



H. E. BUTT FOUNDATION CAMP
POLICIES & PROCEDURES

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FACILITIES

H. E. Butt Foundation Camp maintains five separate self-contained retreat facilities on property 12 miles north of Leakey on Texas Highway 83. Continuously flowing springs feed the river and waterfront areas with cool, crystal-clear water surrounded by rugged rock bluffs. Many species of Texas Hill Country wildlife can be glimpsed along the cliffs and among the cedar breaks and hardwood trees. Comfortable wood and stone facilities provide wonderful opportunities for retreat and renewal.

Each site has a fully equipped kitchen and dining area, an open-air meeting pavilion, and cabins with bunk beds (with exception to Headwaters where housing is built for families). Each site has its own waterfront as well as other recreational opportunities. Buildings are heated but not air-conditioned. No linens, bedding, or toiletries are provided.

Note: H. E. Butt Foundation Camp offers private facilities and is not open to the general public for sightseeing, recreation, or day visitors. We can only allow pre-registered groups.

RESERVATIONS

1. Retreat dates can be reserved up to 12 months in advance.
2. Please review the information on our website — www.foundationcamp.org — to see detailed campsite descriptions and more information about the ministries of the Camps. You must submit the online application form to establish your group’s eligibility. If you have any questions, please contact **830-291-8671**.
3. Campsite assignments are made based on the dates available and the size and age of your group.
4. After your reservation dates are confirmed, navigate to the “Plan Your Visit” tab at www.foundationcamp.org and click “Get Planning.” Here, you will find a link to download the “Reservation Packet” that contains the paperwork required to use our camp facilities. All forms must be completed, signed, and returned at least one month prior to your arrival.
5. **Eligibility** is determined by the purpose of your retreat and your ability to meet our requirements.
6. **Orientation** — Please plan 20 minutes on your day of arrival or the morning after, when all of your group can be available for an orientation to be given by a member of the Foundation staff. H. E. Butt Foundation Camp history, mission, and ground rules will be covered.
7. **Check-In** — The camp registrar will call you two weeks prior to your camp date to schedule check in, orientation and check out times. Print and bring with you the arrival packet the camp registrar will email you. Plan to use the radio at the front gate to call and let the Registrar know you have arrived. The Registrar will give you directions from there. Please call the Registrar at **830-291-8667** if you are delayed and unable to arrive when expected.
8. **Check-Out** — In order to avoid delays to your departure, please plan your program and cleanup to be ready for your check-out time. A campsite inspection must be performed by our camp staff before you leave. Please plan to accompany our staff on the inspection in the event any follow-up is necessary.

REQUIREMENTS FOR USE

In order to use H. E. Butt Foundation Camp facilities, your group must meet the following requirements:

1. Submit an application for use of our facilities.
2. Complete and return the reservation packet to the camp registrar one month prior to your retreat dates.
3. Plan and facilitate a retreat program consistent with the mission of H. E. Butt Foundation Camp.
4. Provide an endorsed Certificate of Insurance for your group's Commercial General Liability Insurance policy, specifically naming H. E. Butt Foundation Camp as an Additional Insured with minimum coverage of \$1 million per occurrence.
5. A trustee, sponsor, or administrator of your organization must sign the Waiver, Full Release and Indemnity/Responsibility Agreement.
6. Comply with Texas Department of State Health Services "Youth Camp" requirements (see questionnaire on page 9 of this document).
7. Comply with H. E. Butt Foundation Camp Guidelines.
8. Submit a signed release of liability from each participant.
9. Ensure a first aid/medical provider is present from group arrival to departure. The first aid/medical provider must provide to the H. E. Butt Foundation Registrar a copy of their first aid/medical certification or license. The minimum requirement for the first aid/medical provider is a First Aid, CPR, AED certification.
10. If groups are participating in swimming or watercraft use while at camp, two (2) certified lifeguards must be present and one (1) on-duty for every 35 water activity participants at all times. If there are 70 water activity participants, four (4) lifeguards are required and a single lifeguard should never be on duty alone. One (1) lifeguard must be over 18 years of age—the others must be certified lifeguards.

LEADER'S GUIDELINES

Precamp Training

A successful retreat requires careful precamp planning. Please familiarize your retreat leaders with their retreat responsibilities and the requirements of H. E. Butt Foundation Camp. Give thoughtful preparation to programs, food service, transportation, recreation, activities, and cleanup. Please emphasize each leader's role in emergency procedures and attention to the health and safety of your campers. Feel free to contact Guest Services at 830-291-8667 with questions.

