

CAMP WESTWIND

2024 Rental Information

**Your Guide to a Safe and Enjoyable
Experience at Westwind**



Dear Guest,

As you know, Westwind is a special place. Situated within the larger Cascade Head Biosphere Reserve, Westwind's 529 acres feature the iconic landscapes of the Oregon Coast: headland meadows, dense Sitka Spruce and Hemlock rainforest, a dynamic estuary, and the unparalleled beaches and rocky shores of the Pacific Ocean.

The Westwind Stewardship Group is charged with protecting Westwind's ecosystems and providing educational and inspirational experiences for children, families, and private groups. Overnights at Westwind allow up to 145 people to experience a deeply unique connection with nature.

All of the things that make Westwind special can also be a challenge for group leaders when planning for a stay onsite. Westwind's isolation and our emphasis on stewardship require each group leader, and all guests, to learn about and respect our basic guidelines for staying at Westwind.

The Westwind Guest Handbook gives important information, including:

- Site and Facilities Descriptions
- Use Guidelines
- Recreational Opportunities
- Recommendations for Your Stay
- Checklist for Group Leaders

It is important that each member of the group be made aware of these guidelines for a successful stay at Westwind.

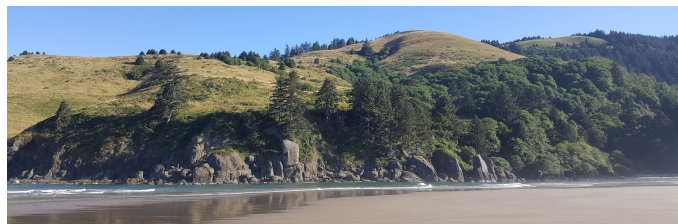
We invite you to take a stroll on the mile-long stretch of pristine ocean beach. Observe the abundant wildlife of the Salmon River estuary. Play in the sand. Explore deep rainforests. Meander through upland meadows. Study marine life in coastal tide pools. Discover hidden lakes and babbling streams. This and more await you during your stay at Westwind.

Sincerely,

Missy Klippert
Guest Services Manager, Westwind Stewardship Group



ABOUT WESTWIND



Westwind is a 529-acre camp and wilderness area set in the middle of the Cascade Head UN Biosphere Reserve in Oregon. Owned and operated by the Westwind Stewardship Group, Westwind is home to Camp Westwind, the Northwest Outdoor Science School, workshops, events, and volunteer programs.

Our Vision

Westwind will always welcome people to these wild shores and green hills to discover that caring for the land is caring for ourselves and our communities.

Our Mission

The Westwind Stewardship Group inspires people to be stewards of the environment and their communities by conserving Westwind's diverse ecosystems in perpetuity and fostering life-changing experiences for children, families, individuals, and groups.

Land Acknowledgement

We are gathered on Tillamook and Siletz land, represented today by the Confederated Tribes of Siletz Indians. With gratitude, we pay our respects to the land and the Indigenous peoples who have stewarded it for generations and continue to hold a sacred relationship to this day. With honor, we recognize the opportunity for the collective of Camp Westwind to learn, study, and hold community on this land. We respectfully acknowledge the traditional, ancestral, and unceded territory of the Tillamook and Siletz people, and honor all past, present, and future Indigenous Westwind community members.

Equity Statement

Westwind's future success relies on being a leader in getting all children outside, connected to nature, and nurtured by the wisdom of many cultures, backgrounds, places, and generations.

What We Do

Westwind offers the following programs:

- **Camp Westwind overnight camp sessions** (youth, teen, family, mushroom, mother/child) during the spring, summer, and in the fall.
- **Stewardship** programs include stewardship weekends and other volunteer/service learning projects.
- **Workshops & Events** connect participants to practical knowledge about sustainability, stewardship, and living lightly on the land.
- **Rentals** allow individuals, families, and non-profit organizations to stay at Westwind in various accommodations for two or more nights. For non-profits, we also offer day-use rentals.

Westwind Facilities

Wilson Lodge – Historic lodge includes a large dining hall, and two meeting rooms.

McIver Lodge & Dormitory – This accessible facility includes 4 rooms with 1 set of bunk beds and 2 single beds each (twin size mattress), 2 shared bathrooms/accessible showers, 2 meeting rooms, rock wall fireplaces, and a home-style kitchen. Sleeps a maximum of 16 people.

Camper Cabins – 13 rustic, electric-heated cabins with lights and outlets that sleep up to 9 each on bunkbeds (except for Vi's Place, a large rustic cabin that sleeps up to 16 with electric-heat, lights, bunk beds, and minimal outlets).

Cascade Head – Main shower and bath facilities located next to Wilson Lodge. Flush toilets, heated showers, and sinks. Accessible.

