

THE CAMP IN DETAIL

CAMP STAFF

Because of the limited time available between CLIFFSIDE'S conception and its opening, staffing the camp was a difficult task. It was essential that standards be set at a high level in order to obtain the best possible personnel for the staff. Word was sent out to schools and colleges that we were looking for personnel. Placement bureaus in the colleges were advised of our requirements for specialists and, upon notice of prospects from these bureaus, interviews were conducted at the colleges.

Several applications were received at the plant from teachers and other interested applicants. These were interviewed by the Employment Department and good prospects were passed along to members of the Industrial Relations Department for secondary interviews.

First consideration was given to the director who was employed one month before camp opened in order that he might prepare programs and work out many details incidental to the operation of the camp.

Next, consideration was given to specialists such as, handicraft and nature study instructors and dietician. Finally the counsellors, who also acted as instructors in various activities, were chosen.

Next, the staff for the girls' camps were sought. The director and a few of the specialists were held over for the girls' camps, but a new set of counsellors was necessary. More time was available for selecting this group and the staff was not completed until well into the season.

Most of the camp staff consisted of school teachers from the public schools, many of whom had had former 4-H Camp experience.

In general, the staff, as a whole, was a very satisfactory one.

The following is the personnel record of the camp staff:

Frederick Homer Huff - Camp Director

Education: Broadus College, Marshall College, Springfield College - MA Physical Education

Experience: Director, physical education & athletics - Nitro High School, 1933 to present

Director of Junior Section - Lantern Hill Camp, Mystic, Conn. - 2 years

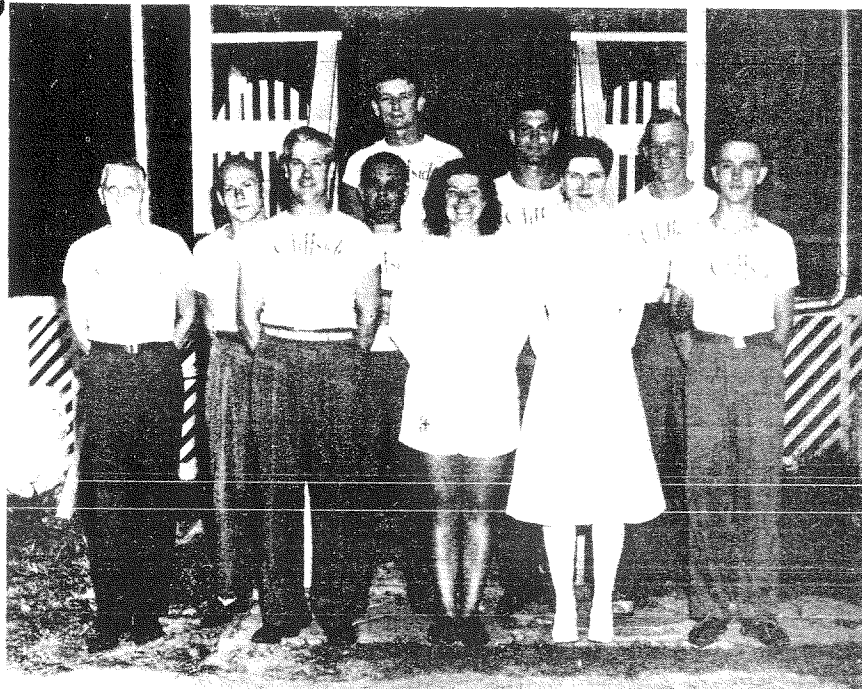
Counsellor, Camp Conley, Pt. Pleasant, W. Va. - 1 year

Counsellor, Camp Minnehaha, Minnehaha Springs, W. Va. - 1 year

CLIFFSIDE service May 1, 1946 to August 31, 1946



Staff for girls camp



Staff for boys camp

John Edwin Goetz - Assistant Director and boys' counsellor
 Education: W. Va. University - BS Physical Education
 Experience: Director of physical education & health -
 Dunbar High School - 1934 to present
 CLIFFSIDE service June 2, 1946 to August 31, 1946

