



Greetings and welcome to Camp Akita Adventist Retreat Center:

The name "Akita" implies, we are "A Place of Discovery." Owned and operated by the Illinois Association of Seventh-day Adventist we desire that you and your guests find opportunities to discover the refreshment and renewal that God has in store for you during your time at Camp Akita, God's Place of Discovery.

We exist to spread the Gospel of Jesus Christ and His saving Grace.

Our goal is to provide a place of safety, peace, enjoyment, and fond memories as you and your guests pull away from the hustle and bustle of life and take time to contemplate who you are, your relationship with others and your relationship with the Creator/Savior.

We are a Christian camp and invite all who are willing to abide by the camps Policies and Guidelines. We do not discriminate based on Color, Race, Nationality, Religious affiliation, or Gender and ask that those who come to camp will respect the rights and dignities of all individuals. Jesus loves His children and invites us to join Him in inviting all people to accept His sacrifice and follow His commandments for a happy and healthy relationship with Him and His Father.

To this end, you will find the Leaders Guide and Camp Policies in the following pages. **Please read the information carefully.** Abiding by the guidelines and policies ensures the safest program possible, which is one of our goals. While accepting that life is full of risks, it is our responsibility to minimize that risk as much as possible while still enabling life to be enjoyed to its fullest. Someone getting hurt or killed for any reason is a terrible prospect, but it is worse when it could have been preventable.

May God bless you as you continue to put together the plans and arrangements for your group. We will do everything we can to help you accomplish your goals and look forward to seeing you here at Camp Akita.

If you have any questions or comments, please contact the camp manager, Roger Henderson, at 978-815-3377.

Finally, dear friend, the staff of Camp Akita pray that God may bless you abundantly.

Sincerely,

Roger J Henderson

Leaders Guide

Welcome.

Dear Leader, the following information will help you plan and organize your stay at Camp Akita. **Please read carefully and share with your guests.**

Purpose and Location:

As stated in our Greetings and Welcome letter, we are a Cristian camp and exist to spread the gospel of Jesus Christ. We use God’s word to establish our guidelines and policies believing that our Creator knows best how we should treat and interact with others. Jesus has given each of us the right to choose but with every choice there are consequences.

Camp Akita, located at 1684 Knox Rd 1200 N. Gilson, IL., is a 637-acre Christian-based Retreat Center and Summer Camp facility situated along the Spoon River in Central Illinois. Our main lodge overlooks a 20-acre lake and experiences some of the most picturesque sunsets. It is owned and operated by the Seventh-day Adventist Church for use by its members and the community. The camp has facilities that accommodate summer camp from June to August and user groups on either end of these dates. Weekend spiritual retreats are a favorite program, but the center can also accommodate seminar groups, family reunions, outdoor schools, or weddings. A Christian atmosphere is provided where every guest can relax, enjoy recreation, fellowship, and experience unforgettable fun!

Lodging:

The **Lakeview Lodge** (main lodge) is a two-story log siding building overlooking our 20-acre lake. The upper level has a large dining/ meeting area and administrative offices, while the lower level has a mid-size room for breakout sessions and nine outside-entry guest rooms facing the lake that will house up to three or five per room.

Our two three-story **Chalets** have a small kitchen on the lower floor and accommodate up to 30 (20 if using bottom floor as a dining area) each in a dormitory-style configuration. Perfect for small self-contained groups.

The four **Village Cabins** are designed to accommodate up to six per side or 12 per building and are handicap accessible (only side A has a handicapped bathroom and shower.)

If your group prefers to be a bit more rustic, the camp has 13 **Mini Cabins** that will sleep up to three per cabin (each cabin has a twin over a full bunk bed, air-conditioning, and heat.) Restrooms and showers are in our central bathhouse.

If you prefer to be even more rustic, the camp also has 32 **RV sites** (full hookups) and abundant **tent** areas.

Activities:

The camp has 637 acres of land to be explored and is full of wildlife. Also, the center has a nine-hole Frisbee Golf course, Climbing Wall, Zip Line, Archery, Pony and Trail rides, Hay-wagon rides, Basketball court, Swimming, and Small Boats.

Some of these activities are considered “High Risk” and will require participants to sign a waiver. The activity leader hired by the camp is responsible for the safety of those who are participating in that activity. However, the group leader is responsible for the supervision of those not involved in the activity.

Anyone participating in High-Risk activities must sign a high-risk waiver form. Those under 18 must have this waiver signed by a legal parent or guardian. You can download the waiver form from the web page, or if the legal parent or guardian is present, it can be filled out on site.

