

Private Camp Procedures

In the past few years, the balance of enrollment for summer camps has shifted drastically from campus camps to private camps. ADTS® presents well over 100 private camps each summer where instructors are sent directly to the schools to teach the camp at the team's home location. This has increased the level of individual responsibility to the individual instructor to represent the company well, to present a professional camp and to be well prepared. The director receives the Visual Notes Video that they can review and select routines to be taught at their camp. The director may also choose to have custom routines taught at their camp. The instructor will receive music and a custom routine form for each routine to be custom choreographed. It is imperative that the instructor contact the hostess team director in advance to be best prepared for teaching the camp. Below are some important points to remember about private camps.

OFFICE COMMUNICATIONS:

- * Please let the office know the best way you can be reached over the summer (home phone, school phone, e-mail, mobile phone).
- * Make sure that you have received information about your private camp at least 2-3 weeks out so that you can contact the director. If not, please call the office to get the director's home phone number. You will need to get directions to the school and your hotel. You will also help guide the director in the selection of routines since you will be familiar with most of them.
- * If the director requests more custom routines than are listed on her contract, you should instruct the director to call the office to approve a new private camp price. Teams are now charged extra for all custom choreography.
- * Make sure that you have also received a copy of the Private Camp Information Checklist that will detail any special requests the director has for the private camp. Make sure that you are following these requests carefully
- * Make sure that you have taken time, in advance, to learn the routines that have been requested for the private camp. There is no excuse not to be prepared. If you need to review your routines at night during your camp, you may want to bring a portable VCR to use in your hotel room with your TV-
- * Call the office on the first evening of your camp and leave a message on the answering machine to let us know that things are going okay with your camp. Please let the office know at this time if you are missing or short on any supplies. The office will be expecting this check in call.
- * You should receive a copy of the Visual Notes Video, summer camp music tape and routine notes. You will need to hold on to this for the summer and be prepared to return the video when your camps are completed.

YOUR PRIVATE CAMP:

- * On the first day of camp, introduce yourself and make sure that all comments are positive. Do not apologize for your lack of preparedness. Explain the ribbons to the team. Tell about T-shirts (\$10 each) and patches can be ordered for \$5 each (see director's book for order form). DO NOT collect money for any T-shirts that are not there to sell. Many times we run out of sizes or discontinue styles. Directors can call the office and order prior to August 1st.
- * Your hostess team will be providing your lodging for you. Please make sure to get a phone number and directions for your hotel ahead of time. Please take care of any incidental charges before you depart. If for any reason that you are in an area of town that is not safe, please contact the office and we will make arrangements for you to stay elsewhere.
- * You will be paid \$20 each day for meal per diem. You will be responsible for your own meals. Your hostess team may offer to buy lunch or dinner. This is just a little extra benefit for you!
- * Make sure that you are punctual and that your appearance is professional. Make sure that you have makeup on, your hair is clean and secured and your staff attire appears fresh.
- * Have formations and parts prepared ahead of time for each routine. You should have the number of performers on your camp information sheet or in phone discussions with the director.
- * Make sure that you have planned structure to your daily camp schedule each day to include a

greeting, warm up, teach routine in a timely manner, cool down and a brief closing that can include a motivational or team building activity. Follow the schedule for camp as designated by the director. Ask the director for feedback and suggestions and be approachable and flexible for changes.

- * At the end of each day, make sure to encourage the girls to practice the routines and techniques. Make any announcements and highlight the schedule for the following day.

- * Supplies should be shipped in advance to the private camp location. The supplies should have been shipped to the school unless otherwise requested.

- * Custom routine notes should be typed and ready to hand to the hostess director at the camp.

- * Your hostess team should provide a sound system for teaching the camp. However, you will want to bring a jam box with you to practice at night.

- * You have a \$15-\$20 " allowance " to purchase a goody or flower for your hostess director as well as a treat for the team. Please make sure to keep up with any receipts and you can use store money to purchase these items. You can take photos and send them back to the team or copies to the office.

- * Make sure to take the time to do an organized " Show Off" at the end of camp and set up the awards nicely on a table. Utilize this opportunity to brag on the team to the parents and friends, commend the director and add a personal touch to your camp. Remember that praise will go a long way.

- * If you have a problem at your camp, please notify the office. It is better if we know about any problems in advance instead of hearing complaints after the fact. Please make sure that you are totally prepared and not having to send notes, or videos or promises to come back to finish teaching routines. The team has paid for you to be prepared and complete your camp within the allotted time. Do not ask to leave early or defer any of the scheduled teaching times. Make sure not to make comments that would make you appear unprepared or that would be offensive to the team or director. You are our ONLY representative for that team's impression of our company.

PRIVATE CAMP FOLLOW UPS:

- * If you are driving to a camp, please keep your mileage and return to the office for mileage reimbursement. If you are less than 75 miles away from your camp, there is no compensation for travel.

- * Any cash should be converted into a money order and returned by U .S. Mail to the ADTS® office. Please remember to keep the receipt from the money order as it is considered cash and this is your only way to retrieve the money if it is lost. Make sure to complete the Drop Safe Envelope properly. DO NOT send any money in your UPS shipment of supplies. Do not leave any money for the director to return to the office.

- * You have been provided with stationary to return a note to your hostess team. Please make sure to take the time to write back to your team. This personal touch could make the difference in the whole impression left by American Dance/Drill Team.

- * Complete and return your camp follow up form (found in the camp folder) with your money and drop safe envelope. This form will be helpful for future information for staff teaching this camp.

- * You should return a copy of your custom routine notes with the custom re-imbursement form to the office to be compensated for custom choreography.

- * It is up to the staff member to repack and return supplies to the office unless they are flying in and out. In this case, the instructor is to leave \$15 per box from store money to ship supplies back to Salado. There should be a shipping label included. * Please ship from a UPS location, as it will be drastically less than shipping from a pack n mail. Your paycheck will not be issued until supplies have been received in the office. DO NOT send any boxes back by U.S. mail.

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