Jerald Atlee McClung - Craft instructor and boys' counsellor
 Education: Ohio University - BS Industrial Education
 Experience: Manual Arts teacher - Sissonville High School - 1943 to present
 Manual Arts teacher - Wayne High School - 1936 to 1943
 CLIFFSIDE service June 2, 1946 to August 31, 1946

Brooks Maxwell Davis - Nature Study instructor and boys' counsellor
 Education: W. Va. Wesleyan - 1 year - Biological Science
 Experience: Leader 4-H Club and camp work - 2 years
 CLIFFSIDE service June 2, 1946 to August 3, 1946

Leland Eugene Byrd - Athletic activities and boys' counsellor
 Education: W. Va. University - 2 years
 Experience: W. Va. University basketball team - 2 years
 CLIFFSIDE service June 2, 1946 to July 27, 1946

Clyde Ray Green - Athletic activities and boys' counsellor
 Education: W. Va. University - 1 year
 Experience: W. Va. University basketball team - 1 year
 CLIFFSIDE service June 2, 1946 to July 27, 1946

Deane Alfred Kee - Boxing and relief boys' counsellor
 Education: High School graduate
 Experience: High School and amateur boxing - 3 years
 CLIFFSIDE service June 2, 1946 to August 3, 1946

Joseph Stora - Swimming instructor and boys' counsellor
 Education: Ohio State University - 3 $\frac{1}{2}$ years - Physical Education
 Experience: Ohio State University - swimming team
 CLIFFSIDE service June 2, 1946 to August 3, 1946

Margaret Ellen Love - Swimming instructor and girls' counsellor
 Education: Ohio State University - BS Physical Education
 Experience: Physical Education teacher, Montgomery High School - 1941 to present
 Community Recreation Director, Montgomery, summer 1944
 Water front director - 4-H pool, Fayetteville, W. Va., summer 1943
 CLIFFSIDE service June 2, 1946 to August 31, 1946

Verona Brent Bordok - Activities instructor and girls' counsellor
 Education: W. Va. Tech., Concord College - teacher's certificate

Experience: Teacher, 1941 to present
 4-H Club and camp work - 10 years
 CLIFFSIDE service July 28 to August 31, 1946

Lois Madge Dick - Arts & Crafts instructor & relief girls' counsellor
 Education: W. Va. University - MA
 Experience: Teacher 1937 to present
 CLIFFSIDE service July 28 to August 31, 1946

Betty Kathleen Leftwich - Nature Study instructor and girls' counsellor
 Education: Morris Harvey College - 3 years
 Experience: Summer camps, 4-H Club and camp work - 1943-1946
 CLIFFSIDE service July 28, to August 31, 1946

Katheryn Willogene Lynch - Activities instructor and girls' counsellor
 Education: Duke University - MA
 Experience: Teacher 1934 to present
 Summer camps - 10 years
 CLIFFSIDE service July 28 to August 31, 1946

Emma Rose West - Activities instructor and girls' counsellor
 Education: Marshall College - Standard Normal Certificate
 Experience: Playground leader - 2 years
 4-H Club and camp work - 2 years
 CLIFFSIDE service July 28 to August 31, 1946

Marian Lockhart Winter - Activities instructor and girls' counsellor
 Education: W. Va. University - MA
 Experience: Teacher 1940 to present
 Girl Scout Camp work - 2 years
 CLIFFSIDE service July 28 to August 31, 1946

Blanche Budd Meredith - Dietician
 Education: High School - 3 years
 Experience: Manager, Charleston High School cafeteria -
 1926 to 1933, 1940 to present
 CLIFFSIDE service June 2 to August 31, 1946

Augusta Lee Frazier - First cook
 Experience: Cook, Charleston High School cafeteria - 10 years
 CLIFFSIDE service June 2 to August 28, 1946

Lottie Ensminger Cousins - Second cook
 Experience: Cook, Charleston High School cafeteria - 2 years
 CLIFFSIDE service June 2 to August 31, 1946