Wyeast – Small heated 1-bedroom cabin including a king bed, home-style kitchen, bathroom, living room with wood fireplace, and bay window overlooking the Pacific Ocean. Sleeps maximum 5 people (pull-out queen-size sofa bed, and air mattress).

Ridge – Stand-alone cabin with Bedroom (queen size bed), kitchen, bathroom, living room with wood stove, and 2 twin beds separated by pull-curtains. Sleeps maximum of 5 people.

Trillium – Stand-alone studio-style cabin with queen-size bed, kitchenette, and bathroom. Sleeps maximum 2 people.

Dune Forrest (Platform Tents) – Seasonally available, canvas tents. 5 tents are located in the Dune Forest area. Sleep capacity varies in each tent, no electricity, no heat.

Westwind Site Staff

Westwind Site Staff consists of the Guest Services Manager, Maintenance Staff, and Operations Director. They live on the Westwind site year-round and oversee the 529 acres of the Westwind land and facilities. Site staff is generally available 9:00 am - 5:00 pm every day. Outside of those hours are only for emergencies. For all emergencies, site staff must be notified immediately. Emergencies include:

- Lost Person
- Fire
- Emergency transport of injured
- Trespasser
- Goats escaping
- maintenance emergency (water shut-off, power outage, trees falling in main areas, etc.)
- Any unusual circumstance

During all rentals the maintenance staff retains the right of entry to all areas, facilities, buildings, etc. for the specific purpose of maintenance duties, and/or in case of unlawful activities not in compliance with the safety and camp guidelines or which are not in the best interest of the upkeep and maintenance of Camp Westwind.

Group & Cabin Rental Packages

Westwind Package: Use of Wilson Lodge, 13 camper cabins, McIver Dormitory and Lodge, Cascade Head & Wyeast Cabin. This package includes exclusivity of overnight rental. *Base Rate: Non-profit \$3500/night, Private \$4550/night, 2-night minimum, sleeps a maximum of 145.*

Wilson Package: Use of Wilson Lodge, 13 camper cabins & Cascade Head. There may be another group renting other packages during your stay. *Base Rate: Non-profit \$2,895/night, Private \$3,720/night, 2-night minimum, sleeps a maximum of 120.*

McIver Package: McIver Dormitory and Lodge. There may

be another group renting other packages during your stay. *Base Rate: Non-profit \$1200/night, Private \$1,700/night, 2-night minimum, sleeps a maximum of 16.*

Wyeast Cabin: Available as a standalone rental on a space-available basis. *Base Rate: Non-profit \$225/night, Private \$275/night, sleeps a maximum of 5.*

Ridge Cabin: Available as a standalone rental on a space-available basis. *Base Rate: Non-profit \$225/night, Private \$275/night, sleeps a maximum of 5.*

Trillium Cabin: Available as a standalone rental on a space-available basis. *Base Rate: \$150/night, 2-night minimum, sleeps a maximum of 2.*

Wedding Package: Use of Wilson Lodge, sleeping cabins, McIver Lodge & Dormitory, Wyeast and Cascade Head, 4 additional staff to assist with dishes and other site needs. *Base Rate: \$7,400/night, 2-night minimum.*

Add-on Amenities

- Extra Walk-In Entry: \$200
- Extra Barge Crossing: \$200 (Limited availability)
- Extra Camper Cabin: \$75 (\$150 Vi's)
- Add Dunes Tent Area \$60 per tent (seasonally)
- Add Wilson Lodge Restrooms: \$75
- Add Cascade Head shower house: \$100
- Westwind Catering: \$75 per person for 5 meals; \$85 per person for 6 meals.
- Add Kitchen use when not using Westwind Catering Services: \$500 (limited)
- Linens: \$15/set (includes sheets, blanket, pillow, bath towel)
- Add Wyeast, Ridge or Trillium (conditions apply)
- Programming: Kayak/Canoe; Challenge Course (Low); Archery; Guided Hikes etc. *Prices vary, please inquire.*

WESTWIND BASICS

Stewardship

Stewardship at Westwind means conserving the landscape and living lightly. It means sweeping cabins and cleaning the common spaces. It means chipping in with dishwashing, wiping down tables, or leading a beach clean-up. It means a lot of volunteer work around the site, during programs, and throughout the year.

