



SUMMER SERVICE CAMP

FREQUENTLY ASKED QUESTIONS 2010

REVISED APRIL 2010

WHERE ARE WE STAYING?

The Pittsburgh Project is located in a three-story converted school building, a renovated former church, and a new three-story dormitory, all nestled in a residential neighborhood on Pittsburgh's North Side. We are in a biracial residential neighborhood called Perry South, across from a city park. Many of The Project's staff members live here on the North Side, in close proximity to the building. Much of our 80-member summer staff lives on-site.

WHERE DO WE SLEEP AND SHOWER?

In 2005, we opened a three-story dorm building located in what was formerly our back parking lot. There are separate floors for each gender's sleeping area as well as a first floor recreation space. There are also adequate shower and bathroom facilities on each floor. Shower shoes are recommended. You are required to bring your own towels, sleeping bag, and pillow. The rooms are ventilated, but they are not air-conditioned. You are free to bring additional fans.

WHERE DO FAMILIES CALL IN CASE OF AN EMERGENCY?

The Project's offices are open from approximately 9:00 am to approximately 5:00 pm EDT. Pittsburgh Project phone number: 412-321-1678.

Service Camp calls can be directed to Lauren Albert at extension 153
or Amy Cornelius at extension 126.

Pittsburgh Project fax number: 412-321-3813.

Please give these numbers to your student's parents and to your church's office.

WHEN SHOULD WE GET THERE?

Please arrive between 1:00 and 2:30 pm. We hit the ground running, so PLEASE ARRIVE ON TIME! Your timeliness is critical to our effectiveness in serving you and the other groups as well as accomplishing all that needs to happen on the first day. If you are traveling a long distance, you might want to make arrangements to arrive the night before and either stay in a hotel or at one of the churches listed below. If even one group is late, it throws off the day for the entire camp.

WHERE CAN OUR STUDENTS GET MAIL?

Students like to get mail while they are at camp. Please send mail at least 1 week in advance so that it arrives when the addressee is at camp. Letters can be sent to the following address:

*Student's Name/ Student's home church
Session/ Dates Attending Camp
The Pittsburgh Project
2801 North Charles Street
Pittsburgh, PA 15214-3110*

Mail that arrives after the student has left camp will be "Returned to Sender."

CAN YOU PROVIDE OVERNIGHT LODGING BEFORE OR AFTER OUR SCHEDULED CAMP DATES?

Unfortunately not. We are not equipped to house groups outside of camp sessions. If you need lodging before or after camp, the following Pittsburgh area churches may be able to let you sleep in their gym or fellowship hall:

Beverly Heights Presbyterian, Mt Lebanon, PA, 412-561-5100 contact: Joe Williams ext 217
Memorial Park Church, Allison Park, PA 412-364-9492 contact: Rob Sparr
Orchard Hill Church, Wexford, PA, 724-935-5555 contact: Lauren Marshall
Peters Creek Baptist Church, South Park, PA 412-833-6111 contact: Dave Barr
Pleasant Hills Community Presbyterian, Pleasant Hills, PA (412) 655-2000 contact: Kevin Vinay ext. 151

WHO STAFFS THE PROJECT'S CAMPS?

We have over 40 staff members who work year-round at The Project. In the summer, we hire an additional 80 summer staff. 18 college-aged students assist our full-time staff in facilitating all components of Service Camp. These folks work under the supervision of our Director of Homeowner Services and our Service Camp Coordinator. In addition to Service Camp, we also run day camps for neighborhood kids grades K-12 throughout the summer, the public pool across the street, a coffee shop and a weekly farm stand.

WHAT LEADERSHIP SHOULD OUR CHURCH PROVIDE?

In order to provide enough leadership on and off the work site, we ask that each group have a minimum 1:5 leader to student ratio. You may bring more adults if you wish. Our board's policy requires that your worksite leaders are at least 21 years old. We rely significantly on the adult leaders that come with you and your kids. Leaders provide hands-on supervision at the worksite, nurture and discipline in the evenings and will lodge in the dorm room with their students. Please provide leaders representing the gender of students you bring. Though not required, it is invaluable to have adults with construction experience. Older students or junior leaders who are out of high school, but who are not yet 21, are welcome to come and assist with your group, but they cannot serve as adult worksite leaders. Also, please ensure that the same adult leaders are available for the whole week.

HOW DO WE REGISTER? WHAT ABOUT TUITION?

Upon arrival, the trip leader should check in at the registration table inside the Guesthouse. Please have 2 copies of your student and leader registration forms. One copy will stay at our office and the other will be taken to the worksite. As a reminder, tuition for 5 Day Camps (Sessions 3, 4, 5) is \$270 per participant, and tuition for 7 Day Camps (Sessions 1-3, 7-9) is \$360 per participant. Each participant's \$50 deposit is already a fraction of the total tuition. Your final balance is due two (2) weeks before you arrive with your group pair sheets, vehicle forms, worksite leader skills forms, and summary sheet. As stated in the contract, after March 15, groups are responsible for the full tuition for each reserved spot no matter how many folks you bring to camp.

