



News In Brief

June 18, 2009

EDUCATION & TRAINING

ACA's e-Institute is an online learning system designed for child and youth development audiences—from camp professionals to afterschool staff to community based program leaders. The e-Institute provides a mechanism for personal professional development and for training large groups of people and facilitates learning via both self-directed courses and live meetings. Certificates are available for all courses and CEU are available for selected courses.

<http://www.acacamps.org/einstitute/>

- Standards Course Visitor Update
- Illness and Injury Prevention
- Criminal Background Checks
- Designing Quality Youth Programs
- Camp Business and Finance
- Creating Positive Youth Outcomes
- Camp Is for the Camper
- Connecting Children with Nature
- Camp Administrator 101
- Communicating In a Time of Crisis

CAMP SPOTLIGHT

<http://www.indystar.com/article/20090604/LIVING/906040313/1007/LIVING/Ta>

Some nice media, positive, mentions ACA as a resource to parents and the website. Even better, positive parent stories from 3 ACA Accredited Camps (CYO Camp Rancho Framasa, Happy Hollow Children's Camp and Jameson Camp!

Another Kudo to Culver- it seems they

TECH TIPS

Twitter Jump State Guide

<http://www.fundraising123.org/files/twitter-jump-start-free-download-version-4.pdf>

are now including the link to the most current issue of eNews for parents in the e-newsletter they send to THEIR parents. What a way to advocate for ACA as well as helping to educate and inform camp parents.

You want to add the link to your newsletter?

<http://www.campparents.org/newsletter/>

Also, follow ACA on Facebook, Twitter and YouTube:

http://www.campparents.org/social_media.php

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The Finance Project

The Finance Project's Finding Funding Guides The Finance Project has developed a number of resource guides to help out-of-school time programs access federal funding. They include:

[Finding Funding: A Guide to Federal Sources for Out-of-School Time and Community School Initiatives, Revised and Updated](#),

by Heather Clapp Padgette, The Finance Project, January 2003

[Estimated Federal Investment in Out-of-School Time \(Update\)](#), The Finance Project, July 2007

(National Center for Summer Learning)

RISK MGMT/ STANDARDS

ACA has posted an official statement regarding H1N1 on the Web site under Hot Topics/H1N1, the Media Center, and CampParents.org. You can view this statement at

http://www.acacamps.org/media_center/pres/s/090616.php.

In addition, the ACA Web site has been updated to reflect the new CDC guidelines for day and resident camps about influenza-like illness (ILI) management. These guidelines, along with those issued by your State's Department of Health, form the basis of a camp's preparedness plan to address ILI. http://www.acacamps.org/hottopics/camp_is_opening.pdf to read these guidelines.

The ACA member hotline is available (800-573-9019) for camps who need assistance with crisis response related to H1N1 or other communicable/infectious diseases.

TWEET TWEET

an international nonprofit advocacy group, is thinking of creating an unpaid summer internship for a student who would be focused on using Twitter for online outreach.

The basic idea would be to identify a student who is conversant (or can become conversant) in the nonprofit's programmatic goals and positions on various issues, and train him/her to use Twitter to engage on those topics with current (or potential) friends, donors, allies, and stakeholders. The student would have ongoing guidance about online outreach and from the nonprofit's leadership on policy issues. We're envisioning that, after an orientation period at the central office, the intern would be able to do Twitter outreach at whatever time and place is convenient - thus making it easy to combine the unpaid internship with paid summer employment.

(Information Systems Forum)

MANAGEMENT

Basic Guide to Non-Profit Financial Management

http://www.managementhelp.org/finance/np_fnce/np_fnce.htm

Personnel Policies, Handbooks and Records

<http://www.managementhelp.org/policies/policies.htm>

Tax Information for Nonprofits

http://www.managementhelp.org/tax/np_tax.htm

Because of growing national concern about the accountability of nonprofit groups the American Institute of Certified Public Accountants developed the AICPA Audit Committee Toolkit: Not-for-Profit Organizations. You can review and download the Toolkit <http://www.aicpa.org/Audcommctr/toolkitsnpo/homepage.htm>

The Foundation Center has a number of tutorials available at no cost. One such tutorial is Proposal Budgeting Basics- help understand some important principles of nonprofit budgeting - http://foundationcenter.org/getstarted/tutorials/prop_budgt/

Greenlights has a number of downloadable forms and draft policies for nonprofits. <http://www.greenlights.org/resources/>

Findforms.Org has sample legal forms relative to leases, employment contracts and much more, <http://www.findforms.com/>

They also sponsor the web site, Lawguru that features a FAQ section about sexual harassment, employment law and so on, <http://www.lawguru.com/faq/11.html> and <http://www.lawguru.com/>

Law Depot features legal documents

<http://www.lawdepot.com/contracts/usa/> and <http://www.lawdepot.com/>

Office Depot has a number of free downloadable forms and a small business handbook near the bottom at

<http://www.officedepot.com/> and <http://www.officedepot.com/renderStaticPage.do;jsessionid=0000z4CegJOm8RI2dLSYZJmQu06:12phjs8p?context=/content&file=/BusinessTools/forms/default.jsp>

Microsoft has templates for accounting, stationary and much more.

