

# Retreat Planning Guide



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# YMCA Camp Pepin Retreat Planning Guide

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# About YMCA Camp Pepin

## **Welcome to YMCA Camp Pepin!**

Many people that see Camp Pepin for the first time are amazed at its picturesque beauty. The bluffs, the lake, and the woods give this region a unique character that has attracted people to the upper Mississippi valley for years. Add to that the campers, the staff, and the rich history which are so much a part of Camp Pepin, and that is what makes this place a jewel among camps.

## **YMCA Camp Tradition**

A part of the Red Wing Family YMCA in Minnesota, Camp Pepin has been serving the community since 1935. Summer camp at our present Deer Island location began in the 1930's when Joe Saul, the Director of the Red Wing YMCA, led a small group of youth into Wisconsin to camp along the pristine shores of Lake Pepin. Through a generous land donation, their campsite was permanently established as a place where youth and adults from Minnesota, Wisconsin, and all around the world could come to enjoy the natural beauty of this area for generations. Today, we host summer campers, school groups, churches, colleges, musical ensembles, families, and more through our year-round programs.

## **Beautiful and Convenient Location**

Nestled among the wooded bluffs of the Mississippi River, Camp Pepin enjoys 200' of beachfront along Lake Pepin, a widening in the Mississippi. We are located between Stockholm, Wisconsin - a small village that is a favorite stop for summer visitors to the area, and Pepin, Wisconsin - the birthplace of famed author Laura Ingalls Wilder, who wrote the Little House series. While our camp is situated in a forested rural area, we are within a short drive of Red Wing, Winona, Rochester, the Twin Cities, La Crosse, and Eau Claire.

## **Our Mission**

In keeping with the mission, vision, and core values of the YMCA, Camp Pepin strives to provide a safe natural setting with modern facilities where individuals can develop an awareness and appreciation of themselves, each other, and the environment through hands-on learning sessions, cooperative exercises, recreational activities, and small-group living situations.

## **Modern Facilities**

Modern lakeside cabins make staying at Camp Pepin comfortable and cozy. All cabins enjoy a wonderful view of Lake Pepin and the bluffs beyond, and they are carpeted, heated, and serviced by electricity for convenience. The camp also boasts several year-round indoor meeting areas, including a Recreation Hall that is large enough to fit a full symphony orchestra! Bathrooms at camp are clean and heated, and feature individual shower units for privacy.

### **Family-Style Meals**

Three family-style meals with a fresh salad bar at every lunch and dinner are served daily during the summer and by request during the rest of the year in our spacious Dining Hall, which looks out over camp and Lake Pepin. Our kitchen staff are food-service industry professionals who understand the importance of good nutrition and a well-balanced menu. Many special dietary requirements can be accommodated with advanced notice.

### **Skill Development Activities**

Led by our trained staff, the skill activities and classes that we offer are age-appropriate and fun. They encourage campers and students to challenge themselves in trying something new, to work with others of varying backgrounds, and to create an "I can" attitude. By the end of each experience, many campers and students claim to have performed an activity at Camp Pepin that they have never done before, ultimately fostering in them a broader diversity of interests and a more well-rounded character. Lists of activities that Camp Pepin offers can be found under the specific program descriptions.

### **Four-Season Recreation**

Camp Pepin's lakeside athletic field is a wonderful place to enjoy year-round field sports like volleyball, soccer, ultimate Frisbee, boot hockey, and softball. Another popular camp activity is our challenge course, complete with low-ropes and high-ropes elements, a Faith Pole, and a Climbing Tower. Downhill sledding, cross-country skiing, snowshoeing, and ice-fishing are available during the snowy seasons. Then, when the day is done, our campfire circle on the beach by the waterfront is a relaxing place to watch a sunset over the lake.

### **Quality Staff**

Our team of camp staff is comprised of mature, enthusiastic, motivated professionals from all around the country and the world. Typically, they have been involved in courses of study or careers that are youth-oriented. After undergoing thorough background and reference checks, our staff members are selected on the basis of their values and proven abilities in working with children and adults. They also participate in an extensive training program that includes First Aid, CPR, and safety awareness sessions. Camp Pepin is proud of the high-caliber of individuals that provide the leadership for our guests each year.

### **A Safe Place**

Our number one priority at Camp Pepin is maintaining a safe environment for everyone. We accomplish this through a variety of procedures, including staff screening, routine inspections, and national accreditation by the American Camp Association. Throughout the year, we are constantly upgrading our programs, services, and facilities in accordance with current industry standards.

### **Immediate Health Care**

Staff certified in the most current health care procedures are always available to provide immediate medical care for injuries and illnesses. The Pepin County Rescue Squad, St. Elizabeth's Medical Center in Wabasha, MN, and Fairview Red Wing Medical Center in Red Wing, MN, are available for emergencies.

# Planning Tips

- **Identify the purpose of this experience.** Think about what you would like your group to accomplish during your time at Camp Pepin.
- **Review the *Planning Guide*.** It contains the information and forms that you will need to set up your experience, as well as camp's policies and procedures.
- **Use the *Planning Guide* as a resource.** You are welcome to utilize and reproduce any of the information and forms within this guide as a tool in preparing for your visit. You may even find it handy to create your own guide for participants.
- **Try new things.** While we realize that there are certain activities that are traditional favorites, we encourage you to experiment with something you haven't done before. You may find another favorite to add to your list!
- **Allow for flexibility.** We will do everything possible to arrange your visit around your requested dates and activity schedule. Please remember, though, that sometimes there are factors beyond our control that could affect these requests. Being flexible will allow us to work around any conflicts that may occur.
- **Plan Ahead.** Our veteran groups will testify that this is valuable advice. Organizing and preparing your visit well in advance will alleviate a lot of stress. After all, you deserve to enjoy yourself, too, while you're here.
- **Keep in contact with the Camp Office Manager or the Camp Director.** Personalize your experience by talking to a representative of Camp Pepin, either by phone or in person. This person will be available to assist you with any aspect of custom-designing a program for your group.

