

Camp Bountiful

Revised: 08/18/2015

Camp Use Policies and Use Agreement

The Church of Jesus Christ of Latter-day Saints
Stakes of Zion

Antelope - - Carmichael - - Chico - - Cordova - - Sacramento - - Sacramento East - - Sacramento North - - Yuba City

Sections:

1. Use Agreement “To Do” Checklists (page 2)
2. Camp Bountiful Reservation & Usage Plans (page 3)
3. Camp Bountiful Use Agreement (page 4&5 to be completed and turned into the Bountiful Camp Manager)
4. General Use Guidelines & Rules (page 6-8)
5. Off Road Vehicle Use Policy (page 8&9)
6. Emergency Checklist and Camp Cell Phone Usage (page 9&10)
7. Camp Check-in / Check-Out (page 13-18)
 - a. Columns #1 and #2 specific to Young Women’s Camp
 - b. Columns #3 and #4 specific to other use as described within this document.

Contact Information:

Camp Manager;

Bob Tanner

Home; 916-568-0757 Cell: 916-417-1897

2060 Pebblewood Dr.

Sacramento, Ca. 95833

bobtanner5@comcast.net

The following Steps will apply for both “Full Use” and “Limited Use” in assisting you in completing the Use Agreement.

1. Contact your Stake Camp Operator to discuss your proposed activity and preferred date.
2. Contact the Camp Manager to accomplish 2 items
 - a. Discuss activity at which time the Camp Manager will determine if your activity is Full Use or Limited Use. (see page 3 for description of Full Use & Limited Use).
 - b. Discuss the calendar and schedule activity.
3. Again contact your Stake Camp Operator;
 - a. Notify him of Full Use or Limited Use as determined by the Camp Manager.
 - b. Work with your Stake Camp Operator to complete the Use Agreement.

Note; Work Projects shall be treated as a “Limited Use Activity”. The \$25.00 fee is waived.

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Use Agreement “To Do” Checklist

***The following Checklists are provided to assist you in completing the Use Agreement based on which type of use fits your activity;**

“Full Use” or “Limited Use”

Full Use:

- Meet with your Stake Camp Operator and review all Camp Policy and User requirements contained within this document.
- Determine fees for use of Camp. (Use page 3&4 to calculate fees)
- In the presence of your Stake Camp Operator initial and sign Use Agreement as indicated (Page 4&5 only)
- Acquire approval signature of your Stake Camp Operator.
- For ROPE Course use, contact and schedule your Stake ROPE Director.
- Acquire check to be made payable to Camp Bountiful.
- Contact the Bountiful Camp Manager by phone for verbal review of Camp Bountiful policies.
- Acquire approval signature of your Stake Presidency.
- Turn in your completed Use Agreement (page 4&5), with your check, to your Stake Camp Operator.

Note; Your Stake Camp Operator will forward your Use Agreement with your check to the Camp Manager.
Note; The Camp Manager will place a final approval signature on the Use Agreement and return it to your Stake Camp Operator.

NOTICE:

- 1. It is mandatory that the undersigned on the Use Agreement verbally contacts the Camp Manager before acquiring a Stake Presidency approval signature.**
- 2. For Camp Bountiful “Full Use” it is mandatory that the Stake Camp Operator is scheduled to; (*Ensure his ability to attend your activity)**
 - a. Open Camp**
 - b. Attend entire Activity**
 - c. Close Camp**

***If the Camp Operator cannot attend the activity then the activity must be cancelled.**
- 3. For ROPE Course use it is mandatory that the Stake ROPE Director is in full attendance.**

Limited Use:

- Meet with your Stake Camp Operator and review all Camp Policy and User requirements contained within this document.
- In the presence of your Stake Camp Operator initial and sign Use Agreement as indicated (Page 4&5 only)
- Acquire approval signature of your Stake Camp Operator.
- For ROPE Course use, contact and schedule your Stake ROPE Director.
- Acquire Check in the amount of \$25.00 to be made payable to Camp Bountiful.
- Contact the Bountiful Camp Manager by phone for a verbal review of Camp Bountiful policies.
- Acquire an approval signature from the Stake Presidency.
- Turn in your completed Use Agreement (page 4&5), with your check, to your Stake Camp Operator.

Note; Your Stake Camp Operator will forward your Use Agreement with your check to the Camp Manager.
Note; The Camp Manager will place a final approval signature on the Use Agreement and return it to your Stake Camp Operator.

NOTICE:

- 1. It is mandatory that the undersigned on the Use Agreement verbally contacts the Camp Manager before acquiring a Stake Presidency approval signature.**
- 2. For ROPE Course use it is mandatory that the Stake ROPE Director is in full attendance.**

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Camp Bountiful Reservation & Usage Plans

Groups may schedule and use Camp Bountiful facilities by reserving the dates in advance through the Bountiful Camp Manager.

A group is a Stake, Ward, priesthood quorum, scout troop, church auxiliary, family, or other group formed from within the Church of Jesus Christ of Latter Day Saints, and may be authorized to use the Camp Bountiful facilities by completing the following reservation process.

Note:

1. **There shall be no scheduled use of Camp Bountiful on Sundays.**
2. **There shall be no scheduled use of Camp Bountiful other than scheduled Young Women's Camp during summer months from the beginning of the 1st scheduled Young Women's Camp through the last scheduled Young Women's Camp.**

Camp Bountiful Use Plans; Outside of Young Women's Camp, use of Camp Bountiful will fall under one of the two following use descriptions.