Precamp Communication

Prior to your retreat, communicate with each member of your group about what to expect at camp and what will be expected of them. Be sure they know what to bring with them, how to get to your specific campsite, and how they can be reached while at camp. Maps with information specific to the site reserved will be included in your reservation packet to help with the communication process. Make and distribute copies as needed.

Food Service

Your group is responsible for all its food, supplies, meal preparation, and thorough cleanup. Cookware, servingware, tableware, and dishes are provided. To reduce solid waste, please do not use disposable products such as paper plates and cups, plastic tableware, etc.

Kitchen Facilities

Each camp has a complete kitchen. A stove, freezer, refrigerator, microwave, coffee maker, ice machine, and enough dishes, pots, pans, and utensils are provided to serve each site's capacity. Each campsite is provided with a barbecue pit for which you will need to provide charcoal, lighter fluid, and matches.

Trash & Recycling

Please make every effort to minimize solid waste generated by your activities. Recycling is available at camp. Plan to separate and recycle as much as possible. Recyclable items include:

- cardboard boxes
- plastic containers
- aluminum cans
- steel/tin cans

Clear plastic liners and recycling bins are provided on the back porch of each kitchen. Bring large plastic liners to use in the trash cans (39 gal.). Be sure that one of your vehicles has a 2" trailer hitch to haul the trash trailer we provide for your use. When preparing to leave camp, follow the signs on the main camp road to the dumpster and the recycling center.

Cleanup

Before check-out, please plan to have your group thoroughly inspect the grounds and clean and sanitize all of the facilities in your campsite. You are responsible for the condition of all the facilities in your campsite even if you did not use them all. Cleaning supplies will be provided. Please take all leftover food and supplies (soap, paper towels, toilet paper, etc.) home with you.

Telephones

Each campsite can be dialed direct. See numbers below. Cell phones do not work in the Canyon. Please give all members of your group the name and phone number of your assigned campsite (listed below) to leave with those who may need to reach them.

Echo Valley 830-291-8624

Echo Valley Kitchen (mounted on pole in center of kitchen)

Singing Hills 830-291-8688

Singing Hills Kitchen (mounted on pole directly inside kitchen door)

Linnet's Wings 830-291-8730

Linnet's Wings Kitchen (mounted on wall by back door)

Windsong 830-291-8634

Windsong Kitchen (mounted on wall beside back door)

Headwaters 830-291-8704

Headwaters Kitchen (mounted on wall beside back door)

No Internet access is available.

Transportation

- Yes! You will have to drive in the river to reach your campsite (except Windsong).
- The road through the river has a solid rock bottom and is well marked; the water is only about four inches deep.
- Commercial buses are **NOT** allowed to drive in the river. We will help facilitate

transport from the bus parking lot to the camp if coordinated two (2) weeks in advance with the Foundation Camp registrar.

- Please pool transportation to minimize the number of vehicles at camp.
- Parking space is very limited.
- After arrival, plan activities to minimize the use of vehicles as much as possible.
- All vehicles must stay on maintained roads and abide by posted speed limits.
- Gasoline is not available at camp.
- A map to your assigned campsite will be included with your reservation packet to help your campers reach the campsite without intruding on the privacy of other sites. Make and distribute copies of this map to all of your group.

Boundaries

Please plan your activities to respect the privacy of groups in other campsites. Please be sure that your campers do not enter any other campsite or cross any property line fences.

Visitors and Restrictions

We cannot accommodate family reunions, picnics, tourists, visitors, drop-ins, sightseeing tours, or day trips. We do not allow tent camping, trailers, RVs, ATVs, dirt bikes, motorcycles, pets, alcohol, weapons, or fireworks. Smoking is not allowed inside the buildings. Please note these restrictions as you plan your program.

Fishing

Campers 17 - 64 years of age must have a fishing license. Unattended lines, trotlines, spear fishing, and seining are not permitted. Please honor our catch-and-release policy. Bait is not available at camp; please plan to bring your own fishing gear and bait.

Campfires and Firewood

In an effort to mitigate the risk of oak wilt transmission, the Foundation will be providing firewood and fire starters to groups during the cold-weather months. We ask that you help us be good stewards of the Canyon property by only using the firewood we provide. Groups wanting to barbeque will be responsible for bringing their own charcoal and lighter fluid. We appreciate your help to keep trees healthy and natural so future generations can enjoy them. Each campsite has a specific area for small campfires. Please do NOT bring your own firewood. We will provide firewood for you. Please do not allow your group members to gather firewood or create new fire sites. Occasionally burn bans are required due to dry conditions. Call the camp office just prior to your trip to confirm conditions.

