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Suggested administrative procedures for a large private day camp

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MAJOR PROJECT

SUGGESTED ADMINISTRATIVE PROCEDURES
FOR A LARGE PRIVATE DAY CAMP

Submitted by
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CHAPTER I
INTRODUCTION

During the first decade of the twentieth century great impetus was given to regularly scheduled open air activities, during the summer months, for the benefit of children. In the 1930's these regularly scheduled summer activities became known as "day camping."

Day camping may be considered to be an out-of-doors, day-time experience which is occasionally supplemented by overnight camping. The program of activities concerns itself with the development of self-confidence in outdoor living, and it usually includes activities which cannot be achieved as well on the playground or in one's backyard. The program has continuity over a period of several weeks. The day camp may be operated three, four or five days per week during the summer months, but it is recommended that the camp operate five days each week.

The day camp may be said to have the advantage of being located near museums, aquariums, zoos, historical points of interest, dairies, automotive and other


(The ACA Board of Directors on November 3, 1953, approved the presentation of these standards for adoption by the Council of Delegates at the National ACA Convention, February 1954, in New York.)
factories which may serve as sources for interesting trips. This is especially true of day camps which are in proximity to Metropolitan areas.

Day camping is considered to be designed to afford a wholesome, well-rounded experience for boys and girls, from about four to fifteen years of age. The daytime camping experience offers the camper the opportunity to remain in close contact with his home and its parental guidance, influence and associations, and with his church. For many children the camping experience may start at any early age due to the return to the home each afternoon. Day camping offers the growing child the opportunity of obtaining social and intellectual development as well as physical well-being.

Day camping is an experience in which campers are exposed to the facts of the living world around them by participation in such activities as arts and crafts, campcraft, land and water sports, Nature study, dancing, dramatics, photography, group living, and other opportunities that enrich the unfolding minds and interests of children in a challenging and adventurous way.

These experiences foster important improvement and growth, courtesy and good manners, and individual development. They provide valuable training in leadership and fellowship, self-reliance, sportsmanship, the
development of poise, and character building.

Aims of the Day Camp

The chief aims of the day camp are safety, health, happiness, physical and social growth, and emotional stability for each camper.

The day camp should place emphasis on Nature. It should also conduct its program on a flexible basis so that primary consideration is given to the individual.

The Organization of Camp Patoma Serves as a Guide

In this paper an attempt is made to suggest administrative procedures for a large private day camp.

Camp Patoma, Holliston, Massachusetts, formerly the Brookline Day Camps, owned and successfully operated by Mr. Thomas W. Leydon since 1936, will serve as a guide for this paper.

The day camp idea has met a felt need as is attested by the fact that day camps have sprung up all over the country. Some, in Massachusetts, are operated by former counselors of Camp Patoma who have used its organization as a model, with varying degrees of success.

The writer has attempted to be specific and practical so that the suggested administrative procedures may be applied by operators of small private
day camps as well as large ones.
CHAPTER II
THE PHYSICAL PLANT

Many day camps of the suburban Boston area are located at private schools, and thus they have the facilities of the school at their disposal. An outdoor pool usually serves for swimming instruction at these camps.

No matter where the day camp is located, all buildings should be kept in safe condition, and there should be adequate shelter for the campers during inclement weather.

The Selection and Development of the Day Camp Site

The selection and development of the camp site ought to be of major importance to those who are about to organize a day camp. The camp site ought to be sufficiently large for present needs and to allow for expansion in the future. It is perhaps a sound policy to locate the day camp site away from densely populated areas so that natural resources are provided.

The potential camp organizer ought to concern himself with the size of the area that he is appraising: its topography and beauty, its accessibility, and its suitability for day camping. He ought to be ready to conform to local laws and regulations governing camps,
and he should be interested in the adequacy and the safe quality of the water supply, in the drainage, in rubbish disposal and in fire protection.

Buildings and facilities ought to be considered. The camp operator must plan the size, number and location of buildings according to their individual purposes. The buildings may include a kitchen and dining and/or recreation lodge, locker rooms and toilet facilities, an office, a first aid cabin, a maintenance shop and craft cabins. Activity facilities, such as play fields, rifle and archery ranges, tennis courts, council ring, fireplaces, apparatus; and the waterfront must be planned for and developed.

Utilities such as transportation, parking areas, electricity, telephone, sewage and waste disposal, water supply, paths and roads represent significant factors to be considered and established.

Equipment for the day camp program, overnight and week-end camping (tents, beds, mattresses), first aid, maintenance, office, and for the kitchen and dining-room must be supplied.

The Camp Patoma Site

Camp Patoma is located in the country and consists of about 34 wooded acres on the shores of clean, spring-fed Lake Winthrop. The expanse of the camp site
Maintenance

The entire camp site including buildings and facilities requires a great deal of pre-camp, seasonal and post-seasonal maintenance. Improvements are usually a major part of the work of the maintenance crew also.

Pre-camp Maintenance

The pre-camp work of the maintenance crew depends upon the nature of the camp site. In general it is the responsibility of the maintenance crew to have the total camp in readiness for the opening day. This work may include clearing the property of fallen branches and leaves, mowing the grass areas, readying all the buildings, putting on screens and awnings, preparing the ranges, courts and play areas for use, and making ready the waterfront including piers, rafts, cribbing, small crafts, and the beach area. They also assemble equipment and transport it to the proper storage spaces in the various buildings. An extremely important part of the work of the maintenance crew is to make a careful scrutiny of the property seeking dangerous holes in the ground, branches which might be dangerous to the eyes of campers, and poisonous weeds all of which need to be eliminated before the camp opens.

The office staff usually begins to function on the camp property two or three weeks before the camp opens.
The function $f(x)$ is defined as:

$$f(x) = \begin{cases} 
      x^2 & \text{if } x < 0 \\
      \frac{1}{x} & \text{if } x > 0 
\end{cases}$$

This function behaves differently depending on the sign of $x$. For negative values of $x$, $f(x)$ equals $x^2$, and for positive values of $x$, $f(x)$ equals $\frac{1}{x}$. The domain of $f(x)$ is all real numbers except $x = 0$. Given this definition, the values of $f(x)$ are:

- $f(-3) = (-3)^2 = 9$
- $f(1) = \frac{1}{1} = 1$
- $f(-2) = (-2)^2 = 4$
- $f(2) = \frac{1}{2}$

The range of $f(x)$ for all positive and negative values of $x$ is $(-\infty, 0) \cup (0, \infty)$. This indicates that the function can take on any positive value except zero when $x > 0$, and any negative value except zero when $x < 0$.
Members of the maintenance crew assist the office staff in re-furnishing the camp office with the necessary equipment and supplies.

The kitchen staff thoroughly scrubs all of the equipment and supplies to be used in the kitchen and dining-room a few days prior to the pre-camp training period for the camp staff. The first week's menu is also established by the head cook in conjunction with the director.

Maintenance During the Camp Season

During the weeks in which the day camp operates, the maintenance crew, with one man in charge, concerns itself with such tasks as the upkeep of the buildings; repairs of the physical equipment; dust, insect, rodent and poisonous weed control; mowing the grass; lining play fields and ranges; servicing the boats; moving heavy equipment and supplies for the kitchen staff, and countless other services which contribute to the harmonious running of the camp. The maintenance crew is usually ready to adjust, repair and improve the facilities of the day camp or to build new ones.

Post-seasonal Maintenance

At the close of the camp much of the responsibility for equipment storage may be assumed by the counselors. The use of inventories and carefully labeled storage
containers are sound techniques to be applied in closing the day camp and to facilitate the next season's operation. A sample of a simple inventory sheet is to be found on the succeeding page.

Office supplies may be left in the camp office. Some directors prefer to have their files available during the winter months, and thus the files are transferred to the director's home or to that of his secretary by the maintenance crew.

The crew usually winterizes the camp by removing screens and awnings and closing all the buildings after thoroughly cleaning them. Equipment and supplies must be stored away carefully.

The water supply needs to be shut off by both the town's water department and the camp's crew.
### INVENTORY SHEETS

<table>
<thead>
<tr>
<th>DEPT. NO.</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>OBSOLETE</th>
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<th>APPROX. DEPRECIATION</th>
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Values apply only to buildings and expensive equipment, not for small items.
Fire Protection

The local fire department ought to be contacted prior to the opening of camp to ensure protection in case of fire.

Some insurance companies and frequently local regulations require that lightening rods and fire extinguishers be part of each building. The fire extinguishers ought to be inspected regularly to ensure efficient use in case of emergency. Indoor fireplaces ought to be screened, and if fires are laid, they should be carefully supervised.

Usually it is necessary to secure permits for the operation of incinerators and open fires.

There ought to be a policy in regard to smoking on the premises. The provision for smoking might be limited to the counselors' rooms and in the office.

It is suggested that neither gasoline, kerosene be used for lighting fires nor any other unusual purpose.

Sanitation

The day camp should observe state, county and local sanitation laws.

The water should be safe and sanitary in quality and of sufficient supply to meet the demands of the camp. Usually the camp operates under a permit which includes 3/\textit{Ibid.}, p. 1.
approval of the water supply.

The waterfront or swimming pool ought to be constructed and operated in agreement with the standards of the American Red Cross or some other authority.

A diagram suggesting a waterfront arrangement for a day camp is to be found on the next page.

The milk supply ought to be obtained from an accredited source and it should be pasteurized or certified, depending upon the regulations of the state.

Food storage, kitchen equipment and service space should be kept clean and free from dust and insects. The ventilation in the kitchen and dining-room ought to provide a comfortable temperature and proper air circulation.

Garbage and trash cans should be fly-proof and water tight. Usually a contract with the local garbage and rubbish collectors will provide for the disposal of these items. Twice a week would not seem too frequent for these collections. The garbage and trash cans ought to be thoroughly scrubbed at least twice a week.

Wastebaskets and paper cups in each laborator contribute to the cleanliness of these facilities. Soap, paper towels, and toilet tissue should be plentiful. Toilets, urinals, and wash bowls should be available for the boys in the camp; while toilets, wash bowls,
null
Suggested Waterfront

Boating Area

Swimming Area

Dining Board

Recreational Pier

Floating Pier

Permanant Pier

Sail Boats

Row Boats

Boat House

Semi-Permanent Pier
and containers for the disposal of sanitary napkins should be available for the girl campers. Showers may be of the indoor or outdoor variety.

Insurance

The day camp must carry numerous insurance policies. In regard to the physical plant policies should include fire, theft and liability insurance on the property and insurable facilities.
CHAPTER III

THE CAMPERS

A large private day camp is usually equipped to enroll from 225 to 325 or more campers. In order to give the reader illustrations of representative localities from which the campers may come, camper age levels, a method for homogeneous groupings, camp fees, some camper responsibilities, and similar aspects regarding the campers, the procedures employed by Camp Patoma are used as an example.

Enrollment, Localities, Age Levels and Groupings

Camp Patoma is equipped to enroll approximately 125 boys, 35 girls and 20 kindergarteners.

The campers come from suburban areas of Boston and from country towns. In a few cases out-of-state campers are enrolled while visiting relatives and friends in Massachusetts. Some of the localities represented by Patoma campers are Arlington, Ashland, Belmont, Boston, Brighton, Brookline, Cambridge, Dedham, Dover, Framingham, Holliston, Hopkinton, Jamaica Plain, Lexington, Medford, Medway, Millis, Natick, Needham, Newton, Sherborn, Waltham, Watertown, Wayland, Wellesley, West Roxbury, Westwood, and Winchester. Thus the campers come from distances of less than a mile to about 30 miles from the camp site.
In age the campers are from four to fifteen years old, and both boys and girls attend the camp.

The campers are divided into various groups based largely on age, height, weight, and ability, so that they compete and associate with others of the same relative experience and ability. The groupings are not static, and changes from one group to another are sometimes necessary and beneficial. In all three divisions, girls, boys, and kindergarten, the groups are named after Indian tribes in keeping with the outdoor existence. There are from 10 to 16 in each tribe.

A breakdown of the groupings follows.

**Kindergarten**

Apaches – – – – – – – 4 and 5 year old boys and girls

<table>
<thead>
<tr>
<th>Girls Camp</th>
<th>Age</th>
<th>Boys Camp</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pawnees</td>
<td>5-6†</td>
<td>Sioux</td>
<td>5½-6½</td>
</tr>
<tr>
<td>Creeks</td>
<td>6½-7½†</td>
<td>Mohawk</td>
<td>5½-6½</td>
</tr>
<tr>
<td>Chippewas</td>
<td>8-9†</td>
<td>Comanches</td>
<td>7-8</td>
</tr>
<tr>
<td>Navajos</td>
<td>9½-10½†</td>
<td>Mohicans</td>
<td>7-8</td>
</tr>
<tr>
<td>Saginawas</td>
<td>11-12</td>
<td>Crows</td>
<td>8½-9</td>
</tr>
<tr>
<td>Seminoles</td>
<td>12½-15</td>
<td>Hurons</td>
<td>9†</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cherokees</td>
<td>9†</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Iroquois</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Algonquins</td>
<td>11</td>
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<tr>
<td></td>
<td></td>
<td>Senecas</td>
<td>12-15</td>
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## Camp Fees

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Others</th>
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<tr>
<td>4 weeks</td>
<td>4 weeks</td>
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<tr>
<td>6 weeks</td>
<td>6 weeks</td>
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<tr>
<td>8 weeks</td>
<td>8 weeks</td>
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<tr>
<td>9 weeks</td>
<td>9 weeks</td>
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The only extra fees are for week-end camping for those eight years old and above, which is entirely optional, and for tutoring, remedial reading and remedial arithmetic. The optional tuition refund insurance and accident insurance are also extra, but the fees are small and the coverage is extremely worthwhile. Samples of these insurances and a claims sheet are to be found in Appendix A.

## Medical and Record Cards

Each camper is required by law to have a physical examination and to present evidence of vaccination. The camp requires a full record of previous diseases, whether or not the camper has had his appendix out, how recently he has had toxoid, and a list of any physical weaknesses, such as allergies, hearing or visual difficulties. It is also helpful for the parents to indicate what camp activities they would like emphasized.

The camp office keeps the medical cards on file, and the nurse is fully informed of each child's record.
In cases of special needs, the counselors are also informed of the disability. A revision of program is given to those whose parents have indicated that certain activities be stressed and to those who require a restricted program.

The camper's record card contains such pertinent information as name, group, starting date, number of weeks attending camp, finishing date, address, parents' name, physician's name; home, business, and physician's telephone numbers, and date of vaccination. Samples of the medical and record cards are to be found in Appendix A. Order blanks for the optional uniform and name tags, a registration blank and supplement containing the length of the camp season and hours, camp fees, and registration procedures are also in Appendix A.

Apparel

Patoma has an official uniform, but campers may dress as they desire. Rubber-soled foot gear and informal sports attire are suggested. Each camper brings a blanket for rest hour, swimming suits, towels, caps, and special activity equipment, such as ball gloves, tennis racquets and cameras. These articles are kept in the camper's locker when they are not in use. Wet bathing suits are placed on clothes lines designated for this purpose.
A daily supply of swimming attire and towels is encouraged. Beach bags are usually used for carrying these items to and from camp.

All other equipment is furnished by the camp.

Transportation

The campers are transported by private cars, station wagons, and buses operated by the administrative, counselor and maintenance staff. Campers are expected to exercise good judgment and be cooperative while being transported, when using any equipment, and in all their associations.

At the beginning of the camp day, the counselor walks up to the main lodge with the children who comprise his carload. The Apaches are personally conducted to one of their specific counselors. At the close of the day, each driver meets his carload at a designated spot, and the group walks down to the parked vehicle together.

Some Camper Responsibilities

Former campers are usually eager to be assigned as "buddies" to new campers. The "buddy" procedure is good training for leadership and consideration of others and facilitates the orientation of newcomers.

Other responsibilities assumed by the campers include policing the grounds, keeping lockers and
locker rooms clean and neat, and assisting in the planning and execution of special events such as tribal meetings, field days, treasure hunts, "The Hilltop Breeze", camp newspaper, and programming. A copy of "The Hilltop Breeze" is in Appendix A.
CHAPTER IV
PERSONNEL

It is imperative that the day camp staff be adequate for business administration, for the maintenance and improvement of the camp, for the provision for and the service of a noon meal, and for the transportation, instruction, safety and care of the campers.

It is desirable for the members of the camp staff to have a thorough physical examination shortly before the season opens. A yearly chest x-ray of all staff members is now required by law.

The Director, Associate and Assistant Directors

It is suggested that the day camp director be at least twenty-five years of age and preferably older. He perhaps should be a college graduate who has had previous experience in an organized camp as both a staff member and an administrator. He will need skill in supervising the total staff and the ability to work cooperatively with the staff and the campers. Further qualifications are these: a sense of responsibility, initiative, resourcefulness, the use of good judgment, and such personal attributes as integrity, emotional stability, vitality, and a liking for children. The camp director should be approachable so that both staff members and campers may fully express them-
selves to him on matters of policy and regulations and to offer constructive suggestions.

The director concerns himself with matters of policy, procedure, regulation and business details, publicity and public relations, selecting the staff, salaries and contracts, pre-camp and in-service training programs, supervision of the personnel and the program, transportation, the purchasing of supplies and equipment, and keeping up-to-date records. In some camps the director plans the menus with the assistance of the head cook. Evaluation of the total camp program and personnel is also a task assumed by the director who is interested in improving his camp. He also should have frequent contact with the campers.

The associate director (an officer who may not be a part of very many camps) usually assumes the role of coordinator of the total camp program. A special duty may be that of running the dining-room efficiently. The associate director works closely with the assistant director, the director, and the head counselors.

The position of assistant director usually indicates a rendering of assistance in all administration. He acts as liaison between the head and other counselors and the director. He may have a special duty such as supervising and directing the maintenance crew.
The Camp Nurse

A registered nurse, who is responsible for the health of the campers, should be a member of every camp staff. The nurse's domain, properly equipped to take care of injuries, illness, and first aid problems, should be centrally located for convenience. Injuries treated at the waterfront should be rechecked by the nurse to ensure proper treatment.

Daily throat inspection of every camper may well be one of the nurse's regular duties. Careful record keeping is another responsibility of the nurse. She may keep a notebook in which she enters calls from campers each day. The entry includes the camper's name, the time and date of the visit, the reason for his seeing the nurse, temperature (if pertinent), and the aid given. Campers who are actively ill are usually taken home unless there is no one home to take care of the child. A car should always be available for the nurse's use.

It is usually expedient to have arrangements with one or two local physicians who will be ready to serve the camp should the need arise in emergencies.

Campers are excused from swimming only by written requests from the parents which are directed to the nurse. She compiles a daily list of non-swimmers which
is then sent to those in charge of the swimming instruc-
tion.

The Head Counselors

There is usually one head counselor for each divi-
sion of the camp, e.g., boys, girls, and kindergarten. Each head counselor should be familiar with the opera-
tion of the numerous activities and with sound methods of instruction. He should possess leadership qualities, a liking for the outdoor existence and for children; and, in general, he should be equipped with exemplary personal attributes. Previous camping experience is usually a traditional and essential qualification.

The head counselor, moreover, concerns himself with programming, including special events, daily atten-
dance, guidance, supervision of the staff and activities, planning for effective equipment distribution, progress reports, awards, obtaining news items for the camp paper, inventories, conducting periodic staff meetings, training for the junior counselors and the counselors-in-training, and assisting in the planning and execution of the pre-camp training period. The head counselor may also serve as a consultant by the director in the selection of staff members for his par-
ticular division of the camp.

The harmonious, cooperative administration of a
flexible camp program designed to meet the needs of the camper is the business of the head counselor.

Specialists

Specialists, or activity heads, will differ in number in each camp. For the most part, they possess superior ability in a given area and have had several years of successful experience.

Specialists are used in the fields of crafts and shop activities, riflery, archery, music, photography, campcraft, nature study, dancing, swimming, sailing, boating, canoeing, tennis, and team sports. Some specialists may be scheduled to conduct other activities due to their versatility and competence in instruction.

It is suggested that the riflery instructors possess an up-to-date instructor's affidavit from the National Rifle Association; that the archery heads be active members of the Camp Archery Association; and that the swimming heads hold current instructors' certificates from the American Red Cross.

Samples of material from the National Rifle Association, the Camp Archery Association and a junior life-saving course content are to be found in Appendix B.
The Counselors, the Junior Counselors, and the Counselors-in-training

Each person attaining the position of counselor ought to be at least nineteen years of age. He should give evidences of emotional maturity, physical well-being, a liking for the out-of-doors and for youngsters, ability to actively contribute to the group and to the achievement of the objectives of the camp, integrity, a pleasant manner and appearance, skills and abilities for the job at hand, and, if possible, previous camping experience.

