

Conference Center Planning Guide Contents

Page	Guide Descriptions
1.	Welcome To Camp Copneconic Letter
2.	We Aim To Please!
4.	Camp Facilities, Programs and Activities
6.	Business Practices
7.	Health & Safety Guidelines
8.	Pre-Camp Check List
9.	Conference Center Layout Form
10.	Bedroom Assignment Form
11.	Pre-Camp Materials Check List
12.	Local Restaurant, Entertainment, Church, and Miscellaneous Guide
14.	Map To Camp
15.	Map Of Camp

Welcome to Camp Copneconic!

Our aim is for you and your group to have the best time possible. This newly designed planning guide was created to help you plan and organize your weekend or extended group retreat, especially if it is your first experience. If you are an experienced group organizer, this may make some aspects of planning simpler.

The facilities at Camp Copneconic present a nice combination of rustic and modern accommodations. Camp Copneconic Conference Center is designed to help adult groups make their conferences, retreats and meetings a success. The Conference Center may provide small and large groups with a close and comfortable year-round retreating experience. Getting away from the usual meeting space and spending time in the midst of acres of fields, forest, and wetlands will help groups relax and create “new” ideas and attitudes.

Camp Copneconic is known as the camp with “awesome” food. Our menu features a variety of entrees that are served buffet style and are the envy of other camps. All meals are served in the Copneconic Lodge unless otherwise requested or noted.

While the group retreat, conference, seminar, workshop, meeting celebration is largely under the control of the group, the camp staff stands ready to assist you wherever possible. We search for staff all over the world that are friendly, trained professionals who love what they do. Your group will never forget them.

The following pages contain information for group leaders. You are encouraged to duplicate and distribute any forms found within. Enjoy looking over the planning guide and if we may be of further assistance, please do not hesitate to contact us. We look forward to enjoying your group’s presence at camp. Please take your time to look over the following information.

Sincerely,

John Carlson
Executive Director

We Aim To Please!

We aim to provide your group with facilities that are clean and comfortable. The following standards and guidelines have been established to ensure your safety and enjoyment. We ask that all group participants are made aware of these standards and guidelines.

Conference Center Information and Guidelines

The Conference Center is a modern facility designed for either day or overnight use. Two sizable meeting areas can be arranged in a variety of ways to help maximize the productivity of your group's retreat. The lounge area with fireplace can be used as either a meeting area or a place to relax when the work is done. The Conference Center has twenty dorm style bedrooms that sleep three to four per room, with a total sleeping capacity of eighty. Linens, pillows, and towels are provided for overnights guests. For the groups convenience the restrooms and showers are located inside the Conference Center. The Conference Center is also equipped with juice and coffee service. There is a small kitchenette with sinks, refrigerator, and a small microwave available for group use.

Food Service Information

Camp Copneconic is proud to state that our food service has an enviable reputation. Fresh, hot, and tasty, our food service gives new meaning to "Camp Food." We believe that high quality and nutritious food serves as a vital part of a group's success. Our menu features a variety of entrees that are served buffet style and are guaranteed to be of "great taste." Our Food Service Manager, Karen Gerrish, plans the menu for groups based on the gender, number attending, and the event. ***If there are any special dietary needs or food allergies you may contact Karen directly at 810-629-1206. Karen will also need your final count no later than two weeks before your camp dates.***

Party and celebration menus are available upon request. Camp Copneconic specializes in hosting elegant and fun events. Our staff can professionally organize family reunions, company parties and picnics or any other type of celebration.

Meal times are generally schedules at 8:00 am, 12 noon and 5:30 pm. Please schedule sufficient time in your agenda to ensure your group is on time for meals. This will guarantee high quality food service. Coffee and tea service are available at all times in Lake Copneconic Lodge. ***All meals are served in Copneconic Lodge unless prior arrangements are made.***

Equipment Information

For your group's convenience, Camp Copneconic can supply you with the following audio-visual equipment: Easels, Overhead Projector, Screen, Television, DVD and VHS Player. Please call camp to reserve this equipment or if there is something you need that you do not see listed, we may have it available for use.

