

TO: ALL STAFF MEMBERS FOR THE 2004 SEASON
FROM: Vic, Dave, Craig & Marilyn
DATE: June 7, 2004
RE: FINAL NEWSLETTER BEFORE CAMP!!!

ENCLOSED WITH THIS LETTER....

BAGGAGE TAGS

Enclosed are baggage tags for your duffel bags and carry-on. Every duffel bag, carry-on or sleeping bag, must have our Tamakwa tag fastened to it. These tags are color coded to assure delivery to the correct location. PLEASE USE THEM! Please do NOT lose these tags; replacements are not available. **(Reminder: 2 duffels only and NO suitcases, footlockers or TOOL BOXES!)**

LETTER FROM CRAIG

STAFF BAGGAGE & BUS INFO

HEAD STAFF BIOGRAPHIES

TRAVEL & TRANSPORTATION INFORMATION FOR STAFF ARRIVAL – TUESDAY, JUNE 22, 2004

ATTENTION: AMERICAN STAFF ONLY

LEAVING FROM THE DETROIT AREA:

WHEN YOU CROSS THE BORDER INTO CANADA YOU MUST HAVE IN YOUR HAND:

- 1. YOUR WORK VISA AUTHORIZATION**
- 2. YOUR BIRTH CERTIFICATE OR PASSPORT**
- 3. YOUR DRIVERS LICENSE**

You must show these documents to the officer when crossing into Canada. **DO NOT FORGET THEM. YOU WILL BE DENIED ENTRY INTO THE COUNTRY WITHOUT THESE DOCUMENTS** and there will be nothing we can do for you (and you won't be working in Algonquin for Camp Tamakwa this summer).

LEAVING FROM OTHER LOCATIONS, but crossing into Canada:

*WHEN YOU CROSS THE BORDER INTO CANADA, YOU MUST HAVE IN YOUR HAND THE FOLLOWING **FOUR** ITEMS:*

1. **YOUR SET OF CAMP IDENTIFICATION PAPERS** - You must show these papers to the Immigration office in order to get your WORK VISA. **Without a WORK VISA YOU CANNOT ENTER CANADA FOR EMPLOYMENT.** These papers identify you as a staff member of Camp Tamakwa and verify that you have employment authorization. Without all this information in hand you may have a great deal of trouble obtaining a visa (and you won't be working in Algonquin for Tamakwa this summer).
2. **YOUR DRIVERS LICENSE - or other picture ID**
3. **YOUR BIRTH CERTIFICATE OR PASSPORT**
4. **\$150.00 CANADIAN** (approximately), a MasterCard or Visa charge card, or cash. (Be sure to bring both the work visa and receipt to camp for reimbursement. Don't lose either.)

THESE FOUR ITEMS MUST BE IN YOUR POSSESSION AND ACCESSIBLE WHEN YOU CROSS INTO CANADA FOR YOUR SUMMER EMPLOYMENT. DO NOT PACK THEM!

NON-CANADIANS AND CANADIAN SOCIAL INSURANCE CARDS

If you are a **NON-CANADIAN** and you do not already have a Canadian Social Insurance number, you **MAY** be asked at the border to obtain one by completing the necessary forms. The immigration officer may ask you to either complete the forms right then and there, OR they may say you can apply for one at a later time. If you **CAN** do it later, great! But if they suggest filling them out then and there, **DO IT**. If you are **NOT** asked to complete the forms - **DO NOT ASK** them. Just do as you are directed.

Without all of these forms in hand and a clear understanding of what is required at the Port of Entry - life may be miserable the morning you enter Canada. Please call Marilyn if you have any questions (705-633-5561 or 248-335-6400)

BAGGAGE

AT LEAST ONE DUFFEL BAG MUST TRAVEL WITH YOU

When you get to camp, for the first few days you will be living out of ONE of your duffel bags. So pack that one "ESSENTIAL" bag (**BAG #1**) with toiletries and necessities that you'll need. You won't be seeing your *OTHER* bag (**BAG #2**) for a few days. Whichever way you are getting to camp, **BAG #1** will travel WITH you, so you'll have it from the start. For further baggage instructions, find the following that applies to you:

IF YOU ARE RIDING THE DETROIT BUS...

