

# GARDEN-THEMED SUMMER DAY CAMP

# TOOLKIT

For neighborhood, community,  
and school gardens



Developed by  
Arkansas Sustainability Network  
with the assistance of  
Arkansas Community Foundation

Summer 2009

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# Introduction

In the summer of 2009, with the assistance of a grant from the Arkansas Community Foundation, the Arkansas Sustainability Network hosted a summer camp at Felder Farm for youth from the neighborhood surrounding the farm. Felder Farm is a school farm located at Felder Alternative Learning Academy. The students attending the school are referred from throughout the area, and as a result the students don't live in the surrounding community. We hosted the summer camp as a way to connect with the youth that do live in the area around the garden, to build a relationship with them and to establish the garden as a safe and fun place for community youth.

As we began to prepare for the camp, we found hundreds of examples of similar programs on the internet, and managed to connect with some community members who had implemented similar programs. We gained a lot of advice from these newly found resources, yet we still ended up spending quite a bit of time preparing for the camp. We believe that the more garden and food centered programs that the community can offer, the better off we will all be, especially our youth, who gain so much self-confidence and knowledge from gardening and food experiences. We'd like to share the time that we've spent with you, so that when you put together your summer program, you'll have a head start! As part of helping others create and implement garden and food themed summer camps, we created this toolkit as a potential resource.

We are not youth garden summer camp experts. There are plenty of people with experience in this arena and we invite them to expand and improve this toolkit. As we were planning our program this past summer, it occurred to us that it would've saved up a lot of time to have access to tips, schedule suggestions, activity ideas, budget information, on-line resources, and forms needed to implement a garden summer camp so these are the types of resources we've included in this toolkit.

A few starter tips:

1. Liability Insurance is a must! Before you take other people's children and care for them in a program, make sure that your organization has an insurance policy and that your insurance company is aware of the type of program that you are doing. If you aren't working as an established non-profit or other type of community organization, we strongly encourage you to find an organization to partner with.
2. Access to a air-conditioned facility and restrooms. When our program started, it just so happened that a record heatwave hit our community. It was so hot outside, we don't know if we would've made it without the help of Felder Academy and access to their facilities. Cooking accommodations are nice as well! As a result of the extreme heat, we ended up incorporating a lot more cooking and culinary activities into our first week of activities. The children enjoyed these activities so much that next year we plan to incorporate a stronger culinary theme across the program.

# Example Forms

One thing that we thought would save you a lot of time is including the forms that we used. The forms we used were an outreach flyer, registration form, policies, a camp schedule, and activity and volunteer surveys. Here's a description of the forms we used at our camp. The forms are included in this section as well. Adapted file formats (forms you can edit for your camp) are included on the toolkit CD in the folder labeled "camp form templates."

Neighborhood Newsletter and Outreach Flyer: We utilized two different documents for outreach. One was a garden newsletter that mentioned the camp, and the other was a flyer for the camp that was created by our summer youth employee.

**Registration Forms:**

**Camp Policies:**

**Camp Schedule:**

**Activity Provider and Volunteer Surveys:**

(Neighborhood Newsletter, 2 pages)

# FELDER FARM



# HELLO!

*You've probably noticed over the past few months that a garden has been growing at Felder Academy. We are calling this project "Felder Farm." The entirely volunteer operated farm has several purposes.*

*First, the farm will offer a place to Felder Academy students to learn the art and science of growing food as well as how to plan and operate a business.*

*Second, vegetables from the farm will be offered for sale to the neighborhood and beyond. And of course volunteers usually walk away with some grab!*

*Third, workshops will be offered at the farm to teach folks who want to learn about gardening.*

*This summer we'll have a free Summer Day Camp for children ages 8 to 13 who live in the surrounding neighborhood. More information on the day camp is on the back of the newsletter.*

*Please help us keep the farm going and provide affordable food by keeping an eye out for us. Anytime you would like to help with the garden we welcome volunteers. Every Sunday afternoon (weather permitting) we have a volunteer day from 2-4. Feel free to drop in any Sunday and call or email if you want to visit with us some other time.*

*Thanks and contact us anytime,*

*The Felder Farm Team - Ragan Satterfield, Nathanael Wills, Jonathan Buford, and Katy Elliott  
Felder Academy - Principal Judge Evans, 501-447-4200*