It means Westwind's many supporters donating time, money, and wisdom to the forever project of keeping Westwind strong, healthy, and wild. *At its core, stewardship means leaving Westwind better than you found it.*

Recycling

Recycling is a large part of Westwind, but we are limited. Our system is different from what you might find in Portland or a larger city. Please take extra care when recycling and ensure you are only putting what is actually recyclable into Westwind's recycling bins. Westwind has specific containers marked for the following:

- **Co-Mingled Recycling:** Paper (magazines, cereal boxes, newspaper; nothing shredded or small), plastic (#1 & #2) Jugs only (must have a neck), tin cans, and aluminum cans. Sorry, we can not recycle paper towels.
- **Corrugated Cardboard** (no wax covering)
- **Glass bottles**

Feel free to pack-in/pack-out other recyclables if you have the capacity to recycle other products. Lincoln County is restricted to the above items only. We ask that you use scratch paper for kindling.

Compost

Waste reduction is an important part of stewardship at Westwind. We are trying our best to mitigate food waste through our kitchen and food service. Please start with smaller portions and feel free to come back up for seconds or even thirds. We do have compost bins (green 5-gallon buckets) used to collect food waste, as a final resort.

Goats and Chickens

Here at Westwind, we have 2 Goats - Daisy and Dobby, and 4 Chickens - Mama Hen, Skippy, Peaches, and Cream. From our kitchen, we save scrap fruits, vegetables, and grains to help with their diet and mitigate food waste. You are more than welcome to pet the goats and chickens, and if you speak with camp staff, they may let you help feed them.

Landfill

At Westwind, we are dedicated to limiting the amount of waste that goes to the Landfill. This is where we need your help! Landfills are for un-recyclable plastic (bags, packaging), cardboard (covered with wax), and any other synthetic material (plastic, foam, paper board, metal) that does not have a market for reuse or recycling.

Conservation

Please use only the power and water you need. Unplug chargers when not in use, turn off lights, and make sure heaters are off completely when you leave a cabin. Use only the water you need (no need to add to the wonderful sound of the ocean with the sound of a running faucet!). Please report all dripping faucets, toilets, or other water-related leaks.

Cleaning

All groups are required to clean after their stay, and leave Westwind at least as clean as when you arrived. This includes but is not limited to cleaning all restroom and shower facilities, sweeping and mopping floors, cleaning kitchen facilities, and taking out all garbage, & recycling. A complete list will be provided for your group. A "walk-through" inspection will be conducted at the end of your stay with a member of your group and a member of the Westwind site staff.

Wifi and Cell Phones

Westwind is located in a remote area and cell phone service is extremely limited and not guaranteed. There are a few locations around camp where you can find a signal. We do not provide wifi for guest access.

Camp Store

You will love Camp Westwind so much that you will want the gear to show it! We can open our camp store during your stay, so you may purchase Westwind gear: T-shirts, sweatshirts, hats, beanies, postcards, sweatpants, stuffed critters, animals local to camp, cups, stickers, and more! Please arrange a time with Guest Services before your stay for a scheduled time to open the store.. All proceeds from our camp store go to our campership fund, helping people come to camp. You can also check out our camp store online for more items:

<https://otgpromoshop.com/westwind/shop/home>.

Basics Rules

We ask all groups to be mindful of a few basic rules when staying at Westwind:

- All local, state, and federal laws must be obeyed.
- Legal consumption of alcoholic beverages is allowed, but only in moderation.
- All medication should be stored under lock except when in the controlled possession of the person responsible for administering them.
- No weapons or fireworks allowed on site.
- No pets allowed.
- Smoking is prohibited in all buildings and throughout the property except in the designated smoking area.
- Marijuana is not allowed on camp property.
- Furniture must not be moved out of buildings without permission from site staff.
- No candles or open flame except in fireplaces and designated campfire areas.
- Never hesitate to ask Westwind staff or designated site hosts for help with Westwind buildings and systems.

Supervision of Children

If the group includes children under age 18 without a parent, we recommend the following ratios of adult leaders/supervisors (18 years of age or older) to children in residence:

Age of Children	Adult to child ratio
4-5 years	1:5
6-8 years	1:6
9-14 years	1:8
15-17 years	1:10

At a minimum, we require a 1:10 ratio for adults to children (under age 18). **We strongly recommend that the sponsoring organization complete background checks on all adults or teens who supervise children, and that the group follow a general policy of not being one-on-one with a child who is not your own (or otherwise related).** If you have families within your group, please stress to the parents the importance of supervising all children during the stay. There are many ways a child could be seriously hurt or lost if not supervised. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver is required.

Vehicles

Use of the Westwind access road is extremely limited. Guest groups are allowed a maximum of two cars in camp:

- One Emergency Vehicle for use relating to emergency circumstances within the group and/or for transporting mobility-challenged guests into/out of camp during arrivals and departures.
- One Service Vehicle for transporting supplies that may include food and various event supplies.

Per Westwind’s Emergency Evacuation Plan, every vehicle must be backed into the appropriate parking spot.