# Planning Checklist

1. **Review the *Planning Guide*.** This will provide you with the basics to get the planning process underway.
2. **Contact the Camp Office Manager or the Camp Director with your requested dates,\* facilities, and services as soon as possible.** This is your initial reservation at Camp Pepin. When making your requests, please refer to the *Planning Guide* or to Camp Pepin's website (www.camppepin.org) for a full list of facility and service options. Upon setting up your reservation, we will send you a "Service Agreement" form for your review, along with a request for a certificate of general liability coverage from your group's insurance agency. (\*Although returning groups often schedule the same dates they held the previous year, dates that are vacated are re-scheduled on a first-come, first-serve basis.)
3. **Read over and sign the "Service Agreement," and return this form, a 30% deposit fee, and your certificate of insurance to Camp Pepin within 30 days of the date your agreement was issued.** This is the contract and insurance information that secures your reservation with us. If your group cannot provide a certificate of insurance, each member of your group must instead complete and return the "Red Wing Family YMCA Waiver" provided in the Camp Pepin *Planning Guide*.
4. **Disburse any necessary forms and information about the trip to participants.** Included in the *Planning Guide* are forms, waivers, and informative documents that you may copy and disburse to your group's participants. The Camp Director would also be pleased to provide an orientation and/or a presentation for your group, or to arrange an on-site visit prior to your group's planned arrival. Please contact the Camp Director to schedule these.
5. **Arrange transportation.** Groups are responsible for arranging and providing transportation to and from Camp Pepin.
6. **Develop fund-raisers.** Raising money to help with funding is a great way to get participants involved with the experience.
7. **Collect fees and any necessary forms from participants.** If participants are covering their own expenses, deposit any incoming fees into one account, from which a single check can be issued to Camp Pepin after the group's visit. Also collect any necessary forms that you or the camp may require from each participant. (Camp Pepin requires that each participant 17 years-of-age and under be accompanied by a permission slip and health form while on the camp premises. These forms can be generated by the group, or the group can use the templates provided in the *Planning Guide*. Anyone 18 years-of-age and older who is participating in the Camp Pepin Challenge Course must also have with them camp's "Medical Review and Informed Consent Form" from the *Planning Guide*.)

8. **Recruit adult chaperones and cabin leaders for groups with youth.** Chaperones can play an integral part in facilitating a group's visit, such as providing adult leadership in each of the overnight cabins and providing supervision during activity sessions. While high school students do not qualify as chaperones, they may assist adults. Following the staff-to-camper ratio chart in the Camp Policies will help you to determine how many chaperones you will need.
9. **Organize break-out groups, activity sessions, cabin assignments, table/waiter assignments, and anything else that will save you time when you get here.** Arranging all of these details in advance will prevent a lot of confusion upon your arrival. Worksheets have been included in the *Planning Guide* to assist you with this.
10. **Call with any questions.** Questions are bound to arise throughout the planning process (even up to the last minute), and we encourage you to bring them to us while you are preparing for your visit.
11. **Communicate any final details to the Camp Office Manager or Camp Director one week prior to your visit.** A representative of Camp Pepin will contact you to finalize information and plans about your upcoming experience.
12. **Check out with the Camp Director at the conclusion of your visit.** The Camp Director will meet with you and tally the number of participants in your group that were present at the camp's activities and meals. These totals will be recorded on a billing form and used to calculate your remittance statement, which will be sent to you after your visit.
13. **Please issue (within 30 days after billing) one check payable to YMCA Camp Pepin to cover the balance.** Also please complete and return any evaluation forms that may accompany the final billing, as we would like to gather feedback on how we can best serve you in the future.

# Transportation

Here are some of the ways that current groups get to Camp Pepin. It may be beneficial to “shop around” for the best prices and arrangements that will meet your group’s needs.

**Local District School Buses:** Many of our groups rely on their own local or district buses to bring them to Camp Pepin.

**Private Vehicles:** This is a possible option for smaller groups, especially if there are adults in the group who own or can drive mini-vans or other multi-passenger vehicles.

**Chartered Buses:** Groups sometimes choose to charter buses through national or regional transportation companies. Look under “Buses” in your local phone book, or try doing an internet search with keywords like “charter,” “bus,” and the name of your hometown.

# Fundraisers

Fundraisers are not only an effective way of financially preparing for a visit to Camp Pepin, but they also help individuals through involvement to realize that this is *their* experience. The following is a list of fund-raising activities that many of our groups run throughout the year.

**Rummage Sale:** Group members and their families will be able to raise money and clean house at the same time.

**Food Sales:** Set up a table of baked goods and fruit for sale.

**Car Wash:** This has proven to be a classic way of earning extra cash. All that’s needed is a water supply, a parking lot or driveway, and a few cleaning supplies.

**Raffles:** Some of the money raised by selling raffle tickets can be used for prizes, while the rest can be used for funding the trip.

**Community Clean-Up:** Individuals receive pledges for picking up litter in the area. This is a great way for group members to become aware of their environment (and to help keep it looking good) before their experience at Camp Pepin.

**Product Sales:** There are a number of national and local vendors that help organizations to raise money. To learn about them, you may want to try an internet search using the keywords, “fundraising,” or “fundraisers;” this should bring up websites such as *fundraisers.com* and *fundraisingdirectory.com*.