Some counselors will be transporting campers which constitutes a heavy responsibility. These transporters may be asked to present evidence of their driving ability and attitude toward existing laws and regulations relative to the operation of motor vehicles.

Most of the counselors (in some cases all counselors), will be active in the instruction of swimming. Thus the possession of the instructor's or senior lifesaving certificates may be a prerequisite for the position of counselor.

Junior counselors and counselors-in-training may range from fifteen to eighteen or more years in age. These potential counselors are usually assigned to various counselors to observe and later to assist in
the instruction of certain previously indicated activities. Special periodic meetings are conducted by the head counselor for their edification, and they also participate in the divisional and all camp meetings. In addition they may be entrusted to perform special duties such as raking the beach, taking charge of lost and found articles, assisting in the kitchen or pantry, helping to put the camp paper together, taking charge of a table in the dining-room, and helping with the supervision of locker-rooms and rest hours.

A junior counselor or counselor-in-training is usually selected because his performance, behavior, and degree of maturity have indicated favorable possibilities for a future counselorship. He will require guidance and assistance from all the staff members with whom he comes in contact.

He may or may not receive a small stipend for his services depending upon his arrangements made with the director.

Office Staff

A large private day camp ordinarily requires the services of at least two competent secretaries. Their duties are numerous, some of which include record keeping and filing; mimeographing parents' bulletins, schedule sheets, inventory lists, progress reports,
the weekly camp paper; correspondence; ordering food and supplies; sorting bills; and many other typical business details.

Maintenance Crew

The maintenance crew, with one man in charge who directs the crew, concerns itself with the full maintenance of all the buildings; they keep the grounds clean and dust free, cut the grass, rid the site of insects and poisonous weeds, mark the play areas and ranges, make all necessary repairs and improve the property and facilities.

The number of men constituting the crew will vary in each camp, but four hardy men may be kept extremely busy in a large camp.

Kitchen Staff

A hot noon-day meal is one of the more significant services rendered by a day camp. The head cook is assisted by from three to eight helpers who are also experienced in institutional cooking. The term "institutional" is used to designate large amounts of food, not the quality of the cooked food. Menus are agreed upon by the head cook in consultation with some higher authority or by a dietitian. The head cook is also responsible for the weekly food orders, daily milk and bread supply, and all purchasing pertinent to
the meal-serving process.

Pantry detail during the meal may well be handled by a reliable junior counselor. The tables may be waited-on by campers who are ten years of age and up and who volunteer to render this service.

Charwomen may be hired to wash floors, clean the lavatory and wash-room facilities, and to empty waste-baskets.

Every effort should be made to keep immaculate the areas involving the handling of food and cooking utensils in compliance with public health requirements.

Caretaker

The day camp may want to procure the services of a caretaker or night watchman to oversee the property after camp hours.

Selection of the Staff Members

The day camp ordinarily uses several techniques in the recruitment and selection of staff members. Notification of job openings may be sent to local colleges and secondary schools with the request that the notices be posted in a conspicuous place. Advertisements may be inserted in newspapers of the localities represented by the campers. Some applications usually come from the friends of present or former staff members. Former campers who have reached the necessary
counselor age may well be considered for responsible positions.

Other sources that are usually used to advantage are the American Camping Association; placement bureaus which serve the teaching or nursing professions; industrial or domestic agencies which serve cooks, bakers, cleaning women and the like; and secretarial agencies.

Carefully prepared job descriptions, requests for references and interviews conducted by the camp administrators also facilitate the selection of the staff.

Transportation is an important concern of the director and staff qualifications may include the necessity for some of the applicants to possess a car or station wagon which will be used in transporting campers. Buses and competent bus drivers may be obtained from local bus companies or employment agencies for summer hire.

Samples of a counselor's application blank and instructional sheets are to be found in Appendix C.

Financial arrangements and the responsibilities of the particular position on the staff are usually expressed in a written contract which is signed by both the director and the staff member concerned.

A suggested organizational chart showing the chain
of command is to be found on the next page.
SUGGESTED ORGANIZATIONAL CHART

FOR A LARGE PRIVATE DAY CAMP

DIRECTOR
ASSOCIATE DIRECTOR
ASSISTANT DIRECTOR

HEAD COUNSELOR
GIRLS

HEAD COUNSELOR
BOYS

SPECIALISTS

KINDERGARTEN STAFF

SPECIALISTS

COUNSELORS

OFFICE STAFF

COUNSELORS

MAINTENANCE CREW

JUNIOR COUNSELORS

JUNIOR COUNSELORS

COUNSELORS IN TRAINING

KITCHEN STAFF

COUNSELORS IN TRAINING

CARETAKER

CAMPERS
CHAPTER V
PUBLIC RELATIONS AND PUBLICITY

In order to ensure a discriminating clientele, the day camp will want to have a great deal to offer its campers. The various techniques of publicity and public relations ought to be executed in a dignified and ethical fashion. Good advertising usually presupposes that exaggeration of the benefits of one's camp and the criticism of a competing camp are avoided.

Purposes

Some of the purposes of public relations and publicity are those of attracting and establishing interest and patronage, of interpreting the objectives, the facilities, the staff, and the program of the camp to the people of the community, and of building good will.

Types of Public Relations

There are numerous methods of advertising or publicizing the day camp. They include advertisements inserted in local newspapers; mailing brochures or picture pamphlets and catalogues to a list comprised of present campers and their friends; and names suggested by parents, physicians, school principals and teachers, civic organizations, and Parent Teacher Associations.
Parent-Director-Camper interviews serve the dual purpose of discussing the merits of the camp and of presenting an opportunity for the director to observe the character of the parents and their children.

The showing of film strips, colored slides, and pictures, and conducting guided tours of the camp site are sound ways to stimulate interest in the camp, since they present visual evidence of the camp's facilities and activities.

Parents are generally concerned about the calibre of the staff. Articles describing the qualifications of each staff member appearing in local newspapers and the catalogue will satisfy this concern.

Sending Christmas cards and birthday greetings are means which reflect the camp's year-round interest in its campers and staff.

The camp director may prepare and mail special bulletins which enlighten the parents as to enrollment, the quality and quantity of the staff, coming events, the general progress being made, and other pertinent information.

The content of a weekly camp newspaper represents a concise report on the week's activities and a preview of events to come.

Most camps schedule one, or two or more Parents'
Days during the season. It is suggested that elaborate arrangements for these days be kept to a minimum so that the parents may observe an ordinary camp day. However, the printing of Parents' Day Programs, containing schedules and a map of the camp site for the use of the visitors, may eliminate some of the inevitable confusion. In addition, visiting days for the parents of one tribe at a time is sound practice.

The writer believes that visitors should be welcome at all times unless a few tend to abuse the privilege. Parents will want to feel welcome to discuss their children freely with the director or head counselor prior to, during, or after the season. They will want to be assured that their children are given every form of guidance especially in the development of sound social, mental, and physical attitudes and behavior.

At the end of the child's camp period, a final progress report may be compiled by the head counselor, from information reported by all his counselors, so that his parents may have a condensed account of his accomplishments and attitudes.

Written articles listing camper achievements and awards received may appear in the newspapers geared to the areas represented by the campers.

Needless to say the finest form of public relations
is that of satisfied parents and campers who spread their enthusiasm to others and thus increase the clientele in both quality and quantity.

Samples of a newspaper advertisement, camp brochure, Christmas and birthday cards, a weekly camp newspaper, parents' bulletins, Parents’ Day Program, and a progress report form are located in Appendix C.

Cooperation with the Communities

In order to express its goodwill toward community organizations, the camp may wish to volunteer the use of its facilities to various civic organizations. These groups may include the various service clubs, women's organizations, church groups; Boy, Girl, Cub and Brownie Scouts; and groups from schools and playgrounds.
The text on the page is not legible due to the quality of the image. It appears to be a page from a document, possibly a book or a report, but the content cannot be accurately transcribed.
CHAPTER VI

ENROLLMENT PROCEDURES

Camp interest is aroused by emphasizing those aspects of camping known to have universal appeal. A pleasant natural environment and opportunities for adventure are the incentives to which campers respond. Therefore the various devices used to attract registrants should appeal to the camper as well as to his parents. The best day camps will have 50% to 75% of their campers returning each year.

A letter and/or a pictorial brochure, containing a registration blank, may be sent to former patrons as early as December so that they may have the benefit of enrolling in the camp before new patrons are solicited or accepted. Some camps offer a slight reduction for early enrollment. Upon receipt of the registration blank and the required registration fee, the day camp should immediately acknowledge them and arrange for interviews.

The catalogue, which may be accompanied by a registration blank and supplement, should contain all pertinent information as regards the day camp, including the fees and the length of the season.

Requests for catalogues will be forthcoming throughout the winter and spring in response to the publicity made by the camp. As registrations are received they should be acknowledged by the office staff. Camper's record cards are filled out and filed from information indicated on the registration blank and from the director-parent-camper interviews.

All final data are sent to the parents. These data may include order blanks for name tapes and official camp uniforms, which may be optional; medical cards to be filled out by the attending physician; lists of equipment needed by the campers, e.g., beach bag, blanket for rest hour, swim suits or trunks, towels, ball glove, tennis racquet, and the like; notification of the two insurance plans and a form on which the parents indicate whether they want to take out one, both, or neither of the policies; information as to transportation; and an indication of the type of clothing worn by the campers, other than uniforms, such as rubber-soled shoes or tennis shoes, shorts and jerseys or blouses. The parents are also advised to send their children to camp properly garbed on rainy days.

As the children are registered, a tentative listing of boys and girls may be made according to age. Later they will probably be divided into homogeneous
groups consisting of ten to fourteen campers in each group.

Tuition Refund Plan

Although there are numerous tuition refund plans, one is described briefly below.

A. W. G. Dewar Incorporated, 141 Milk Street, Boston 9, Massachusetts, Educational Insurance Underwriters is an agency having an Accident and Health Department called the Ocean Accident and Guarantee Corporation, Limited, which insures campers for 150 camp days. This insurance policy provides that "if by reason of a sickness or an accident arising after June 28, 1954 (or whatever day the opening date happens to be), refund will be provided beginning the sixth consecutive camp day of absence after the opening day of camp, for the period of disability on the basis of the tuition fee insured for the summer session, ending August 28, 1954 (or whatever date is the closing day of camp). Refunds will also be made as the result of an epidemic, provided that camp opens on its scheduled date."

Example of the Tuition Refund Plan:

Camper's Name  Camp Fee  Premium  Period of Enrollment
Crow, Norman   $207.00    $8.28       June 28 to August 27

The amount of the premium is 4% of the tuition paid.
Medical Reimbursement Plan

Higham, Neilson, Whitridge, and Reid, Incorporated, are an agency of the American Casualty Company of Reading, Pennsylvania, which provides for a camper's insurance policy which contains an accident provision, hospital, nurse, medical and surgical expenses incurring from the accident; a sickness provision; an accidental death and dismemberment provision, and a poliomyelitis expense provision. The cost of the premium is seven dollars ($7.00) for nine weeks, three dollars and fifty cents ($3.50) for four and one-half weeks and pro-rated per week.

Both of these insurance policies are well worth the price of the premiums.
The effective day camp director engages in a continuous process of planning and revision in order to meet the needs and interests of the campers and to improve the camp situation. Careful record keeping and the use of inventories and evaluation devices facilitate estimating the needs and desirable adjustments for the next camp season.

There are certain more or less routine matters which must be planned for an acquired, such as, the health permit for the operation of the camp, a permit for open fires, telephone and mail service, having the water supply turned on, notifying the local fire and police departments of the length of the camp season to ensure protection, and contacting the garbage and trash collectors, dairy, and bakery for service during the summer. If camp pictures are to be taken by an outside photographer, he should be informed of the dates and alternate dates in which he is expected to accomplish this task.

All equipment and supplies should be ordered well in advance so that deliveries will be made prior to opening day.

During the month of February, contract renewals
may be sent to the staff members who are invited to return for another season. Thus, at an early date, the director is able to anticipate his staff needs from the responses of last year's staff and from vacancies in positions resulting from inadequate performance. Applications for staff positions occur as a result of newspaper advertisements; referrals from the American Camping Association, the New England Camping Association, and from former and present staff; and from notices of vacancies sent to local colleges, universities, and employment agencies. As soon as the staff is complete, candidates who were not selected should be notified so that they may seek employment elsewhere.

A flexible day-by-day work schedule should be compiled for the maintenance crew who are readying the camp site and facilities. The kitchen staff is usually responsible for the readying of the kitchen, pantries, and dining-room.

As soon as the camp office is open for business, the office staff and director(s) will probably transfer their headquarters to the camp. Enrollment procedures and parent-camper-director interviews will continue to take place as well as guided tours of the camp site.

The mimeographing of various forms and sheets which are used throughout the summer may be accomplished
in advance. These forms may include scheduling blanks, attendance sheets, progress report forms, counselor instruction sheets, parent instruction sheets, and the like.

An efficient parking system should be developed since the day camp accomplishes most of its transportation by means of private vehicles.

Transportation

The office staff arranges the registered campers into groups according to locality in order to expedite the process of compiling a transportation list. Street maps of each town usually prove to be extremely helpful. The seating capacity of each transportation unit must be available as well as the name of the locality in which each driver resides. In so far as possible each driver should be scheduled to transport campers from his own town or city, since he is undoubtedly familiar with that territory.

As soon as the director has obtained all pertinent transportation data, he is able to edit the transportation list. Each car will contain campers, driver, and possibly a counselor-in-training or a junior counselor who assist in the supervision of the carload. At no time should any car be filled beyond its seating capacity.
The transportation lists are usually given to the individual drivers at the final meeting of the pre-camp training session. It is suggested that each driver familiarize himself with his route the night before camp opens so that no time is lost in the morning. It is further suggested that the driver telephone the parents of the children who will ride with him to introduce himself and to notify them at about what time the children will be called for in the morning.

For the most part campers are transported to and from the day camp in privately owned cars and station wagons or in rented vehicles. It is essential that all means of transportation be maintained in safe operating condition, and that they meet all the safety tests imposed by state laws. Generally the drivers are members of the camp staff and they should be both experienced drivers and at least twenty-one years of age. It is essential that the drivers be dependable, possess a proper attitude toward safety regulations, and that they realize the tremendous responsibility they are assuming in transporting children. It seems obvious that each driver should have full use of his body.

If the day camp hires buses or station wagons, the operators of these vehicles should be required to produce evidence that the vehicles are in safe condition and properly insured, and that the operator is experienced in driving groups of children. Supervisory assistance within the vehicle should be provided by the camp.

Insurance on Cars

Drivers of campers are required by law to put the insurance "Camp or School bus, restricted use" on their vehicles for the length of the camp season, and to increase their liability limits to $25,000/$100,000 for cars, and $25,000/$125,000 for station wagons. The insurance may be obtained from the individual's insurance company and it is generally paid for by the camp. The drivers also need to have a special registration for transporting children which is procured at any office of the registry of motor vehicles.

Special Safety Rules

The private day camp usually trains its drivers to follow special safety rules. A few suggestions are listed here.

1. It is the driver's responsibility to drive carefully at all times to ensure the safe

6/Ibid., p. 49.
arrival of the campers entrusted to him.

2. Always pull up on the right hand side of the street. Escort campers across the street and wait to see that each child enters his home.

3. Do not permit campers to put any part of their anatomy out of the windows.

4. In so far as possible avoid heavy traffic even if such caution increases the distance of the route.

5. Check all doors before starting after each pick-up or drop-off.

6. Clearly state to the campers the type of behavior expected of them in the car.

7. In case of car trouble, notify the camp as soon as possible and assistance will be forthcoming. One car is always available for this purpose.

The camp administrator should stress the fact that no excuse for an accident is acceptable to the parents of campers or to the camp.

In most instances the drivers for camps have their gas and oil paid for by the camp and they are given remuneration for the use of their cars.

Drivers of cars should be given a specific place
to park each day and they should be helped to develop an efficient course over their route.

Pre-Camp Training Period

The program for the pre-camp training period is usually drawn up by the administrative staff in a meeting or group of meetings held a few weeks before the conference is to take place. Undoubtedly consideration will be given to the suggestions evolving from the evaluation of the previous year's pre-camp training phase.

The camp staff members should be given early notice of the dates of the pre-camp orientation and instructional period. Regardless of experience all of the staff should be required to attend. Before the conference takes place drivers should have their cars properly insured and registered. All staff members are required by law to have a thorough physical examination and a chest x-ray.

The length of pre-camp training periods may vary from one day to two weeks depending upon the camp. At any rate the pre-camp training is an excellent opportunity for the staff to become acquainted with each other and with every aspect of the camp.

The Camp Patoma Three Day Pre-Camp Training Period

The pre-camp training period of Camp Patoma is held the three days prior to opening day. The hours are from
9:00 A.M. to 4:00 P.M. except on Sunday when they are from 1:00 P.M. to 5:00 P.M.

A brief description of the training period is given below.

A general meeting opens the training conference. The director introduces the staff to one another and reveals the functions of each member. Aims and policies of the camp are interpreted to the staff as well as the chain of command and the scope of each administrator's authority. The staff is informed of the number of campers enrolled and of the localities from which they come.

The remainder of the morning session is spent in orienting the staff to the facilities and resources of the total camp site.

At noon an informal lunch is served by the kitchen staff and is followed by a brief period for socializing.

During the afternoon session the instructional staff is divided into the proper grouping of girls' camp, boys' camp and kindergarten camp. The head counselors of the separate camps conduct the meetings and the staff is informed of the aims and objectives of the camp, the process of scheduling activities with stress placed upon the flexibility of the program, the weekly award system, the camper responsibilities, the safety and health
precautions to be followed, and procedures in regard to equipment. Assignments for the supervision of rest hours, locker-rooms and the dining-room are made. The counselors are told that they are expected to contribute articles to The Hilltop Breeze, camp newspaper, and that they will be asked to write comments on all campers for the final progress report on the individual campers. Some of the special events that will occur during the summer are mentioned. The session is informal so that questions are answered as they are raised. The head counselor stresses the fact that suggestions are always welcome and that the counselors will be asked to assist in program planning. All counselors are requested to bring bathing-suits and towels the next day.

An optional swim concludes the first day's activity.

On the second day part of the morning session is set aside for a number of activity groups to inspect and ready the ranges, courts, play fields, and buildings where their instruction is to take place. For example, the crafts specialists arrange their supplies and materials for efficient use and compile a tentative week's schedule suggesting articles to be made by each camper within his respective tribe. The other activity groups are conducted on a similar basis.

The last half of the morning session is devoted to
a group games clinic which includes quiet, active, and rainy day games. The instructional staff participate in the clinic within their own camp.

After lunch and opportunity for rest, the entire instructional staff and the administrators go to the waterfront appropriately attired for swimming and boating instruction. While the girls' and kindergarten staff are in the swimming area, the boys' staff is in the boating area. Half way through the afternoon the women change to the boating area and the men to the swimming area.

During the past two days the camp nurse has been checking the health and medical card of each camper, preparing her notebook for daily notations, organizing her supplies and equipment, and preparing notes on the general and specific information she will impart at the final meeting on Sunday.

The office staff has been occupied with business procedures such as typing the transportation lists and gathering all necessary materials for the final general meeting.

The maintenance crew has been lining fields, checking the apparatus for safety purposes, organizing the parking system, and other last minute arrangements.

The head cook has arranged for daily delivery of
milk and bread, made out the week's menu in consultation with the director and ordered the meat for Monday. Her crew of women have organized the kitchen, pantries and dining-room for efficient use.

The final meeting day, Sunday, is spent in a general meeting conducted by the director. At this meeting principles and methods are discussed emphasizing the importance of the individual camper. The professional responsibility of each member of the staff is discussed. Policies in regard to appearance, absences, car attendance, and smoking regulations are imparted. Transportation lists and driving rules are given to those who will be driving campers. Parking spaces are assigned as well as a designated spot on the hilltop where the driver meets his carload before walking down to the car as a group.

Salary checks are explained in regard to gas and oil payments, payment for the use of the car, and deductions for social security and withholding tax. Employee's withholding exemption certificates are filled out by each staff members.

The nurse reports on campers who require special consideration due to allergies, physical disabilities or diabetes. She explains that every camper's throat is to be inspected by her each day and where the
inspection is to be held. She also points out that excuses from swimming are to be given to her. Counselors are asked to bring campers to her if they are ill or injured.

Since overnight and week-end camping supplement the day time activities of the day camp, four week-end camping experiences are offered to campers eight years old and older. The counselors are reminded of their responsibility to be present at at least one of these week-end camping periods.

