

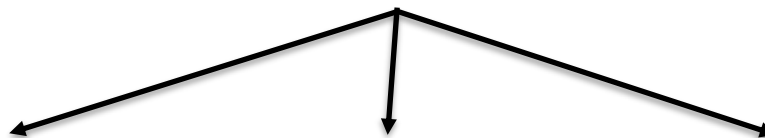


STANDARD OPERATING PROCEDURE (SOP)

CAMPING

Please take note that TCC has a different approach to camping. We are a mentorship program, not a teaching program, and therefore aim to create a “father and son” camp experience rather than a “school camp” experience.

DEFINITIONS:



<p><u>TCC Events Manager:</u> Person responsible for all camps & events hosted by the Character Company.</p>	<p><u>Camp host:</u> Person responsible for a specific camp, managing the general program so that it runs smoothly and on time. Also responsible for important decisions regarding changes in the program.</p>	<p><u>Camp mentor:</u> A mentor that forms part of a camp. A camp mentor’s main focus should always be on the boys.</p>
<p><u>Caterer:</u> The person responsible for catering.</p>	<p><u>Facilitator:</u> The host and MENtors will typically facilitate activities, but there might be times where we bring in a facilitator from outside to facilitate a high risk activity like abseiling.</p>	<p><u>Visitor:</u> A person visiting camp.</p>

CAMP HOST – PLEASE FAMILIARIZE YOURSELF WITH THE STEPS 22-31.

CAMP MENTORS - PLEASE FAMILIARIZE YOURSELF WITH STEP 26.






Equipment needed:	Refer to the camp packing list
Host equipment:	N/A
Host qualification:	N/A
First aid requirements:	Preferably one person with a first aid qualification
Staffing:	Minimum 4 (depending on group size)
Ratio:	1:5

SUMMARIZED SOP

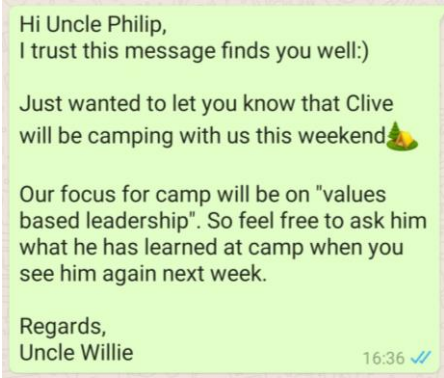





Check

INVITATIONS	✓
Step 1 – Select the boys [3 weeks before]	}
Step 2 – Send out invitations [3 weeks before]	
Step 3 – Monitor RSVP's [closes 2 weeks before]	
Step 4 – Invite additional boys if more boys are required	
Step 5 – Invite mentors specifically if more mentors are required	
Step 6 – Compile a camp register [1 week before]	
Step 7 – Ask Moms Support to check document compliance [1 week before]	
Step 8 – RSVP feedback to Moms Support [1 week before]	
PREPARATION	✓
Step 9 – Communicate with moms (logistics & payment) [1 week before]	}
Step 10 – Arrange and confirm transport [1 week before]	
Step 11 – Let mentors know whose boys are camping [5 days before]	
Step 12 – Communicate with moms (logistics, payment, indemnities) [5 days before]	
Step 13 – Monitor all camp communication, payments, etc.	
Step 14 – Camp host briefing (size, theme, etc.) [5 days before]	
Step 15 – Issue the camp program and material [5 days before]	
Step 16 – Groups [3 days before]	
Step 17 – Confirm menu [3 days before]	
Step 18 – Moms reminder [2-3 days before]	
Step 19 – Buy catering and activity equipment, print and pack [2 days before]	
Step 20 – Final packing (food, first aid kit, speaker, etc.) [on the Friday]	
Step 21 – Complete equipment logout sheet [on the Friday]	
BEFORE	✓
Step 22 – Manage pick-up location [on the Friday]	}
Step 23 – Sign the register [on the Friday]	
Step 24 – Arriving at the campsite (greet the owners, get keys, get battery)	
Step 25 – Communicate safe arrival [Friday afternoon]	
DURING	✓
Step 26 – Following the camp program	}
Step 27 – Communicate drop off information [Sunday morning]	

