



2009

**ADMINISTRATIVE COORDINATOR MANUAL
NORTH/NORTHWEST TEXAS**

Provide Christ-Centered,
Quality Youth Work Camps
That Serve People In Need
And Promote Spiritual Growth
And Leadership Development In Youth



U.M. ARMY VISION

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization.
- We believe God changes lives through the U.M. ARMY experience.
- We believe in increasing the number of lives touched in a planned and responsible way.
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization.
- We believe camp operation can be accomplished with hard work, compassion and honesty.
- We believe in developing well-trained camp leadership.
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity.

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ADMINISTRATIVE COORDINATOR MANUAL

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ROLE AS ADMINISTRATIVE COORDINATOR

As Administrative Coordinator, you are a vital link between the workers and base camp, as well as between your camp and the U.M. ARMY office. You are the right-hand person to the Camp Director, and will record the statistics of the camp. The work you do will be invaluable for the participants and for the organization.

Your participation in all aspects of the work camp is required, and is an important role model and support for the youth, as well as for the camp leaders. Your help will be needed to maintain order in the camp at all times. If you have some spare time, offer to help some of the other camp leadership and if you need help - ask for it. Work with the Director to come up with a time during the week when you can go out and see some sites.

As soon as you are assigned the leadership position of Administrative Coordinator by your Camp Director you will want to meet with him/her as soon as possible, earlier is better. Much of what the Camp Director does takes place during the three months before camp begins. You may be asked to help during that time. It is important that you have communication with the Camp Director regarding the division of the administrative tasks. In some cases, the Camp Director may do the initial work before handing it off to you. Constant communication is the key to a stress-free, fulfilling U.M. ARMY experience.

The Director will be given a disk that includes all the forms that will be used at your camp. Included is a Microsoft Excel workbook that you will use to input all the information about participants, work sites, donations, budget, etc. This worksheet is the most critical piece of information for the U.M. ARMY office. You and the Director will discuss who will set up the worksheet before you arrive at camp. Often the Director will input the original information and turn it over to you when you arrive on Sunday afternoon.

Before Camp

1. A number of duties may be required of you prior to the actual camp week. These may include any of the following. Coordinate with the Camp Director to see which specific activities you should perform.
 - o Validate registration forms for all camp participants and check for completeness.
 - o Type master list by color group and team using the spread sheet provided on the Director's disk.
 - o Prepare participant name badges.
 - o Put together a base camp first aid kit and take to camp.
 - o Make a box for prayer requests during the week. (Note: Check to see if the Program Team or Safety is providing the prayer box).
 - o COMMUNICATE WITH THE CAMP DIRECTOR!!!!

Camp Set Up (Sunday Afternoon)

2. Check with the Camp Director to see if you should arrive early on Sunday afternoon to help with set-up. You will want to be prepared before the first campers arrive. Set up activities include:
 - o Make maps of sleeping room furniture placement or take pictures- keep for Saturday clean up activities. Everything must be returned to its original position, and when possible, better than we found it.
 - o Post signs for sleeping rooms, schedule, restrooms, etc. *Be sure there are signs in every area that will be used and have easy visibility for all participants.*
 - o Set up table for sign-in. Check with each Participating Church Designated Adult as they arrive for last minute cancellations and substitutions. Accept no one in camp who does not have a completed registration form and full fees. They must have been pre-approved by the Camp Director to participate in camp and the U.M. ARMY office must be aware that they are participating. There are NO exceptions.
 - o Hand out T-shirts to arriving participants and check off on list. *Note: Check with the Camp Director to see if you or the program team will handle this duty.*
 - o Call the U.M. ARMY office on Monday morning to report your total Participants and contact phone number for the camp.

Camp Week Duties (Monday through Saturday)

3. Administrative Duties. Perform administrative duties at camp, keeping office organized and functioning properly:
 - o Answering phone to coordinate requests to appropriate people.
 - o Inform camp staff of happenings during the day while they were out.
 - o Supervise phone use so participants do not abuse it. Participant use of phone for long distance is limited to collect or credit card.
 - o Check prayer box daily and make sure that it is shared with base camp staff.
 - o Be positive and enthusiastic. You will often be the first U.M. ARMY person someone comes in contact with.
 - o Maintain file of medical releases and base camp first aid kit. Be prepared to screen first aid cases during the week. Keep prescription drugs for youth participants.
 - o Type up a camp roster for participants and make copies for everyone at camp (will be distributed during Sunday's final worship service).
 - o Check handbooks in and out. "Building and Repairs Handbooks" will be available only from the Administrative Coordinator and are to be checked back in so that next camp can use them.
4. Church Facility Management. Oversee the church facility:
 - o Keep an alternate set of host church keys (obtain from the Camp Director) as backup.
 - o Help Camp Director supervise clean up on Saturday.