Transportation of passengers in non-passenger vehicles is prohibited. Once in camp, these vehicles must remain parked in the designated parking area by the Shop until departure. Westwind does not allow in-and-out road use except for emergencies.

Site Access

Access to Westwind can be done one of two ways, Walk-in Method or Ferry River Crossing.

Ferry River Crossing

The Ferry River Crossing is a 4-minute ferry ride across the Salmon River, however, is limited and not feasible for most rental groups. Currently, the only way the Ferry crossing can be utilized is if your group is arriving by bus.

The Westwind site crew will transport all luggage and supplies in our luggage truck, with the help of your guest volunteer crew of 4-5 people for loading and unloading luggage and supplies. The ferry will take up to 20 people at a time across the river. Special arrangements can be made for people needing physical assistance.

Walk in on our Rainforest Trail

The Rainforest Trail, which is a one-way, 2.5-mile gravel road, will transform you from your day-to-day city life to a relaxing and beautiful off-grid experience. The parking area is located about .5 miles passed Westwind’s black gate at Fraser Field Parking Area. All members of your group will be required to hike into/out of Westwind using the Rainforest Trail. Westwind will provide a luggage truck to assist with luggage at the Field Parking area. Please remind your group to carry any items that will be needed right away like medications, water bottles, or jackets. All able-bodied adults and children are asked to walk in. If members

of your group have special accessibility requirements, proper arrangements should be made ahead of time with the Guest Services Manager.

Check-in / Check-out

As a general rule, check-in time is 3:00 pm and check-out time is 11:00 am. Please coordinate with the Guest Services Manager if your group requires an alternative schedule. Arrival times are based on many different factors. Safety is the most important. Arrivals must be at least 1-hour before sunset to ensure proper daylight for hiking in. Any arrivals that arrive after sunset will not be allowed entry until the following morning at 9:00 am. If late arrivals occur, they will be responsible for hiking in with their luggage.

Travel on the road outside your agreed-upon arrival and departure times is prohibited. Please help your group to stick to the established check-in/out times. In the event that you need to use the road outside of these times, please coordinate with Westwind Staff.

Quiet Hours

10:00 pm – 8:00 am. Please be courteous and abide by these hours. Please, out of respect for our neighbors, staff living on-site, and the public, no loud music or other noise that would carry out to the river.

Decorating

Staples, tacks, pins, or strong adhesive tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors. Masking tape only may be used sparingly. We are not able to provide ladders, tools, extension cords, etc. All decorations must be taken down and removed. Westwind strongly discourages the use of unsustainable disposable decorations. Gorilla mounting putty is a great alternative to push pins and plastic tape.

Catering

To help the sustainability of Westwind's amazing and hardworking kitchen staff, catering is provided by Camp Westwind from February - mid-November. In-house catering is optional from mid-November - January but is recommended. During November - January if a group is providing their own catering, at least one person with a valid Oregon Food Handler's Card must be present at all times the kitchen is in use. One person must be designated to ensure that food preparation, serving, and storage comply with the Oregon Health Division (OHD) Food Sanitation Rules. More detailed information on kitchen use will be provided upon arrival and request.

Advance arrangements must be made for the arrival and departure of any outside caterers. Our kitchen includes all the dinnerware needed to serve meals. Please do not bring disposable dinnerware such as paper plates and plastic silverware. Westwind can also procure your food items for an additional fee. If you are using Westwind's catering service, the kitchen is off limits with the exception of the Galley and Dish Pit areas.

Orientation and Emergency Procedures

Westwind staff will provide a mandatory safety orientation to your group immediately following your arrival. Westwind's remote and isolated location means we are our own first line of defense in case of an emergency. The orientation includes site-specific information on tsunamis, fire, earthquake, and wildlife safety. Westwind has established an emergency cache of supplies to sustain a full camp in the wake of a major disaster. Please report all emergencies to the site staff immediately.

Security Deposit

A Security Deposit is required for all reservations and will be refunded within six weeks following your stay at Westwind. The Security Deposit (or a portion) will be retained if guests do not abide by Westwind policies and procedures in the Westwind Guest Handbook. Westwind may also seek additional funds for damages not covered by the deposit.

Insurance

As a group, you must have liability insurance with minimally a \$1,000,000.00 liability and a \$2,000,000.00 aggregate coverage, listing Camp Westwind as an additional certificate holder. Westwind must have a copy of this on file before your group arrives. The address on the certificate should be **Camp Westwind, 7500 N. Fraser Rd, Otis, Or, 97368; Phone: 541-994-2383**

Nurse / First Aid Requirements/ Medications

Your group is required to have, minimally, a certified First Aid/CPR/AED person who is designated to be the point person(s) in case of minor accidents, illness, or distribution of medications for minors. A current license in the state of Oregon nurse or doctor is preferred. Westwind must receive a copy of the certification to keep on file. Groups with minors without parents present must keep all medications locked and

secured according to the Oregon Health Department and American Camp Association (ACA) guidelines. Each group is responsible for bringing basic first aid supplies for their camp stay. Any major accidents/incidents/illness that requires outside medical attention, authorities, or departure of campers must be reported to Westwind Staff.