INVITATIONS		
<p>Step 1 – Select the boys [3 weeks before]</p>	<p>Events Manager</p>	<ul style="list-style-type: none"> Get a list of boys within a specific age group from the roots database. Purposely select boys to make sure we give every boy equal opportunity to attend camp.
<p>Step 2 – Send out invitations [3 weeks before]</p>	<p>Events Manager</p>	<p>DESIGN:</p> <ul style="list-style-type: none"> Design the camp invite and type out an invitation message. See example of camp invite below: <div style="text-align: center;">  <p>The card features a lion in a savanna setting. Text includes: THE CHARACTER COMPANY, WEEKEND CAMP, AGE GROUP: Junior Two (Ages 11 - 13), WHERE: B'Sorah, WHEN: 21-23 January 2022 (Friday 14:00 to Sunday 12:00), COST: R200 per boy, RSVP BY: 13 January 2022, 20 spots available, you are INVITED, and For more information contact Uncle Willie 082 926 1729.</p> </div> <p>BOYS:</p> <ul style="list-style-type: none"> Invitations to the boys will always go out via the office. Create a whatsapp group and load all the required moms. Always add <u>TCC Moms Support</u> to the whatsapp group. Send the invite and message. Together with the invite it is very important that you also send out the first legal indemnity, and TCC banking details. <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  <p>PLEASE NOTE: By RSVP'ing for my son to attend this camp/ event I give consent and agree that my son may attend the camp/event as per the details of the invitation and information related to this communication.</p> <p>THE CHARACTER COMPANY RAISING BOYS TO BE GOOD MEN</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>THE CHARACTER COMPANY RAISING BOYS TO BE GOOD MEN</p> <p>First National Bank 250655 62411406954 REF: Boy's Name + Camp (e.g.ThandoJ1)</p> <p>For more enquires contact 010 590 3102</p>  <p>The chart lists 5 values: Honesty, Kindness, Courage, RESPECT, and Self Discipline.</p> </div> </div>

		<p>MENTORS:</p> <ul style="list-style-type: none"> For a group of 15 boys, the minimum number of MENTors required is 5 – one for hosting, one for catering, and three camp mentors. If a potential new MENTor gets invited to camp, please make sure that we have a signed general indemnity on file for him.
Step 3 – Monitor RSVP's [close 2 weeks before]	Events Manager	<ul style="list-style-type: none"> Monitor RSVP's and address any questions the moms might have. Yes = Mom stays part of the group. No = Mom can leave the group or will be removed.
Step 4 – Invite additional boys	Events Manager	<ul style="list-style-type: none"> Aim to have 20-25 boys at camp. If less than 20 after the first round of invitations, start a second round of camp invites to try and fill the open spaces.
Step 5 – Invite mentors specifically (if more mentors are required)	Events Manager	<ul style="list-style-type: none"> MENTors are continuously made aware of and invited to camps. If there's not enough MENTors yet for the upcoming camp, then start inviting them specifically via direct whatsapp messages or phone calls.
Step 6 – Compile a camp register	Events Manager	<ul style="list-style-type: none"> Compile a camp register with the names and surnames of the boys and MENTors.
Step 7 – Ask TCC Moms Support to check document compliance [1 week before]	Events Manager / Moms Support	<ul style="list-style-type: none"> Once the register is finalized, share it with <u>TCC Moms Support</u> so that they can check for document compliance. All the required documentation for moms and boys should be on the roots database. The same goes for all the MENTors. TCC Moms Support to also check for any medical conditions boys might have. This is recorded on a separate document and should be sent to the Character Company Events Manager. This information is confidential and should remain with the Events Manager and the camp host.
Step 8 – RSVP feedback to TCC Moms Support [1 week before]	Events Manager	<ul style="list-style-type: none"> Give RSVP feedback to TCC Moms Support. Example below: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please see below camp RSVP feedback FYI. This is for the camp from 4-6 February 2022:</p> <p>Invites sent = 30 Yes = 19 No = 6 No response = 5</p> </div>
PREPARATION		
Step 9 - Communicate with moms (logistics & payment) [1 week before]	Events Manager	<ul style="list-style-type: none"> Make sure all camp MENTors are added to the whatsapp group before you send any messages. This communication is simply to inform the moms that all the necessary info will be sent early the following week, and to encourage them to make payment in the meantime. Monitor incoming payments.
Step 10 – Arrange and confirm transport [1 week before]	Events Manager	<ul style="list-style-type: none"> Arrange and confirm transport for going to camp, as well as coming back from camp. No overloading vehicles. There has to be a safety belt for each boy and MENTor.