5. Written Communications. Manage written communications
- o Provide client appreciation note cards to the Site Coordinator for work teams. These are given to clients after work is completed at the site (have everyone on the team sign the note).
 - o Send letters to clients we were not able to help (see forms – client non-completion letter).
 - o Write thank you notes to donors, school for showers, etc.
 - o Help Camp Director copy and distribute the camp evaluation, mid week evaluation forms and adult future leadership forms on Saturday.

6. Record Keeping.

Keep records for U.M. ARMY office. *This is one of your most important duties.*

These records are imperative from a legal standpoint. Forms and examples of all these are in the Forms booklet and Director's Workbook and CD. The Director's Workbook (in Microsoft Excel) should be loaded on the computer that will be used by you at camp.

- o List camp participants, showing color group and work team in which they were included as well as their home church.
- o List clients, addresses, phone, work done, by whom.
- o List donations, donor and address, type (money or in-kind), dollar amount or value and purpose for which donation was given.
- o Turn in injury report forms for every incident during the week.
- o List finances: Checks (if used) - receipt, amount, number, purpose; cash spent - receipt, amount, purpose and spender. Credit card (if used) - receipt, amount, purpose. *Petty cash and miscellaneous are not valid categories.*

7. Banking. Be the camp "banker":

- o Issue checks and keep track of who uses them for what purpose.
- o Require receipts and attach them to the check stub (or credit card receipt) with check number and purpose spent for and turn in to U.M. ARMY office at the end of the week. This information enables U.M. ARMY to have an audit and apply for grants. Only the Camp Director or an officer of the Board of Directors member may sign checks.
- o Issue petty cash when necessary. Spender must fill out payment form and attach to receipt and give change back to you when finished.

KEEPING TRACK OF FINANCES

At least one person at your camp will be on the bank signature card and able to sign checks at your camp. It will be the Director and/or a U.M. ARMY board member. Your camp may be issued a credit card instead or a debit card. Check with the Camp Director for specifics.

If your camp is paying for expenses with checks, you will be given approximately 25 checks. Record check information on stubs and attach the receipt. Make sure it is clear what the check was for (program, materials, food, office, etc.) and who it was written to and the amount. Should you run out of checks and continue to receive bills, send the bills to the U.M. ARMY chapter office for payment. (Please make sure that that chapter office manager's name appears on any account opened up or sent to the office.)

When you write a check:

- Note in the memo section of the check what amount gets charged to what budget category (program, food, tools, etc.). List on the stub also by category
- Fill out a check register by individual check
- Fill out the check stub and staple the receipt to it

Any checks left over at the end of camp should be mailed to the U.M. ARMY chapter office responsible for this camp so that the checks can be accounted for. Please put these in the mail on Saturday as you are leaving camp.

Anything U.M. ARMY pays for must be accompanied by a receipt. This is the only way to complete an audit every year and be eligible for funding without which U.M. ARMY cannot continue to exist!

U.M. ARMY will reimburse gas receipts only for the Camp Director, Color Group Leaders, and area Coordinators for travel during camp. Fuel expense is reimbursed only for actual gasoline receipts. It is the responsibility of the participating churches to cover travel costs for Work Team Adults.

You will need petty cash and the total amount should not exceed \$200. You may have extenuating circumstances, i.e., you can only do cash business with the grocery store. An exception can be made in those cases. If you should have any petty cash left over at the end of camp. Please write a personal check for the amount to U.M. ARMY. **Do not mail cash.**

Petty cash is a problem to keep track of, so use as little as possible. What you do use, keep detailed accounts of with receipts. Turn in a report of its use at the end of camp. Petty Cash is not an expense category. Everything spent out of Petty Cash needs to be categorized.

When you pay a receipt from petty cash:

- Fill out a receipt for the expense
- Staple the receipt to the statement
- Log the amount in the petty cash log (similar to the check register)
- Keep a total of petty cash expenditures in the petty cash log

At the end of camp, fill out the U.M. ARMY expense form (on the Director's CD). This should reconcile checks, petty cash and debit/credit cards used for expenditures at camp.

Put all payment statements with attached receipts and check copies in an envelope with the Expense Form and mail to the U.M. ARMY chapter office responsible for this camp.

Thank you for your cooperation. As you can imagine, figuring out what happened financially at each camp is often quite a puzzle, and your help makes all the difference!

