



# 2010 Traditional Camp Parent Handbook

## Winter

(Until 5/20/2010)  
Camp Lincoln  
Camp Lake Hubert  
10179 Crosstown Circle  
Eden Prairie, MN 55344  
ph: 800.242.1909  
ph: 952.922.2545  
f: 952.922.7149

## Summer

(After 5/20/2010)  
Camp Lincoln  
Camp Lake Hubert  
PO Box 1308  
Lake Hubert, MN 56459  
ph: 800.242.1909  
ph: 218.963.2339  
f: 218.963.2447

## THINGS TO DISCUSS WITH YOUR CAMPER PRIOR TO CAMP CHECKLIST:

### EXPECTATIONS/POLICIES

- Page 2 Camp Community
- Page 3 Candy, Food & Beverages
- Page 4 Birthdays at Camp
- Page 4 Packages
- Page 7 Special Day Attire
- Page 7 Activity Expectations (yours & theirs)
- Page 8 Contact/Communication
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If you have any questions about these or other camp policies, please contact us at 800-242-1909.

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## FORMS TO BE COMPLETED AND RETURNED TO CAMP BY MAY 1<sup>ST</sup> CHECKLIST:

- Contact Form
- Camper Profile Form
- Health Form
- Physician Form
- Travel Form

If applicable to your camper, these forms are available online:

- Anaphylaxis Form
- Asthma Form
- Diabetes Form

**(If you registered after May 1<sup>st</sup>,  
please return these forms ASAP.)**

Continued on next page

## The Camp Mission

The Mission of Camp Lincoln and Camp Lake Hubert is to provide a high quality camping and recreational experience for children and adults by enhancing the physical, social, mental and spiritual well being of each individual.

## The Camp Core Values

As a leadership team, we identified five core values by which we have agreed to base decisions, actions and expectations of camp and our own internal relations. These values are not simply words we recite; we live by them. We continue to be leaders in the camping industry and believe that our success can be attributed to our “values in action”. We hope to instill these values in campers and staff alike.

**Community** – You learn the true meaning of community while at camp. You will feel connected with others and gain respect for each person. The camp community is one that is founded on trust, honesty, loyalty, accountability and compassion/caring. We celebrate the uniqueness that each individual brings with them, but also realize the similarities we have in needs.

**Excellence** – We strive for the best and encourage others to do the same. We have high standards and bring with us a great deal of knowledge, expertise and commitment. Camp requires a great deal of cooperation and a positive attitude. Safety must be kept as our top priority.

**Fun** – We offer many activities that encourage each participant to enjoy their stay. Enthusiasm and a positive attitude at camp help to create an environment which yields lots of fun. Skit nights, special days, campfires and hanging out with friends (whether staff or campers) bring with it lots of smiles and laughter.

**Personal Growth and Development** – Camp is a place where one can continue to learn, no matter your age. We encourage healthy risk taking and challenge each person as individuals. Take time to reflect upon who you are as a person at your core (encouraging campers to do the same). We aim to build confidence and self-respect.

**Quality Relationships** – Friendships at camp are based on honesty and a deep sense of caring. Camp teaches each participant about being responsible for his/her actions. As a result, campers and staff alike develop the most meaningful relationships that can last a lifetime.

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**Questions?  
Call us!  
800-242-1909**

## COMMUNITY

### The Community Of Camp

Camp offers a secure and welcoming community where campers can try new activities, broaden interests, make friends, express themselves and feel a sense of belonging.

Living closely together allows for an experience of team building which promotes life skills in sharing, cooperation and compromise. Campers gain the pride of being a supportive member of their cabin group.

Although they are a part of the cabin group, each camper retains a sense of self-identity, with their own goals for what they will accomplish during the session. Independence and self-reliance develop as campers care for their own gear, help with cabin tasks and projects, make individual activity choices, and help plan cabin meetings or campfires. Counselors monitor and supervise their progress.

We promote an environment free of physical or emotional abusive/harassment/bullying/disruptive behavior. This type of behavior is not tolerated, has strong consequences and may lead to dismissal.

### Camper Placement

We understand your concern and interest in your child's cabin placement. It is important to us as well that each camper be placed into a peer group with similar interests, length of stay and experiences that will provide a welcoming, yet challenging interaction.

Our cabins are unique in structure, most containing three sleeping rooms (called chalets), a bathroom and a large living room. Each chalet sleeps five to seven campers. Four or five staff members live in each cabin, of which one will communicate with you during your camper's stay with us.

In making cabin assignments, the primary factors considered are length of stay, grade in school and cabinmate request; in addition to geographic location, age, and previous camp experience. Campers that are in Prep Camps live and eat separately from the campers in Session Camps. They will have the opportunity to see each other during activity times and throughout camp.

### Cabinmate Requests

One cabinmate request can be made on the enclosed Contact Form. We will do our best to honor **one** cabinmate choice, if on a mutual basis (if both children request each other). Cabin placements are finalized just prior to your child's arrival to camp and will not be announced until arrival at camp.

We recognize that one important part of camp is making new friends. With this in mind, we suggest friends from home (who want to be together) be in the same cabin, but in different chalets (sleeping rooms).

**We will make every effort to honor all mutual requests if received at least 2 weeks prior to the beginning of your child's camp session.** Please help us honor your request by getting requests to us on time and early.

Occasionally requests are made which, when considered in light of the circumstances, are not in the best interest of the camper or camp. If this should occur, we may contact you to discuss alternatives.

### Camp Food Service

Three hearty all-you-can-eat meals are served each day. Each meal has fresh fruit, and a salad bar is available for the noon and evening meals. Cabin groups sit together, eat "family style" and share the responsibilities of setting and clearing their tables. A daily snack is also provided.

Special medical food needs or concerns including food allergies (e.g. gluten or lactose intolerant or nuts) & preferences (e.g. vegetarian) should be brought to our attention prior to the summer.

### Candy, Food & Beverages

We ask that no candy, food or beverages (including bottled water) be brought or sent to camp for the following reasons:

1. Food in the cabin attracts flies, mice, skunks and chipmunks.
2. It undermines the cabin community if a few campers have food and others do not.
3. Snacks are offered at camp, as well as limited amounts of soda and candy.
4. Filtered water is available.