Margaret Grishaber Wheeler - Kitchen helper
 Experience: Restaurant work - 2 years
 CLIFFSIDE service June 11 to August 31, 1946

Lottie Barnette Clark - Kitchen helper
 Experience: Restaurant work
 CLIFFSIDE service June 23 to August 31, 1946

Marvis Woodrow Frazier - Handyman
 Experience: School janitor - 10 years
 CLIFFSIDE service June 2 to August 17, 1946

INTRODUCTION TO EMPLOYEES - TRANSPORTATION

CLIFFSIDE was introduced to the employee by a letter sent out over the Superintendent's name during the latter part of April. This letter described the camp and its prospects, and was accompanied by an application blank which was to be returned in case an employee wished to send his child to camp. This application blank was not for the purpose of registering the child but just to indicate possible interest in the child's participation.

During the early part of May, all employees who had indicated interest by returning the application was sent a letter describing the camp schedule, the staff which had been selected, and a tentative date was supplied placing the child in one of the several camp periods. Accompanying this letter was a printed booklet giving the essential information about the camp, a registration card which was to be filled out and returned, and a physical examination card which was to be filled out by the child's family doctor. The returned registration card was the first indication of the enrollment to be expected at each camp period.

During the week before each camp period, those children who were to attend that period received a letter addressed to them personally and giving specific instructions as to when to arrive at camp, the bus schedule and a few other details about their first day at camp.

TRANSPORTATION: Free transportation was provided to and from camp for all children who desired to go by way of bus. Arrangements were completed with the Charleston-West Hamlin Bus Line to run a special bus to take campers to CLIFFSIDE on Sunday, at the beginning of each camp period, and return them on Saturday, at the completion of a two weeks' period.

Although the majority of campers were brought to camp by parents, relatives or friends each bus was well loaded with children and baggage.

A total of 150 campers out of approximately 500 were transported to and from camp by bus. On each trip to and from camp a counsellor rode on the bus to take care of his passengers and to greet them at the various bus stops.

The normal bus fare on this run is .40¢ for a one way trip. The cost of the chartered bus per trip was \$10. The total cost of bus service for the summer period was \$120. Consequently, cost per child was just half of what it would have been if each individual paid regular bus fare. In addition, the bus brought each camper into the camp, a distance of approximately $\frac{1}{2}$ mile from the regular bus run.

This free transportation was so efficient and convenient that it may be expected to be used more fully during future camp periods.

May 15, 1946

Mr. and Mrs. E. C. Sypolt
407 Kenna Drive
Apartment 38
South Charleston, West Virginia

Dear Mr. and Mrs. Sypolt:

We have made tentative reservations for Ernest and William to attend CLIFFSIDE, Carbide's summer camp, for the period of July 7 to July 20. We have tried, whenever possible, to allow the period you requested, but in some instances this was impossible due to the limited registration time. Next year we will be able to carry out a normal registration procedure. This year the boys have been allowed the initial eight weeks of the season, June 9 through August 3. The girls have been allowed the entire month of August. If the periods assigned are satisfactory, please return at once the enclosed registration card to the attention of Mr. C. H. Cubbon of the Recreational Division, Industrial Relations Department. If the date allowed is wholly unsatisfactory, please stop in to see Mr. Cubbon, and he will make every effort to fit it into another period that might prove more satisfactory.

The enclosed booklet gives you the essential information about the camp and you will also find enclosed a physical examination card. Please follow the booklet instructions that deal with the child's pre-camp physical examination.

Every effort has been made to provide CLIFFSIDE with experienced personnel and we are pleased to announce that Mr. Fred H. Huff, Athletic Director of the Nitro High School for the past twelve years, has been selected as Camp Director. Also we are pleased to announce Mrs. Blanche Meridith has been selected as our Dietician. Mrs. Meridith has been in charge of the Charleston High School cafeteria for the past six years.

Registration, to date, has exceeded our expectations and we are sure that with your cooperation we shall be able to justify your enthusiasm about another Carbide project.

Sincerely yours,

G.H.Sears/ecm
Enclosures

Assistant Superintendent

P.S. All children have been given a two week camp period. However, if you only desire the child to attend for a one week period, please indicate such on the registration card.