In-Service Training

The pre-camp training period should give the staff a sense of social and professional unity. However, there should be either regularly scheduled or occasional meetings of the entire staff. The Junior counselors and counselors-in-training will require and should receive a great deal of assistance and guidance. Opportunities should exist for individual conferences, group discussions and planning, administrative meetings, and all staff meetings. The day camp operates in the interest of its campers. The needs, interest and general development of the campers should be of utmost concern to every member of the staff.
CHAPTER VIII
CLOSING THE DAY CAMP AND FOLLOW UP

Perhaps the initial step in closing the day camp is to inventory all equipment and supplies and then store them carefully. All buildings should be thoroughly cleaned and made weather tight during the off season.

Other arrangements usually include the discontinuance of the telephone, dairy, bakery, garbage and trash collection, and mail services. The local fire and police departments should be notified that the day camp's season has terminated.

The final progress report of each camper is compiled by the head counselors of the respective camps. These reports are mailed to the parents of the campers for their edification and guidance.

The director may submit articles to local newspapers indicating the progress and achievements of campers living in the area.

Remembering the campers throughout the year by sending greeting cards on appropriate dates are thoughtful gestures usually appreciated by the campers and their parents.

Post-Seasonal Evaluation

Undoubtedly evaluation of the season's activity and the planning which follows it are of great importance
in the administration of a camp. Post-seasonal evaluation may include careful appraisal of the progress and development of each camper by means of various records, charts, and progress reports; ascertaining whether the aims and objectives of the camp achieve the desirable results anticipated for each individual and group of campers; final evaluation of each staff member through conferences with his immediate superior and with the director; tentative planning for the next season's pre-camp training program; and group suggestions for desirable changes in the program and in the facilities which would result in improving the camping experience.
CHAPTER IX

PROGRAMMING AND ACTIVITIES

The camper-centered camp utilizes all of its facilities, both personal and physical, for the pleasure, growth, and welfare of the camper in terms of his interest and needs.

In general the day camp program includes occasions for individual and group instruction and activity, recreation, lunch, rest, special events, and social opportunities.

Factors that may determine the program are the camper groups, the quality and quantity of the staff, the camp situation, the weather and climate, camp aims, objectives and traditions, parent expectations, and the length of the season.

The program of the day camp is usually quite flexible in order to meet the needs of the individual camper and group in a happy, adventurous, and challenging way.

In most cases the head counselors are responsible for the daily and weekly schedules of activities.


although there should be both camper and counselor participation in the formulation of the schedules as often as feasible.

Activities

A variety of activities serves to stimulate and motivate the campers and to broaden the gamut of their experience. An outline of possible day camp activities is listed below.

A. Specific Activities

1. Waterfront
   a. Swimming
   b. Life Saving
   c. Diving
   e. Sailing
   f. Canoeing
   g. Motor boating

2. Campcraft and Indian lore

3. Nature study and hikes

4. Games and sports
   a. Games of low organization
      (1) Mass games
      (2) Quoits
      (3) Deck tennis
      (4) Horseshoes
   b. Archery
   c. Tennis
   d. Riflery
   e. Riding
   f. Boxing
   g. Wrestling
   h. Games of high organization
1. Volleyball
2. Softball
3. Baseball
4. Basketball

1. Track
2. Fishing

5. Arts and crafts

6. Dramatics

7. Music

a. Singing
b. Rhythm bands
c. Orchestras

8. Dancing

a. Folk
b. Tap
c. Social
d. Modern
e. Rhythms

9. Photography

10. Apparatus

11. Stories

12. Construction

a. Indian Villages
b. Lean-tos

B. Special Events

1. Rainy Day activities

a. Camp and educational films, slides
b. Sportatron
c. Charades
d. Skits, talent shows
e. Stunts
f. Indoor "track" meets
g. Boxing
h. Wrestling
1. Arts and crafts
j. Stories
k. Dramatics
l. Lectures

(1) Activities
(2) Guests

m. Excursions

2. Meets and tourneys

3. Overnight and week-end camping

4. Treasure hunts

5. Topsy-Turvy Day

6. Picnics and beach parties

7. Cook outs

8. Trips

  a. Museums
  b. Factories
  c. Dairies
  d. Zoos
  e. Boating excursions
  f. Esplanade Concerts
  g. Red Sox Games

9. Parents' and Visitors Days

10. Ceremonies

11. Camp Sister or Brother Week

12. Camp Birthday Parties

C. Inter-camp competitions

Examples of programs for a rainy day and a pleasant day for the kindergarten, girls' and boys' camps of Camp Patoma are to be found on the next six pages.
## Kindergarten

<table>
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<th>Time</th>
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<tr>
<td>11:15</td>
<td>Arts and Crafts</td>
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<tr>
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## Kindergarten

**Mrs. P. Tremblay - In Charge**

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<td>COMANCHEES</td>
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<td>ARCHERY</td>
<td>GAMES IN GROVE</td>
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<td>MR. NAVONI</td>
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<td>MR. OCKER-BLOOM</td>
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<td>CRAFTS</td>
<td>ROMEO</td>
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<td>13:30</td>
<td>MRS. LIGHT</td>
<td>REST</td>
<td>NED</td>
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**FOYS' CAMP PARENTS' DAY SUNNY DAY PROGRAM**
Program Evaluation

In most instances the campers are primarily interested in the fun which results from participating in camping experiences. The campers, their parents, and all the staff members can make valuable contributions toward an evaluation of the existing camp program. Other techniques may include the evaluation of camper records and progress reports, facilities and resources, equipment and supplies, and the staff.

System of Awards

Almost every private camp has some system in regard to awards. Some awards may be based on individual achievement in accordance with stated standards imposed by state or national organizations. For examples, swimming awards may consist of American Red Cross certificates; riflery awards, in the form of diplomas, patches, and medals, are usually given to individuals in accordance with the regulations of the National Riflery Association; and diplomas from the Camp Archery Association are earned according to the policy of that organization. Awards in other activities may be based on such standards as mastery, effort, interest, and achievement.

In some camps awards are presented on special occasions such as parents' days, camp ceremonies, or some other gathering which the entire camp attends.
Many differences of opinion arise in regard to awards. Some administrators question the validity of any awards except those in compliance with national organizations. There is also differences in opinion as to the value of the awards. On the other hand recognition for individual achievement appears to be one of the needs of human nature.

It is the writer's belief that simple, inexpensive awards are not harmful if they are not accompanied by pressures and tensions to earn them.

Some camps present awards in the forms of cups, plaques, letters, medals, pins, certificates, ribbons or sports equipment.

Camp Patoma's Awards

At Camp Patoma the swimming certificates, and riflery and archery diplomas are presented to the individuals as they are earned. The head counselors or specialists present these awards in the dining-room after lunch or at a tribal ceremony. The final awards of honor-camper, best camper in each tribe, most improved camper, and the individual skill awards are presented by the director at the last parents' day.

The individual skill award consists of a paper bound folder which contains a ribbon on a white background. The title of the award is stamped on the ribbon and
below it is typed the camper's name. Such an award represents a simple, inexpensive method of recognizing the camper's superiority in some area of the camp experience.

Another form of recognition is that of the weekly cleanliness plaque awarded to the tribe who has shown personal cleanliness and a clean and orderly locker-room. The tribe possesses the plaque for a week or as long as they earn the right to have it displayed in their locker-room.

"The Hilltop Breeze", the camp newspaper, runs a curleque contest each week and the winners receive a simple toy for their efforts. The cover designs for the newspaper are submitted by the campers. The "editor" selects the pictorial cover from those submitted and the "artist's" name as well as his design appear on the cover in recognition of his contribution. The camp paper also endeavors to have each camper's name appear in print at least twice during the season.
CHAPTER X

BUDGET

The sample budget* below suggests the operating expenses of a large private day camp that has been established for some years. For a new camp, the budget would also include real estate rental or purchase.

Salaries and Wages . . . . . . . . . . $16,000.00
(exclusive of director)

Transportation . . . . . . . . . . . 8,000.00
Bus hire; payment for use of counselors' cars; counselors' insurance, registration, gas, and oil.

Food . . . . . . . . . . . . . . . . . 5,000.00
Hot dinner at noon for about 325 people

Insurances . . . . . . . . . . . . . . . 3,000.00
Fire and extended coverage; theft; accident and health for each camper; liability; workmen's compensation; unemployment.

Repairs and Maintenance . . . . . . . 2,000.00

Capital Improvements . . . . . . . . varies

Advertising . . . . . . . . . . . . . . . 1,600.00
Catalogues; brochures; letters; supplements; registration forms; greeting cards; newspaper advertisements.

* Figures are approximate
Camping equipment and supplies .... $1,500.00
Sports equipment; crafts materials; paper products
Office equipment and expenses .... 1,200.00
Property tax ......................... varies
Travel ............................ 600.00
To conventions, interviewing, etc.
Telephone .......................... 300.00
Postage and express ................. 250.00
Fuel and light ...................... 200.00
Prizes and awards .................. 200.00
New England Camping Association Dues .. 35.00
Miscellaneous ..................... 300.00
Water ................................ 25.00
Health Permit ...................... 1.00

$40,211.00

Salaries and Wages

The reader may be interested in a break down in the salaries and wages paid to members of the camp staff. The number of people on the staff receiving a specified
salary over a nine week period are listed below

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<th>Salary rate</th>
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CHAPTER XI

EQUIPMENT AND SUPPLIES

Suggested equipment and supplies for a large private day camp are listed below. The lists are in no way complete nor are they meant to indicate more than probable needs for the operation of a day camp. Buildings and actual furniture are not included as equipment or supplies.

A. Archery Equipment

1. 24", 36", 28" arrows
2. 4', 4½', 5', 5½', 6' bows
3. Extra bow strings
4. Ground quivers
5. Arm guards and finger tabs (may be made by the campers)
6. Targets, target stands, target faces
7. Backstops (canvas, bales of hay, natural barriers)
8. Beeswax

B. Athletic Equipment

1. Baseball and softball bats (official and junior sizes)
2. Bases (baseball, softball)
3. Backstops
4. Homeplates
5. Pitching rubbers
6. Batting tees
7. Masks
8. Chest protectors
9. Shin guards
10. Gloves
11. Baseballs
12. Softballs
13. Rubber balls (5", 7", 8½", 13")
14. Boxing gloves (two or three sizes)
15. Footballs
16. Volleyballs
17. Volleyball nets
18. Tennis balls
19. Tennis nets
20. Soccer balls
C. Craft Materials and Equipment

1. Hammers
   a. Ball
   b. Claw
   c. Wooden
   d. Rubber

2. Saws
   a. Hand
   b. Rip
   c. Jig
   d. Crosscut
   e. Coping
   f. Key hole

3. Files
4. Carving tools
5. Pounding blocks
6. Leather punches, paper punches
7. Pliers
8. Screw drivers
9. Drill
10. Bit braces, bits
11. Rasps
12. Clamps
13. Chisels
14. Metal shears, scissors
15. Vices
16. Block planes
17. Marking gauges, rulers
18. Molds
19. Set fastener tools
20. Paint pans
21. Paint brushes (numerous sizes and kinds)
22. Paint
   a. Oil
   b. Watercolor
   c. Finger
   d. Tempera
   e. Enamel
   f. Block printing
   g. Textile
   h. Oil stain
23. Varnish, shellac
24. Gimp
25. Buckles
26. Sewing equipment
27. Paper
   a. Construction
   b. Drawing
   c. Block printing
   d. Stencil
   e. Finger painting
28. Crayons
29. Linoleum blocks, rollers
30. Burning pencil
31. Leather
32. Clay
33. Linseed oil
34. Yarn
35. Cloth
   a. Cotton
   b. Cheese
   c. Gauze
   d. Felt
36. Metals
   a. Copper, copper foil
   b. Aluminum, aluminum foil
   c. Silver
37. Lumber
38. Nails, screws, nuts, bolts
39. Wire
40. Paste

D. General Equipment and Supplies
1. Screens for windows
2. Fireplace screens
3. Fire extinguishers
4. Bulletin boards
5. Clip boards
6. First aid
7. Life jackets
8. Piano(s)
9. Victrola(s)
10. Records
11. Sheet music
12. Rhythm band instruments
13. Playground equipment
14. Large building blocks, small size blocks
15. Padlocks
16. Drinking fountains
17. Motion picture and slide projector
18. Motion picture screen
19. Furniture (desks, chairs, tables, benches, work tables, beds, mattresses, cabinets, counters)
20. Bell
21. Garbage, trash cans, incinerator

E. Kitchen and Dining-room (hot noon meal)

1. Dish washer, sinks
2. Whipper
3. Slicing machine
4. Vegetable peeler (automatic)
5. Restaurant type range, ovens
6. Refrigerator
7. Deep freeze
8. Baking dishes, casseroles
9. Large kettles, pans
10. Double boilers
11. Roasting pans
12. Cake and muffin tins
13. Frying and sauce pans
14. Meat chopper
15. Colanders
16. Strainers
17. Measuring cups (quart and smaller sizes)
18. Kitchen utensils, knives, laddles, spoons
19. Ice cream scoops
20. Mixing bowls
21. Condiments
22. Staples (food products)
23. Paper products (towels, napkins, cups)
24. Cleaning equipment
   a. Mops
   b. Brooms
   c. Dust pans
   d. Cloths
   e. Ammonia
   f. Dazzle
   g. Dish towels

25. Silverware (knives, forks, spoons, serving utensils)
26. Trays
27. Glasses
28. Water and large milk pitchers
29. Cream pitchers
30. Salt and pepper shakers
31. Dishes
   a. Platters
   b. Serving bowls
   c. Butter
   d. Bread
   e. Jelly
   f. Luncheon and dinner plates
   g. Salad

F. Maintenance

1. Paper products
2. Axe, hatchet
3. Snakes (large and small)
4. Paint and brushes
5. Spray pumps (insects, weeds, dust)
6. Hardware (nails, screws, nuts, bolts)
7. Lime
8. Countersink
9. Nail punch
10. Drill handle, drills, brick drills
11. Screw driver bit, bits
12. Cutting pliers, tin snips
13. Set wrench, Stillson wrench
14. Cold chisels, wood chisels
15. Glass cutter, glass
16. Sharpening stone
17. Putty knives
18. Files
19. Block plane, jack plane
20. Bit brace
21. Squares
22. Awl
23. Hammers
24. Folding rule
25. Pinch bar
26. Crow bar
27. Shovels, rakes, scythe
28. Power mower, lawn mower
29. Saws (electrical hand, two-man)

G. Office Equipment and Supplies
1. Typewriters and stands
2. Adding machine
3. Recording machine
4. Mimeographing machine (ditto, duplicator)
5. Telephone
6. Wastebaskets
7. File cabinets and boxes
8. Pencil sharpener, ink, mimeographing ink, typewriter ribbons, paper, pens, pencils, staplers and staples, gummed labels, elastics, paper clips, blotters, stationery, charts, cards

H. Photographic Equipment

1. Cameras and film
2. Sinks
3. Printing frame, printing mash
4. Trays
5. Roll film tank
6. Film aprons
7. Velite paper
8. Fixer set
9. Stop bath salt
10. Thermometer
11. Lamp holder, red lamp, bulbs
12. Goodnob glass

I. Riflery

1. Rifles (Mossbergs, Springfields, Winchesters, Remingtons)
2. Slings and jackets
3. Ammunition (.22 calibre super-x)
4. Gun oil and cleaning patches
5. Screw driver set
6. Three piece cleaning rod
7. Mats or mattresses
8. Targets (single, five or ten bull)
9. Wastebasket

J. Tents (week-end or overnight camping)

K. Waterfront (other than a pool)

1. Rowboats
2. Canoes
3. Sailboats
4. Motor boats
5. Rafts
6. Floating or stationary piers
7. Moorings
8. Cribs
9. Sails, rudders, tillers
10. Oars, oarlocks
11. Life jackets
12. Signal flags and pole

Purchasing Agents

Many of the references listed below have been taken from numerous issues of the Camping Magazine, The American Camping Association, 343 South Dearborn Street, Chicago 4, Illinois; the *Buyers Guide and Camp Directory*, Association of Private Camps, 55 West 42nd Street, New York 36, New York; and from the files of Camp Patoma.

**Archery**

1. Woolley's Archery Equipment
   63 Hyde Street
   Newton Highlands 6, Massachusetts

2. Tepee Archery Tackle Company
   415 Lexington Street
   Newton, Massachusetts

**Bakeries**

1. Ce-Lect Baking Company
   18 Vineland Street
   Boston, Massachusetts

2. Hathaway Bakeries, Incorporated
   42 Life Street
   Boston, Massachusetts

**Boats and Canoes**

1. Ray Barber, Boat Builder
   Westerly, Rhode Island
2. Direct Equipment Distributors, Incorporated  
   1165 Broadway  
   New York 1, New York

Chemical Products

1. Camp Chemical Company, Incorporated  
   2nd Avenue and 13th Street  
   Brooklyn 18, New York

2. Dupont  
   Chemicals Department  
   Wilmington, Delaware

Craft Materials

1. Ken-Kaye Krafts  
   1272 Washington Street  
   West Newton 65, Massachusetts

2. M. M. Ross Company  
   72 Huntington Avenue  
   Boston, Massachusetts

Dairies

1. H. P. Hood and Sons  
   500 Rutherford Avenue  
   Charlestown, Massachusetts

2. Deerfoot Farms  
   225 Needham Street  
   Newton Highlands, Massachusetts

Drug and Medical Supplies

1. A. E. Halperin Company, Incorporated  
   75 Northampton Street  
   Boston 18, Massachusetts

2. Worcester Medical Supply Company  
   266 Pleasant Street  
   Worcester, Massachusetts

Dust Control

1. Solvay Process Division  
   Allied Chemical and Dye Company  
   Department 43, 61 Broadway  
   New York 6, New York
Employment Agencies

1. Abbott's Employment Specialists
   333 Washington Street
   Boston 8, Massachusetts

2. Boston University Placement Service
   308 Bay State Road
   Boston, Massachusetts

3. Cooks and Pastry Cooks Association
   30 to 32 Pemberton Square
   Boston, Massachusetts

Firearms

1. Sports Shop
   218 Waverly Street
   Framingham, Massachusetts

2. James W. Brine Company, Incorporated
   92 Summer Street
   Boston, Massachusetts

Fire Protection

1. American Fire Equipment Company
   717 Boylston Street
   Boston 16, Massachusetts

2. Walter Kidde
   136 Broadway
   Cambridge 42, Massachusetts

Food

1. H. A. Johnson Company
   155 North Stadium Street
   Boston, Massachusetts

2. John Sexton and Company
   143 Needham Street
   Newton Highlands, Massachusetts

Frozen Foods

1. New England Frozen Food Distributors, Incorporated
   71 Rosedale Road
   Watertown, Massachusetts
2. Swan Newton and Company  
   2 Fanueil Hall Market  
   Boston, Massachusetts

Furniture

1. Brand Furniture Company  
   883 Washington Street  
   Holliston, Massachusetts

2. Direct Equipment Distributors, Incorporated  
   1165 Broadway  
   New York 1, New York

Groceries

1. Webster-Thomas Company  
   226 State Street  
   Boston, Massachusetts

2. Old Colony Packing Company  
   980 Massachusetts Avenue  
   Boston 18, Massachusetts

Ice Cream

1. James H. McManus  
   915 Worcester Street  
   Natick, Massachusetts

2. H. P. Hoods and Sons  
   500 Rutherford Avenue  
   Charlestown, Massachusetts

Insecticides

1. Kil-Jet Distributing Company  
   4811 Carnegie Avenue  
   Cleveland, Ohio

2. Insect Control and Service  
   116 Concord Street  
   Framingham, Massachusetts

Insurance

1. Highham, Neilson, Whiteridge, and Reid, Incorporated  
   400 North Broad Street  
   Philadelphia 50, Pennsylvania
2. Vermont Accident Insurance Company
   Rutland
   Vermont

