

Berwick Boys Foundation



Berwick Handbook Summer 2026

"The difficult we do at once, the impossible takes a little longer"

Providing the Berwick Program for more than 75 years!

**Berwick Boys Foundation
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Email: info@berwick.org**

Purpose of the Berwick Handbook

The purpose of this booklet is to help parents, boys, employees, contractors, and volunteers understand a little more about who we are and how we operate. It should answer many questions and perhaps encourage new ones. Please feel free to give us feedback on the contents.

Mission Statement

Berwick's mission is to provide programs that respond to the needs of today's youth, by offering hands-on leadership and problem-solving experiences that result in increased self-esteem. The Berwick program promotes the development of characteristics that will benefit these boys socially and professionally, whatever they choose to pursue in life.

About Us

The Berwick Boys Foundation, since 1949, has provided worthy boys with a unique year-round program consisting of a summer camp experience and a winter weekend program that allows us to continue our involvement with the boys throughout the year. The Berwick program is structured as a society in which older boys pass their skills on to younger boys and teach the group to act as a community.

Our motto is "the difficult we do at once, the impossible takes a little longer."

The Berwick Boys Foundation is classified by the IRS as a non-profit 501(c)3 organization and is primarily funded through donations from foundations, individuals, corporations, and fundraising events. Contributions are tax-deductible to the full extent of the law.

Admissions

There is an admissions process for new boys. Upon receipt of an application, the boy and his parents must come to the foundation for an interview. Families that do not live close to the foundation can schedule a phone interview with the Program Director. Interviews are by appointment only and are typically made for a Saturday. Please call to make an appointment. Enrollment is limited.

Programs

Winter Program

To be eligible for the summer program, local boys attend several sessions throughout the winter months at the headquarters in West Bridgewater, MA. These sessions provide an introduction to the summer program, a chance to learn new skills and to make new friends. Boys are selected for the summer program on the basis of interest and character during the winter program. Alternate arrangements can be made for out-of-state applicants. This weekend winter program also maintains the boys' involvement throughout the year so that they may continue applying the

values and skills they have learned throughout the summer and enrich the friendships they have made.

Brad Gammell is the Winter Program Director. Projects such as engine work, boat repair, painting, landscaping, building maintenance and light construction help teach boys the basic skills that they will apply in the summer.

The winter program participants meet on most Saturdays, and some Sundays (during the fundraising months). The hours are 10am - 4pm. Boys are dropped off and picked up by their parents and must sign in and out when attending. Local boys are contacted by one of the older boys inviting them to attend a weekend session. Lunch is provided. Boys should wear proper clothing for the day and should not bring cell phones or electronics that will interfere with their safety. If a boy does bring a cell phone, they are usually held in the office until the boy is picked up at the end of the day. Boys will only be released to a parent, guardian or a designee authorized by the parent or guardian.

Summer Camp Program

Each season, the Berwick Boys Foundation gathers boys, aged 12 through 21, on an island off the coast of Maine for about seven weeks. These young men (under the supervision of staff) build, maintain, and direct their own camp and, in doing so, learn the importance of participating in the community, the value of self-reliance, the responsibilities of leadership, as well as respect for themselves, others, and the environment. In addition, they learn valuable trade skills. The combination of the island environment and Berwick's peer leadership structure create a rich opportunity for positive development in young men.

The island environment compels the boys to work cohesively to satisfy the most basic needs of survival and comfort such as food, water and shelter. The 750-acre island is located two miles off the coast of Maine and has none of the "town-provided" amenities, such as piped in water and electricity. The boys are divided into crews in order to accomplish the daily tasks required to live on the Island. For example, one of the crews is responsible for pumping water from the well and another is responsible for transporting all supplies and people from the mainland. The boys have the opportunity to experience the feeling of success as they problem solve and work together to overcome the daily challenges presented by Island living. The types of projects the boys work on provide a chance for them to make decisions that have a concrete and immediate impact. Boys have opportunities to excel in ways they may not be able to in a traditional school. With these tangible achievements, the boys gain a deep and abiding sense of self-worth and accomplishment that we hope carries over to other aspects of their lives.

The program is unique in that by design, the people who will be disappointed if a boy does not "do his part" are his peers. Berwick's peer leadership structure, where more experienced boys direct the others, effectively motivates the group to pay attention and work hard at an age at which boys are often rebellious to adult authority and very sensitive to peer pressure. While the boys do have a lot of fun, they also work on projects that are challenging. For example, a crew leader may need to convince his crew to go into the forty-something degree ocean to repair a ladder on a pier. Another boy may have the challenge of leading a group of his peers to move a

heavy log, using teamwork and “boy power,” to clear a road. While the first log might be kind of fun for the group, the fourth or fifth log might become increasingly challenging for the boy in charge. The peer leadership structure allows leadership boys to gain experience in managing and motivating groups of people, to be sensitive to the needs of individuals and to act as role models and problem solvers in real life situations. These leadership experiences provide boys with skill sets that are very valuable in other aspects of their lives. The peer leadership structure is also used to promote values such as persistence, hard work, sincerity and altruism. Each summer the boys recognize the individuals that have most exemplified those characteristics during the program. A boy’s peer group promoting these values is a very powerful influence.