G.H.S.

Name _____
LAST MIDDLE FIRST

Nickname _____

Address _____
NUMBER STREET CITY

Parent or Guardian _____ Phone { Own _____
 Neighbor's _____

Age _____ DAY MONTH YEAR Height _____ Weight _____

Can he or she swim? _____

Has he or she ever attended a camp before? _____
 Where? _____ How long? _____

Have you read the camp booklet carefully? _____

Camp fee \$7.50 per week.
Make checks payable to N. H. Burruss, Cashier.

Please enroll my _____ at CLIFFSIDE for the 1946 season for _____
SON OR DAUGHTER

weeks beginning _____, 1946.

DATE _____ PARENT'S SIGNATURE _____ PAYROLL NUMBER _____

PARENT'S SIGNATURE — PAYROLL NUMBER

August 12, 1946

Miss Mary J. Barker
5010 Kentucky St., S. W.
South Charleston, W. Va.

Dear Mary:

This is a reminder that your camping period at CLIFFSIDE begins Sunday, August 18. If Daddy or Mother bring you to camp, be sure that you arrive between the hours of 2 o'clock p.m. and 5 o'clock p.m. If you are riding the special bus, be at one of the five stops at the times shown below. A CLIFFSIDE counselor will be on the bus to greet you and will see to your safe arrival at camp.

LEAVE CHARLESTON SUNDAY

533 Lee Street, next door Fruth School, Charleston	1:30 p.m.
"Five Corners" - Corner of Virginia Street and Delaware Avenue	1:35 p.m.
South End Patrick Street Bridge	1:40 p.m.
Carbide Underpass, South Charleston	1:50 p.m.
Stop No. 10, Route 60 at Davis Creek Road	1:55 p.m.
Arrive CLIFFSIDE	2:40 p.m.

Fifty cents of your camp fee of \$7.50 per week has been set aside for you for the purchase of craft material, postal cards, etc., and you will be given a check book on your arrival so that you may draw on your account to this amount. All monies not used will be refunded to you when you leave camp. From our experience with the boys' camp during June and July, it would seem that the \$1.00 drawing account will be ample for all your needs and, therefore, no other funds should be brought with you.

We are sure you will have a splendid time at CLIFFSIDE and we would like you to write us at the end of your camp period what you enjoyed most and what, in your opinion, should be done next year to make it a better camp.

