



## **Camp Host Overview**

This document provides an overview of what it entails to host an iCan Dance camp. If you have questions or would like to pursue hosting a dance program, please email [lisa@icanshine.org](mailto:lisa@icanshine.org)

### **Components of this packet include:**

- **Importance of Dance Camp Hosts**
- **Goals & Benefits**
- **Program Description**
- **Typical Camp Daily Schedule**
- **Typical Camp Weekly Schedule**
- **Dancer Requirements**
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## **IMPORTANCE OF DANCE CAMP HOSTS**

Our mission is to provide unique learning opportunities in recreational activities for people with disabilities. Each person's abilities are embraced and nurtured to foster an environment where everyone can shine!

Without local organizations, groups and individuals with the desire to make this happen in their community accomplishing our mission is impossible.

## **GOALS AND BENEFITS**

### **Goals**

The goals of iCan Dance are:

- to teach individuals with disabilities and volunteers dance moves combined in a choreographed routine culminating in an on stage performance on Friday
- to bring all participants together in a safe, supportive, inclusive and fun environment to accomplish their performance goal as a unified team
- to teach volunteers how to work with individuals with disabilities recognizing that we all have abilities and are more alike than different

### **Benefits for Dancers**

- Increase in self-esteem and self-confidence
- Inclusion opportunities with typically developing peers in a safe, supportive setting where everyone learns together
- Self-expression through music and movement
- Increase in memorization, coordination and gross motor skills
- Physical activity improves physical fitness, mental health and overall quality of life
- Have fun!

## **Benefits for Volunteer Dancers**

- Increase in communication skills
- Increase in self-esteem & self-confidence
- Gain a true understanding of service learning in a hands on program
- Gain knowledge of the power of words and how words can be hurtful even if unintentional
- Increase in leadership skills
- Acquisition of dance skills and routine in an inclusive team environment
- Have fun!

## **PROGRAM DESCRIPTION**

- Each dancer attends the same 60-minute session (5-7 year age group) or 75-minute session (age 8 and above) each day of camp Monday through Friday.
- Three age groupings are available at the discretion of the host. Age groupings are 5-7 years, 8-12-years and 13 years and above.
- 5 consecutive days (M – F) with 5 consecutive sessions per day
- Camp generally occurs between 8:00 am - 5:00 pm
- 30-minute break between each session
- 60-minute break for lunch
- No less than 4 and no more than 8 dancers per each session (depending on available stage space)
- **All sessions must have a minimum of 4 dancers.** If concerned about meeting this minimum, hosts may consider offering sessions #1 to #4 or #2 to #5 initially, until the host gets a sense of being able to meet this minimum. Then adding the 5<sup>th</sup> session can occur any time during registration. To the extent hosts open up all five sessions and have any that do not have at least 4 dancers, they will need to reassign dancers to ensure a minimum of 4 in each session.

- Minimum 1 volunteer per dancer, 2 backup volunteers per session are recommended in the event a primary volunteer is absent. (ex. if a session has 8 dancers, there should be 10 volunteers each day—1 for each dancer and 2 extra). **The ideal ratio is 2 volunteers per dancer.**
- 2 iCan Dance Staff will conduct the camp
- Full-time Camp Director (provided by Host) responsibilities are described later in this document in section entitled “Host Responsibilities During Camp”. Dividing this full-time role between 2 or 3 people during the week is fine so long as there is always someone at camp assigned as Camp Director.
- The Camp Host supplies an iCan Dance camp t shirt for each dancer and volunteer. All dancers and volunteers will wear black shorts, capris, or pants along with the t shirt as the performance costume.

**TYPICAL CAMP DAILY SCHEDULE**

- Volunteers arrive 20 minutes prior to their session(s) each day for training

<b><u>Session #</u></b>	<b><u>Times</u></b>	<b><u>Age Group</u></b>
1	8:30 am - 9:45 am	8-12 year olds
2	10:15 am - 11:15 am	5-7 year olds
3	11:45 am – 1:00 pm	Age 13 & above
LUNCH	1:00 pm - 2:00 pm	Camp Staff
4	2:15 pm - 3:30 pm	8-12 year olds
5	4:00 pm - 5:15 pm	8-12 year olds

**NOTE: The Session start times and combination of age groups that comprise the five daily sessions are determined by the camp host and vary by camp. Please consider your community needs when setting your sessions and combination of age groups to offer. Camp hosts may open sessions 1-4 initially to determine the demand. Once each of those sessions have the minimum of 4 dancers, the 5<sup>th</sup> session may be opened. Please do not create gaps of time within the camp day when creating the schedule.**

## **TYPICAL CAMP WEEKLY SCHEDULE**

### **Saturday**

- iCan Dance staff arrive and check into hotel (typically in the afternoon or evening depending on which city they are arriving from)
- Camp Director sends email to volunteers reminding them of Sunday training. Volunteer Training is critical to the success of the program. Volunteers should dress comfortably for the activity-based training.