Of course, the boys operate under the supervision of our adult staff, many of whom are men that participated in the Berwick program as a boy. This tradition allows them to relate to what the campers are experiencing.

The summer activities take place during a single, approximately six-week, camping season on Dyer Island, off the coast of Milbridge, Maine. Camp Berwick is the only program on the beautiful and unspoiled 750-acre island. Camp begins in early July and the season ends around the middle of August. Some of the older boys (by invitation only) will spend an extra week at the beginning and end of camp to help open and close the facilities.

Summer Camp Forms

There are several forms that need to be completed by the boy, his parent/guardian and a physician prior to his leaving for the summer trip. There will be **NO** exceptions. All forms must be returned as required. It is important for us to have all the pertinent information about you and your son in case of emergency. These forms include the:

Parent’s Application
Boy’s Application
Health Form 1
Health Form 2
List of Immunizations
Permission to Self-Administer Emergency Medication, if applicable
Minor Waiver
Summer Permission Slip
Parent and Boy Acknowledgement of Handbook
Anti Bullying and Anti Hazing Pledge

If there is anything that you feel we are not asking on the forms that **we should know about your son**, please let us know. This knowledge can only enhance his camping experience and make everyone comfortable.

Program Staff

Year Round

Executive Director	W. Adam Wichern III
Treasurer	A. Logan Wichern
Program Coordinator	Kathie Morrell
Special Events/Recruiting	Brian McSweeney

Summer Camp

Camp Director	Owen Hughes
Health Care Supervisors	Chuck Crump, EMT (7/1-8/4) Bob Higgins, RN (8/4-816)
Other Camp Staff:	Bill Glynn Bob Kowalker Josh Lee Hunter Oliveira Cameron Roach Wyatt Shea

Winter Program

Program Director	Brad Gammell
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In addition to the above listed staff members we have volunteers that help with particular projects and/or participate in various ways to enhance our program.

Camper Leadership

Boy Director

The Boy Director is a senior boy who has been in the program in previous seasons, usually 17 or 18 years old, who, under the supervision of the staff, runs the island. He works closely with the staff as he guides the camp through the summer and is in charge of leading all activities and crews. It is an honor to be the Boy Director and is the highest level of responsibility that a boy can attain, and should be a leadership goal for any boy who attends the program. Some summers, we may have a co-directorship where two boys will work as a team to fill this role. Some summers there may be no Boy Director and the duties will be fulfilled by the Boys' Council.

Council

There is an elected council of older boys that leads the activities on the island. The Council, with the guidance of the staff, creates and enforces rules on the island. Disciplinary matters are generally handled by the Council with the supervision of the Camp Director. The Boy Director is the Head of the Council and governs the meetings. The Executive Director and/or Camp Director attend all council meetings. The first-year boys elect one representative to the Council to attend the meetings on their behalf and act as their advocate when bringing any ideas and thoughts to and from the forum.

Crews

Every boy is assigned to a crew for the summer. The crews work under the supervision of staff in completing specific projects. The Boy Director or Camp Director tries to accommodate each boy's wishes when assigning crews but accommodating a boy's first choice may not always be possible. The boys work with their crews to accomplish crew-specific goals and to learn a particular skill. Listed below are crews we typically have with a description of types of activities they may do:

- Boat Crew – safely bring everything and everybody to and from the island. The crew is responsible for the maintenance and operation of the boats, moorings, and floats.
- Construction Crew - repair, maintain or build structures that are needed on the island. The projects may range from building a porch, to fixing a foundation, to painting windows.
- Systems Crew/ Garage Crew - keeps the water flowing and the electricity generated as needed and responsible for the maintenance and repair of the vehicles and small engines on the island.
- Kitchen Crew - prepare and serve all meals for the entire camp during the summer in addition to the cleaning and maintenance of kitchen facilities and Mess Hall. Sometimes there is a rotation system so that all campers can participate.
- Pier/Woods Crew – Build/repair piers and cut, spud and move trees in keeping with our forest management plan. Boys learn the safe and correct way to use axes, chainsaws, pier drills, and other tools as well as the proper maintenance of the tools.

Island Life

General Information

The majority of a boy's time is spent working with their assigned crew. Boys also spend time working on community projects such as carrying large logs or rocks, building or repairing a pier, carrying food and supplies from the pier to their destination on the Island. Boys also clean, maintain and/or improve the cabin in which he lives. Boys also have recreation time such as playing games like capture the flag swimming, fishing, boating, kayaking or hiking. The island environment also provides wonderful opportunities for forest and beach exploration.

Island Time

Upon arriving at the Island, the boys will switch their clocks to one hour later, which we refer to as “Island time”. We live on Island time in order to maximize the use of daylight and minimize the use of the generator.

Typical week on the Island

Monday through Friday:

A typical daily schedule includes morning and afternoon crew time. After dinner, boys may spend time on group projects or in organized recreation. The boys do hard work on their crews. It can be physically and mentally demanding.

Saturday:

Cabin day - This day is for working on or improving cabins. There is usually a cookout on Saturday evening and a movie as well.

Sunday:

This is the boys’ “free day”. There is a running brunch that the boys can attend if they wish. All boys must attend a midday meeting. There are organized sports and activities available in the afternoon led by the crew leaders, the Council members, and the Adult Staff. There is a group meeting in the evening to discuss what happened in the prior week and to plan the next week.

