

## Calendar of Events

- **Annual Member Meeting/  
Holiday Dinner Dec. 6th**  
Alfonso's, Somerville
  
- **Jay Frankel Jan. 9th**  
Registration form inside  
this issue
  
- **2007 Camp Fairs**  
1/13 Freehold  
1/14 Bridgewater  
1/20 Clark  
1/27 Totowa  
1/28 East Hanover  
Register at:  
[acanjsummercampfairs.org](http://acanjsummercampfairs.org)
  
- **ACA NJ Board Meetings**  
Nov. 15th and Jan. 17th
  
- **2007 Tri-State Camp  
Conference Wednesday,**  
March 28– Sat. 31st  
Atlantic City, NJ  
S.C.O.P.E. Dinner  
Thursday, March 29th
  
- **We're Live in Austin!**  
2007 ACA National  
Conference.  
February 13-16 Austin, TX  
"Widening the Circle"

## A Silver Celebration to Trump All Past Conferences

It's our 25<sup>th</sup> anniversary conference and your Tri-State Committees are hard at work to make **Tri-State 2007**, **scheduled to run from March 28-31**, the greatest Tri-State ever!

Moving to Atlantic City last year was a massive logistical undertaking, but with an army of skilled and dedicated volunteers we pulled it off with flying colors. Now we're determined to take Tri-State to the next level in attendee experience and educational programming.

With our growth and success, there is no such thing as "the way it used to be." It simply wouldn't make sense to follow that old maxim. So our Steering Committee is meeting the challenge head-on with several important goals: the food will be better, shuttles will replace jitneys in our heaviest-traveled locations, and a new "Social Chair" will make getting together after hours an easier endeavor.

Next, with the Sheraton already sold out, we have made arrangements with numerous other Atlantic City hotels, with our biggest blocks at Resorts and the Taj Mahal, both with shuttle service. If you haven't booked a hotel yet, just go to the always-improving website—[tristatecampconference.com](http://tristatecampconference.com)—and check out our professionally-oriented booking service! You can also call the number listed on the site and speak to a skilled representative who will research the best rates available for you and your group. (There are many Wed./Thurs. night options available for under \$100 per room!)

While you're booking your hotel, please remember that **Tri-State 2007 begins on Wednesday**. Thanks to your feedback, we are shifting over to the left on the calendar, so to speak, starting on Wednesday with special programs for both "Epics" and "Veteran Camp Directors," break-out sessions, and a not-to-be-missed keynote speaker. The exhibit hall will open on Wednesday afternoon, right after the keynote, and will include a **25<sup>th</sup> Anniversary** Ceremony for our longest running, most dedicated exhibitors, as well as refreshments and vendor showcase performances.

Thursday and Friday will be vintage Tri-State, with two full days of programs, exhibits and keynotes. The **SCOPE Dinner will return to the Trump Marina** on Thursday night. Saturday will be programmed specifically for seasonal staff, educators, and other folks who have traditionally attended Tri-State on Fridays and Saturdays. The focus will be on camp programming, staff training, and experiential education.

The historically high-quality Tri-State Program, under the chairmanship of Jonathan Gold (and his dynamic committee), is taking a major innovative step forward for 2007. We are grouping our workshop sessions into four distinct and much easier-to-decipher topic areas: "**Staff and Leadership**,"



## ACA NJ Section Board of Directors

<b>Bob Jones</b>	President	908-735-8336
<b>Colleen Rountree</b>	Vice President	908-537-4594
<b>Ruth Hall</b>	Treasurer	908-725-1226
<b>Nancy Walters</b>	Secretary	856-697-3900
<b>Geri Bownik</b>	Historian	732-744-2768
<b>Peggy Mellors</b>	Standards Chair	908-232-3236
<b>Carol Bruno</b>	Member at Large	732-846-3817
<b>Scott Lantzman</b>	Member at Large	973-597-3699
<b>Dave Parfitt</b>	Member at Large	908-537-6969
<b>Wendy Saiff</b>	Member at Large	732-846-3811
<b>Gina Stravic</b>	Member at Large	732-257-4114
<b>Don Smith</b>	Member at Large	908-236-2638
<b>Sue Goldberg</b>	Complaints Resolution Co-Chair	973-584-0078
<b>Joan Basilotto</b>	Complaints Resolution Co-Chair	732-616-5080

## Must attend for '07

Dear ACA Members and Friends,

The Professional Development Committee has been busy planning the upcoming year of programs.