- A. FULL USE PLAN** includes use of all improved facilities including electricity, kitchen, bathrooms, showers, and equipment.
1. **FEES:** \$75.00 per day plus \$1.00 (dollar) per camper. Fees are to be calculated by total nights of use. (see page 4) All fees must be paid by check in advance made payable to Camp Bountiful.
 2. **USE AGREEMENT:** This "Camp Bountiful Use Agreement" (page 4&5 only) must be fully completed and turned in to your Stake Camp Operator, with the check, prior to Camp use.
 3. **CAMP OPERATOR REQUIRED:** A "CAMP OPERATOR" must open Camp, be present during entire camp use, and close Camp. Each Stake has a trained Camp Operator(s). The group scheduling Camp use is responsible to arrange for the Camp Operator to be present. This agreement will not be approved without a Camp Operators name attached. Scheduling of a Camp Operator will not be done by the Camp Manager. The undersigned of this Use Agreement will be responsible to assure the Camp is utilized in compliance with Church policy, California State regulations, and Camp Bountiful policy as set forth in the General Use Guidelines & Rules, and Off Road vehicle Policy as described herein.
NOTE: The Camp Operator MUST physically Open and Close Camp, attending entire activity. He may not pass this responsibility to another.
NOTE: This approved activity at Camp Bountiful must be cancelled if Camp Operator cannot attend entire activity as described.

- B. LIMITED USE PLAN** excludes use of improved facilities- Includes use of ***pit toilets and water from hose bibs only.*** **There is no guarantee that water will be available in the hose bibs.**
1. **FEES:** \$25.00 (dollar) flat fee. All fees must be paid by check, in advance, made payable to Camp Bountiful.
 2. **USE AGREEMENT:** This "Camp Bountiful Use Agreement" (page 4&5 only) must be fully completed and turned in to your Stake Camp Operator, with the check, prior to Camp use.
 3. **CAMP OPERATOR IS NOT REQUIRED FOR LIMITED USE:** Responsible adult leaders (minimum age 25 yrs.) are expected to provide supervision. The undersigned of this Use Agreement will be responsible to assure the Camp is utilized in compliance with Church policy, California State regulations, and Camp Bountiful policy as set forth in the General Use Guidelines & Rules, and Off Road vehicle Policy as described herein.
Note; Arrangements for a main gate key must be made with your Stake Camp Operator

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Camp Bountiful Use Agreement

Organization, Group, or Family: _____
Dates of Use: from _____ to _____
Total number of Nights _____ Total number of Campers: _____

Check one:

=====

Full Use Plan:

\$75.00 x _____ nights = \$ _____ + \$1.00 per camper \$ _____ = \$ _____ Total Use Fee

Camp Operator: Name _____
Phone Number _____

In the case that a ROPE program is scheduled as part of a "Full Camp Use" please note:
ROPE Director: Name _____ Phone Number _____

Full Use Plan. Fee is to be made payable to Camp Bountiful. Completed Use Agreement (Page 4&5 only) & Use Fee are to be turned into your Stake Camp Operator.
****Keys will be provided by the Camp Operator.**

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Limited Use Plan:

Total number of nights _____
Flat Use Fee: \$25.00 Total Use Fee

Leader with full responsibility for activity and in full attendance:
Name: _____
Phone Number: _____

In the case that a ROPE program is scheduled as part of a "Limited Camp Use" please note:
ROPE Director: Name _____ Phone Number _____

Limited Use Plan. Fee is to be made payable to Camp Bountiful. Completed Use Agreement (Page 4&5 only) & Use Fee are to be turned into your Stake Camp Operator.
****You must make arrangements to obtain a main gate key from your Stake Camp Operator**

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NOTE: A ROPE Program falls within one of the 2 noted "Use Plans" and treated accordingly.
Items Requiring an Initial;

I have read and fully understand the General Use & Safety guidelines contained herein.

I have read and fully understand the Off- Road Vehicle policy contained herein.

I have read and fully understand the Check-in/Check-out policy contained herein.

I have met with the Stake Camp Operator and reviewed the Camp Bountiful policies regarding this Activity.

Continued on next page.....

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Camp Bountiful Use Agreement... continued

- Full Use Only:** I fully understand this activity must be cancelled if the Stake Camp Operator cannot attend this activity being first to open Camp and last to close Camp, being in attendance for the entire activity.
- I fully understand the following is prohibited from Camp Bountiful; Firearms of any fashion, Hunting, Dogs/Pets, Personal ATV's/Golf Carts/Off-Road Vehicles.
- I fully understand that as the undersigned on this Use Agreement I am responsible to make contact with the CalFire Dispatch Center regarding current campfire regulations and current and expected fire weather and fire restrictions. Call immediately prior to the activity @ 530-477-0641
- I fully understand that as the undersigned on this Use Agreement I am responsible to ensure those attending this activity remain in compliance with all aspects of this document.
- I fully understand that I am responsible to ensure that **all** items brought on Camp property including all garbage generated during Camp use is to be removed from Camp property by the signed User.

Condition of Approval

Before the undersigned may obtain a signature of approval from a Stake Presidency member the undersigned must obtain a signature from the Stake Camp Operator upon reviewing the Camp Bountiful Policies.