<p>Step 11 – Let mentors know whose boys are camping [5 days before]</p>	<p>Events Manager</p>	<ul style="list-style-type: none"> Let the necessary MENTors know that their boys are camping, especially MENTors with a Saturday group. Example of message below; 
<p>Step 12 – Communicate with moms (logistics, payment, indemnities) [5 days before]</p>	<p>Events Manager</p>	<ul style="list-style-type: none"> Communicate the necessary camp arrangements with the moms at least 5 days before the start of camp. Share all the necessary camp info, second legal indemnity and the camp packing list on the whatsapp group. Should a mom object in any way with any of the legal requirements you can remove the boy from the camp list immediately. Below an example of what the message should include:  <div data-bbox="1155 1106 1498 2000" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">IMPORTANT:</p> <p>Please note that should you not consent to your son's attendance at this camp/event, you are required to immediately reply to this message, failing which we will assume that you have been informed hereof and consent to your son's participation and attendance to the said camp/event.</p> <p style="text-align: center;">THE CHARACTER COMPANY RAISING BOYS TO BE GOOD MEN</p> <div style="display: flex; justify-content: space-around;">   </div> </div>

Step 13 – Monitor all camp communication, payments, etc.	Events Manager	<ul style="list-style-type: none"> Monitor all communication, incoming payments and covid indemnities.
Step 14 – Camp host briefing (size of camp, theme, etc.) [5 days before]	Events Manager	<ul style="list-style-type: none"> Sit down with the camp host to go through the program and address any questions or concerns.
Step 15 – Issue camp program and material [5 days before]	Events Manager	<ul style="list-style-type: none"> Send the camp program to the camp host and camp MENTors, asking them to familiarize themselves with the program.
Step 16 – Groups [3 days before]	Events Manager	<ul style="list-style-type: none"> Divide the boys into small groups and allocate each group to a camp MENTor. Share groups with the <u>MENTorship Division</u> so that they can create the online M&E for camp.
Step 17 – Confirm menu [3 days before]	Events Manager	<ul style="list-style-type: none"> Discuss and confirm the menu with the camp caterer. Calculate quantities.
Step 18 – Moms reminder [2-3 days before]	Events Manager	<ul style="list-style-type: none"> Send a ‘payment and covid indemnity’ reminder message to the moms.
Step 19 – Buy catering and activity equipment, print and pack [2 days before]	Events Manager	<ul style="list-style-type: none"> Arrange to get one of the Character Company bank cards. Buy all the necessary food items and activity equipment. Arrange to drop these items at the Character Company office (4 Kwartel Road). Print the necessary material for camp.
Step 20 – Final packing (food, first aid kit, speaker, etc.) [on the Friday]	Events Manager	<ul style="list-style-type: none"> Make sure all the necessary items get packed. Transport for these items would have been arranged. Check the first aid kit to ensure it has all the necessary items.
Step 21 – Complete equipment logout sheet [on the Friday]	Events Manager	<ul style="list-style-type: none"> Complete the equipment logout sheet for the items that requires it. Use the link below to do so: https://form.jotform.com/212452136613548
BEFORE CAMP		
Step 22 – Manage pick-up location	Camp host	<ul style="list-style-type: none"> Make sure that you arrive at the pick-up location on time or arrange for someone to be there. Check the whatsapp group for any communication from the moms regarding boys arriving early or running late and manage accordingly. Let the boys line-up, make sure everyone is present and do a group prayer before you leave.
Step 23 – Sign the register	Camp host	<ul style="list-style-type: none"> All the boys and MENTors must sign the camp register. Everyone’s temperature should be taken and recorded on the register.
Step 24 – Arriving at the campsite	Camp host	<ul style="list-style-type: none"> Make sure that we always greet the owners on arrival. B’sorah: Most of the time the keys and battery will already be at the hall, but please check this on arrival. Also make sure the gas fridges are on, otherwise start them immediately.


Step 25 – Communicate safe arrival	Camp host	<ul style="list-style-type: none"> Let the moms know via the camp whatsapp group as soon as everyone arrived at camp safely.
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DURING CAMP

Step 26 – Following the camp program

Camp host and MENTors

- The camp host will manage the general program, ensuring the program runs smoothly and on time. The host will also be responsible for important decisions regarding changes in the camp program.
- The camp host will be the person with all the necessary information on the boys and will be responsible to let the activity facilitators, leaders and MENTors know of any allergies, asthma, etc. the boys might have.
- MENTors will be following the camp program from start to finish (Below an example of what a standard camp program looks like).