Noise Level

If your program includes amplified music, please respect the “retreat experience” for other campsites. Curfew for all amplified music is 10:00 p.m.

Texas Youth Camp Classification

Questionnaire

Use the following questionnaire to determine if your program is classified as a Youth Camp under the Texas law:

- | | | |
|--|---|---|
| 1. Will your group camp accommodate at least five children under the age of 18? | Y | N |
| 2. Will the children be apart from their parents or legal guardians? | Y | N |
| 3. Will your camp stay include all or part of four consecutive days? | Y | N |
| 4. Will your camp be operated by an organization other than an institution of higher learning? | Y | N |
| 5. Will your camp take place during a school vacation period? | Y | N |
| 6. Is your group licensed by an organization other than the Texas Department of Family and Protective Services? (Choose “N” only if your group is licensed by TX Department of Family Protective Services) | Y | N |

If you marked Y to all of the above questions, your program is classified as a Youth Camp under Texas law. You will need to familiarize yourself with (and follow) the Texas Youth Camp Safety and Health Act as found at <http://www.dshs.state.tx.us/youthcamp/rules.shtm>.

Youth Camp Requirements

If your group is classified as a Youth Camp under Texas law, you will need to submit the following documentation:

- Each adult who will be attending (including staff and volunteers) will need documentation of completion of Criminal Conviction and Sex Offender Background Check. See *Staff Certification Register*.
- Each adult who will be attending (including staff and volunteers) will need documentation of completion of Sexual Abuse Awareness Training and Exam. See *Staff Certification Register*.

LEADERSHIP REQUIREMENTS FOR MEDICAL STAFF AND WATERFRONT ACTIVITIES

First-Aid Providers and Lifeguards are required.

- Current Certified or Licensed First-Aid Provider with minimum training of First-Aid/AED/CPR certification.
- Current Certified Lifeguards for all waterfront activities.
- Photocopies or other verification of the Certificates and/or Licenses must be submitted with the Reservation Information Packet two weeks prior to arrival.
- All groups are required to complete and return the Staff Certification Register.
- If your event is classified as a Youth Camp under Texas law, you must confirm additional screening and training required for all adults and document the dates completed on the Staff Certification Register.

Adherence to the Texas Youth Camp Safety and Health Act is required.

A complete listing of these regulations may be obtained online from:

www.dshs.state.tx.us/youthcamp/default.shtm

HEALTH AND SAFETY REQUIREMENTS AND RECOMMENDATIONS

Medical/First Aid Providers

H. E. Butt Foundation Camp is located approximately one (1) hour away from Peterson Regional Medical Center, 551 Hill Country Dr, Kerrville TX 78028. In addition, 911 emergency response time to the camp property takes a minimum of 20 minutes.

1. H. E. Butt Foundation Camp does not supply medical care or first aid providers. Each group must supply a medical/first aid provider who will be on-site for the group's initial arrival and remain present on the camp property throughout the duration of the group's use of the property. The medical/first aid provider must hold (at a minimum) a current American Red Cross First Aid/CPR/AED certificate or equivalent and must remain with group at all times. The group must provide copies of current licenses or certificates for the medical/first aid provider to Foundation Camp Registrar at least two (2) weeks before arrival.
2. Each group must provide their own fully equipped first-aid kit(s). First aid kit(s) should be readily available during all camp activities.
3. The Foundation recommends groups bring a bound medical log (spiral notebook) listing date, name of the patient, ailment, probable cause, and the treatment prescribed must be kept by your first aid provider.
4. The Foundation recommends that your medical/first aid provider has access to an individual health history record for each person in your group. These records should include names, dates of birth, allergies, immunizations, current medications, etc. Parent/guardian name, address, contact number and authorization for emergency medical care should be available for any minor guests attending camp without parent/guardian present.
5. The Foundation recommends that groups bring a locking box so that prescription medications can be locked while on the camp property. Medication should be administered by your medical/first aid provider only.
6. The Foundation recommends that any group participant who is confirmed to be infected with a communicable disease or who is suspected of such illness should be isolated until they can safely exit the camp property. Any child that is isolated should have adult supervision.

