

## Monkey Business Camp Work Exchange Program Interest Letter

Thank you for your interest in our work exchange program. We have found the work exchange program to be extremely helpful to Monkey Business Camp. We get help with laundering of tarps and smocks, washing of tarps, cleaning of bins, to name a few of the items. Parents get camp for their children in exchange for the work. This program is open to parents with campers as well as CITs (Counselors in Training).

Parents have done full work exchange trades, as well as half time work exchange trades. What works best is when parents commit to at least one month of camp in a row, and are consistent in doing the work.

Please find information below regarding available jobs and the expectations regarding hours, etc. For people signing up for less than the month, post summer camp laundry, including hand washables, and tarp washing, is available for about 22 hours of trade. You can also look in the “extras” section below to see other possible trades.

Let us know if you are able and interested in participating by sending us an e-mail to [office@monkeybusinesscamp.com](mailto:office@monkeybusinesscamp.com) or post mail to: Monkey Business Camp, 2880A Sacramento Street, Berkeley, CA 94702. Let us know which jobs you will be able to do, using the list below. We also need to know what weeks of camp you would want to register, so please fill out a basic snail mail registration form for your child’s site and send that with your interest e-mail/post mail or use the sentence below to enter in the basic details.

The office staff will be in touch with you regarding your interest. If there is a green light from both sides, there is a contract to be signed.

To make things easier this year, we have created a google calendar, where jobs will be posted with details regarding hours and delivery/pick-up location, and you or the office will sign up for the jobs, so you can refer to it at your convenience. We also have created a timesheet, which gets submitted at the end of each month, so that you can easily track completed hours for yourself and the office.

### Hours Required for Work Exchange:

- 1 child/basic day (8:30-3:30 camper, 8:30-3:45 CIT): 13 hrs/week
- 1 child/full day (8-6p.m.): 16 hrs/week
- 2 children basic day: 16 hrs/week
- 2 children/full day: 20 hrs/week
- 1 CIT/basic day: 10 hrs/week
- 1 CIT/full day: 11 hrs/week

I would like to do a work trade for \_\_\_\_\_ hours for these dates of camp: \_\_\_\_\_ at this site: \_\_\_\_\_.

I am interested in the following work exchange jobs (please check boxes on next pages).

Please write any notes regarding which you might prefer in case we cannot give you all tasks.

### During School Year:

- Marketing or Flyering to Help Promote Our Camps- for someone who has great people skills
- Wash any laundry during school year—pick up and deliver back at our office. This is usually monthly, or we would contact you to schedule when we have at office.
- Food shopping and other shopping for school break camps
- Help prep our bins for school break camps with MBC staff. About 4-8 hours.

### Pre-Summer Camp Prep (starts mid-May and runs into mid-June):

- Help prep our bins for summer with MBC staff. About 4-8 hours.

- Occasional shopping for items needed for camp or to pick-up ordered snack items
- Re-tape hula hoops
- Various around office
- Copy Journal Pages-takes at least 8 hours

### Summer Work Exchange Jobs:

#### Daily-some occasional:

#### Monday:

- Deliver clean, folded laundry, e.g. spreads, tie dye rags, smocks to the shed in the morning at drop-off. Put away in bins for the staff.
- Deliver clean, folded tarps to the shed in morning at drop-off. Put away in bins for the staff.
- Sell Monkey Business t shirts at whichever site is doing tie dye, sell sweatshirts too (3:00-4:00). Arrive at 3:00 to get set-up.

#### Tuesday:

- Sell Monkey Business t shirts at whichever site is doing tie dye, sell sweatshirts too (8:15-9:45).
- Shop at Derby Street Farmer's Market for melons from Full Belly Farm-starts mid July until end of August. Anytime 2-7p.m. Deliver to the office when finished.