Each Day:

Wakeup and Lights Out:

Council members and/or the staff visit each cabin in the morning to wake the boys up at 7 a.m., and also to check that they are in bed and comfortable when the lights go out at 10:30 p.m. Saturday hours run 1/2 hour later.

Living Arrangements

All boys are assigned to a cabin. Each cabin has an older more responsible boy, known as the cabin-head. A cabin head’s responsibilities include taking care of his cabin-mates, especially the first-year boys, and providing answers to questions such as: “Where do we eat?” “When do we eat?” “Where do we go to the bathroom?” “I am not getting along on my crew; what should I do?” “I’m homesick!” etc. They also have responsibility for the maintenance of the cabin and its cleanliness. They are responsible for knowing where their cabin mates are at "lights out" and to report the whereabouts of their cabin mates at meals.

Cabins generally house three to five campers depending on their size. The cabins have been built by campers from the earlier years and have windows, beds and some have a fireplace or stove.

The cabins may have generated electricity, although it is not consistent and several cabins at the north end of the camp do not have electricity. Bathroom facilities are generally a short walk from the cabin and are Clivus Multrum toilets (natural toilets). The living conditions are simple and rustic.

Meals

Meals are provided three times daily – breakfast, lunch and dinner. Attendance at all meals is mandatory for both campers and staff. On Sundays there are two meals: brunch and dinner (brunch is optional).

Facilities:

The Island

The boys spend the summer on Dyer Island located about 2 miles off the coast of Milbridge, Maine. The “developed” camp area is about 100 acres of Dyer Island’s 750 acres. All of the camp structures have been built by the boys through the years as part of the camp program. Dyer Island has no amenities other than those provided by ourselves. There is no public phone service, no public ferry service, no electricity or water, other than that generated by our own generator or pumps. Dirt roads provide access from one part of the island to another (mostly on foot). The remainder of the Island is largely undeveloped.

The Island wildlife includes deer, raccoon, and squirrels. Seagulls, loons, terns, herons, bald eagles and osprey round out the bird life. Sea life includes herring, lobster, crabs, mackerel, porpoises, and seals.

The buildings on the island consist of boys’ cabins which are located around the cove, the Mess Hall where we prepare and eat meals, the Infirmary, the Memorial Building where we have meetings, the Lodge where most of the staff live and the boys gather during their free time, a Clivus Multrum bathroom facility and a shower house. There is also a Garage, and a powerhouse. There are additional cabins, not currently in use on the North End of the Island. Berwick boys have built almost all of the buildings and roads on the island. There are piers, floats, a marine railway, trails, and more.

The Mainland

We have a base of operations on the mainland in Milbridge. We do laundry, pick up supplies, and collect mail on the Mainland.

Cellphones

The only telephones on the island are cell phones that are used for emergency reasons and communication amongst the staff. There is no television. Boys are not allowed to keep their cell phones. It is best for them not to bring their cell phones to camp. If a camper brings his cellphone to camp, he will be required to turn it in to the Camp Director for safekeeping until the end of the camp season, upon which it will be returned.

Supervision

The staff, the volunteers and the older/responsible boys attending camp provide supervision.

- The Adult leadership works with the boys on their various crews during the day and supervises recreational activities in the evenings and on Sundays.
- Each year when a boy returns to camp he is expected to be able to take on more responsibility than the year before and hence more supervisory responsibility. If a boy sees something wrong, he is expected to report it. He is part of the camp and an integral part of its operation.
- There is an Honor system that applies to all boys regardless of how many years they have attended camp. A boy is expected not to lie or steal and to work toward the good of the camp. The boys are expected to help, take care of and to respect each other. Altruism is one of the Berwick traits, which is emphasized, tested, and fed back. It is everyone's responsibility to both implement and enforce this code.

Medical

There is a full-time licensed health supervisor who resides on the island during the summer camping season. The health supervisor is in charge of all things Medical and looks after the health of the Camp. The health supervisor dispenses all camper medication and will treat minor ailments within accepted guidelines. The health supervisor has one day off each week.

All prescription medications should be given to the designated staff member before departure from West Bridgewater or upon arrival at camp. All medications must have written dispensing instructions and should be in the original container or packaging. The boys are NOT allowed to keep their own medicine, unless they have emergency medications such as an asthma inhaler or an Epinephrine pen that they need to keep on their person. Once on the island, medications will be given to the resident health advisor for distribution as necessary. If there is an emergency where the camper needs medical care, other than what the resident health advisor can provide, the boy will be transported to a treatment center and the parents/guardians will be notified.

Campers that are required to self-administer emergency medicines, like an asthma inhaler or an Epinephrine pen, will be allowed to carry their medicine ONLY IF Berwick receives written approval from the Camper's primary health care provider and the Parent or guardian that the camper has the knowledge and the skills to safely administer the emergency medication in camp. There is an addendum to the Health form for both Parents and the camper's Physician's to sign if this applies to your son. This is required by the State of Maine Camping Regulations.

Parents are responsible for all medical bills relating to their son. Our location is remote. We're on an island, therefore in order to get someone to the hospital, they need to be transported to the mainland by boat and then by car or ambulance to the hospital. The nearest hospital is about 30 miles from our mainland location. There are medical centers closer, but they are only open certain hours.

