

Proposal to Host a Session of Camp Granada

Dear Administrator,

You are receiving this document because _____ (name of person, persons, or group) is/are interested in hosting a session of Camp Granada on your campus. This document provides some basic information about Camp Granada and answers some of the most common administrative questions about hosting a session in your facility.

Thank you for considering this proposal.

Sincerely,

Proposal Coordinator

_____/_____/_____
Date

Additional Proposal Committee Members:

Mission Statement

The mission of Camp Granada is to provide the highest quality summer music day-camp experience in a child-centered environment that encourages participation, stimulates creativity, and focuses on fun. We do not strive to turn young children into Beethovens or Mozarts. It is simply our desire to increase each child's awareness and enjoyment of music, and to instill in each child a desire to continue musical involvement for a lifetime.

Camp Granada Proposal

What is Camp Granada?

Camp Granada is a different kind of day-camp that exists wherever there are people who love music and who are burdened with a desire to share that love of music with young children. Its sessions are not held on lake-fronts or wooded hills, but in schools, churches, community music schools, homeschool associations, youth organizations, and civic facilities. Its curriculum blends the instructional rigor of formal music learning with the fun, excitement, and life-changing atmosphere of summer camp. Since 2000, Camp Granada programs across the country have given thousands of musically gifted and interested students a chance to further their interests in an active and exciting camp environment.

The Camp Granada curriculum is designed to integrate a variety of arts and common core objectives into a music curriculum that encourages participation, fosters creativity and musical exploration, and focuses on fun. Activities include singing, playing instruments, movement, listening and music literacy. The program also includes kinesthetic, summer-camp style games and activities that continue to expose students to content and skills from the day's lessons. The week concludes with a student performance of the music and skills that have been developed through the week.

What purpose does it serve?

Each summer, lives of children across the country are changed forever through the powerful impact of camp programs. However, while sports camps abound in great numbers, there are few opportunities for children interested in music. Camp Granada began from a desire to fill that void, and to offer the same kind of life-changing, character building experience to young musicians that is more commonly offered in other areas.

Music is an integral component of child development, and plants the seeds of creativity and self-expression that children will use for a lifetime. More so, music introduces young children to the tools through which they begin to experience and participate with the world around them; and there is no better place to provide opportunities for this experience than in a camp environment such as Camp Granada.

How will it benefit the hosting organization, or its students?

In addition to its mission as a music enrichment program, Camp Granada also serves as an out-of-the-ordinary fund raiser whose proceeds from tuition benefit the music program of the hosting organizations. Ideally, Camp Granada should pay for itself including the costs of instructional materials, facility rental or usage fees, and personnel, and then have a substantial amount left-over to donate to the hosting organization. Donations to the hosting organization may also be made in the form of instruments, equipment or supplies that are purchased through income generated from tuition and fees. Finally, Camp Granada may be used as professional development for teachers who organize Camp Granada in a local school.

How will this work?

If you agree to host a session of camp on your campus, the person or persons who have presented you with this proposal will serve as the program director(s), or will appoint a director at a later time. The Program Director will recruit staff, parent volunteers, and participants, manage the administrative duties of the program, and serve as the primary point of contact between the community and the hosting organization. The Program Director also deals with more significant behavioral or medical issues that may arise during camp.

The director may have already purchased the Camp Granada Starter Kit and Curriculum Guide that provide all of the information they will need to manage the program. The Starter Kit describes the logistical and procedural information, and contains templates for registration forms, policies, and promotional materials. Procedural guidelines have been included in the starter kit, but all information may be modified to fit the needs or requirements of your campus. The Curriculum Guide describes each year's camp theme, and includes sequential lesson plans based on the year's theme. Each year's curriculum is pilot tested with elementary children in two different camp sessions before the instructions are finalized or published. The Curriculum Guide also includes a detailed inventory of required materials to implement the lessons and activities.

What will I need to provide as the facility administrator?

The administrator of the hosting organization will need to provide:

- Administrative approval to host the event, promote the event on campus, and recruit participants.
- Administrative guidance regarding liability or financial policies of the hosting organization that may need to be implemented for Camp Granada.
- Administrative approval for professional development in schools where Camp Granada will offer professional development units for participating teachers. This usually requires the administrator to serve as a liaison between Camp Granada staff and upper-level administration.
- Administrative approval for use of facilities. This usually requires the administrator to serve as a liaison between Camp Granada staff and facilities managers to ensure rooms will be unlocked when needed, rooms will be available, and AC/heating will be available.