BAGGAGE SHOULD BE TAKEN TO THE BUS WITH YOU ON TUESDAY, JUNE 22, 2004.

IF YOU ARE DRIVING IN A CAR FROM DETROIT...

YOU MUST TAKE YOUR BAGGAGE WITH YOU. THERE WILL NOT BE ROOM ON THE BUS FOR JUST YOUR DUFFELS. IF YOU ARE DRIVING – BE SURE YOUR DUFFEL BAGS ARE WITH YOU.

IF YOU ARE RIDING THE TORONTO BUS...

BRING YOUR DUFFELS TO THE BUS ON TUESDAY, JUNE 22, 2004.

IF YOU ARE DRIVING IN A CAR FROM TORONTO, OR FLYING IN TO TORONTO...

BRING BOTH BAG #1 AND BAG #2 WITH YOU. BUT YOU SHOULD MARK BAG #1 (the one you will need for pre-camp) IN ORDER TO KEEP IT WITH YOU ONCE YOU ARRIVE AT CAMP.

IF YOU'RE DRIVING IN A CAR, YOUR BAGGAGE CANNOT GO ON THE STAFF BUS!!

TRAVEL

STAFF BUS FROM DETROIT

The bus will depart at 8:00 a.m. from the **CHARFOOS PRESIDENTIAL CENTRE – 23777 Southfield Road - Corner of Southfield Road & Mt. Vernon (9 ½ Mile Rd).** Be sure to arrive with your duffels no later than 7:30 a.m., as the bus leaves **PROMPTLY** at 8:00 a.m.

Upon your arrival at the Windsor side of the tunnel, you will have to show your employment visa authorization to the Immigration Officer, who will then finalize your entry into Canada. Be sure to hold on to your work visa (and receipt). DO NOT leave Windsor without your work visa (and receipt). Your work visa and your receipt **MUST** be given to Marilyn when you arrive at camp so you can be reimbursed. When you are at the border, please remember to be as polite and cooperative as you can. The nicer you are, the more quickly you will clear Customs and Immigration.

STAFF BUS FROM TORONTO

Be sure to arrive no later than **12:00 NOON** at the **AMC THEATRE parking lot at 'THE INTERCHANGE'** (Hwy 400 & Hwy 7 – Southeast corner). The bus will be coming from Detroit and passing by to pick up the Toronto crew as close to 12:30 p.m. as possible. We will load baggage, everyone will climb aboard, and the bus is then on its way to Algonquin.

YOUR BAGGAGE WILL RIDE THE BUS ONLY IF YOU RIDE THE BUS!!
IF YOU'RE DRIVING IN A CAR, YOUR BAGGAGE CANNOT GO ON THE BUS.

FLYING IN TO TORONTO AIRPORT

If you are flying to Toronto, please be sure that your flight is scheduled to arrive no later than 11:00 a.m. American citizens should have all necessary employment information in hand for the immigration officer at the airport. You must obtain your work visa authorization and receipt (approximately \$150.00) at the airport. Once you arrive at camp, be sure to bring the work visa authorization and receipt to Marilyn for reimbursement.

EVERY SINGLE STAFF MEMBER flying to the Toronto Airport MUST speak with Marilyn to make final arrangements (if you have not already done so). Please call her. (248-335-6400 or 705-633-5561) DO NOT CALL DAVE, VIC, OR CRAIG regarding transportation.

DRIVING TO CAMP

Schedule your trip for arrival at Camp anytime between 3:00 p.m. and 5:00 p.m. on June 22 - NO EARLIER - NO LATER!!! (If you need any further directions, please call either office.)

IF YOU'RE DRIVING TO CAMP FROM THE UNITED STATES

Be sure to have all the paperwork mentioned at the beginning of this letter if you are driving into Canada from the United States. Be sure that you have your work visa (or the final papers to obtain your work visa) in hand when entering Canada. This paperwork is the only proof you have that you are legally entering the country for summer employment.

When you reach Canadian Immigration in Canada, you will need to stop, show your paperwork and either obtain your final employment authorization form or just show them the work visa you already have in your possession.