A number of the staff and the older boys are also trained in First Aid and CPR.

Risks

The Berwick program is not meant to be a vicarious experience but rather an experiential learning program. As with any camping program, there are risks and dangers associated with hands-on learning experiences. While the organization has safety procedures in place, certain boys will be handling equipment such as boats, drills, and chainsaws (see Licensing) which are inherently dangerous and could result in injury.

Homesickness

The first days of camp can be difficult for new boys. They are in a whole new environment and with people they do not know. Their daily routine is different as well. To top it all off, their support system has not yet developed in this new environment. These are a lot of changes for a boy to go through at once. In many cases, this is his first time away from home and from his parents. Also, the parents may have trouble letting the boy go and may also experience their own feelings of withdrawal.

Another cause of homesickness is if the boy is bored. For example, he may have some down time before bed and not know what to do with himself. He should be encouraged to explore his environment, make new friends, read a book, or learn a new skill. We will also try to keep him busy and engaged.

It is entirely likely and normal for a boy to be homesick in this situation. He may even express this in several letters home in the first few weeks. The best way to deal with this is to prepare for it.

Parents: The first thing to do is to accept the fact that you and your son may have these feelings and that it is OK to feel this way. These feelings will pass if the person does not surrender to these feelings.

Give your son an out. If he does not like the camp after 2 weeks or so, then allow him to come home. Certainly, we do not want, nor do we have the resources, to keep someone at the camp who does not want to be there. It usually takes about 2 weeks for the homesickness to pass. Anyone can stick with something for a couple of weeks.

The most important thing is that you and your son realize that you may be sad but that you will get over it. In the meantime, it is OK to be sad.

You should dispel the irrational fear that your son is being sent away from home and is no longer loved. For example, your son may feel: "I have been sent to this island where it rains all the time, and we have to work without pay and the food sucks... etc. Thanks Mom."

One way to help these fears is to send letters and care packages. Mail is very important, especially in the beginning. Don't be alarmed if you do not get a letter back unless it is one demanding to come home. "No news is good news." It would be great if your son got a letter soon after he arrived at camp. We suggest that you send a letter out a few days prior to the boys

leaving for camp so that it will arrive around the time the boys arrive. It is good to say how proud you are of your son for doing this and tell him to explore the area, make new friends, learn new skills, etc.

Boys: Boys may not have many friends in the beginning (participating in the winter program in West Bridgewater will help him to become familiar with the boys and the processes). However, a boy can talk to his cabin head, his crew leader, the health advisor, Adam, Owen, or any of the other staff. All of these people have had their own experiences of missing home and can understand it. We ask that the boys give it at least 2 weeks to allow for homesickness to pass.

Berwick: We will do everything possible to make your son comfortable, but the best thing we can do for him is encourage him to write home and express what he is feeling. If he still wants to go home after the 2 weeks, we will discuss the options with him. If he still wants to leave after that we will discuss it with the boy and his parents/guardian and, if everyone agrees, send him home, but he may miss the experience of a lifetime. Parents/guardians will be responsible for the cost of transportation home.

We ask parents not to call or visit the boys when they are on the island. There is no public phone on the island. Talking to your son usually makes things worse - not just for your son but for the other boys as well. They may think, "Why haven't my parents called?" etc.

Behavior and Discipline

The Camp works hard to create a positive environment within which the boys operate. The program uses positive peer pressure to help guide the campers toward being positive role models. We expect the boys to make some mistakes and to learn from them. The boys are responsible for their own behavior. They should respect each other at all times and be respectful of each other's space and belongings. Sometimes, in more serious cases, the Council and Camp Director will investigate and discipline a boy based on the particular circumstances. The Berwick Boys Foundation prohibits any of the following on the island, and any prohibited acts or possession of the prohibited items, or any other actions that are disruptive to the well-being of the community as a whole, may warrant a camper being sent home, at the expense of the parents/guardian:

Drug Use	Fighting
Firearms or other weapons	Fireworks
Slingshots	Smoking
Stealing	Swearing
Vandalism	Alcohol
Bullying or Hazing	Discrimination

Circumstances will always be evaluated on an individual basis. The above list is not intended to be all-inclusive.

Our Anti-Bullying, Anti-Hazing and Anti-Discrimination Policies are at the back of the handbook and must be adhered to at all times.

Awards

There are several awards that the boys can acquire during the summer. *Berwick Patch* - Each first-year boy that successfully completes the summer program will earn an emblematic patch representing his achievements.

In addition, they can earn camp letters such as a little "B" and big "B". Boys can earn a Little B for completing each of the four requirements, and a Big B for completing each of the six requirements listed below:

Little B	Big B
Complete a minor Project	Complete a major project
Swim the cove from Pier to Pier	Swim the cove Pier to Pier twice
Cut down a 6" diameter tree, remove its bark, and drag it to the road	Cut down a 12" diameter tree, remove its bark, and drag it to the road
Tie 6 specific knots	Tie 10 specific knots
	Earn a Little B
	Earn a boat license

A little B must be earned in one summer and a Big B must be completed within two.

