

# Pine Tree Camp

## Key Pre-Camp Info for 2010 Pine Tree Camp Staff

- 1. Travel Arrangements:** The closest international airport to the camp is the Portland Jetport, approximately two hours from camp. If you are planning on traveling by bus, the nearest bus station is in Waterville, Maine. Call the camp after you arrive and we will arrange for a pick up. Transportation for staff members arriving by ferry (terminals in Bar Harbor and Portland, Maine), can be arranged by calling the Director, Dawn Willard-Robinson at the telephone numbers listed below. If you have questions about any other travel arrangements, please call Dawn or contact her at the camp e-mail.
- 2. Health Insurance:** The camp carries Worker's Compensation Insurance as required by law. Worker's Compensation Insurance only covers job-related accidents or injuries. The camp also carries health and sickness insurance for staff with minor accidents and illnesses that occur during their employment at camp.
- 3. Valuables:** We have a small safe at camp to safeguard money, passports or other small valuables. We suggest bringing travelers checks and leaving all jewelry or other items of personal significance at home. **Pine Tree Camp is not responsible for loss or theft of personal items.** Local banks will not accept personal checks.
- 4. Personal Items:** You may be moved from one cabin to another during the course of the camp season due to the composition and needs of the camper population. Therefore, there are no permanent living arrangements. Please bring only what you need and leave all valuables at home. We will make arrangements to pick up personal hygiene items when trips to town are scheduled (a.k.a. "town run," conducted once daily from Monday through Saturday when camp is in session). Money will be needed for such incidentals. Our laundry facilities are free (soap included) and available for staff use during off-duty hours.
- 5. Mailing Address:** Please have all personal mail sent to:

Your Name  
Pine Tree Camp Staff  
114 Pine Tree Camp Road  
Rome, ME 04963

- 6. Phones:** Staff may place phone calls during their free time on the pay phone located on the front of the Arts & Crafts building (number listed below). The camp phone number (207) 397-2141 is for emergency calls only, as this is also the business phone for the camp. Consider this to be the emergency camp phone number. We will keep a message board in the office and all non-emergency messages will be placed there. Phone cards will be available for sale in the main office throughout the camp season. In the evenings and weekends, the camp phone will be monitored by an answering machine. A staff member will check recordings prior to lights out and prior to breakfast.
- 7.**

Camp Office number:

(207) 397-2141

Camp fax number:

(207) 397-5324

Director Dawn Willard-Robinson's cell phone (207)  
212-8599

Camp e-mail (monitored by Dawn)  
[ptcamp@pinetreesociety.org](mailto:ptcamp@pinetreesociety.org)

**Internet access will be available to off-duty staff during non-business hours (before 8 a.m. and after 5 p.m.)**

- 8. Special Items:** Please bring-guitar/banjo/ magic tricks/crafts skills/sense of humor, etc... A camera is OK too! You may want to bring something about your country to share with the campers.
- 9. Clothing:** Summer in Maine can be hot and humid in July and cool and dry in August. A suggested packing list follows:
  - Underwear
  - Socks
  - Sneakers (several pairs)
  - Alarm clock (1 per cabin)
  - Dress clothes for camper banquets at end of sessions / staff banquet at end of season

- Sleeping bag
- Shorts
- Raincoat
- Swim suits (2-3 suggested) **must be a one piece suit for female staff**
- Towels (for beach and cabin use)
- Shirts
- Pants
- Sweaters, sweatshirts or light coats
- Shoes
- **Pair of tan shorts and/or long pants to be worn with camp tee shirt for opening and closing days.**
- Camera/film
- Personal hygiene items
- Medications (prescription and over-the-counter)
- Guitars and/or other musical instruments for personal enjoyment and to add to the camp program.
- Fun items/props for skit nights, dances, cabaret nights and other daily or evening programming.
- Also 2 forms of photo identification, your driver's license and your social security card (if you have one).

**And, most importantly, an open mind, boundless energy and enthusiasm, a sense of adventure and a desire to make our campers' experiences extraordinary!**

The camp will provide linens and towels for staff members from overseas. We have ordered staff shirts. One shirt will be provided to staff members at no cost. We'll wear these shirts on opening days, closing days, special events and trips out of camp. **Camp tee shirts are to be worn with tan shorts or tan long pants. It is import we all look n like a team for our campers and their families.**

**10. Postage:** Stamps will be sold at the camp store. Outgoing mail will be collected every day at 9 a.m. except Sunday.

**11. Use of camp equipment:** Staff may use camp equipment such as tents, camping equipment, etc. This use must not interfere with the camp program and permission must be obtained in advance from the camp director. **Use of camp vehicles for personal use during off-duty hours must be coordinated through and approved by Camp Directors.**