Camp Operator _____ (Print) Camp Operator _____ (Signature)

The undersigned agrees to the following:

1. I agree to use Camp Bountiful facilities at my own risk.
2. I agree to comply with and be responsible for the conditions of use of Camp Bountiful by all individuals within said Group, as set forth above, and within the attached **General Use Guidelines and Rules, Camp Bountiful Off-Road Vehicle Policy, and the Check-in/Check-out Policy.**
3. I hold harmless and agree to indemnify the owner(s) and operator(s) of Camp Bountiful from any injury, damage or loss resulting from my use or my group's use of Camp Bountiful property and/or facilities.

User Signature: _____ Date Signed: _____

User Printed Name: _____

User Address: _____

User Contact info: _____ / _____ / _____
Home Phone Cell Phone email

=====

I authorize the above signed "User" to schedule and use Camp Bountiful.

Date: _____ Print: _____ Sign: _____
Stake Presidency Approval

Date: _____ Print: _____ Sign: _____
Camp Manager Approval

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General Use Guidelines & Rules (revised: 01/12/2015)

General Use:

Use of Camp Bountiful property is to be used only upon permission and through the reservation and scheduling process utilizing the “Camp Bountiful Use Agreement”. Contact your Stake Camp Operator for assistance. Information may also be found at www.camping.lds.org

1. Camping is allowed only within the 16 designated campsites (exception is when a remote camping experience is planned and approved away from the organized Camp)
2. With exception of the “Nurses Cabin” and “Infirmary”, no structure on the Camp property is approved for overnight occupancy. (This must be strictly enforced)
3. No dogs are allowed on camp property, except under abnormal conditions and by express permission of the Camp Operator.
4. No live vegetation is to be cut or harmed in any way.
5. Camp must be left in a clean and orderly condition upon leaving.
6. Report any safety issues or items in disrepair to your Camp Operator.
7. All campsite tables and tent platforms should remain at designated sites.
 - a. In the event a group finds it necessary to move these items they are to be returned to where they came from.
8. No natural items are to be removed from Camp property.
9. Hunting is prohibited on camp property except upon permission of the Agent Stake President, and only under abnormal conditions.
10. At times there are individuals or groups who want to donate food or other stuffs to camp. Any items accepted must be used by your Stake or group and removed from the facility when your Stake or group vacates the property. At no time should any such items be left for the next Stake or group.
11. Vehicles in Camp;
 - a. Camp Speed limit is 5 MPH or less.
 - b. ATV use is prohibited on church property except for specific Camp maintenance by Camp Management. See Off-Road Vehicle Policy, section 8.H.
 - c. All roadways in Camp are to be free of parked vehicles at all times.
 - d. **Vehicles are allowed in and around Camp sites for loading and unloading of gear only. (For a maximum duration of 15 minutes)**
 - e. Vehicles must be parked in 1 of 4 designated parking areas; (see map)
 - i. Three (3) Staff parking areas.
 - ii. One (1) General parking Lot area.
 - f. All vehicles are to remain on the roadway or in parking areas. No off road use is permitted.
 - i. Vehicles are not to be parked in individual campsites.
 - ii. At no time should logs be moved to allow for vehicle access.
 - g. All parked vehicles must be in a “backed in” position.
 - h. All vehicles in Camp must turn in a “Vehicle Form” to the Camp Director.

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(Attachment "C") (Young Women's Camp Only)

General Safety;

1. **Camp entrance gate is to be locked in an OPEN POSITION the entire time of any kind of Camp occupancy. This is to be accomplished utilizing the cable which is buried in the ground and the gate chain utilizing the main gate padlocks.**
2. Camp Fires;
 - a. It is the responsibility of any group utilizing Camp Bountiful to know the current camp fire regulations which can change from day to day. This can be accomplished by calling the CalFire Nevada County Dispatch center @ 530-477-0641.
 - b. Camp Fires are allowed in designated fire rings only.
 - c. A shovel and full bucket of water are required at each active camp fire.
 - d. A camp fire must be attended at all times.
 - e. A camp fire must be dead out utilizing water when going to bed.
 - f. A camp fire must not be extinguished using dirt.
 - g. The use of camp fires may be prohibited by the Camp Operator or any Fire Department official.
 - h. A Camp Fire Permit is not required for campfires utilizing fire rings within the organized portion of Camp Bountiful
3. All supervising adults shall have a copy of the "Camp Bountiful Emergency Action Plan" and be familiar with it.
4. In the event of any medical emergency when 911 has been called, the dam will serve as a landing zone. (Designated by CALFIRE)
 - a. Anytime a medical aid request has been placed the Water Front must be cleared of people and loose articles in the event a helicopter responds.
5. In the event of any type of incident where you are unsure of how to deal with, and you cannot make contact with your local priesthood lines of authority, you can make contact with Church Risk Management at Church Headquarters @ 1-800-453-0641.

Trash Disposal; (see Section #8.F of the Camp Manual for more info.)

1. All trash cans must be used with plastic garbage bag liners.
2. All trash cans must be emptied and left upside down upon leaving Camp.
3. Trash Disposal;
 - a. During the timeframe of Young Women's Camp, Camp Bountiful has an agreement in place providing a 30 yard dumpster for garbage disposal NWRS.
 - b. This dumpster, when full, will be replaced by an empty dumpster as needed by placing a call to NWRS @ 866-844-1508. Account #36154923
 - c. It will be the responsibility of the Camp Operator to monitor the usage of the dumpster and make a call to have it replaced with an empty dumpster as needed.
 - d. An area has been designated in the general parking lot allowing for two dumpsters, accommodating changing out a full for an empty.