Sincerely yours,

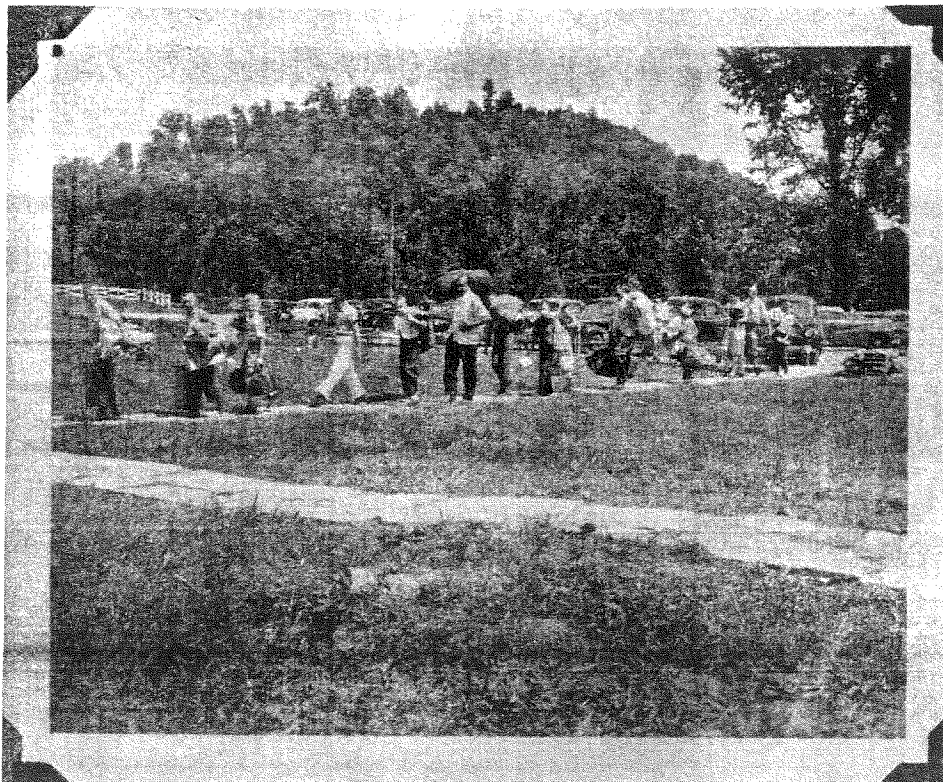
G.H.Sears/ecm

Assistant Superintendent

Registration



First bus load of boys as they leave the bus at Camp Cliffside.



First group of boys and their luggage as they move from the bus to the Administration Building.

Sample of Dog Tag issued to each child
upon entering Cliffside

CLIFFSIDE

ISSUED TO _____

COTTAGE NO. _____

Sample of checkbook issued each child upon
entering Cliffside

ADMINISTRATION - CAMP CABINS

The administration of the camp was centered in one building - the Administration Building. Here the director's office and living quarters was located on one side, and the camp medical dispensary on the other. In between was a substantial open floor on each end of which was located a large stone fireplace. Here also was located a camp store where such things as postal cards, stamps, writing paper and craft materials were sold and from which the various game boards and activities equipment was issued.

In this building the new camper started his induction procedure and here, too, visitors were welcomed by the camp director and his staff.

The Administration Building was also used for rainy day activities and folk dancing.

