



H. E. BUTT FOUNDATION  
CAMP GUIDELINES



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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, toiletries, or cleaning supplies 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](http://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 do not have access to the Internet, please contact the Camp Registrar at **830-315-9206**.
3. Campsite assignments are made based on the dates available and the size and age of your group.
4. Reservation periods are Tuesday – Thursday and Friday – Sunday for September through May. Sunday arrivals are not permitted.
5. Reservation periods are Monday – Wednesday and Thursday – Sunday for June, July, and August.
6. After your reservation dates are confirmed, navigate to the “Plan your visit” tab at [www.foundationcamp.org](http://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 two weeks prior to your arrival.
7. Eligibility is determined by the purpose of your retreat and your ability to meet our requirements.
8. **Orientation** — Please plan 20 minutes, early in your schedule, when all 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.
9. **Check-In** — The camp registrar will call you the week of 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 arrive before or with your group and stop by the Camp Office. Please call the Camp Office if you are delayed en route and unable to arrive when expected.
10. **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

1. Application for use of our facilities
2. Reservation packet completed and returned to camp registrar two weeks prior to retreat dates
3. A retreat program consistent with the mission statement of H. E. Butt Foundation Camp
4. A Certificate of Insurance of your group's Commercial General Liability Insurance policy must be endorsed specifically naming H. E. Butt Foundation Camp as an Additional Insured with minimum coverage of \$1 million per occurrence.
5. An Indemnity Agreement signed by a trustee of your sponsor organization
6. Agreement to comply with Texas Department of State Health Services requirements
7. Agreement to comply with H. E. Butt Foundation Camp Guidelines

# 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 the Camp Office at **830-232-3671** 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. Remember to bring your own supplies for cleaning. Please take all leftover food and supplies (soap, paper towels, toilet paper, etc.) home with you.

## Telephones

Each campsite can be dialed direct. Brief long-distance calls can be made by dialing "8", then "1" plus the area code and number. 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** 830-232-3680

**Singing Hills** 830-232-3690

**Linnet's Wings** 830-232-3730

**Windsong** 830-232-3634

**Headwaters** 830-232-3740

***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.
- If you use commercial buses, you must provide shuttle vehicles from the bus unloading area to your campsite for campers, luggage, and supplies. We do not provide shuttle service. Commercial buses are **NOT** allowed to drive in the river.
- 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

Each campsite has a specific area for small campfires. Please plan to bring your own firewood. Please do not allow your group members to gather firewood or create new fire sites. Please take all unused firewood with you when you leave. Occasionally burn bans are required due to dry conditions. Call the camp office just prior to coming 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 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:

- Documentation of completion of Criminal Conviction and Sex Offender Background Check for each adult (including staff and volunteers) that will be attending. *See Staff Certification Register.*
- Documentation of completion of Sexual Abuse Awareness Training and Exam for each adult (including staff and volunteers) that will be attending. *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 an American Red Cross Community First-Aid and Safety certificate or equivalent.
- Current Certified Lifeguard(s) 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](http://www.dshs.state.tx.us/youthcamp/default.shtm)**

# HEALTH AND SAFETY REQUIREMENTS

## Medical Staff Providers

1. We do not supply First-Aid Providers. At a minimum, a person with an American Red Cross Community First-Aid and Safety Certificate or equivalent must be with your group at all times. Their current license or certificate must be presented at camp to the Guest Services Manager.
2. Your group must provide your own fully equipped first-aid kit, which should be readily available during all camp activities.
3. A bound medical log listing date, name of the patient, ailment, probable cause, and the treatment prescribed must be kept by your First-Aid Provider. A spiral notebook will satisfy this requirement.
4. Your group's First-Aid Provider must have an individual health history record for each person in your group. This record must be present in your campsite during your stay and contain the person's name, date of birth, allergies, immunizations, current medications, parent's name and address with telephone number, and parent or guardian authorization for emergency medical care if the need arises.
5. All prescription medications must be kept under lock, except when in the possession of your authorized First-Aid Provider. Medication shall be administered by your First-Aid Provider only. Please bring a locking box to secure medications.
6. A person with a communicable disease or who is suspected of such illness must be isolated to insure both safety to other persons and quiet to the patient. Any child that is isolated must have adult supervision.
7. Patients with serious but non-life-threatening injuries or illness can be treated at the Peterson Regional Medical Center Emergency Room in Kerrville (**830-896-4200**). Your group must provide its own transportation. A hospital route map is available from the Guest Services Manager.
8. In the event of a life-threatening injury or illness, call **911**, then call Foundation Camp Guest Services Manager (**830-291-8671**).
9. **Emergencies** — H. E. Butt Foundation Camp staff live on the property and are available to assist in the event of emergencies. Emergency procedures are posted by every phone.
10. H. E. Butt Foundation Camp provides an emergency Automatic External Defibrillator (AED) in the ranch house at each campsite.

# Waterfront Safety Providers

1. You must provide your own Lifeguards; we do not provide Lifeguards. All waterfront activities must be attended and supervised by an adult who holds a current American Red Cross Lifeguard certification or its equivalent. Certificate must be presented at camp to the Guest Services Manager. A minimum of one certified Lifeguard and one trained adult lookout per 20 swimmers is required.
2. Your Waterfront Director is responsible for procedures of waterfront safety and must ensure that they are strictly enforced. Waterfront staff must not engage in any other duties or activities that would prevent their attention or response to those in their charge.
3. Swim tests must be used to determine each child's swimming ability. Children must then be confined to areas suitable to their respective swimming skills.
4. A method of checking swimmers in and out of the water must be established and enforced.
5. Some life-saving equipment (rescue tube and backboard) is provided at your campsite swimming area. Your certified Waterfront Director is responsible to provide all other equipment, including a first-aid kit, pocket mask, and whistle, and determine that it is operational and immediately available for use in case of an emergency.
6. U.S. Coast Guard-approved life preservers are provided at your campsite for watercraft. Each occupant of a watercraft must wear a properly fitted life preserver at all times while in the watercraft.
7. We do not provide flotation devices for swimmers.