#### Thursday:

- Deliver treats to staff-we give you a budget to purchase treats at Cheeseboard, you cut up into slices, deliver with napkins, etc., then wash up anything at the end of the day. We can give you cutting board, knife, serving plate and napkins 1.25 hour/week
- Shop for popsicles and deliver to Lake Anza grassy field (possibly also on Friday during Drama session). Check in with office the day before (phone or e-mail) regarding number of campers and staff. Use the Monkey Business Camp Safeway card code (510-540-6025) to get discounts. Submit reimbursement form for expense. This should take .75-1 hour.

#### Friday

- Pick up tarps from storage shed, wash both sides: scrub with scrubbie sponge and jet rinse with a hose, hang or spread on lawn to dry, return to storage shed by Monday morning promptly. Must dry well!!!! This job needs to be started in the morning, so gives enough time, as summer can be foggy. For 2 tarps, hours are 1.50 [half hour per tarp, with 15 minute set-up/clean-up and 15 minute pick-up and delivery time]. For each additional tarp you wash, add .50 hours)
- Pick up dirty laundry from storage shed: 1) wash, dry (make sure DRY!!), and fold spreads once per week over weekend and put away in the bins in storage shed Monday morning promptly; 2) wash, dry (make sure DRY!!), and fold smocks from each site monthly and put away in the crates in storage shed Monday morning promptly (the different group crates need to be kept separately, as they are of differing sizes).

*Note: laundry is worth 1 hour per load, since only part of it is active work. You may go to a laundromat to wash multiple loads at your own expense, and still enter 1 hour per load. For pick-up or delivery, add between .25 hours and .50 hours, depending on how long it takes.*

*Post 2011 Notes: We need to do a training to show parents on laundry duty how to find dirty laundry in shed, where to put it when clean. Training-needs to be on site, once items are there, so gives visual understanding to everyone involved. W/e parents need to be in charge of replacing into the bins once delivered.*

## Sunday

- Pick up Storage Clean Bin and other activity bins at office after 11:00a.m. on Sunday. Clean storage shed and deliver items to shed (it will take 2-3 hours)-this takes place in Tilden Park, near the MBC sites.
- Shop for snack items (office will e mail shopping list Thursday afternoon - you need to write back to confirm) at Berkeley Bowl/Monterey Market/Trader Joe's by Sunday 6 p.m. and deliver to the office. You will shop for weekly snacks like crackers, banana, melon, oranges, apples, mini carrots, and possible other activity supplies as needed. Label melons and bananas with color coded tape (we will provide) and place other produce in labeled areas of fridge. We estimate it will take 1-1.5 hours to shop and put away the groceries.

## Extras:

- Marketing or Flyering to help promote our camps!---might need more of this during summer
- Friendship string or other prep items-pick-up at office and return to office (occasionally, we can send to site for pick-up and you can deliver to the site). For friendship string-transferring it onto bobbins-you get half of the hours it actually takes, as for this job, we are asking for people to sign up for it who can do it while at a meeting, watching a child's sporting event, or T.V., as opposed to other jobs.
- Deliver last minute items to camp from office (as needed, not regular)
- Deliver supplies to camp (Activity Perishables, e.g. Little Farm Celery & Lettuce, Cream for Cooking)-you will be e-mailed a list Thursday prior to camp start. Shopping may be involved. Submit reimbursement form for expense.
- Possibly might happen for Summer 2012, has not happened yet. Pick up compost (green waste from lunches) and paper recycling bins from site(s) each afternoon; deliver clean bins to site(s) each morning
- Extra Laundry: Tie Dye Rags and Ice Cream Making Pillowcases. Time: depending on when project scheduled, pick up at end of the day, launder, dry, fold ASAP, then deliver to the office (within 3 days). [label "CLEAN TIE DYE RAGS; CLEAN PILLOWCASES"]
- Glove washing: on tie dye days. Time: depending on when project scheduled, pick up at end of the day, wash, dry, match into pairs, then deliver to the office (within 3 days). [label "CLEAN"]
- Extra Laundry: Cooking Camp has more laundry, due to tablecloths used. Pick up Friday afternoon from the storage shed, launder, dry (make sure DRY!!), fold and deliver back to the office within a week.
- Come teach a skill if you have one and have some experience! Could be a playshop you offer, usually kids take turns in groups of 6-10. Art, Naturalist, Science. Or play some music for campers during group time or lunch (background or interactive). Write some info here:  