SETTING UP ACCOUNTS

1. All accounts should be set up with the U.M. ARMY office contact information with the Executive Director as the Contact Person.
2. Ask for a discount. We are a 501 (c) (3) non-profit corporation. Paperwork can be provided to the vendor to support this.
3. **DO NOT** set up an account in your own name! If you feel that this is your only option... please call the office first.

Account Contact Information:

U.M. ARMY-Texas Conference
Attn: David Sabom
P. O. Box 590103
Houston, TX 77259-0103

U.M. ARMY- SWTX Conf
Attn: Jenny Monahan
P.O. Box 2556
Wimberley, TX 78676

U.M. ARMY - Northeast
Attn: Lorraine Macpherson
6 Baldwin Road
Westford, MA 01886

REIMBURSEABLE EXPENSES

U.M. ARMY does not reimburse Work Team Adults for fuel at camp. If an adult needs financial help in this area, talk to the adult church representative for that person about help from the home church.

U.M. ARMY desires that camp fees be used for the benefit of the mission of the camp. It would be impossible to develop a complete list of what is and what is not acceptable to be paid out of camp funds but the following should give you an idea of acceptable reimbursements - if you have a question, call the Executive Director for your U.M. ARMY chapter or your national board chapter liaison.

Yes

Telephone installation for camp office
Long distance calls for the camp
Camp First Aid kit
Camp office supplies
Food shared by all participants
Program materials and activities
Dumpster, ice and land fill fees
Host church reimbursement (damage, etc.)
Travel & film expense for pre-site visit
Travel at camp for CGL (or other base camp staff who travel a lot of miles at camp)

No

Personal long distance calls
Medicine, doctor's visit, etc.
Replacement or repair of tools
Travel between home and camp
Meals at restaurants
Gifts for camp participants
Rental vehicles not provided by UMA

IN-KIND DONATIONS

Donations of varying kinds are often received both before and during camp. As an example, the hosting church will often supply an evening meal. This would constitute a donation in-kind and should be tracked. In the forms packet on the Camp Director CD, you will find a form that should be filled out to track donations. Please track ALL donations from cookies to lumber.

Everything will be assigned a value when we receive your final report. We don't ask that you decide the value of each item, only that you list everything that you are aware of, for instance, 12 plates of cookies, 4 dinners for 100 people, 20 pieces of sheetrock, etc. The information you supply on the Donation Report is used to apply for grants as well as track which vendors are offering us discounts.

When we apply for grants, one of the items they ask for is how much (dollar value) in donations we have received in the past years. This goes beyond actual cash donations. Every item we receive has a cash value assigned to it and this in turn is included in the amount we report. It is very important that we have accurate accounting of these items so that we can qualify for grants.

By knowing which vendors are offering us discounts we can be better stewards of our money by making sure that all camps know which vendors they can go to for materials and services to make our budget dollars stretch.

If you have any questions when you are filling out this report, please do not hesitate to call the U.M. ARMY chapter or national office. We will be happy to assist you in any way we can.

TOP ADMINISTRATIVE CONCERNS

(Disregard references to checks if using credit cards)

1. Make sure that the payee, date and amount of the check are written clearly on the stub that you retain and the receipt is stapled to it.
2. Use the Check Register and return it with your camp report.
3. Return "void" checks... do not throw them away. Write "void" across them and return them with the rest of the check stubs.
4. Return any extra checks. Do not void them.
5. Double check to make sure that the amount of the check equals what is owed. Do this BEFORE reimbursing someone. (Receipts=Check)
6. If there is not a receipt for a check (should not happen) then write an explanation and attach it to the stub. If you are paying the DJ, for example, and they do not offer a receipt, either write one out yourself and have them sign it or get one of their cards and write it on the back. There should not be any checks without some sort of receipt attached to it.
7. Petty cash limit is \$200. Make sure that all petty cash is accounted for by either a receipt or a check for the remaining balance. Clip all petty cash receipts and check together when you turn it in.
8. Pay attention to items that are NOT reimbursable. Read all receipts carefully. If you are not sure if something is reimbursable, call the U.M. ARMY office.
9. Set up all accounts that U.M. ARMY is responsible for under the U.M. ARMY name (See SETTING UP ACCOUNTS).
10. The Statistical Report is very important. Please make sure that it is filled out completely and accurately.
11. Any cash collected at camps is NOT to be used as Petty Cash.
12. Use the Tax Exempt certificate! Make copies and give them to anyone making purchases for camp. We are paying significant sums in unnecessary sales tax each year... it all adds up. Note: in some states (such as Connecticut or Massachusetts) the state may require evidence of tax exemption on state forms and may not accept the Federal form or may require the state form in addition. Check with the Executive Director for the U.M. ARMY chapter office to confirm whether or not additional forms are required. Texas does not require a special state form.
13. If there will be any unpaid bills sent to the U.M. ARMY office, please send a list of expected bills to the office with your camp report.
14. Make sure that the camp roster only includes those participants who were actually present in your camp and it includes the church name for each participant.