# 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 or 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

### **Cabins:**

- Toilet tissue
- Soap
- Disinfectant and cleaning supplies

### **Kitchen:**

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

- Food and beverages
- Matches
- Cleanser and scouring pads
- Dish towels/cloths/sponges
- Oven cleaner

- Dish detergent
- Bleach
- Aluminum foil
- Charcoal briquettes and starter fluid
- Cleaning supplies
- Trash bags, 13- and 39-gal. size
- Coffee filters (10-cup basket style)

### **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
- Staff Certificate form confirming sexual abuse training (if Youth Camp) and criminal background check (all camps).
- Program schedule

### **Individual Checklist**

- Bible
- Personal clothing and toiletries
- Bath towels
- Bedding (sheets, blankets, pillows)
- Camera
- Hiking shoes
- Flashlight
- Insect repellent
- Sunscreen



# 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

## H. E. Butt Foundation Camps

**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)*

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 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.

## 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!*

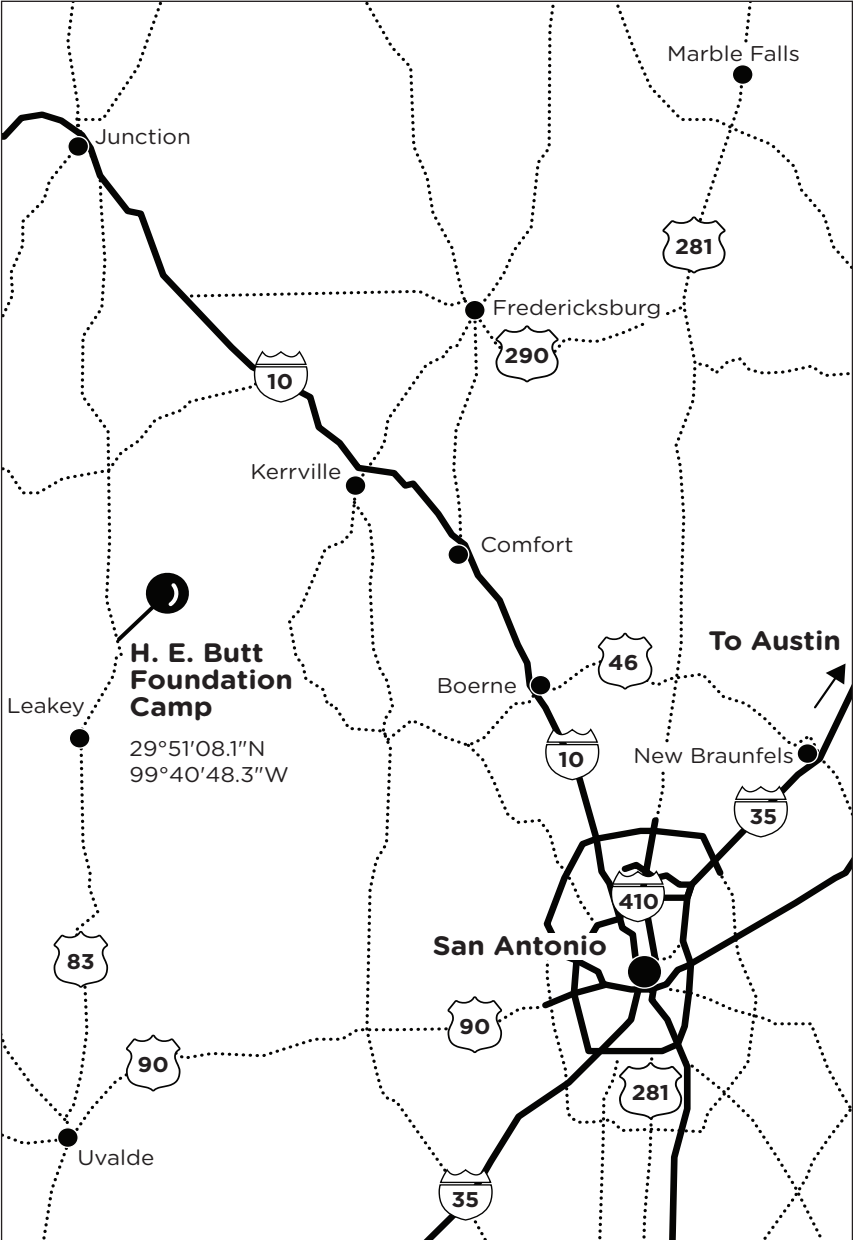
- Remove nails, staples, tape, and any posted materials from walls and doors
- Clean bunks and under mattresses; return bunks and mattresses to their proper place
- Clean out drawers, wardrobes, closets, and cabinets
- Clean showers, tubs, shower curtains, and commodes with a disinfectant solution
- 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 — use clean water — mop floors dry  
*(This item not applicable at Headwaters)*
- Rinse mops and buckets clean; return mops, buckets, and brooms to storage; store upright. *(This item not applicable at Headwaters)*
- 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 Guest Services Manager
- 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

# ROAD MAP TO H. E. BUTT FOUNDATION CAMP





# 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](https://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](https://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](mailto:comms@hebfdn.org) or reach out to the Foundation Camp registrar at [fdncampinfo@foundationcamp.org](mailto:fdncampinfo@foundationcamp.org).