Some other honors, that are awarded, as elected by their peers, are for *Hardest Worker* – awarded to the boy who is so involved with his work that he is the first to arrive on his crew and the last to leave for the day; *Phil Sinclair Most Sincere* – awarded to the boy who says what he means and means what he says; *Most Altruistic* – awarded to the boy who most demonstrates care and concern for others, *Most Popular* – awarded to the boy who everyone wants to talk to and everyone wants to be around.

In addition, honors are bestowed for *Most Improved Cabin* – awarded to the campers who make the most improvements to their cabin over the summer; *Best Swimmer* – awarded to the boy who is the strongest swimmer; *Best Fisherman* – awarded to the boy who catches the biggest fish; and *Camp Jester* – awarded to the boy with the funniest jokes.

Licensing

There is a system of licensing used to identify those able to operate a specific tool or piece of machinery. A license is granted to a boy who has demonstrated proficiency in a tool's operation and can use this "tool" to, safely and reliably, complete a job on his own or with a crew. The license may also require an understanding of the proper maintenance of the tools as well. Some tools for which licenses are awarded are the operation of boats, generators, trucks, chainsaws,

shop tools, the pier drills, and the kitchen oven and grill. A boy receives training for a particular tool from another licensed boy. A boy is expected to train other boys once he receives his license. The ultimate decision for awarding a license to a boy is the Executive Director along with the Camp Director.

College Scholarships

Berwick encourages all boys to respond to the challenges of camp life and perform to the best of their ability by offering a program of college scholarships. To be eligible, boys must have participated in the camp program for several seasons and have displayed responsibility and leadership. Scholarship boys are not required to be academic super-achievers but to do their best to live up to their capabilities, whatever they may be and in whatever direction they may take them. These scholarship boys often provide the core of camp leadership during the summer activities. Scholarships need not be for purely academic institutions but may also be for certain vocational institutions as well. Scholarships are awarded at the foundation's discretion.

Communications

Mail and Packages

Mail is very important, especially in the beginning. Again, you can tell your son how proud you are that he is facing a new challenge, ask what crew he is on, what leisure activities he's been involved in, who they are sharing a cabin with etc. He should always be encouraged to explore his environment, make new friends, read a book, or learn a new skill. Even if you do not receive a letter from your son, please continue to keep the communication lines open to him. When sending care packages, choose items that have little or no value. Some items not to send are: fireworks, candles, cigarettes, matches/lighters, knives etc. Items you can consider sending are: snacks, home baked goods, juices, magazines/books, clothes etc. **We ask that you send items that are not individually wrapped (candy that comes in wrappers, small bags of chips, etc.) as they easily become litter and a nuisance.**

This summer we have several campers that have tree nut allergies. We ask that you not send nuts, candy with nuts or other treats with nuts in them.

The mailing address is:

**[Your son's name]
Berwick Boys Foundation
Post Office Box 339
Milbridge, ME 04658**

Calling Home

Phone calls are not allowed unless there is an emergency. If you need to contact your son, in case of an emergency, the best thing is to leave a message for us in Massachusetts at (508) 586-0059, or send an email to info@berwick.org.

Laundry

The boys do laundry usually once a week on the Mainland. White or light-colored articles of clothing are not recommended as they are too easily soiled. Labeling your son's clothing and other items will be helpful.

Weather

Although it is summertime, the Island can be quite cold and damp. The temperature can range from the 40's to the 90's. While this is the extreme range, it is important that your son has enough warm clothes and rain gear and at least two pairs of shoes in case one gets wet. It is often warm during the day and cool at night, however, this is also one of the foggiest places on the East Coast, so it can be quite cool and damp at times, even in the daytime. When it rains, we try to limit the outside activity, however, even just to get to each meal, boys may need to walk in the rain for up to 15 minutes, so rain gear, dry shoes and dry socks are very important.

Equipment

The following is a list of items and equipment that will be needed:

Summer Program Equipment List

<u>Required:</u> Jeans (or cargo pants/work pants) (5 minimum) Under shorts as needed (12 minimum) T-shirts as needed (10 minimum) Socks, minimum 15-20 pairs Travel Clothes (for trip day, Banquet or church going) Shorts (4 minimum) Swim Shorts <u>Outerwear:</u> Jacket/Windbreaker Rain Gear (jacket and pants – not poncho) Sweater or sweatshirt <u>Footwear:</u> Heavy work shoes or boots 1 pair of other shoes (sneakers) <u>Linens:</u> Heavy sleeping bag (or 4 blankets) Twin Sheets Pillow with pillow case 2-3 Towels (dark colors) <u>Luggage/Bags:</u> Foot Locker (Trunk of heavy tote) with lock/spare key 2 Heavy duty Laundry Bags (washable) Backpack <u>Toiletries</u> Shampoo Soap-Biodegradable (6 bars, or 3 Lava) Tooth brush and Paste Comb/Brush Deodorant, etc. Bag for Toilet Articles Sunscreen Mosquito Repellent <u>Tools:</u> Flashlight (with extra batteries) <u>Other:</u> Personal water bottle (12 oz.+) Work gloves Safety goggles Life jacket	<u>Optional:</u> 1 wool shirt Baseball cap Head lamp Polo Shirts Board game(s) <u>Personal:</u> Writing Kit (including stamps) Sporting Equipment Non-electrical musical equip. <u>Other:</u> 1 pair of sandals or water shoes Portable Radios w/batteries Books, Magazines Playing Cards
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No white clothing should be taken to Maine as they are too easily soiled, except T-shirts, underwear, and socks.