We are starting out in January with a real "show stopper," Jay Frankel and True to Life Actors. Not only will the topic prove to be a sure hit with the way Jay and his actors will present the program, it will be entertaining as well.

As always our April meeting will include the state speakers to keep us up with any changes that are of concern and interest to our group. This meeting is equally important to new camps and new camp professionals.

We will again have a well known speaker for the Fall 2007 meeting.

If you have any suggestions regarding; speakers, topics, format, locations or anything else that will aid our committee in planning; please do not hesitate to contact me or a committee member.

Additionally, if you would like to serve on this or any of the other important ACA committees; please contact me or our section executive.

Get involved have a voice – we want to know What You Think!

A big thank you to the following Professional Development Committee members: Scott Lantzman Gesher summer programs (co-chair), Jeremy Berse from Campus Kids, Carol Bruno, retired camp professional and of course Mary Ellen Folsom our Executive Director and Bob Jones our President for their contributions and involvement with our committee.

Camply Yours,  
**Colleen Rountree**  
 Professional Development Chair and  
 Section Vice President

## President's Message

Dear Fellow Members,

Leaves are falling, facilities are closing, and we are all reflecting on the recently concluded camp season. I have been a member of the section for more than 30 years, and when comparing the current status of our section with the way it was in the past, one word stands out: volunteerism. I believe that it has been a core of volunteers over the years who have provided the glue that has consistently held our section together. Many have received recognition at our annual meetings in December, but so many more deserve praise for contributions they make to the section behind the scenes.

For the past three years I have been associated with three such volunteers who will be leaving the Board as of January 1: Ruth Hall, treasurer; Nancy Walters, secretary; and Peggy Mellors, standards chairperson. Their personal time and effort on behalf of the section is very much appreciated.

Committee appointments will be made at the January meeting. If you would like to contribute your time and expertise, please e-mail me or contact Mary Ellen for more information. You do not have to be a board member to serve.

At our November Board meeting we will evaluate our 2006 goals and discuss our direction for 2007. Should you have any suggestions, or desire to attend the meeting, please contact the section office. We will also discuss the section's future role regarding our government affairs agreement with Iris Communication.

Have a pleasant autumn.

*Bob Jones, President*

## “R” You Ready? - Managing the two most important “R’s” in our business.

Do you resent that repeated numbers of your Staff refuse to realize that working at camp is a REAL Job and a REAL business?!?



Isn't it ridiculous how camper retention can rest on the shoulders of only ONE person rather than be a responsibility of the entire camp community?

Join Jay Frankel and the actors from True To Life Training as they release the resentment in all of us as we discuss the ways to increase our retention while demonstrating remarkable leadership.

Our morning will be spent with the True To Life team focusing on managing the “Real Job Realization”. We will laugh and learn as we explore ways to turn around this seasonal employee mindset into a productive, service minded staff member.

In the afternoon Jay will focus on our second “R” – Retention. Camper retention must be a shared goal, directly related to the quality of experience being delivered to every customer. From planning to implementation to measurement – Jay will provide several actionable ideas for camps to increase their current camper retention.

“R” You Ready for January 9<sup>th</sup>? We hope so!



Jay Frankel and actors from True to Life Training

## Tri-State A Silver Celebration continued....

“Campers and Parents,” “Programs and Activities,” and “Business and Operations.” Appropriate program subcommittees have been created, and the vast overall program is being designed by first finding the hottest topics within each area and then finding the most fitting speakers to facilitate them. While most sessions will appeal to everyone, **we will also be specifically programming for both the beginner—the “101” Sessions—and the more advanced—the “Veteran” sessions.**

Our online program session submission form has yielded literally hundreds of requests, much more, in fact, than we can possibly accommodate. But that's a wonderful thing nonetheless! It means we have the right mix, and that more of you want to mix it up! If you submitted a session request, you will be contacted shortly. Our tireless Conference Director, Scott Rothschild, has been utilizing new software which will enable him to upload the ‘handouts’ for each session prior to the conference, which we will then give to each Camp Director upon their arrival at Tri-State, in both a binder and a “searchable” data CD. **There will be no more running out of handouts. You'll have them all!**

As a final word, don't forget about our loyal Tri-State vendors and their exclusive portal, [www.campshoppingnetwork.com](http://www.campshoppingnetwork.com), which gets online hits by more and more camps every day! As you start thinking about your next capital project or big purchase, ask the experts with years of Camp Industry experience. These companies are Tri-State partners (ACA-NY, ACA-NJ, and ACA-Keystone), and they make it possible for each of us to attend the greatest educational, social and business conference in our entire industry, at a price that is still **less than \$100 per person!**

Feel free to contact me if you have any thoughts about Tri-State 2007, including ways in which we might celebrate our **25<sup>th</sup> Anniversary!** As you know, Tri-State is volunteer driven, and we gladly accept any form of help, from friendly suggestions to your offers to become active committee members.