7. Non-life-threatening injuries or illness can be treated at Peterson Regional Medical Center in Kerrville, TX (**830-896-4200**). Foundation Camp groups are responsible for their own transportation in these incidences. A hospital route map is available in each campsite kitchen.
8. In the event of a life-threatening injury or illness, groups should immediately call 911. Phones are available in campsite kitchens and clinics. Additionally, groups can also use the radio (provided in each campsite kitchen) to reach the on-call staff member for assistance with contacting 911.
9. Automatic External Defibrillators (AEDs) and backboards are available in all campsite locations.

HEALTH AND SAFETY REQUIREMENTS AND RECOMMENDATIONS

Waterfront Safety Providers

1. Foundation Camp does not provide lifeguards. Each group must provide a minimum of two (2) lifeguards for every 35 swimmers or watercraft users to attend and supervise all swimming or watercraft activities. Lifeguards must hold a current Lifeguard certification, and at least one of the lifeguards on-site must be 18 years or older. Groups must provide current lifeguard certificates to Foundation Camp Registrar at least two (2) weeks prior to arrival.
2. Lifeguards are responsible for procedures of swimming, watercraft, and waterfront safety and must ensure that they are strictly enforced. Lifeguards must not engage in any other duties or activities that would prevent their attention or response to participants in their charge.
3. The Foundation recommends group-provided lifeguards conduct swim tests prior to the swimming activity to ensure participant's swimming skills are appropriate for the specific waterfront being used.
4. The Foundation recommends group-provided lifeguards establish a method of checking swimmers / watercraft users in and out of the water to ensure an accurate headcount of active swimmers /watercraft users.
5. Lifeguard rescue tubes and backboards are provided at campsite swimming areas. Group-provided lifeguards are responsible to provide their own operational and properly functioning first-aid kit, pocket mask, and whistle.
6. U.S. Coast Guard-approved personal floatation devices (PFDs) are provided at each waterfront for swimming or watercraft use. State of Texas law requires any watercraft occupant 12 years of age or younger to wear a PFD at all times while in a watercraft.

CHECKLISTS

The following are suggestions as to what you should bring to camp.

These items are not provided by H. E. Butt Foundation Camp.

Supplies

Program Supplies:

- Song Sheets / Books
- Musical Instruments
- Extension Cords
- Rainy Weather Supplies
- Craft Supplies
- Tools
- TV and Video Equipment
- Audio Visual Supplies
- P. A. System
- Projectors and Screens
- Recreational Equipment

Health and Safety:

- Comprehensive First-Aid Kit and Supplies*
- First-Aid Treatment Logbook
- Lockbox for Medications

**Common medical issues in the Canyon include skin concerns (bug bites, rashes, cuts, lacerations), environmental allergies, sprains, orthopedic injuries, and general health complaints. As these are the greatest frequency of health concerns seen during our youth and family camps, we recommend that your first aid kit(s) contain the following items: gauze of varying sizes, waterproof bandages of varying sizes, wound cleaner, splints, medical tape, ACE bandages, coban, scissors, alcohol swabs, roller gauze, antibiotic ointment, anti-itch cream, hydrocortisone cream, pain relievers that can be swallowed, acid reducer, allergy medications, Benadryl, ear drops for swimmers ear, and cough drops.*

Kitchen:

Please do not bring disposable products such as paper plates, paper or plastic cups, plastic cutlery, etc.

- Food and Beverages
- Matches
- Dish Towels / Sponges
- Dish Detergent
- Bleach
- Aluminum Foil
- Charcoal Briquettes
- Starter Fluid
- Cleaning Supplies
- 13- and 39-Gallon Trash Bags
- 10-Cup Basket-Style Coffee Filters

Cabins:

- Toilet Tissue
- Soap

Forms and Certificates:

- Proof of Insurance (\$1 Million Commercial General Liability)
- American Red Cross Community First Aid and Safety Certificate or Equivalent
- American Red Cross Lifeguard Certificate
- Signed General Indemnity
- Signed Individual Waivers
- Group Roster
- Staff Criminal Background Checks
- Staff Certificate Form Confirming Sexual Abuse Training (if Youth Camp)
- Program Schedule

Individual Checklist

- | | |
|---|---|
| <input type="checkbox"/> Personal Clothing and Toiletries | <input type="checkbox"/> Hiking Shoes |
| <input type="checkbox"/> Bath Towels | <input type="checkbox"/> Books |
| <input type="checkbox"/> Bed Sheets | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Blankets | <input type="checkbox"/> Insect Repellent |
| <input type="checkbox"/> Pillows | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Camera | |