No TVs, video games, or cell phones allowed on the Island. Firearms, slingshots, and fireworks are not permitted. Any acts or possession of the prohibited items may warrant a camper being sent home.

You may want to supplement these items as you feel appropriate. Laundry is done about once a week for each camper. For example, we encourage you to pack an extra pair of old sneakers if you have them, but it is not required.

Remember, **each boy is responsible for his own gear**, so you may not want to send up any clothes that you expect him to return with in good condition, if at all! Berwick tries to emphasize the importance of honesty and respect for other's property but cannot be held responsible for loss or damage to a boy's possessions. **We recommend purchasing less costly clothing from your local thrift store as clothes may become heavily soiled or ruined during the summer.** All items should be labeled with the boy's name, including footlockers, backpacks, etc.

Another good idea is to line the inside of luggage with plastic bags for the boat ride to the island in case of foul weather on arrival. If you have questions about what to bring, please call Kathie at the Foundation. Kathie is the Mom to two Berwick Alumni and she is knowledgeable about how to plan for the trip and the summer.

Spending Money

There is a Berwick Bank into which we encourage the boys to deposit their spending money for the summer. This keeps it safe from theft and loss and is available from the Camp Director when needed by the camper. Deposits should be made prior to the start of camp, and can be turned in on the day they leave for camp. If the Berwick bank is not a solution for you, then the boy will be responsible for the loss or theft of his own money. The recommended amount of spending money for a boy to take is roughly \$50 and will be disbursed as requested. **This money is separate from the camp fee.** It provides the boys with spending money if they have a trip day off the island. There are no stores on the Island and therefore there is no use for money on the Island.

Transportation to Camp

NOTE: If your son is feeling sick, or was exposed to someone that was sick with a communicable disease, immediately before going up to camp, please be considerate and let us know and delay his arrival. This is for the protection and health of the entire community. We are a very small community, so if illness is brought into camp, we are at risk of it spreading to many.

On the departure date, most boys will be traveling to Maine from the Foundation in West Bridgewater, MA. Some older boys may be transported by truck with gear and equipment; and some boys will be arriving by another form of transportation. If you are planning to get your son to Milbridge, Maine some other way, please let us know as soon as possible so that we may

coordinate arrivals and plan transportation. We have very limited resources to pick people up at the airport or bus station and so we need to coordinate our efforts.

It's important to plan for this trip. We suggest your son brings a small backpack with a book, music player with headphones, snacks or whatever he enjoys for the 6-1/2 hour road trip. The boys should also bring additional money (approximately \$20.00) for a fast-food lunch on the way up. Once they arrive at the in-town house in Milbridge, the boys will be transported by boat to the island.

Transportation Home from Camp

Transportation home from Camp is the parents' responsibility. It is anticipated that parents will take their son home from Camp, unless their son has been invited to stay for cleanup.

Campers shall only be released from camp into the custody of a parent or guardian or a designated person which must be authorized and identified previously by the parent or guardian in writing.

Where the boys come from

Geographically, there is a high concentration of boys from Massachusetts since the headquarters and the winter program are located there; however, boys may come from anywhere.

Cost

While it costs us several times the amount that we ask families to pay to send a boy to camp, we ask people to pay \$900 or as much as they can afford per boy. This fee includes the boy's lodging for the summer, transportation from the West Bridgewater Headquarters, boat trips to and from the island, fuel, food, and laundry services. Many camps charge the amount that Berwick charges for only a two-week session, but your son can enjoy almost the entire summer at this cost. We do ask that parents pay as much as they can afford because the foundation has a great challenge in bridging the gap between the cost of the program and the amount we collect from families.

Of this camp fee, the boys are asked to earn \$50 on their own before attending camp by doing different things to help others. This could include anything such as extra chores, cutting grass etc. **A non-refundable deposit of \$100 is due to reserve a spot for your son.** Furthermore, any spending money should be provided by the boys or their parent/guardian and will not be provided by the Berwick Boys Foundation. Payment should be made prior to the beginning of the camp. If you have a particular circumstance, please talk to us about it.

The cost of health and dental coverage in case of sickness or accident is in no way assumed by Berwick Boys Foundation and is the sole responsibility of the parent or guardian.

Refund Policy

Berwick has a no refund policy. The \$100 deposit is non-refundable. Also, if your son leaves camp early for any reason, including expulsion, there will be no refund.

Banquet

At the end of camp, we have the Island Banquet. This is when the parents and boys reunite. Parents arrive on Friday night and have the opportunity to stay overnight on Friday and Saturday and return home on Sunday. Banquet provides the boys with the opportunity to be proud and "show-off" their accomplishments of the summer. On Saturday there is an awards ceremony followed by your choice of a lobster or chicken dinner. It is important that parents make every effort to attend as this is a celebration for your son and all that he has accomplished during the summer. Boys should not leave before they attend the banquet ceremony. Additional mailings will be made regarding this event as we get closer. There is a nominal extra charge for this event. If it is a hardship, please contact us and we will work it out.