CAMP CABINS: Six spacious cabins were used to house the campers and the counsellor. Each cabin was equipped with double-decker bunks, springs and mattresses. In the rear of each cabin was a lavatory with one toilet bowl and two wash basins. In this lavatory were racks for towels and shelves for personal effects, such as toothbrushes, soap, combs, etc.

Each cabin contained ten large windows and one outside door all of which were screened.

Each cabin accommodated 15 campers and a counsellor.

CAFETERIA

A large cafeteria and kitchen built on a design similar to cabins and Administration Building served the entire camp at mealtime. This building consisted of a large dining hall approximately 70 feet long and 24 feet wide, a roomy kitchen and large storage pantry.

The kitchen was equipped with a large restaurant type stove, three food preparation tables, a vegetable sink, the necessary sinks and drainboards for washing dishes, a hot water heating unit, a steam table, and the necessary shelves, racks, etc. which make for convenience in a kitchen of this sort. It was painted white and was equipped with fluorescent lights.

No fuel gas was available in this area and all heating was done with Pyrofax.

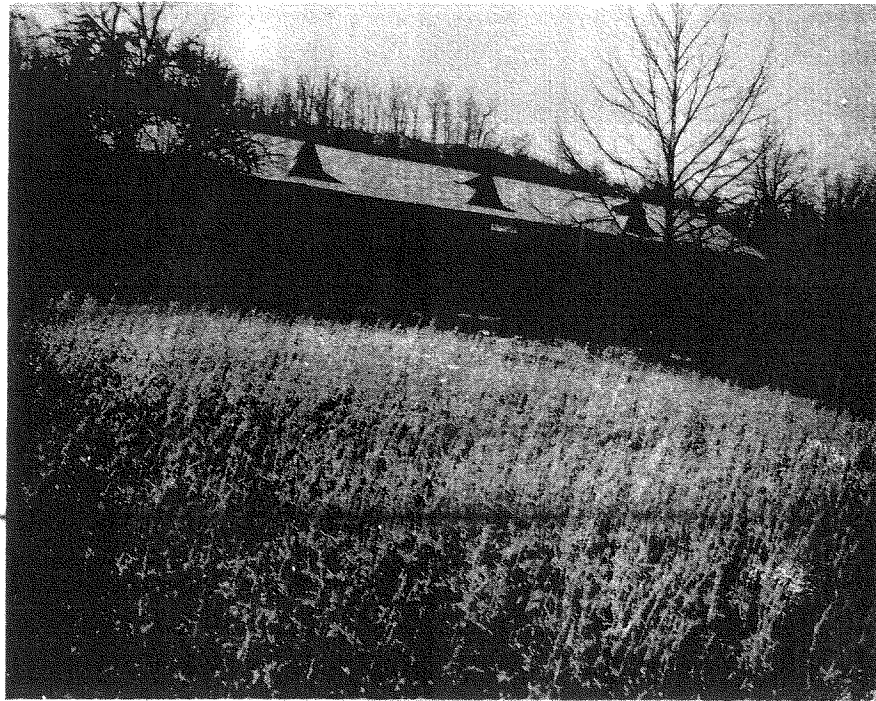
A large 50 cubic foot electric refrigerator located in the pantry provided sufficient refrigeration for perishable foods. The pantry was also equipped with vegetable bins and shelves for canned goods and dishes.

