

HIGH SCHOOL HIKERS ECOLOGY CAMP 2014

Marine Corp Base Hawaii, Kaneohe Bay

February 15-17, 2014

CHAIR: John Cummings

Plan overall program; coordinate with military liaison; assist all committee chairs.

COMMITTEES:

- A. Registration – Pauline Kawamata and Bob Keane** - Create packet for schools including all required forms; collect registration list and fees from school advisors; transmit fees to treasurer; duplicate registration list for chairs needing names of all participants (T-shirt, First Aid, Program); give total student and adult count to Meal Chair; keep in contact with neighbor island clubs; and create activity groups based on participation requests.
- B. Camping Logistics – John Cummings, Marc Morinaga and Mark Lee** - Plan camp layout; prepare site map, stake school signs, set up large group shelters, hook up lighting and shower systems (Fred Nakaguma), rent portable toilets (Bob Keane).
- C. Meals & Snacks – Nylene Takahashi, Darryl Nishimoto and Sandra Nakagawa-Saito** - Determine counts for each meal starting with dinner on Saturday and ending with breakfast on Monday; prepare and distribute lunches to service project site on Sunday; plan and prepare snacks for each night.
- D. Workshops & Field Studies – John Cummings, Fred Nakaguma and Bob Keane** - Contact presenters; determine study areas; plan scheduling and transportation logistics; get supplies and materials for presenters; introduce and give gifts to presenters; work with registration committee.
- E. Saturday Evening Program – Chuck Stutz, Fred Nakaguma and John Cummings** - Plan evening program and contact presenters; reserve site and arrange transportation.
- F. Sunday Service Projects – John Cummings, Fred Nakaguma and Bob Keane** - Plan and contact service project sites; plan logistics for transportation, service project work assignments, equipment, first aid, lunches, and water needs.
- G. Sunday Evening Social – Chuck Stutz** - Plan and organize games and activities which will encourage student interaction and participation; reserve site and arrange for transportation.
- H. Evaluation – Pauline Kawamata** - Create an evaluation survey; distribute and collect responses; write summary report.
- I. Mahalo Gifts – Adaline Cummings** - Purchase and present thank you gifts, leis/honoraria; write letters of appreciation to speakers. (work with PR and program committee).
- J. Public Relations – John Cummings** - Publicize Ecology Camp 2014; work with base PR and other groups.
- K. Security** –Set up watch hours and responsibilities for camp security; set up communication network and emergency evacuation plan.
- L. First Aid & Life Guard – Mark Lee** - Secure first aid supplies; administer first aid when needed; receive registration list, medical information form and indemnification form from registration chair.
- M. Firewood – Fred Nakaguma** - Obtain firewood and assign team to light and monitor burning at designated fire ring.
- N. T-Shirts** – Determine cost, design, and printing of T-shirts; distribute to schools and guests.
- O. Lua and Other Clean-Up – Erron Yoshioka and Bob Keane** Organize schools to clean lua and general clean-up of camp site; set up basins for camper's to clean personal mess kits.
- P. Photography – Jamie Tanino** - Create a visual document of Ecology Camp 2014.

Committee Planning Dates – to be set at Nov. 13th meeting

Deadline Due Dates – to be determined by committee chairs