OFFICE SUPPLIES

Director should coordinate with the Administrative Coordinator to prepare an office supplies kit that includes the following items:

- Computer with CD R/W drive
- Blank CDs and labels
- Baggies and petty cash slips
- Stapler and staples
- Bulletin board
- 3-Hole punch
- Message board
- Paper for messages
- Masking tape, scotch tape
- Tacks or Push Pins
- Pencils and sharpener
- Pens & markers
- Envelopes
- Printer for computer and ink cartridges
- String, rope and/or twine
- Paper, including construction paper
- Envelopes
- Stamps
- Clip boards
- Paper clips
- Copy machine paper
- File folders
- Scissors
- Ruler
- Putty or ticky-tack (for hanging items on walls)

SUNDAY NIGHT ORIENTATION

On Sunday evening each Coordinator is asked to speak to the Participants, usually by Color Group for a few minutes about their role and responsibilities during the week. You may speak to the groups on your own, or you may meet as a team with the Director. Discuss this with the Director before you arrive at camp so that you will be prepared.

Some of the things you will need to discuss in your orientation time are:

1. Procedure for donations.
 - All donations should be reported to you
 - Donation information should include: from who; what was donated; value of donation (if known)
 - Ask participants to notify you of any contributions made during camp. These could include meal donations, a donation-in-kind from a lumber store or grocery store. You will need to add these to your list of donations and respond with appropriate thank you notes to contributors.
2. Procedures for purchases and **importance** of receipts.
3. Emergency procedures and medical forms.
 - Always call 911 **first** if it is an emergency situation
 - Call base camp immediately after the 911 call is placed
 - Don't talk to any media/press; direct them to the Camp Director **only**
 - The entire team must go to the hospital together, unless the Color Group Leader or another Leader is onsite to bring everyone else back to base camp
 - Always have a designated driver in case the Work Team Adult is injured, usually the next most experienced, licensed driver on the work team
4. Daily note board – everyone should check each afternoon
5. Personal use of camp telephone – always ask before using the base camp phone. Remind them that for long distance calls, participants must use personal credit/phone card or collect only!
7. Ask participants to verify their information on the participant roster.
8. Explain camp prayer box.
9. Explain the procedure for reporting injuries, including how to complete. Remind participants that all injury forms need to be turned into you.

10. Find out if there are medical professionals in camp.
11. Distribute Building and Repair handbooks to Work Team Adults and Color Group Leaders if not already done. Remind participants that books need to be returned at the end of the work day on Friday.
12. Explain how to use the client thank you notes.
13. Explain how to use the client night invitations and when to pass them out to clients. Usually this is done at the completion of a site, unless they are working on that site the day of client night. The Site Coordinator may attach one to every site sheet or include in the site folder. Entire group should sign and give to client as the group leaves for the last time.
14. Ensure that everyone knows where the showers are and where the hospital is. If maps have not already been provided, distribute these during the orientation session.

Note: The Camp Director can share this time with the Administrative Coordinator to discuss camp rules, guidelines, etc. or the Director can opt to cover this information to the entire camp at another time.

CAMP EXPENSE SUMMATION INSTRUCTIONS

Please use the form contained in the Director's Workbook (Microsoft Excel) which will do all your summaries and totals.

A CAMP EXPENSE report will need to be completed for each expense area at camp. (See Check Procedures)

At the first of the week, make a sheet for each expense area of camp. You can find these listed on the CHECK REGISTER BY INDIVIDUAL CHECK form. As you fill out a check register, fill in the blanks on this report also. This will prevent you from having to reconcile in the rush at the end of the week.

Total each sheet at the bottom and attach the check register. These need to reconcile with the checks written and petty cash expenses.

Forms

ALL OF THE FORMS WILL BE PROVIDED TO YOU IN AN ELECTRONIC FORMS CD. THIS SECTION WILL BE GIVEN TO YOU AS WELL AS A COPY OF THE DIRECTOR'S MICROSOFT EXCEL WORKBOOK, WHICH HAS MOST OF THE FORMS AND AUTOMATES MANY OF THE REPORTS.

- Payment Statement Form
- Registration Form
- Future Leadership Adult Evaluation Form
- Mid Week Evaluation Form
- Participating Church Roster Form
- Camp Expense Register Form
- Accident Incident Report Form
- Budget Expense Worksheet Form
- Emergency Procedures Form
- Donations Form