The cafeteria staff consisted of a dietitian, a chief cook, an assistant cook, one kitchen helper and two dish washers (one part-time.) All personnel on this staff work under the dietitian in the Charleston High School cafeteria. The dietitian acted as cafeteria manager, preparing menus, purchasing supplies and, in general, supervising the cafeteria staff. This staff was particularly well suited for the job at hand and the cafeteria profited by the well-balanced diet which it provided. It was found to be very popular with the campers as well as parents who visited the camp.

One unfortunate incident occurred within two days of the closing of the camp season when our chief cook died. Mrs. Frazier was loved by everybody in camp and her loss was felt very deeply by children as well as the rest of the camp personnel.

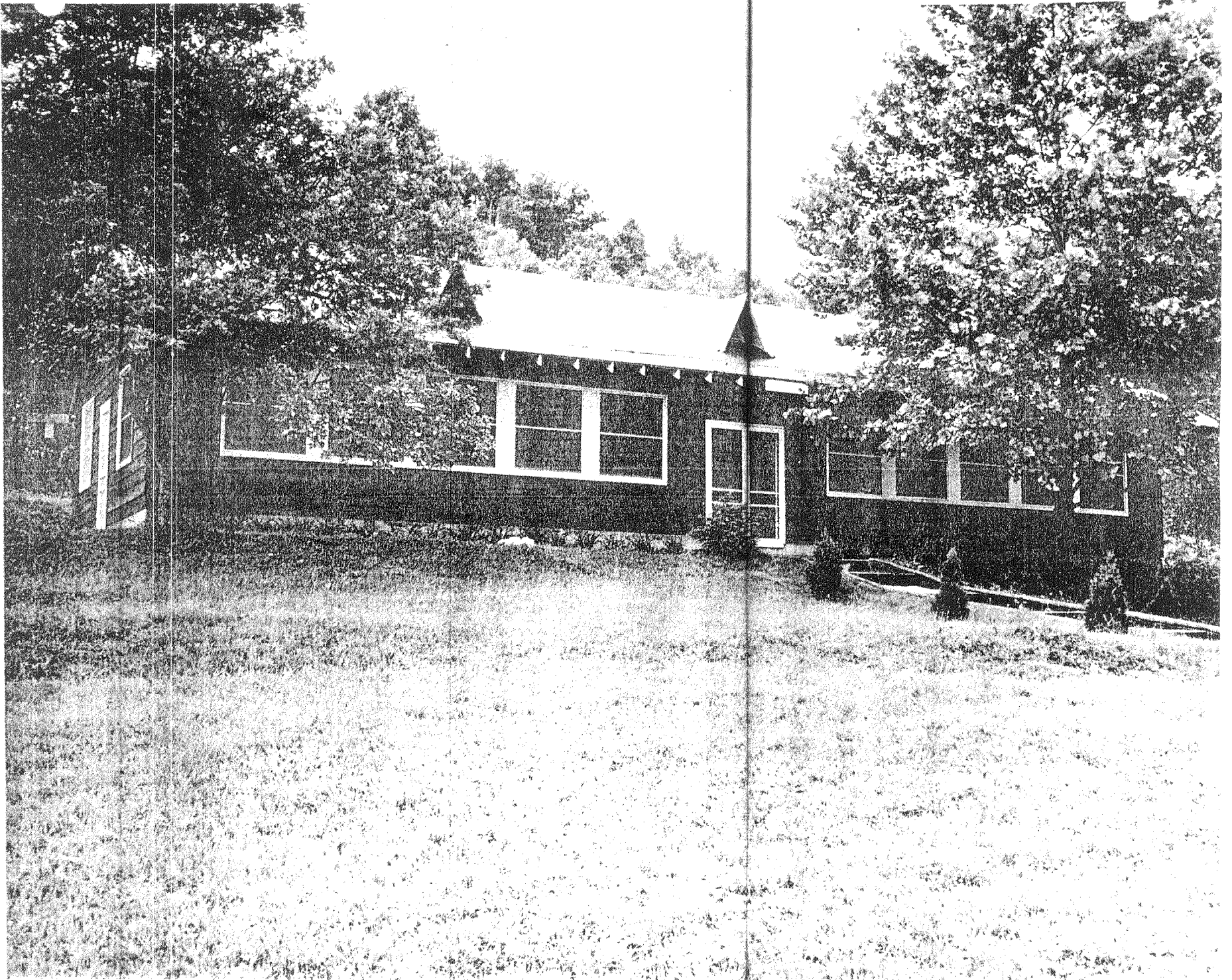
The cafeteria staff was housed in canvas roofed cabins built behind the cafeteria itself.

