

ONE PRE-CAMP

Session Teaser Video

Videos can be used to:

- Hype up what's going to happen at camp
- During the five minute window before morning sessions start OR
- During the breaks between activity rotations

TWO

WELCOME

Setting the Tone

Set the 'tone' of the camp by:

- Having themed days (Silly Sock Theme)
- Play Music
 - Create a 'camp playlist' of pre-selected songs
 - Share computer sound - it's typically louder on their end than yours
- Saying Hi
 - Recognize each participant as they come in
 - Remind them to rename themselves
 - Extremely important for 'Producer' and makes their job easier
 - Comment on their background, outfit for theme, etc.

THREE CHAT

Engaging through Chat

****Make sure chat is enabled in Zoom Account settings****

Importance of using chat:

- Counselors help the Camp Director
 - To welcome campers at the start of the session
 - Recognize campers the Camp Director may have missed
 - Acknowledge non-video participants
- Allows additional conversation and questions
- Can engage with activity without interrupting the flow
 - During dance parties, Zoo visits, magic shows, etc.

FOUR

NON-VIDEO PARTICIPANTS

How to Engage

There are many reasons why they may not have their camera on.
Acknowledge and celebrate that they've still showed up!

Technical Reasons:

- Poor Wi-Fi
- Old technology
- Camera isn't working
- Producer can work with camper individually to identify the issue and help resolve

Non-technical Reasons:

- Not ready or comfortable being on camera
- Stepped away for a moment
- Moving from one location to another
- With medical staff (we ask them to turn camera off during this time)

* Say hi directly to them and encourage them to join when they can! Campers like hearing their names and might turn on their camera if you continue to engage them. *

FIVE

MOVEMENT & MUSIC

Let's Get Up!

Use movement & music during breaks, to avoid awkward silences or just because

- Random dance parties!
 - Always have your camp playlist ready to go
- Camp Songs over Zoom
 - Embrace the Zoom Lag!
- Virtual Wheel of Song
 - Wheel of Names: www.wheelofnames.com
- Song Lyric Backgrounds
 - See point 11. Extras

SIX

MAIN ROOM BASIC

Virtual Camp is a Live Show

Think of Virtual Camp as a live show on TV with a live audience. There are two main roles:

- Camp Director = EMCEE
 - Assigned as Co-Host in Zoom
 - Main responsibility is ENGAGING
- Zoom Tech = Producer
 - Assigned as Host in Zoom
 - Main responsibility is ARRANGING
- Work together as a team
 - Learn each other's cues and recognize when adjustments must be made
- Agility & Flexibility to Improve

SEVEN BREAKOUT ROOMS

"It Just Feels Like Camp"

General Outline

- Three 40-minute rotations of typical camp activities with 5-minute transitions between each
 - Suggested by virtual classroom teachers for attention spans

Main Roles to create "It Just Feels Like Camp"

- Producer's Role
 - During the welcome:
 - Create breakout rooms by cabin groups
 - Name breakout rooms as activity rotation (cabin time, art, music, etc.)
 - Participants will see the name as they join the breakout room
 - Assign activity lead, counselors, and campers to breakout rooms
 - Set breakout room settings to 15 second count down
 - During activity rotation:
 - Download video to play during transition between rotations
 - Admit new participants from waiting room and send to breakout room if needed
 - Remain in main room, unless staff texts for assistance in a breakout room
 - Broadcast messages: 15, 10 and 5 minute warnings
 - During break between rotations:
 - Screen share and play video
 - Rename breakout rooms as next activity rotation
 - Move activity lead to the next room (don't move campers or counselors)

SEVEN BREAKOUT ROOMS

"It Just Feels Like Camp"

- EMCEE's Role
 - During the welcome
 - As discussed earlier, engage campers
 - Review schedule for the day
 - First activity each group will go to first and supplies they'll need
 - During activity rotation
 - Visit different breakout rooms
 - Can move between each room as needed without Zoom host
 - Ensure TWO adults are always in Main Room
 - During break between rotations
 - Welcome everyone back
 - Invite them to take a food, water or bathroom break
 - After video, inform where each group is going next and what supplies they'll need
- Cabin Time - it's a must
 - Twice a day
 - Evening session is not open to visitors
 - Small groups with cabin counselors allows for connection and communication between campers

EIGHT

ZOOM TRAINING

Communication is Key

Camp Staff

- New Staff
 - Must do's and don'ts of virtual camp
 - Review Zoom basics (how to rename, etc.)
- Returning Staff
 - Time to reconnect
 - Play new games
 - Zoom updates

Resources

- Google Drive
 - Camper attendance and feedback tracked by counselors
 - Reflection slides, backgrounds, videos, etc.
 - TIP: Organize each day with each cabin having their own tab
- Skribbl.io: www.skribbl.io
- Snap Camera: www.snapcamera.snap.com

Family Orientation

- Meet & Greet with camp families and staff
- Review Zoom basics
- What to expect during the week
- Who to reach out to if experiencing issues

NINE

UPDATE YOUR ZOOM

Always Changing

Recent Zoom Updates

- 'Raise Your Hand' brings participant video to the top of the first page
- Spotlight up to 9 participant videos
 - Non-video participants cannot be spotlighted
 - Pin vs Spotlight
 - Pin: only your view
 - Spotlight: everyone's view
- Follow Host View

TEN

CLOSING CAMP

- Reflection slides
 - During camp
- Google Forms for surveys
 - After camp

ELEVEN

EXTRAS

Canva Pro

Free for Non-Profits

<https://www.canva.com/canva-for-nonprofits/>