Camp Facilities, Programs and Activities

One leader of the group should be appointed to be the liaison with the camp. Groups of junior and high school students are expected to maintain adequate group supervision at all times. A minimum ratio of one adult per ten students is required.

Please demonstrate consideration and respect for your in-camp and out-of-camp neighbors. Main Camp quiet time begins at 10 pm. If your group is up later, please refrain from boisterous activities and/or making loud noises.

Parking is allowed in designated areas only. Groups may park along the camp road near the Conference Center. Parking is prohibited directly in front of walkways, or where it prohibits emergency vehicles from passing through.

Damage from roughhousing, vandalism or misuse of equipment and/or facilities is your responsibility. Charges are twenty-five dollars per hour for standard labor plus cost of materials used. For equipment and facilities damaged beyond repair, actual replacement costs will be charged. This policy will help maintain the integrity and quality of our program equipment and facilities. Please report maintenance concerns to camp staff.

The **fireplace** in the Conference Center is for your use. Please do not leave fire unattended and extinguish before leaving the building or going to sleep. Firewood is provided upon request. Please do not bring any outside firewood onto camp. We are trying to help slow-down and stop the spread of the Emerald Ash Borer.

Camp recreation fields, dining hall and other common program areas are shared by all groups in camp, and cannot be reserved for exclusive use. When multiple groups are scheduled at Camp Copneconic, use of the areas will be scheduled prior to your arrival to camp. Please contact the camp if there are any areas you would like to be scheduled to use during your stay at Camp Copneconic.

Camp Copneconic is composed of over 700 acres of forest, fields, and wetlands. Everyone is welcome to hike the many camp trails. Quiet travel may enable you to see deer, raccoons, fox and endless other wildlife. **PLEASE DO NOT** attempt to approach or catch any animals or birds. Please do not pick, cut, or disfigure trees, flowers, weeds or other plant life, or collect rocks or fossil samples. All litter and trash should be brought back to the facilities and disposed of properly.

Smoking is not allowed on camp, except in private vehicles. At no time should anyone smoke inside any camp facilities.

The possession, use, sale or exchange of any illegal drugs and/or contraband is strictly prohibited. Anyone possessing these substances will be asked to leave camp immediately.

Use or possession of alcoholic beverages is prohibited, unless prior arrangements are made with the camp.

Firearms, fireworks, flammable liquids or power tools are not permitted on camp property.

In case of an **intruder at camp**, do not approach the person. Immediately notify a member of the camp staff from nearest phone. Give description, location, and direction they were heading, if possible.

All buildings are equipped with automatic fire alarm systems. These systems are not on a direct line to the fire department. In case of a fire, exit the facility by the way of the nearest door, notify a member of the camp staff, and gather all members of your group to a safe outside area. Take a headcount to make sure everyone is accounted for. The staff member will direct you to a safe place to wait until the situation is cleared up.

Business Practices

Camp Dates

With the demand for specific dates, it is our practice to try and retain your relative dates from the previous year. Sometimes, however, dates need to remain flexible due to holiday fluctuations, calendar changes or adjustments in camp accommodations. In this case, we will always attempt to find similar dates as the previous year.

Billing

A 20% non-refundable deposit is required when returning your signed and dated contract back to camp. The balance of camp fees is due before leaving camp or we may bill you with payment due with 30 days of your departure from Camp Copneconic.

Pricing

Our priority at Flint YMCA Camp Copneconic is to serve our mission. As a not-for-profit organization, our rates are established based on a balance between serving our mission and managing our financial responsibilities. In doing this, Camp Copneconic will continually improve the program and facilities. Our pricing practice is simple. We want to continue making the program affordable and charge a fee that keeps us on par with other camping programs as well as the cost of living increases.

Behavior

Our program is designed to function as a partnership between the group and camp staff. As adults, we all share in handling difficult behaviors. The camp staff will intervene in any minor situation that arises. The group is responsible for behavior situations that are deemed detrimental to the activities or the safety of the participants.

Health And Safety Guidelines

THE GROUP IS RESPONSIBLE FOR ALL ADMINISTRATION OF FIRST AID AND MEDICATION. EACH GROUP MUST BRING FIRST AID SUPPLIES.