Due to our conviction in keeping Saturday, the Bible Sabbath, a holy rest day, some activities will not be available from Friday sundown to Saturday sundown.

Check-in, Check-out:

Check-in time is around 3 pm, and check-out is around 11 am on your final day unless other arrangements have been made with the camp manager ahead of time. Please take care of your cleaning duties before you leave.

Insurance:

You will see on the application that all groups are required to provide group insurance or personal insurance to cover general liabilities. The recommended amount is 3M with the minimum being 1M of coverage. Please list Camp Akita as a certificate holder. This protects you as well as the camp should the need arise.

ILC members are automatically covered if the event is approved by their church board and is written into the minutes.

Food Services:

- **Camp Provided Meals:** We are happy to provide all-you-can-eat Vegetarian/ Vegan meals served at the Lakeview Lodge dining hall for groups of 30 or more for a nominal fee. Smaller groups can be accommodated, but there will be a 20% increase per meal.

If your group requests meals to be provided, we must receive your **“Meal Guarantee” form no less than 15 days before your scheduled event to avoid the 10% late fee.** This form can be downloaded from the website. Please be sure to indicate if you have any requests for special needs, such as dairy-free or Nut Free meals. **Be sure to notify us if there are any allergies of which we need to be aware. We are not an allergen free facility but will do our best to meet your needs when we are informed.**

Please **be on time** for meals, being late is disrespectful. When you run late, the quality of the food, preparation time, and staff attitude may be affected. Although, we are here to assist you in your ministry it is not right to treat our cooks as if they are not a part of that ministry. We believe in treating others the way we want to be treated, so keep the cooks happy by letting them perform their part as efficiently as possible. Please do not ask for food that is not on the menu unless for dietary reasons.

Food should not be taken from the cafeteria as we cannot be responsible for its safety. Proper food temperature is vital to keep food safe for consumption.

- **If you prefer to cook for yourself**, you can choose from three locations based on availability and your needs. **Please read and follow all posted safety placards.**
 - **Pine Lodge**, located near the RV park and tent areas (accommodates groups up to 30.)
 - **Oak Chalet**, located on the south side of Lakeview Lodge (accommodates groups up to 30.)
 - **Cedar Chalet**, located on the north side of Lakeview Lodge (accommodates groups up to 30.)

Cooking in rooms is not allowed, but microwaves and refrigerators are available to warm up or cool food as desired.

Food handling Procedures are posted in the kitchens.

It is recommended and common sense to:

Use only clean and sanitized utensils and equipment during food prep.

Keep food prep surfaces sanitized.

Minimize the time that potentially hazardous foods remain in the temperature danger zone (40 – 140 degrees)

Camp Store:

The camp store is available for your shopping pleasure. There are various items, including Camp Akita clothing, novelty items, and personal items such as toothpaste and toothbrushes, shampoo, etc., available. There are no regular hours for the store. If you wish to have the store open for your group, please contact the camp host to arrange a time to have the store available. We are not set up for credit cards, so cash or checks are the preferred payment methods.

Staff Screening:

We strongly recommend that if you are running a program for non-family events that all staff with responsibility for or access to campers under the age of 18 be screened.

Training, Supervision and Behavioral Issues:

The group leader is responsible for informing their staff/guests about the camps guidelines and policies, providing proper supervision, and taking care of any behavioral issues that may arise while at Camp Akita.

Specialty activity facilitators are there to run the activity not to supervise. We will need a minimum of two (2) supervisors to be present to handle issues not related to running the activity. Limits of how many guests are based on how many we can run through the program based on the groups time window.

It is advised that group leaders train their staff members to minimize the potential of any staffer being in a one-on-one camper—personnel situation when out of sight of others.

Considerations should be given to: Restroom and shower protocols; the healthcare setting' special needs campers who may need personal care assistance; the desire or need for staff – camper one-on-one conversations; and program design. The best scenario is to never find oneself out of auditory or visual rang of others and provide settings that are in sight of others but not in the “middle of it all.”

Camp Akita Safety Procedures:

Risk is a part of our lives; however, it is everyone's responsibility to minimize that risk. There are many natural and/or physical hazards at camp. If you find or hear about anything that you feel is unsafe, please notify your camp host immediately. Please encourage your group to watch out for each other and keep each other safe. This will assure that everyone returns home thankful for their time at Camp Akita.

