



Camp Royal Committee
c/o Steven "Shags" Shagrin
1141 Roxie Lane
Walnut Creek, CA 94597-1806
www.CampRoyal.org



August 2011

Dear Camp Royal Chair:

Camp Royal 2012 will be at Bar 717 Ranch in Hyampom from June 17 to 23, 2012. You should know three important things so that Camp Royal is a continued success, thanks to your volunteer efforts.

First, I need to ensure I have **your current contact information** in the database. If you haven't already done so, please complete the attached form and either mail, or scan & e-mail it to me as soon as possible. Camper Reservations will not be accepted unless your current contact information is in our data-base.

Second, we only need to receive **three bits of information about your selected campers: Name, home telephone number and a valid & tested e-mail address.** Registration will again be done by the campers ONLINE so that all information is entered by them. We will then send the students the Camper Agreement and Medical Form for processing and signatures. This streamlines the forms process and help to keep missing information to a minimum, as many fields will be required to be completed before the form can be submitted.

As Club Chair it is your responsibility to ensure the Registrations and Medical forms are complete, signed and mailed to me by the deadlines on the Calendar. It is also your responsibility to ensure the campers are transported to the bus pick-up location on June 17th. Do not rely on the school to perform these responsibilities, and please do not schedule vacation for the week prior to camp, or otherwise be unavailable on the drop-off and pick-up days. In past years, campers whose registrations were approved did not attend camp because the sponsoring clubs failed to contact the campers or provide transportation to the bus pick-up location. Busses do not wait at the stop more than 10 minutes.

Third, we will be **FIRM ON THE DEADLINES** due to too many Clubs not meeting the deadline dates and causing the system to bottleneck. Please take note of these dates, put them on your calendar and ensure the deadlines are met. We will be sending reminders. We understand you are a volunteer, but we hold you to a higher standard because you don't have to do this – you choose to do it, and we expect you to perform your duties in a very timely and responsible manner. It's not fair to other Clubs to hold up the process because you missed a deadline. Nor does it fit The 4-Way Test.

Fourth, each club that **timely submits paid Reservations** will be **guaranteed two** camper spots. Clubs may submit paid Reservations for *no more than four* campers. After the deadline for reservations, we will notify each club of the number of confirmed reservations and refund any over-payment. With 71 Clubs in the District and only 145 camper spots, limits must be set.

We look forward to hosting your campers in 2012. We plan on making Camp Royal 2012 the best yet. Your campers will have the experience of their lives.

Thank you for supporting Camp Royal. Please e-mail me with any questions.

Steven "Shags" Shagrin, Camp Royal Communications & Technology
Committee@CampRoyal.org



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CAMP ROYAL 2011-2012 CLUB CHAIR INFORMATION FORM

*Please **Print or Type** All Information – This is a Fill-In and Savable Form*

Club Name: _____

Your Name: _____

Mailing Address: _____

City: _____ ZIP+4 _____

E-mail: _____

*For phone numbers, **be sure to include the Area Code** – it's a big District!*

Your Home Phone:_(_____) _____

Your Home Fax, if any:_(_____) _____

Your Work Phone:_(_____) _____

Your Work Fax, if any:_(_____) _____

Your Cell Phone:_(_____) _____

Please snail-mail to the address above **by September 15, 2011** for processing. **BETTER:** Simply complete, save and e-mail to **Committee@CampRoyal.org** . Thanks for your prompt attention!

You should be able to complete this initial task within two weeks...

A MESSAGE FOR CAMP ROYAL CLUB CHAIRS

Hello, This is the Camp Royal Committee. Camp Royal is the RYLA Leadership Camp serving Rotary District 5160.

Our committee wants to make your club's experience with Camp Royal outstanding for you, for your campers and for your club.

Please contact us if you have any questions or any difficulties. Email is our preferred mode of communication, and you can reach us at Committee@CampRoyal.org. We will get back to you as soon as possible.

Pictured at right is a typical Camp Royal session being conducted by Lain Hensley.



Your club action steps:

1. **Summer/Fall:** Notify us of your name, address, phone number, and email address, so we can send you important information as Camp Royal draws closer.
2. **By December 31:** Mail the completed **Reservation Form** plus a check (cost per camper times the number of campers) payable to Camp Royal. Receipt of the check establishes your reservations for Camp Royal.
3. Select your campers **as soon in the school year as possible**. If you wait until March, the best students may already be committed to other things. **Application Forms** for your potential campers are available on the Camp Royal web site. These application forms are for your club's use in choosing campers. Do not send them to us.
4. **By March 31:** Send your camper information to us. We will then begin the registration process and communicate directly about camp details with the campers and their families. You will be copied on all communications.
5. **May:** Invite your campers to your Club. Make sure each camper knows about Rotary and is ready to represent your Club at Camp Royal.
6. **May - June:** Make sure your campers attend a Camp Royal orientation. Most clubs conduct their own orientation sessions, using the club version of the Camp Royal DVD. Some clubs elect to have combined public orientation sessions. We will post information on those as we learn of them.
7. **June:** Pick up your campers and take them to the bus pickup point. Arrange to pick them up at the end of camp at the same place, and assure they arrive home safely.
8. **After Camp:** The Camp Video will be prepared and posted online. Production time can take several months.
9. Invite your campers back to your club to report on their experience and the community service project they developed at camp. If you let one of us on the committee know, we will try to attend the same meeting to field questions about the history and organization of Camp Royal.