*Phone: 501-837-7959 (Katy)  
Email: [felderfarm@gmail.com](mailto:felderfarm@gmail.com)*

## What's Growing?

### *In the ground...*

*Beets  
Mustard Greens  
Lettuce  
Onions  
Snow Peas  
Potatoes  
Strawberries  
Carrots  
Tomatoes  
Tomatillos  
Basil  
Zinnias*

### *Soon to be...*

*Cucumbers  
Peppers  
Eggplants  
Corn  
Watermelons  
Cantaloupes  
Okra  
Squash  
Zucchini  
Sweet Potatoes*

### *Eggs?*

*We have a few chickens who lay a few eggs each day. We hope to have more chickens at some point.*

*DO YOU HAVE A FOOD-RELATED BUSINESS? ARE YOU LOOKING FOR A SPOT TO GARDEN? CAN YOU HELP US GROW THIS PROJECT? WOULD YOU LIKE TO VOLUNTEER? IF YOU ANSWER YES TO ANY OF THESE QUESTIONS, CONTACT US TODAY!*

# From the Ground Up

Summer Camp for Kids Ages 8 to 13

*Register for one of the camps: Monday, June 22<sup>nd</sup> through Friday, June 26<sup>th</sup> or  
Monday, June 29<sup>th</sup> through Friday, July 3<sup>rd</sup>*

*Registered participants help out in the garden each morning and then we'll do a fun activity each afternoon. Activities include: painting a mural, taking a cooking class, learning how to can tomatoes, and visiting the Agricultural Museum. Friday will be a celebration and a review of all the fun times had earlier that week.*

*Space is limited to 10 kids each session.*

*Participants must reside in the neighborhood directly next to Felder Academy and Felder Farm.*

*Cost is FREE.*

*Call 501-837-7959 for information and enrollment forms or stop by on June 7<sup>th</sup> or June 14<sup>th</sup> and fill out a form.*

*This camp is made possible by the Arkansas Community Foundation.*

## SAVE THE DATE!

June 7<sup>th</sup> and June 14<sup>th</sup>  
Summer Camp Info and Registration

Stop by, meet us, and sign up!

Felder Farm 2:30pm to 3pm

(Summer Camp Outreach Flyer)

# **FROM THE GROUND UP**

**Summer Camp for kids Ages 7-13**

**Register for the camp today by calling 501-837-7959.  
Two camp sessions will occur: June 22<sup>nd</sup> – 26<sup>th</sup>, and June 29<sup>th</sup> – July 3<sup>rd</sup>**

**Space limited to 10 kids both sessions, so sign up fast so you want miss out on all the fun adventurous things we have planned for you.**

**For any information or registration forms  
please call us at (501) 837-7959.**

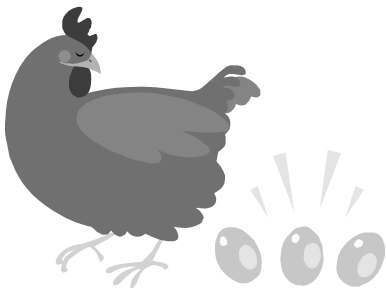
**Have fun and participate in our Summer Camp for free...**

## **ACTIVITIES**

**Painting a mural, making pickles, a field trip, Cooking classes, and fun games. Friday will be a Celebration.**

**Come have fun with us at Felder Farm Summer Camp!**

**...Don't forget to register...**



(Registration, 2 pages)  
**FROM THE GROUND UP**  
**Summer Day Camp Registration Form**

**Location: Felder Farm, 6900 Pecan Lane**  
**Five day Program for youth ages 8 – 13 Cost: FREE**

Return form to: ASN, 1419 South Main Street, Little Rock, AR 72202  
For information or questions call: Katy Elliott, 501-837-7959

**GENERAL INFORMATION:**

Child's Name: \_\_\_\_\_

Parent/Guardian

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Home Tel: \_\_\_\_\_ Business \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Age \_\_\_\_\_ DOB: \_\_\_\_\_

Emergency Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

***Pick up permission:***

Because the summer camp is for children living within very close proximity to the farm, we expect participants to walk to and from the camp. However, should someone need to pick up your child, please specify who has permission to pick up your child from the summer camp.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**MEDICAL INFORMATION**

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: (Please include food, plants, insect bites medications, i.e. any and all allergies.)