THE CHARACTER COMPANY WEEKEND CAMP		THE CHARACTER COMPANY		REVISION	2020
VENUE: 		RAISING BOYS TO BE GOOD MEN		REVISION DATE	2020-01-23
				REVISOR	Willie
				CAMP CODE	B1+
				AGE GROUP	Junior One
				THEME	Honesty
				TOPIC	Being honest with myself
CAMP PROGRAM 24-26 January 2020					
Camp host: Willie			Camp catering: Thabo		
DAY	TIME	ACTIVITY	DETAILS	PERSON RESPONSIBLE	
One	15h00	Leave JHB			
Friday	16h00	Arrive at B'Sorah			
		Unpack and settle in	Offload, beds, tables	Willie	
	16h30	ICE BREAKER		Willie	
	16h45	Camp briefing and topic mention	[Opening prayer, welcome, MENTor introductions] [groups, camp rules, camp expectations, prayer requests]	Willie	
	17h15	Firewood		MENTors	
	17h30	Dinner		Thabo	
	18h15	Clean dishes		Boys	
	18h30	Activity prep		MENTors	
	18h45	NIGHT ACTIVITY		Fadzai	
	19h45	Campfire and topic intro		Willie	
	20h15	Debrief	Acorns and thorns	Keith	
	20h30	Get ready for bed		MENTors	
	20h45	MENTors debrief		Willie	
	21h00	Lights out			
Two	06h30	Get up, get ready		Willie	
Saturday	07h00	Morning run / exercise		Fadzai	
	07h30	Breakfast		Thabo	
	08h15	Clean dishes		Boys	
	08h30	DEVOTIONS		MENTors	
	09h00	Activity prep		MENTors	
	09h15	ACTIVITY: HIKE		Willie	
	12h00	Lunch		Thabo	
	12h45	Clean dishes		Boys	
	13h00	Activity prep		MENTors	
	13h15	ACTIVITY: SWIM		Jaco	
	15h30	Afternoon snack		Thabo	
	16h00	Free time		MENTors	
	16h30	GROUP TIME	Discussion and activity	MENTors	
	17h30	Dinner		Thabo	
	18h15	Clean dishes		Boys	
	18h30	Activity prep		MENTors	
	18h45	NIGHT ACTIVITY		Keith	
	19h45	Campfire and topic summary		Willie	
	20h15	Debrief	Acorns and thorns	Fadzai	
	20h30	Get ready for bed		MENTors	
	20h45	MENTors debrief		Willie	
	21h00	Lights out			
Three	06h30	Get up, get ready		Willie	
Sunday	07h00	Morning run / exercise		Keith	
	07h30	Breakfast		Thabo	
	08h15	Clean dishes		Boys	
	08h30	DEVOTIONS		MENTors	
	09h00	Pack up camp		MENTors	
	09h30	Free time		MENTors	
	10h15	CAMP DEBRIEF	Very important as this gives everyone the opportunity to reflect and tell us about their camp experience	Willie	
	10h45	BEST CAMPER AWARD		Willie	
	11h00	Leave camp			

- MENTor responsibilities
The camp program (seen above) will clarify MENTor responsibilities, but general discipline is every MENTor's responsibility. *Please also refer to the general camp manual for rules and safety guidelines for MENTors.*




Note: Please ensure that you don't "hang out" in the kitchen or anywhere else for that matter, instead of spending time with the boys.

- Venue use
The safety of the venue should have been previously ascertained, and all reasonable precautions taken to ensure the safety of the boys. But always follow the venue's rules and regulations. We have some of our own rules around venue use (toilet use, showering and brushing teeth). Please take note of them in the camp rules for boys.
- Electricity
We typically don't make use of electricity at camp. There will however be a back-up battery and inverter in the kitchen. We use this for light in the kitchen and hall, and for mentors to charge cellphones.
- Electronics
Boys are not allowed to bring any electronic devices to camp. Mentors are welcome to make use of their phones as and when needed.
- Discipline – "Daar gaan jy"
"Daar gaan jy" is used to discipline the boys when necessary. We take a certain landmark and make them run there and back whenever there is a discipline issue.
- Camp kitchen and preparation of meals
We will always have someone doing the catering. They will ask for help as and when needed. Mentors does not have to feel responsible for this in any way.
- Meals
Times have changed and most boys grow up eating in front of the television. Camp gives us an opportunity to eat at the table and follow a certain number of table rules / table manners. We usually let the MENtors eat first unless they decide otherwise.
- Line-ups
We do line-ups before all meals as well as before and after all activities. Not only is this a 'tradition', it is also a very important safety measure.
Until regulations ease we will wash our hands before all meals as well as before and after activities. Temperatures will also be taken on a regular basis.
- Offload / Unpack / Set-up (arrival at camp)
All MENtors are required to help with this. We usually involve the boys as well. They have to help offload and set-up where necessary.
- Camp briefing, rules and ice breaker
The camp host is responsible for briefing camp and facilitating the ice breaker activity. The camp facilitators manual will include all the necessary information.