Facility needs are based on program size, but typically include:

Base Camp: A central meeting location for large-group sessions. Some classes may also meet at base camp

Cafeteria: a suitable facility with tables and chairs for campers to eat lunch

Classroom space: One room is needed for each class in your program. Ideally, rooms should be free of desks or chairs, and have enough room for rehearsal, instruction, and movement. The arts and crafts room should have a tiled floor and enough tables and chairs for each camper to work.

Game/Activity Room: Afternoon game time is typically held in a large room or small gymnasium. If weather permits, afternoon game time may be held outdoors if the games are modified to fit the conditions.

Stage: a large performance space for the closing ceremony. A gymnasium or cafeteria may serve multiple camp purposes.

Facility Staff

Camp Granada usually provides its own staff as described in the Starter Kit. Sometimes, additional staff may be needed, based on the policies of the hosting organization. In some instances, security personnel may need to be provided to lock and unlock classrooms used by Camp Granada. This is not needed if the program director has keys. In some instances, custodial staff may be needed for camp. Camp Granada staff may serve in this capacity if no custodial personnel are available.

How much does it cost to run a week of camp?

Camp Granada can function on a wide range of budgets based on the number of campers, paid or volunteer staff, and the extravagance of decorations, team prizes and other non-essentials. While many of the non-essentials do not have any bearing on the quality of instruction, they do contribute to the overall image of camp presented to the campers and parents, and should be considered as the budget is formulated. Costs for a session of Camp Granada Include:

- Set-up:** • Office Supplies needed to create and distribute promotional materials
- *Additional:** • Building or Facility usage for one week
- Office supplies for instructional materials
- Custodial staff (may not be required if Camp Granada staff agree to manage cleaning tasks for the week)
- Camp Staff Compensation (see below for options)
- Art and Craft supplies (ask for donations or borrow equipment from other organizations to reduce costs)
- Instructional materials and equipment that are not already available (try to borrow equipment from other organizations to reduce costs)
- Camper Prizes for the closing ceremony (optional)

*Note: Materials, equipment and supplies are usually purchased with money collected from tuition and fees.

How much will it cost children to participate?

Typically, camp tuition ranges from \$50 to \$75 per camper. Other options to consider:

- Discounted or waived tuition for campers whose parents volunteer to serve in some capacity
- Discounts for families with multiple children (\$75 for the first child, and \$50 for each additional sibling).
- If your program will provide camp shirts, consider \$50 tuition plus the cost of a shirt for campers who wish to purchase one (approximately \$10 to \$15), or \$75 tuition that includes a shirt for every camper.

How should workers be compensated?

There are several important factors to consider when determining compensation for staff, and these considerations will be made by the Program Director, in cooperation with the hosting organization's administrator.

If your hosting organization is already set-up to pay employees and deal with appropriate tax records, this may be the most suitable format to pay camp staff. If you choose to pay staff, consider one of two options

- Pay each staff member a flat or hourly rate. In this format, you need to have a suitable number of campers and charge enough tuition to pay staff.
- Or, pay each staff member based on the number of campers who enroll. This may encourage staff to recruit more campers to your program.

Other forms of Compensation:

- Compensation for workers may also come in the form of a donation to each worker's school if your staff members are music teachers who may need supplies for their programs.
- Compensation may also come in the form of Professional Development Credits if camp staff are professional educators in need of these credits.

Other Considerations:

- In addition to a small number of adult workers who receive compensation, consider hiring college music education majors to work in the program.
- In addition to paid staff, consider volunteers who may need to fulfill volunteer obligations for civic organizations. Usually, local high schools offer honors courses that include a service-learning component wherein students are required to fulfill volunteer hours.

What about safety or emergency issues that may arise during Camp?

The Camp Granada Starter Kit contains a variety of pre-made templates for registration forms, medical release waivers, and emergency procedures. The Program Director and hosting organization's administrator will need to ensure that all Camp Granada policies adhere to the organization's plan, or may need to modify the provided templates to comply with the hosting organization's policies that are already in place.