# Camp Policies

## Arrival/Departure

- Upon arrival at Camp Pepin, groups will be greeted and provided with an orientation by a representative of the camp.
- Previous building, equipment, and property damage that is noticed upon a group's arrival should be reported to the camp staff immediately so that repairs can be made. Groups will not be held responsible for previous damage. However, groups will be held financially accountable for new damage (due to abnormal use) caused by their participants or staff during their stay. Such damage will be assessed, and the cost for repairs will be added to the final bill.
- Groups are responsible for cleaning any buildings and facilities that were used during their stay at camp. An extra housekeeping fee, determined by the Camp Director, will be added to the final bill for buildings and facilities that are left excessively unkempt after the group's departure.

## Parking

- Visitors (except delivery personnel, who may park temporarily at the loading dock behind the Dining Hall) should also leave their vehicles in the paved parking area by the maintenance building.

## Supervision

- Groups are responsible for the supervision of youth in the cabins and during activity sessions. The mandated staff-to-camper ratios are as follows:

Camper Age	# of Staff	Overnight Campers	Day-only Campers
6-8	1	6	8
9-14	1	8	10
15-18	1	10	12

## Insurance and Liability Coverage

- Groups should have their own liability and accident insurance coverage.

## Safety and Wellness

- Protective foot coverings must be worn at all times on camp property, due to sharp sticks/rocks on land and sharp zebra muscles in the water.

## **Health Care and Emergencies**

- Groups are responsible for providing their own First Aid and CPR certified individuals for on-site emergency care, and for providing their own vehicle for emergency transportation. First Aid and CPR certified individuals may use the camp's Health Office as a location to provide health care and to store health forms and medications (in accordance with camp's Health and Wellness Standard Operating Procedures). These individuals may also utilize the camp's Accident/Incident Report forms (located in the lower desk drawer in the Health Office) for recording and reporting any health issues. Camp is serviced by the 911 emergency medical system, if additional medical help is needed. The response time is approximately 10 minutes for an ambulance, and approximately 5 minutes for the police. The nearest hospitals in the area are St. Elizabeth's Medical Center in Wabasha (25 minutes away) and Fairview Red Wing Medical Center in Red Wing (40 minutes away).
- An emergency such as a fire, tornado, or severe storm will be indicated by the continual tolling of the camp bell. During this type of an emergency situation, all group members should seek shelter in the Lower Dining Hall unless otherwise notified.
- A waterfront emergency will be indicated by the continual sounding of a load buzzer. During this type of an emergency situation, all group members should report to the Recreation Hall unless otherwise notified.
- The Camp Director, the Executive Director, or a member of the Crisis Management Team must be contacted for any emergencies. In a critical situation, the emergency medical system should be activated first.

## **Food Service**

- Meals provided by the camp are served family-style in our dining hall at 8:00 am, 12:30 pm, and 5:30 pm. These times are not negotiable (unless prior arrangements have been made with the Camp Director), and a bell will ring to announce the start of each meal. It is recommended that "hoppers" be pre-selected for each meal to help set their tables 15 minutes prior to the meal bell. Special menu requests should be made no later than 30 days prior to a group's arrival. Our staff is willing to assist with special dietary needs of individuals, but it is suggested that these individuals bring some of their own food if limitations are extensive.
- For health and safety reasons, the Dining Hall kitchen may only be used under the supervision of a certified Food Service Manager employed by the camp. The usage of any appliances or food preparation and sanitation equipment by the group will incur an additional fee, determined by the Camp Director, to cover the expenses of operating this equipment. The expenses for operating kitchen equipment in the Lodge are built into the rental fee for that facility.

## Program Area Usage

- Groups that would like to utilize the waterfront and watercraft at camp must make prior arrangements with the Camp Director, and must make provisions to secure supervision for waterfront and watercraft activities according to the following ratios:

Activity	# of Participants	# of Lifeguards	# of Spotters	# of Boat/Buddy Board Monitors
Water Skiing	4	1	1	
Tubing	4	1	1	
Canoeing/Kayaking	20	1	3	1
Swimming	0-20	1	1	1
“	20-30	2	1	1
“	30-40	3	1	1
“	40+	4	2	1
Sailing	6	1	1	
Skill Class	12	1	1	
Water Olympics	60+	6	2	2

- Anyone serving as a lifeguard on the camp premises must have been trained in blood borne pathogens, and must be able to produce certification documents for Lifeguard Training, First Aid, and CPR for the Professional Rescuer. These certifications must be issued from a nationally recognized organization (such as the Red Cross or the YMCA), and they are to be copied and kept on file at the camp.
- All waterfront and watercraft users will receive a safety orientation to the waterfront rules and instruction in waterfront and watercraft activities by a lifeguard. All waterfront and watercraft users must obey the rules and directions of lifeguards.
- Lifejackets must be worn by all swimmers, unless swimming proficiency has been demonstrated before a certified lifeguard and according to the camp’s guidelines. Lifejackets must be worn by all boaters, regardless of swimming proficiency.
- For any waterfront and watercraft activity, the camp’s Buddy Board and Boating Board system for checking participants in and out will be used. Minors are not to be near the waterfront unsupervised at any time.
- Rescue equipment and a first aid kit must be easily accessible and in good repair whenever the waterfront is in use and waterfront or watercraft activities are being conducted.
- The Challenge Course and Target Range are closed unless a supervising camp staff member for either of these activities is present. Anyone under 18 years of age should be accompanied by an adult to the beach area of the Waterfront. A lifeguard must be present for any waterfront or watercraft activities. Entering the Maintenance building or any staff housing unit is not permissible to guests of camp without the expressed consent of the Camp Director or the Property Manager.

## **Personal Property**

- Drugs and alcohol are not permitted on the camp premises.
- Personal firearms and weapons of any type are not permitted on camp property.
- Pets are not allowed on camp property. Exceptions will only be made for service animals.
- Personal sports equipment may be brought onto the property with the approval of the Camp Director. These items must be stored in a safe and appropriate area that is designated by the Camp Director.
- Camp Pepin assumes no responsibility in the loss, damage, theft or misuse of personal items and equipment.

