

CAMP NAWAKWA

# HOSTING MANUAL

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The NAWAKWA OUTDOOR ASSOCIATION OF NY, INC.

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*“If the pot is cooking, the friendship will stay warm.”*

Moroccan Proverb



*For nearly 100 years, Camp Nawakwa, a volunteer community of hikers and nature enthusiasts, has hosted weekends from May to October. This model of community is more than a tradition. It affirms the idea of the table as a meeting place. As food writer, Laurie Colwin said, “A person cooking is a person giving. Even the simplest food is a gift.”*

*When hosting, one needn't prepare elaborate meals or be a gourmet chef. Options abound but a fare of wholesome food is best. An individual or couple can host for the weekend and share responsibilities. At the host's convenience, he or she will prepare food in our camp kitchen or, if preferred, partially at home.*

*Hosts assign chores to all registered guests staying for dinner. Tasks range from assisting with food preparation in the lodge to cleaning up in the kitchen. Delegating jobs is a sure way to simplify the process of hosting while promoting the atmosphere of a European hostel at our NOANY camp.*

*Hosts are in charge of the camp during hosted weekends and mid-weeks.*

The following steps are in sequence and will ensure a smooth operation for your weekend hosting:

## REGISTRATION

### Registration prior to the week-end

- **Registrations by email and telephone** are taken until 10:00 PM on Thursday. You can specify if you are accepting reservations by email and/or telephone in the write-up for the Trail Marker.
- **Cancellation of the hosted week-end** if registration is less than 6 people. It is your choice to continue or cancel the week-end if overnight registration is less than 6 people. If the week-end is cancelled, those registered must be notified **ASAP**.
- **Cancellations for dinner** will be done by email or telephone by 6:00 PM on Friday. People cancelling with less than 24-hours notice can be charged for the costs of happy hour and dinner.
- **The Task/Chore List has been designed to record registrations.** As registrations are received, enter the names, meals registering for and if vegetarian meals are requested. This list can guide you in shopping and assigning chores. The Task/Chore List is in the packet of forms needed by week-end host that is available in the Members section of the Nawakwa website. Don't forget to take the Task/Chore List with you.

### Registration at the hosted week-end – guest sign-in

- **Sign in at the desk.** All members and guest must sign in to the **Registry Book** upon arrival and indicate if they are staying overnight. The **Waiver of Liability** form must also be signed by all members, applicants and guests. Overnighters should sign the **Overnight Lodging at Camp Nawakwa** form.
- **Assign chores** to members, applicants and guests. **Delegation is the key**, you do not have to do everything yourself. Let everyone know when they sign in what task/chore they are responsible for and the time at which they should be available for work. (See Description of Tasks/Chores for details on what each task or chore involves.)
- **Post the Task/Chore List** on the bulletin board to the left of the fireplace.

## MEAL PLANNING

### Menu expectations

- **Nawakwa is a volunteer organization;** there is no expectation that week-end hosts are professional party planners or chefs. The only expectation is that meals are tasty, nutritionally balanced and planned with care.
- **Saturday Happy Hour** – small finger foods such as veggies and dips, cheese and crackers, hummus or salsa and chips. Assorted beverages, appropriate to the group and the occasion, should be provided.
- **Saturday Dinner** – vegetarian and meat options, veggie(s), salad and dessert. Soup as an appetizer or main course is another option.
- **Sunday Breakfast** – coffee, juice or fruit, eggs with toast, pancakes or French toast. Either hot or cold cereal is popular too. Bacon or sausage is optional. Low fat milk and either whole milk or half'n half.
- **Sunday Trail Lunch** – meat and/or sandwich, cookies, fruit. Think in terms of minimizing trash from the trail lunch. Raw veggies and chips left-over from Happy Hour are also great in the lunch bags.

### Shopping

- **The suggested budget** for happy hour and 3 meals is \$15.00 to \$25.00 per person. People expect value for their money and have higher expectations for meals at \$25.00/person than meals at \$15.00/person. **Remember not all members stay for breakfast and/or lunch.** Make sure that you plan out your options for each meal based on who has registered for the meals. Also indicate to those attending if the total meal cost will exceed \$25.

- **Plan around sales** if possible. Chicken breasts or steak for a London broil can be inexpensive (\$2.00 to \$4.00/lb) or very expensive (\$5.00 to \$9.00/lb). Aim for the inexpensive but tasty!
- **Seasonal veggies and salad ingredients** are better tasting and less expensive than out-of-season produce.
- **Purchasing staples** may not be necessary. You should receive a staples list from the previous week-end's host. The staples list does not include herbs and spices and other special ingredients that might, or might not, be available at Nawakwa. If you need a specific ingredient it is best to bring it with you. Small amounts of herbs and spices from your own kitchen can be wrapped in plastic wrap or foil.  
*If there is a mid week host, you can call Camp Nawakwa on Friday to confirm that items on the staples list are still available. The mid week host may have used that half pound of butter you were counting on being in the refrigerator*
- **How much to buy** is frequently a dilemma. Active people usually have good appetites, better to have a little extra than not enough of the main course.
- **Save all your receipts** so you can be reimbursed for all of your expenditures.