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- e. It is encouraged that each Stake continues to recycle cardboard as well as other recyclables. (All items to be recycled must be removed from Camp any time a Stake or group vacates Camp).
 - f. During all other times when Camp Bountiful is utilized, all refuse must be removed from Camp property if the 30 yard dumpster is not present. A refuse transfer Station is located in North San Juan as needed. (Attachment "J")
4. All food must be taken with you upon leaving Camp.

Special Considerations Areas; (See referenced sections for additional information)

1. Water Front;
 - a. During "Organized Camp Operations" the Waterfront may only be utilized for swimming when a certified lifeguard is present and according to "Camp Bountiful Water Front" rules. (See Section 8.L)
 - b. A valid fishing license is required for individuals 16 years old and over who engage in fishing at the lake. Fishing in the lake is subject to all laws regarding fishing. (See Section 9)
2. Archery Range;
 - a. During "Organized Camp Operations" the Archery Range may only be utilized when a qualified Range Master is present and according to "Camp Bountiful Archery Range" rules. (See Section 11.A)
3. Kitchen;
 - a. During "Organized Camp Operations" the kitchen may only be used under the supervision of a "Lead Cook" properly certified. (See Section 5.D)
4. ROPE Challenge Course;
 - a. The ROPE Challenge Course may only be utilized when an "Association for Challenge Course Technology" (ACCT) certified ROPE Program Director is present and according to "Camp Bountiful Ropes Course Use & Guidelines". (See Section 11.B)

Note: These rules are to be permanently posted on the Camp Bulletin Board posted in front of the Pavilion.

- Bountiful Bulletin Board
- Use Agreement
- Camp Manual Attachment

NOTE: Use of the Camp Bountiful ROPE course must be coordinated through your Stake ROPE Director. Any other use is prohibited.

NOTE: Any concerns regarding mosquitoes should be discussed with your Stakes Camp Operator prior to your scheduled activity. Spraying must be done ahead of arrival of Campers.

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Off-Road Vehicle Use Policy; (revised; 11/22/14)

The purpose of this policy is:

1. To provide a safe environment for all campers within the boundaries of Camp Bountiful.
2. To address vehicles types allowed as part of operating Camp Bountiful.
3. To address how such vehicles may be used.

Operations of vehicles used during all activities at Camp Bountiful will strictly follow Church and State policy, as well as policy set forth by Camp Bountiful.

Full Size Highway Vehicles;

All full size vehicles must remain parked within 1 of the 4 designated parking areas.

Note: full size highway vehicles may be used in the event it is necessary to transport campers to areas outside of Camp as part of planned activities off Camp property.

Off-Road Vehicles;

Under normal Camp operating conditions the only vehicle that may be used during any and all activities is the Camp ATV. (see section; “Special Needs Transportation”)

Note: Off-Road Vehicle will refer to ATV’s, Golf Carts, or any fashion of vehicle designed primarily for off-road operation.

1. Camp Bountiful owns a four wheel drive ATV. Operation and purpose of this ATV is a follows;
 - a. Purpose for the Camp ATV:
 - i. Towing the Pest Control trailer
 - ii. Towing the trash trailer
 - iii. Camp Activities, maintenance, and project work.
 - iv. Transportation for the Camp Operator, for use during activities, maintenance, and project work.
 - b. Camp ATV Operations:
 - i. Approved Operators of the Camp ATV is limited to.
 1. Camp Manager
 2. Project Manager
 3. Camp Specialists
 4. Camp Operators
 - c. Operation of the Camp ATV during activities is to be under strict control of the Camp Operator.
 - d. It should be the rare exception that anyone other than those listed above be allowed to operate the Camp ATV and only by direct approval of one of the listed operators.
 - e. If the operator of the Camp ATV has reason to leave the Camp property, an approved helmet is mandatory. (Camp Bountiful does not provide noted helmet)
 - f. This Camp ATV is not designed for 2 riders. Passengers are not allowed.
 - i. The only exception to this rule may be the rare instance where a sick or injured individual needs to be transported off of a hike where there are no other options and timely transport is prudent. In this instance 2 helmets are mandatory.
 - g. Any authorized Operator expecting to utilize the Camp ATV must bring straight gasoline with them to Camp. No gasoline is stored at Camp for the ATV.
 - i. Recommend bringing 5 gallon container of gasoline.

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2. Personal Off-Road Vehicles; (see section; “Special Needs Transportation”)
 - a. At no time will Personal Off-Road vehicles be allowed on Camp Bountiful property during any and all activities, including Young Women’s Camp. *(Recreation Camp Properties, Agent Stake President’s Health and Safety Information Package; page 8)*
 - b. Personal Off-Road Vehicles may be approved for use on Camp Bountiful property for project work only. (Non-Activity days)
 - c. Permission for use of private off-road vehicles on Camp Bountiful property must be obtained from one of the following;
 - i. Camp Manager
 - ii. Camp Project Manager
 - iii. Camp Working Committee Chairman
 - d. Operation of personal Off-Road Vehicles will be subject to all policy items as noted above regarding the Camp ATV operation.

Note: Any unauthorized personal off-road vehicle brought to Camp must be removed from Camp Property.

Note: Youth are strictly prohibited from operations of any off-road vehicle on Camp Bountiful Property.

Camp Bountiful Special Needs Transportation;

With the understanding that the Camp Bountiful ATV is not appropriate for transport of a rider, this section will address “Special Needs Transport” within Camp.

1. In the event any Stake has a need to provide transportation within camp for any form of special needs individual, that Stake may provide one vehicle designated for this purpose only.

Note: It is recommended that a golf cart be used for this purpose.