BAGGAGE, THE STAFF BUS, AND YOU

If you are driving to camp from Detroit, you cannot load your bags on the staff bus. The bus may leave Detroit seemingly empty; but it will be filled once it stops to pick up staff in Toronto

STAFF CARS

If you bring a vehicle to camp, you will park it in our parking lot at our landing across the lake from camp. It is safe, secure, and is in a major Provincial Park where people normally must buy a parking permit. As an employee of Tamakwa, you need NOT buy a permit to park in our lot, but we will be giving you a camp staff permit to display on the dashboard. Without it, the park authorities may ticket your car. (This permit is only valid for parking in our parking lot).

ALSO...You **MUST bring to camp an EXTRA set of car keys** (totally separate from the set in your possession). This extra set will be kept securely in the office to be used ONLY if we have to move your car. These keys will be returned to you at the end of the camp season (and not before). When you get to camp, we will give you a special tag for this "emergency set" of keys. We strongly urge you to have 2 sets of keys for your own use. It's just a good idea to have a spare set that you will have easy access to if the first set is misplaced. We will be happy to hold on to this set and give them to you if you need them.

MORE HELPFUL STUFF TO KNOW

For your benefit, here is some information in advance of camp that we think will help you plan and know what to expect when you get there.

**SUMMER MAILING ADDRESS: CAMP TAMAKWA
PO BOX 10008
HUNTSVILLE, ONTARIO P1H 2H3
CANADA**

STAFF LAUNDRY

Basically, you have two options for doing your laundry during the summer:

Option One is to take it with you on your day off. There are Laundromats in the nearby town of Huntsville. Sometimes they'll even do it for you for an extra fee. For Option One, **YOU MUST BRING YOUR OWN LAUNDRY BAG.**

Option Two is the camp laundry service used by the campers. Tamakwa contracts a private laundry company to come once a week, pick up all the laundry, and return it cleaned and folded the very next day. This service will cost you approximately \$105.00 CDN (including tax), which will be deducted from your salary. Once you sign up for the camp laundry service, you are committing yourself for the **ENTIRE** summer. For Option Two, **WE WILL LOAN YOU THE REQUIRED LAUNDRY BAG and name tag.**

PRE-CAMP LIVING QUARTERS

In the movie *INDIAN SUMMER*, all the boys stayed in one cabin and all the girls in another. That's how you will be spending the first few nights after your arrival to Pre-Camp. We do this to create a sense of cohesion with everyone starting out together on the same foot. Shortly after you arrive at camp, you'll be getting your cabin assignments with plenty of time to settle in and prepare your own cabin before the kids arrive. We tell you about this now so you can pack accordingly. You will only be taking one of your duffel bags into that first cabin, so be sure to put in it the essentials of the first few days and nights: bedding, towels, toiletries, swimsuit, sweats, etc.

NO ELECTRICAL APPLIANCES

We advise staff and campers alike that appliances of every type are STRICTLY PROHIBITED! That means electrical, fueled or otherwise, including (but not limited to): electric blankets, hair dryers, hair blowers, (all butane or propane filled appliances), curling irons, hot pots, stoves, electric fans, Watchmans, televisions, lap-top computers, cell phones, and the like, etc. These items are incompatible with the Tamakwa-Algonquin experience and many create a fire hazard. So serious is this policy that we ask you to understand that bringing any of these appliances to camp means forfeiting them. In other words, if we find them; we keep them. We will expect our staff to be leaders in abiding by these policies.

SOAPS & SHAMPOOS:

All soaps and shampoos MUST be biodegradable (Ivory soap and most Suave shampoos fit the bill). Please do not bring glass containers. (As noted in the Green Book)

FOOD:

For a variety of reasons, no food may be brought into camp, other than the food provided by our kitchen food service. To help enforce this, camp even has its own little "Customs" service. When anyone receives a package, it is opened in the presence of an administrative staff member. If the package contains food (anything that goes in the mouth), it is marked "return to sender" and put in the next day's mail (at your expense). Please understand that this is done for everyone's health, safety, and welfare. Food in cabins attracts animals (sometimes big ones); it creates competitiveness, and ruins appetites.