All monies used for the purchase of supplies for the cafeteria were handled through plant purchase requisitions with the exception of a \$100. cash fund which was provided the cafeteria manager for the purpose of purchasing fresh fruits, vegetables, etc. from farmers in the area of the camp and elsewhere. This fund, however, was covered by receipts on each purchase and these, in turn, were submitted to the cashier at the plant for reimbursement to the fund.



Cafeteria as it looked
prior to renovation.

Cafeteria as it looked after renovation.



In the dining hall, long tables and benches were used by the campers at meals. Each table was covered by table cloths and each table served one cabin and its counsellor. Meals were served by the cafeteria method. Group singing was conducted during and after meals by one of the camp staff, and a piano provided the music.

CLIFFSIDE meals were one of the high lights of the camp. Menus were well-balanced and the food was well and attractively prepared. Each camper was given one pint of milk with a meal, and more if needed. Generous portions were served and campers were permitted to have as much food as they desired.

Below is a typical three days' breakfast, lunch and dinner selected at random during the camp season.

16,848 meals were served during the camping season at a cost for food of .69¢ per child per day.

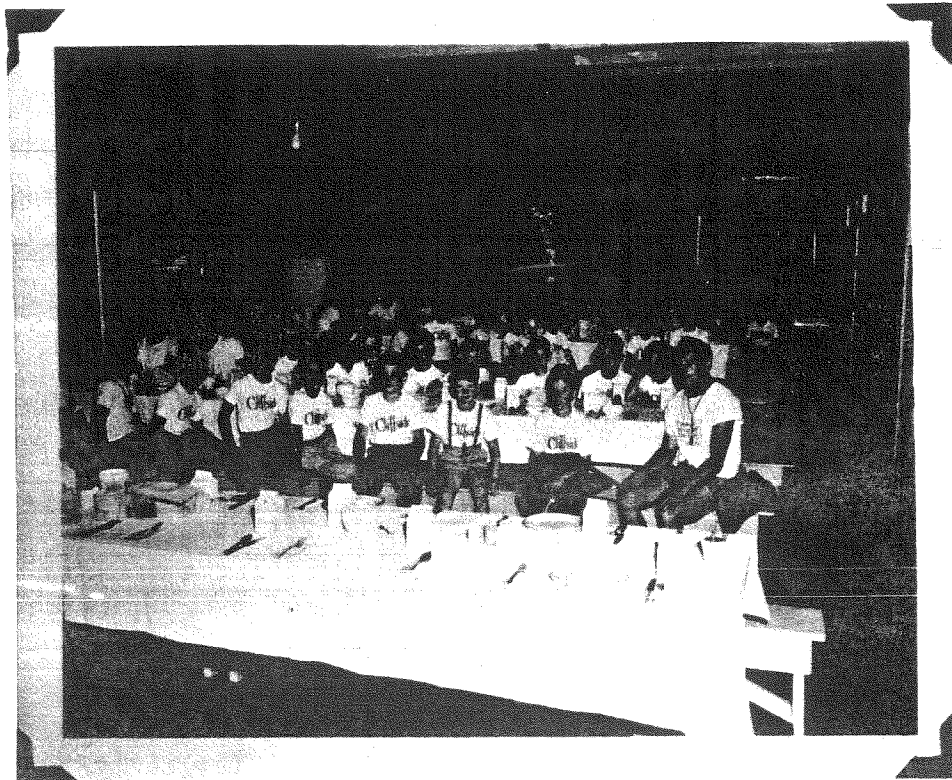
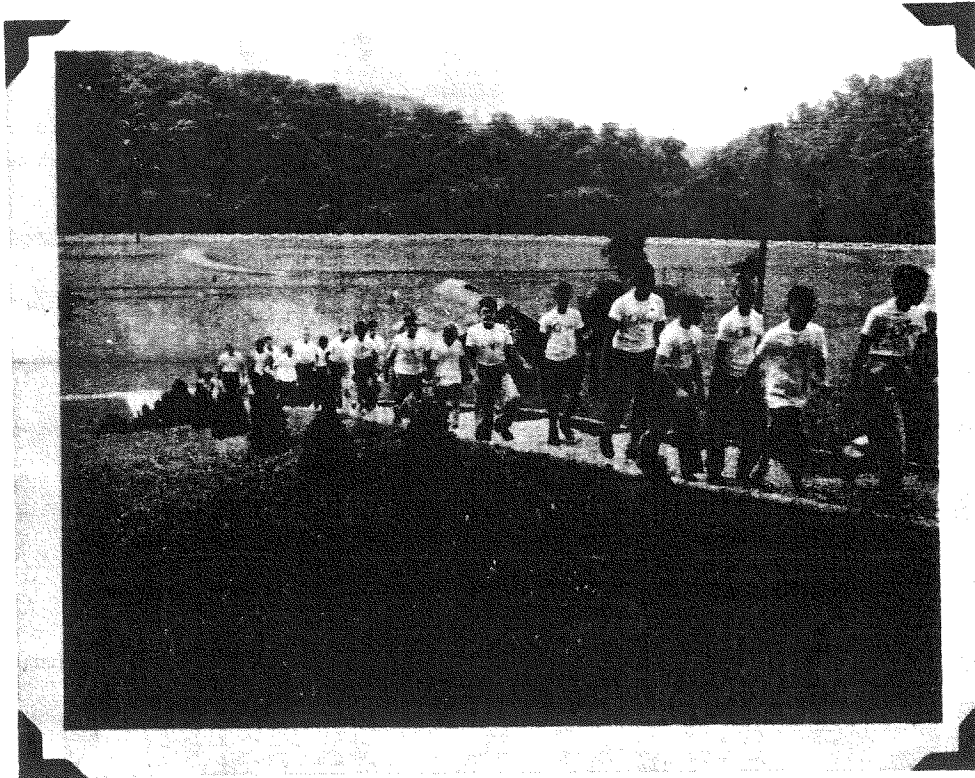
All camp announcements and issuing of mail was done at the end of each meal. No soft drinks were permitted in camp and packages from home was closely watched to prevent unnecessary sweets from getting to the camper. The only candy permitted in camp was that which was issued twice a week during the intermissions at the movie shows.

Twice a week movies were shown in the cafeteria dining room. These shows usually lasted about $1\frac{1}{2}$ hours and pictures were carefully selected from a booking agency in Charleston.

Cafeteria - Girls



Cafeteria - Boys



Cafeteria Personnel