- If you are providing a specialized activity outside those offered by the camp staff, you are responsible to provide proper supervision.
- Please let your host know if there are any situations that may cause abuse, injury, and or death to guests while at Camp Akita and we will work with you to create a plan to minimize these risks and provide safety to your guests.
- * Leaders are encouraged when running a program that is not attended by a child's parent or if the parent attending is not responsible for their child's supervision that the following information be collected:
 1. Names and address of all participants;
 2. Emergency Contact names and numbers;
 3. A list of known allergies or health conditions requiring treatment, restriction, or other accommodation while on site;
 4. For minors without a parent on site or not responsible for their supervision, signed permission to seek emergency treatment or a signed religious waiver.
- Medications (prescribed and OTC) should be collected and stored under lock except when in the controlled possession of the person responsible for administering them.

Life threatening events Procedures

In the event there is a true emergency that threatens lives please call your host or 911 immediately. Host numbers are in the foyer of Lakeview Lodge and Pine Lodge.

- **Structure Fire procedure:**
 - Evacuate yourself and others from the building.
 - Call 911 and the camp host.
 - Walk to the nearest emergency meeting area. (Located at the basketball court or archery pavilion)
 - Stay in emergency meeting area for roll call and receive instruction.
 - Group leader should contact camp host and affirm that all are accounted for.
- **Forest/grass Fire:**
 - Call 911 and/camp host.
 - Evacuate the area.
 - Call group leader and notify them of your location and who is with you.
 - Group leader should contact camp host and affirm that all are accounted for.
- **Intruders:**
 - Know who is attending your event and report any suspicious person that is not a part of your group to the camp host.
 - Do not approach strangers alone.
- **Active Shooter Procedure:**
 - **You have three options; Run, Hide, or Fight**
 - **Run**
 - Run in the opposite direction.
 - Avoid running as a large group.
 - Keep solid objects between you and the shooter.
 - **Hide**
 - Keep solid objects between you and the shooter.
 - If you have time lock, barricade, or fortify the doors.
 - Stay away from windows or places that can be seen through a window.
 - **Fight**
 - Rush the shooter while throwing anything you can find at them.
 - Use pepper spray if you have it or anything else that would distract them or cause discomfort and disorientation.
- **Severe Weather:**
 - If there is bad weather that may threaten life, your host will contact you, if there is time, and let you know what to do. You will be responsible for notifying your group and with the host/s help keeping your group safe.
 - General Guidelines for severe storms:
 - If able, move your people to the nearest storm shelter located in the staff room at the Lake view Lodge or the Central Bathhouse.
 - If there is not enough time, please shelter in place.
 - Stay away from windows.
 - Hunker down along inside walls.

Camp Policies

Reservation Policy:

We accept reservations on a first come, first-serve basis in each of the four categories below.

Priority 1: Conference events – Any time before 1 st Monday of November prior to the year of the booked date	Priority 2: Loyalty Groups (groups that have booked and attended 3 out of the last 4 years. 1 st Monday up to the 3 rd Monday of November prior to the year of the booked date
Priority 3: Constituent Groups – 3 rd Monday of November to the end of the year prior to the year of the booked date	Priority 4: Non-constituent Groups – 1 st Monday of the current year to the end of the year

Cancellation and Refund Policy:

Reservation not requiring a deposit and reserved by an Illinois Conference department head;

Cancellation charge is \$2000. If a similar size group can be found for the dates previously booked, this fee may be waived.

Reservation requiring a deposit; Canceled six months or more before the confirmed event date will be refunded at 100%. If cancellation occurs less than six months before the event, the deposit is forfeited.

Groups having to cancel due to weather will be charged for purchased perishable food items.

Cancellation must not occur more than five days before the scheduled event. Groups not rebooking their event to occur within the next six months may lose their deposit, depending on camp availability.

Payment:

All checks for the balance of funds need to be made out to Camp Akita and are due within 30 days after the event's conclusion. For large groups, we prefer the group leader to collect all the individual payments and then submit one check made out to Camp Akita. This will save a lot of time on check-out day.

Multiple Group Usage:

At times the camp may be hosting more than one group. Please respect the other groups that may be using adjacent facilities.

Staff to Camper ratio:

Although most user groups that attend Camp Akita are made up of family units, in the event your group is providing supervision of children under the age of 18 without direct parental supervision it is recommended that the following ratios be established:

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

It is advised that you require and identify the following: exceptions to the general ratios stated above; activities, locations, or situations where a minimum of two (2) staff members must be present; all staff members are sixteen (16) years of age and at least two (2) years older than the minors with whom they

are working; and at least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff are eighteen (18) years of age or older.