PACKAGES

United Parcel Service and Federal Express deliver directly to our landing in Algonquin Park and are usually quicker in delivery than the postal service. However, please be sure that if you have a package sent to you at camp that all duty and charges are pre-paid. Any package valued over \$10.00 has duty charged by the Canadian government. We are unable to accept any package that is COD or requires any payment so be sure that all duty and taxes are paid by the shipper. If a package requires payment it will not be accepted and we will request that it be returned to sender. Please be sure that your packages contain necessities only.

Our mailing address is: CAMP TAMAKWA -- PO BOX 10008 -- HUNTSVILLE, ONTARIO P1H 2H3. (If UPS, courier service, or any service other than regular postal service is being used **DO NOT** use the **PO BOX NUMBER**. The PO Box works for postal service mail only). Also, **no boxes** are to be sent to camp this summer. **ENVELOPES ONLY!** Boxes are a major ecological problem that we would like to avoid!

DAYS OFF

Your contract provides for a day off from after breakfast to midnight. However, we offer the privilege of 24-hour days off on a provisional basis. The provision is: If 24-hour days off work, great. If the privilege is abused, it will be revoked. Days off will begin at 7:30 p.m. and end at 9:15 p.m. the following evening. You do not HAVE TO go out overnight. You may WANT TO spend your day-off sleeping late, leaving camp at 9:30 a.m. and returning at 9:15 p.m.

Because Tamakwa is accessible only by water, we rely on a prompt boat schedule to bring you to and from the landing. THE SYSTEM REQUIRES 100% COOPERATION, which consists of the following: that staff must be absolutely prompt in meeting the boats, that staff not leave their activity or camp program early in order to prepare for a day-off, and that staff are 100% capable to return to work upon returning from a day-off. Without total cooperation, the system may be changed or days off may be forfeited. We are emphatic about this because -- although we value how much days off are deserved and much needed -- they are not meant to impact the camp program.

EVENING STAFF REC

Entertainment - We are asking that every staff member bring their favorite video to camp. We have both VHS & DVD machines and believe that each of you can help by bringing your favorite movies, concerts, or whatever. If everyone brings at least two tapes, we will have a great selection for staff to choose from for the summer season.

Staff Super Snack - Besides the regular snack provided by camp, the staff usually organizes a fund for a special weekly snack. This has always been an independent staff venture. It is voluntary, but most people do participate. If you wish to do so, you should bring some additional cash (usually about \$30.00 Canadian) or you may choose to have this amount deducted from your salary.

Staff Telephone Calls - INCOMING: Staff may receive phone calls only during evening staff rec hours (usually beginning around 10:30 each evening). For your information, the phone numbers you can be reached at are: (705) 633-8523 or (705) 633-8530 or (705) 633-8540. Please be sure to let your friends and family know the numbers and calling hours. EMERGENCY phone calls can be made to our office at any time (705) 633-5561. **OUTGOING:** Camp has pay phones for use by staff during scheduled times.

VISITING DAY

The one and only Visiting Day this year is **SATURDAY, JULY 24, 2004**. This day is primarily set for camper visits, but you are welcome to have visitors in camp on this day as well. However, you must understand that **your primary function on visiting day is to your campers and camp**. There will be NO DAYS OFF on this day. There will be few if any days off on Friday, July 23, 2004 as well. If you want to make plans to have visitors while you are in Algonquin - you might want to avoid this particular weekend. Also remember that staff MAY NOT have visitors in camp during any day of camp. Visitors are welcome between 10:30 p.m. and midnight (Must be pre-arranged).

RESORTS & HOTELS NEAR TAMAKWA

See the Green Book for a list of nearby resorts, hotels and lodges. It may be handy if you are expecting visitors on Visiting Day, or plan to meet up with family or friends who want to visit the area. They tend to fill up quickly so we advise booking as early as possible.

And if it's camping out that you and/or your friends prefer...

CAMPING IN ALGONQUIN PARK

Public Campgrounds and Canoe Trip Campsites

Parks Ontario campsite reservation number: 1-888-ONT-PARK (668-7275).