## **General Conduct**

- Smoking is not permitted in any building on camp, or in public view. Adults wishing to smoke may do so discretely in the parking area by the maintenance building, and should dispose of cigarette butts safely and properly.
- Fires and open flames are restricted only to the fire pits, hearths, or stoves on camp property, and must always be supervised by an adult.
- Violent or abusive actions (physical, verbal, or sexual) are not permitted at Camp Pepin.
- Public nudity or displays of intimate or sexual conduct are not permitted at Camp Pepin.
- Although discipline is primarily the responsibility of the visiting group, Camp Pepin reserves the right to send any participant home for inappropriate or dangerous actions.
- Camp Pepin is located in a residential area with neighbors surrounding us. Please respect their property and privacy by refraining from trespassing and by observing quiet hours from 10:00 pm to 7:00 am.

## **Connectivity**

- Telephones for public use are located in the Camp Office and on the main floor of the Lodge. They are only available for adults. An adult may make a telephone call on behalf of a minor if necessary. Long-distance calls may be made with calling cards. The camp's business line is (715) 442-3811, and it is monitored by staff during the hours of 8:00 am to 4:00 pm, Monday through Friday.
- The internet is available at camp for adults only. Any adult wishing to use the internet must make arrangements with the Camp Director.

# Facilities and Services

## Accommodations

### **The Lodge**

Many of our guests enjoy the Lodge because of its rustic beauty, modern comforts, and ample size. A full kitchen, three full bathrooms, a fireplace, a reading room, two meeting rooms, four bedrooms (including a loft), laundry facilities, and a deck that overlooks the lake are all included with the rental rate. This building sleeps 20 people. Guests will want to provide their own bedding, towels, toiletries, and food (if desired).

### **Custom Cabins** (Faith, Friendship, Y's Men II Left, Y's Men II Right)

Four of our cabin units each feature an attached full bathroom (including shower). Our custom cabins are heated, carpeted, and serviced by electricity. Each cabin unit sleeps 12 people in wooden bunk-style beds. Guests will want to provide their own bedding, towels, and toiletries.

### **Standard Cabins** (Chief Red Wing, Kiwanis, Y's Men I, George Bergwall Left, George Bergwall Right, JJ Saul Left, JJ Saul Right)

Seven of our cabin units are carpeted and serviced by electricity. All units - except JJ Saul Left and JJ Saul Right - are heated. Each cabin unit sleeps 12 people in wooden bunk-style beds. Centralized men's and women's bath and shower areas with privacy stalls are located within a thirty-second walk from these cabins. Guests will want to provide their own bedding, towels, and toiletries.

## Additional Meeting Areas

### **Recreation Hall**

The Recreation Hall is a large multi-purpose room that is carpeted, heated, and serviced by electricity. It is roomy enough for large group activities and can be subdivided into two smaller meeting rooms. Bathrooms with showers are located just next-door in the lower level of the Lodge.

### **Upper Dining Hall**

Large enough to seat 160 people, the Upper Dining Hall is not only a place where meals are served, but is also a suitable meeting space with a wood-burning fireplace for large group gatherings, socialization, and presentations. It is heated, has adjustable lighting, and offers a panoramic view of Lake Pepin. Bathrooms with showers are located just downstairs in the Lower Dining Hall.

### **Lower Dining Hall**

Groups may either recreate in the Lower Dining Hall at our game tables, or may use the area as an additional room for break-out sessions. The Lower Dining Hall is heated and has electricity, and it features a wood-burning fireplace and bathrooms with showers.

## **Food Service**

### **Meals**

The Dining Hall enjoys a breath-taking view of Lake Pepin , and is located at the heart of camp. This facility can host up to 120 people in one seating; however, serving times may be extended to easily accommodate groups of over 120 people. Breakfast, lunch, and dinner are available, and typically include a main entrée, side dish, beverages, cereal or salad bar, dessert, an all-day snack bar, and an all-day beverage station. Meals are pre-selected by our professional food service staff, although group members with special dietary needs may request food substitutions or limited menu alterations in advance.

## **Leadership Development Program**

### **Group Initiatives**

This program develops teambuilding through problem solving activities. Each initiative is designed with the group effort in mind and takes anywhere from 10 to 45 minutes, depending on the group and the activity. These initiatives can be run indoors or outdoors, so inclement weather is not a problem. Professional staff will facilitate as many initiatives as time and group dynamics will allow. Allow 1-2 hours for a group of 10-15 people. Multiple groups can be run simultaneously.

### **Climbing Tower**

Our recently completed, 25 foot climbing tower holds 2-3 participants as individuals climbing for their own goal or tethered together to work as a team. The rest of the team members offer support, encouragement, and operate the safety support system for a total group effort. Allow 1-2 hours for a group of 10-15 people.

### **Faith Pole**

This element maximizes individual risk-taking with group support. Participants may climb a 30-foot pole, balance on top, and turn around to leap for a hanging rope seven feet away. The participant is then lowered to the ground by the rest of their team members. Participants are given the chance to set their own goals. The exhilaration of this event helps participants to see past their limitations and expand their horizons. Allow 2-3 hours per 10-15 people.

### **High Ropes Course**

Expanding the participants' comfort zone with the support of their group, participants climb a 30-foot pole and move from platform to platform using ropes, logs and cables for balance and support. Participants do all this while securely attached to an overhead safety cable. Allow 2-3 hours for a group of 10-15 people.

## **Additional Services**

### **Canoeing, Kayaking, or Swimming**

Lake Pepin means fun in the water during the warmer months. Groups may either provide their own currently-certified lifeguard, or may request a lifeguard from our camp staff. Anyone serving as a lifeguard on the camp premises must have been trained in blood borne pathogens, and must be able to produce certification documents for Lifeguard Training, First Aid, and CPR for the Professional Rescuer. These certifications must be issued from a nationally recognized organization (such as the Red Cross or the YMCA), and they are to be copied and kept on file at the camp.