Kitchen Equipment

1. Eastern Restaurant Equipment Company
   63 Portland Street
   Boston, Massachusetts

2. Morris Gordon and Son, Incorporated
   112 Sudbury Street
   Boston 14, Massachusetts

Lightening Rods

1. American Lightening Rod Company
   274 Franklin Street
   Boston, Massachusetts

Lumber

1. L. Grossman Sons, Incorporated
   22 Washington Street
   Wellesley, Massachusetts

2. Building Materials Wholesalers, Incorporated
   286 Rutherford Avenue
   Charlestown, Massachusetts

Meats and Provisions

1. Swan Newton and Company
   2 Faneuil Hall Market
   Boston, Massachusetts

2. Swift and Company
   25 Faneuil Hall Market
   Boston, Massachusetts

Medals, Awards, Emblems

1. James W. Brine Company, Incorporated
   92 Summer Street
   Boston 10, Massachusetts

2. Bucky Warren, Incorporated
   100 High Street
   Boston, Massachusetts
Motion Pictures

1. United World Films, Incorporated
   1445 Park Avenue
   New York 27, New York

2. Association Films, Incorporated
   397 Madison Avenue
   New York City, New York

Office Supplies

1. Ash Office Equipment Company
   61 High Street
   Boston, Massachusetts

2. Remington Rand, Incorporated
   857 Commonwealth Avenue
   Boston, Massachusetts

Outfitters

1. James W. Brine Company, Incorporated
   92 Summer Street
   Boston 10, Massachusetts

2. W. H. Brine Company
   93 Franklin Street
   Boston, Massachusetts

Paper Products

1. Household Paper Products Company
   1201 Washington Street
   Holliston, Massachusetts

2. C. T. Brigham Company
   220 West Street
   Pittsfield, Massachusetts

Photographic Equipment

1. Eastman Kodak Stores, Incorporated
   22 Franklin Street
   Boston, Massachusetts

2. Kimball Camera Stores
   75 Summer Street
   Boston, Massachusetts
Playground Equipment

1. The J. E. Burke Playground Equipment Company
   Box 986
   New Brunswick, New Jersey

2. Child-Life and Play-Specialty Association
   Holliston, Massachusetts

Prefabricated Buildings

1. Universal Homes and Wood Products, Incorporated
   3530 Guardian Building
   Detroit 26, Michigan

Real Estate

1. National Bureau of Private Schools and Camps
   522 Fifth Avenue
   New York City, New York

Sporting Goods

1. James W. Brine Company, Incorporated
   92 Summer Street
   Boston 10, Massachusetts

2. Horace Partridge Athletic Goods
   55 Franklin Street
   Boston, Massachusetts

Tents and Camping Equipment

1. Barnett Canvas Goods and Bay Company, Incorporated
   147 Arch Street
   Philadelphia 6, Pennsylvania

2. Mor-San Sales
   10 to 20 50 A Avenue
   Long Island City 1, New York

Washfountains and Showers

1. Bradley Washfountain Company
   2263 West Michigan Avenue
   Milwaukee 1, Wisconsin
Waterfront

1. Alcorb Incorporated
   1172 North Main Street
   Waterbury, Connecticut

2. Hussey Manufacturing Company, Incorporated
   519 Railroad Street
   North Berwick, Maine
CHAPTER XII
SUGGESTED MONTH BY MONTH ADMINISTRATIVE PROCEDURES

October
1. Revision of the catalogue and/or brochure, supplement and registration blank
2. Above items sent to the printers
3. Budget established

November - December
1. Preliminary letter to former patrons
2. Greeting cards mailed to campers and staff

January
1. Camp literature mailed to former patrons and new prospects

February
1. Contract renewals sent to staff members
2. Parent-camper-director interviews
3. Acknowledgement of registrations and fees received

March
1. Newspaper advertisements and publicity
2. Enrollment procedures continue
3. Steps to fill vacancies in staff positions
4. Parent-camper-director interviews
April

1. Interviews with candidates for staff positions
2. Publicity
3. Parent-camper-director interviews
   a. Tours of the camp site
   b. Slides and movies of the camp
4. Water supply is turned on
5. Equipment and supplies are ordered
6. Enrollment procedures

May

1. Enrollment procedures
2. Interviews
3. Publicity
4. Work schedule for maintenance crew
   a. Begin readying the camp site
5. Administrative meeting
   a. Pre-camp training program
   b. Program
      (1) Special events
6. Fire and police departments notified of the length of the camp season
7. Bakery, dairy, garbage and trash services arranged for
8. Office staff mimeographs all forms which will be used during the summer
9. Letters to staff members
   a. Physical examination and chest x-ray
   b. Car insurance and registration according to state law
   c. Dates of pre-camp training period

10. All final data sent to parents
    a. Medical card
    b. Uniform and name tag blanks
    c. Insurance policies
    d. Apparel
    e. General directions
    f. Bill

11. National Rifle Association contacted for
    a. Diplomas, patches, medals, bars

12. Camp Archery Association contacted for
    a. Diplomas

13. American Red Cross contacted for
    a. Certificates

14. Registered campers arranged in homogeneous groups according to
    a. Age
    b. Previous camping experience

15. Campers listed according to locality
    a. Transportation list
June

1. Health permit obtained
2. Telephone, electricity, and mail services restored
3. Newspaper articles
   a. Quality and quantity of staff
   b. High lights of the coming season
4. Maintenance crew continues its job
5. Menus established
   a. Pre-camp training period
   b. First week of camp
6. Transportation list compiled
7. Pre-camp training period
8. Camp season begins
   a. Greeting
   b. Orientation

July - August

1. Supervision of the campers, program, staff
2. Parents' bulletins
3. Camp maintenance and improvements
4. Special events
   a. Ceremonies
   b. Trips
   c. Parents' Days
5. Menus
6. Ordering meats, groceries, staples as needed
7. Transportation lists
8. Public relations
9. Inventories
10. Closing the day camp
11. Tentative plan for next season's pre-camp training program
12. Evaluation
   a. Program
   b. Staff
   c. Facilities
13. Follow-up
14. Newspaper articles
   a. Camper achievements
   b. Awards earned

September

1. Continued evaluation
2. Planning for the next season
BIBLIOGRAPHY
BIBLIOGRAPHY

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Camp Leadership Courses for Colleges and Universities, The American Camping Association, Incorporated, 343 South Dearborn Street, Chicago 4, Illinois, January 1, 1947


Cortell, Marie L., Camping with Purpose, Women's Press, New York, 1950

Day Camping, National Recreation Association, Incorporated, 315 Fourth Avenue, New York 10, New York, 1945

Lyle, Betty, Camping What is It?, The American Camping Association, Incorporated, 343 South Dearborn Street, Chicago 4, Illinois, 1942
APPENDICES
APPENDIX A

Camp Patoma Catalogue
Tuition Refund Plan
Camper's Insurance Certificate
Camper's Accident and Health Claim Sheet
Medical Card
Record Card
Uniform Order Blank
Name tape Order Blank
Registration Form
Supplement
"Hilltop Breeze"
Camp Patoma

"The Future of America Depends on the Health of Its Children Today"

Thirty-four acres devoted to health and recreation

HOLLISTON
MASSACHUSETTS
CAMP PATOMA
NORFOLK STREET, HOLLISTON, MASSACHUSETTS

The Country Day Camp for Boys and Girls

Founded 1936

With as comprehensive a program, as superior a staff, location and facilities, as are found in only the best boarding camps

THOMAS W. LEYDON, Director
74 Puritan Rd., Waban
BIGELOW 4-5725
until June 15

HOLLISTON 2039
after June 15

LEYDON CAMPS, INC.
Member of American Camping Association

Camp Archery Association
Newton Chamber of Commerce
National Rifle Association
Camp History

Camp Patoma, originally known as Brookline Day Camps, was organized in 1936 by the Director. So far as we know, it was the first bona fide Day Camp in the United States, offering all of the essential activities of the best boarding camps (except over-night care) and, due to its proximity to museums, the ocean, historical points, etc., some features that these camps could not offer.

It was designed to afford a wholesome, well-rounded, summer camp experience for boys and girls aged from 4 to 15 (1) without the necessity of their leaving home and its parental guidance, influence, and association; (2) without their being deprived of their own physicians’ ready care, if needed; (3) without their waiting until they are “old enough” to leave home; (4) without the (for some) prohibitive expense of the best boarding camps; (5) without their parents’ being obliged to take expensive summer rentals at the beach or country “for the children’s sake”, (each year more parents see the value of this statement); (6) without their having to forego the opportunity of obtaining not only the physical vitality and physical well-being but also the social and intellectual development that camping (or “outdoor education”, if you will) affords the growing child, for any other reason.

For in camping, its outdoor environment, its relatively simple life, its rich variety of possible activities, “can be effective antidotes for our highly organized, intensified, urbanized living” and can develop rugged individuals who can stand up under the problems of our new age and who can learn to live better with others—reasonably and with understanding.

That this Day Camp Idea has met a felt need is attested by the fact that Day Camps have sprung up all over the country, many of which are operated by our former counselors, and many of which have used our organization as a model, with varying degrees of success.

Patoma, then, is not a play school or
a casual so-called day camp where children are merely cared for during the day. It bears the same relationship to the best boarding camps as do the best Country Day Schools to the best Boarding Schools. Moreover, its superior facilities and broad activities attract and hold the older children, from 12 to 15, who normally do not attend day camps.

Accordingly, it selects such healthy, out-door, enjoyable and diversified activities as will make for all-around development of the individual and will occupy young minds, bodies, and hands with worthwhile experiences, amid beautiful country surroundings and among carefully selected and congenial companions.

To accomplish these outcomes, the camp has always maintained a staff of superior, experienced, friendly counselors who love their jobs and who have made children their life work. Because these able, highly-trained people do not wish to leave their homes in the summer months, and believe in the Day Camp Idea, most of them could not be hired by boarding camps at any price. Consequently, our staffs have been the envy of many a boarding camp director. Many have been with us for from 10 to 18 years.

Objectives

The Camp is a place where campers learn the facts of the living world around them; how to use their hands in making things useful to themselves and their parents; how to become skillful in swimming and other sports; how to pitch a tent, roll a pack, and cook a meal over a fire; how to tie knots; how to use a rowboat and sail a sailboat; how to recognize birds, trees and other flora and fauna which are abundant on our camp property and nearby environs; how to use a bow and arrow, a rifle, a tennis racket; how to folk dance and take part in dramatics; how to get along with, and have wholesome fun in, a wholesome group of campers; and how to take part in other opportunities that enrich the unfolding minds and interests of growing children in a challenging and adventurous way.

These objectives foster improvement
and growth, good manners, courtesy, and individual development. They afford valuable training in leadership and followship, sportsmanship, self-reliance, poise, and character.

They build strong muscles, awaken new interests and keen responses, and develop serene minds. It is a revelation to see these young children change from tense, stumbling, unsure individuals to sure-footed, relaxed, alert, confident campers, in a few short weeks!

Our cardinal aims are safety, health, happiness, physical and social growth, and emotional stability for every camper; and our simple awards are made on mastery, effort, interest, and individual achievement.

**Activities**

**BOYS’ CAMP**

To accomplish these aims, the following activities are included in the program of the Boys’ Camp: baseball, tennis, softball, archery, riflery, camping, crafts, Indian lore, handicrafts, sailing, boating, overnight and weekend camping, fishing, boxing, bird and nature hikes, group games, volleyball, track meets, photography, surprise trips, Red Cross Life Saving and two swims a day at our own sandy beach on the property, as well as other interesting events and games designed for rainy day fun—impromptu shows and skits to foster individual talents. Moreover, we make a great deal of community singing, especially after meals, which campers of all ages love. In short—useful and constructive activities, coupled with a tang of adventure and surprise—these add to experience, afford fun, give valuable training, build strong, healthy bodies and develop serene minds.

**GIRLS’ CAMP**

In the Girls’ Camp the same type of program includes sailing, boating, group games, volleyball, softball, tennis, archery, riflery, folk dancing, modern dancing, tap dancing, rhythms,
campcrafts, photography, bird and nature hikes, handicrafts, overnight and weekend camping, dramatics, art, two swims a day, Red Cross Life Saving. Here, too, are there many other interesting events and games designed for rainy days, community singing and other activities which meet the needs of the growing child in a happy, adventurous and challenging way.

The activities of the girls are (except for community singing, and assemblies for rainy-day shows) entirely separate.

educational trips to Zoo, Aquarium, Children's Museum, boat trips and daily swimming instruction.

As much as possible, all activities take place out of doors.

Fruit juice and crackers are served at 10 a.m. This is followed by a short rest period. A special hot meal designed for this age group is served at 12 o'clock. Rest hour and sleep follow the meal. Milk is served in mid-afternoon.

The enrollment is limited to twenty children.

THE KINDERGARTEN CAMP

The kindergarten camp is in charge of a well-trained, experienced kindergarten teacher who is ably assisted by fine, experienced teachers and trainees.

The kindergarten group of ages 4 and 5 has its own separate quarters.

Here, a well-planned and well-balanced program includes: painting, carpentry, cutting, pasting; stories and poems; dramatic play and rhythms; nature study, games, picnic excursions, Camp Property

On our camp property, we believe we have the finest location, equipment, and facilities of any Day Camp in Massachusetts.

It is ideal for a real country day camp. Situated in Holliston, it is as spacious, as secluded as, and has all the features of, a camp in Maine or New Hampshire;
Kindergarten group learning rhythms

Our Kindergarten group has a much broader program, including daily swimming instruction, due to our country-lake location and facilities.
yet it is easily accessible to the suburban Boston area.

It is designed for a camp, for real camping, not as a country club for show purposes, or as a school. It is significant that more than a third of our campers are children of physicians and educators and 75 to 80 per cent return each year.

The camp property consists of over 34 beautifully wooded acres on the shores of lovely, clean, spring-fed Lake Winthrop, where our shore line stretches for 850 feet, most of which is natural sandy beach.

Several years ago, we purchased the adjoining estate of Dr. Arthur H. Stoddard with its eight acres and two buildings.

This property we have improved so that the main house is used entirely for the Girls’ Camp as locker rooms, toilet and wash rooms and dancing area. It has also made available many new spots for other activities, and Patoma now comprises all of historically famous Strawberry Hill.

Unique among the lakes so near to the metropolitan area, Lake Winthrop is practically free from cottages and the overcrowded conditions that characterize most of the lakes and ponds of this area. Although it is approximately one and one-half miles long and over a half mile wide, its shore line is practically free from habitation.

The reason for this phenomenon is that the westerly shore is, for the most part, taken up by a cemetery and a small public beach, while the north and south ends of the lake are too marshy to attract cottages. Thus the easterly shore on which Patoma is located, has but one cottage above us to our right; a public beach, which is rarely used on week days, to our left; and below that, around the bend, are a few higher-type cottages, none of which is visible from our shores.

The importance of this feature of a secluded, uncrowded, clean, spring-fed lake for swimming and water sports, at a private beach, cannot be too strong-

A marshmallow roast at foot of Mt. Cardigan, N. H. A three-day trip, climbing Cardigan and Firescrew, and swimming and boating at Newfound Lake. Campers cook, wash dishes and pitch own tents.

Handicrafts for the girls' groups.
ly emphasized to the discriminating parent.

In addition, since the prevailing and daily wind is westerly, the cool breezes available blow squarely at our beach and camp, so that even on the hottest days our campers enjoy not only the invigorating swim but also the cooling breeze.

Moreover, this prevalent breeze makes sailing possible practically every day.

Facilities

Situated on the highest point of land in Holliston, the camp property slopes down to the lake. Here on the very top, from which the spires of churches and other landmarks of eleven different towns may be seen, stands our main lodge where are located our dining room, kitchen and recreation room. Another large lodge houses a boys’ locker room; a third lodge houses a boys’ locker room; other buildings house the three handicrafts shops and First Aid Cabin, etc. A new office building was erected recently, which houses a nature room, photography room, boys’ toilet and wash room, and shop: upstairs is our spacious camp office. Another 7-room building which is the girls’ locker room, and a new shop were also added recently to the Girls’ Camp. Another large building is now available for the Girls’ Camp.

There are ample toilet, lavatory and shower facilities for all groups.

The cool shade of the pine groves in front of the main lodge and elsewhere provide a peaceful and cool atmosphere so necessary for the rest hour.

A road leads from the main lodge through overhanging pine trees to our field, where the baseball, softball, playground, etc. are located. This field is surrounded by a border of set-out pines on two sides and the natural woods on the other two.

Another road leading from the buildings to the lake passes a tennis court, and the Indian Village, constructed by the campers, while off to the left, nestled in the cool woods are the rifle range, archery fields and volley ball areas.

Farther down the road is a volley ball court near the beach, where the players receive the full benefit of the breeze from the lake before their swim period.

Water Sports

The beach is divided into a small pen for the non-swimmers and a larger pen for those who have passed some tests. Beyond these are the rafts for those who swim well. Another beach area has recently been cleared to increase our waterfront facilities.

Incidentally, the swimming instruction, during which all counselors are on duty, either instructing or guarding, consists of teaching, swimming, and the passing-off of tests, from the very beginning, up through the steps of tests to use boats, and life-saving. Success in teaching swimming has been great. Our record is nearly 100%. Nearly all of our older boys and girls have swum across the lake! A large number possess Junior Red Cross life saving certificates. Red Cross standards and procedures are followed in swimming.

Features of the camp are boating and sailing. The camp fleet consists of a powerful outboard motor boat, several rowboats, and several sailboats. All campers who have passed the required tests will be taught the use of these boats. Since the lake develops quite a chop at times, we do not believe canoes are wise. Those using boats are furnished “Mae West” life preservers at all times and are thoroughly supervised.
Dinner and Rest Hour

The noon meal is a hot, hearty dinner of excellent quality and generous in quantity. It consists, usually, of meat, two fresh vegetables, salad, milk, bread and butter, and dessert.

We take pride in our cuisine. We believe, as do many of our patrons, that nowhere is our food surpassed. The wholesome home-cooked meals are from menus arranged by a dietitian and prepared by our staff of cooks who have been with us for many years.

It is our belief, supported by medical authorities, that growing children need a hot, well-balanced meal in the middle of their active camp day.

After dinner all campers rest for an hour or more in the pine groves or other cool spots. Many, especially the younger ones, sleep—a condition we recommend and foster.

Flexible Program

The flexibility of the schedule and program is designed for the development of the individual child. Accordingly the camp seeks to coordinate its activities with the interests and special abilities of each camper. Thus small groups with a keenness for some short trip or activity may choose their own counselor and plan an occasional afternoon of fun.

Moreover, opportunities are afforded for campers to pursue their special interests and to choose between activities, at stated periods.

Trips and Overnight Camping

Trip days to nearby spots of interest are arranged as above. These jaunts are limited to historical and educational
I'm sitting on top of the world
A Tournament Champion.

Dodge ball develops grace and is good fun.
points and to hikes to little known haunts of local flora and fauna, and an occasional surprise trip to a salt water beach for a picnic and swim. The diversity and variety offered by our own setting make trips less important than would be the case of a city day camp.

However, there are two trips that are red-letter days in our campers’ experience. These are the July and August overnight, mountain-climbing trips to Mt. Monadnock and Mt. Cardigan, or some other mountain, sleeping under the stars and testing the mountains. These afford enjoyment, fun, change, and adventure. Naturally, they are limited to campers of the age who can successfully conquer the mountains, and of course, are entirely optional.

There are also ample opportunities for overnight camping under two plans: (1) single overnight camping-out trips at our Camp Patoma property with supper and breakfast there; (2) week-end camping-out at Camp Patoma from Friday night with a special Saturday and Sunday program and meals through Monday morning, when campers will resume their regular activities.

These are limited to campers of 8 years and up who are ready for such a program.

Further details of these outings will be furnished upon request.

*These overnight trips and Remedial Tutoring are the only extras. They are entirely optional.*

**REMEDIAL TUTORING**

Remedial Work in reading and Arithmetic as well as tutoring are available to our campers and others. This work is in charge of teachers trained in this field at regular tutorial fees.

---

**Camp News and Bulletin**

A camp paper, “The Hilltop Breeze”, is published weekly. This is a cooperative venture written by campers and counselors, giving events and news of the week.

In addition, there is a Parents’ Bulletin, sent out by the director every two weeks to inform our patrons of activities and matters of interest to them.

At the end of a camper’s period, or before if necessary, the director sends to each parent a letter covering the camper’s progress.

A Parents’ Day is held in July and another in August, to which we cordially invite our patrons — fathers as well as mothers!

**Organization**

The camp is now equipped to enroll approximately 125 boys, 80 girls, and 20 kindergarten campers.

In the boys’ and girls’ camps the campers are divided into several groups based largely on age, weight, height, and ability, so that campers will compete and associate with others of the same relative experience and ability. This makes for better competition, participation, and chances to succeed.

The units are limited to from 12 to 16 in number. These groups are named after Indian tribes in keeping with their out-door existence. There are ten or twelve in the Boys’ Camp and seven or eight in the Girls’ Camp.

**Transportation**

Private cars, buses, and beach wagons will provide transportation.

Our campers come from all areas of suburban and metropolitan Boston.
Instruction in Boating

Kindergarten Group

Instruction in Indian Lore

Instruction in Sailing
Water sports a feature. The whole lake to ourselves. Note the uninhabited opposite shore line.