Parks Ontario website: www.ontarioparks.com

For a copy of the current Ontario Parks Guide, call 1-800-ONTARIO.

DATES OF CAMP FOR 2004

SUNDAY, JUNE 20	Activity Leaders arrive (between 3-5pm)
TUESDAY, JUNE 22	General staff arrives for Pre-Camp Training. (between 3-5 pm)
SUNDAY, JUNE 27	CAMP BEGINS All campers arrive (4:30 pm)
SUNDAY, JULY 11	2-week J.T. session ends. (Parents pick up kids at 1:00 pm)
SATURDAY, JULY 24	END OF JULY SESSION
SATURDAY JULY 24	VISITING DAY - 11:00 a.m. to 4:00 p.m. only
SUNDAY, JULY 25	AUGUST SESSION BEGINS
SUNDAY, AUGUST 8	2-week J.T. session ends. (Parents pick up kids at 1:00 pm)
SATURDAY, AUGUST 21	LAST DAY OF CAMP - RETURN HOME

TO BRING OR NOT TO BRING

YOU MUST BRING....

1. **Sleeping bag:** should be compact, quick drying, and lightweight.
(Activity leaders do not need a sleeping bag - as they are only required for tripping purposes).
2. **Lifejacket: THIS IS A REQUIREMENT FOR STAFF.** Must be government approved and suitable for your weight. For comfort sake, we recommend the vest-type that allows you to easily maneuver in a variety of waterfront activities. 80% of your activity will be around the waterfront and law requires you have a lifejacket in any watercraft. Only by bringing your own will you be assured of having a suitable lifejacket when you need it. **MARK IT WELL WITH YOUR NAME. AGAIN, THIS IS A REQUIREMENT - IT IS NOT AN OPTION!** Any staff member that comes to camp without a government approved life jacket will be sold one.

At Tamakwa you do not need fancy clothes and gear. But a few good quality items are worth having:

3. **Shoes:** Will get wet, muddy, schlect. Bring something sturdy and comfortable for rugged use and have extra shoes so there's always a dry pair.
4. **Rain Gear:** Should be durable. (A two-piece set, separate jacket and pants is highly recommended). That thin plastic stuff will not last very long at camp.
5. **Inline skates and protective gear:** Our inline skating rink means you should seriously consider bringing inline skates and the accompanying safety equipment. In short, **YOU bring** routine rollerblading gear; **WE will provide** hockey gear. (Be sure to read the section on INLINE SKATING in the Green Book.)

BRING duffel bags only - **NO TRUNKS OR SUITCASES.**

DO NOT BRING tennis racquets. Half-Court Tennis requires a special racquet - WE SUPPLY IT.

WHAT TO GET AND WHERE TO GET IT

As you will see from the attachments, we've responded to the frequently asked question, "*What should I bring for canoe trips, and where can we get it?*" To help you minimize expenses, we have arranged with some local retailers to offer a Tamakwa discount. One of them is Moosejaw Mountaineering, which has stores in Michigan and Chicago. But that shouldn't stop anyone else from taking advantage. You can order by phoning toll free 1-888-208-2258 or online at www.moosejaw.com. Wherever you live and whichever way you may order, to get the discount be sure to mention **Tamakwa** as well as the "coupon code" (as they call it): **TAMAKWA**.

OUR WEBSITE: SOME USEFUL LINKS

In preparation for camp, we strongly recommend that you visit our website www.tamakwa.com ...particularly the CAMPER-PARENT section and the "GREEN BOOK" MANUAL. Not only will you feel more informed about camp life and what to expect...but also it's complete with dates, facts, what-to-bring, and other concrete information. And above all that...it'll get you pumped for camp...and it's FUN!

OUR "ANNOUNCEMENTS" PAGE -- www.tamakwa.com/announcements.htm

For a general update about camp

TAMAKWA'S "GREEN BOOK" -- www.tamakwa.com/greenbook.htm

It is the manual we send to our camper families, but for those of you new to Tamakwa it will be very helpful in giving you answers to questions you may have and to those of you returning it will likely have some information for you too. Keep in mind that this booklet is generally targeted at CAMPER FAMILIES, but most of the information applies to staff too.