### **Pontoon Rides**

A relaxing way to head out onto Lake Pepin is by pontoon. A staff member from Camp Pepin will be the river pilot, guiding guests down towards the town of Pepin or up beyond Bogus Creek Point towards Stockholm. Rides are about an hour in length.

### **Arts & Crafts**

Our camp staff will lead group members in making a craft that they can take home with them. Crafts will be selected appropriate to the age and skill level of the participants. Materials will be provided free of charge.

### **Nature Hike**

The Lost Creek trail and the Little Pine trail both meander through the woods out to Lost Creek itself, which flows into a back bay of the Mississippi River. Guests may hike these trails on their own, free-of-charge, or may request a member of our staff to lead them on an interpretive walk. Hiking time is generally under an hour, and the un-developed trail is suitable for most ages and abilities.

### **Campfire**

Located on the beach, our campfire ring has been used for songs, skits, worship, fellowship, s'mores, and quiet reflection. Watching the sun set over the west end of the lake as night begins to fall is a great way to wrap up any day at camp. Our staff will have everything set up, so that the fire is ready to light when our guests desire.

### **Athletic Activities**

For anyone that wants to get some exercise, Camp Pepin has the place to play. A ball diamond, an athletic field (with soccer, hockey, and Ultimate Frisbee goals), basketball hoops, a volleyball court, ski trails, and a sled hill are all available. Equipment for these activities is also included.

### **Equipment Usage**

Camp Pepin is able to provide its guests with the following equipment: laptop computer with overhead display unit for PowerPoint presentations, overhead projector, display screen, flip chart, television, VCR, DVD, karaoke unit, four-octave Casio keyboard, several meeting room tables and chairs. Requests for any such equipment should be made in advance.

## Permission Slip

Dear Parents or Guardians,

On behalf of \_\_\_\_\_, I am requesting your permission to  
(name of group)  
allow your daughter or son to participate in our upcoming trip to YMCA Camp Pepin. This cost  
of this trip will be \$\_\_\_\_\_, and it is scheduled for \_\_\_\_\_  
(day of week, date)  
through \_\_\_\_\_. Transportation to Camp Pepin will leave from  
(day of week, date)  
\_\_\_\_\_ at \_\_\_\_\_ and return to \_\_\_\_\_  
(place) (time) (place)  
at \_\_\_\_\_. Please plan to drop off and pick up your child on time.  
(time)

The group will be housed in heated cabins during their stay at Camp Pepin, located between Stockholm and Pepin, Wisconsin. The camp's contact information is:

YMCA Camp Pepin  
W10915 East Lake Dr.  
Stockholm, WI 54769  
(715) 442-3811  
camp@redwingymca.org  
www.camppepin.org

If you need to reach someone at the camp, you may leave your message with a Camp Pepin staff member and have your call returned.

If you have any questions, feel free to contact me. Thank you for your time and cooperation.

Sincerely,

Group Coordinator

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### Please Detach and Return

My daughter/son, \_\_\_\_\_, has my permission to attend the trip to YMCA  
Camp Pepin during the dates of \_\_\_\_\_. I also grant permission for the YMCA  
to use any photographs or videos in which my child appears for the purposes of education or  
public information.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Yes, I would be able to chaperone for this trip. Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## Chaperone Letter

Dear Chaperone,

Thank you for your interest in joining us on our upcoming trip to YMCA Camp Pepin. Without your help, this experience would not be possible.

As a chaperone, you may be assisting in the following ways:

- Accompanying participants to their scheduled activities.
- Helping the Group Coordinator or the Camp Pepin staff with activities that require extra adults for efficiency.
- Escorting students that are repeatedly disruptive to either the Group Coordinator or the Camp Director.
- Escorting students who need First Aid to the Health Office.
- Supervising recreation activities.
- Supervising participants in their cabins at night.
- Helping the Group Coordinator with facilitating the experience.

You and the participants would be living in lakeside heated cabins during your stay. Also included with this experience are outdoor recreational opportunities for all seasons.

I will be in touch as our trip to Camp Pepin approaches. If you have any questions or concerns, feel free to contact me. Again, thank you for your interest. I look forward to talking with you soon!

Sincerely,

Group Coordinator

## **Bring-Along List**

Our programs are designed to be taught outside in all forms of weather. To make the experience enjoyable, please make sure that students come prepared with appropriate clothing. Please remember, though, that packing space is limited. Students are responsible for carrying their own gear to and from the cabins. Avoid sending items in plastic bags and label all of their possessions. Here is a suggested list of what they should bring:

### **Necessary Items:**

Sleeping bag  
Pillow  
Daily change of underwear  
Daily change of socks  
Pajamas  
2 Pair of comfortable shoes  
Waterproof boots  
Slippers for the Dining Hall  
Raincoat or poncho  
Lightweight jacket  
Sweater or Fleece  
2 Sweatshirts  
2 T-shirts  
Swim suit  
2 Pair of long pants  
Hat that covers ears  
Gloves  
Laundry bag  
Towel and washcloth  
Soap (in soap box) and shampoo  
Toothbrush and toothpaste  
Comb/Brush  
Flashlight  
Water bottle  
Watch or clock with alarm

### **Winter Additions:**

Heavy insulated Winter coat  
Extra gloves  
Scarf  
Extra hat  
3 Pairs of heavy socks  
Long johns

### **Fall & Spring Additions:**

Insect repellent (lotion only)  
Sunblock lotion (15 SPF or higher)

### **Optional Items:**

Baseball hat  
Sunglasses  
Chap stick  
Bandanna  
Hackey-sack  
Writing materials  
Book  
Camera and film  
Shorts  
Camp store money (suggested \$20 max.)

