of Camps			

Camping Standards Site Visit

Standards	Yes	No	N/A
1. The camp brochure accurately reflects the activities of the camp	Y		