Any food & beverage items will be disposed of at our discretion, and will not be returned to the sender. Please discuss this policy with your child as well as their friends and other relatives prior to camp.

## **No Care Packages Please!**

In an effort to continue to build a strong cabin community, we ask that you not send care packages of any kind. Letters, faxes and e-mails are the best way to let your campers know that you are thinking of them while they are at camp. Please discuss this policy with your child as well as their friends and other relatives prior to camp. Your cooperation is greatly appreciated.

If a camper forgets any of the items listed on the basic or optional packing list (located on page 16), you may send them. **Items on this list will be the only items accepted.** All other items will be disposed of at our discretion. A parcel will be considered a care package if it arrives in any of the following: a box, a padded envelope, any envelope of any type or size that appears to include anything more than one letter. A designated staff member will open the package in private and distribute the appropriate contents to the camper by the following day.

Please send any medications, airline tickets and camp paperwork directly to **the attention of the “Camp Office.”**

## **Birthdays At Camp**

If your camper celebrates a birthday while at camp, there is a birthday cake served for sharing with cabinmates as well as lots of recognition from the camp community. We encourage you to send birthday cards to your child, but no care packages are accepted. You will not be able to speak with your child on their special day so plan ahead with your birthday correspondence.

## **Body Piercing Policy**

For safety reasons, all body piercings (with the exception of post or stud earrings) must be removed.

## **Tobacco, Alcohol, Drug & Behavior Policies**

Camp offers a safe, substance-free environment. Positive values set the tone at camp and are role modeled by our staff. There shall be no smoking/chewing of tobacco, drinking of alcoholic beverages, use of illicit drugs or other abusive/harassment behaviors at camp. We reserve the right to dismiss any camper or staff whose actions, behavior or attitude, in our judgment is contrary to the best interests of the camp or other campers. Please discuss these policies with your camper prior to their arrival.

## **Camper Address Book**

A camper address book for your camper’s cabin will be mailed out at the end of the camp. Your camper’s address will be included in this camper address book. Please let us know if you do not wish to have your contact information disclosed.

## **Laundry Service**

Laundry is done two times for four week campers. Laundry is not provided for the two week or coed campers except in an emergency. Please pack accordingly for the time that your camper is with us.

Please mark your child’s name (not their initials) on each piece of clothing as well as on each laundry bag. A local service does our camper laundry and the fee for this service is charged to the camper’s account each time laundry is done. Camp will not be responsible for lost or damaged articles.

## **Visiting Camp**

We ask that you, as parents, visit camp only on the opening and closing day of each session. Though somewhat busy, there is plenty of time to meet with camp staff, tour camp, meet cabinmates and see the camp facilities.

**Any adult other than the camper’s parent or guardian must have specific permission from the camper’s parents and prior Camp approval to visit during the visiting hours listed below.**

Often times, a visit during the session creates a greater amount of homesickness and causes any separation anxiety to resurface. It can be difficult for the camper, as well as the rest of the cabin, and therefore we discourage visits outside of opening and closing days. For the same reasons, we ask that you not bring food, pets, care packages, visit the child’s cabin or permit the use of cell phones at the time of your visit.

If you must visit your child during the session, we ask you to do so only once. **The best time is from 1:15 p.m. to 2:15 p.m.**, causing the least amount of disruption in a camper’s schedule, and is restricted to central areas of camp. Please contact us in advance so we can make arrangements and advise you if your child is away on a trip.

## Camp Tours For Prospective Camp Families

If you have friends interested in seeing camp, we provide tours by appointment from 10:00 – 11:00 a.m. and 2:30 – 3:30 p.m. Please call in advance to set up the appointment.

## Camp Store & Online Store

Supplies can be purchased at the camp store on a limited basis: T-shirts and sweatshirts (usually only one of each), toothbrushes, toothpastes, tennis balls, flashlights, rain ponchos, batteries, stationary/stamps, postcards, activity manuals and song books. Purchases are charged to the camper's account.

Our Online Store is also up and running. You can purchase some camp wear including t-shirts, sweatshirts, polo shirts, shorts, water bottles and other camp merchandise. Order early so that your camper can come to camp with some of the special gear. Go to our website ([www.lincoln-lakehubert.com](http://www.lincoln-lakehubert.com)) and follow the Online Store link.

## Money & Valuables

Money and valuables are not needed at camp and are collected on the first day and kept in the camp office. If spending money is needed for any trips or adventure experiences, an equal amount is drawn for each camper and is charged to his/her account. We encourage campers to lock all valuables (e.g. jewelry, electronics) in the camp office for the duration of their stay at Camp. Camp will NOT be responsible for items not stored in the camp office.

## PRE-CAMP CONVERSATION CHECK LIST ABOUT COMMUNITY AT CAMP

Discuss with your child . . .

- the importance of making new friends and talking to their counselors or Camp Director if they encounter any problems.
- the importance of appropriate behavior while at camp and the consequences for inappropriate behavior.
- that there is not a visiting day while at camp.
- the importance of making good food choices while at camp, as well as the fact that sodas and sweets are limited while at camp.
- that care packages are not allowed. Make a list of realistic items that your child would like to have at camp to make their stay comfortable (see packing list on page 16 for guidelines).
- the importance of inclusive behavior. Making friends at camp is an important aspect of the camp experience **yet** this is best achieved by open interaction with **all campers and staff**.

## FUN

### Activity Choices

Over 30 land and water activities are offered, giving campers a wide choice of exciting activities to try. Campers choose their own activities every 3 days and we encourage campers to enjoy as much variety as time allows. Prior to camp, please encourage your child to choose a good variety of activities for a well-rounded summer of fun. If you have some specific program expectations for his/her participation, please discuss this with them as well, and note this on the Camper Profile form.

### Special Days & Events

In addition to our daily activity program, weekly "Special Days" add excitement, variety, and festivities to our camp life. Special Days give campers a chance to take part in and celebrate a theme such as Western Day, Color Wars, Camp Olympics, or by being in a skit or lip sync performance. Check out our camp newspaper, "The Railsplitter", or website in April for what the themes will be this year. Many special days end with a campfire, complete with skits, camp songs and storytelling. It is common for the campers & staff to dress according to the theme, bringing appropriate theme-related clothing to camp.