HOW WILL YOU KNOW OUR CONSTRUCTION SKILLS?

Please distribute the enclosed Worksite Leader Skills Form, and ask each of your adult leaders (21 years old +) to fill one out. Then mail or fax it back to The Project two (2) full

weeks before your arrival. We will then be able to schedule the various projects in accordance with the skills that are available that particular week. We only need this information for your adult leaders. Do **not** have students fill them out.

THE OPENING DAY SCHEDULE LOOKS SOMETHING LIKE THIS:

1:00 - 2:30 pm	Arrive, register your group, get settled
2:45 - 3:45 pm	Leader's Meeting for all adult leaders/mixers for students
4:00 - 5:00 pm	CLUB in the Sanctuary (skits, singing, message)
5:15 - 5:45pm	Meet in worksite groups
5:45 - 7:30 pm	Dinner
7:30 - 9:00 pm	Drive to visit worksites
9:00 - 10:00 pm	Free time
10:00 - 11:00 pm	Get ready for bed
11:00 pm	Lights out

WHAT DOES A TYPICAL DAY'S SCHEDULE LOOK LIKE?

6:45 am	Wake up/Morning prayer (please join us if you'd like)
7:15 - 8:00 am	Breakfast
8:00 - 8:20 am	Devotions
8:20 - 8:45 am	Meet for instructions
8:45 - 9:15 am	Load-up/Drive to work sites
9:15 am - 3:30 pm	Hard day's work
4:00 - 5:45 pm	Shower/rest/free time/coffee shop open
5:45 - 7:00 pm	Dinner
7:00 - 8:30 pm	Club
9:00 - 10:15 pm	Camp program activities
10:15-11:00 pm	Get ready for bed
11:00	Lights out

WHAT TIME IS BEDTIME?

Nightly, bedtime is at 11:00 pm *sharp*. You and your leaders are responsible for promoting slumber among the students you bring. Our staff will turn out the lights at 11:00, but it will be your responsibility to make sure that they stay off. Rested campers are happy campers.

WILL WE HAVE FREE TIME DURING THE WEEK?

There is some scheduled shower time/free time between (roughly) 4:00 and 5:45 pm daily, apart from that, Service Camp at The Project will keep you busy morning, afternoon, and evening. For 7 Day Camps only, Thursday evening from 6-10pm you will have the night off to go out for dinner with your group and see the beautiful city of Pittsburgh. Enclosed is a list of suggested activities

WHAT IS YOUR SAFETY RECORD?

Praise God, our record is quite good. We take safety seriously and we need you and your leaders to take it seriously as well. You will be the supervisors at the work sites so it will be essential for you to monitor the activities of the young people working with you. Please bring first-aid kits for your worksite leaders to take to their sites. We will provide a list of nearby hospitals and emergency telephone numbers in your worksite notebook. There are also two hospitals within eight minutes of The Project's headquarters.

IS THERE A SWIMMING POOL NEARBY?

In 2006, we were excited to reopen the public pool across the street and staff it with our own Pittsburgh Project Summer Staff. For \$1 per day, folks are welcome to swim during free time. Please bring modest swimwear and a towel if you would like to swim.

DO WE NEED TO GET TETANUS SHOTS?

An up-to-date tetanus shot is required for all participants working at sites.

ARE YOU INSURED? WHAT ABOUT MEDICAL INSURANCE?

The Project maintains a general liability policy that will cover you, your leaders, and your students in case of lawsuits against The Project for damage done by Project participants. However, The Project maintains no medical coverage for Project participants. Thus, your students should be covered by their own or their parents' medical policies. We will ask participants for medical insurance information on their registration forms, which you should collect and turn in upon arrival. If we don't have a signed release form for each participant, we will not allow that participant to go to worksites. Also, please don't bring already-ill students who will spread germs and viruses, and who will end up spending the whole week in bed. A week at camp is not a good place to try and heal up.

WILL YOU SPLIT OUR GROUP UP?

On junior high and combined age group sessions, students will be working with their own youth groups on work sites. On our senior high weeks, students from your group will be split up on worksites in order to work together with the other campers from all over the country. This will take place in the following manner: you will be responsible for pairing your students so that each student will be working with someone whom s/he knows. That makes it absolutely necessary for you to send us your Group Pair Sheet two (2) weeks before your arrival. Each work team will be made up of approximately six students and one adult; three different organizations are represented in each work team. Your adult leaders are in charge of delegating and supervising work at the work site. Our staff will travel between sites and provide leadership and facilitation as needed.

WHAT WILL WE EAT?

All meals are prepared for us by our food service manager and his staff. Morning meals are either hot or cold breakfasts including, but not limited to, juice, cereal, bagels, and fruit. Lunches will consist of cold sandwiches, fruit, juice, and chips, and are packed fresh each day. Dinners are hot meals, including entrées like chicken, spaghetti, lasagna, bread, vegetables, and a beverage.