Enjoy your down-time.

Andy Pritikin, Tri-State Chairperson  
[andy@libertylakedaycamp.com](mailto:andy@libertylakedaycamp.com)

## Standards Update

The summer of 2007 will be the first summer for the new set of standards. Every ACA-NJ Camp and Standards Visitor who attends training will receive a **free copy** (Section purchased) of the new Accreditation Process Guide, including an easy-to-use Accreditation Resource CD-ROM (replaces the Standards Book).

If you need to receive your copy prior to training, please contact the Section Office (1-877-488-2267). There will be a small charge to cover the cost of mailing.

If you wish to purchase an additional Accreditation Guide you can do so from ACA Bookstore: <http://www.acabookstore.org/> The cost is \$79.95.

**All camps being visited in 2007 must** attend a Standards course even if you have already attended a course previously.

**All visitors must** attend update training to continue as a visitor, however, **you do not need** to attend both a Standards course and a Visitor course. You *only* need to attend the Visitor Update Course.

To register for training course please email Mary Ellen at [executive@acacampsnj.org](mailto:executive@acacampsnj.org). Be sure to include your name, the camp name, the course you wish to attend and an emergency contact phone number in the event of a last minute change in the training. (eg. snow emergency).

Peg Mellors  
ACA-NJ Standards Chair

### Standards Course 10:00 am — 4:00 pm For Camps to be visited in 2007

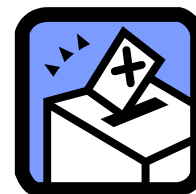
Date	Location
Saturday, Nov. 4, 2006	Girl Scouts of Washington Rock Council, Westfield, NJ 07090
Monday, Nov. 6, 2006	Fairview Lake YMCA Camp & Conference Center, Newton, NJ 07860
Thursday, Dec. 7, 2006	Ivy League Day Camp, Manalapan, NJ 07726
Wednesday, Jan. 24, '07	Baptist Camp Lebanon, Lebanon, NJ 08833
March 28-31st (Schedule TBD)	Tri State Camp Conference, Atlantic City

## Standards cont....

### Visitor Update Course 10:00 am — 2:00 pm For All Visitors

Date	Location
Monday, Dec 4, '06	Fairview Lake YMCA Camp & Conference Center, Newton, NJ 07860
Tuesday, Feb. 6, '07	Ivy League Day Camp, Manalapan, NJ 07726
Saturday, March 3, '07	Girl Scouts of Washington Rock Council, Westfield, NJ 07090
March 28-31st 2007 (Schedule TBD)	Tri State Camp Conference, Atlantic City

## It's Election Time for New Jersey Board of Directors



Please cast your ballot for the following individuals from Nov. 1st - Nov.30th at [www.acacampsnj.org](http://www.acacampsnj.org) or call the section office for a paper ballot 908-238-9900.

President Elect - Tom Riddleberger

Secretary - Gina Stravic

Member-at-Large - Wendy Saiff

Member-at Large - Herb Tannenbaum

3 Delegates to the National Convention in Austin, TX  
February 13-16, 2007  
Colleen Rountree, Scott Lantzman & Sue Goldberg

## Wages & Hours: Key Points to consider for Counselor Contracts

With memories of the 2006 camp season still fresh in your campers' minds, you and other camp owners and managers are likely beginning preparations for the 2007 season. As part of this yearly ritual, you are probably dusting off and mass e-mailing employment contracts and applications to prospective staff counselors. This year, however, you should make a commitment to conduct a self-audit and have your employment applications, contracts and procedures reviewed by an attorney to ensure proper compliance with all employment laws, including federal and New Jersey wage and hour laws. Here are a few points to consider regarding wage and hour compliance for your staff counselors, who are usually non-exempt from the wage and hour laws.