## ADDITIONAL TIPS FOR MEAL PLANNING

### Plan and cook what you know

- **Simple is always best** when planning your menu for the week-end.
- Your family and friends love your meatloaf, beef stew or special pasta dish – could be the perfect main course when you host at Nawakwa. **Stick with what you know and are comfortable with making and serving.**
- You love preparing the dishes that have been important in your family for generations. Nawakwans would love to experience the home cooked dishes from your culture so **don't be bashful about sharing your heritage.**
- Your "go-to" is a salad with a roasted chicken or pasta from your favorite take-out, **totally OK to use prepared foods when hosting.**
- **A store-bought dessert** that is one of your favorites is a great way to keep it simple.

### Make ahead

- **Many dishes can be made ahead**, refrigerated, frozen or just stored in an airtight container.
- **Try to include at least one item on your menu that can be made ahead** so there are one or two fewer things to think about when you are hosting.
- **Buy ahead** when a special ingredient is available or on sale that can be stored or prepared ahead of time.
- **Prep ahead** when practical: marinate the chicken or steak, clean the veggies, etc.

### Think like a chef

- **Can an ingredient be used in more than one dish?** Saves money, shopping and prep time.
- **Can dinner left-overs be used in preparing breakfast or lunch?** Might want to plan and shop to assure those left-overs can be repurposed.
- **Assign tasks first**, not dishes to be prepared: chop veggies, peel potatoes, etc.
- When ingredients have been prepped, **assign preparation of dishes**: cook veggies, make salad, etc.
- **Tasks for Sunday breakfast or trail lunches** that can be done while doing the prep and cooking for Saturday dinner: lettuce and tomatoes for sandwiches, onions and potatoes needed for breakfast, etc.

## TASK/CHORE ASSIGNMENTS

### General information

- **Delegation is key** to being able to enjoy week-end hosting.
- **Dinner only** members, applicants and guest should be assigned to tasks/chores that are done in the afternoon or early evening.
- **Applicants and guests of members** should be assigned to tasks/ chores where there is adequate supervision: happy hour, dinner set-up or breakfast set-up.
- **Hiking and water activities are a priority** with most members, applicants and guest – tasks/chores should not interfere with these activities. With the exception of water and firewood **tasks/chores should not begin until late afternoon** or about an hour before happy hour.
- **Schedule shifts or assign more people** if a task/chore will take more than 30-45 minutes to complete.
- **Multiple tasks/chores may be assigned** to each person based on the number of people registered for the week-end.

### Task/chore descriptions (as listed on the Task/Chore List)

- **Accounts / Banker** - Collect camp fees and meal costs Saturday before dessert. The following are *suggested* guidelines for dividing up the cost of the meals: 75% for dinner/happy hour; 12.5% for breakfast; and 12.5% for lunch.
- **Wood, Water, Garbage** - If wood is low, replenish (fall/winter season only), fill water containers with cold water, and take the **garbage to the dumpster at the Boat Launch Lot at Lake Sebago**, ask someone to take the recyclables home for disposal.
- **Happy Hour Prep & Serve** - set up the dishwashing system (three bins: wash, disinfect (1/2 cup of bleach to clean water), rinse), appetizer prep, set up the serving table, clean up (washing utensils etc. and storing leftovers) at the end of Happy Hour. **Prior to Happy Hour and Dinner, ring the bell to summon diners.**
- **Dinner Prep** - assist in the preparation of main meal. Important part of dinner prep is keeping the kitchen cleaned up, washing cooking supplies as they are used, not leaving everything for dinner cleanup crew
- **Dinner Set Up & Serve** - arrange and set tables, and buffet in the main room. Dessert /coffee/tea set up and serving as well
- **Dinner Clean Up** - clear tables, under the guidance of the host put food away, wash / dry main meal and dessert dishes and any remaining prep/cooking utensils, clean stove top and counter tops, wipe kitchen and dining tables, sweep kitchen. **Any leftovers should be offered to the attendees to take home if not being used for breakfast or lunch.** At host's discretion, someone can be assigned or volunteer to wash the dish towels.
- **Breakfast Prep, Set Up And Serve** -- See dinner instructions
- **Breakfast Clean Up** -- See dinner clean up
- **Lunch Prep And Clean Up** -- Pack lunches in paper bags, label, and place on table in the lodge. Wash and dry any dishes/utensils used
- **Main Cabin Cleaning** -- All rooms in the lodge must be swept, including the men's and women's washrooms & sick room. Sinks in wash rooms should be wiped down. The oven and stove should be thoroughly cleaned at the end of the weekend. This task should be assigned to one person separate from any other task.
- **Sleeping Cabin Cleaning** -- Assign someone staying in each cabin to this chore. Sweep cabin, shut windows, empty trash, lock cabin.
- **Bathroom Cleaning** -- sweep bathroom floor, wipe down/clean sink/toilets, and empty bathroom trash.