Suggested Program Schedule

Day 1

- Arrive and unpack
- Orientation
- Evening meal
- Roundup
- Night activities

Day 2

- Morning time
- Breakfast
- First activity
- Second activity
- Lunch
- Group time
- Rest
- Dinner
- Roundup
- Night activities

Day 3

- Morning time
- Breakfast
- First activity
- Second activity
- Lunch
- Group time
- Rest
- Dinner
- Roundup
- Night activities

Day 4

- Morning time
- Breakfast
- Cabin cleanup
- Departure inspection

DIRECTIONS

To H. E. Butt Foundation Camp

Location: On Highway 83 — 12 Miles North of Leakey, Texas

Physical address: 11756 N US Hwy 83, Leakey, TX 78873

Phone: 830-291-8671

Coordinates: N29.8517 W99.6802

Suggested Highway Routes

From San Antonio *(approximately 2-1/2 hours travel time)*

Travel Northwest via Interstate 10.

Take Interstate 10 West and go 18 miles past Kerrville.

Take EXIT 490 (Highway 41, Mountain Home, Rocksprings).

Turn left on Highway 41 and go to the intersection with Highway 83 (about 25 miles).

Turn left on Highway 83 and go south about 15 miles to the H. E. Butt Foundation Camp entrance (on left).

Southwest via Highway 90

Take Highway 90 West through Hondo to Sabinal.

Turn right on Highway 127 to Concan.

Turn right on Highway 83 and go north, past Garner State Park, through Leakey, and 12 miles north of Leakey to H. E. Butt Foundation Camp entrance.

From Austin *(approximately 3-1/2 hours travel time)*

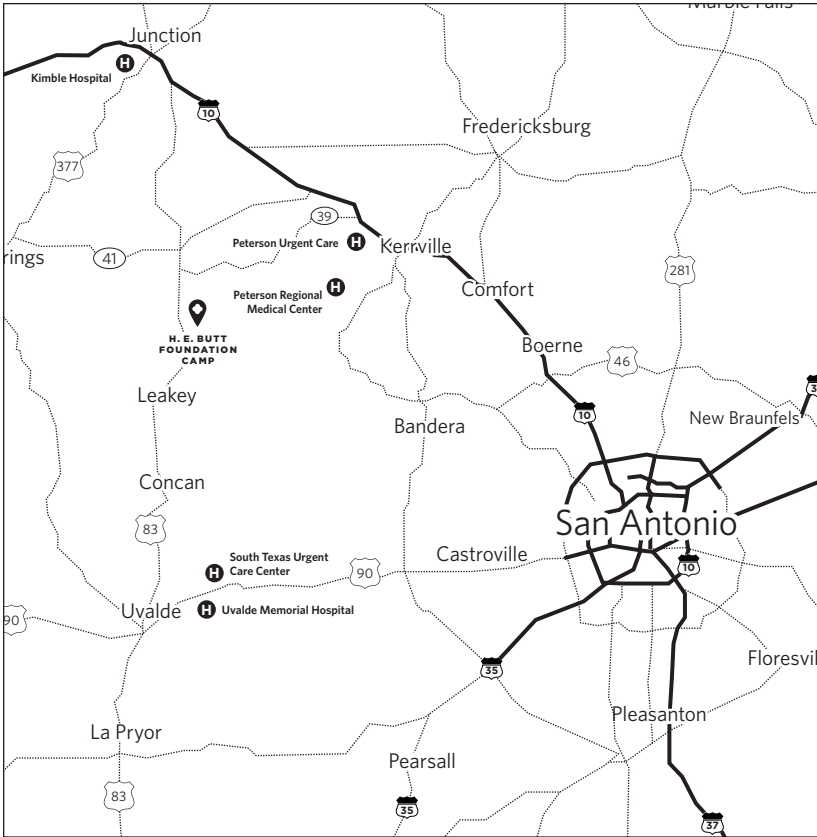
Take Highway 290 west through Johnson City to Fredericksburg.

Turn left in Fredericksburg at Highway 16 south toward Kerrville.

At Kerrville, turn right on Interstate 10 and go west 18 miles to EXIT 490.

Follow above instructions to H. E. Butt Foundation Camp entrance.