Camp Fires / Beach Fires

Outdoor fires may be built in established fire circles only with the approval of Westwind staff. A shovel and bucket of water must be readily available at each outdoor fire.

Oregon law allows for small recreational beach fires, provided they are located in the open dry sands area, downwind of and below the beach grass and driftwood line; no fires are allowed in dunes or beach log accumulations. If fire bans are issued, your group will be notified by a member of Westwind Staff.

Dogs / Pets

Renters and other guests may not bring pets to Westwind. This is for human and animal safety as well as ecological sustainability. Please note that dogs live on-site and will be leashed when a group is in camp.

Drinking water

The water from all taps and faucets at camp is potable (drawn from Westwind's dunal well). Water quality is tested routinely. Please do not bring bottled water to camp; instead, bring your reusable bottle or purchase one from our camp store and enjoy some of the PNW's best water!

RECREATIONAL OPPORTUNITIES

Beach Combing & Tide Pooling

The rocks at the south end of the ocean beach provide spectacular tide pooling opportunities during low tide. Consult the tide chart for low tide times during your visit. Please be respectful to our friends at the beach. Please leave all living creatures in the tide pools. Tread lightly and avoid damaging barnacles and rock habitats. Please do not enter caves, climb on rocks or stand near unstable cliffs.

Beach Safety Guidelines:

- **Never turn your back on the ocean.**
- **Watch out for sneaker waves.**
- **Stay alert for logs being washed in by large waves.**
- **Never climb on driftwood to avoid incoming tidal waters.**
- **Westwind strongly recommends no ocean or river swimming. The water is dangerously cold, subject to strong rip currents, and can be very unpredictable.**
- **Westwind strongly recommends a certified lifeguard on duty for aquatic activities.**
- **We encourage everyone to follow these safety guidelines though oceans and rivers in Oregon are public.**

Hiking

Westwind has a variety of hikes located on-site with varying levels of difficulty. When enjoying any of our hikes, it is best practice to let other people know where you are going and when you tend to return. Please remember we are in the wilderness which means plenty of wildlife around. Please respect their home.

High Meadow Trail: A one-mile trail that begins at the top of the Highlands Unit and follows the cliff towards Lost Lake, Fern Gully, and eventually High Meadow and Potato Bug Point. This trail provides spectacular views of the ocean and travels through

several biospheres in our diverse coastal rainforest. Once you reach High Meadow, look north towards Cascade Head and Westwind Beach and south to Lincoln City. It is a great place to try and spot whales and optimal for catching a sunset. The trail is very steep in places and can be slick at times. Watch for exposed roots and please follow the signs.

Difficulty: Moderate/Hard.

Rainforest Trail: A two-mile trail (and Westwind's graveled emergency access road) begins at the NE corner of Wilson Lodge and features spectacular views of the estuary and some of the biggest trees at Westwind. If you reach the end of the trail before turning back, you'll find our Fraser Farm and site staff housing. Keep an eye out for elk in the estuary and cars traveling through. Difficulty: Beginner.

Ranch Hill: This .75 to 1-mile-long trail begins either at our Tillicum barn or a short walk down the Rainforest Trail. From both locations, it gradually travels uphill through a shore pine forest to an impressive mosaic of Spruce, Hemlock, and Fir trees and has plenty of space for a nice picnic if it's not too windy. Just under a quarter mile away from Tillicum lies a short offshoot of our famous Octopus Tree - a huge Spruce tree with an exposed root system. Be mindful of exposed roots.

Difficulty: Moderate.