### **Sunday**

- Shine staff meets with Camp Director at the facility 30-45 minutes prior to the Parent and Volunteer Orientation and Volunteer Training for a short planning session to include a facility walkthrough and a check of stage and sound system
- Camp Director sets up appropriate signs indicating where parents and volunteers should park and check-in for the orientation
- iCan Dance staff conducts the Parent and Volunteer Orientation and Volunteer Training lasting approximately two hours (dancers should not attend)
- Camp Director provides completed iCan Dance dancer registration and liability release forms to iCan Dance staff in preparation for Monday

### **Monday - Day #1**

- Camp Director conducts dancer and volunteer check-in outside doors leading to practice area
- Check-in includes ensuring all dancers and volunteers have a name-tag, appropriate footwear (closed toed shoes) and are ready for their session
- iCan Dance Instructor will have the daily instructional meeting with volunteers 20 minutes before each 60-minute or 75-minute session begins and assign volunteers to dancers
- Volunteers end daily instructional meeting before session start time then go out to check-in area to 'meet and greet' their assigned dancer
- Volunteers escort dancers into the practice area to their assigned starting number (a poly-spot marker)

- Parents will stay in waiting area outside of the practice space during the session
- Volunteers escort dancers back to parent/guardian following the session
- During the 30-minute break before the next session iCan Dance Instructors will set up practice area and train volunteers for the next session

### **Tuesday and Wednesday - Days #2 and #3**

- Same as procedures for Monday

### **Thursday – Day #4**

- Same as procedures for previous days except that practice occurs on stage for the first time

### **Friday – Day #5**

- A brief practice will occur on stage followed by a live performance for families and friends

### **Saturday**

- iCan Dance staff checks out of hotel and departs for next location

## **DANCER REQUIREMENTS**

In order to participate in the iCan Dance program the individual must meet the following requirements:

- be at least 5 years of age at the start of camp
- have a diagnosed disability. All abilities are welcome!

It is important to consider behavioral issues when evaluating dancers for this program. An individual may be physically able to participate, but if their behavior is such that they cannot be persuaded to follow instructions, then it is likely this program will not be beneficial. Individuals with severe behavioral issues may be removed from the program if their actions are potentially harmful to themselves or others.

## **HOST RESPONSIBILITIES DURING CAMP**

### **Camp Director**

A full-time Camp Director is designated by the Host and may or may not be involved in planning the dance camp. In addition to possible involvement in helping Host plan and organize the camp, the primary responsibilities of a Camp Director during the week of camp include, but are not limited to:

1. On site during each camp day to coordinate any emergency or other issues with Shine staff (e.g., calling 911 or managing and collaborating with Shine staff to resolve parent or volunteer questions/issues) and act as a liaison between Shine staff and parents of dancers (e.g., fielding and answering parent questions as best as possible and consulting with Shine staff frequently).
2. Coordinate communications and all facility issues with facility staff (e.g., issues with access to or use of the areas as previously agreed to).
3. Assist Shine staff with oversight/supervision and motivation of volunteers
4. Organize and administer a dancer and volunteer check-in process near entrance outside the practice area. Check-in process should include:
  - Having dancers arrive 10 minutes before session start time with parent/caregiver to fill out name tag and wait outside practice area until met and greeted each day by assigned volunteer(s), reminding caregivers to have dancers use the restroom, have their snack, check medical issues (glucose levels, breathing treatments and proper medications).
  - Arrange for some seating in check-in area for parents/caregivers and dancers to wait prior to session start times. Parents/caregivers will remain in this area during the session.
  - Have volunteers arrive 20 minutes before session start time to fill out name tag and meet with Shine staff for daily instructions/training prior to arrival of dancers
  - Arrange for lunch each day of camp to enable Shine staff to not leave facility during lunch (optional but very much appreciated)
5. Coordinate and communicate all details of pre-camp orientation with facility personnel. This includes but is not limited to:

- Scheduling to meet Shine staff at facility on Sunday for walkthrough of the facility, Parent and Volunteer Orientation and Volunteer Training
  - Scheduling all activities at the facility for Sunday
  - Providing a screen and projector for Shine staff to connect laptop to show Power Point presentation at Sunday orientation
  - Making arrangements for seating for parents and volunteers at Sunday orientation
6. Coordinate and communicate all details of camp area with facility personnel and Shine staff. This includes but is not limited to:
- Scheduling practice space for each session, Monday through Wednesday
  - Scheduling the stage for rehearsal on Thursday and performance on Friday
  - Coordinating usage of stage, sound system, microphone and curtains with facility personnel for Thursday and Friday
7. Coordinate and oversee all details of the Friday performance to include:
- Assure that invitations go out to all parents/caregivers, volunteers, media and other invitees
  - Assure that all dancers and volunteers have t shirts for Friday performance and all are reminded to wear black pants
  - Coordinate and emcee post camp award ceremony with volunteers and dancers

## **VOLUNTEER DETAILS**

**Volunteers** - Person at least 12 years old to support the participant during the dance sessions. The volunteer should be physically fit, able to follow instructions in a group setting and able to assist the dancer as required. We recommend a minimum of 1 volunteer per dancer plus 2 floaters per session (2 volunteers per dancer is preferred) depending on stage space (see Facility Requirements). Each volunteer is assigned to work with the same dancer all week at camp.