- Firewood
If the weather allows, we love spending time around the campfire. The first day of camp is a good time for boys and MENTors to go and collect firewood that will last for the duration of camp.
- Camp topic introduction
The camp host is responsible to facilitate the first discussion around the campfire on the first night. This discussion will introduce the boys to the camp topic and get them thinking (and talking) about it.
- Night hikes
The first night at camp always includes a night hike. The MENTor responsible for this can decide how he wants to facilitate it.

Note: It's a good idea to ask the boys to turn off their torches and to keep quiet for a few minutes at a certain point on the hike. This gives us an opportunity to appreciate the silence, or night time noises and the beautiful stars above us.
- Morning exercise (wake up shake up)
We always exercise in the mornings before we eat breakfast. The MENTors responsible for the exercise can decide how he wants to facilitate it. There is no specific exercise program to follow. The only requirement is that it lasts for +-30 minutes.
- Devotions
Every morning we will take 30 minutes to read our bibles and pray before we get started with the day. This is something that each camp MENTor will do with his small group of boys.
- Group time
Group time refers to small group meetings between MENTors and boys where they sit down and intentionally talk about the camp topic. There will always be 5 very specific points to discuss and remember (*Refer to the general camp manual for small group guidelines*).
- Group games
Group games will be facilitated by the camp host most of the time. This allows MENTors to participate with the boys. There will however be times where camp MENTors facilitate the games for their groups. The games will support the camp topic as far as possible (*Refer to the general camp manual for facilitation guidelines and to the facilitators manual for how to play the games*).

- Adventure activities
Camp adventure activities refer to the outdoor activities (other than group games) that the boys and MENtors will participate in. Activities include hiking, swimming, abseiling, etc. *(Please refer to the separate activity SOP's for the safe facilitation of these activities).*
- Free time
We always include free time on the program. This is a time where the boys can decide how they want to spend their time. MENtors are encouraged to join the boys with games and activities they come up with.
- Acorns and thorns
Every day ends with acorns and thorns. This is an opportunity for every boy and mentor to reflect on the day and share their highs (acorns) and lows (thorns).
- Camp debrief
The host is responsible for the camp debrief. This is important because it will help the boys to think back and talk about their experiences, develop insights, reduce negative feelings and connect their experiences to real-life situations.
- Covid-19 regulations
We will wear our masks and practise social distancing during camp (where possible).
- Photos
MENtors are welcome to take photos, but we strongly recommend that you do not share photos where faces are visible on your personal social media platforms. You can save them on your phone or PC for your own records and forward some of your best photos to *ch@racter.co.za* via Dropbox, Google Drive or WeTransfer. This way TCC can make use of your photos on TCC social media pages. **Please do not share your photos on the camp whatsapp group.**
- Visitors
No visitors will be allowed to spend time with the boys alone. Only approved TCC MENtors are allowed to supervise the boys. Visitors can assist but not be placed in charge.
- Incidents
The camp host will carry the main responsibility at camp. Any incidents should be reported to the camp host who will then contact the Character Company Social Worker and the moms of the boys involved (if necessary).