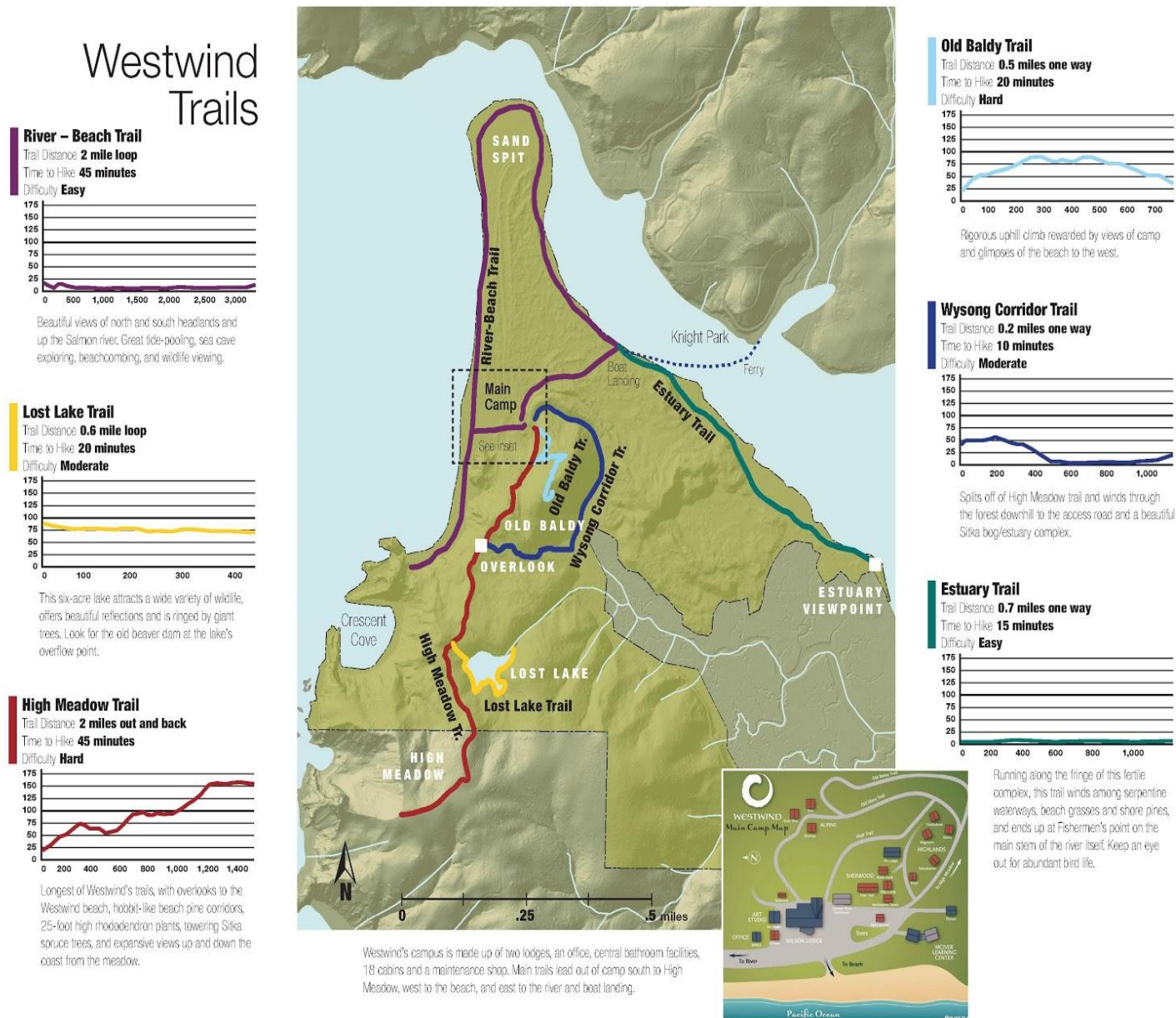
River Estuary Trail/Spit Walk: Starting at Wilson Lodge, head north down the River Trail towards the estuary. Once at the estuary, turn left and travel west towards the ocean, following the Salmon River that marks our northern border. The trail is often muddy due to tides and is best hiked during a mid-low tide. Continue following the river towards the spit - the area where the river starts to widen as it joins the ocean. Keep an eye out for sea lions resting on the beach. Continue down the beach and loop back towards the main camp. It is not uncommon to see bald eagles, blue herons, seals and sea lions, killdeer, and the occasional river otter. In the early morning or evening, you may also spot deer, raccoon, and possibly elk or a lone coyote. Difficulty: Beginner

Old Baldy: This trail connects the Alpine and Highlands cabin areas with the High Meadow trail and can be found on the

Highland-Alpine trail. Old Baldy trail follows a back ridgeline that looks into Westwind's backwoods and is covered in berries and impressive biodiversity. The trail gradually winds up and joins with the trail leading up to High Meadow or back down to the Highlands cabin area. Roughly .75 to 1 miles.
Difficulty: Moderate.

Lost Lake Trail: Follow the High Meadow Trail to the Lost Lake sign and turn left to reach our six-acre freshwater lake hidden in Westwind's backwoods. This is an out-and-back trail. Be mindful of wet soil underfoot and exposed roots. Keep an eye out for wildlife and enjoy the old-growth forest that surrounds the lake. Difficulty: Moderate.