Note: such vehicle must be provided by each individual Stake as needed.

2. In the event that Stake has this specific need there must be a single designated driver identified for this vehicle.
3. This designated driver must be briefed on the Off-Road Vehicle policy and fully understand the safety issues in operating a vehicle in Camp.
4. This vehicle will not be approved merely for transporting gear or equipment within Camp.
5. This vehicle will not be used to transport any other individuals.

Note: It is the intent of this section of policy to provide for the transport of individuals who, for whatever reason, are physically impaired and in need of this assistance.

Special Needs Transportation Vehicle operation guidelines;

1. The use of a Special Needs Transportation Vehicle (golf cart) at Camp must be pre-approved by the Camp Manager.
2. There must be one single designated driver for this vehicle.
3. This vehicle is to be used for no other reason than transporting an individual with special needs.
4. An ATV in any form will not be approved for this purpose.
 - Use Agreement
 - Stand Alone
 - Camp Manual

Camp Bountiful

Revised: 08/18/2015

“Emergency Checklist” with Cell Phone Instruction (revised: 01/13/2015)

*****Important Note; For Emergency Dial 911*****

Be prepared to give the following information and ✓ boxes as you give information to Dispatcher:

| | | | |
|--|--|--|----------------------------------|
| | <u>For emergency located in camp</u> ; Provide physical location of camp with latitude & longitude found below | | What happened (be concise) |
| | <u>For emergency located away from Camp</u> ; Attempt to provide both physical location with latitude & longitude (GPS co-ordinance) | | |
| | Telephone number that this call is being made from (number of Phone in Your Hand) | | Number of people sick or injured |
| | Your name | | Condition of patient(s) |
| | Name of patient(s) | | First aid being given |

** Advise the Dispatcher of Landing Zone located on the dam for Medical Emergency**

** Allow Dispatcher to ask additional questions and hang up first, then you may hang up**

Staff callback phone ensuring phone remains turned on in the case dispatch needs to re-contact you

In the Case of a Medical Aid Request the Waterfront is to be cleared of People and Loose Articles

Camp Bountiful Location Information (see Attachment “Map” & “Directions”)

| | |
|-------------------------|------------------------|
| Camp Bountiful | <u>GPS Coordinates</u> |
| 19386 Holly Ravine Road | Lat&Long; N 39° 24.790 |
| Nevada City, Ca. 95959 | W 120° 53.944 |
| | Map Datum 84 |

Camp Bountiful Cell Phone #: 530-687-2197

Important Phone Numbers

- a. For Emergencies; Dial 911
- b. CalFire Direct Emergency Line; 530-477-5761
- c. CalFire Dispatch Business Line; 530-477-0641
- d. Law Enforcement Business Line; 530-265-7880
- e. Sierra Nevada Memorial Hospital; 530-274-6000

OTHER IMPORTANT CONTACTS TO BE MADE REGARDING PATIENT:

| TITLE | NAME | PHONE # |
|--------------------|-------|---------|
| Stake President | _____ | _____ |
| Bishop | _____ | _____ |
| Parent or Guardian | _____ | _____ |

****See Other Side for use of Dedicated Camp Bountiful Cell Phone****

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Camp Bountiful Cell Phone and Signal Booster;

➤ Camp Cell Phone # 530-687-2197

**Note: The Cell Phone and Booster cabinet utilizes the uniform Camp Bountiful padlock key.
This cabinet is to remain continually unlocked when Camp is occupied**

1. “With Electricity” Use of Cell Phone and Signal Booster; (Camp Generator Operating)

- a. Cell phone is located inside the pavilion, inside a gray metal cabinet attached to the wall to the right of the kitchen door.
- b. During normal Camp Operations when the main generator is running, utilize the cell phone as you would use any phone.
- c. To ensure correct boost of the signal, make phone calls from within the pavilion.

2. “No Electricity” Use of Cell Phone and Signal Booster ; (Camp Generator Not Operating)

The signal booster, and phone charger requires electricity to function which can be overcome utilizing the following instructions;

- a. Contained within Phone Cabinet
 - i. Phone signal booster fastened within cabinet, plugged in to outlet
 - ii. Cell phone with charger, plugged in to outlet.
 - iii. One 400 watt Power Inverter.
 - iv. One 50 foot extension cord.
 - v. An electrical Outlet.
- b. When the electricity is off the signal booster will not operate.
- c. To provide electricity to the Signal Booster without the generator, utilize the following procedure+;

Note: 5 minutes or less is required to set this procedure up.

- i. Bring vehicle, or Camp siren with battery, to the pavilion. (within 50 feet of phone cabinet)
 - ii. When using vehicle, leave engine running. (Very Important)
 - iii. Attach 400 watt power inverter to vehicle or siren battery.
 1. Vehicle use; plug into power point plug or cigarette lighter.
 2. Siren battery use; Use adapter and clamp to siren battery.
 3. Utilize 50 foot extension cord. Unplug booster from outlet within cabinet and plug into extension cord. Plug other end of extension cord into power inverter.
 4. Ensure 400 Watt power inverter is turned on.
 - iv. Turn on the 400 watt Power Inverter utilizing the on/off switch on Inverter.
- ** The Power Booster should now have electrical power with a yellow/green pilot light showing on the side of booster.
- ** The cell phone should still be charged and useable. If not the phone charger can be plugged into the extra outlet on the 400 watt inverter while plugged into the phone.
Some personal AT&T cell phones may work, but not all.
- ** You may now use the cell phone as you normally would.
- ** For best results; remain inside the pavilion to place cell phone calls to ensure proper boost of signal

- Use Agreement
- Camp Manual
- Stand Alone

Camp Bountiful

Revised: 01/25/2015

Camp Check-in / Check-Out

(revised: 01/22/2015)

Please be aware that Camp Bountiful is not staffed full time. It is necessary that this facility be secured to a certain extent when not in use. During the timeframe before and after the weeks of Young Women Camp, it is the intent of the Camp Bountiful staff that the facility be as "User Ready" as is feasible and yet secured when not in use.