H. E. BUTT FOUNDATION CAMP AND NEARBY HOSPITALS



Kimble Hospital
 325-446-3321
 349 Reid Road, Junction, TX
 52 miles, 46 minutes

Uvalde Memorial Hospital
 830-278-6251
 1025 Garner Field Road, Uvalde, TX
 52.5 miles, 59 minutes

Peterson Regional Medical Center
 830-896-4200
 551 Hill Country Drive, Kerrville, TX
 54.9 miles, 55 minutes

Uvalde Urgent Care
 830-900-7048
 3040 E. Main St. Z, Uvalde, TX
 53.7 miles, 58 minutes

Petersen Urgent Care
 830-258-7669
 130 W Main St, Kerrville, TX
 54 miles, 53 minutes

PROMOTION GUIDELINES

Promoting Your Upcoming Retreat at H. E. Butt Foundation Camp

We're excited about your upcoming retreat at H. E. Butt Foundation Camp. Whether you're a first-time group or one that has been coming for decades, please review these best practices and guidelines for successfully promoting your retreat.

Do Use Our Name In Your Promotion.

"H. E. Butt Foundation Camp" on first reference. You may also refer to us as HEBFC or "Foundation Camp" after the first use of our name.

Don't Use "H-E-B Camp."

Please refrain from using the term "H-E-B Camp" in spoken and printed references to help differentiate us from our friends at the grocery company.

Do Include Our Logo.

You are welcome to include our logo for H. E. Butt Foundation Camp in your materials if you like. Download a zipped folder containing high-resolution logos from our website at foundationcamps.org/promote.

Do Use The Logo Correctly.

The colors of the logo may not change unless they are printed in black and white. Additionally, if you choose to use the logo, make sure that it has enough space around it and is clear and distinct around the surrounding design.

Do Use Our Photos In Your Materials

We have provided high-quality, print-ready photos of each campsite for your use at foundationcamps.org/promote. You can download zipped folders containing the photos of Echo Valley, Headwaters, Linnet's Wings, Singing Hills, and Windsong.

Do Consult Our Communications Team for More Information

If you have further questions in regards to branding guidelines for your promotion materials, please consult our Communications Team at comms@hebfdn.org or reach out to the Foundation Camp registrar at fdncampinfo@foundationcamp.org.

AT H. E. BUTT FOUNDATION CAMP

Enter and drive slowly on the narrow, caliche road for about one mile to the river. Yes! You drive in the river. The riverbed is solid rock—the water is about four inches deep. Stone markers in the river mark the edge of the roadway. Follow the signs to your destination.



DEPARTURE CHECKLIST

*Please report all needed repairs and unsafe conditions to Foundation staff immediately.
Please do not remove anything from the camp property — leave for others to enjoy!*

- Remove nails, staples, tape, and any posted materials from walls and doors
- Clean bunks and under mattresses; return bunks and mattresses to their proper place
- Clean out drawers, wardrobes, closets, and cabinets
- Clean showers, tubs, shower curtains, and commodes with a disinfectant solution
- Please leave toilet paper in restrooms
- Clean sinks, faucets, and countertops with a disinfectant solution; clean mirrors
- Do not leave soap, shampoo, or cleaning supplies
- Empty wastebaskets; clean them and return them to each room
- Sweep and mop all floors until clean using solution provided; mop floors dry
- Rinse mops and buckets clean; return mops, buckets, and brooms to storage; store upright
- Clean all kitchen surfaces with a disinfectant solution
- Turn off and drain Hobart dishwasher by lifting small lever on lower right side
(This item not applicable at Windsong or Linnet's Wings)
- Clean refrigerators and freezers thoroughly inside and out; please do not leave food
- Clean stoves, ovens, and drip pans thoroughly inside and out
- Clean griddle with mineral oil and grill brick
- Clean all cooking and serving ware and return to proper storage
- Wipe clean all dining tables and chairs; stack and store in proper place
- Close doors and windows; turn off lights inside and out
- Sweep walks, porches, and decks
- Set thermostats to 55°F for heaters/85°F for air conditioners
- Make sure fireplace and campfire ashes are completely out and disposed of properly

- Clean outdoor grills and dispose of ashes properly — ask Canyon Operations
- Carefully police the grounds for litter including play fields and waterfront
- Haul all garbage and recycling to dump and recycling areas; clean out trash trailer and return to camp
- Return large empty garbage and recycling cans to service area behind kitchen; store upside down. (*This item not applicable at Headwaters.*)
- Place canoes upside down on racks above flood level
- Store life-saving equipment, life preservers, and paddles on racks provided at waterfront

If time allows, please consider helping us with one or more of the following items:

- Clean/dust light fixtures and ceiling fans
- Clean/dust ceilings, walls, baseboards, light switches, doors, and trim
- Clean/dust windows and window sills
- Sweep down cobwebs around exteriors of building