### Campfires & Banquets

Each session begins with an opening campfire and ends with an awards banquet that precedes a farewell campfire. Campfires and banquets allow for a community celebration and recognition of skills learned and goals accomplished.

This is just one of the times that campers receive public recognition for the awards that they have earned as well as some creative awards for just having fun!

## PRE-CAMP CONVERSATION CHECK LIST ABOUT FUN AT CAMP

Discuss with your child . . .

- what activities they would like to participate in while at camp as well as what activities you would like them to try at least once or not participate in at all. A list of activities is available on the website ([www.lincoln-lakehubert.com](http://www.lincoln-lakehubert.com)).
- that while at camp, special activities and events will happen, on average, once a week.
- that they will be recognized for their achievements in activities throughout the session and at the awards banquet.

## EXCELLENCE

### Accredited Camp

Camp Lincoln and Camp Lake Hubert are accredited by The American Camp Association (ACA). The ACA Accreditation covers over 300 standards in areas such as staff selection, safety rules, program, health & sanitation and administration. Standards are evaluated and updated yearly. The Minnesota Department of Health also licenses and inspects each camp yearly.

### Safety At Camp

Safety is given top priority at camp. Facilities and policies have been constructed to provide a thorough and consistent safety program. During Orientation & Staff Development, counselors are trained in safety rules and expectations for all aspects of camp life. Safety regulations are posted and practiced by all campers and staff. Please talk to your campers about the importance of following safety rules and appropriate risk-taking.

### Dedicated Camp Counselors & Staff

Camp Lincoln and Camp Lake Hubert carefully select the men and women of our staff for their interest and commitment to working with children. Each staff member meets a high standard of dedication and skill. Interviews are given, references are checked and background checks completed. Each staff member has at least one year of college and many are teachers who continue their youth work throughout the year.

Staff members attend an intense 10 day orientation which emphasizes counseling skills, group dynamics, safety procedures and activity skills. Our counselors form a strong, committed team with a single focus: A safe summer filled with fun, learning and growth opportunities for each camper.

Camp policy does not allow “tipping” or “gratuities” for any staff member. Your cooperation is greatly appreciated.

### Contact From Camp

Your child will be encouraged to write home at least twice a week. Parents of our two & four week campers will receive a "How's Your Camper Adjusting" e-mail several days after your camper arrives, and a final letter after the end of camp. Parents of four week campers will also receive a mid-session “update” letter. **Please make sure that we have your correct e-mail address on the Contact Form.** If you feel it necessary to call camp, a message will be taken and a staff member will call you back after the next meal.

### PRE-CAMP CONVERSATION CHECK LIST ABOUT EXCELLENCE AT CAMP

Discuss with your child . . .

- how important safety is at camp.
- how to address an envelope when writing to you.
- that the staff will be writing you periodically to share their progress while at camp.

## QUALITY RELATIONSHIPS & COMMUNICATION

### Partnering With Parents

We pledge open and honest communication while your child is with us and ask that you do the same in disclosures before camp and a willingness to work with our staff to make your child's experience a success.

We ask that you offer encouragement to your child around issues concerning the camp community, adjustments or conflicts, should they develop. If you have any questions, contact a director or your child's staff immediately.

### Contact & Camper Profile Forms

**Please complete, correct and return the enclosed Contact & Camper Profile Forms by May 1<sup>st</sup> or as soon as possible or at least two weeks prior to the session if you registered after May 1<sup>st</sup>.**

The Camper Profile Form is important information for both our office and your camper’s counselor. Emails will be sent out while your camper is at camp and having this information is vital to insure that you receive communications regarding your camper.

Comments on the Camper Form will be reviewed directly by your child's counselor. Goals, expectations, program requests and comments serve as a guide for your child's experience. Specifics you share are a valuable resource allowing your child's counselor to get to know him/her better.

### Letters Are Important!

Please send cheerful letters with a focus on camp, *not* what they are missing at home. So that they will have mail waiting for them when they arrive, write a letter to your child before they leave home at the address below minus the cabin name which will be known after arrival. **Please write your child at least 2 or 3 times a week!** For more information on writing quality letters to your camper, read Dr. Chris Thurber’s Summer Camp Handbook (chapters 13.1 & 13.2) available online at [www.summertimecampandhandbook.com](http://www.summertimecampandhandbook.com)

Cabin name will be known after your camper arrives at camp. Please add this information for letters sent after your camper has arrived at camp.

Write to:

CAMPER’S NAME  
CABIN NAME (will be known after arrival)  
CAMP LINCOLN/CAMP LAKE HUBERT  
P.O. Box 1308  
Lake Hubert, MN 56459

## Faxing To And From Camp

Faxes are delivered with the regular mail usually the next day. Remember to put your camper's first & last name as well as their cabin on each page.

Our fax number is:

218-963-2447

Campers are allowed to fax home with your permission. To give permission, please contact our camp office.

## E-mail to Campers

It is easy and best to send campers emails via our online service.

Please visit our web site ([www.lincoln-lakehubert.com](http://www.lincoln-lakehubert.com)) and click "Camper Photos and Email". Follow the link to the appropriate camp and make sure you have registered. If you have an account from last summer, your username and password have stayed the same. For new accounts, the pre-approval codes are not available in this online version. Please call camp at 800-242-1909. Registration is free and once completed, you will be able to view photos of camp and send "Bunk Notes" (emails) to your camper by following the appropriate link! Bunk Notes are delivered with mail (with the exception of Sunday). Campers will NOT be able to send an email while at camp. **Basic Bunk Notes are free, with optional borders and inserts extra.**

## Telephone Contact

Once your child has arrived at camp, they will place a phone call home to tell you that they have arrived safely and where they will be living while they are at camp. If you are not available, they will leave a message. Other than to call you when they arrive at Camp, we do not allow campers to use the telephone or to call home except in case of emergency. Your cooperation in explaining our policy to your child is appreciated. Should you wish first hand information about your child, we encourage you to call the camp office and we will be happy to take a message and have your child's staff return the call usually after the next meal. Staff members may often be "on duty" in the cabin so some delays returning your call may occur.