Column #1: For Young Women's Camp weekly routine check-out. Use checklist #1 to prepare camp for the following weeks use.

Column #2: For Young Women's Camp final week of summer check-out. Use checklist # 2 in order to secure Camp to be unstaffed yet "User Ready".

Column #3: For the "Full Use Agreement". Use checklist #3 to put Camp into a full service use condition.

Column #4: For the "Full Use Agreement". Use checklist #4 to secure Camp to be unstaffed yet "User Ready".

**Please Note: For the "Limited Use Agreement", no check-in or check-out lists apply. Camp sites and pit toilets only, are to be used. The only exception is the use of the ROPE course when reserved. Please leave the Camp clean and clear of personal items and trash. Ensure main gate is locked upon leaving Camp.

***NOTE; A Status Report of the "Camp Facility Condition, is to be relayed to the Camp Manager/Project Manager, within 24 hours of vacating Camp, via E-mail.**

This report is required following any and all use of Camp Bountiful throughout the entire year, whether it is Young Women's Camp or any other group. It is crucial that the Camp Manager remains fully aware of Camp use. It is the responsibility of the Camp Operator to complete this task even for limited use and work projects.

This report is in addition to any report those responsible for an activity may choose to generate regarding the activity, including Young Women's Camp.

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| | # 1 ✓ | Young Women's Camp; Routine Check-Out | # 2 ✓ | Young Women's Camp; Final Week Check-Out | # 3 ✓ | Full Use Agreement; Check-In | # 4 ✓ | Full Use Agreement; Check-Out |
|---|-------------|---|-------------|--|-------------|--|-------------|---|
| General Notes; <u>Attitude of Gratitude</u> | | <ul style="list-style-type: none"> ▪ Treat the Camp with Respect; please leave Camp better than you found it ▪ Leave Camp as you would want to find it. ▪ If those before left trash or something amiss, please pick it up or make it right. | | <ul style="list-style-type: none"> ▪ This is the last Young Women's Camp and it is imperative that the Camp be left in a "User Ready" condition. ▪ You will be leaving the Camp secured in a condition to be unstaffed for an unknown amount of time. ▪ Please be thorough. | | <ul style="list-style-type: none"> ▪ As you open Camp, please be aware of the condition of camp. ▪ Be aware of what you did to open Camp. ▪ (report poor conditions) | | <ul style="list-style-type: none"> ▪ Please leave Camp as you would want to find it when you come in to use it. ▪ Leave Camp as you would want to find it. ▪ If those before left trash or something amiss, please pick it up or make it right |
| Trash | | <ul style="list-style-type: none"> ▪ Ensure all trash is placed in the Dumpster or taken home. ▪ Please Recycle and take it with you. | | <ul style="list-style-type: none"> ▪ Ensure all trash is placed in the Dumpster ▪ Please take all recyclables with you | | <ul style="list-style-type: none"> ▪ Ensure trash barrels are in place and lined with proper liners | | <ul style="list-style-type: none"> ▪ Ensure all trash is removed from Camp as vehicles start to leave. ▪ Please be very thorough! |
| Electrical Power NOTE: Always follow Operation Instructions | | <ul style="list-style-type: none"> ▪ Determine need for electrical power on weekend ▪ . Confer with incoming Stake and shut down system if appropriate. | | <ul style="list-style-type: none"> ▪ Ensure all breakers are left in the off position in main electrical panel. ▪ Ensure this building is locked. | | <ul style="list-style-type: none"> ▪ Only after starting main generator, turn on breakers in main panel one at a time. | | <ul style="list-style-type: none"> ▪ Shut off all breakers in main panel before shutting down main generator. |
| Main Generators NOTE: Always follow Operation Instructions | | <ul style="list-style-type: none"> ▪ Determine need for electrical power upon vacating Camp. ▪ Confer with incoming Stake & shut down generator as is determined appropriate. | | <ul style="list-style-type: none"> ▪ Ensure operation procedures are followed ▪ Shut off generator. ▪ Ensure all generator enclosures are closed and locked. ▪ Ensure Transfer Switch Box is closed & locked | | <ul style="list-style-type: none"> ▪ Check to ensure all breakers are off in main panel prior to starting generator. Conduct & log equipment check ▪ Start generator #1 unless otherwise directed. | | <ul style="list-style-type: none"> ▪ Ensure operation procedures are followed ▪ Shut off generator. ▪ Ensure all generator enclosures are closed and locked. ▪ Ensure Transfer Switch Box is closed & locked |