This ancient sport is very popular.
A small group just back from the afternoon swim

Riflery under expert instruction
"This is how it is done," says a future counselor.
Main lodge, Camp Patoma. Office at left under the trees.

Eight weeks of fun, adventure, development—leading to skill, alertness, leadership, sportsmanship
Oops! That's not how to dive! But she'll learn.

Complete coverage at boating and swimming period.
Nearly 100% success in swimming instruction in this lovely setting.

As secluded and spacious as a camp in Maine.
Solving knotty problems in campcrafts.

Camp Patoma baseball team entertains a friendly rival. Part of our spacious playing field.
Tuition Refund Plan

MEDICAL CERTIFICATE

This part to be filled in by physician. See instructions overleaf

Date.................................................................................................................19......

To A. W. G. DEWAR, INC.
141 Milk Street, Boston 9, Mass.

I HEREBY CERTIFY that...................................................................................

has been continuously under my care since.................................19......I was
first consulted on.................................19......and diagnosed the malady as
..............................................................................................................................I last attended
him/her on.........................................................................................................19......

I FURTHER CERTIFY that this student was medically unfit to attend
classes from.................................19......through.................................19......

Doctor’s name (please print).......................................................................................

Address......................................................................................................................

Signature..................................................................................................................M.D.

CLAIM FORM

This part to be filled in by school

I HEREBY MAKE CLAIM under Policy No...............in respect of the
☐ day student, age..........., for whom this certificate is submitted.
☐ boarding

Amount of fee insured $..............Taken care of ☐ away from school
☐ at school

Parent’s name and address............................................................................................

Signed for........................................................................................................School

By................................................................................................................................(Over)
AMERICAN CASUALTY COMPANY OF READING, PENNSYLVANIA

CAMPERS INSURANCE CERTIFICATE

THE PROVISIONS OF THE MASTER POLICY PRINCIPALLY AFFECTING THE CAMPERS' INSURANCE ARE DESCRIBED IN THIS CERTIFICATE. ALL BENEFITS DESCRIBED HEREIN ARE SUBJECT IN EVERY RESPECT TO THE MASTER POLICY, WHICH ALONE CONSTITUTES THE AGREEMENT UNDER WHICH PAYMENTS ARE MADE.

ACCIDENT PROVISION

HOSPITAL, NURSE, MEDICAL AND SURGICAL EXPENSE

If such injuries sustained during the term specified and while the Insured is attending the named Camp, shall require within thirty days from date of accident medical treatment by a legally qualified physician or surgeon, hospital confinement, x-rays, ambulance service, or the employment of a graduate nurse, the Company will pay the expense for treatment actually received therefor up to an amount not exceeding $500.00 for any one accident sustained by the Insured. Insurance under this Part shall cover only such expense for treatment which is received within twenty-six weeks from the date of the accident.

SICKNESS PROVISION

HOSPITAL, NURSE, MEDICAL AND SURGICAL EXPENSE

If such sickness contracted during the term specified and while the Insured is attending the named Camp, shall require medical treatment by a legally qualified physician or surgeon, hospital confinement, x-rays, ambulance service, or the employment of a graduate nurse during the term specified, the Company will pay the expense for treatment actually received therefor up to an amount not exceeding $250.00. Insurance under this Part shall cover only such expense for treatment which is received within twenty-six weeks from the date of inception of such sickness.

Provided that no payment shall be made under Part I or Part II for such services rendered by a physician, nurse or any other person in the employ of the named Camp.

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFIT

If such injuries, sustained during the term specified and while the Insured is attending the named Camp, shall result, within ninety days from the date of accident, and directly and independently of all other causes, in any one of the losses hereinafter enumerated, the Company will pay, in lieu of any other indemnity, the sum set opposite such loss but only one of the amounts, the greatest, so specified shall be paid for injuries resulting from any one accident.

For Loss of Life ...................................... $1000.00
For Loss of Both Eyes ................................ $1000.00
For Loss of Both Hands .............................. $1000.00
For Loss of One Hand & One Foot ................ $1000.00
For Loss of One Hand .............................. $500.00
For Loss of Sight of One Eye ......................... $500.00

Loss shall mean with regard to hands and feet, actual severance through or above the wrist or ankle joints; with regard to eyes, entire and irrecoverable loss of sight.

SICKNESS PROVISION

POLIOMYELITIS EXPENSE

If an insured Camper shall contract Poliomyelitis during the term specified and while the insured is attending the named Camp and shall require medical treatment by a legally qualified physician or surgeon, hospital confinement, employment of a graduate nurse, use of an ambulance, rental of an iron lung or other special apparatus for the treatment of said Poliomyelitis the Company will pay the expense for treatment actually received therefor up to an amount not exceeding $1000.00. Insurance under this Part shall cover only such expense for treatment which is received within twenty-six weeks from the date of inception of said Poliomyelitis.

Provided, however, that the aggregate payments under this provision and "Sickness Provision, Hospital, Nurse, Medical and Surgical Expense" of the Policy shall not exceed $1000.00 as a result of any one case of Poliomyelitis.

NOT COVERED

No payment shall be made for: (A) Dental treatment, Dental X-rays Dentures except for accidents to Sound, Natural Teeth; (B) Eye-Glasses or Prescriptions Therefor or Equipment for Corrective Treatment of Sight; (C) Expense for treatment which is not actually received within twenty-six weeks from the date of Accident or Date of Commencement of Sickness.

Form-B-415-PF (Pt) 56
American Casualty Company of Reading, Pennsylvania
First Notice of Injury or Illness Under Camp Medical Expense Policy No.-----------------------

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date of first Treatment</th>
<th>Where Treated</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Address</td>
<td>Street and Number</td>
<td>Town</td>
<td>State</td>
</tr>
<tr>
<td>Name of Camp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCIDENT:</td>
<td>Date of Accident</td>
<td>Nature of Injury</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>How Did Accident Occur</td>
<td></td>
</tr>
<tr>
<td>SICKNESS:</td>
<td>Date Taken Sick</td>
<td>Nature of Sickness</td>
<td></td>
</tr>
</tbody>
</table>

Mail This Report To:
Higham, Neilson, Whitridge & Reid, Inc.
INSURANCE MANAGERS
50 CONGRESS ST. 
 BOSTON 9, MASS.

Return at once, and send bills when received to
A. W. S. PEMAR, INC.
141 Milk Street, Boston
Medical Card
Front

CAMP PATOMA MEDICAL CARD

Name in Full.................................................................................................................................
Enrolled from...............................................................................................................................
Date of Birth.................................................................................................................................
Parent's Name..............................................................................................................................
Address ...........................................................................................................................................
"Telephone:  Home................................. Business.................................................................

What camp activities do you want emphasized?

This data is a vital part of our records: do not omit any items.

Back

Check contagious diseases camper has had: Approximate Date
Chicken Pox.................................................................................................................................
Mumps ...........................................................................................................................................
Measles .......................................................................................................................................... 
Whooping Cough ...........................................................................................................................
Scarlet Fever .................................................................................................................................
Diptheria .........................................................................................................................................
Has camper any physical weakness?
Other data on camper's condition................................................................................................
Has camper had Toxoid?  When?
Is camper's appendix out?

I have examined and found the above named camper to be in good health.

Physician's Signature ....................................................................................................................
Telephone.....................................................................................................................................


Camper's Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Group</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Starting date</th>
<th>Number of weeks</th>
<th>Finishing date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents' names</th>
<th>Tel: Home</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctor's name</th>
<th>Cert. rec'd</th>
<th>Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount due</th>
<th>Reg. Fee</th>
<th>Amounts &amp; Dates rec'd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEW ENGLAND'S LARGEST SPORTING GOODS STORE
92 SUMMER ST., BOSTON 10, MASS.
Liberty 2-0771

OFFICIAL CAMP OUTFITTERS
Since 1870

ATHLETIC SUPPLIES
JAMES W. BRINE CO., INC.
AT 92 SUMMER ST.
BOSTON, MASS.
EST. 1870

The Label of Quality
# CAMP PATOMA

**LAKE WINTHROP**

**HOLLISTON, MASS.**

**Director**

THOMAS W. LEYDON

74 Puritan Road

Waban, Massachusetts

Tel. Bigelow 4-5725

---

## BOYS’ OFFICIAL UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray Gab. Short, Striped</td>
<td>$2.25</td>
<td></td>
</tr>
<tr>
<td>Gray Durene Polo Shirt with Emblem</td>
<td>2.35</td>
<td></td>
</tr>
<tr>
<td>Navy Baseball Cap with Emblem</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>Gray Sweatshirt with Emblem</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>Gray Sox</td>
<td>.75</td>
<td></td>
</tr>
</tbody>
</table>

## GIRLS’ OFFICIAL UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Gab. Short, Striped</td>
<td>$2.65</td>
<td></td>
</tr>
<tr>
<td>White Broadcloth Shirt</td>
<td>2.35</td>
<td></td>
</tr>
<tr>
<td>Green Crew Hat with Emblem</td>
<td>2.05</td>
<td></td>
</tr>
<tr>
<td>Green or White Sox</td>
<td>.45</td>
<td></td>
</tr>
</tbody>
</table>

## OPTIONAL ITEMS

(Boys or Girls)

<table>
<thead>
<tr>
<th>Item</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dungarees (Boys’ $2.35 and 2.95)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Durene Polo Shirts with Emblem</td>
<td>$2.50</td>
<td></td>
</tr>
<tr>
<td>White Durene Polo Shirts with Emblem</td>
<td>2.35</td>
<td></td>
</tr>
<tr>
<td>Green and White Halter for Girls</td>
<td>1.65</td>
<td></td>
</tr>
<tr>
<td>Green Long Sleeve Wool Jerseys with Emblem</td>
<td>4.95</td>
<td></td>
</tr>
<tr>
<td>Green Camp Fire Suit for Girls</td>
<td>7.95</td>
<td></td>
</tr>
<tr>
<td>Bed Roll</td>
<td>6.25</td>
<td></td>
</tr>
</tbody>
</table>

---

All types of miscellaneous Camp Equipment can be purchased at the James W. Brine Company, 92 Summer Street, Boston, Mass. They carry in stock the following items:

- Sneakers (High and Low)
- Moccasins
- Ponchos
- Raincoat and Hat
- Mess Kits
- Canteens
- Pocket Jack Knife
- Camp Axe
- Sleeping Bags
- Mattress Pads
- Duffle Bags and Locks
- Camp Trunks
- Flashlight and Batteries
- Complete Toilet Kits
- Blankets
- Sheets
- Pillow Cases
- Pillows
- Bath Towels
- Hand Towels

**ALL ARTICLES MUST BE MARKED WITH FULL NAME OF CAMPER**

---

**NAME TAPES**

(_check Type Wanted)

<table>
<thead>
<tr>
<th>Type of Name Tapes</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Woven Name Tapes:</td>
<td></td>
</tr>
<tr>
<td>6 doz. $2.75; 9 doz. $3.25; 12 doz. $3.75</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Name Tapes</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Jacquard Woven Tapes:</td>
<td></td>
</tr>
<tr>
<td>100 for $2.25; 150 for $2.75; 200 for $3.25</td>
<td></td>
</tr>
</tbody>
</table>

Name________________________________________________________

---

*Brine’s Camp Catalogue showing description and prices of the Essential and Suggested Articles will be sent you. Be SURE to specify Camp Name when writing or ordering merchandise. All Order Blanks Must Be Signed By Purchaser*
PLEASE FILL IN BELOW

CAMPER'S NAME

PARENT'S NAME

STREET ADDRESS

CITY .................................................. STATE ..................................................

Enclosed please find (check (money order) for $____________
Goods to be sent home □ or camp □ (Please check)

MEASUREMENT BLANK

Give exact measurements taken snugly. Do not allow.
Age __________ Weight __________ Size Usually Worn __________
Head Size __________ Neck Size __________ Chest __________
Waist __________ Around Hips __________
Shoe Size __________ Hose Size __________ Length from waist to ankle __________

Orders filled in nearest standard sizes

Orders and Measurements should be placed **BY MAY 15th** to insure delivery before Camp Opening in July.

Partial shipments will be made as fast as items are ready. Positively no camp merchandise will be accepted for credit after August 1st.

**Due to uncertain market conditions, prices are subject to change.**
ORDER FORM
FOR JACQUARD WOVEN NAME TAPE
ACCORDING TO WARDROBE REQUIREMENTS OF

CAMP PATOMA
74 PURITAN RD.
WABAN 68, MASS.

SEND YOUR ORDER AND PAYMENT TO J. AND J. CASH, INCORPORATED
SOUTH NORWALK, CONN.

Gentlemen:
Enclosed find $19.00

☐ Money Order  ☐ Check  ☐ C. O. D.

Please include State Sales Tax where effective.

Please send me the following JACQUARD WOVEN NAMES:

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>COLOR</th>
<th>STYLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Names woven in Red on White Tape unless color is specified.

NAME PRINT TO AVOID ERROR OVER 20 LETTERS, EXTRA CHARGE

Send ______ Tubes of NO-SO Cement for attaching without sewing at 25c a tube

Signature ____________________________

Address ______________________________

City __________ Zone __________ State __________

Currency is at sender's risk and should always be REGISTERED. If no payment is sent with order, goods will be sent C. O. D.
REGISTRATION FORM
CAMP PATOMA
HOLLISTON, MASSACHUSETTS

(Mail to 74 Puritan Road, Waban, Massachusetts)

Date..............................................19......

*Name of Camper(s) 1. ..........................................................

2. ..........................................................

*Date(s) of Birth 1. ........................................School(s) Attended 1. ..........................................

2. ................................................. 2. .............................................

*Date to begin camp..........................................................

*Enroll for: Four weeks...............Six weeks...............Eight weeks...............Nine weeks...............(Please check)

*Parents’ Names ..........................................................

*Address ..........................................................................

*Telephone: Home ........................................Business ..................................................

*Is camper socially adjusted?..........................................................

*Has he any physical or other weaknesses?..................................................

*Is he a problem child in any way?..................................................

(If the answer to either of the last two is yes and the first no, please explain in detail by letter.)

*References (for new patrons) ..........................................................

*Registration Fee ($20.00) for each child is enclosed.

* These data are a vital part of our records; please do not omit any item.

For names of interested friends who wish a catalogue, please use the other side of this sheet.

(Over)
Please send catalogues to the following:

Name..................................................................................................................

Address.............................................................................................................

Child’s (ren’s) Name(s)....................................................................................... Age(s) .................................

Name..................................................................................................................

Address.............................................................................................................

Child’s (ren’s) Name(s)....................................................................................... Age(s) .................................

Name..................................................................................................................

Address.............................................................................................................

Child’s (ren’s) Name(s)....................................................................................... Age(s) .................................

Name..................................................................................................................

Address.............................................................................................................

Child’s (ren’s) Name(s)....................................................................................... Age(s) .................................

Name..................................................................................................................

Address.............................................................................................................

Child’s (ren’s) Name(s)....................................................................................... Age(s) .................................
SUPPLEMENT 1954

SEASON 1954

Camp Hours are from 9 a.m. to 4:30 p.m. every day except Saturdays and Sundays. No camp on July 4th.

No Camp Uniform is required, but we strongly urge a uniform for each camper. An equipment blank will be mailed to campers who are enrolled, for this purpose.

Directions to camp property: Route 16 from Wellesley Square to Holliston. Left on Central Street, right on Norfolk Street. A mile to camp.

---

JUNE 28 to AUGUST 27

Preference is given to those campers who enroll for the eight- or nine-week period. Only a limited number will be accepted for shorter terms, except for the period from July 27th on. We have to reject campers each year; hence we advise early registration to ensure a place, and urge you to select 8 or 9 weeks.

A $20.00 registration fee should accompany your application. This will be deducted from the final bill and is not subject to refund, if you change your plans after April 15.

---

COSTS

Including Craft Fee and Transportation

<table>
<thead>
<tr>
<th>Per Week</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 weeks $166.50 (18.50)</td>
<td>156.00</td>
</tr>
<tr>
<td>8 weeks $156.00 (19.50)</td>
<td>24.00</td>
</tr>
<tr>
<td>6 weeks $129.00 (21.50)</td>
<td>16.00</td>
</tr>
<tr>
<td>4 weeks $90.00 (22.50)</td>
<td>12.00</td>
</tr>
</tbody>
</table>

With noon meal $207.00 (23.00)

192.00 (24.00)

156.00 (26.00)

108.00 (27.00)

Kindergarten Costs

Including Crafts, Transportation and Meals

<table>
<thead>
<tr>
<th>Per Week</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 weeks $189.00 (21.00)</td>
<td>150.00</td>
</tr>
<tr>
<td>8 weeks $176.00 (22.00)</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Thus our all inclusive fee calls for no extra charges except overnight trips or tutoring. We break it down above so that parents may make comparisons.

No camper is enrolled until the registration fee is received, and campers are enrolled in the order in which their registration forms are received and accepted.

The Director will be glad to interview applicants evenings at their or his home. He will also hold appointments at the camp on Sundays from 2:00 p.m. to 4:00 p.m., the best procedure.

Camp charges are payable two weeks in advance of the campers' entering period or when billed.

No refunds can be made for absence, withdrawal, or dismissal. However, Tuition Refund Insurance is available for absences due to illness.

Upon entrance to camp, each camper must by law, present a doctor's certificate of physical condition and evidence of vaccination.

It is understood that patrons accept the above regulations before applying.

THOMAS W. LEYDON, Director
74 PURITAN ROAD, WABAN, MASSACHUSETTS
Telephone: Bigelow 4-5725
(Application enclosed)
Staff in 1953

BOYS’ CAMP

THOMAS W. LEYDON, B.S., Ed.M. Bowdoin College, Boston University, Director of Athletics Rivers Country Day School, instructor and coach of boys for 31 years. Director and Founder of the Camp.

C. FREDERICK VANTURA, Teacher in Medford schools, former Associate Director of Brookline Day Camps and Beaver Day Camp. Eighteen years with the organization. Assistant Administrative Director.

A. HENRY OTTOSON, B.S., Ed.M., Boston University, Principal of West Junior High School, Arlington. Formerly Head of Boys’ Camp at Beaver Day Camp. Thirteen years with Leydon Camps. In charge of Boys’ Camp.

JOHN VANTURA, B.S., Ed.M., Boston University, Principal of Belmont Junior High School. Eighth year. Sailing.


HUMPHREY HOWE, B.S., Boston University, Ed.M., Tufts. Teacher and coach at Medford. Eight years a counselor with Leydon Camps.


ROBERT M. MEYER, Stevens Technology with graduate work at Penn. and M.I.T. 32 years of camp and teaching experience. In charge of waterfront.

FREDERICK E. STEEVEN, B.S., Springfield College, Director Physical Education Town of Wellesley. Waterfront.

PAUL LICHT, B.S., Mass. School of Art, graduate work at Boston University. In charge of Arts and Crafts at Rivers School and Patoma.


JOSEPH H. POTENZA, Holy Cross, B.S., graduate work at B.U., Teacher-coach Atteboro, experienced in all sports.

MISS ANNIELLE GROTON, Wells College, A.R., teacher of lower grades at Rivers Country Day School. In charge of Sioux-Mohawk groups (Boys 5½-6½)

MRS. CICELIA M. LICHT, graduate of Mansfield with experience handling young children. Assistant with Sioux-Mohawks.

ASSISTANT COUNSELORS


ROBERT S. LINCOLN, graduate of Exeter, Princeton 1957, experienced in rifletry, sailing, tennis and swimming, Assistant.

GEORGE A. BENWAY, JR., Rivers 1954, athlete and sports captain, Assistant in sports.

JUNIOR COUNSELORS IN TRAINING

CHUCK FISHER, St. Mark’s School. Six years as camper at Patoma.

JOHN OTTOSON, Arlington High School 1955. Four years as camper at Patoma.

NEVILLE HAGERTY, St. Mark’s School. Four years as camper at Patoma.

GIRLS’ CAMP

MISS PATRICIA LEYDON, B.S., Sargent College, Director of Athletics Lawrence College, Wisconsin. Associate Director. Eight years at Patoma.

MISS JOAN CONBOY, B.S., Sargent College. Experienced waterfront director and program director at resident camps, teacher for five years. Head Counselor of Girls’ Camp.

MRS. FREDEDE STEWELL, B.S., graduate of Bouve—Boston School of Phys. Ed. and Boston University. Wide experience in Private Schools and camps. Red Cross Instructor. In charge of waterfront. Second year.


MISS ROBERT KEADY, Framingham Teachers’ College 1954. Fourth year at Leydon Camps.