## UPS/FedEx Shipping Address

If you would like to send something via a service instead of the United States Postal Service, please send it to:

Camper Name, Cabin & Camp (CL or CLH)  
23416 Camp Lincoln Road  
Lake Hubert, MN 56459

## Cameras & Camcorders

Taking pictures at camp can be fun; however, we do insist that all pictures taken must be respectful and appropriate. Any pictures taken that may be considered or implied to be possibly inappropriate will be destroyed. Expensive cameras are not recommended for camp use. Cellular phones with camera technology are not considered a camera and must be stored in the camp office. Per camp policy, any pictures of campers or staff taken by a camper or staff member at camp are not to be used on any website or internet message document.

Camcorders are not allowed and cameras with video capability are not recommended.

## Cellular Phones

In today's society, cellular phones are a common luxury. We recognize that parents and campers may rely on a cellular phone for comfort while traveling to and from camp. We require that these be turned into us upon their arrival so that they may be securely locked and stored in the camp office. Cellular phones turned into the office will be charged and returned for the trip home.

**Campers are not allowed to have or use cellular phones while at camp.** If a camper is found in possession of a cellular phone at any time, it will be collected and mailed home to the parents. We ask that you please support us in our decision to not allow cellular phones and discuss with your camper the importance of this policy so there is no misunderstanding when they arrive at Camp. Should you have questions on this policy, please contact our office.

## PRE-CAMP CONVERSATION CHECK LIST ABOUT QUALITY RELATIONSHIPS & COMMUNICATION AT CAMP

Discuss with your child . . .

- your plan for keeping in touch with them while they are at camp (how often will you write letters, faxes, e-mails, etc).
- that they will not be able to call home while they are staying with us and how they can stay in touch with you while they are away.
- the importance of taking appropriate pictures and building their own quality relationships with other campers and staff members.
- that cellular phones are not allowed at camp.

# PERSONAL GROWTH AND DEVELOPMENT

## Campers Missing Home

Missing home and family (even pets) is natural for children. Our staff are trained in working with children and helping them to deal with missing their family.

It is common that the first letters you receive may indicate a trace of sadness. **Ninety-five percent of campers experience a short adjustment period during the first few days of camp.** Soon, campers get caught up in the excitement of new friends, activities & camping adventures. Your support of our normal process is critical to your camper's success.

How can you help your child adjust to being away from home?

- Start while your camper is still at home and help them be proud of being independent and ready for camp. Review our camp video with them and reinforce their excitement/ interest about camp.
- Set the goal of staying the whole session. **Please do not tell your child that they can come home or that you will pick them up if they are homesick – it sets them up for failure instead of success.**
- Practice overnights with family/friends to help first time campers get used to being away.
- Send pictures of family & friends with your camper.
- At camp, send upbeat, cheerful letters that focus on how much fun he or she is having and less on what they are missing at home.

## What About When You Miss Your Child?

We know it is difficult for parents to be away from their child during camp - that is normal. We want to work together to make the experience positive for you and your child! Here are some tips, from other camp parents, on what you can do:

- Before your camper leaves, make a list of things you are going to accomplish while they are enjoying their camp experience (things you have not gotten around to before now!).
- Write your child an encouraging letter, e-mail or fax.
- Remind yourself about why you chose our camp – try watching the DVD again to remind you of the growth, development and independence you want for your child.
- Talk with another parent who has experienced the same feelings when their child left for the first time.
- Take time for yourself! Just like your camper is trying new things and experiencing personal growth, be sure you do the same so you can be reenergized when they arrive home with all of their stories.

## Spirituality

Spiritually, our camps are Christian oriented, but we maintain a nonsectarian approach to our Sunday Services and spiritual programs. We have children of many faiths at camp and we respect individual beliefs. Campers and staff plan and present these programs and all are expected to attend all such functions. Themes of the services focus on our core values of community, excellence, fun, personal growth and development and quality relationships.

Catholic Campers are transported (with staff) by bus to a church nearby for Mass on Sundays, **unless** camp is notified by parent/guardian that attendance at the camp's regular chapel service is acceptable in place of mass. A bus fee is charged for this additional service.

*Camp Lake Hubert Campers wear all white clothing to chapel. This includes sweatshirts, if needed.*

## Gameboys & Other Electronics

Camp is a place to celebrate and enjoy the great outdoors and take a break from the electronic connection of everyday life. For this reason, **we do NOT allow campers to have TV's, DVD players, computers, cellular phones, pagers, video/computer games or other types of sophisticated electronics enabling Internet or video at camp.** However, we recognize that some of our campers find these electronics enjoyable for traveling. Therefore, if a camper has arrived at camp with any of these items, they will be collected upon arrival and stored in the camp office until the end of camp.

## Radios, CD/MP3 Players & iPods (non-video models)

CD/MP3 Players/iPods (non-video models), if brought to camp, are restricted to cabin use only.

In a continued effort to maintain a more “unplugged” atmosphere at camp, **devices with video capabilities are not permitted at camp and will be collected upon arrival and stored in the camp office until the end of camp.** **This includes iPods and other music playing devices that also have video capability. Devices with video capability that are found after valuable envelopes are turned in on the first night will be sent home for safe keeping rather than put in the camp office.**

We also ask campers **not** to bring their own stereos/boom boxes with them, as an issue of respect for others in their chalet. Please be aware that bringing valuable items, such as CD/MP3 Players/non-video iPods, is done at your own risk, and camp is not responsible if they become lost, stolen or damaged.

## PRE-CAMP CONVERSATION CHECK LIST ABOUT PERSONAL GROWTH & DEVELOPMENT AT CAMP

Discuss with your child . . .

- what they are going to do when they feel homesick while at camp and how they are going to work through this situation should it arise.
- the importance of being at camp to try new things and that most electronic equipment will be stored in the camp safe.
- the camp philosophy on Spirituality.
- the camp's electronic/technology policies.



Please call us at 800-242-1909  
if you have any questions or concerns.

## PACKING FOR CAMP

### Mark Your Clothing & Equipment

**Please mark each piece of equipment and clothing sent with your child.** Enclosed are flyers from name tag and equipment companies that have worked well for campers in the past.