Fundraising

Contributions/Funding

We are a non-profit organization, and gifts are our main support. Contributions, other than camp fees, to the Berwick Boys Foundation, a 501c(3) organization, are tax deductible to the full extent of the law.

For the camping season, we ask parents to pay a very low fee as compared to the amount that it costs us to support the program. It is important for parents to pay as much as they can because the gap between what we charge for participation in our program and the significantly greater amount that it costs us to make the program happen is made up of support from the public. Throughout our more than 75 years of service we have had some very generous alumni, friends and volunteers, but support from the public is crucial. It enables us to continue our program. You and your son are now benefiting from the generosity of those that came before you. In this economic environment, we feel our program is especially important, however, it is in this same environment that the Foundation needs more support than ever.

There are several other ways in which everyone can contribute. If you can give more in the form of cash or securities, that is fantastic. If you cannot give more money, there are many other ways in which you may support the program: maybe you know others that would be interested in supporting our program, maybe there are people at your company that would contribute to Berwick or maybe your company has matching funds. Maybe you have contacts at a foundation. Maybe you have access to equipment that is useful to our program (please, do not donate items that are not useful, non-working or need to be disposed of, because that only costs us money to discard). Finally, you can support us by volunteering at the foundation and attending or volunteering at our fundraising events and recommending them to all your friends. We can't stress enough the need for volunteers during our fundraising events and weekends in West Bridgewater, MA.

Fundraising Events

The Foundation currently hosts fundraisers in West Bridgewater. The work is done by parents, volunteers and the boys. We are very busy preparing for these fundraisers as soon as we return from Maine (early September) and we really don't pause until after Christmas! In September/October we host a car show, in December we sell Christmas trees and wreaths and in June we host a "Touch a Truck" event. All proceeds go directly to the foundation to support its programs.

We really need the assistance of all parents and boys to make these events a success – Hope we can count on you.

A Community Where We Respect Each Other

Our goal is to provide the participants in the Berwick program with positive experiences that will result in lasting memories of their time in the program. We hope that our program provides the opportunity for boys to forge lasting friendships. We also understand that not everyone will become best friends. Nonetheless, it is important to respect all of one's peers, even those that are different from you. As a result, Berwick requires that each Parent, camper, and staff member read the attached Anti-Bullying, Anti-Hazing and Anti-Discrimination Policies and sign off that they have done so. A sign-off is included in the forms that are required prior to Camp. We also need the boy to sign off on the anti-bullying pledge.

Staff, campers, parents or guardians may discuss their concerns about alleged bullying, hazing or abuse or neglect with the Camp Director. These conversations will be strictly confidential. If the individual is uncomfortable discussing their concerns with the Camp Director, the Executive Director or a member of the Board of Directors will be made available to them.

Please read the Anti-Bullying and Anti-Hazing and the Anti-Discrimination Policies on the following pages.

ANTI-BULLYING and ANTI-HAZING POLICY

“Bullying” is the repeated use by one or more campers of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at another camper that: (i) causes physical or emotional harm to the other camper or damage to the camper’s property; (ii) places the other camper in reasonable fear of harm to himself or to his property; (iii) creates a hostile environment at camp; (iv) infringes on the rights of the other camper while at camp; or (v) materially and substantially disrupts the camp experience or the orderly operation of the camp. For the purpose of this policy, bullying includes cyber-bullying.

“Hazing” is any humiliating, degrading, or abusive action that intentionally endangers the mental or physical health of another person as a condition of joining or participating in a group.

All types of bullying or hazing can lead to campers being hurt during or between the camp seasons and can be especially hurtful when campers are targeted with meanness and exclusion, or because of their race, color, national origin, religion, sexual orientation, gender identity or expression, or disability. **At the Berwick Boys Foundation, bullying and hazing are inexcusable, and we have a firm policy against all types of bullying.** Berwick’s philosophy is based on our mission of helping teenage boys develop physically, mentally, and morally through experience in living and working with their peers. We work together as a team to ensure that all of our campers gain self- confidence, learn new skills, make new friends, and go home with great memories.

Unfortunately, campers who are bullied or hazed may not have the opportunity to get the most out of their camp experience. Berwick takes all incidents of bullying and hazing seriously and trains its staff to promote communication with campers so both staff and campers will be comfortable alerting us to any problems they encounter or witness during their camp experience. Every camper has the right to have the best possible experience at camp, and by working together as a team to prevent, identify, and manage bullying and hazing, we can help ensure that all campers and staff have a great experience with the Berwick Boys Foundation.

Because Berwick takes incidents of bullying and hazing very seriously, any failure to comply with this Anti- Bullying and Anti-Hazing Policy may result in appropriate disciplinary action, up to and including termination of employment or immediate expulsion from Berwick Boys Foundation programs. We thank you in advance for your close attention and full compliance with this Anti-Bullying and Anti-Hazing Policy.

ANTI-DISCRIMINATION POLICY

BERWICK BOYS FOUNDATION WILL NOT TOLERATE DISCRIMINATION OR HARASSMENT OF ANY KIND BY OR AGAINST CAMPERS OR STAFF.