MISS CAROLYN E. COVNI, B.A. Emanuel College, teacher in Framingham Elementary School. Counselor in resident camp.

MRS. PHYLLIS MILLS, graduate of Burdett, former tennis champion.

MISS RUTH CROWLEY, Trinity College 1935. Settlement work with young children. Second year.


JUNIOR COUNSELORS IN TRAINING

PAMELA STEWART, Dana Hall, 1955. Outstanding camper at Patoma for five years.

SUE LOCKF, Holliston High School 1954 Scout Camp experience.

KINDERGARTEN STAFF

Mrs. Patricia Tremblay, A.B., Skidmore Ed.M., Tufts, Teacher of second grade in Waltham, former head of Kindergarten Camp at Dr. Johnson’s Camps. In charge.

Miss Judith Marotte, Brookline High School 1954. Assistant.

KITCHEN STAFF

Mrs. Lydia Graham, many years on Beaver Country Day School and Brookline Day Camp Staff.

Chief cook for seven years.

Mrs. Mary Cuthbertson, from the Rivers School staff. Five years at Patoma. Assistant.

Mrs. Mary Conlan, Assistant.

Mrs. Florence Haskin, Assistant.

Alice Swain, Assistant.

MAINTENANCE STAFF

Harold Sim, Bus driver, in charge of Maintenance. Four years at Patoma.

Thomas W. Leydon, Jr., U. of Maine 1944.


OFFICE STAFF

Mrs. Helen R. Appel, Katharine Gibbs Secretarial School, Executive Secretary, Fifth year.

Mrs. Frances Bullard, Fay School of Business, Secretary. Second year.

CAMP NURSE

Mrs. Ruth Jackson, R.N., Camp Nurse, fourth year at Patoma.

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**Some Recent Patrons**

<table>
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<tr>
<th>Name</th>
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<td>Mrs. Joseph A. Abercrombie</td>
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Mr. and Mrs. C. T. Grosswendt  Framingham Ctr.
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Mr. and Mrs. Lombardi  Newtonville
Dr. and Mrs. J. Albert Lyman  Wellesley Hills
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Mr. Jack P. Matthews  Natick
Mr. and Mrs. Alfred Mendles  Wellesley
Mr. and Mrs. Dwight Merrill  Newton
Mr. and Mrs. Mortimer Miranz  Natick
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Mr. and Mrs. Theodore W. Noon, Jr.  Holliston
Mr. and Mrs. George P. Norton  West Newton
Mr. and Mrs. Siegbert J. Oettinger  Natick
Mr. and Mrs. Thomas R. Oleson  Wellesley Hills
Mr. and Mrs. H. Horace Otway  Wellesley Hills
Mr. and Mrs. Roger Patten  Framingham Ctr.
Mr. and Mrs. Edwin G. Perkins  Watertown
Dr. and Mrs. Carey M. Peters  Auburndale
Mr. and Mrs. Camillo F. Petri  Weston
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Mr. and Mrs. Irving Pookel  Medway
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Mr. and Mrs. William H. Prentice  Waban
Mr. and Mrs. Eugene W. Preston  Medfield
Mr. and Mrs. F. E. Rappaport  Wellesley
Mrs. F. R. Rappaport  Medfield
Mr. and Mrs. Maurice B. Rappaport  Chestnut Hill
Mr. and Mrs. William P. Rehe  Holliston
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Mrs. Catherine P. Riedel  Wellesley
Mr. and Mrs. William R. Robertson  Wellesley Hills
Mr. and Mrs. Arthur T. Roche  Mills
Dr. and Mrs. Frank C. Romano  Wellesley Hills
Dr. and Mrs. Randolph Romano  Framingham
Dr. and Mrs. Henry N. Rosenberg  Brookline
Rev. and Mrs. A. G. Rosenberger  Wellesley Hills
Dr. and Mrs. John P. Roser  West Newton
Mr. and Mrs. George F. Ruegg  Needham
Mr. and Mrs. Laurence B. Russell  Wellesley Hills
Mr. and Mrs. Donald E. Rust, Jr.  West Newton
Dr. and Mrs. David I. Rutledge  Waban
Mr. and Mrs. Alec Sakolove  Chestnut Hill
Dr. and Mrs. Hermann Schwartz  Brookline
Mrs. Dorothy H. Scantlon  Newton Centre
Dr. and Mrs. Hermann B. F. Seyfarth  Wellesley
Mr. and Mrs. Charles P. Shuckford  Wellesley Hills
Mr. and Mrs. Donald Shea  Cohocton
Mrs. R. M. Sherman  Franklin
Dr. and Mrs. Harrison B. Siegle  Westwood
Prof. and Mrs. Leslie Silverman  Dover
Mr. and Mrs. William Smith, Jr.  Needham
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Mr. and Mrs. Harvey J. Struthers  Waban
Mr. and Mrs. E. M. Stuart  Waban
Dr. and Mrs. Charles Sturdevant  Lexington
Mrs. and Mrs. William A. Swartz  Framingham
Col. and Mrs. V. H. Tanner  Wellesley Hills
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Mr. and Mrs. Frank B. Tipton  Natick
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Mr. and Mrs. Ellsworth Vines  Wellesley Hills
Mr. and Mrs. Mark C. Walker  Waban
Mr. and Mrs. Walter B. Warren  Sudbury
Lt. Comm. and Mrs. Harry J. Watters  Newtonville
Mr. and Mrs. John P. Watson  Dover
Mr. and Mrs. Abraham Weene  Chestnut Hill
Mr. and Mrs. Carl Weisenbach  Wellesley Hills
Mr. and Mrs. Bernard T. Welky  Framingham
Mr. and Mrs. Gordon K. Wentworth  Wellesley
Mr. and Mrs. William Werber  Westwood
Dr. and Mrs. Daniel Wexler  New Bedford
Mr. and Mrs. Bertwell M. Whitten  West Roxbury
Mr. and Mrs. William B. Wickersham  S. Natick
Mr. and Mrs. H. T. Wilkinson  Wellesley Hills
Mr. and Mrs. Robert H. Williams  Wellesley Hills
Dr. and Mrs. George G. Willis  Framingham Ctr.
Mr. and Mrs. F. S. Wilson  Waban
Mr. and Mrs. Milton Wolf  Waban
Prof. and Mrs. Jules Wolfers  Waban
Mr. and Mrs. W. H. Wright, Jr.  Wellesley Hills
Mr. and Mrs. Harold B. Youngling  Holliston
Mr. and Mrs. Harold Zarling  Brookline
HILLTOP BREEZE

July 10, 1953  H. Bullard
Camp Patoma
WELCOME TO PATOMA

Again, I wish to welcome all of you campers to Patoma for the 1953 season. I hope that you will make great strides in the coming weeks in your skills, your participation in all activities, your ability to get along with other campers, your obedience and cooperation with your counselors, your manners, so that, at the end of your camping period, both your parents and I can say that your camp experience has been a happy and valuable one of which you may be proud. I am happy to see that many of you have already made great progress. Good Luck!

Thomas W. Leydon, Director

APACHE TOM TOMS

We, in the Kindergarten make up the tribe of Apaches, and what busy days we have, going from the swings down to the beach. Sherry Stoodlely and Ann Chambers especially like to swing from the trick bar. Jimmy LaVoie just loves to be pushed on the swing. Susan Watters, Cathy Brauner and Lydia Colgan have great fun making pies and cakes in the sandbox. Marshall Leydon and Hugh Jacobs play they are monkeys, swinging from the Jungle Jim.

Best of all, we Ducklings, love to swim. We have all passed the tests called, Running Duck, Resting Duck and Paddle Boat. Sherry, Ann and Marshall have passed the Steam Boat and Bubbling Duck. We are all trying to be real fish in the water.

SIOUX - MOHAWKS

The Sioux - Mohawks have been most active during these first two weeks of camp. All of the boys are working hard to complete the Polliwog requirements in swimming. Howie Hirsch and Robert Goldfarb have mastered the float; David Swartz and Billy Bonnet have learned to swim. There are so many good swimmers that several have gone out to the Green Hornet raft. Scott Lerner took his first dive Tuesday.

Wednesday Lee Brown, Bill Clark, Stephen Davis, Thomas Dorrance, Fred Norton, Ronald Adams enjoyed a motor boat ride around the Lake, and the Sioux have been busy in shop making models.

In sports Bill Bonnett hit a grand slam home run for his team in baseball, and Fred Norton scored the first bull's-eye in archery.

The group went on a nature walk and Bill Clark knew the names of most of the trees. A lesson on poison ivy was given so all are familiar with that leaf.

NEWS ITEM

The Girls' Camp is in full swing with campers and counselors hard at work and play. Our first two weeks were filled with activities: riflery, tennis, archery, arts and crafts, hikes, swimming, sailing, rowing, singing, volleyball, horse shoes, softball and even a surprise treasure hunt! For the hunt, the girls were divided into two teams, and the Blue Team found the treasure first - lolipops for each girl on the team! The girls on the Pink Team were good losers, and everyone had a good time.

For the weeks to come, there will be more surprises, and next week is "Camp sister week" — watch the Hilltop Breeze for more news about this.
MERMAID AQUANOTES

The girl's swimming program began with a big splash on Monday, June 29th when the campers were first tested for ability then placed into swimming groups according to the American Red Cross achievement system. These groups are identified by the color of their caps and group names as follows:

DUCKLINGS - Kindergarten - Yellow
POLLIWOGS - Beginners - Yellow
MINNOWS - Adv. Beginners - Red
GUPPYS - Intermediates - Green
TROUT - Swimmers - Blue
SALMON - Adv. Swimmers - White

The Water Safety of the campers is assured not only by the colored cap system, but also through the use of the counselor check boards and the BUDDY SYSTEM.

Before entering the water all swimmers have a warm up drill and exercises. In the morning the girls play water games and have free swim, while in the afternoon they practice new strokes and pass achievement tests. Every Friday afternoon special events, such as, swimming meets, races, stunts and formation swims, take place.

The Junior Red Cross Life Saving Course for those girls 12 yrs. old or over will begin the third week of camp.

A "SWIMSPREE" was held last Friday afternoon to celebrate the 4th of July. Balloon races were held and the Green Team won the laurels for the day. In the diving competition Ann Hausserman and Judy Fisher executed the best dives. Janet Roser was the first to achieve the Jellyfish Float. Madeleine Hecht, Kathy Jacobs, Cindy Anderson and Ellen Levine have moved up to Polliwog #1 group. Congratulations!

MINNOWS - Sue Appel, Marilyn Fisher, Julie Gross, Leslie Lerner, Frances Hausserman and Welly Capodilupo, have joined the Minnows #1 group after swimming 25 yds. Great cheers arise as they jump off the Green Hornet for the first time.

GUPPYS - Susan Burke, Ann Batcheldor, Peggy Kreske, Ann Hausserman, Linda Wilkinson, Noel Stoodley, Susan Tipton and Sue Abercrombie are all leading their group in Intermediate swimming achievements.

TROUT - All the Trout are working very hard on new skills. They passed their ten minute swim and are busy improving their strokes.

SALMON - Judy Fisher is our celebrated Salmon working for her Advanced Swimmers card.

THE ANNIE OAKLEY'S

Four groups in the Girls' Camp, the Seminoles, Saginaws, Navajos and Chippewas have participated in Riflery in the past two weeks. Each girl has learned the safety rules and proper conduct on the range. Every girl has practiced "dry" firing, that is, fire without ammunition.

The following Seminoles have passed a test on the Safety rules, naming parts of the gun and proper
THE ANNIE OAKLEY'S
(Continued)

sighting and are, therefore, qualified to shoot. They are Judy Fisher, Susan Tipton, Vivian Gilman, Mary Jane Bothfield, Sue Tanner, Susan and Linda Wilkinson.

In the Navajo tribe two girls Barbara Maguire and Judy Alexander have successfully named all the parts of the gun while Susan Anderson, Betsy Burns, Barbara Maguire and Sue Snyder have passed the sighting and "dry" firing test.

TRIBE ADVISORS - GIRLS' CAMP

Pawnees - Joann Sewell, Sue Locke
Crooks - Pat Wilcox, R. Kendy
Chippewas - Ruth Crowley, Lois Mills
Navajos - Dorsey Sullivan, P. Stewart
Saginaws - Helen Walker, Tooke Ingalls
Seminoles - Phyllis Mills, Freddy Stoodley

HANDICRAFTS

We are off to an exciting start as we explore the artistic possibilities of wood beadcraft and Indian basketry. The Pawnees and Crooks are working with colorful plastic gimp. We have appreciated Susan Anderson's help to her sister campers in beadcraft. Roberta Goldman and Nancy Bramberg learned rapidly and are of great assistance to others learning to do the "square stitch" in making bracelets.

ROWING

This season the girls will be given every opportunity to learn the basic fundamentals of rowing, including types and parts of boats and cars. The course stresses techniques, crew rowing, rowboat safety, rowboat rescues and all groups will be classified as follows through achievement tests:

Oarlocks - Beginner Rowers
Rowers - Intermediate Rowers
Skiffers - Advanced Rowers

Judy Fisher became the first Oarlock last week, but many Seminoles and Saginaws are about to join her.

The Apaches had their first boat ride Monday and Ann Chambers showed great promise when she rowed with the counselor.

COMING ABOUT

Sailing started this week with the Navajos, Saginaws and Seminoles all eager to begin. The fundamentals of sailing, such as learning the different parts of a sailboat and various nautical terms were stressed. Each girl had a chance to sail. Judy Fisher and Sue Clements were old hands at the tiller, and soon those who have never sailed will be "old salts".

ARCHERY

During our first week of camp we spent more time learning the fundamentals of archery than we did in actual shooting; but now we have those firmly in mind we have spent our time trying to develop our skill. Several girls have hit their first bull's-eye this week. Judy Rappaport, Sue Burke, Mary Jane Bothfield and Mary Anne Sherman were the lucky ones this week. Let's hope this list grows next week!
TENNIS

Much enthusiasm has been shown in all tennis groups. Much is being learned, thanks to our achievement posters. Green crayon is very busy as a result. Our aim to finish Green Racket requirements and go on to Red Rocket glory and hence to Blue Racquet fame. Many aces are in the making - Mary Jane Bothfeld's determination is equalled by that of,

Judy Fisher  Sue Burke
Man Tanner  Hope Ford
Sue Tipton  Judith Rappaport
Sue Tanner  Betsy Burns
Linda Wilkinson  Joannette Scranton
Sue Abercrombie  Sue Snyder

MUSIC

The musical activities of the camp for the past two weeks have consisted of Singing Games for the younger groups, which are participated in with great enthusiasm. Before being seated for lunch the entire girls camp, along with the Sioux-Mohawks, pause to sing Grace:

Noontime is here,
The board is spread.
Thanks be to God
Who gives us bread.

After lunch, camp spirit is livened by singing rousing camp songs.

BETWEEN THE BREEZES

Our newly found poet Scott Lerner wrote the following:

I'm a big Sioux brave,
And my name is Scott
I'm almost six,
And love camp a lot.

BETWEEN THE BREEZES

As we were swimming in Lake Winthrop the other day we heard a fish say -

"We fish are a pretty lucky crew,
We're spared some things that you must do.
For instance, as we swim and slosh
Through life, we never have to wash!"

** * * *

Young camper to his Mother: "How can you let words go in one ear and stay there?"

** * * *

ATTENTION! Henry Bullard drew our first cover and we like it very much.

We hope the cover will be done by one of our campers each week. There will be a surprise for the one whose picture is chosen, so get out your pencils and paper! Turn in your masterpieces at the office by Thursday of each week.

PARENTS' DAY

The first Parents' Day Will take place at Camp on Wednesday, July 22, if not raining. If the weather is bad, it will be held Thursday, July 23, rain or shine.

We hope that all families, especially those whose campers are here for only four weeks, will be represented. If you can't come on Parents' Day, you are welcome at any other time to visit us. More on this later in the Bulletin.
WEEK-END CAMPING

Over the Fourth of July weekend ten boys and girls had a memorable experience at our first weekend camping outing.

Mr. & Mrs. Paul Licht had charge of the program and Mr. Loydon was the Chef.

The banner day was Sunday with its rump steak dinner topped off by a banana split and a long afternoon at the beach, boating and swimming.

The next weekend camping will be from Friday, July 24 to Monday the 27th, to give the four weekers another opportunity. Campers' Parents should sign up by Wednesday July 22. There will be one in August also.

CURLEY-Q-CONTEST

Add to the line below and make a picture. The best one in the Boys' Camp and the best one in the Girls' Camp will get a prize.

We have had five birthday parties to date. Each week birthdays are also celebrated for those campers who were born during the months that do not occur during the camp season.

WATER SPLASHES

The boy's swimming program began with enthusiasm on Monday June 29. The boys were tested for groups according to the American Red Cross achievement system.

The Water Safety of the campers is assured by the BUDDY SYSTEM and through the use of the counselor check boards.

At present all work is being done to teach and develop the crawl stroke. Kick, arm and especially breathing. As a boy develops skill he is then moved to a more advanced group.

In the few weeks of camp there has been a good advance by all the boys, greater confidence in the water and good progress shown.

Honorable mention this week in Mr. Belocas' group from non-swimmers to 100% swimming with a good crawl stroke from 10 to 15 yards.

Steve Hecht        Bob Dartt
Frank Romano       John Merrill
Harry Youngling    Dave Wolfers
Mark Hartman       J. Lindemann
Ned Fischer        Steve Larabee

Harry Hiltz has learned to get his arms out of water.
Jay Goldfarb was timid at first and now can do the prone float, kick and arm stroke.
Mark Petrie is a good swimmer and is working for better breathing.
Don Mathews is very attentive and works hard.
Richard Dean is progressing rapidly.
Bob Jackson is a very good hard worker in the water.
John Gopson has improved rapidly.
RIFLE SHOTS

If you were foolish enough to ask one of the campers how riflery was going, you would have heard a grumbling "Riflery? Bah!! What good is riflery if we can't shoot bullets!" That was the story at the rifle range the first ten days, nothing but dry fire and safety instruction. Yesterday, however, Mr. Belocas kept his promise and the tribes began firing practice shots.

BASEBALL

Baseball is enjoyed tremendously, especially by the older tribes. All of the games are played according to Little League rules and instructions are given in the fundamentals of the game. Sides are selected according to the ability of the boys. In general, the sides are well-balanced.

On July 7, Peter Grant of the Cherokees struck out fifteen batters. Playing in the same game, Millard Alexander hit a home run.

In the Senecas, Bobby Mills pitched and batted his team to a 5-0 win in a baseball game. Lucky Youngling played well at first base. Bert Whitton pitched well for the losing side.

ARCHERY

The archery program is off to an excellent start with five boys receiving awards. These five are: Bill Rutledge (Jr. Yeoman); Turner Hodgdon (Jr. Yeoman); Randy Romano (Jr. Yeoman); Larry Ilfeld became the first boy to join the Robin Hood Club by getting three bull's-eyes in one period. Arthur Pollan

Danny Wexler, and Peter Davis are starting to hit the targets so well that they may be included in the archery team.

WOOD CHIPS

Something new has been added to the various tribes stormed the craft room. It was very apparent that the "new look" had arrived. The working area has been increased by 40% with a neat display of tools and work benches.

As soon as the shop procedures had been explained, the boys began assembling an awesome armada of ships and jeeps. Interest is high and from the apparent good work habits displayed, each job will be carried out in a satisfactory manner.

An understanding of tools and their usage plus a pride in maintaining a neat shop, as well as good work. are the prime objects of the craft course.

SAILING

On the waterfront we have started the sailing off with a bang. The boys seem to be enthusiastic and are learning rapidly. Our campers who returned seem to remember almost everything that they learned last year and are showing their talent at the tiller. The whole class are eager to become good sailors.

TRIBE ADVISORS - BOY'S CAMP

Senecas - Mr. Potenza
Cherokees - Mr. Belocas
Crows - Mr. Fitzpatrick
Iroquois - Mr. Howe
Hurons - Mr. Steves
Mohicans - Mr. McLaren
Comancheos - Mr. Navoni
MENU

Week of July 13, 1953

MONDAY
Grilled Bacon
Spanish Rice and Peas
Green salad with French dressing
Bread, jelly and milk
Peach short cake with cream

TUESDAY
Meat cakes with gravy
Mashed potatoes, creamed corn
Blueberry muffins and milk
Chocolate Chip ice cream

WEDNESDAY
American Chop Suey
Lettuce and cucumber salad
Raisin bread and butter, milk
Gingerbread with whipped cream

THURSDAY
Creamed chicken with celery and rice
Peas and lettuce salad
Bread, jelly, milk
Pineapple Custard with cream

FRIDAY
Tuna Fish salad
Peas, Hot corn cake with butter
Chocolate cake and ice cream
Milk

* * * * *

So, until next week, I remain your Patoma correspondent who will be looking for you high upon the Hilltop.