Mark the article of clothing so that the camper's name will be visible when the article is folded. The collar or waistband of most clothing articles and inside hats/shoes works well. For towels, sheets, pillow cases, sleeping bags and laundry bags place two name tapes on opposite corners. Mark names clearly on items such as tennis rackets, cameras, teddy bears, fishing poles, and flashlights. Don't forget duffel bags, too! We ask that you please use full names (no initials).

At camp, some clothing/items may be misplaced, left at camp, or packed into another child's bag. Thus, proper "ID" on equipment and clothing will greatly assist in the return of articles to their proper owner. In the fall, unmarked/unclaimed items are donated to charitable groups.

Any personal equipment brought to camp must be in compliance of the American Camp Association and the State of Minnesota Safety Standards.

### Pack In Duffel Bags

Duffel Bags are the preferred camp luggage - easy to carry and easy to store. Remember to put the child's name on duffel bags. **Please limit packing to 2 duffel bags maximum with a maximum weight of 50 pounds each, plus a backpack to carry miscellaneous items for traveling.**

### Clothes To Have Fun In!

Please, send clothing items that campers can really play in. Campers will get involved in a "hands-on" way and their clothing may show the wear & tear. Please, do not send expensive clothing to camp. **Camp will NOT be responsible for lost or damaged articles – this includes sports/activity equipment.**

### Toiletries

For safety reasons, plastic, rather than glass containers are recommended. A toiletries case or basket is helpful in carrying toiletries to the shower facilities. **Also, please review the Airline Carry-on Policies by visiting the Transportation Security Administration website ([www.tsa.gov](http://www.tsa.gov)) for up-to-date information if flying.**

### Bedding & Sleeping Bags

For health and safety reasons, we require the use of sheets, pillow cases and blankets for beds at camp. See Packing Lists for suggested quantities. Wool blankets, sheets, pillows/cases may be rented at camp. Rental is \$8.00 per week. This can also save second bag fee if flying. Please make bedding requests on the Contact Form. Sleeping bags are required on overnight trips – on and off camp. All two week campers will take an overnight trip on camp, and four week campers will have the opportunity to take trips off camp. For this reason, we recommend that you bring a sleeping bag. When not on trips, the sleeping bag may also be unzipped and used as a bed comforter as needed.

## TRAVELING TO CAMP

### THE BASICS (for all Traditional Camps)

- brush/comb
  - toothbrush/paste
  - soap/soapbox/shampoo
  - sunscreen/lip balm
  - insect repellent
  - 2 pr tennis shoes
  - 1 pr riding shoes/boots with heels\*
  - 1 pr Teva type sandals/Aqua sox
  - stationery/stamps/pen/address list
  - 2 long sleeve cotton shirts
  - 2 sweatshirts/sweaters
  - 5 pr jeans/pants/sweatpants
  - 2 laundry bags (4 weekers only)
  - socks (enough for two weeks)
  - underwear (enough for two weeks)
  - sleeping bag
  - (See Bedding – Page 15)
  - 1 nice outfit for awards banquet & special events\*\*
  - white shorts, shirt & sweatshirt for chapel – Camp Lake Hubert ONLY
- 2 swimsuits
  - 2-3 pajamas/1 robe
  - hat or visor
  - jacket/windbreaker
  - rain gear/poncho
  - sunglasses
  - flashlight & extra batteries
  - camera & film
  - water bottle
  - backpack (carry-on)
  - 10 short sleeved t-shirts
  - 5 pr shorts
  - 3 bath or beach towels
  - 2 blankets\*\*\*
  - 4 sheets (singles)\*\*\*
  - 1 pillow and 2 cases\*\*\*

### Optional (for Session I & II and Prep camps)

- toiletries case/basket
- special day clothes/props
- musical instrument
- battery operated alarm clock
- sailing gloves
- playing cards/board games/non-electronic games
- small fan
- ball glove
- fishing pole
- tennis racket
- reading material/books

\* A shoe with a heel (like a hiking boot, riding boot, etc) is necessary for safety in horseback riding.

\*\* Outfits are generally dresses, skirts, pants, blouses for girls; shirts with a collar and nice shorts for boys.

\*\*\* Rent Camp Bedding or pack your own. See Bedding – Page 15.

See separate handbook for Golf and Tennis lists.

### Travel Form

*We need a Travel Form for **EVERY** camper who attends Camp Lincoln or Camp Lake Hubert this summer – even if you are driving to/from camp.*

This allows the camp to know exactly when, where and how to expect your child's arrival and departure and to make appropriate arrangements.

**Please inform us of your child's finalized travel plans at least 30 days prior to your camper's arrival.**

A reminder email from camp confirming return plans (including date, time, bus or flight/airline) will arrive a few days before the session ends. Please contact us immediately if this information is not accurate.

### Baggage Shipping Tags

Blue baggage tags are included with this mailing. Whether you fly, drive or use the camp bus, attach tags to **ALL** bags, suitcases, carry-on bags, duffels, and every item shipped or carried. Blue Tags allow camp and airport baggage handlers to easily recognize camp luggage as well as identify lost baggage. Extra tags are available – Call Us! **PLEASE REMOVE ALL OTHER TAGS – ESPECIALLY PAST CAMP TAGS.**

### How Many Bags Can We Pack?

We suggest not more than 2 duffel bags or suitcases per camper and need to be no more than 50 pounds per bag. Please use a backpack for your carry-on bag as this allows everything to be contained for the trip to and from camp. You are now able to prepay your checked luggage fees for both the trip to camp and the trip home from camp. **Please prepay checked luggage fees both ways and send the camp a receipt in the travel information your camper brings on the arrival flight.** If you do this online, you can save some costs. If we are required to pay for your camper's checked luggage for return flights, the charge will be added to your bill. Currently, Southwest Airlines does not charge baggage fees.

### Special Instructions

Any special arrangements with regards to baggage should be sent or faxed to the camp office 30 days prior to travel. Please advise camp of any special baggage to be sent UPS (at an extra charge) at the end of your child's session. If a third bag is required for camp, it is much cheaper to send it UPS.

### Carry-on Bags

**Be sure that each bag and carry-on has a blue camp tag.** We suggest each camper bring only one backpack that your child can carry comfortably, especially for miscellaneous items for returning home.