		<p>All incidents should also be recorded by completing an incident report form. The host should complete this form. Link to the form below:</p> <p>https://form.jotform.com/210272550014036</p>			
<p>Step 27 – Communicate drop off information [Sunday morning]</p>	<p>Camp host</p>	<ul style="list-style-type: none"> On the last day of camp let the moms know via the camp whatsapp group when we plan to leave camp, as well as when we actually leave. That will give them at least 45 minutes to get to the collection point. We can also ask for a chaperone mom to be at the collection point. The chaperone mom will stay with the boys until everyone is collected. 			
<p>AFTER CAMP</p>					
<p>Step 28 – Drop off [Sunday 12h00]</p>	<p>Camp host</p>	<ul style="list-style-type: none"> Keep moms updated whenever you are running late due to traffic. Drop the boys at the agreed upon collection point. MENtors are not expected to wait around at the collection point. You can leave the boys with the chaperone mom. 			
<p>Step 29 – Post camp message to moms [Sunday afternoon]</p>	<p>Camp host</p>	<ul style="list-style-type: none"> Send a message to the moms on the camp whatsapp group and attach an image which shows the camp theme and topic. Example below: <div data-bbox="711 1043 1222 1415" style="border: 1px solid #ccc; padding: 10px; background-color: #e6ffe6;"> <p>Morning moms,</p> <p>Overall we had a great camp this past weekend. We discussed 5 qualities of a good friend. Please see the notes below but I'm sure by now the boys told you about it 😊</p> <p>Regards, Uncle Willie</p> <p style="text-align: right;">10:45 ✓✓</p> </div> <div data-bbox="711 1451 1222 1514" style="font-size: small; margin-top: 10px;"> <table border="0"> <tr> <td>THE CHARACTER COMPANY WEEKEND CAMP DATE: 2022</td> <td style="text-align: center;">  </td> <td> AGE GROUP: Junior 2 (Ages 11-13) THEME: Relationships TOPIC: Friendships </td> </tr> </table> </div> <div data-bbox="711 1545 1222 1814" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><u>5 QUALITIES OF A GOOD FRIEND:</u></p> <ol style="list-style-type: none"> 1. Someone who shares my values 2. Someone who understands forgiveness 3. Someone who puts others first 4. Someone who protects 5. Someone who is trustworthy </div> <div data-bbox="711 1827 1222 1993" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><u>CAMP DEVOTIONS:</u></p> <p>Saturday morning: Ecclesiastes 4:9-10 (NLT) - Two people are better off than one, for they can help each other succeed. If one person falls, the other can reach out and help. But someone who falls alone is in real trouble.</p> <p>Sunday morning: Hebrews 10:24 (NLT) - Let us think of ways to motivate one another to acts of love and good works.</p> </div>	THE CHARACTER COMPANY WEEKEND CAMP DATE: 2022		AGE GROUP: Junior 2 (Ages 11-13) THEME: Relationships TOPIC: Friendships
THE CHARACTER COMPANY WEEKEND CAMP DATE: 2022		AGE GROUP: Junior 2 (Ages 11-13) THEME: Relationships TOPIC: Friendships			
<p>Step 30 – Mentors to complete their M&E</p>	<p>Camp host</p>	<ul style="list-style-type: none"> All mentors must complete their online M&E as soon as possible (host can remind them). 			

