

CAMP SERTOMA REPRESENTATIVES RESPONSIBILITIES

Each Sertoma club is asked to appoint someone in the club to serve as their “point person” in preparing to send children to Camp Sertoma of S.C. Even though your club leadership team may have asked you to serve in that capacity, please make sure that the Camp Sertoma Board has been notified so we can keep you informed about issues of importance to you. Many clubs now have other organizations assisting them in identifying and, often, in transporting campers. Even when that is the case, a Sertoma club member who can represent the club is necessary since camp attendance can only be approved by a South Carolina Sertoma club in good standing. We are very proud of the success that has been achieved by South Carolina Sertomans and we feel that it is crucial for them to be directly involved in our major statewide sponsorship effort. Whether the club representative handles all of the various steps alone or in cooperation with a larger team or other organizations, these are the steps that are necessary for us to have a successful camping season.

- *Each club will need to make the decision about sending children to camp and how many.*
- *The club will determine how camper fees will be paid and ensure availability of funds.*
- *When the announcement is made that camp is accepting reservations, a request for the number of camper slots should be submitted to the Camp Sertoma Chairman. The request may be made by mail or e-mail as indicated in the announcement. Remember, the club will be obligated for the camper fees once reservations are finalized.*
- *Identifying campers is one of our biggest steps. Camp Sertoma is intended to serve children who have hearing or speech impairments or who are economically disadvantaged. Campers may be identified through contacts with schools, speech/language teachers, audiologists, Boys and Girls Clubs or many others. Many other organizations also work with Sertomans to identify deserving children and may assist with preparation and transportation. When “week assignments” have been made, your club will receive an e-mail asking that you confirm the number of campers and agreeing to the assigned week. PLEASE respond to that message!*
- *Once children have been selected to attend, the Camp Sertoma Representative will need to send the identifying and contact information to Camp Sertoma via the internet. The form for submitting the information is simple and can be found at [Microsoft Forms](#). You may begin completing the form for your campers as soon as you are able – and – they do not all have to be completed at the same time*
- *Once the information has been submitted, the automated application process will be handled by the registration team at the Outdoor Laboratory. The Camp Sertoma Representative is certainly welcome to assist families with the process if needed but either way, the Camp Rep. will be kept informed all along the way.*
- *Regardless of how your club handles the process – with, or without help from other organizations, the Sertoma club is still responsible for ensuring that everything the child needs for camp – clothing, recreation gear, health forms, camp physical, etc. – so please check the information at the “Information For Campers” page on the web site as a reminder.*
- *We strongly encourage you to use the time before your assigned week to get to know your campers and their families and to help build their enthusiasm for their coming experience.*