- Many camp staff members are certified in CPR and Standard First Aid. They will assist in case of EMERGENCY.
- There are some first aid supplies in the top drawer in the kitchenette.

Emergency Information

Your group is responsible for all first aid and crisis management situations. In the event of an emergency or injury the following information will help assist you.

Fire, Police, Ambulance 911
Poison Control Center 800-764-7661

Directions for Emergency Workers

Located between Baldwin Road and Thompson Road on North Fenton Road. East side of Fenton Road just North of Tried Stone Evangelistic Temple.

Exact address is: **10407 North Fenton Road**
 Fenton, Michigan 48430

Directions To Nearby Medical Facilities

Genesys Regional Medical Center at Health Park Phone 810-606-5000

Follow the camp road to North Fenton Road turn right (north) onto Fenton Road. Turn right (east) at the first traffic light (Baldwin Road). Just before North Holly Road (the next traffic light) turn left onto Health Park Blvd. Signage leads you directly to the emergence services entrance.

Hurley Medical Center

Phone 810-257-9429

Follow the camp road to North Fenton Road turn right (north) onto Fenton Road. At the third traffic light (Hill Road) turn right. Merge onto I-475 north towards Flint. Exit off I-475 at Robert T. Longway Blvd. Turn left (second light – one way) onto Robert T. Longway Blvd. Robert T. Longway Blvd. will turn into 5th Avenue. Hurley is located off 5th Avenue.

Pre-Camp Check List

This page is to be used to help you plan an organized and well-run camp. We have created a checklist of what we have seen work for other groups. We feel it is very important to have everything on this list prepared before you arrive at camp. If at anytime you have questions about the planning process, please feel free to contact John Carlson 810-629-9622 or johncarlson@campcopneconic.org

- ❑ Before arrival to Camp Copneconic ensure that your dates are set, contract is signed and returned with deposit.
- ❑ Assign bedrooms for the participants using the Bedroom Assignment Form (Page 10) provided. (This form does not need to be turned into camp, it is for your own use.)
- ❑ Ensure that everyone in the group knows what the schedule is for the entire time the group is scheduled to be at Camp Copneconic.
- ❑ Two weeks before the group is scheduled to arrive at camp, call Karen Gerrish (810-629-1206) to give final count and food allergies or restrictions.
- ❑ If necessary, two weeks before the group is scheduled to arrive at camp: fax or call in any special set-up you will need for the Conference Center. You may fax it to John Carlson at 810-629-2128 or call him at 810-629-9622. The Conference Center layout is on page 9.
- ❑ Using the Pre-Camp Materials Check List provided on page 11 make sure you have all the necessary materials for your group.
- ❑ The day of check-in we ask that the group leader please check-in at the Welcome Center, all other members of your group may check-in with you at the Conference Center.
- ❑ Please unload your luggage at the Conference Center and park at the lot next to the Circle-C Ranch.
- ❑ On the last morning of your camp stay your group's host will give you evaluations that your camp host will collect at the end of the meal. These help us with improving the camp in the future.
- ❑ We will be asking for a final count on the last day of your stay at Camp Copneconic. Payment is expected at this time and booking for next year is handled at this time as well.

Bedroom Assignment Form

Total Beds 80

North Wing Rooms Bathrooms designed for boys	South Wing Rooms Bathrooms designed for girls
Room # 103 1. _____ 2. _____ 3. _____ 4. _____	Room # 104 5. _____ 6. _____ 7. _____ 8. _____
Room # 105 9. _____ 10. _____ 11. _____ 12. _____	Room # 106 13. _____ 14. _____ 15. _____ 16. _____
Room # 107 17. _____ 18. _____ 19. _____ 20. _____	Room # 108 21. _____ 22. _____ 23. _____ 24. _____
Room # 109 25. _____ 26. _____ 27. _____ 28. _____	Room # 110 29. _____ 30. _____ 31. _____ 32. _____
Room # 111 33. _____ 34. _____ 35. _____ 36. _____	Room # 112 37. _____ 38. _____ 39. _____ 40. _____
Room # 113 41. _____ 42. _____ 43. _____ 44. _____	Room # 114 45. _____ 46. _____ 47. _____ 48. _____
Room # 115 49. _____ 50. _____ 51. _____ 52. _____	Room # 116 53. _____ 54. _____ 55. _____ 56. _____
Room # 117 57. _____ 58. _____ 59. _____ 60. _____	Room # 118 61. _____ 62. _____ 63. _____ 64. _____
Room # 119 65. _____ 66. _____ 67. _____ 68. _____	Room # 120 69. _____ 70. _____ 71. _____ 72. _____
Room # 121 73. _____ 74. _____ 75. _____ 76. _____	Room # 122 77. _____ 78. _____ 79. _____ 80. _____