---

---

---

## Post Summer Camp:

- Work alongside a MBC staff person to clean out bins from summer and prep for Winter Camp-6-8 hours, usually split up between 2 weekend days. Same person could also clean up Girls on the Go items, once trained, on their own, for about 4 hours.
- Launder parachutes, tent, sports and first aid bags, ropes, picnic spreads (with waterproof backing) and fragile costumes in front load washing machines-gentle cycle. Hang dry
- Launder any lost and found laundry one month after camp

- Wash manipulatives-legos, zoobs, etc. -in home dishwasher-to sanitize/clean
- Wash out all of our crates, bins and lids-hosing down and air drying-usually at least 2 trips
- Launder spreads, smocks, rags. Laundry is worth 1 hour per load since not active work.
- Wash tarps. See details above under Friday's listing.
- Clean out and restock journal bins, as well as any marker and pencil containers from GOTG, morning drawing, swim day, or p.m. activity bins.
- Clean tie dye gloves: wash, dry, match into pairs
- Clean mats—ones used for acrobatics (puzzle type ones), step stool
- Clean sand toys and sand toy bag
- Clean sports equipment (scrubbie sponges, hose down)
- Lunastix: Wipe down with soft scrubbie sponge, match up into middle sticks and pairs of side sticks and pull any extras.
- Deliver batteries to recycle center---this might not need to happen every year.

## **Other Details:**

### **1) Shopping Reimbursement:**

If you shop for perishables, popsicles or snack, we prefer that you pay up front and submit (either manually or scanned to our e-mail address) a reimbursement form, with all receipts, at the end of your time period. You can also submit weekly, if that works better on your budget. If you are unable to do this, please let us know and we can see what we can work out.

### **2) Estimated Hours:**

If you perform a task that takes more hours than what is noted here or on the google calendar, please e-mail us the reason why and the extra amount of time you would like to put on your timesheet, so that we can review. Do not add the extra hours without permission from the office.

### **3) Work Exchange During School Year:**

We sometimes have tasks for school break camps, so after summer, if you are interested in helping out in exchange for winter, February or spring camps, contact the office after summer's end.

## **Other Info Once Signed Up for Program:**

### **1) Timesheets:**

Please track your hours on the provided timesheet and turn in at the end of each month, ask for extra tasks, & schedule needed work days.

The office will be in touch with you after you send us information about what dates you would like to sign up for, what site, if you would like full or half trade, and what jobs you can do.

### **2) Reviewing Task Information on Google Calendar:**

Tasks will be listed on google calendar (if you have not been sent an invitation to view the calendar, let us know) and/or e mailed. Please check the google calendar for tasks, and e mail us to sign up for them. You will not be reminded about your jobs, you will be responsible for knowing when/what you signed up for.

### **3) Details about a Job:**

We try our best to explain details, e.g. where to go to pick up spreads for laundry, etc., but at times, we forget to cover some aspect. Please contact us if you are confused. Also, afterwards, please do let us know if you have some constructive feedback, so that we can communicate better with a future person about details. Please ask the office regarding specifics, as on site staff does not always have the info about this aspect of the program. We also need you to be proactive and tell on site staff in the morning that you will

be picking up dirty tarps and/or laundry, so they are aware. You will be responsible for going to the storage area and finding the laundry/tarps/etc yourself, as staff are busy during pick-up time.

**4) If You Cannot Complete an Assigned Task:**

We take the commitment you made seriously, as the jobs are super important to the program running smoothly, so please only commit if you are sure you will be able. That said, we know occasionally, there are urgent situations that arise. If you cannot complete an assigned task, let us know as soon as possible so that we can arrange for someone else to take over. If nobody answers the office phone, please e mail as well.

Office Checklist: (for office use only)

- E-mail confirmation re: receipt of interest letter on \_\_\_\_\_ Initials \_\_\_\_\_
- E-mailed work exchange contract on \_\_\_\_\_ Initials \_\_\_\_\_