The Point: To reach one of Westwind's closest and most accessible viewpoints as well as our tsunami evacuation location, follow the trail to the Highlands cabin area and, just before turning towards the cabins, stay straight instead and head due west to The Point. You'll see a wooden cache on the trail to your right that holds all of our emergency supplies and our emergency water at the top as well. This used to be the site of a Craft House over twenty years ago and now serves as a beautiful view of the beach and ocean, an excellent place to hang a hammock, and an optimal spot to watch the sunset.
Difficulty: Moderate.



PROGRAM OPPORTUNITIES

Westwind has various programming opportunities that can be molded to fit your group's individual needs. All program opportunities must be arranged in advance with the Guest Services Manager.

Canoes and Kayaks

Boats are available for rent from Westwind but must be arranged ahead of time with the Guest Services Manager. A certified and skilled lifeguard employed by Westwind must be present while Westwind's kayaks and canoes are in use. Groups may bring their own boats and gear as well. Use of personal equipment while at Westwind is at your own risk (and state laws must be followed with regard to small craft safety and use of personal floatation devices). Westwind strongly recommends that a certified lifeguard is present with your group during personal waterfront activities and encourages everyone to follow these safety guidelines but oceans and rivers in Oregon are public. Westwind also strongly recommends a certified instructor for watercraft activities.

Pricing:

\$20 single kayak/paddle board

\$25 double kayak

\$30 Canoe

minimum \$150 rental with a max. 3-hour time limit.

Archery

is a program that can be added to your reservation, depending on the availability of our certified and skilled instructors. We

provide all equipment and safety instructions. Closed-toe shoes are required for this activity.

Pricing:

\$12 per person

\$150 minimum

Challenge Course (Low Ropes/Team Building)

Our low ropes challenge course is a great way to create team building opportunities as well as some fun experiences. Closed-toe shoes are required for this activity.

Pricing:

\$15 per person

\$150 minimum

Multi-Program Staffing

Have an interest in multiple programs? Our program staff can also offer arts & crafts, archery, waterfront, challenge course, evening campfires, outdoor skills, leading hikes, and nature discovery

Pricing:

\$150 per day for 1 staff

\$270 per day for 2 staff

additional pricing available

GUEST PACKING LIST & TIPS

Personal Packing Checklist

- | | |
|--|--|
| <input type="checkbox"/> Warm Sleeping bag and pillow | <input type="checkbox"/> Camera (our views are magical) |
| <input type="checkbox"/> Bath Towel | <input type="checkbox"/> Flashlight/headlamp & batteries |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Rain Gear |
| <input type="checkbox"/> Comfortable clothes (layers) for the length of your stay | <input type="checkbox"/> Playing cards/travel games/book |
| <input type="checkbox"/> Pajamas | <input type="checkbox"/> Medications |
| <input type="checkbox"/> Toiletries (toothbrush, toothpaste, soap, deodorant, shampoo, etc.) | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Sturdy shoes or boots for hiking (make sure you have at least 1 pair of closed-toe shoes) | <input type="checkbox"/> Hat |
| <input type="checkbox"/> Sturdy shoes for sand & water activities | <input type="checkbox"/> Chapstick |
| <input type="checkbox"/> Warm Jacket/windbreaker | <input type="checkbox"/> Laundry bag |
| | <input type="checkbox"/> Ear Plugs (just in case) |

Please do not bring pets, fireworks, candles, illegal drugs, or w

Packing Tips

Pack bags so they are easy to load and carry up steep hills to cabins. Two smaller bags work better than one large heavy bag. Wheels don't work well on sand; duffel bags are better than suitcases. Food for the group should be brought in sturdy boxes (paper bags disintegrate) and stored in designated areas in the kitchen of McIver or the Dining Area of Wilson Lodge; do not take food or leave snacks in cabins. Food is not allowed in sleeping cabins, it can bring in unwanted rodents and other critters. Please do not bring pets, fireworks, candles, illegal drugs, or weapons of any kind. Westwind is a marijuana-free environment.

Group Leader Packing Checklist

- | | |
|---|--|
| <input type="checkbox"/> Printed copies of the camp schedule | <input type="checkbox"/> First aid kit |
| <input type="checkbox"/> Printed copies of the rosters with everyone's name, age, cabin assignments, phone numbers, and dietary restrictions. | <input type="checkbox"/> any program supplies (paper, tie dye, markers, crafts, etc) |
| <input type="checkbox"/> Contacts for your outside vendors | <input type="checkbox"/> additional snacks |
| <input type="checkbox"/> Name tags | <input type="checkbox"/> internet hot spot if needed for internet |
| <input type="checkbox"/> Sign up sheets for steward chores | <input type="checkbox"/> additional pens and office supplies |
| <input type="checkbox"/> Cabin Assignments | <input type="checkbox"/> Nurse identifying hat/sash/pin etc. |
| <input type="checkbox"/> Maps of Westwind (we will provide upon request) | |

Helpful Timeline and Hints For A Successful Camp

At lease one month prior:

- ☐ Recruit luggage crew to load and unload luggage
- ☐ Verify child supervision ratio of at least 1 adult for every 8 children.
- ☐ Create cabin assignments (request a cabin assignment form from Westwind)
- ☐ Confirm details with any outside vendors (guest speakers, caterers, etc.) and communicate relevant arrival and departure times with the Guest Services Manager.

