

# ACA Great Rivers Camping Conference

## Host Camp Site Application for 2011/2012

### **Host Site**

Each year the ACA Great Rivers Conference is held in the month of November. The conference is geared for camping professionals, both residential and day, from the Iowa, Nebraska, Kansas, and Western Missouri states.

Every two years the Great Rivers Conference moves to a different location. In November 2010, the Great Rivers Conference will be back at the Carol Joy Holling Camp for the second year, and then we are off to another site for 2011-2012. Hosting the ACA Great Rivers Conference is a lot of work, but also very rewarding. The host site has the opportunity to create revenue during a typically slow time of year and at the same time, showcase their facility and staff. Participant numbers vary, pending on the year and location. Typical range may fall between 50 and 80 professional staff participants. The conference begins on Tuesday and ends on Thursday morning with a preconference starting on Monday. The tentative dates for 2011 are November 7<sup>th</sup> – 10<sup>th</sup>. The ACA Great Rivers does sign a service agreement with the host camp and agrees on prices according to a variety of different services from meals and overnights. For additional information on what is involved with hosting the ACA Great Rivers Conference, please feel free to contact the host sites (Deke @ Camp Wesley Woods, IA; Cassandra @ Carol Joy Holling, NE).

### **Selection Process**

A task force will be put in place made of planning committee members, past chairs, and Board members. Selection will be based on factors including but not limited to: location, sleeping quarters, staff size, meeting space, travel access, facilities, ACA Accreditation and past involvement. If your camp is interested in hosting the ACA Great Rivers Conference for 2011 and 2012, please take time to address the following questions. You may respond with a simple email in attachment form or by mailing a packet to the Education Chair – Donald Enger. YMCA Camp Wapsie, 319-435-2577, [enger@crmetroymca.org](mailto:enger@crmetroymca.org)

### **Site Selection Time Line**

- |  |                        |
|--|------------------------|
| 1. Application to Camps in the Region                          | November 10, 2009      |
| 2. Discussion / Clarification with chair / previous host camps | Winter, 2010           |
| 3. Proposals Due   | May 2, 2010            |
| 4. Review of Proposals by Selection Committee                  | Summer 2009            |
| 5. Site Visit(s)   | September/October 2010 |
| 6. Site Selection by   | November 1, 2010       |

**Proposals are due by Friday, May 2, 2010**



Please include fee proposal, photos of facilities, and address points 1-28 on following page.

Some factors for consideration:

1. Camp name and contact person email and phone.
2. Address and geographic location (example: central Iowa).
3. Association name if applicable.
4. Copy of ACA Accreditation Certificate
5. Winter sleeping capacity. Number of beds with attached bathroom/with out.
6. Number of meeting rooms and description, including size and capacity. – Minimum of 4-breakout rooms capacity 10-40 and one great room with capacity of 100 with AV equipment if possible.
7. Year round foodservice? Dining facilities for 100 with audio equipment.
8. Room that can be assigned the Education Committee as an office.
9. Wi-Fi ability for use by participants, or accessible Internet ready computers.
10. Ideally exclusive use of the Camp during the ACA Great Rivers Conference.
11. Distance to closest major airport. Shuttle arrangement and cost per person.
12. Distance to closest major road/interstate system.
13. Drive time from Des Moines, IA and closest major city(approximate).
14. Distance to hotel/motels facilities.
15. Name of Professional Camp Staff assigned to be the liaison contact with ACA Great Rivers Education Chair & Registrar and is decision person.
16. Number of staff available to support conference.
17. Past camp involvement in ACA Great Rivers Conference.
18. Showcase facilities or program.
19. Fee for full conference including Meals (6); Snacks / Refreshments (3 per day total of 6); Lodging (Lower bunking preferred); Shower /Bathroom facilities and a list of extras outside of this fee.
20. Fee for participants requesting extra nights (lodging, 2 meals).
21. Fee for participants requesting linens.
22. Fee for participants at preconference – lodging Sunday and Monday; Sunday dinner, Monday meals, Tuesday breakfast. Ideally these participants will be able to remain at the same lodging for the ACA Great Rivers Conference.
23. Fee for hospitality baskets that are placed in each cabin.
24. Availability of a copy machine. Cost per copy to be paid by ACA Great Rivers.
25. Availability to accept cash (some fee payments, auction payments in cash).
26. Availability to process credit card (auction and fee payments). And the discount rate to be charged to ACA Great Rivers.
27. ACA Great Rivers pays for program supplies exclusively used (Notebooks, newsprint, etc) that the host site may be asked to purchase.
28. ACA Great Rivers – after consultation between the ACA Great Rivers Registrar and Site Liaison -- prefers to make lodging assignments.

Email to – [enger@crmetroymca.org](mailto:enger@crmetroymca.org) or mail to Donald Enger, YMCA Camp Wapsie, 2174 Wapsie Y Rd, Coggon, IA 52218