.Quiet Time:

Unless approved ahead of time by the camp host, the camp should be quiet from 10 pm till 7 am the following day. Quiet time is strictly enforced when multiple groups are present.

Personal equipment:

The camp is not responsible for your personal equipment unless authorized by the Camp Manager. This would include but not limited to sports, electronic, or personal gear, even if using on or with camp equipment or activity. In addition, the camp will not be responsible for stolen items either left in your room or in your vehicle or any other place on camp property. Please leave valuables at home unless you need them and then make sure you have them locked up or insured.

Cleaning Duties:

- 1 Please encourage your group to follow the basic cleaning duties posted in the facilities used during your stay.
- 2 Please police the grounds and discard garbage in appropriate containers.
- 3 Replace any table, bed, or decoration to its original location.
- 4 If a kitchen is used, the group must ensure that all used utensils and appliances are cleaned, air dried, and put back in their original locations.
- 5 Items left undone or having to be redone will result in a charge of a cleaning fee of \$20 per hour.

First Aid, Emergency Care, and Medications:

Each group is responsible for its own First Aid and Emergency Care.

It is highly recommended that care providers be appropriately First aid and CPR/AED certified by a recognized provider. Emergency phones are available at Lakeview lodge and Pine lodge.

1. Group leaders/ emergency care personnel would be well advised to know the health and condition of their group participants.
2. Each group is to assign a designated person who will be responsible for first aid and emergency care. All participants should know who and where to find this person at any time should there be an emergency.
3. Each group is responsible for emergency transportation as needed.
4. Each group is responsible for providing its own first aid supplies and equipment.
5. **In the case of life-threatening accidents or incidents that cause bodily harm, the group leader/ emergency care personnel are responsible for treatment and calling 911 if needed and then filling out an accident report and leaving a copy with the camp host.**
6. If assistance is needed the camp staff are ARC certified in First-aid and CPR and you are welcome to ask for their help. Camp Managers number is 978-815-3377.

A. Medication, Administration, and storage.

1. The camp does not provide or administer medications (prescribed or OTC.)
2. Group leaders/ emergency care personnel should remind participants that all prescribed and OTC medications must be stored in their original containers and out-of-reach of children or unauthorized users.

B. Communicable Disease Mitigations:

1. Due to the risk of communicable diseases the camp asks that all participants follow the guidelines set by the State of Illinois.
2. Participants are asked to maintain a minimum of six feet from others when possible.

3. Participants are asked to wash their hands frequently or use a hand sanitizer.
4. Participants are asked to cough or sneeze into their elbow.
5. Participants are asked to report if they develop any signs related to Covid-19 or other type of communicable disease.

Vehicle usage and Traffic Control: Stop signs, Camp Speed, and Parking:

All drivers must have a proper license to drive. Drivers must not allow adults or children to ride in the back of an open vehicle or trailer.

ATVs are allowed by permission from the camp host, and drivers must wear a helmet and closed-toed shoes and adhere to the manufacture's restrictions (one seat =one passenger.) **After the first warning, permission will be withdrawn and the vehicle is to be parked for the duration of the event.**

There are stop signs located on the premises. They are there for your safety, so please stop. The designated speed in camp is 15 mph. However, be sure to slow down when encountering humans or animals near the road as they have the right-of-way. Parking is allowed in designated areas. However, if the ground is wet, please stay on graveled or paved areas to avoid creating crevices that will need repair. Damage to the grounds may result in a fine to cover the costs of repair.

Pet Policy:

Absolutely **No Pets** are Allowed at Camp Akita. **An exception is for certified Service Animals/ and or Written Doctor prescribed emotional support animals.** If a pet is discovered, the group has two options:

- one, they can remove the animal from the grounds or
- two, they can pay \$100 and must not allow their animal to have contact with anyone outside of the family members while on the premises.

We understand that most pets are not a danger, but they are free thinkers and are not always predictable. Therefore, we are not willing to take the risk associated with animals out of our control. Thank you for your cooperation. Please pass this information on to your group members.

Cigarettes, Vaping, Drugs, Alcoholic Beverages:

These mind-altering compounds are not allowed on the grounds. The camp is a smoke-free, drug-free, and alcohol-free zone due to the harmful effects these compounds have on the individual and those who come in contact with these compounds. Individuals discovered using any of these compounds or being under their influence in a public setting may be asked to leave.