### **What Not To Bring:**

Food, candy, and soda  
Lots of money or expensive things  
Cell phones  
Electronic games or devices  
Radios, tapes, CD's, or iPods  
Portable TV's or DVD players  
Knives or firearms  
Fireworks  
Matches or lighters  
Tobacco products, alcohol, or drugs  
Aerosol hairspray or bug repellent  
Silly String®  
Pets

## Recreation Activity List and Worksheet (Fall/Spring)

<b>Recreation Activities</b> (Select from these possibilities:)	<b>Chaperone Duties</b>	<b>Chaperone Supervisor(s)</b> (Assign as needed.)
Athletic Field	Begin and monitor games (flag football, kickball, soccer, ultimate Frisbee, volleyball, etc.); make sure all equipment is returned and stored properly	_____ _____
Basketball	Begin and monitor basketball games; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Boot Hockey	Begin and monitor boot hockey games; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Game Room	Begin and monitor ping-pong and foosball games; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Hiking	Lead students on a guided trail hike	_____ _____
Canoeing/Kayaking (with camp staff)	Assist students with getting canoes/kayaks in and out of the water; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Pontoon Rides (with camp staff)	Assist students with getting on and off of pontoon; prevent unsafe actions; make sure life jackets are returned and stored properly	_____ _____
Fishing	Make sure all fish are returned; make sure all equipment is returned and stored properly	_____ _____
Other:		_____ _____

## Recreation Activity List and Worksheet (Winter)

<b>Recreation Activities</b> (Select from these possibilities:)	<b>Chaperone Duties</b>	<b>Chaperone Supervisor(s)</b> (Assign as needed.)
Athletic Field	Begin and monitor games (flag football, kickball, soccer, ultimate Frisbee, volleyball, etc.); make sure all equipment is returned and stored properly	_____ _____
Basketball	Begin and monitor basketball games; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Boot Hockey	Begin and monitor boot hockey games; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Game Room	Begin and monitor ping-pong and foosball games; prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Snowshoeing	Lead students on a guided snowshoe hike	_____ _____
Ice Skating	Assist students with getting and putting away their ice skates; monitor skating activity; make sure that all equipment is returned and stored properly	_____ _____
Sledding (with camp staff)	Prevent unsafe actions; make sure all equipment is returned and stored properly; turn lights off	_____ _____
Ice Fishing (with camp staff)	Prevent unsafe actions; make sure all equipment is returned and stored properly	_____ _____
Other:		_____ _____

## Cabin Assignments Worksheet (Boys)

Fill in the assignments according to how many cabins you are using and number of people per cabin (12 max.).  
At least one person in each cabin needs to be an adult chaperone.

<b><u>CABIN:</u></b>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	<b><u>CABIN:</u></b>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	<b><u>CABIN:</u></b>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.
<b><u>CABIN:</u></b>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	<b><u>CABIN:</u></b>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	<b><u>CABIN:</u></b>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.

## Cabin Assignments Worksheet (Girls)

Fill in the assignments according to how many cabins you are using and number of people per cabin (12 max.).  
At least one person in each cabin needs to be an adult chaperone.

<p><b><u>CABIN:</u></b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li></ol>	<p><b><u>CABIN:</u></b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li></ol>	<p><b><u>CABIN:</u></b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li></ol>
<p><b><u>CABIN:</u></b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li></ol>	<p><b><u>CABIN:</u></b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li></ol>	<p><b><u>CABIN:</u></b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li><li>11.</li><li>12.</li></ol>

# Table Assignments Worksheet

Fill in the assignments according to how many tables you are using. So that we do not waste any food, we ask that you assign 12 people per table (max.). Hopper duties may also be assigned on this worksheet.

<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

## Table Assignments Worksheet (cont.)

<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<u>Table:</u>  1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

# Class Group Worksheet

Fill in the assignments according to your number of class groups and number of students per group (20 max.).

<u>Group:</u> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	<u>Group:</u> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	<u>Group:</u> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.
<u>Group:</u> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	<u>Group:</u> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	<u>Group:</u> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.

## Bus Assignments Worksheet

Fill in the assignments according to how many buses you have scheduled and number of students per bus.

<b><u>Bus:</u></b>	<b><u>Bus:</u></b>	<b><u>Bus:</u></b>
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# Name Tags Worksheet

Here is a nametag format that you are welcome to photocopy and use. Please add it to any other information that you feel may be helpful to the students and chaperones.