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For Children with allergies to insect bites:

Carries **EPEPEN**: \_\_\_\_\_ Medic Alert: \_\_\_\_\_

Please list any medical information, physical or emotional that may be helpful to our staff. If your child has asthma please specify that in this area of the registration form.

Please specify any special dietary restrictions or needs of your child:

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**Which session of the summer camp are you registering for?**

\_\_\_ Monday, June 22<sup>nd</sup> thru Friday, June 26<sup>th</sup>

\_\_\_ Monday, June 29<sup>th</sup> thru Friday, July 3<sup>rd</sup>

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**FELDER FARM/ARKANSAS SUSTAINABILITY NETWORK FROM THE GROUND UP SUMMER CAMP RELEASE AND PERMISSION FORM.**

I am allowing my child / children to participate in the From the Ground Up Summer Day Camp at Felder Farm. I give the Arkansas Sustainability Network and Felder Farm camp staff the authority to act on my behalf. I release and indemnify Arkansas Sustainability Network and Felder Farm, its owners, directors, management and employees from any claims for damages arising as a result of any injury or accident, however caused, while my child is participating in the From the Ground Up Summer Day Camp program.

I consent to the use of my child's / childrens' likeness for publicity purposes.

Should the media attend the camp, my child (circle one) **DOES** / **DOES NOT** have permission to talk to representatives of local newspapers or new stations.

I accept the above terms and conditions.      Date: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_

Print name: \_\_\_\_\_

**FOR CAMP USE ONLY**

Application Processed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## **(Camp Policies)**

# **FROM THE GROUND UP SUMMER DAY CAMP POLICIES AND INFORMATION**

Thanks for being part of the From the Ground Up Summer Day Camp!

The camp will be held at Felder Farm, which is located at Felder Academy, 6900 Pecan Lane. Camp hours are 9am to 3pm, but your child may arrive anytime between 8am and 9am.

Each day from 9am to 11am will be spent working in garden and learning about food and agriculture. Each afternoon a special activity will be held. The activities include: painting a mural, taking a cooking class, learning how to make pickles, and taking a field trip to Dunbar Community Garden and the Scott Agricultural Museum. Friday afternoon will be a cookout and a celebration for children who have completed the day camp. On the first day of the program we will send a detailed calendar of the week home with your child.

We invite you to join us for any activities that interest you, and you can stop by the camp anytime to see how your child is enjoying it. If you let us know in advance when you plan to attend we can ensure that we have enough refreshments and food for everyone.

The camp is free and lunch will be provided. We are very grateful to the Arkansas Community Foundation for their financial support of the program.

The camp involves gardening and outdoor activities as well as painting and art projects. Please ensure that your child dresses appropriately in comfortable shoes and casual clothes.

The children will be doing outdoor activities most of the camp week, except in the event of rain, where we will meet inside Felder Academy School building.

If your child happens to catch a cold or get ill at any time during the camp, please keep them at home, so the other children do not get sick.

We're excited about the camp and we look forward to a fun week!

Please call anytime with questions or for additional information,

Katy Elliott, Nathanael Wills, Ragan Sutterfield, and Jonathan Buford,  
501-837-7959

(Camp Schedule)



## Summer Camp Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am to 11am – Gardening and Fun	9am to 11am – Gardening and Fun	9am to 10am – Make sack lunches and get ready to go	9am to 11am – Gardening and Fun	9am to 11am – Gardening and Fun
11am to 12pm - Prepare Lunch and Eat	11am to 12pm - Prepare Lunch and Eat	10am – 3:00pm – Field Trip to Dunbar Garden and the Scott Agricultural Museum!	11am to 12pm - Prepare Lunch and Eat	11am to 3pm – COOKOUT! Games and Water Fun
12pm to 3:00pm – Paint a Mural!	12pm to 3:00pm – Learn how to pickle!	Lunch – 12pm at the Scott Agricultural Museum	12pm to 3:00pm – Cooking Class!	

### Reminders:

Please make sure your child wears cool, casual clothes that they can paint in everyday. Camp opens at 8am everyday. Your child can arrive anytime between 8am and 9am.

Attendance Policy: If your child can't come to camp for the day, please call. Also, please plan for your child to stay for the entire day, and if you plan to pick your child up early, please let us know. If your child wants to leave early, we must talk to you before they leave.

