

# Summer Camp Leader Orientation

This summer, you have the opportunity to insure that every leader going to summer camp is well trained via Young Life Access on the devices they carry every day... smart phones, tablets, and laptops.

## Overview

One update we have added for the 2018 orientation is two different orientation tracks. If your leaders completed the orientation last year, then please send them the link for the Returning Summer Camp Leader Orientation. The expectation will be for all leaders attending summer camp to complete one of the two orientations listed below.

1. **First Time Leader at Camp:** This track will be more comprehensive to cover all a first time leader needs to know for a successful camp week. This orientation will take the new leader less than an hour to complete and will be well worth their time. It can be done in one sitting or completed one section at a time.
2. **Returning Summer Camp Leader Orientation:** This track is intended for volunteers who have led at camp before and reviews the essentials every leader needs. It will take 30-40 minutes in total and can be completed in one sitting easily.

Your time and investment in preparing your leaders with the Camp Leader Orientation Course will help ensure that kids have the opportunity to have the best week of their life by coming face-to-face with their Savior against the backdrop of God's magnificent creation at a Young Life summer camp.

## Important Notes

- **Make sure that each leader gets sent this orientation from a Young Life Access Administrator (most likely all staff) in your area.**
  - Otherwise, there is a risk that if a leader accesses these orientations by any other means (by simply finding it on their own rather than you sending it via Young Life Access) it will not record it in your Area's responses. *Please make sure to communicate and demonstrate this to your team.*
- Be sure to distinguish between your two groups of leaders (first-time and experienced) and send them the correct course.
- Every individual must enter their own responses on YL Access even if you choose to walk through this orientation as a team. However, while you may watch the videos all together and discuss the questions together, each leader must still answer the questions on an internet connected device from the link you sent them for you to have an official record of their orientation. Stream it all to a big screen, but make sure everyone brings a smart phone, tablet, or laptop to fill in their answers.

- Leaders can open the course from their INBOX in the Apple iPhone App once you have sent the link to them and complete it there.
- Remember, this Leader Orientation is NOT meant to replace your area pre-camp meetings with your leaders, but rather enhance those face to face meetings by allowing you to get to direct application of the material sooner and allowing more time to pray for your kids together.

## Inviting Your Leaders and Tracking Their Responses

- Go to [younglifeaccess.com](http://younglifeaccess.com).
- Select “Trip Leaders” from the top menu and watch the tutorial as to how to access your account, add your leaders, send the courses, and track responses.
- Log into your area’s Young Life Access account.
- Add your leaders' email addresses to the “Contacts” page.
- Open the appropriate Leader Orientation course and click “Send this Post” and choose your leaders from your contact list who need to receive it.
- At your next leader meeting, show your leaders how to accept their invitation to join Right Now Media/Young Life Access and demonstrate how to access the orientation you sent them.
- Warn them not to do the course unless it is from the link you sent them or from their Right Now Media “INBOX.”
- Go to “MY PROFILE” and then “VIEW RESPONSES.” Choose the appropriate course that you sent and you will be able to view and track your leaders responses. The individual who invites other to this orientation will be the only individual who can see the participants progress and responses.
- To communicate which leaders from your area have completed this orientation to camp, indicate via the Leader Orientation column on your AForm as part of your Registration Packet. Please contact camp if you need access to the Registration Packet.
- Any leaders who do not complete the YL Access orientation will be asked to attend a orientation at camp lead by head leaders.

## Timeline

### After March 15

- Introduce this Leader Orientation and Young Life Access to your leaders at your next Leadership meeting.
- Follow the action steps above and invite your leaders to Young Life Access and send them the appropriate course.
- Have them bring an internet connected device to the meeting to accept their invitations to join all together.

### Late Spring

- Follow up with any leaders who have not accepted their invitation or completed the course. Send an extra email, text, or tweet.
- Go to your Contacts page in Young Life Access and resend any invitations of the course if necessary.

### **Late Spring/Early Summer**

- Continue to track responses by clicking “View Responses” under “My Profile” of your Young Life Access page.
- Send out encouraging emails, tweets, and texts to make sure everyone is on track.

### **Registration Packet - Documenting Leaders Completion**

- Go to My Profile > View Responses in Young Life Access.
- When completing the Registration Packet, indicate on the Leader/Financial tab (AForm) in the Leader Orientation column which leaders have completed the orientation for this summer.
- The camp office will pass this on to head leaders for any follow-up orientation as needed.

### **Day 1**

- The camp office will communicate to head leaders, any area leaders who have not completed the orientation.
- Head leaders will lead an orientation session during your camp week.