- **Waterfront** -- The following items must be on / by the dock anytime people are on the waterfront and must be stored each evening and at the end of the weekend: **Lifeboat with oars and life vests** -- unlock and equip with oarlocks and oars at the beginning of the weekend, **two life rings** -- one has a 25 ft line attached. Place on the hangers on the main dock, **Bamboo Pole**, Spine **board** -- bring down from the main cabin basement and place on deck, **First Aid Kit** --bring down from the main cabin and place on top of the cubbyholes at the foot of the dock, **Whistle**. **Please direct people to review the Waterfront Rules and reiterate that swimming alone at any time is not permitted**
- **Applicant orientation** -- If an applicant's sponsor is not at Camp then a Key-holder should be assigned to answer questions and provide guidance if needed.

## CAMP CLOSING / LOCK-UP

- Host must complete **camp closing form**, and **forward commissary and staple form to the persons listed**, ensure all tasks have been completed and at the end of the weekend, **host or last member is responsible for locking up the lodge and all gates**.

## ADDITIONAL TIPS/INFORMATION

### Co-hosting

- **There can be only two co-hosts** each week-end, each of whom must be a Key-holder. This can be a couple or two unattached individuals. If you are a couple but neither of you are comfortable with all of the responsibilities of hosting you might want to consider co-hosting with someone who complements your skills.
- **The secret to successful co-hosting** is communications – who will do what and when will you do it. Both hosts need to be part of the planning.

### Staples Inventory and Commissary Inventory

- **The staples inventory** is a list of food items that are available as of the Sunday afternoon prior to your hosting. Think of this as a guide, not gospel. The mid week host may use some of these items during the week: butter, milk, OJ, coffee, chips, etc. If you are really counting on something being there it is best to call the midweek host on Friday and confirm that it is still available.  
**If you have been reimbursed for items on the staples inventory it is customary to leave any leftovers for others to use.**
- **The commissary inventory** is a list of non food items that are stocked for everyone's use while at Camp Nawakwa. Commissary supplies, such as paper products, storage containers, dish soap etc. are stored in bins in the kitchen & in lockers in the basement. The first locker is open and labeled; the key to the second locker is in an envelope in the front drawer desk.
- **Important phone numbers**
  - **Maintenance requests** – during normal business hours Monday – Friday call the Camp Office at 845-429-2967
  - **Maintenance emergency** – after normal hours or on the weekends/holidays, call the Park Police at 845-786-2781 and they will direct your call to the appropriate staff employee
  - **Electricity problem** – **DO NOT CALL ORANGE AND ROCKLAND**. Call the Camp office mid-week or the Park Police when the Camp Office is closed.
  - **Police, Fire, Medical emergency** – call 911

## **REPORTS/FORMS** (see website for examples – *Host Chair sends forms to weekend and midweek hosts.*)

- **Registration Forms**
  - NOANY Sign-in Form
  - Camp Nawakwa Registration Form: Tally sheet/booklet kept in Lodge
  - NOANY Release Form
  - Lodging Form
- **Host Forms / Reports**
  - NOANY - Attendance/User Fee Report: weekend camp fees, etc. This form should be sent to the treasurer. Address is on the form.
  - Host Weekend Registration Form
  - Staples Report Form
  - Harriman Camps Attendance Form (send to Park)
  - Camp Closing Form

## **MID-WEEK HOSTING**

- Set up waterfront on arrival and store equipment at night.
- Be sure members and guests sign in, fill out required forms, and pay camp fees.
- At night, lock lodge and gate.
- By 3:00 pm Friday, host refrigerator should be cleared and, if necessary, cleaned.
- Clean bathrooms, kitchen, and lodge, if necessary.
- Bring trash to dumpsters at the Boat Launch
- Collect midweek monies and submit the necessary forms.

*Hosts should check the camp periphery (boat dock, all tent platforms and “the Heights”) to ensure non-members are not using the facilities. Any unfamiliar persons should be approached in a friendly manner. If they are not members, they should be advised in a friendly way to leave. Be polite, do not argue. If necessary the park police at 845-786-2781*