<http://office.microsoft.com/en-us/suites/FX101644261033.aspx> and <http://office.microsoft.com/en-us/templates/FX100595491033.aspx>

CCH features a business toolkit and a human resources toolkit,

<http://www.toolkit.cch.com/> and http://www.toolkit.com/small_business_guide/index.aspx

Minutes: The Ongoing Record of Your Nonprofit Organization

<http://dongriesmannsnonprofitblog.blogspot.com/2008/11/minutes-ongoing-record-of-your.html>

One Phase of Nonprofit Organizational Readiness for Grant Funding: Recordkeeping

<http://dongriesmannsnonprofitblog.blogspot.com/2008/11/one-phase-of-nonprofit-organizational.html>

(LinkedIn- Non Profit Professionals)

SITE & FACILITY

Friends... would you be willing to pass this need on to your e-mail list? Your assistance is appreciated greatly.

We are in need of 30 used bunks (15 sets or 30 singles) and mattresses to use

this season. If you have upgraded and do not need some of your inventory, please let me know.

You can reach me at 800-991-CAMP or mdavidhizar@beechpoint.com.

S & S Worldwide Family Game Night GiveAway

http://www.ssw.com/pages/?page_id=5280&cm_sp=Left%20Column-_-Giveaway-_-GameNight

(LinkedIn)

HEALTH & WELLNESS (2 part series)

Poison ivy is a member of the Cashew Family (Anacardiaceae), also listed as *Toxicodendron radicans* and/or (formerly) *Rhus radicans*. Poison Ivy is most common in the eastern United States, while Poison Oak is usually found west of the Rockies. Poison Sumac is quite abundant along the Mississippi River. Keep in mind, however, that there is cross over.

The poison ivy plant has numerous variants/strains and while most frequently is seen growing as a ground plant, also grows in a vine as well as a shrub like plant. The vine typically grows up trees and in fact can kill trees as it wraps around them like a boa constrictor.

Urushiol is the chemical component in the poison ivy plant that creates protein complexes which cause the reaction. Once the complexes form, the immune system identifies "foreign body" and activates to deal with the attacker. The Byproducts of the immune system reaction (histamines or other) are what cause the itching and discomfort. "Immunity" to poison ivy can vary- you can have no reaction for many years and then react and visa versa.

Urushiol is a sticky, clear oil containing catechols and other phenolic resins that act as a powerful hapten (a substance that does not stimulate antibody formation but reacts selectively in vitro with an antibody). Urushiol resin remains stable, even in dead or dried plants, and therefore is equally hazardous in the winter as in the summer. The resin can be carried by smoke if the plant is burned and infect the lungs. Ingesting any part of the plant can cause a reaction in the oral cavity and gastrointestinal tract. Urushiol even stays stable in the necrotic blister and continues to irritate the skin and can initiate new lesions.

PROGRAMMING

Bring Learning to Life: Service-Learning Resources

Across America, service-learning is helping students perform better in school while improving their communities. To help you spread the word about the benefits of service-learning, Learn and Serve America has created a new set of free tools through their Bring Learning to Life program. Resources include videos,

PSAs, brochures, guides, posters, displays and tip sheets. Built on research and testimonials, these tools will help parents, teachers, students and administrators make the case for service-learning.

http://www.servicelearning.org/lsa/bring_learning/index.php

(Office of Faith Based and Community Initiatives)

SECTION OFFICE INFO

The Section Office will be closed June 20th through June 28th for vacation. Email will be checked sporadically.

If you require immediate assistance, please contact Kim Johnson, President at 574-536-7161 or johnsonk@untiedwayec.org

For Standards questions, please contact Elizabeth Snell, Standards Chair, at acainstandards@gmail.com or ejsnell@hotmail.com or 570-972-4008



We're on the Web!

www.acaindiana.org

FROM THE SECTION OFFICE

NEED CRAFT SUPPLIES AND LOCATED NEAR HAMMOND?

The "ReUz Room" is located at the Environmental Education Center in Hammond, IN. We have various materials available to nonprofit organizations that are free to take for arts and crafts activities. We are totally dependent on donations for our supply of materials, so what we have available on any given day is highly variable. We tend to almost always have quantities of pine cones, oatmeal containers, plastic containers, packing peanuts, shoe boxes, glass jars, egg cartons, and gallon milk jugs. Other items such as material, yarn, wrapping paper, and seashells are much more variable depending on what has been dropped off recently.

Also, **it's important to call before visiting**, to make sure that we are not closed for lunch at the time you are coming. The phone number for the ReUz room and the Ed, Center is 219-853-2420.

If you would like to make a donation of materials, we can always use old cd's, yarn, beads, film canisters, and small baby food jars.

Jennifer J. Lute, Environmental Education Center
2405 Calumet Ave, Hammond, IN 4632 jlute@lcswmd.com
** IF you are not near Hammond, check with your local Solid Waste District- many of them have their own Re-Use room with supplies!

(Indiana University Executive Development Program participant)

NEWS YOU CAN USE

As camp professionals, you know that parents often choose not to share details about their children, sometimes omitting critical information that would allow you to better serve their child.

In this video, Ready for Camp: Sharing Personal Information About Your Child With Camp Professionals , Bob Ditter speaks directly to parents about the importance of honest communication with camps.

He covers:

- Strengthening the partnership between parents and camp professionals
- Taking steps to make the adjustment to camp as smooth and

successful as possible

- Campers on medication at camp, and why it's important to share medication information
 - Children with ADHD at camp
 - Working with your physician and camp for the best outcome
- Please share this video <http://www.campparents.org/bob-ditter-video.php> with all your camp parents in your precamp communication and post as a link on your own Web site.

The free and unlimited access to this very helpful and informative video is another partnering-with-parents service to the camp community from Bob Ditter, Healthy Learning, and the American Camp Association.