Step 31 – Evaluation on MENTors [Sunday afternoon]	Camp host	<ul style="list-style-type: none"> The camp host must complete an evaluation on each of the camp MENTors. Host will give the evaluations to the Character Company Events Manager, who will then email it to the Character Company MENTorship Division. 																																																																																																																																																											
Step 32 – Complete equipment log in sheet [Sunday afternoon]	Events Manager	<ul style="list-style-type: none"> Complete the equipment log in sheet for the required items. Use the link below to do so: https://form.jotform.com/212452136613548 																																																																																																																																																											
Step 33 – Sit down with camp host to debrief [Monday after]	Events Manager	<ul style="list-style-type: none"> Sit down with the camp host to debrief the camp. Take note of any suggestions to improve camp. 																																																																																																																																																											
Step 34 – Post camp admin [Monday after]	Events Manager	<ul style="list-style-type: none"> All post-camp admin below. 																																																																																																																																																											
Step 34.1 – File camp register	Events Manager	<ul style="list-style-type: none"> Scan and file the signed camp register. 																																																																																																																																																											
Step 34.2 – Follow up on outstanding admin	Events Manager	<ul style="list-style-type: none"> Follow up on any outstanding camp admin (payments, indemnities, etc.) 																																																																																																																																																											
Step 34.3 – Submit 'no show' information	Events Manager	<ul style="list-style-type: none"> Send an email to <u>TCC Moms Support</u> to notify them of any 'no shows'. 																																																																																																																																																											
Step 34.4 – Financial Recon	Events Manager	<ul style="list-style-type: none"> Submit a financial recon clearly indicating income and expenses for a specific camp. This gets emailed to <u>TCC Finance</u> (finance.ch@racter.co.za). Slips for all expenses should be added to the 'unsorted-camp' dropbox folder. Example of financial recon below: <table border="1" data-bbox="715 1220 1412 2072"> <thead> <tr> <th colspan="3">Camp financial recon:</th> <th colspan="2">THE CHARACTER COMPANY</th> </tr> <tr> <td colspan="3">Junior 1 Weekend Camp 4-6 February 2022</td> <td colspan="2">RAISING BOYS TO BE GOOD MEN</td> </tr> <tr> <td colspan="3">Attendance: 5 MENTors and 16 boys</td> <td colspan="2"></td> </tr> <tr> <th colspan="2">Income</th> <th>Payments received</th> <th colspan="2">Payment arrangements</th> </tr> </thead> <tbody> <tr> <td>Bokang Sabelo</td> <td>Morudu</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Channing Christian</td> <td>Morrow</td> <td>R 200.00</td> <td colspan="2">Paid R0. A R200 credit was available.</td> </tr> <tr> <td>Hlumile (Ndoda)</td> <td>Sigenu</td> <td></td> <td colspan="2">Sponsored by TCC</td> </tr> <tr> <td>Isibusiso Thokozani</td> <td>Zwane</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Jabulani</td> <td>Dlamini</td> <td></td> <td colspan="2">Sponsored by TCC</td> </tr> <tr> <td>Jude</td> <td>Govender</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Kago Spencer</td> <td>Moleofe</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Leruo Segatle</td> <td>Talane</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Nqobile</td> <td>Mothamme</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>O-Molemo Tlotlo</td> <td>Moeketsi</td> <td>R -</td> <td colspan="2">No show and no payment</td> </tr> <tr> <td>Onthatile</td> <td>Phallane</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Othobile</td> <td>Mokalapa</td> <td>R 200.00</td> <td colspan="2">Paid but did not attend due to flu. Will allocate the R200 to his next camp.</td> </tr> <tr> <td>Oxford</td> <td>Mcube</td> <td></td> <td colspan="2">Sponsored by TCC</td> </tr> <tr> <td>Quinn Louis</td> <td>Assam</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Richard</td> <td>Khaba</td> <td></td> <td colspan="2">Sponsored by TCC</td> </tr> <tr> <td>Setso</td> <td>Chibaele</td> <td></td> <td colspan="2">Sponsored by TCC</td> </tr> <tr> <td>Shaquille Lebohang</td> <td>Sabawu</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td>Yeshaa!</td> <td>Govender</td> <td>R 200.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>R 2,400.00</td> <td colspan="2"></td> </tr> <tr> <th colspan="2">Expenses</th> <th>Payments made</th> <th colspan="2">Notes</th> </tr> <tr> <td>Checkers</td> <td></td> <td>R 2,385.35</td> <td colspan="2">Catering</td> </tr> <tr> <td>Big Five</td> <td></td> <td>R 919.00</td> <td colspan="2">Catering</td> </tr> <tr> <td>Pick n Pay</td> <td></td> <td>R 73.98</td> <td colspan="2">Catering</td> </tr> <tr> <td>Builders</td> <td></td> <td>R 303.00</td> <td colspan="2">Activity Equipment</td> </tr> <tr> <td>3@1</td> <td></td> <td>R 99.00</td> <td colspan="2">Activity Prints</td> </tr> <tr> <td>DM Catering</td> <td></td> <td>R 250.00</td> <td colspan="2">Catering</td> </tr> <tr> <td colspan="2"></td> <td>R 4,030.33</td> <td colspan="2"></td> </tr> </tbody> </table>	Camp financial recon:			THE CHARACTER COMPANY		Junior 1 Weekend Camp 4-6 February 2022			RAISING BOYS TO BE GOOD MEN		Attendance: 5 MENTors and 16 boys					Income		Payments received	Payment arrangements		Bokang Sabelo	Morudu	R 200.00			Channing Christian	Morrow	R 200.00	Paid R0. A R200 credit was available.		Hlumile (Ndoda)	Sigenu		Sponsored by TCC		Isibusiso Thokozani	Zwane	R 200.00			Jabulani	Dlamini		Sponsored by TCC		Jude	Govender	R 200.00			Kago Spencer	Moleofe	R 200.00			Leruo Segatle	Talane	R 200.00			Nqobile	Mothamme	R 200.00			O-Molemo Tlotlo	Moeketsi	R -	No show and no payment		Onthatile	Phallane	R 200.00			Othobile	Mokalapa	R 200.00	Paid but did not attend due to flu. Will allocate the R200 to his next camp.		Oxford	Mcube		Sponsored by TCC		Quinn Louis	Assam	R 200.00			Richard	Khaba		Sponsored by TCC		Setso	Chibaele		Sponsored by TCC		Shaquille Lebohang	Sabawu	R 200.00			Yeshaa!	Govender	R 200.00					R 2,400.00			Expenses		Payments made	Notes		Checkers		R 2,385.35	Catering		Big Five		R 919.00	Catering		Pick n Pay		R 73.98	Catering		Builders		R 303.00	Activity Equipment		3@1		R 99.00	Activity Prints		DM Catering		R 250.00	Catering				R 4,030.33		
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Step 34.5 – Ask camp MENTors for feedback	Events Manager	<ul style="list-style-type: none"> Ask camp MENTors for feedback on the boys. Each MENTor can select any 2 or 3 boys from his group to give feedback on.
Step 34.6 – Submit camp feedback to TCC Moms Support	Events Manager	<ul style="list-style-type: none"> Load the camp feedback for <u>TCC Moms Support</u> to access. There is an excel spreadsheet that we use for this. TCC Moms Support will then give feedback to the moms.
Step 34.7 – Give camp feedback to MENTors of the boys	Events Manager	<ul style="list-style-type: none"> Give the same camp feedback to the MENTors of the boys. This way MENTors will receive valuable information on how their boys ‘performed’ at camp.
Step 34.8 - Submit mentor M&E	Events Manager	<ul style="list-style-type: none"> Receive MENTor evaluations from the camp host and submit it by emailing it to the <u>MENTorship Division</u>.
Step 34.9 – Social Media post	Events Manager	<ul style="list-style-type: none"> Receive photos from the camp host and MENTors. Draft and publish a camp post on Facebook. When selecting photos, choose the best photos and edit as/when necessary. Never ‘dump’ photos. All photos will be saved on the ‘Media External Hard Drive’. Best photos will also be uploaded to the online Media Archive.
Step 34.10 – Go through camp feedback from the boys (if any)	Events Manager	<ul style="list-style-type: none"> Go through and file camp feedback received from the boys (if any).
Step 34.11 – Review camp program feedback from host and MENTors	Events Manager	<ul style="list-style-type: none"> Review camp program feedback received from the camp host and MENTors and adjust the camp program where necessary.