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| Water Distribution Note; periodically check system to ensure tanks are filling as appropriate. | | <ul style="list-style-type: none"> ▪ Distribution Valves, located on pump house, are to be left open. ▪ Ensure there is no water left running in Camp. ▪ Leave entire water system user ready | | <ul style="list-style-type: none"> ▪ Check the pump house @ the water tanks. Ensure the access panels are installed on Pump House. ▪ Observe that everything appears to be in order. ▪ Leave water tanks full. Full is about 8" down on the sight tube. <p>**Ensure that all hose bibs are off throughout camp. **Check kitchen and both bathrooms to ensure faucets are off.</p> | | <ul style="list-style-type: none"> ▪ Ensure breakers to pump are in the on position. (bottom 3 breakers on right column of breakers in main panel) ▪ Disconnect switch on the electric panel board at the pump house should be in the up position) ▪ Note; Filling starts when water level is about 4 feet down on sight tube. (Check to ensure tanks are filling) | | <ul style="list-style-type: none"> ▪ Check the pump house and water tanks. ▪ Observe that everything appears to be in order. ▪ Leave water tanks full. Full is about 8" down on the sight tube. <p>**Ensure that all hose bibs are off throughout camp. **Check kitchen and both bathrooms to ensure all faucets are off.</p> |
| Sprinkler System | | No action required | | <ul style="list-style-type: none"> ▪ Disable the sprinkler system: ▪ At the flag pole in the lawn there is a flush 12"x18" plastic box. ▪ Remove the lid. ▪ Fastened to the inside of the box is the sprinkler controller. ▪ Unscrew the round horizontal cap and remove the 9v. battery. ▪ Reinstall the cap and box lid. | | No action required. | | N/A |

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| Bathrooms (including pit toilets) | | <ul style="list-style-type: none"> ▪ Ensure they are left in clean condition. ▪ Ensure they are "User Ready" for the next group. ▪ When Checking Bathrooms, ensure no toilets are Running ▪ Make sure no showers are running | | <ul style="list-style-type: none"> ▪ Ensure they are left in clean condition. ▪ Ensure they are user ready for the next group. ▪ Ensure all sink faucet & shower valves are off. ▪ Ensure the hot and cold water valves behind the washing machine are turned off. (lower bathroom laundry room) ▪ Ensure all doors are locked. | | <ul style="list-style-type: none"> ▪ Observe condition of bathrooms. (please report poor conditions) ▪ Turn on propane tanks. ▪ Lower bathroom water heaters. Ensure 2 switches on wall are turned on. Will auto light. ▪ Upper bathroom water heaters are on demand units. | | <ul style="list-style-type: none"> ▪ Ensure they are left in clean condition. ▪ Ensure they are user ready for the next group. ▪ Ensure all sink faucets & shower valves are off. ▪ Ensure the hot and cold water valves behind the washing machine are turned off. (lower bathroom laundry room) ▪ Ensure all doors are locked. |
| Kitchen NOTE: Walk-In Fridge; Shut on/off utilizing 2 circuits in Kitchen sub-panel. (1 single, 1 double breaker) | | <ul style="list-style-type: none"> ▪ Ensure kitchen is left "User Ready". ▪ Ensure sink water valves are off. ▪ If not needed over weekend, shut off walk-in fridge at Kitchen sub-panel | | <ul style="list-style-type: none"> ▪ Ensure kitchen is left "User Ready". ▪ Ensure refrigerators and freezers are unplugged and <u>blocked open</u>. ▪ Ensure all sink faucets are off. ▪ Windows, doors are locked. | | <ul style="list-style-type: none"> ▪ Turn on propane tank. ▪ Ensure all Kitchen sub-panel breakers are on. ▪ Light cook stove pilot lights. ▪ Light water heater. (electronic igniter) | | <ul style="list-style-type: none"> ▪ Ensure kitchen is left "User Ready". ▪ Ensure refrigerators and freezers are unplugged and <u>blocked open</u>. ▪ Ensure all sink valves are off. ▪ Ensure windows and doors are locked. ▪ Ensure kitchen storage room door is locked. |
| Bear Box Building | | <ul style="list-style-type: none"> ▪ Ensure 29 Seal Lid Tubs/Lids are accounted for and stacked in building. Tubs should be checked in and inspected that all latches are intact. If latch is missing ask individual to return to campsite and find it. | | <ul style="list-style-type: none"> ▪ Ensure 29 Seal Lid Tubs/Lids are accounted for and stacked in building. Tubs should be checked in and inspected that all latches are intact. If latch is missing ask individual to return to campsite and find it. | | <ul style="list-style-type: none"> ▪ Found in Bear Box Building are 29 sealed lid tubs/lids/6 latches. They should be assigned out so they can be accounted for when leaving Camp. | | <ul style="list-style-type: none"> ▪ Ensure 29 Seal Lid Tubs/Lids are accounted for and stacked in building. Tubs should be checked in and inspected that all latches are intact. If latch is missing ask individual to return to campsite and find it. |