## Important Air Travel Information

While we expect increased security at airports, we will meet your camper at the gate on arrival and take them to the gate and remain with them until the plane leaves on departure. This supervised escort is part of the airport service and care of each camper traveling to and from camp.

Our travel agent – Travel One – has a suggested list of flights and preferred airlines from most major airports in the country, and this list is enclosed with this booklet and available online. Use of this service allows us to make sure that your campers travel information is complete and accurate.

If your child is to be met at our group location at the Minneapolis/St. Paul Airport or at your home airport by someone other than their parent/guardian, written permission from you must be provided to camp.

## Arrival/Departure

Plan to **ARRIVE** at the Minneapolis/St. Paul Airport between **9:00 a.m. and 2:00 p.m. on Opening Day.**

Plan to **DEPART** from the Minneapolis/St. Paul Airport between **12:00 p.m. (Noon) and 4:00 p.m. on Closing Day.**

Campers who need to arrive/depart on other days or more than 2 hour outside of these time periods, transportation may have to be arranged to or from the Brainerd, MN Airport (served by Delta).

Call us to discuss any concerns (1-800-242-1909).

## Ticket Purchases

You will receive Travel Information from Travel One with this booklet. They have pre-selected specific flights from most major cities. This may mean that campers from the same city will travel together. Other benefits include seating together (when possible), special baggage handling service in the Minneapolis airport, a coordinated communication plan with camp and any available reduced price fare up to 30 days before the flight.

Tickets ordered and purchased in advance will be confirmed by Travel One upon purchase and the tickets should arrive about three weeks before the session begins. Travel One will include Unaccompanied Minor (UM) Forms with your tickets.

## Travel One

Individual air travel arrangements are handled by Travel One using Delta Airlines Flights (which are preferred). They will also issue tickets on Southwest and other airlines. Travel One's knowledge of our needs and Delta's service benefits (i.e. special baggage handling, group seating when possible, etc.) provide maximum convenience, service and safety for our campers.

**800-245-1111**  
**866-508-4007 (fax)**

Contact: Cyndie Taylor ([ctaylor@traveloneinc.com](mailto:ctaylor@traveloneinc.com))  
Donna Hoiem ([dhoiem@traveloneinc.com](mailto:dhoiem@traveloneinc.com))

## Unaccompanied Minor (UM) Requirements

Most airlines require that a child flying under the age of 15, without an adult escort, must fly as an unaccompanied minor (UM). This requires the completion of a UM form (a separate form for arrival and departure) giving details about who is meeting the camper on each end of the trip. When coming to camp, please list the name of the person to release the camper to as: "Bill Jones or Sam Cote" (on the first line) and a "Camp Lincoln/Camp Lake Hubert Staff" (on the second line). **Please prepay this fee both ways for each camper.** When filling out the return UM form, please make sure to use your name as the person meeting the flight – not the camps.

If we are required to pay for this service at the airport for return flights, the charge will be added to your bill. Most airlines will allow up to four campers on one UM form and this a great way to save some travel costs; **however**, on the return home flight only one parent can be listed on the form to care for the arrival of all campers.

Campers 15 years & older will need a government issued photo ID showing age.

## Minneapolis/St. Paul Airport

Chaperones will be at Terminal #1 (formerly Lindbergh Terminal) and Terminal #2 (formerly Humphrey Terminal) on opening and closing days. We will meet all campers at the gate and our chaperones will be wearing a camp staff shirt and holding a sign for Camp Lincoln & Camp Lake Hubert.

If you make your own arrangements, please be sure to fill in the Travel Form with Airline, Flight Number and Arrival /Departure Time so our chaperone can be at the proper gate for your child's arrival/departure. Please send all travel information to us at least 30 days prior to travel.

In the unlikely event that a camp chaperone is not at the arrival gate, please tell your child to stay at the gate area and have an Airline Representative page us.

## Tickets & Passports Safety

All tickets, e-ticket confirmation numbers and passports are collected by the chaperones at the airport and are kept in the camp safe. This allows the Transportation Director to coordinate all return travel and verify all details for your camper. **Please include a copy of your child's itinerary in the ticket folder as well as the UM Form for the return flight and receipt for prepaid luggage (Please pay the UM fee round trip).**

If your child is not using his/her return ticket, please inform the camp and give us your specific plans.

## Travel Money

We suggest you send \$20 total (\$10 each way) with your child for travel money (e.g. unexpected layovers, food, beverage, etc.).

## Airport Chartered Bus Service

For the trip to and from camp, all campers who we are meeting on arrival or taking to the gate on departure have a guaranteed reservation on our chartered bus, so no additional reservation is needed.

Charges for the bus trip from the airport to camp and/or return is \$39.50 each way.

If you are dropping your camper off at the Minneapolis/St. Paul airport or have flown in with them on a flight and are not driving them to camp but dropping them off at our airport meeting area, please inform us of this so we can plan on their arrival/departure and make a reservation on our chartered bus.

## Return Trip to Airport

Campers return via chartered bus to the Minneapolis Terminal, where chaperones escort them to their reserved flight.

## Private Plane

If you arrive via private plane, the Brainerd Airport is most convenient – 13 miles from Camp. Rental cars or taxis are available from the Brainerd Airport. If notified in advance, we can also arrange to pick-up/drop-off campers at the Brainerd Airport.

## If Driving Check-In on Arrival Day to Camp

**1:00 p.m. – 5:00 p.m.**

## Check-Out on Departure Day from Camp

**8:00 a.m. – 12:00 p.m.**

Please note that most campers have left camp via the buses or their parents have picked them up by 10:00 am. If your child will be picked up at camp or met by someone other than a parent, written permission from you must be provided to camp.

## Directions to Camp

From the Twin Cities or South, Take I-94 West to Clearwater (exit 178) and turn Right on Hwy 24. Go East on Hwy 24 about 5 miles to Hwy 10. Turn Left onto Hwy 10 and take Hwy 10 North through St Cloud, past Little Falls. Continue north on Hwy 371, and take the 371 Baxter Bypass. From the 371 and 210 intersection, continue north on Hwy 371, about 10 miles. Turn Right on Nashway Road (just after Round Lake at mile marker #42)...