**NOTE:** Volunteers that are 8-11 years old may volunteer but they must be partnered with another volunteer 15 or older. The underage volunteer may not work with a dancer on their own.

**Volunteer Training** – Training for volunteers consists of a 90-minute activity based training session on Sunday following the approximately 30-minute Parent and Volunteer Orientation. In addition, volunteers will attend a 20-minute training and debriefing each day (M-F) prior to their session start time. Volunteers should arrive a little early as training will start on time each day.

**Volunteer Check-in Assistant – (optional and helpful)** Person assists with check-in of dancers & volunteers and other assigned tasks.

## **FACILITY REQUIREMENTS**

- Climate controlled indoor accessible (for wheelchairs) practice space - small gymnasium, dance room, fitness room with open floor space, yoga room, etc. will be used Monday-Wednesday. The stage will be used on Thursday for rehearsal and on Friday for the performance finale and must be accessible as well.
- Most stages are able to accommodate up to 8 dancers per session and 2 volunteers for each dancer, for a total of 24 people. A 20'X12' (240 square feet – 10 sq ft per dancer) stage will accommodate the maximum number of dancers and volunteers.
- Stage performance area must be clear of props, ladders, furniture and other movable objects. Offstage area should be clear as well so that dancers and volunteers can safely enter and exit the performance area.
- If a dancer uses a wheelchair, walker, crutches or other assistive devices for walking, the stage must be accessible with a ramp or lift.

- A sound system connected to speakers of sufficient quality to fill the hall is required. A standing microphone is required. The sound system should accept either a USB or CD for the performance music.
- Adjustable stage lights are preferred to highlight or lowlight areas of the stage as well as the dancers.
- The stage will have a curtain that can be opened and closed as needed.

### **PROGRAM COST**

- \$6,250 paid to iCan Shine which includes two iCan Dance Instructors, camp equipment, transportation costs and liability insurance for facility (excludes lodging costs of two rooms for 7 nights for iCan Dance staff)
- Above fee is partially funded by the host charging dancers a registration fee of generally \$100. Fee amount determined by host.
- Providing lodging for two (2) rooms for seven (7) nights (checking-in and out on Saturday) generally in a hotel near facility
- Facility rental fee, if any (most facilities are donated to hosts or carry a nominal fee)
- Providing lunch for iCan Dance Instructors for each day of camp enabling staff to remain at facility to prep for session following lunch (not required but very much appreciated)
- Miscellaneous costs such as name tags, dancer and volunteer awards
- T-Shirts for dancers, volunteers and 2 iCan Dance Instructors

The total cost for a camp will vary depending on the level of donated/discounted items secured by the host (e.g., facilities, hotel rooms, t-shirts, lunches, etc).

Most camps cost approximately \$7,000 - \$8,000. This amount is primarily recovered by the host through charging dancer registration fees. The registration fee amount is set by the host.

For example, a camp of 40 dancers with a registration fee of \$100 will yield \$4,000 to the host thereby funding the majority of the dance camp cost.

The other remaining camp cost is generally subsidized by obtaining donated

lodging, t-shirts, donations from local corporate sponsors or individuals, grant - writing and/or other fundraising activities.

### **PROGRAM MONEY MANAGEMENT OPTION**

Approximately 90% of our iCan Shine hosts are nonprofit organizations with existing bank accounts, fundraising and accounting practices. Not only does this enable them to process credit cards and deposit registration fee and donation checks, but also provide donors and sponsors with an income tax deduction benefit for such donations. This makes fundraising and overall bike camp money management more efficient.

However, approximately 10% of our iCan Shine hosts are motivated individuals not affiliated with a nonprofit organization. Being an individual, they lack the ability to process credit cards and a separate bank account dedicated to depositing and segregating bike camp monies and transactions. Individuals also lack the ability to provide donors and sponsors with an income tax deduction benefit. To address these drawbacks for individuals interested in hosting, iCan Shine provides at no charge the following services and benefits for individual hosts:

- Transact credit card payments from parents, donors and corporate sponsors through our website which are then credited directly to your account
- Deposit registration, donation and corporate sponsorship checks made payable to iCan Shine, which are then credited directly to your account, thereby:
  - eliminating your need to establish and manage a separate bike camp bank account; and
  - providing your donors and sponsors with an income tax deduction for donations given iCan Shine's nonprofit status
- Directly pay camp related expenses such as for lodging, t-shirts, awards, facility rental fees and/or personally reimburse individual hosts for out-of-pocket camp related costs
- Provide e-mail confirmation for each of the above transactions to ensure we stay reconciled
- Provide a detail of your account balance and activity upon request for review

# Have questions?

- OR -

## Ready to begin process to host an iCan Dance camp?

Please contact Lisa Ruby via e-mail or phone at:

[lisa@icanshine.org](mailto:lisa@icanshine.org)  
(571) 218-0770 (mobile)

*"We cannot hold a torch to light another's path without brightening our own"*