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| Pavilion | | <ul style="list-style-type: none"> ▪ Ensure floor, tables, and chairs are clean. ▪ Remove all table coverings. ▪ Tables and chairs do not need to be stacked. | | <ul style="list-style-type: none"> ▪ Stack tables and chairs in the center of pavilion in a fashion to be safe from rain. ▪ Ensure floor is clean. ▪ Lock Cell Phone cabinet ▪ Place extinguisher in kitchen | | <ul style="list-style-type: none"> ▪ Set up as desired. | | <ul style="list-style-type: none"> ▪ Stack tables and chairs in the center of pavilion in a fashion to be safe from rain. ▪ Ensure floor is clean. ▪ Trash trailer in Pavilion |
| Propane | | <ul style="list-style-type: none"> ▪ Propane Tanks left on. ▪ Leave all gas appliances lit, ready to use. ▪ % of propane remaining; Tank 1. _____ Tank 2. _____ Tank 3. _____ Tank 4. _____ | | <ul style="list-style-type: none"> ▪ Turned off all tank valves only. ▪ % of propane remaining; Tank 1. _____ Tank 2. _____ Tank 3. _____ Tank 4. _____ | | <ul style="list-style-type: none"> ▪ Turn on propane tanks at bathrooms and kitchen. ▪ Ensure tank valves are fully on. ▪ Light water heaters and Cook Stove | | <ul style="list-style-type: none"> ▪ Turned off all tank valves only. ▪ % of propane remaining; Tank 1. _____ Tank 2. _____ Tank 3. _____ Tank 4. _____ |
| Water Front | | <ul style="list-style-type: none"> ▪ Account for and ensure Canoe, Paddle Board, Life Guard equipment, all water front equipment to remain at Water Front ▪ Ensure area is clear of trash and personal items. ▪ Ensure boundary rope is in place. Tighten to straighten as needed. ▪ Ensure dock is in place. The back side of the Dock is the swim area boundary. ▪ Reposition anchors if needed. | | <ul style="list-style-type: none"> ▪ Canoe is to be placed between storage units. ▪ Disassemble awning, stored in box, placed in storage unit. ▪ Stow Water Front equipment together and organized in storage unit. ▪ Items left at water front are the floating dock, the floating boundary rope, picnic tables, trash can. ▪ Ensure boundary rope is secured straight, tightened. ▪ Ensure dock is in place. The back side of the dock is the swim area boundary ▪ adjusting anchors if needed. | | <ul style="list-style-type: none"> ▪ Water Front may be used as desired. ▪ Utilize Water Front equipment as needed which is found in the Storage Unit. ▪ Follow water activities guidelines as directed by church or scout directives. | | <ul style="list-style-type: none"> ▪ Canoe is to be placed between storage units ▪ Place all Water Front equipment as designated in storage unit. ▪ Items left at Water Front are the floating dock, the floating boundary rope, picnic tables, trash can. ▪ Ensure boundary rope is in place. Tighten to straighten as needed. ▪ Adjust Dock anchors as needed. ▪ The back side of the Dock is the swim area boundary |

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| Archery Area | | <ul style="list-style-type: none"> ▪ Ensure Archery Range is clear of trash and personal items. ▪ Secure all equipment in cabinet | | <ul style="list-style-type: none"> ▪ Ensure the Archery area is clear of trash and personal items. ▪ Store Bows in cabinet located in red Conex box. | | <ul style="list-style-type: none"> ▪ Camp Bountiful bows can be located in a cabinet in red Conex box. ▪ Straw bales are provided ▪ Provide own arrows and targets | | <ul style="list-style-type: none"> ▪ Ensure the Archery area is clear of trash personal items. ▪ Store Bows in cabinet located in red Conex box |
| Amphitheater | | <ul style="list-style-type: none"> ▪ Ensure cleanliness ▪ Ensure Sound system is intact @ amphitheater ready for use | | <ul style="list-style-type: none"> ▪ Ensure cleanliness. ▪ Sound System should be packaged and stored in the Upper Bathroom Storage area. | | <ul style="list-style-type: none"> ▪ Sound System will be found in Upper Bathroom storage. | | <ul style="list-style-type: none"> ▪ Ensure cleanliness. ▪ Sound System should be packaged and stored in the Upper Bathroom Storage area. |
| Parking Lot | | <ul style="list-style-type: none"> ▪ Ensure cleanliness | | <ul style="list-style-type: none"> ▪ Ensure cleanliness. ▪ Ensure storage unit and generators are locked. | | N/A | | <ul style="list-style-type: none"> ▪ Ensure cleanliness. ▪ Ensure storage unit and generators are locked. |
| Camp cell phone <u>NOTE:</u> Log and report \$ balance following all activities. | | <ul style="list-style-type: none"> ▪ Ensure Camp cell phone & booster are functional ▪ Leave unlocked. ▪ <u>Log & report</u> dollar balance remaining; \$ _____ | | <ul style="list-style-type: none"> ▪ Ensure Cell Phone is in place and cabinet is locked. ▪ <u>Log & report</u> dollar balance remaining \$ _____ | | <ul style="list-style-type: none"> ▪ Check that signal booster and phone is functional ▪ Phone cabinet to be unlocked during Camp Occupancy. | | <ul style="list-style-type: none"> ▪ Ensure Cell Phone is in place and cabinet is locked. ▪ <u>Log & report</u> dollar balance remaining \$ _____. |
| ROPE Course | | <ul style="list-style-type: none"> ▪ Responsibility of ROPE Director to secure. | | <ul style="list-style-type: none"> ▪ Responsibility of ROPE Director to secure. | | N/A | | <ul style="list-style-type: none"> ▪ Responsibility of ROPE Director to secure. |
| Overall | | <ul style="list-style-type: none"> ▪ General inspection of camp to ensure all is in order. | | <ul style="list-style-type: none"> ▪ General inspection of camp to ensure all is in order. ▪ Ensure all doors are locked. | | <ul style="list-style-type: none"> ▪ Note general condition of camp. (please report poor conditions) | | <ul style="list-style-type: none"> ▪ General inspection of camp to ensure all is in order. ▪ Ensure all doors are locked. |
| | | Ensure there is a physical hand off of camp facility | | Ensure Main Gate is locked closed. | | Ensure Main Gate is locked open. | | Ensure main Gate is locked closed. |

- Use Agreement
- Camp Manual Attachment
- Stand Alone