### A. PAYMENT FOR HOURS WORKED

The general rule under federal and New Jersey law is that camps must pay staff counselors for all hours worked. Further, effective October 1, 2006, New Jersey staff counselors 18 years old and over must be paid a minimum wage of \$7.15 for every hour worked. New Jersey exempts non-profit and religious associations from the \$7.15 state minimum wage requirement. Further, minors (employees under the age of 18) are generally not subject to minimum wage requirements, unless otherwise provided by law. Note, however, that even if your camp pays staff counselors minimum wage, or your camp is exempt from paying minimum, there are other federal and New Jersey wage/hour laws that you must follow.

For example, all non-exempt staff counselors (including minors) must be paid overtime at a rate of one and one-half times their regular rates of pay for hours worked in excess of 40 hours in a week. Thus, if a 19-year old, non-exempt staff counselor earns minimum wage and works 50 hours in a week, he or she would receive \$393.25 in wages for the week (40 hours x \$7.15 = \$286 + 10 hours x \$10.725 = \$107.25).

Historically, though, camps have struggled to define what constitutes "hours worked." In simplest terms, "hours worked" includes all time that an employee is on-duty. In the camping industry, a staff counselor will most likely be considered on-duty if he or she is responsible for supervising or monitoring campers, which may include those times when the staff counselor is on a break or free period, or at lunch. For a break or meal period not to be counted as on-duty time, it would have to be at least thirty (30) minutes long, the employee must be completely relieved of all duties and the employee must be allowed to leave the premises. Significantly, minors must receive a 30 minute "lunch period" for every 5 continuous hours of work.

### B. TIPPING

Tipping is a common practice at camps and a camp may include tips (up to \$2.13 per hour) in calculating the minimum wage to be paid to a staff counselor. However, tipping in the camp industry usually occurs at the conclusion of the camp season and, under New Jersey law, a camp cannot defer compensation or credit an employee for compensation not received in that week. Thus, tips received in a lump sum at the end of the summer can only be credited towards the minimum wage calculation for the week in which they were received, and not for the entire summer.

### C. MEALS AND TRANSPORTATION

New Jersey law provides that the fair value of meals may be included in "wages" for purposes of calculating the minimum wage. In order to include the fair value of meals as part of a non-exempt employee's wages, the camp must keep accurate records that substantiate the cost of furnishing the meals, including the nature and amount of any expenditures added to the fair value of the food. Significantly, fair value does not include administrative or operating expenses a camp incurs as part of its general cost of doing business.

New Jersey law does not allow transportation expenses to be credited towards the minimum wage calculation. Therefore, camps cannot include transportation costs in calculating minimum wage payments.

### D. RECORD KEEPING REQUIREMENTS

Under both federal and New Jersey law, employers are required to maintain records of hours worked by non-exempt employees on a daily and weekly basis. The precise manner in which such records must be collected is not specified. Thus, a camp is free to utilize a time clock, sign-in sheet, or any system which will ensure that accurate records are maintained. In this regard, the records should also indicate breaks, free periods and lunch breaks. For example, an employee punching a time clock should punch in at the beginning of his shift, punch out for lunch, punch back in when he returns from lunch and then punch out at the end of his shift. In this manner, controversies concerning the length of the shift or actual time worked will be eliminated. Camps must also maintain a record of the rate that the employee is being paid, and that rate must be reflected on the pay stub given to the employee each pay day, as well as in the employer's records.

**John D. Horowitz, Esq., is an attorney with the law firm of Fox Rothschild LLP, and provides labor and employment counseling to camps throughout NJ and NY. If you have any questions, please contact Mr. Horowitz at (973) 994-7512 or (917) 331-9053, or by email at [jhorowitz@foxrothschild.com](mailto:jhorowitz@foxrothschild.com).**

This article is intended to be an informative summary and should not be considered legal advice .

## Annual Holiday Party



**ACA Members, Friends, and Staff**

**Wednesday , December 6th**

**6:00 - 9:00 pm**

**Alfonso's Family Trattoria**

**99 Main Street**

**Somerville, NJ. 08876**

Join us for an evening of fun, fellowship and festivities. Accreditation recognitions, Awards, Silent Auction and Raffle, Presentation of new officers, and much more. Bring your significant other and your co-workers. Registration form enclosed.

**The Jersey CAMPER** is published by The NJ Section of the American Camp Association 877- 488 -2267  
Executive Director, Mary Ellen Folsom, executive@ ACAcampsnj.org P.O. Box 672 Pittstown, NJ 08867.  
Special thanks to volunteer editor, Joel Samberg.



American Camp Association  
New Jersey Section  
P.O. Box 672  
Pittstown, NJ 08867