

2018 Draft

Witchlets in the Woods Handbook

Contact info:

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Witchlets in the Woods was birthed by the desire to create a sacred space for pagan families to come together and honor the gifts that witches of all ages bring to the world.

We create a place where our families are surrounded by magic and, where children and adults feel safe and free to step into their magical power.

Witchlets is an opportunity for Reclaiming-friendly families of all kinds to build community and resources and to expand extended family. Reclaiming is an inclusive tradition, and welcomes families of many kinds. Our Principles of Unity are posted at Reclaiming.org/About

All organizing, presentations, paths and workshops are offered by volunteer community members. Anything that is offered is dependent on someone being willing to do it. An offering that has been part of camp in the past may or may not be offered again, such as the sacred drama. This camp belongs to all of us, please step forward and volunteer.

Witchlets in the Woods is drug and alcohol free during the length of camp except for prescription drugs, medicinal herbs, nicotine and caffeine.

Witchlets is coordinated by a volunteer group known as Weavers & Spinners, some of whom meet throughout the year. The group is renewed each year – anyone who has attended camp can volunteer to weave or spin.

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What Are Weavers & Spinners?

Weavers and Spinners are camp organizers for the current year. Anyone who has attended camp can volunteer to weave or spin.

Weaving is an opportunity to co-create our camp. Weavers commit to attending monthly in-person meetings, and to collectively anchor camp for the coming year. Within the Weavers group, people take on specific tasks such as kitchen liaison, registration, teacher and volunteer recruitment, etc. Weavers also usually have at-camp roles as well.

Spinners take on specific pre-camp and at-camp roles, and attend Weaver meetings when their topic is on the agenda. Spinning is a good way to get involved in creating the camp.

1. Roles of Weavers and Spinners (descriptions below)

- Bookkeeper/Banking
- Childcare at meetings coordinator
- Costumes
- Daily Point Person (aka “The Sash”) / Announcements (TBD closer to camp)
- Documents Anchor
- Email and other correspondence
- Food / Kitchen liaison pre-camp
- Food / kitchen liaison at camp
- Food Special Needs (before and at camp)
- Fundraising/Scholarship (pre-camp)
- Raffle & Silent Auction (pre-camp publicity/prep, at-camp)
- Registration
- Ritual/Story
- Sacred Drama
- Spinner Coordinator
- Story Teller(s)
- Swimming Anchor
- Talent show (coordinate, find MCs)
- Teacher Recruitment & Liaison
- Vibes watcher at camp
- Volunteer Coordinator / Chore Chart
- Website updating
- Weavers Coordinator(s)
- Wheel reps (admin liaisons with Reclaiming)
- Woodlands/Site Liaison
- Workshops (pre-camp publicity, at-camp coord)

Bookkeeping/Banking/Paypal/Insurance:

- Depositing funds in Reclaiming bank account (or arranging deposits)
- Keeping an account ledger and reporting to Weavers as needed.
- Track paypal and arrange transfers with TReasurer
- Liaison with Treasurer, Secretary, and Wheel as needed
- Coordinate Insurance with Secretary and other camps at same site

Childcare at Meetings Coordinator

Track if/when childcare is needed; find childcare people; arrange payment.

Chore Coordinator

See Volunteer Coordinator below.

Costumes

WITW has two bins of fun costumes. This role involves arranging pick-up and transportation; finding a pop-up canopy if possible; bringing clothes hangers etc; at-camp set-up and tidying. Send out email to elist, gather as many costumes ahead of time as possible. Warn costume donors of risk that things may be lost or damaged. Pack up and return costumes to people at end of camp.

Daily Point Person/Announcements:

Gather announcements from people during camp.

Provide an announcements location and or box.

Provide index cards and writing implements for folks to write announcement requests.

Make announcements at camp specifically during meals and otherwise on an as needed basis.

Post written announcements on information board after verbal announcement has been made.-

At close of camp clean up announcement space and note anything that would be useful for future planning.

This role can be a single person or it can rotate during camp.

Documents:

Main responsibilities include creating and distributing the following documents:

See *Witchlets Google Drive*:

<https://drive.google.com/drive/folders/0BzQlKcXceN9VTc4MIVuTJFRXM>

- June camp packet
- Camp Program
- Feedback form
- Liability and Photo Release form

Email & correspondence

Track and answer incoming email and queries.