WHAT TO BRING TO CAMP LIST -- www.tamakwa.com/greenbook/bring-list.pdf

Please keep in mind that this is the suggested list we send to our camper families, but one which we believe may be of some help to you.

DATES OF THE CAMP SEASON -- www.tamakwa.com/greenbook/dates.pdf

RESORTS & HOTELS NEAR TAMAKWA-- www.tamakwa.com/greenbook/resorts.pdf

If you are expecting visitors on Visiting Day, or plan to meet up with family or friends who want to visit the area, this list may come in handy. These are just a few nearby resorts at a variety of rates. They tend to fill up quickly so we advise booking as early as possible.

DRIVING INSTRUCTIONS TO CAMP -- www.tamakwa.com/greenbook/driving.pdf

REMEMBER

1. NO ELECTRICAL APPLIANCES, NO CELL PHONES, NO FURNITURE
2. SOAPS & SHAMPOOS MUST BE BIODEGRADABLE
3. PACK CAREFULLY USING DUFFEL BAGS ONLY (KEEP IT TO TWO DUFFELS). YOU WILL BE LIVING AS A GROUP FOR YOUR FIRST FEW DAYS, WITH ACCESS TO ONLY ONE DUFFEL BAG. PACK ACCORDINGLY.
4. SEND IN YOUR BRONZE MEDALLION & LIFEGUARDING CERTIFICATES (if it was part of your contract.)
5. **BRINGING A LIFEJACKET IS A MUST!**
6. IF PACKAGES ARE SENT, THEY MUST BE PRE-PAID OF ALL DUTY AND CHARGES AND ARE FOR NECESSITY PURPOSES ONLY. NO FOOD IS ALLOWED INTO CAMP.
7. PHONE NUMBERS WHERE YOU CAN BE REACHED AFTER 10:30 IN THE EVENING ARE: (705) 633-8523 OR (705) 633-8430 OR (705) 633-8540. FOR EMERGENCIES CALL THE CAMP OFFICE (705) 633-5561 ANYTIME.
8. VISITING DAY – SATURDAY, JULY 24, 2004. PLAN ACCORDINGLY
9. COMING LATE OR LEAVING EARLY? - CALL CRAIG for approval and MARILYN to confirm.

IN CONCLUSION

There is an incredible excitement in the air about Tamakwa 2004. You are part of it. You should be very happy about being there. We sure are about having you with us.

Good luck finishing up school or work or whatever it is you have been doing. Can't wait to see you up in Algonquin.

LAST REMINDER CHECKLIST

(QUESTIONS - CALL 248-335-6400 -- or 705-633-5561)

PHONE MARILYN for:

ALL FLIGHT ARRANGEMENTS TO CANADA
HOW TO OBTAIN A WORK VISA (Non-Canadians ONLY)
REPORT ANY LATE ARRIVALS OR EARLY DEPARTURES FROM CAMP
(THAT HAVE ALREADY BEEN ARRANGED WITH CRAIG)
ANY AND ALL TRAVEL RELATED QUESTIONS

BRING DIRECTLY TO CAMP (IF NOT ALREADY MAILED):

FORMS: Health Insurance, Vegetarians, Transportation / Social Insurance & Social Security
COPY OF BRONZE MEDALLION OR LIFESAVING CERTIFICATES (if applicable)
CAMP HEALTH HISTORY (MEDICAL) FORM
PHOTOCOPY OF HEALTH CARD (Canadians ONLY)

BRING TO CAMP:

WORK VISA (Non-Canadians ONLY)
WORK VISA FEE RECEIPT (Non-Canadians ONLY)
EXTRA SET OF CAR KEYS FOR OFFICE USE ONLY (If you are bringing a vehicle).

All staff is expected to be in Camp between 3 and 5 p.m. on TUESDAY, JUNE 22, 2004, unless you have already made arrangements with Craig for a later arrival. If you have any other questions call now.

We can't wait to share with all of you our exciting plans for TAMAKWA 2004. We'll see everyone on the shores of South Tea on JUNE 22, 2004 for dinner. Have a great and safe trip to camp. We'll be greeting you next up in Algonquin.