Firearms, Weapons, and Fireworks:

These items are prohibited unless approved by the camp manager ahead of time. Those with permits to carry concealed weapons must notify the camp manager.

Fires:

The camp manager must provide clearance to have a fire. Fires are permitted in designated fire rings only. Fire Rings must be returned to the holding area when you are finished using them, and unburned firewood is returned to the woodpile, not thrown in the underbrush.

Water or a fire extinguisher and a shovel must be present when there is an active fire. Never leave a fire, including embers, un-attended. Please see the camp manager for proper fire procedures if you have any doubts. Fires are to be out before the last person goes to bed or leaving the property.

Specialized activities:

Specialized activities require a camp approved qualified adult activity leader and a signed waiver form. These activities include. Equine pony/ trail riding, Archery, Challenge Course, Mountain Bikes, Swimming, Small Boats, and Tubing.

Water activities:

The camp offers tubing, small boats, and swimming as water activities. These activities are considered High-Risk Activities, and it is highly recommended that a minimum of two (2) certified Lifeguards (one of which must be an adult) appropriately trained for the activity is supervising them. Pool lifeguarding is different than lake lifeguarding and requires a different set of skills. Examples would include lake or watercraft rescue training. **Emergency phone, AED, and a Trauma kit are located on the porch of Pine Lodge.**

1. **At no time are user groups to use the rope swing or blob tower. These elements are for summer camp usage only.**
2. **PFD requirements:** All participants using small boats, tubing or are classified as non swimmers must wear a US Coast Guard approved Personal Floatation Device appropriate to the activity and the participants size and weight. These are provided by the camp. If your group brings their own watercraft, owners are required to enforce the camp rules.
3. Group leaders are responsible for verifying lifeguard's certification. (Current lifeguard and current FA/CPR/AED certification.)
4. **Group leaders that are responsible for minors** are required to provide a lifeguard for their water activities. We request lifeguards to evaluate each participants ability to swim and assign them to the area appropriate to their skill level and to use the buddy check system as a part of their duties. As a general rule, one lifeguard can handle up to 25 in the swimming area at one time.
5. Lifeguards are allowed to use lookouts provided lookouts are trained and dedicated to that purpose. In other words, lookouts cannot be an active swimmer and a lookout at the same time.
6. Lookouts should be oriented in procedures for enforcement of safety regulations and their roles and responsibilities in assisting with accident and emergency procedures, and expectations for routine aquatics supervision.
7. **If no lifeguard is available**, the Group leaders of family style reservations must inform their participants that parents or legal guardians are responsible for their children's care during these activities and must be present when their children participate in these activities.
8. Group leaders are advised to teach/ verify that parents understand the basic rescue principles of **"Reach, Throw, Row, and Go for help"** if there is a water related emergency.
9. Group leaders are to inform their participants that **All signage must be followed.**
10. It is recommended that watercraft supervisors have a check out check in system to identify the participants, the equipment in use, and the time of return. You may request a form from your camp host or create your own, but in either case, **please verify that all participants are accounted for before leaving your post.** Boats are replaceable but people are not.
11. If conducting watercraft lessons leaders are asked to provide a Watercraft instructor that is qualified either through a recognized certifying body or documentation of experience indicating knowledge and skills in teaching and supervision specific to the watercraft and activity.
12. Group leaders are responsible for making sure equipment is returned and properly put away.

Fishing:

Those 16 or older must have a valid Illinois fishing license, and those under 16 must be accompanied by a legal parent or guardian with the proper fishing license. Fish caught and kept, regardless of age, must meet state regulations. This practice will help preserve the health of our lake, preventing overfishing. Please discard scraps appropriately so as not to create a nuisance for other guests. **Cooking or storing fish in any of the buildings is not permitted. There is a \$50 fine per incident plus any expenses to remove the odor.**

Horses and Horse Pastures:

Horse pastures are for horses only and should never be entered without the Equine Director's approval and presence. Our horses love attention. **You may pet them, but please DO NOT FEED them.** This trains them to associate people with having goodies and may cause them to overreact and injure themselves, another horse, or perhaps a human as they will sometimes be aggressive when seeking real or imagined treats. Remember, Horses are free thinkers and are not always predictable.

Damage:

Damage resulting from carelessness or vandalism will result in a fee to repair the damage. This fee will include labor and materials and be charged to the group unless the individual/s is/are willing to take responsibility. Our labor fee is \$50 per hour.