From the East or West, Take Highway 210/10 to Brainerd. From the 371 and 210 intersection, continue north on 371, about 10 miles. Turn right on Nashway Road (just after Round Lake at mile marker #42)...

After turning onto Nashway Road...

To Camp Lake Hubert, continue on Nashway Road for about 1 mile to the Camp Lake Hubert entrance sign on the left.

To Camp Lincoln, after turning right on Nashway Road, take a left at the first blacktop road (Camp Lincoln Road). Travel about 1 mile and the Camp Lincoln entrance is on the right.

## Minneapolis/St. Paul Pick-Up

Bus service is available for Minneapolis/St. Paul and nearby communities from Concord Elementary School – Edina (a Minneapolis suburb) – located off Hwy 100 near Edina Community Center. Charge for this bus service to/from camp is \$39.50 each way and will appear on your final statement.

## Directions to Concord School (See map on page 22)

### Driving from the South

Take Freeway 494 to Hwy 100. Exit to the North on Hwy 100. Drive about 4 miles & Exit at the 50<sup>th</sup> Street & Eden Avenue. Turn Right onto the East Frontage Road (paralleling Hwy 100). Turn Left onto Southview Lane (at Community Center). Turn Right onto Concord Avenue.

3 blocks to Concord School, lower parking lot (behind the school on the Concord Road side).

### Driving from the North

Take Hwy 100 South to 50<sup>th</sup> Street & Vernon. Exit on 50<sup>th</sup> Street & Vernon. Turn Left at the Exit traffic lights – you will cross over Hwy 100. Turn Right at first traffic lights onto the East Frontage Road (paralleling Hwy 100). Turn Left onto Southview Lane (at Community Center). Turn Right onto Concord Avenue – 3 blocks to Concord School, lower parking lot.

## CAMP HEALTH INFORMATION

### Bus Schedules for Concord School Chartered Bus

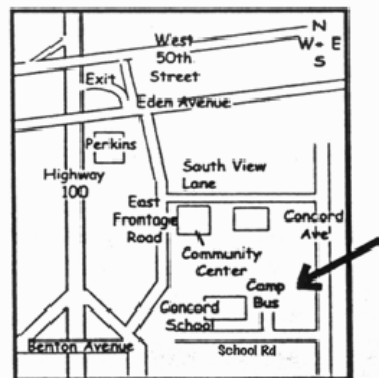
Please plan to arrive 15 minutes prior to arrival and departure times listed below. To reduce congestion at the parking lot, please park away from the bus loading area. Unload baggage quickly and then move to the parking area.

Camp Session	Departure (from Concord School)		Return (to Concord School)	
	Date	Time	Date	Time
Prep				
I	Tue June 15	12:00 p.m.	Mon June 28	12:00 p.m.
II	Tue June 29	12:00 p.m.	Mon July 12	12:00 p.m.
III	Wed July 14	12:00 p.m.	Tue July 27	12:00 p.m.
IV	Wed July 28	12:00 p.m.	Tue August 10	12:00 p.m.
Coed	Thu August 12	12:00 p.m.	Sun August 22	12:00 p.m.
Session				
I	Tue June 15	12:00 p.m.	Mon July 12	12:00 p.m.
II	Wed July 14	12:00 p.m.	Tue August 10	12:00 p.m.
Full Season	Tue June 15	12:00 p.m.	Tue August 10	12:00 p.m.
Tennis				
I	Thu August 12	12:00 p.m.	Tue August 17	<b><u>11:30 a.m.</u></b>
II	Tue August 17	12:00 p.m.	Sun August 22	12:00 p.m.
Golf				
I	Tue June 15	12:00 p.m.	Mon June 21	12:00 p.m.
II	Tue June 22	12:00 p.m.	Mon June 28	12:00 p.m.
III	Thu August 12	12:00 p.m.	Tue August 17	<b><u>11:30 a.m.</u></b>

Map to Concord School

5900 Concord Ave. S.  
Edina, Minnesota

Driving Directions are  
listed on Page 21.



### Health Form & Physician Form

It is important that we have a complete and detailed health history on each child. **Please return the completed Health & Physician Forms by May 1st.** If enrolling after May 1<sup>st</sup>, please return as soon as possible. Your child may not attend camp without their completed health form. Required Information:

1. Health Form – all sections completed.
2. Physician Form.

Please notify the camps if the camper is exposed to any communicable disease within 21 days prior to camp and also if health conditions change after the date on which the Health Form is signed.

There are three supplemental forms – Anaphylaxis, Asthma, and/or Diabetes – available online if applicable to your camper. You may also call camp at 800-242-1909 to request any of these forms.

### Camp Health Service

The camp health center is overseen by 2 health care staff at each camp and an on-site licensed doctor (M.D.) serves both camps. Camp is just 15 minutes from the nearest hospital and other medical clinic services if needed. General care and first aid supplies are available at camp. Expenses of physician and health care providers employed by the camp are provided as part of your regular tuition. Prescriptions, special medications, clinic/hospital illness related charges or other items not covered by our insurance policy, and trips to town (if needed) are charged to your child's account and/or your personal insurance coverage.

**If your child stays overnight in the camp health center, is prescribed medication, or should otherwise need any emergency care, the camp doctor or health care staff will call you.**

### Medications & Prescriptions

All medications (brought or sent to camp) must be kept in the health center and will be administered by our health care staff. Medications must be clearly labeled with the camper's name, the physician's instructions, the name of the medication, and the dosage. If medication is for an international camper, all information must be translated into English before camp. **The instructions and dosage on the container must match any parent or physician notes made on the health form.** Please have your physician/pharmacist correct the instructions on the container if the dosage has changed. **If your child is on behavioral medications, please continue this medication while at camp.** As with all medications, please send enough for the entire time that they are with us.

Repeat these instructions on the Health Form. **If you send medication in your child's baggage, please instruct your child to give this medication to the cabin staff or the camp health care staff upon his/her arrival.**

We ask that you send only **essential medications** to be administered by our health care staff. Vitamins/supplements are not needed at camp unless specifically prescribed by a doctor, and are not allowed in the cabins. Our health center is stocked with supplies of the usual over-the-counter generic medications (pain medicine, cough syrups, etc.) and made available by our health care staff when needed.