At lease two weeks prior:

- ☐ Confirm the number of attendees and send a guest manifest with emergency contact information to Guest Services. Guest Manifest must minimally include: First/Last Name, Age, Emergency contact, Dietary Restrictions, and Reaction to the Dietary Restriction.
- ☐ Send name and copy of credentials of designated person with First Aid and CPR current certification to Guest Services.
- ☐ Designate person with Oregon Food Handlers Certificate (if using either McIver or Wilson Kitchens to prepare food for your group) and send to Guest Services. Print a copy so you can post in the kitchen.
- ☐ Create meal set-up / clean-up crew schedule.
- ☐ Create final day cleaning crews. Westwind will supply a cleaning checklist for your group ahead of time. Use this to break down your final day cleaning.
- ☐ Submit a copy of your group's insurance listing Westwind as an additional certificate holder.

At lease one week prior:

- ☐ Confirm arrival, departure, meals, spaces being used and any other needs, with Guest Services.
- ☐ Confirm any special accommodations needed.
- ☐ Create and send a schedule of events to Guest Services. Having a schedule for your group to follow makes transitions and communication smoother. The more detail the better.
- ☐ Confirm any additional requests:
 - ☐ Guided Hike
 - ☐ Guided kayak/canoe trip
 - ☐ Low ropes challenge course
 - ☐ Lifeguard for waterfront activities
 - ☐ Dishwashing crew
 - ☐ Archery

Completing your reservation

- Fill out the reservation request form. Email to Missy@westwind.org by the date indicated.
- Once the date is confirmed, you will receive a contract. Sign and return with deposit by the date indicated. You can make payments via check mailed to our Portland office, or online with Quickbooks. An invoice will be emailed to you.
- Contact your insurance company and request a certificate of insurance listing Westwind Stewardship Group as additional insured. It should read: Camp Westwind, 7500 N. Fraser Road, Otis, OR, 97368. You can email a copy to missy@westwind.org. Please indicate which reservation you are with.
- Send in your catering deposit.
- Confirm your final catering numbers, dietary information, and send in final payments.
- Make your final rental payment.
- Make arrangements with Guest Services for any third-party service providers

OTHER HELPFUL INFORMATION FOR YOUR GROUP TO KNOW...

Parking

The Fraser Field Parking Area at Westwind has ample parking, however, we try to keep the amount of driving on our emergency access road to a minimum. Please advise your group to take the following steps

- Encourage group members to carpool or consider renting a bus.
- Unload gear quickly and park vehicles to clear room for others.
- Be prepared to walk the 2-mile dirt road. Keeping bug spray, water, snacks, and anything you may need right away.
- This is a good time for people to get to know each other. As the group leader, come up with some activities that can be done while walking down the road.
- The luggage truck will arrive approximately 30 minutes after the end of the arrival window. It will arrive behind Wilson Lodge (dining hall) to be unloaded.
- No early departures are allowed unless previously arranged before group arrival. We plan our logistics around your departure time.
- There is no in-and-out traffic throughout your stay. Bring everything you will need with you, or plan to walk out to the field to obtain your items.

Smoking

Smoking is only permitted in one designated area on-site. The "old bike shed" next to the maintenance shop. Please dispose of cigarette butts appropriately. No smoking of marijuana is allowed at camp.

Alcohol

Alcohol is allowed in moderation. People are responsible for bringing and monitoring their own alcohol. Westwind prefers no glass. Please recycle your containers. All state and federal laws must be followed.

Our staff:

Andy Lindberg, Executive

Director

Sarah Keplinger, Business

Director

Laura Chase, Program Director

Riley Brown, Development

Director

Duncan Reid, Operations

Director

Missy Klippert, Guest Services Manager

Brian Klippert, Site Manager

Robert Hoole, Site Assistant

Camp Contact Information:

Westwind Office #: 541-994-2383

Guest Service Manager Email: missy@westwind.org

Mailing Address:

Westwind Stewardship Group
5933 NE Win Sivers Dr, #202
Portland, OR 97220

Camp (GPS) Address:

7500 N. Fraser Road
Otis, Oregon 97368

Map Of Camp