At the Berwick Boys Foundation, discrimination is inexcusable, and we have a firm policy against all types of discrimination. Berwick's philosophy is based on its mission of helping teenage boys develop physically, mentally, and morally through experience in living and working with their peers. We work together as a team to ensure that all of our campers gain self-confidence, learn new skills, make new friends and go home with great memories.

Discrimination can lead to campers being hurt, especially when campers are targeted with meanness, or because of their race, color, national origin, religion, sexual orientation, gender identity or expression, or disability.

It is our policy to treat all campers and staff equally and with respect, regardless of race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation. In furtherance of this goal, all campers, employees, contractors, and volunteers are reminded that the following behavior is unacceptable and will not be tolerated.

- Offensive or derogatory language, or language that is disparaging of another person because of his or her race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation;
- Name-calling, slurs, jokes or rumors directed at an individual's race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation;
- Language or images in written or graphic material that is aimed at degrading individuals due to their race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation;
- Threatening or intimidating conduct directed at another person because of his or her race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation;
- Physical acts of aggression or assault upon another person because of, or in a manner reasonably related to, his or her race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation;
- Other kinds of aggressive conduct, such as theft or damage to property, that is directed at another because of his or her race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation;
- Denying any person, on the grounds of their race, color, religion, national origin, sex, disability, gender identity or expression, or sexual orientation, full and equal access to, or

enjoyment of, the services, facilities, privileges, advantages, and accommodations offered by Berwick Boys Foundation.

Any failure to comply with this Anti-Discrimination Policy may result in appropriate disciplinary action, up to and including termination of employment or immediate expulsion from Berwick Boys Foundation programs. We thank you in advance for your close attention and full compliance with this Anti-Discrimination Policy.

Frequently Asked Questions

Q. What are the qualifications Berwick looks for in a candidate?

A. Berwick wants boys that are eager to learn, excited to participate, and willing to cooperate, and to get along with their peers. The program is designed for the typical boy from any social, racial, or economic background who is interested in living and working, as a team, with boys his own age and who wants to develop new knowledge and skills and who wants to be a contributing member of society.

Q. What is the boy to counselor ratio; who are the counselors?

A. We are not a traditional camp and do not have "counselors" in the traditional meaning of the word. As the boys get older and return year to year, they take on more and more responsibility. They act as counselors to "younger" boys. Boys are aged 12 through 21. We maintain at least the ratios required by the Maine State Regulations that apply to camps.

Q. How long is the summer program?

A. Approximately six or seven weeks, starting the 1st week of July and ending approximately the 3rd weekend in August. The season can be shorter or longer depending on the year.

Q. Can my son attend only a portion of the summer?

A. Your son must attend the entire time. We feel the "Berwick" experience takes that amount of time. We do not have sessions.

Q. Can I visit my son during the summer?

A. We do not encourage parental visits during the summer as it makes boys more homesick, is disruptive, and makes it hard for them at this age. It is important to keep communicating with your son either by writing or sending care packages. Boys and parents have the opportunity to unite for the annual banquet at the end of camp when you will see the projects your son has accomplished over the summer.

Q. What if my son is homesick?

A. Refer to our section on Homesickness.

For further information check out our web site at <http://www.berwick.org>

ANTI-BULLYING and ANTI-HAZING Pledge

We believe that everybody should enjoy our camp equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

“Bullying” is the repeated use by one or more campers of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at another camper that: (i) causes physical or emotional harm to the other camper or damage to the camper’s property; (ii) places the other camper in reasonable fear of harm to himself or to his property; (iii) creates a hostile environment at camp; (iv) infringes on the rights of the other camper while at camp; or (v) materially and substantially disrupts the camp experience or the orderly operation of the camp. For the purpose of this policy, bullying includes cyber-bullying.

“Hazing” is any humiliating, degrading, or abusive action that intentionally endangers the mental or physical health of another person as a condition of joining or participating in a group.

By signing this pledge, we Berwick campers agree to:

1. Value camper differences and treat others with respect.
2. Not become involved in bullying or hazing incidents or be a bully or hazer.
3. Be aware of the camp’s policies and support system with regard to bullying and hazing.
4. Report honestly and immediately all incidents of bullying or hazing to an adult staff member.
5. Be alert in places around the camp where there is less adult supervision.
6. Support campers who have been or are subjected to bullying or hazing.
7. Talk to staff about concerns and issues regarding bullying or hazing.
8. Work with other campers and staff, to help the camp deal with bullying and hazing effectively.
9. Provide a good role model for younger campers and support them if bullying or hazing occurs.
10. Participate fully and contribute to meetings dealing with bullying hazing.

I acknowledge that whether I am being a bully or hazer or see someone being bullied or hazed, if I don't report or stop it, I am just as guilty.

Signed by: _____ **Print name:** _____

Date: _____

Acknowledgement of Receipt

Berwick Handbook Including the Anti-Bullying, Anti-Hazing and

Anti-Discrimination Policies

Boy's Name: _____

I acknowledge receipt of the Berwick Handbook, including the Anti-Bullying, Anti-Hazing and Anti-Discrimination Policy (at back of handbook).

Signed: _____ Date: _____

(PARENT/GUARDIAN/VOLUNTEER)

Signed: _____ Date: _____

(CAMPER)

*Parent/Guardian, as well as Berwick boy, must each sign the form.