Know the risks:

DEHYDRATION



Dehydration occurs when you use or lose more fluid than you take in, and your body doesn't have enough water and other fluids to carry out its normal functions.

OVERHYDRATION



Overhydration happens when your body takes in or holds onto more fluid than your kidneys can remove. Drinking too much water or not having a way to remove it can cause water levels to build up. This dilutes important substances in your blood.

INJURY



Injuries can result from being reckless, the misuse of equipment, disregard of safety practices and other inadvisable activities.

DANGEROUS ANIMALS



It is wise to be aware of the potential dangers of the environments you camp in. By being conscious of what threats certain wild animals can pose, and by knowing how to properly react to those threats, you will greatly improve your chances to successfully survive an animal encounter.

WEATHER CONDITIONS



Threatening weather, like a thunderstorm, can become dangerous if you don't get yourself to safety.

Spiders that you might encounter:



Red Roman: The Red Roman Spider, also known as a Sun Spider, is a strange creature. Although its name suggests it is a spider; this is actually not the case. The only likeness that they share with spiders is that they have eight legs. These creatures are not venomous, although they are found to be very aggressive and can inflict painful bites.



Rain Spider: These spiders will often enter homes before rain, and they will prey on geckos. The size of these spiders, combined with the yellow and black banding on the underside of the legs exposed when the spider is in threat pose, give them a fearsome appearance. For humans the bite is no more dangerous than a bee sting. It causes a burning sensation, and swelling which lasts for a few days. Recovery is spontaneous and complete.



Common Wall Spider: These strange-looking spiders are flattened in profile, giving them the name 'Flatties' or 'Common Wall Spiders'. They are common in houses, garages and around large boulders. In the house they live on the walls or upside down on the ceiling. They are a bit larger than a R5 coin. They hunt insects such as mosquitoes, moths and flies. They are usually brown to grey with stripes and bands making them camouflaged on rocks. They are completely harmless to humans.

What to do in an emergency

Common sense and good decision making go a long way in keeping you safe. However, accidents can and do happen so it's good to be prepared and know what to do in an emergency.

Assess

- The main thing is to establish the extent of the injury to the injured party.

Treat

- If the injury is minor and some basic first aid will treat it, then you know what to do.
- If the injury is more severe, but you are able and qualified to treat it, you can go ahead and do so.
- Administer CPR and treat for shock if necessary (refer to first aid SOP).

Call for help

- If you are unsure how to assess the situation or unsure what the best course of action would be, you need to contact Mountain Rescue or the Emergency Services.
- As a broad guide, the rescue service will likely start by asking you specific questions about the incident. Be ready to provide:
 - Location
 - Number of people in your hiking party and names
 - Detail on injuries / casualties
 - Your phone number as well as others in the group
 - Incident detail – time it happened, what happened, etc.
 - Equipment available at your location
 - Landmarks or features at your location
 - Location coordinates if you have them
- The rescue service will use this information to help them make their own assessment of the situation. Based on that they will then give you advice on what you should do.

EMERGENCY NUMBERS

GAUTENG

MCSA Search & Rescue

074 125 1385 OR 074 163 3952

HEMS (Hartbeespoort)

082 695 1240

WESTERN CAPE

MCSA Search & Rescue

021 937 0300

EASTERN CAPE

East London –

fire / rescue / emergency

043 705 9000

USEFUL APPS TO DOWNLOAD

Snake bite institute app

<https://www.africansnakebiteinstitute.com/app/>