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

Class Group Name: \_\_\_\_\_

Cabin Name: \_\_\_\_\_

Chaperone: \_\_\_\_\_

Table Number: \_\_\_\_\_

Hopper Duty: \_\_\_\_\_

Bus Number: \_\_\_\_\_

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

Class Group Name: \_\_\_\_\_

Cabin Name: \_\_\_\_\_

Chaperone: \_\_\_\_\_

Table Number: \_\_\_\_\_

Hopper Duty: \_\_\_\_\_

Bus Number: \_\_\_\_\_

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

Class Group Name: \_\_\_\_\_

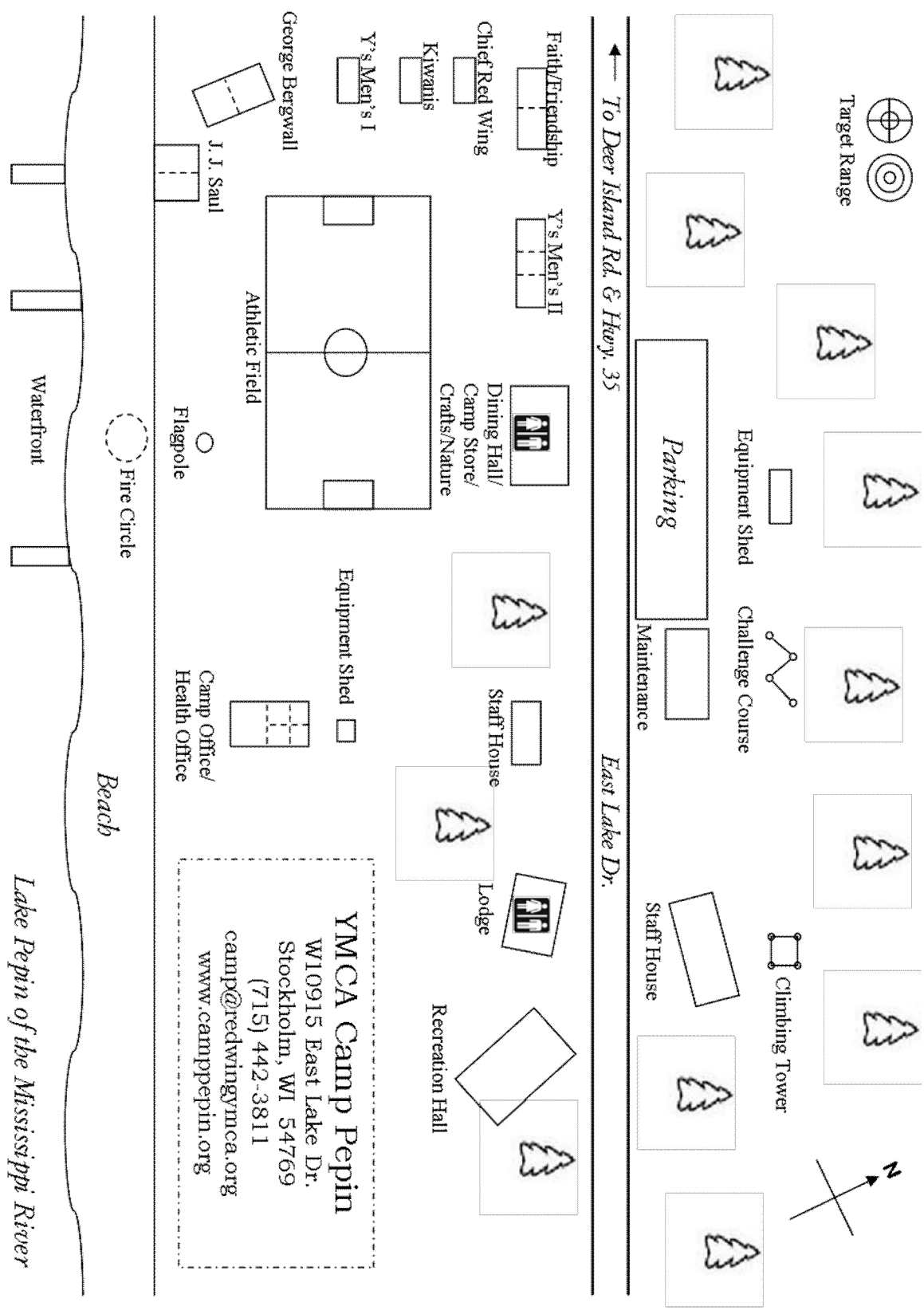
Cabin Name: \_\_\_\_\_

Chaperone: \_\_\_\_\_

Table Number: \_\_\_\_\_

Hopper Duty: \_\_\_\_\_

Bus Number: \_\_\_\_\_

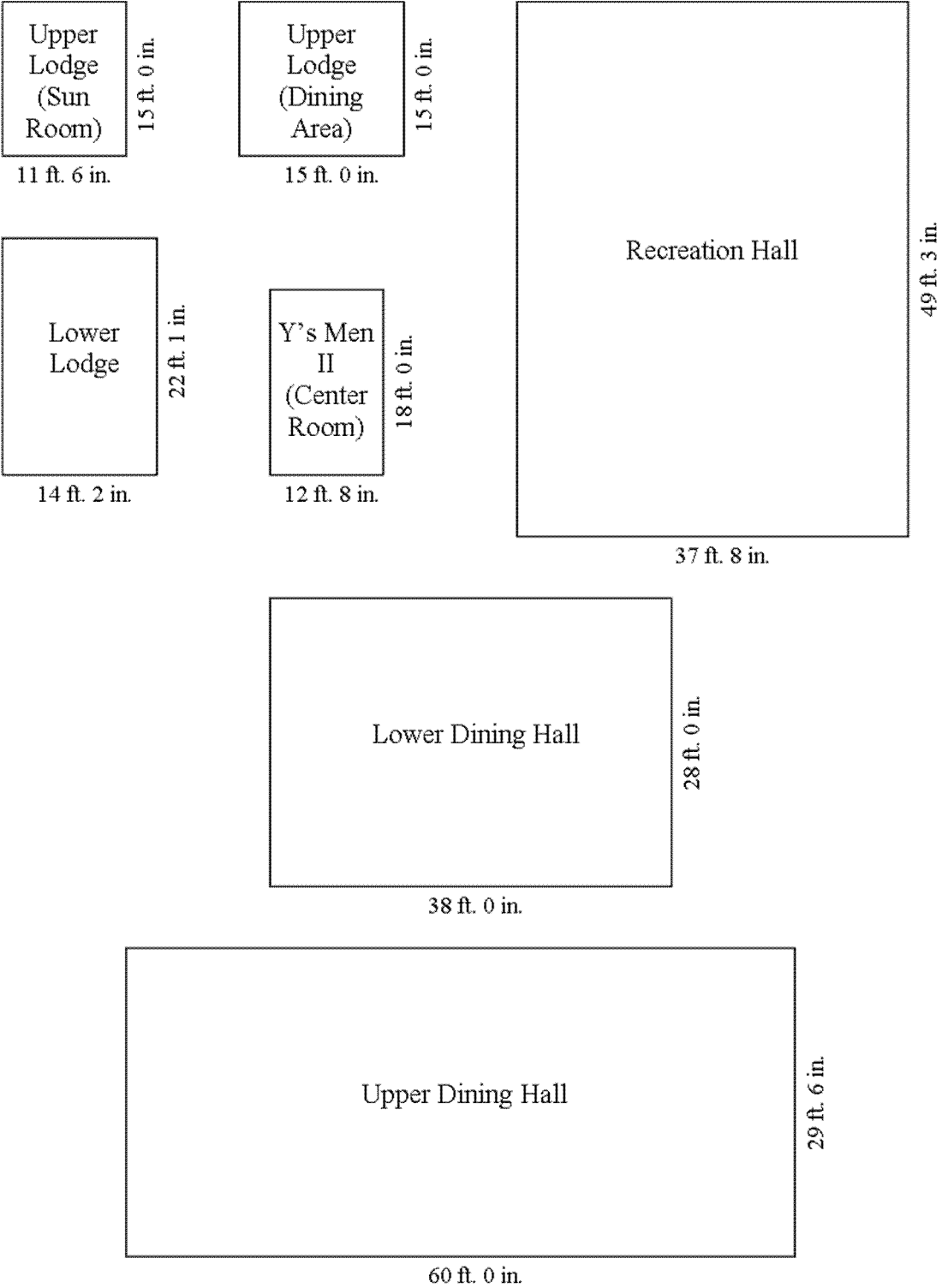


## YMCA Camp Pepin Accommodations Roster

Y's Men II (Left)*†‡	12 beds
Y's Men II (Right)*†‡	12 beds
Faith*†	12 beds
Friendship*†	12 beds
Chief Red Wing	12 beds
Kiwanis	12 beds
Y's Men I	12 beds
George Bergwall (Left)*	16 beds
George Bergwall (Right)*	16 beds
JJ Saul (Left)	12 beds
JJ Saul (Right)	12 beds
Total Beds:	140 beds
Lodge (Upstairs Loft)*	8 beds
Lodge (Main Level)*†‡	6 beds
Lodge (Downstairs)*†‡	6 beds
Total Beds:	20 beds

\* = Heated  
† = Attached bathroom/shower  
‡ = Fireplace

# YMCA Camp Pepin Meeting Area Dimensions



# Directions to YMCA Camp Pepin

### From Eau Claire and Menomonie, WI

Take Hwy 85 South from Eau Claire (or Hwy 25 South from Menomonie) to Durand. In Durand, take Hwy 25 South until you get to Hwy 35 near Nelson. Take Hwy 35 North through Pepin. About 2 miles north of Pepin, look for a brown road sign that says “YMCA Camp Pepin.” Turn at the next left onto Deer Island Rd. and go over railroad tracks. Go to the first left. Take the left and follow the signs to Camp Pepin.