Your Editor.
APPENDIX B

Riflery Materials
   a. Junior Awards Order Form
   b. Instructor's Report and Affidavit

Archery Materials
   a. Camp Consignment Order
   b. Award Score Sheet
   c. Camp Archery Association Awards

Course Content of a Junior Red Cross Life Saving Course
JUNIOR AWARDS
ORDER FORM

NRA medals, pins, bars, diplomas and colorful brassards are really popular with young shooters. Signifying successful completion of the qualification requirements, club members naturally like to get their awards just as soon as possible after they have turned in the qualifying scores.

By using this order form the Instructor of any NRA affiliated junior club or summer camp can obtain an advance shipment of awards. Having the awards on hand they can be immediately presented to shooters earning them without the delay caused by mailing reports to NRA Headquarters. Just anticipate your needs for the next couple of months, fill out the order blank on the reverse side of this form, and send it to NRA Headquarters with the remittance to cover the cost of the awards ordered. Any unissued decorations still on hand at the end of the club or camp season may be returned for refund at full value.

Each junior qualification rating is recorded at NRA Headquarters. Therefore, complete records of all qualifications earned must be sent in on the affidavit form provided for that purpose. A supply of these forms is sent with each shipment of awards. The affidavit contains specific instructions for its use. Failure to make these required reports may result in a withdrawal of the privilege of ordering awards in advance.

Clubs and camps which have established satisfactory credit, by prompt payment and by prompt reports over several years, may obtain shipments of awards on a consignment basis. Unissued decorations are returned for credit against the consignment account.

Strive to have every club member, every camper, a qualified rifleman. Give each young shooter the opportunity to win as high awards as his skill will warrant. His badge or emblem will tell his chums he's a real rifleman. That means a lot to him and to them.

NOTICE:—Consult the NRA Junior Rifle Handbook for complete rules and regulations governing the earning of NRA junior qualification awards.

Order From NATIONAL RIFLE ASSOCIATION
1600 Rhode Island Ave., N. W. Washington 6, D. C.
NRA JUNIOR CLUB or CAMP ORDER FORM

SEND AWARDS FOR: □ 15-foot □ 25-foot □ 50-foot
(Note: Use separate order forms for different types of awards.)

QUALIFICATION BRASSARDS

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<td>Marksman Brassard @ 25c</td>
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MEMBERSHIP BRASSARDS

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QUALIFICATION MEDALS

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QUALIFICATION BARS

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SEALS FOR BAR QUALIFICATIONS
(No Charge)

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QUALIFICATION DIPLOMAS
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</tr>
<tr>
<td>Sharpshooter Diploma</td>
<td>$</td>
<td></td>
</tr>
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</table>

□ Please send awards on consignment.

I agree to clear all accounts at least once each year, clubs by July 15 and summer camps by September 15, by full payment of awards issued and by returning unissued awards.

Club or Camp Instructor

NOTICE: Expert Rifleman and Distinguished Rifleman Awards are issued direct from NRA Headquarters and thus are not included on this order form. See instructions in the Junior Rifle Handbook.

Please send the materials listed above. I have enclosed $……………………………. in payment.

Club..........................................................Camp...............................P. O. Address..........................................................Express Office..........................................................Instructor..............................Send to..............................Director..............................Home Address..........................................................City..........................................................State..........................................................

Ship Supplies to Club Address
Ship Supplies to Camp Address not later than Home Address..............................Date
JUNIOR QUALIFICATIONS
INSTRUCTOR'S REPORT AND AFFIDAVIT

- General information on earning NRA junior qualification awards, including score requirements, is given in the Junior Rifle Handbook.
- All ratings of club or camp members must be submitted on this form and certified to by the Instructor. It is not necessary to send targets with the affidavit for qualifications below the stage of Expert.
- Qualifications for Expert Rifleman and Distinguished Rifleman, must be supported by a mailing of complete sets of targets to the NRA. Instructions governing these qualifications and illustrations of awards will be found in the NRA Junior Rifle Handbook.
- Before mailing this form to the NRA please CHECK IT to be certain that all information is properly given.

 date

Please type or print:

Name of Club or Camp

City and State

Name of Instructor

Mailing Address

List name and address of each member completing qualification stages and check the proper spaces showing all ratings earned; then SIGN this affidavit on the back of the report form to make it official.
<table>
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<th>DISTANCE FIRED</th>
<th>QUALIFICATIONS EARNED</th>
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<tr>
<td></td>
<td>1S FEET *</td>
<td>2S FEET **</td>
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<tr>
<td></td>
<td>15 feet: Limited to spring type air rifles using the NRA Official 15 foot air rifle target.</td>
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</table>
INSTRUCTOR’S AFFIDAVIT

I hereby certify that the shooters listed in this report are in good standing with our club or camp; that the club or camp represented is currently affiliated and in good standing with the National Rifle Association; and that all shooting involved in the earning of these ratings was done in full accordance with the rules as set forth in the NRA Junior Rifle Handbook.

Instructor’s Signature

PLEASE NOTE: This form is a report of earned qualification ratings. Orders for medals, brassards, bars, etc. must be submitted on the regular NRA Club or Camp Order Form.
CAMP CONSIGNMENT ORDER

Mr. F. D. Stern,
Camp Archery Association
200 Coligni Ave.
New Rochelle, N. Y.

Dear Mr. Stern:

Please send me the items I have listed below. I also enclose $............

for the pins and brassards ordered.

DIPLOMAS

(No Charge)

Jr. Yeoman Diplomas
Yeoman Diplomas
Jr. Bowman Diplomas
Bowman Diplomas
Archer Diplomas
Silver Bow Diplomas
American Archer
First Rank
Sharpshooter
Award Affidavits
Score Sheets
(No Charge)

PINS - BRASSARDS - MEDALS

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<tr>
<td>American Archer Pin @ 55c</td>
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(exclude Brassards) Add 10% $.............

Total $............

Unused brassards and pins are returned for full refund.

Name of Camp ______________________________ Date ______________________________
P. O. Address ______________________________
Approx. Opening Date __________________________ Closing Date __________________________
Boys Camp __________________________ Girls Camp __________________________ Approx. Number of Campers...
Director's Name ______________________________
Home Address ______________________________
City __________________________ State _______________
Ship Supplies to [Home Address] not later than __________________________ Date _______________

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</tr>
<tr>
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<td>Sharpshooter—Gold</td>
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<td>Yards 20</td>
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Affidavit

Shoot 30 Arrows for Each Score.
camp archery association
OF THE UNITED STATES

**YEOMAN CLASS**
15 Yards
- 60 Points
  - Bronze Pin
- 80 Points
  - Bronze Arrow
- 100 Points
  - Silver Pin
Shoot 30 Arrows for all Point Scores

**BOWMAN CLASS**
20 Yards
- 60 Points
  - Silver Pin
- 80 Points
  - Silver Arrow
- 100 Points
  - Silver Pin
- 130 Points
  - First rank
  - Gold Medal or Felt Brassard

**ARCHER CLASS**
30 Yards
- 100 Points
  - Silver Pin
- 160 Points
  - Sharpshooter
  - Gold Pin

**SILVER BOW ARCHER**
40 Yards
- 100 Points
  - Bronze Pin
- 130 Points
  - First rank
  - Silver Pin
- 160 Points
  - Sharpshooter
  - Gold Pin
Shoot 30 Arrows for all Point Scores

**AMERICAN ARCHER CLASS**
50 Yards
- 160 Points
  - Sharpshooter
  - Gold Pin
- 100 Points
  - Gold Pin

HEADQUARTERS — 200 COLIGNI AVENUE — NEW ROCHELLE, N. Y.
Personal Safety in Swimming

1. Bathing
   - When: 1½ hours after eating - climate.
   - Where: Supervised beach - never alone.

2. Drowning - when enough tidal air escapes from the lungs to cause the specific gravity of the body to be greater than the water it displaces, person starts downward.

3. Causes non swimmers - overestimation of ability
   - Passive - Heart attack, fainting, blow on the head, stomach cramp, paralyzed by fear
   - Active - Exhaustion, Panic.


5. Water weeds - slowly - wade with current.

6. Cramps
   - a. Foot and leg - kneading
   - b. Stomach

7. Disrobing


9. Capacity for rescuing others.

10. Safe Bathing Place.


12. Four safety checking systems.
   - a. Buddy system
   - b. Colored Caps
   - c. Roll call
   - d. Check boards

   One supervisor to ten swimmers.

II. Elementary Forms of Rescue.

Swimming rescue never attempted if safer means can be found to:

2. Wading - Singley, pants, chain.
3. Throwing - Ring Buoys, line.
5. Extensions - Pole, Line, shirt with chain motto
   "Throw - Row - Go - Row"

III. Personal Safety and Self Rescue in use of Small Craft.

1. Getting in and out of rowboat from shore or dock.
2. Assisting passengers.
3. Correct rowing positions.
Preparatory Training for Swimming Rescue

1. Actions of a drowning person
2. Methods of taking off from shore.
   - Long Shallow Dive
   - Running Leader
   - Jump
3. Approach Stroking - Head up
4. Adaptation of stroker
5. Quick Reverse
6. Surface Dive
7. Chin Pull

Recovering a Submerged Victim

1. Locating submerged victim from shore or boat
2. Recovering submerged victim from shore with pole, hook
3. Locating submerged victim by swimming along surface
4. Three kinds of surface dive
5. Searching bottom by swimming underwater

Approaches

1. Rear approach
2. Underwater approach
3. Front approach to submerged victim
4. Quick Reverse

Carries

1. Front carry
2. Cross chest carry
3. Tired Swimmer carry
4. Head carry - elementary

Defense and Release

1. Front Head Hold Release
2. Pivot Carry
3. Rear Head Hold Release
4. Double wrist grip Release

Resuscitation

1. Saddlebunch carry
2. Head down and turnover
3. Artificial Respiration
   - Back Pressure - Arm lift method
4. Change of operators
5. Position of victim after recovery and for transportation
X. Special forms of rescue
1. Boat rescue.
2. Two-man boat rescue.
3. Other forms of craft rescue.
4. Ice accident rescue.
APPENDIX C

Counselor's Application Blank and Instructional Sheet
Newspaper Advertisement
Brochure
Christmas Card
Birthday Cards
Parents' Bulletins
Parents' Day Program
Progress Report Form
A Week's Menu
To Our Counselors:

You have been selected as a counselor because we believe you to be a person of good sense, good judgment, with initiative and resourcefulness, and a desire to do a good job.

We expect you to devote the camp hours solely to the interests of the campers and the camp in the faithful performance of your duties.

If you are to drive children, remember that there is no excuse acceptable to us or the children's parents for an accident. It is your responsibility to drive carefully at all times, to ensure arrival of the campers entrusted to you. You will need to put this insurance on your car for the dates June 26 through August 27, "Camp or school bus, restricted use" and to increase your liability limits to $50,000/$150,000 for cars, $50,000/$150,000 for station wagons, for the same period. We pay for this, unless you are insured with a company that makes unusually high charges, then we share it with you. You will also have to get a special registration for this transportation at the nearest office of the registrar. Lastly, you will have to have a physical examination and get a chest x-ray taken if you have not already done so. (All teachers will have done this, others must). See or call your local health officer to find out where to go. It is free.

The pre-camp training period will take place at Camp Patoma on Friday, Saturday, and Sunday, June 25, 26, and 27, beginning at 9:00 a.m. All counselors must attend these sessions. There will be orientation sessions, group meetings, a games clinic, and waterfront procedures will be conducted and discussed as well as other matters of policy. Please bring bathing suits and towels for the instruction at the waterfront. The first counselors meeting, Sunday, June 27, will take place at 2:00 p.m. in the Main Lodge. Be sure that your car insurance and registration is attended to before this date. Bring Social Security numbers to this meeting also.

Ours is a terrific responsibility, and only eager, able and conscientious people, can discharge it properly. We shall not hesitate to sever relations with any counselor who does not take his job seriously or is a misfit in any way.

We hope that this will be the very best year in our eighteen years of operation. It can be if all of us cooperate, perform our tasks cheerfully and professionally, obtain the respect of the campers and help them to enjoy, and profit by, their summer experience.

Good Luck! See you Friday, Saturday, and Sunday, June 25, 26 and 27.

Thomas W. Leydon, Director
CAMP PATOMA
COUNSELORS MEETING
June 27, 1951

CAMP HOURS - Be on time. Remember parents are paying for this. Be congenial and friendly. We are doing business with customers. Sell yourself. ON YOUR FEET while working. This is not a paid vacation. When or if situations arise, regarding policy or personalities, don't suffer along, speak to Mr. Ockerbloom or T.W.L. Don't leave grounds without permission from the head of your camp. Absence means loss of pay.

APPEARANCE - Men counselors - will you please come to camp shaved each day, wear shirt, shoes or sneakers at all times except at waterfront. We never have to caution the girls as to grooming.

TRANSPORTATION - Transportation loads are never fixed. Your pick-ups may change any day or week. Try to accept these changes gracefully. Don't feel you've got the toughest load in camp. The first week the loads are much easier than they may be later. You must expect this. There may be double loads, one to the bus, and another from there to camp. We have always done this. If you have car trouble, notify the office - Holliston 2039 - and we shall help you out. This is important for we want to know where you are. If you are on your way home at night and can't get 2039, call 31 4-5725 and tell Mrs. Leydon or Arl. 1768-M and tell Mr. or Mrs. Ockerbloom and be guided by their instructions.

Keep track of your MILEAGE and give it to Mr. Ockerbloom at the end of the first week. Notify him of any decrease of increase in your mileage.

CONSIDERATION - Be considerate of children who may have some marked disability and protect them from cruelty of other children.

HEALTH - The nurse will make a daily inspection of campers. Girls before camp. Boys between 1st and 2nd periods. Bring the child who is scratched, bruised, bitten, sick or hurt to the nurse yourself. If it is a minor scratch and the child is not too concerned, you may entrust the child in the care of a dependable camper who will go with him to the nurse, or better, a Jr. Counselor or assistant. When children have been swimming, supervise their drying, especially around the ears and head, small of the back and back of knees. See that the girls dry their necks underneath the back of their hair. Report all cases of listlessness or other signs of illness at once.

CONDITION OF CHILDREN ARRIVING HOME - Look over your group before they get into the car to go home. Don't have them go home to their mothers all disheveled, shoe-laces untied, etc. Keep them CALM on the way home, so that they are not in high gear when they go into their houses. Watch your group for FATIGUE - do not let them get over-tired. KEEP LEVEL HEADED & FIRM in your control of children. DO NOT LOSE YOUR TEMPER OR SPEAK IN ROUGH TERMS TO THEM, NO MATTER HOW SOR ELY YOU MAY BE TRIED, and never STRIKE A CHILD or bat him around.

DINING HALL - At dinner, serve children first. Watch the non-eaters and coax along. Curb gluttons. Children should receive guidance in good table manners and should not be allowed to have more than seconds. Boys who want 8 glasses of milk should buy a cow or drink water.
COUNSELORS MEETING

2.

CAR CONDUCT - DRIVE SLOWLY AND CAREFULLY. THESE CHILDREN ARE PRECIOUS AND IN YOUR CARE. CONTROL THE BEHAVIOR OF CHILDREN IN YOUR CAR. CHECK DOORS OF CAR YOURSELF BEFORE STARTING AFTER EACH PICK-UP.

PARKING AREA - In pine grove on right & left of driveway just off Norfolk St.
Secure your EMERGENCY. Do not attempt to drive your car up to the Main Lodge area. This part of the grounds must be kept open. Numbers show where each counselor will park. Keep same space every day.

ADMINISTRATION - Report to office if all are present or any absences and the reasons (in your car) each day, or to the person designated in charge of this and then go to point where days’ program is posted.

Program (Boys) at Boys’ Lodge
Program (Girls) at Girls’ Lodge

REST HOURS - must be closely supervised, especially in the boys’ camp with the older boys. Keep them in sight. Some, otherwise, will sneak off to smoke. We don’t want this or any other happenings arising from loose supervision.

GENERAL INSTRUCTIONS - No smoking on the grounds, except in men’s or girl’s counselor rooms. Never on duty or in the woods. Don’t be late for your assignment because of a last puff. Keep out of office except on business. All telephone calls here are tolls and must be paid for at the office at the time. We are too busy to keep books.

LOCKER ROOM SUPERVISION - must be handled well. Supervise when you are assigned; get campers out promptly; and be there when you are supposed to be.

When going home, pick up your load at the top of the hill at night and conduct them down to your car.

Please keep these instructions and know them thoroughly. Please also carry them out scrupulously. Good luck!

Thomas W. Leydoh, Director
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<th>Name</th>
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<td>Address</td>
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<td>Married</td>
<td>Boys</td>
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<td>Husband's or wife's name</td>
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<td>Education: (Schools, colleges, degrees, etc.)</td>
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<td>Experience: (Detailed and specific)</td>
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<tr>
<td>Specialties: (List those which you can teach, as well as those in which you have had experience.)</td>
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Do you have a Junior or Senior Life Saving Certificate, An Instructor's Certificate,?

If you are going to transport children in a car, please answer the following:
Type and make of car Year of Mfr.
Have you advised your insurance company to increase your liability limits and to insure the car as a "Camp or School Bus, restricted use"?

When do you wish notified in case of accident:
<table>
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<th>Name</th>
<th>Address</th>
<th>Tel.</th>
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IMPORTANT: Please return the Withholding Exemption Certificate, complete with Social Security Number, to the Camp Secretary. (Mrs. Helen Appel, Sec'y)

How do you wish to be paid? Weekly Monthly Season

6/24/51 Thomas W. Leydon, Director
**EMPLOYEE’S WITHHOLDING EXEMPTION CERTIFICATE**

**Print full name** 

**Social Security No.**

**Print home address**

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<th><strong>EMPLOYEE:</strong></th>
<th><strong>HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS</strong></th>
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| File this form with your employer. Otherwise, he must withhold U.S. income tax from your wages without exemption. | 1. If SINGLE, and you claim an exemption, write the figure “1”  
2. If MARRIED, one exemption is allowed for the husband and one exemption for the wife.  
   (a) If you claim both of these exemptions, write the figure “2”  
   (b) If you claim one of these exemptions, write the figure “1”  
   (c) If you claim neither of these exemptions, write “0”  
3. If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under instruction 3 on other side.)  
4. Additional exemptions for age and blindness:  
   (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write the figure “1”; if both will be 65 or older, and you claim both of these exemptions, write the figure “2”;  
   (b) If you or your wife are blind, and you claim this exemption, write the figure “1”; if both are blind, and you claim both of these exemptions, write the figure “2”;  
5. Add the number of exemptions which you have claimed above and write the total. |

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

(Date) 19...  

16-54717-3 (Signed)
A SAMPLE NEWSPAPER ADVERTISEMENT

CAMP PATOMA

Thirty four acres on Lake Winthrop, Holliston, Massachusetts

The exceptional Day Camp, serving a discriminating clientele

who want the Best for their children at no more cost.

19th Season

Three Separate Camps                June 28 to August 27
Boys, Girls, Kindergarten           Ages 4 - 15

Comprehensive Program: Sailing, boating, archery, riflery,
tennis, campcraft, nature, handicraft, Indian Lore, photography, baseball, softball, group games, art, dancing, dram-
atics, apparatus. Two swims a day at our own beach on the
property. Red Cross Life Saving, over-night and week-end
camping, remedial tutoring, etc.

Superior Staff - Hot noon meal - Transportation - Catalogue

Thomas W. Leydon, Director

Holliston 2039 - Bi 4-7525
The secluded, beautifully wooded 34-acre Camp Patoma site with its splendid buildings and equipment, its large playing field, its long shore line on spring-fed Lake Winthrop—all ensure a happy and profitable summer camp experience for your child.

In this experience of outdoor living, boys and girls from ages 4 to 14 combine the development of skills in arts and crafts and in all sports, land and water, with pure fun and a tang of adventure.

Patoma campers develop strength of body, serenity of mind, emotional stability and social consciousness. A hearty, hot noon meal, followed by rest hour, together with a wide variety of activities, makes for a well balanced, varied, daily program.

Campers learn, in this friendly environment, how to get along with others, sportsmanship, leadership, self-reliance, poise, good manners, courtesy, as well as improvement in skills. They become alert, relaxed, confident—better able to stand up to the problems of our new age, reasonably and with understanding.