(Activity Provider Survey)

**From the Ground Up Summer Camp Activity Provider Survey**

Thanks for participating in the From the Ground Up Summer Camp. Please take a minute to fill out this evaluation for our program.

1. How would you rate your overall experience with the activity you provided at the camp? (5 = excellent, 4 = good, but could be improved, 3 = mediocre, 2 = disorganized, but I would try it again, and 1 = wouldn't do it again.)

5      4      3      2      1

Comments:

2. Was your experience scheduling your activity satisfactory?

Yes                      No

Comments:

3. Was your activity well organized on the part of the camp in terms of set-up and preparation for your event?

Yes                      No

Comments:

4. Did the camp participants seem well-prepared for your activity?

Yes                      No

Comments:

5. Would you provide an activity at another Felder Farm or ASN program?

Yes                      No

Comments:

6. Please use the space below to provide us with any feedback or ideas that would be helpful.

Thanks Again!!

## (Camp Volunteer Survey)

### From the Ground Up Summer Camp Volunteer Survey

Thanks for volunteering in the From the Ground Up Summer Camp. Please take a minute to fill out this evaluation for our program.

1. How would you rate your overall experience volunteering at the camp? (5 = excellent, 4 = good, but could be improved, 3 = mediocre, 2 = disorganized, but I would try it again, and 1 = wouldn't do it again.)

5      4      3      2      1

Comments:

2. Are there parts of the camp you recommend we do differently?

Yes                      No

Comments:

3. Would you describe the camp as well-organized?

Yes                      No

Comments:

4. Did the camp participants seem well-prepared for camp activities?

Yes                      No

Comments:

5. Would you volunteer at another Felder Farm or ASN program?

Yes                      No

Comments:

6. Please use the space below to provide us with any feedback or ideas that would be helpful.

Thanks Again!!

# Tips, Insights and On-line Resources

**Kids love crafts...**

**Culinary Activities take the cake...**

**Document it!**

**Build structure, Allow for Flexibility...**

**Community Involvement is Key...**

# Costs and Funding

Here is a summary of items that you may want to include in your camp budget. This could (should) be changed and adapted for your program. Our budget includes money for camp coordinators, and coordinators that are paid appropriately for their time. Perhaps you already have staff that are paid for their time and looking for an innovative and fun summer program idea. Perhaps you are all volunteer. We also suggest getting involved in any youth employment programs that may be offered in your community and establishing yourself as an employment site for older community youth. However you go about it, having a more than adequate number of adult volunteers and staff members to help with your program is essential. We also included a hefty budget for food, because in essence our program was all about food.

**Personnel – be sure to include planning time as well as time for the program to be planned and outreach to be implemented. It is also a good idea to include time for program follow-up, debriefing and evaluation.**

**Stipends for guest teachers and activity leaders -**

**Refreshments – This usually calculated by setting a dollar amount for each child, for each day of the camp. We calculated a breakfast snack and an afternoon snack. Don't forget to have refreshments for your staff and volunteers – they need to eat too!**

**Lunch –**

**Supplies –**

**Craft Supplies, Remember, the more you utilize easily obtained recycled materials for your crafts, the more you can save on craft supplies.**

**Name tags**

**Pens and pencils**

**General art supplies**

**Paint brushes**

**Make sure the garden has plenty of garden tools available, including wheelbarrows, shovels, gloves ...**

**Many of these items can be borrowed or bought used at garage sales to save money.**

**Do you have a large insulated ice water dispenser? This is essential to make sure everyone has plenty of cold water to drink. We recommend also using reusable cups (try your local thrift store) labeled with each child's name.**

**Awards or prizes – we went with camp t-shirts so that every child can wear these and remember the fun they had at summer camp.**

**Field Trip costs – travel and any admission fees**

**Printing and Reproduction –**

**Copies of outreach flyers, a neighborhood newsletter if you choose to create and distribute one.**

**Copies of the camp schedule for the kids, craft instruction and activity handouts, registration forms, camp policies and evaluation surveys.**

**Think about your budget and make changes where you can. For example, we spent a bit to build a giant slip and slide for Friday celebrations, but we saved by choosing a free location for one of our field trips.**

# More Resources for Success