### From La Crosse, WI

Take Hwy 35 North through Pepin. About 2 miles north of Pepin, look for a brown road sign that says “YMCA Camp Pepin.” Turn at the next left onto Deer Island Rd. and go over railroad tracks. Go to the first left. Take the left and follow the signs to Camp Pepin.

### From River Falls, WI

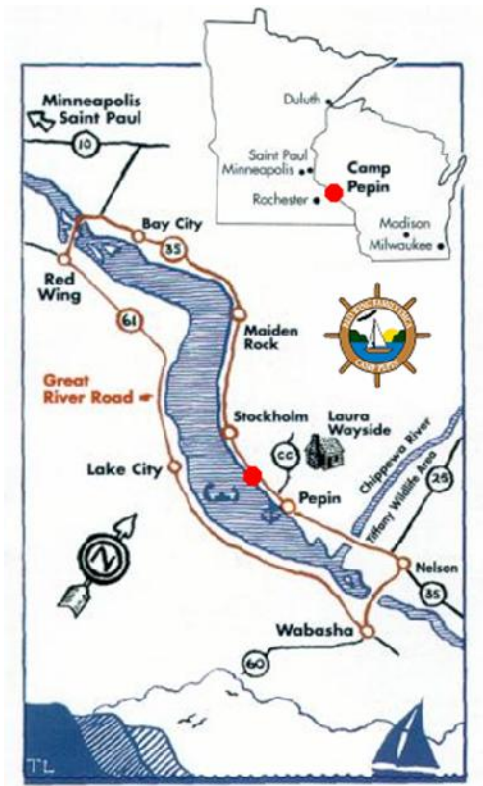
Take Hwy 65 South to Hwy 10 at Ellsworth. Take Hwy 10 West for a couple of miles to Hwy 63. Take Hwy 63 South to Hwy 35 at Hager City. Take Hwy 35 South through Stockholm. About 3 miles south of Stockholm, look for a brown road sign that says “YMCA Camp Pepin.” Turn at the next right onto Deer Island Rd. and go over railroad tracks. Go to the first left. Take the left and follow the signs to Camp Pepin.

### From Rochester, MN

Take Hwy 63 North out of Rochester to SR 60 in Zumbro Falls. Take SR 60 East to Wabasha. In Wabasha, take the bridge over to Nelson, Wisconsin and look for Hwy 35. Take Hwy 35 North through Pepin. About 2 miles north of Pepin, look for a brown road sign that says “YMCA Camp Pepin.” Turn at the next left onto Deer Island Rd. and go over railroad tracks. Go to the first left. Take the left and follow the signs to Camp Pepin.

### From Minneapolis and St. Paul, MN

Take I-494 to Hwy 10/61 on the southeast side of St. Paul at Newport. Take Hwy 61 South to Red Wing. In Red Wing, take Hwy 63 across the bridge to Hager City, Wisconsin and look for Hwy 35. Take Hwy 35 South through Stockholm. About 3 miles south of Stockholm, look for a brown road sign that says “YMCA Camp Pepin.” Turn at the next right onto Deer Island Rd. and go over railroad tracks. Go to the first left. Take the left and follow the signs to Camp Pepin.



YMCA Camp Pepin  
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