DO WE NEED ANY SPENDING MONEY?

The tuition that you pay covers the costs of meals, lodging, and a Project T-shirt. You may want to bring spending money to help support our own coffee shop-- The Charles Street Café-- which sells specialty coffees, cold drinks, snacks, Project t-shirts, CD's and end-of-the-week DVDs. If you are attending a 7 Day Camp, you will need spending money for your Thursday Night Out. You will be on your own for dinner that evening.

WHAT VEHICLES SHALL WE BRING?

WILL WE USE OUR VEHICLES DURING THE WEEK?

Please bring vehicles such that your adult leaders can transport 7-9 people at a time. Please make sure to turn in the vehicle sheet two (2) weeks in advance. We make plan transportation assignments before groups arrive. (Students are not allowed to drive other students.) Also, you may wish to refrain from bringing Grandpa's BMW, since kids get dirty, and so do vehicles. Your vans and minivans are needed to transport teams of approximately 7-9 people to and from the worksites each day. Passenger vehicles with a capacity under 7 do not work since each of your adults will need to drive a team of at least 7 total bodies to a worksite. Also, if you choose to bring 15 passenger vans to accommodate your group, those vans will need to transport 2 groups daily to worksites leaving the dropped-off groups without a vehicle for the day.

Only the adult leaders from your group are permitted to drive students. It's always a great help if any of your leaders are authorized to drive any of your group's vehicles. Also, experience has proven that if you are planning on bringing a rental van, **get the additional insurance** so that you are covered. That way, if someone forgets to tightly close that brown can of paint, you won't have to pay to replace the carpet.

DO WE NEED SPECIAL WORK CLOTHES?

Please be prepared to do a variety of work in a variety of settings. Due to the number of homes we serve in the summer, we are unable to inform you of your specific work project before you arrive. Modest work clothes that function inside, on ladders, in deep weeds, in hot sun, while painting, in dust, etc. are recommended. Closed-toe shoes and work gloves are a must. Flip-flops and short-shorts are not work clothes!!

DO YOU HAVE A DRESS CODE?

We expect that leaders, students and staff will dress modestly while at The Pittsburgh Project. Please see the "What to Bring List" for a few things that we'd like for you to leave at home.

WHAT ELSE DO WE NEED TO BRING?

1. Please bring with you one (1) medium-sized first aid kit for every worksite leader in your group. (Approximately 1 kit per 7 people in your group.) You will take these to your worksites with you.
2. Please bring one 5-10 gallon water cooler for each vehicle you bring. (We will provide a bag of ice for each work team each work day.)
3. Work gloves, dust mask, and a pair of plastic safety goggles for each person.
4. Please remind everyone in your group to bring a canteen or a water bottle labeled with their name. Water from their water bottle and your water cooler will be the **only guaranteed beverage** for lunch and refreshment throughout their workday.
5. Each person will also need a Bible, pen, and a journal or notebook.

The following have proven to be helpful, but they are NOT required:

- We welcome hand tools! **All tools and supplies will be provided for you during the week.** But, if you would like to bring paintbrushes or rollers, etc. to use and then leave at the end of the week, they will go to good use! Also, we can always use drop cloths, extra cotton rags, old T-shirts, etc. for use at the worksites.
- Small fans for the dorm rooms.

DO WE ALL RECEIVE THE SAME SIZE FREE T-SHIRT?

No. Two weeks before you come to camp, you will send us the enclosed **Summary Sheet** to be filled out with the sizes that your group needs. PLEASE ASK your students what size they want. T-shirts will be given out on the closing day of camp.

CAN WE BRING IPODS/C.D. PLAYERS/TYS?

No. Please inform your students and leaders that they are not to bring those with them. We have found that a retreat from normal music and television usage can be valuable. We have a sizable sound system in the dining hall and meeting space through which we will play and blare music. If you are traveling a long distance and kids want walkmans or ipods for the road, please collect and store them when you arrive. Also, please discourage your participants from non-essential cell phone use, particularly while working at the worksite. Also, cell phone reception in the Guesthouse where you will stay is very poor. Most people can get reception if they stand outside.

ARE THERE LOCKERS IN THE GUEST HOUSE?

Yes, each person staying in the Guest House will have access to a small locker in their room. padlocks are not provided; please bring your own.

WE KNOW PEOPLE IN TOWN. CAN WE VISIT THEM?

If you have friends or relatives in the area you wish to see, please do so before or after the trip. However, they are welcome to come and visit you at The Project during the evening program. Wednesday nights are a particularly good night since our homeowners are also invited to the evening program that night.

WHAT TIME WILL WE LEAVE AT THE END OF THE WEEK?

Our program will end by 10:00 am on the last day. Please don't plan to leave earlier.

**IF YOU HAVE QUESTIONS, FEEL FREE TO CONTACT US.
WE LOOK FORWARD TO SERVING WITH YOU THIS SUMMER!**

SEE YOU IN DA'BURGH REAL SOON!