A special activity day, about five or six hours per week, with 15 hours of “hands-on”
Christmas Card for Campers
and here’s a wish

on Christmas Day

for happiness that

comes to stay!

Camp Patoma
Thomas W. Leydon, Director
This birthday cake has wishes baked in it

For a BIRTHDAY that is fun every minute!

May your Birthday be the delightful start of a very happy year!
Dear Mr. & Mrs.

Soon you will be thinking about what to give your children this Holiday Season. This is to remind you that one of the best gifts to bestow on them is a summer at Patoma. As you know, a summer at Patoma is more than a camp experience. It is a Way of Life.

If I were to sum up the 1953 Patoma season in one sentence, it would be this: Never has the camp had greater success in the achievements of the individual campers. The progress of some was amazing; and every camper accomplished as much as his period at camp, his abilities, his interest and effort allowed. For our Staff, last summer, was outstanding. They did a great job, and the campers and you parents cooperated with them splendidly.

Now, we begin the enrollment campaign for 1954, our 19th season. It is our custom to offer you a small incentive for early enrollment, as follows:

(1) To those of you who enroll before January 1st - 3% reduction on the final bill.
(2) To those of you who enroll before January 15th - 2½% reduction on the final bill.
(3) To those of you who enroll before February 1st - 2% reduction.
(4) To those of you who enroll before March 1st - 1½% reduction.
(5) A change of your plans before April 15th will bring a cheerful refund.

It is not important that we know the exact starting date at this time, as long as you have reserved a place.

Though I know that it is impossible for some parents to do so, I wish to urge those of you who can to enroll their campers for the 8 or 9 week period. The strides children make in that second 4 or 5 weeks is remarkable and gratifying, for they are seasoned veterans by that time and progress at more than normal speed.

1954 promises to be another great year at Patoma. Most of our same staff will return. You may be assured that any replacements will be highly able.

Again, Patoma intends to resist overcrowding, as it did last season, and to improve its standards, its staff and its facilities, as it does each year.

Moreover, it is our hope that our campers will very largely be drawn from our last year’s list of campers, together with their friends. To that end, we hope that we shall have the pleasure of serving you again this coming year, and that you will give us names of other interested parents on the reverse side of the application.

This letter is sent to our selected list instead of a catalogue. Please send the application so that you won’t forget it and lose the saving.

Thank you for your many kind letters.

Happy Holidays to you all.

Thomas W. Leydon, Director
TO OUR PATRONS:

March 20, 1962

The Ides of March have come and gone. I suppose they gave us the extra two days thinking we would cancel a Jig on St. Patrick's Day as we reluctantly sent off our contributions to Mr. Whiskers.

This is the last bulletin to go out to a selected list of our unenrolled patrons before the June notice concerning the beginning of camp. Its purpose is to urge those of you, who have plans to enroll your children in Patoma, to do so soon!

As we stated in our last letter, we intend to keep the enrollment down to the following averages as stated in our catalogue: 120 boys, 80 girls, and 20 kindergarteners. This is twenty-five under our average last year, when we reluctantly took late enrollments because we were helpless, increasing our staff and equipment accordingly. For we will not do that this year. A firm "Sorry, No" will be the answer to those who have put it off give us the usual excuses and bad tales.

More than half the enrollment is in now. New applications arrive daily from our past patrons but also from their friends and people who missed out last year. Actually there are 106 enrolled. It is safe to say that there will be at least 20 more by the time you receive this letter.

We should be very sorry to refuse any of our old campers, as the various groups fill up, because their parents put it off sending us the application. It happened last year, and I know it will happen this year to patrons who will say of this bulletin, "Oh, that is just a sales talk!"

The above enrollment figures result from no solicitation whatsoever on our part except to our own patrons. When we start advertising and sending out catalogues to other prospects, we shall soon be filled.

We shall have a top-notch staff, much new equipment, and an interesting program leading to a happy and profitable camping experience. Further, we may extend to August 29th if enough parents request it, as we shall have already.

If you have mislaid your application blank, please call 44-579 for another.

Sincerely yours,

Thomas W. Leydon, Director

MOK PATOA
TO OUR PATRONS:

Today, one of our last year's patrons appeared at the camp office to enroll his two boys and stated that he had received no word from Patoma this year.

Lest this has happened to others, I hasten to state that: (1) We sent out a letter in early February about this year's camping season; (2) we sent a follow-up letter in April; (3) if you did not receive those communications and wish a registration blank or catalogue, please call my number Bi 4-6726.

I know that people often glance at a letter, set it aside, and plan to take care of its contents later, only to mislay it or forget it. I also know that we are not infallible, and we may have failed to send letters to some of our patrons inadvertently.

Although our enrollment is rapidly reaching the goal we set for Patoma this year (a smaller average than we had last year - 800 maximum) I should not like to see a single old camper, who wished to return, lose out because of any errors of omission on our part. If you have been the victims of our mistakes, we humbly apologize.

Meanwhile, I shall stop enrolling new campers until I have had a reasonable amount of time to hear from any of you who wish us to hold places for your children - say until May 23rd.

We have assembled a top-notch staff, including some former counselors who have been absent studying for one or two years; our cooks will return to serve the delicious meals we are famous for; and our program, which will include photography this year, will be diversified and will ensure a splendid camp experience for all.

Sincerely yours,

Thomas W. Leydon, Director
Camp Patoma

P. S. Please get in touch with us at once if you want us to hold places. Call Bi 4-6726.
CAMP PATOMA
FIRST PARENTS' BULLETIN

TELEPHONE: Holliston 2039 - June 30, 1953

TO OUR PATRONS:

It is our custom in the first bulletin to inform the Camp Patoma parents of the staff which instruct their children.

This year the Boys' Camp staff has Henry Ottoson as Head Counselor; John Vantura, sailing and boating; Humphrey Howe, sports and swimming; Andrew Navoni, sports and swimming; Robert Stimpson, sports and swimming; Anthony Nemethy, photography and nature; John Fitzpatrick, general activities and swimming; Dean Ockerbloom, archery; James Sullivan, boating; Howard Trefrey, sailing; Chuck Fisher and Neville Haggerty of St. Mark's School and John Ottoson of Arlington High School, former campers and now counselors in training. All of the above have served from one to fourteen years on the staff and their profiles are in the catalogue.


The Sioux-Mohawks are in charge of Miss Anngenette Groton, Wells College, A.B., with graduate work at B.U., former counselor at Camp Chewonki, teacher of the lower grades at Rivers Country Day School for several years. She is assisted by Mrs. Cecelia M. Licht, graduate of Mansfield with varied experience handling young children and by other counselors of the Boys' Camp.
In the Girls' Camp, Mrs. Fredece L. Stoodley will again be in charge of the waterfront. Miss Dorothy Sullivan returns for her fourth year; Roberta Keady also for her fourth year, and Ruth Crowley for her second. They are all described in the catalogue. New counselors include Joan Conboy, B.S., Sargent College, with four years experience as waterfront director and two years experience as program director at resident camps and five years teaching experience. She is Head Counselor of the Girls' Camp. Mrs. Joann M. Sewell, B.Mus., Wheaton College, Illinois, in charge of Music. Patricia R. Wilcox, B.A., Emanuel College, teacher at Baker Elementary School in Brookline with experience in group activities with young children. Carolyn E. Coyne, B.A., Emanuel College, teacher in Framingham Elementary School, former playground supervisor and counselor in a resident camp. Mrs. Lois Mills graduate of Burdett, former tennis champion, with instructional experience in several sports, including swimming. Mary Tooke Ingalls, Dana Hall 1954, worker with church groups and counselor at Camp Bob White; assistant. Lois Mills, Westwood High School 1954, Junior Counselor at Camp Good News; assistant. Pamela Stewart, Dana Hall, 1955, outstanding camper at Patoma for five years; counselor in training. Sue Locke, Holliston High School 1954, with Scout Camp experience; counselor in training.

In the Kindergarten Camp, Mrs. Patricia Tremblay, A.B., Skidmore, Ed.M., Tufts, teacher of second grade in Waltham, former head of Kindergarten Camp at Dr. Johnson's Camps. She is assisted by Judith Marcotte, Brookline High School 1954.

Harold Sim is again driver of our camp bus and maintenance man. He is assisted by Harold F. Brown, Jr., Brown University 1957.

In the kitchen, Mrs. Graham and her staff again will satisfy the wants of our campers' appetites.

The office is again in charge of Mrs. Helen R. Appel, assisted by Mrs. Frances J. Bullard. Also, Mrs. Ruth Jackson, R.N., is again our camp nurse.

C. Frederick Ockerbloom is Administrative Assistant Director for the eighteenth year.

This is a splendid staff, willing and able to do everything to make possible a happy and profitable summer camp experience for your children. Their success will greatly depend upon the eagerness, interest, effort and cooperation of the individual campers whose progress will also be accordingly conditioned.
CAMP PATOMA

3.

M E N U

June 30, 1953

WEEK OF JUNE 29

MONDAY
Meat Cakes & Gravy
Mashed Potato, Carrots
Lettuce Salad
Bread, Jelly & Milk
Vanilla Ice Cream

TUESDAY
American Chop Suey
Green Beans, Lettuce Salad
Raisin Bread, Butter
Jello with Cream
Milk

WEDNESDAY
Pot Roast, Baked Brown Potato
Carrots, Lettuce Salad
Bread, Butter, Milk
Fruit & Cookies

THURSDAY
Baked Ham, Apple Sauce
Mashed Potato
Creamed Carrots
Bread, Butter, Milk
Chocolate Pudding

FRIDAY
Tuna Fish Salad
Spaghetti
Bread, Butter, Milk
Vanilla Ice Cream

WEEK OF JULY 6

MONDAY
Grilled Bacon
Escallopied Potatoes - Peas
Lettuce & Tomato Salad
Bread, Jelly, Milk
Ice Cream

TUESDAY
Meat Loaf with Gravy
Mashed Potato,
Beets
Bread, Butter, Milk
Fruit

WEDNESDAY
Macaroni & Cheese
Spinach
Lettuce & Tomato Salad
Chocolate Cake

THURSDAY
Beef Stew.
Plain Potatoes
Lettuce Salad, French Dress.
Bread, Jelly, Milk
Ginger Bread, Whipped Cream

FRIDAY
Pear Salad with Cr. Cheese
Spaghetti
Corn Cake, Butter, Milk
Ice Cream
NOTE:—DRIVERS’ TELEPHONE NUMBERS

If your child is ill and cannot attend camp, it would be helpful to us to know before starting out on the route.

Mrs. Helen Allen Fram. 6519 Robert Meyer ARL5-5690R
Mrs. Helen Appel LA7-6455 Mrs. Phyllis Mills Westwood 1814J
George Benway BI4-1842 Andy Navoni WE5-1275W
Mrs. Frances Bullard Holl. 2213 Anthony Nemethy Dover 8-0362J
Joan Conboy UNI4-1029 Fred Ockerbloom ARL5-1768M
Carolyn Coyne Fram. 7988 Henry Ottoson ARL5-5775R
John Fitzpatrick WA3-9675 Joseph Potenza Medway 5
Anngenette Groton COM6-4032 Joan Sewell Fram. 2-7414
Humphrey Howe MY6-2874 Harold Sim (Bus) WA5-3842
Mary Ingalls Marlboro 76W Frederick Steeves WE5-3744M
Robert Keady BE2-0089 Bob Stimpson LA7-2701
Mrs. Cecelia Licht WA5-7650 Jim Sullivan PA7-3538
Mr. Paul Licht WA5-7650 Howard Trefery Wayland 70 Ring3
Robert Lincoln Fram. 8552 Mrs. P. Tremblay WA5-6983M
Richard McLaren LEX9-3566W Mrs. Helen Walker WE5-3061J
Patricia Wilcox DE3-2335J
Please remember that children exaggerate. Not just other people's children but also yours! It would take pages to list the types of "tall tales" we have heard over the years that are products of active imaginations. They cover the whole gamut of possibilities, and otherwise intelligent parents believe them! Please check with us before becoming upset about statements that are obviously suspicious.

We shall publish the menu weekly in either the Parents' Bulletin or the "Hilltop Breeze" our weekly camp paper which the campers will bring home every Friday beginning July 10.

Our first week-end camping will be held this Friday to Monday. See our previous bulletins for details, or call us.

We feel that this will be one of our most successful camp seasons from the point of view of the progress and happiness of the campers. We have kept the numbers down much below those of the past two years, while our staffs are just about the same in number.

We have done much rebuilding and refurbishing to increase the efficiency and attractiveness of the physical plant.

Therefore, with everyone cooperating whole-heartedly to make it so, it should be a banner year in the lives of the campers who are enrolled at Patoma.

Thomas W. Leydon, Director
CAMP PATOMA
HOLLI3T0N, MASSACHUSETTS
Telephone 2039

SECOND PARENTS' BULLETIN
July 15, 1953

To Our Patrons:

We are now in our third week, and the camp routine is running smoothly. The campers have learned their way about, have become accustomed to procedures and are profiting greatly from their splendid instruction.

We have kept the enrollment down considerably from last year, by design. Consequently, we find that the present enrollment is just about right for us to do a "bang-up" job; for the staff is approximately the same in numbers as last year's; and it is top-notch in caliber. Your children should make great strides under their guidance.

It is unfortunate that we have a few campers in each camp who have a fear of the water and contrive all sorts of excuses to avoid the swim, including the deliberate hiding of their bathing suits or trunks. We are patiently trying to induce these few to let us teach them to swim, but we can't and won't force them to go into the water. They are problems that may prevent us from achieving 100% success in this activity, though we hope not.

As regards the insurance, please note: If you have a claim for reimbursement either on the Accident and Health or Tuition Refund Insurance, please be sure to call or write the office to obtain the proper forms that must be filled out to get the payment. That part of the procedure must be handled by the parents and the doctor. Then, we carry on from there.

The two events of major importance to come are the (1) July Parents' Day, Wednesday July 22 (or Thursday July 23 if Wednesday is rainy) and (2) the week-end camping from Friday, July 24 to Monday, July 27. Campers have eight meals and a special program for Saturday and Sunday, sleep in tents, and have a generally fine experience. The cost is $18.00. Please sign up by Wednesday, July 22.

Many parents who had signed up for the first four weeks have extended their children's enrollment for the full eight or nine week period. If you wish to give your child the benefit of the whole season, or to extend any part of the season, please let us know as soon as is convenient. We, of course, know that a camper who is here for the eight or nine weeks gets more than twice as much benefit from his or her camping experience than does the short-term, or four-week camper.
CAMP PATOMA
Page 2.

BULLETIN #2

July 15, 1953

If you can't visit us on Parents' Day, feel free to come at any time convenient to you. We should be happy to have you bring friends with children of camp age to see the camp in action. Some people cannot visualize what Patoma looks like when they pay a visit in April or May. They would be pleasantly surprised to see it as it really is in the summer with all the equipment in use and the improvements completed.

Please be assured of our cooperation in every way that is conducive to making your children's camp experience an enjoyable and profitable one. The group, as a whole, is one of the finest with which it has been my privilege to work.

Thomas W. Leydon, Director
CAMP PATOMA

THIRD PARENTS' BULLETIN

Holliston, Mass.                        July 29, 1953

TO OUR PATRONS:

Last Wednesday, although the weather was threatening, we had a very fine representation of parents for our July Parents' Day.

It was pleasant meeting and talking to so many of you and to hear your valued expressions of commendation relative to what the camp and its staff are accomplishing for your children. Such expressions of Good Will are highly appreciated by the management and by the counselors who naturally like to know that their conscientious and highly successful efforts are noticed and appreciated. These counselors really have the welfare and happiness of your children at heart; moreover, they comprise a staff which is just about the finest we have assembled in over eighteen years of operation. That you realize this is shown by the large number of parents who have extended their children's period here for as long as possible, depending on their own vacation plans.

I am heartened by the general atmosphere of happiness about the camp, by the progress reports on the individual campers, by the almost total lack of friction among campers and between campers and counselors. It indicates a rapport that is of a high order; and, of course, it is conducive of the very best results.

Reports coming to me from parents of children who have switched to Patoma from other camps in mid season and earlier, indicate how much more we have here in the way of shady wooded areas, lakeshore waterfront facilities and equipment, effective supervision and a generally happy atmosphere.

The week-end camping at Patoma from July 24 to July 27 was an extremely successful one, memorable in the experience of the twenty boys and eight girls who attended. Mr. and Mrs. Paul Licht were again in charge and were assisted by Pamela Stewart, Dean Ockerbloom, Chuck Fisher and John Ottoson. As usual, I did most of the cooking for the group who consumed large quantities of our traditional week-end menus.

The next and last week-end camping will take place probably August 14 to the 17th.

August Parents' Day will be on Wednesday, August 19th.
The camp enrollment will be such that we shall be able to invite the parents to have the turkey dinner with us here that day. We must have notice of how many will wish to have the noon meal by Friday, August 14 so that we may plan and order intelligently. There will be no stated charge for the meal, but we hope that the parents will leave a gift to our general fund covering what they think the meal is worth!

Any payments outstanding are now due. Please send your checks in promptly.

In closing, I wish to thank you all for your splendid cooperation with us. At this writing, I can testify that you have been "tops" in this respect. It is obvious that our splendid group of campers selected their parents with unusual care!

Thomas W. Leydon, Director
TO OUR PATRONS:

The camp season is in its seventh week, and everything is swinging along beautifully. I don't know of a year when there were fewer "headaches" in the camp's operation. In fact, most of our telephone calls deal with extending the campers' happy experience for as long as possible.

Those campers who have been here any length of time are progressing in giant strides, while the short-termers are also getting the "feel" of camp and are winning awards in great style. Your many favorable comments show me that you are conscious of this. Besides learning the valuable lessons of how to get along congenially with others and having fun, these campers are learning the important skills involved in camp life that make for a well-rounded, pleasurable experience. It warms the heart to see their shining faces which mirror their feelings in this respect.

Two important events are coming:

1. The last overnight camping, sleeping under the stars and engaging in a very interesting, especially designed week-end program, from this coming Friday, August 14 to Monday, August 17.

2. Parents' Day, Wednesday, August 19 - rain or shine! Again I wish to state that the parents whose children are now attending camp and parents of campers who have left are welcome to enjoy the turkey dinner with us, provided they let us know so that we may plan on the numbers.

We suggest that parents with girls, kindergarten or Sioux-Mohawk campers plan to eat at the early dinner when their children do - 12:00. Those with boys beginning with the Commanche Tribe and up (seven years and older) should plan to eat at their dinner period - 12:45. If you have children in both groups, you may dine at either time, or you may have the meal with one group and the dessert with the other. We aim to please! Please contribute what you think the meal is worth. Containers will be available for that purpose.

There will be no special demonstrations on Parents' Day. The program will simply portray the activities of a typical day in camp. Naturally, some activities must be omitted because our program varies from day to day to allow a maximum of experiences, some of which occur one, two or three times a week only.
There will be no awards given out on Parents' Day either. Our practice is to present the awards for archery, swimming, sailing and riflery just after the tests are passed, or at the weekly council meetings of the tribes.

We hope that the usual high percentage of parents will be able to come to see the camp in operation and to note the progress of their children during their stay here. We should be happy, also, to have you bring your friends with children of camp age.

Cheerio, and thank you for your splendid cooperation this year! It has been tops!

Thomas W. Leydon, Director
Camp Patoma

Parents' Day Program

July 9
1952

Thomas W. Leydon, Director
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Progress report Form

Camper's Name

Group

The following is a report on progress at Camp Patoma.

Summer of 1955

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<td>Sportsmanship</td>
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Comments:

Thomas W. Leydon, Director

By

Head of Boys' Camp
MENU

Week of July 13, 1953

MONDAY

Grilled Bacon
Spanish Rice and Peas
Green salad with french dressing
Bread, jelly and milk
Peach short cake with cream

TUESDAY

Meat cakes with gravy
Mashed potatoes, creamed corn
Blueberry muffins and milk
Chocolate Chip ice cream

WEDNESDAY

American Chop Suey
Lettuce and cucumber salad
Raisin bread and butter, milk
Gingerbread with whipped cream

THURSDAY

Creamed chicken with celery and rice
Peas and lettuce salad
Bread, jelly, milk
Pineapple Custard with cream

FRIDAY

Tuna Fish salad
Peas, Hot corn cake with butter
Chocolate cake and ice cream
Milk

* * * * *

So, until next week, I remain your Patoma correspondent who will be looking for you high upon the Hilltop.

Your Editor.
CAMP PATOMA

PRIZE AWARD

HOLLISTON  MASSACHUSETTS
Camp Patoma

FIRST PRIZE

SAILING
First Officer
JOAN McIntyre