The process is simple and the rewards are great.

Best Regards,

Randy Bashaw, Camp Royal Chair
Steven "Shags" Shagrin, Communication & Technology

ROTARY DISTRICT 5160 CAMP ROYAL ANNUAL CALENDAR

<p align="center"><u>JULY</u></p> <p align="center">CLUBS SELECT CAMP ROYAL CLUB CHAIR FOR THE YEAR</p>	<p align="center"><u>AUGUST</u></p> <p align="center">CLUBS DETERMINE PARTICIPATION AND BUDGET FOR 1 TO <u>4 CAMPERS</u> SEND CHAIR INFO TO COMMITTEE</p>	<p align="center"><u>SEPTEMBER</u></p> <p align="center">CLUBS BEGIN THE APPLICATION PROCESS USING THEIR OWN METHOD OR APPLICATION FORM ON WEBSITE www.camproyal.org</p>	<p align="center"><u>OCTOBER</u></p> <p align="center">INTERVIEW POTENTIAL CAMPERS</p>	<p align="center"><u>NOVEMBER</u></p> <p align="center">INTERVIEW POTENTIAL CAMPERS</p>	<p align="center"><u>DECEMBER</u></p> <p align="center"><u>DEADLINE FOR PAID RESERVATIIONS IS DEC. 31st</u></p> <p align="center">CLUBS COMPLETE INTERVIEW PROCESS</p>
<p align="center"><u>JANUARY</u></p> <p align="center">CLUBS SELECT THE STUDENT CAMPERS AND SUBMIT NAMES, PHONE #S AND E-MAIL ADDRESS TO CAMP ROYAL COMMITTEE</p>	<p align="center"><u>FEBRUARY</u></p> <p align="center">CLUBS HELP THE STUDENT CAMPERS WITH THE FORMS, IF NEEDED, AND STUDENTS SHOULD SCHEDULE MEDICAL EXAMS</p>	<p align="center"><u>MARCH</u></p> <p align="center">CLUBS HELP THE STUDENT CAMPERS WITH THE FORMS, IF NEEDED, AND <u>STUDENTS SHOULD SCHEDULE THEIR MEDICAL EXAMS</u></p>	<p align="center"><u>APRIL</u></p> <p align="center">REGISTRATION IS DONE ONLINE <u>DEADLINE IS APR. 1st</u></p> <p align="center"><i>ACCEPTANCE & HEALTH FORMS SENT TO THE CAMPERS</i></p>	<p align="center"><u>MAY</u></p> <p align="center">HEALTH INFO FORM <u>DEADLINE IS MAY 1st</u></p>	<p align="center"><u>JUNE</u></p> <p align="center">CAMP ROYAL!!! JUNE 17-23, 2012</p> <p align="center">GET CAMPERS TO THE BUS STOP ON THE 17th AND ON THE 23rd</p>

IF YOUR CLUB HAS A CHANGE IN YOUR CAMP ROYAL CONTACT, PLEASE NOTIFY THE CAMP ROYAL COMMITTEE IMMEDIATELY AT COMMITTEE@CAMPROYAL.ORG. WE NEED A VALID E-MAIL ADDRESS, BECAUSE WE SEND OUT ALL OF OUR ANNOUNCEMENTS VIA E-MAIL.

ALSO, WE'VE REDESIGNED THE FORMS SO THAT THEY WILL BE E-MAILED TO THE STUDENTS BY THE COMMITTEE, SO WE CAN VERIFY DELIVERY OF THE CORRECT FORMS. THE CAMPERS CAN THEN "FILL IN THE BLANKS" ON THEIR COMPUTER BEFORE PRINTING THE COMPLETED FORMS FOR ORIGINAL SIGNATURES. WE WILL ONLY ACCEPT "TYPED FORM" PROCESS BECAUSE IT MAKES THE INFORMATION EASIER TO READ.

CAMP ROYAL CHAIR:
Randy Bashaw
RandyB@gotsky.com
(530) 598-1077

CAMP ROYAL COMMUNICATIONS & TECHNOLOGY
Steven "Shags" Shagrin
Committee@CampRoyal.org
(925) 949-3938 (email is preferred over phone calls, please!)