Local Restaurant, Entertainment, Church, and Miscellaneous Guide

If you don't see what you are looking for here there is a local phone directory in the kitchenette in the Conference Center to help you locate the establishment you seek.

Restaurants

Applebee's	18115 Silver Parkway, Fenton	810-714-9230
Applebee's	1400 East Hill Road, Grand Blanc	810-603-2750
Arby's	3253 Owen Road, Fenton	810-750-8004
Big Boy	11432 South Saginaw St, Grand Blanc	810-694-6617
Bob Evans	370 East Hill Road, Grand Blanc	810-606-8295
Buffalo Wild Wings	3190 Silver Lake Road, Fenton	810-629-0099
Burger King	19055 Silver Parkway, Fenton	810-750-2277
Historic Holly Hotel	110 Battle Alley, Holly	248-634-5208
Leroy's Gourmet Burgers	102 Silver Lake Road, Fenton	810-714-4488
Little Caesars	1437 North Leroy Street, Fenton	810-750-0551
Lucky's Steakhouse	17500 Silver Parkway, Fenton	810-750-1400
McDonald's	1314 North Leroy Street, Fenton	810-629-4876
Outback Steakhouse	4270 Miller Road, Flint	810-720-0979
Subway	1236 North Leroy Street, Fenton	810-629-2266

Entertainment

Bramblewood Golf Course	2154 Bramblewood Drive, Holly	248-634-3481
Fenton Farms Golf Club	12312 Torrey Road, Fenton	810-629-1212
Heather Highlands Golf Club	11450 E. Holly Rd, Holly	248-634-6800
Warwick Hills Golf Club	9057 Saginaw, Grand Blanc	810-694-4103
Fenton Cinema	291 North Alloy Drive, Fenton	810-629-8900

Church

Community Apostolic	408 5 th Street, Fenton	810-750-4365
First Baptist	860 North Leroy Street, Fenton	810-629-9427
Heritage Baptist	402 North East Street, Fenton	810-629-1644
St. John Catholic	600 North Adelaide Street, Fenton	810-629-2251
Tri-County Christian	13020 Holtforth Road, Fenton	810-714-1139
Christian Science	204 East Rockwell Street, Fenton	810-629-3211
Fenton Nazarene	11075 Runyan Lake Road, Fenton	810-750-6544
Epiphany Community	11062 Runyan Lake Road, Fenton	810-714-9214
St. Judes Episcopal	106 East Elizabeth Street, Fenton	810-629-5681
Fenton Free Methodist	800 North Road, Fenton	810-629-8531
Trinity Lutheran	806 Main Street, Fenton	810-629-7861

First Presbyterian	503 South Leroy Street, Fenton	810-629-7801
Seventh Day Adventist	408 5 th Street, Fenton	810-629-9493
Lake Fenton United Methodist	2581 North Long Lake Road, Fenton	810-629-5161

Miscellaneous

Farmer Jack	1390 North Leroy Street, Fenton	810-750-7479
Meijer	2474 West Hill Road, Flint	810-235-2700
Michael's	15110 Silver Parkway, Fenton	810-750-3486
Rite Aid	1001 North Leroy Street, Fenton	810-750-1923
VG's Food Center	18005 Silver Parkway, Fenton	810-629-2627
Wal-Mart	3700 Owen Road, Fenton	810-714-0004
Walgreen	3270 Silver Lake Road, Fenton	810-629-3022