### **Accident Insurance Policy**

A Group Accident Reimbursement Policy is provided as an added service to camp families at no additional cost. Camp Lincoln/Camp Lake Hubert exercises the greatest care and supervision for all campers.

### **Covered**

The Group Accident Reimbursement Policy covers your child:

1. Anywhere on the campgrounds;
2. While traveling under supervision with other campers to and from scheduled and approved camp activities.
3. While traveling directly between home and camp within 48 hours directly before or after the camp session.

Accident Medical Coverage has a maximum benefit of \$2,500.00 per camper. The camp will administer this coverage for the convenience of parents.

### **Not Covered**

This accident insurance policy does not cover: eyeglass replacement or prescriptions, sickness or illness, self inflicted injuries, war or act of war, preventative medicines or medical examinations not incident to treatment, dental work or dental treatment on natural teeth, pregnancy, pre-existing conditions, cosmetic or plastic surgery except as necessary for repair or alleviation of damage due to injury.

Any expenses for services by a clinic or hospital regarding non-covered services will be billed directly to parent or parent's health care coverage policy. Please list your family health insurance information on the Health Form.

## **PAYMENTS & CANCELLATIONS**

### **Payment Of Camp Fees**

Camp Fees are payable in advance. An invoice for the 2nd and 3rd payments will be mailed two weeks prior to the date due. Before February 1<sup>st</sup>, a registration deposit of \$500 for all camps is due upon registration. After February 1<sup>st</sup>, the registration deposit is \$1500 for two and four week camps and \$500 for specialty camps. Two week, four week & family campers enrolled prior to February 1st have a second payment due in the amount of \$1000 by February 1st. The balance for all camps, including the expense deposit, is due prior to May 1st. Payment plans can be arranged for automatic periodic payments to a credit card. A \$75.00 daily fee for any interim days will be added to the fee for campers combining sessions.

### **Cancellations**

Applications may be cancelled with a full refund within two weeks from date of enrollment.

After that date and prior to February 1st, a \$250.00 cancellation fee will be retained. Applications cancelled after February 1st and before May 1st will result in a \$500 cancellation fee. Cancellations after May 1st, but before 30 days prior to your selected session will have \$1000 retained. **Cancellations within 30 days of the start of the selected session will forfeit full tuition.** No reduction of fee is made for late arrival, early departure or dismissal.

### **Expense Deposit For Miscellaneous Expenditures**

An additional deposit for Miscellaneous Expenditures, paid in advance, is required for your child's stay at camp. Items charged against this account may include: chartered bus from Minneapolis to camp and return, store purchases, laundry, bedding rental, yearbook (sent in December), cash withdrawals, local or special trips, transportation to/from Catholic Mass, medical prescriptions & illness expenses, golf fees and club rental, etc. The first statement will include the estimated deposit necessary for the session in camp (explained on your enrollment agreement).

Campers who write or draw on the cabin walls will be charged a \$25 fee for removal each time their name or drawings appear.

Campers who participate in some of our out of camp trips (canoeing, backpacking, kayak, rafting, chartered sailing, climbing, special day, etc.) can expect an additional prorated charge per trip which could cause expenses to exceed recommended deposit. Trip charges may vary from \$25 to \$150, and up to \$300 for the Lake Superior chartered sailing experience.

Only services actually used or items purchased will be charged. Any balance remaining will be refunded, or an overdraft will be billed. A Final Statement summarizing all charges and credits for the camp session is sent in October.

## CAMP DATES

CHECK-IN TIMES IF DRIVING  
1:00 P.M. TO 5:00P.M.

CHECK-OUT TIMES IF DRIVING  
8:00 A.M. TO 12:00 P.M.

Please note that most campers have left camp via the buses  
or their parents have picked them up by 10:00 am.

### FULL SEASON:

Tuesday, June 15 - Tuesday, August 10

### SESSION I & II:

(Session I) Tuesday, June 15 - Monday, July 12  
(Session II) Wednesday, July 14 - Tuesday, August 10

### PREP CAMP:

(Prep I) Tuesday, June 15 - Monday, June 28  
(Prep II) Tuesday, June 29 - Monday, July 12  
(Prep III) Wednesday, July 14 - Tuesday, July 27  
(Prep IV) Wednesday, July 28 - Tuesday, August 10  
(Coed) Thursday, August 12 - Sunday, August 22

### FAMILY CAMP:

Thursday, August 12 – Wednesday, August 18

### GOLF CAMP:

(Golf I – Boys) Tuesday, June 15 - Monday, June 21  
(Golf II – Boys) Tuesday, June 22 - Monday, June 28  
(Golf III – Coed) Thursday, August 12 - Tuesday, August 17

### TENNIS CAMP:

(Tennis I – Coed) Thursday, August 12 - Tuesday, August 17  
(Tennis II – Coed) Tuesday, August 17 - Sunday, August 22

Other Cote Family Owned Places to Stay  
While Your Child is at Camp or anytime:

## GRAND VIEW LODGE

Resort, Golf Course & Tennis Club

Grand View Lodge is Minnesota's premier resort for golf and tennis. The historic log lodge overlooks beautiful Gull Lake - near Brainerd, MN, and offers delightful cabins, a Glacial Waters Aveda Spa, heated indoor water park & Jacuzzi, 11 tennis courts and golf on the 9 hole Garden Course, The Pines (a magnificent 27 hole course), The Preserve and Deacon's Lodge (both 18 hole championship courses). The atmosphere is restful, friendly and informal and just a few miles from the camps.

800-432-3788

[www.grandviewlodge.com](http://www.grandviewlodge.com)

While Your Family is in Tucson, Arizona

## TANQUE VERDE GUEST RANCH RESORT

Tanque Verde Ranch is one of America's old time cattle and guest ranches with an authentic history of pioneering, cattle rustling and legends. Relax in a spacious patio casita with beautiful mountain views. Western Riding, western atmosphere, swimming pools, saunas, exercise room, tennis, spa and gourmet food are featured. A delightful touch of the West!

800-234-3833

[www.tvgr.com](http://www.tvgr.com)