Food / Kitchen Liaison – pre-camp

- **Fall:** Check with previous team and see if they want to return. Check with Weavers to see if people want same team back.
- **January:** Solicit proposals from kitchen team(s). Proposal contents: Description of camp culture and purpose; Community's desires regarding food (e.g. organic, types of dishes, etc.); Number of people; Typical budget; Description of facilities; Typical
- **February:** Review proposals. make offer to a team
- **March:** Solicit menus, review with organizing team including any changes (including price) over the next few months
- **June:** Communicate number of people, final budget; arrange for money getting to cooks; confirm special needs coordinator and put them in touch with team;
- **July-2 weeks:** Talk with kitchen crew to ensure we know who is buying what; publish menu for campers to see;
- **Camp-August:** liaison as needed before and during camp
- **Post-Camp:** Summarize feedback from evaluations and give to Weavers; share *edited* version with kitchen team (remove any hurtful remarks).

Food / Kitchen Liaison – at camp

Check in with kitchen team during camp, support as needed.

Food Special Needs Liaison

Good role for person who understands various special needs such as vegans, gluten-free, night shade and nut allergies, etc.

- Contact campers prior to camp who have indicated that have food allergies or special needs at camp. Get clarification about their needs.
- Tally up and categorize/organize all food needs.
- Work with cook team to ensure that these needs can be met as much as possible.
- Notify campers ahead of camp about what food needs can and cannot be met. If possible, send out camp menus.
- Write lists of food needs for each path (camper name and food needs for each path), make several copies.
- At camp: confirm path lists. Facilitate appropriate path snacks going out to morning path.
- At camp: Check with people who have special food restrictions, make sure the kitchen knows, and that food is labeled as necessary.

Fundraising/Scholarships

- Coordinate Spiral Dance and other bake sales (major WITW fundraiser!)
- Donation Jars for Cooks and Teachers at Camp
- Help with Raffle at Camp
- Other fundraising?
- Scholarships – coordinate with Weavers to see that scholarship funds are adequate

Raffle:

- Request donated items, including in Registration form and Camp Packet and elist.
- Bring tickets (double-ticket rolls?)
- Sell and recruit volunteers to sell.
- Set up Raffle with items jars (ideally with screw-on lids) in front of them for tickets.
- Set times for Raffle drawing and end-time for silent auction

Registrar / Contact Person:**Main responsibilities include:**

- Update online registration form as needed
- Setting up spreadsheet for registrations
- Be available by email to answer questions about camp.
- Checking email inbox regularly — daily is best during registration period.
- Return calls and emails within 24 – 48 hours
- Check with Secretary about snail-mail
- Do camper-count; Hold spaces for teachers and organizers
- Sending out email announcement to open registration
- Respond to each registration to confirm receipt
- Track registrations and close when full – keep Weavers updated
- Ensure deposits get deposited in bank account; coordinate with Treasurer
- Send out reminder emails for full payment due
- Create and track waiting list as needed
- Replace people who can't attend with waiting list people
- Assign cabins
- Communicate information to teachers (such as number in each age group) and food information to cooks/special foods needs coordinator.
- Send out Registration Packet in June.
- Send out emails to campers as camp approaches with menus, cabin assignments, etc.
- Bring waivers, maps, and other forms to camp if needed

At camp:

- Recruit volunteers for opening-day registration support at least 2-3 people
- Bring reg materials, chore grid, markers, etc
- Staff registration table — guide people through process of signing releases, signing up for tasks, getting camp program, and finding their cabin.
- Accounting of campers per day and fill out form with Coordinators to turn in to Woodlands last day.

Ritual / Story Charette:

- Ritual planning is a process open to any member of the community who is interested and has attended at least one camp.

- The myth/story is chosen at a series of Weavers meetings, which campers are welcome to attend.
- A small self selected group (charette) meets to work out the story as needed, ritual arc, intentions and first and last rituals.
- Details of camp rituals are planned by all interested during lunch. Others are invited to take parts in the rituals.. A member of the ritual planning group anchors this process. Decide on anchors before camp.

Notes: There is a goal and desire for accessibility for all ages. Community members may bring feedback from the last ritual and agenda. Incorporating these into the next ritual is often challenging and exciting. Those who want to see changes in rituals are encouraged to participate in planning and ritual-production. In the end community interest and involvement create great rituals, not perfect planning.

Note re gender inclusivity: older versions of some stories and myths that we want to work with include antiquated gender roles and relations. We feel free to make changes as necessary so that the stories speak to all of us. In particular, we rework stories that are “binary” (which assume everyone is either male or female, and remain the same all the time) or are “hetero-normative” (which assume that everyone will fall romantically in love with someone of the “opposite” gender).

Sacred Drama:

One or more people sometimes anchor a sacred drama, in which the annual myth/story is acted out for the camp. Many young people enjoy participating, and a rehearsal is held before the performance.

Write script or outline to improv from. Script should be based loosely on camp story for the year. Be sure to write in roles for wee ones (faeries, elves, animals, etc.) and “quiet roles” for those who want to participate but not “shine.” Write as many roles as possible (a dozen or more) that speak and keep genders fairly distributed (male, female, and other genders). Even “lead” roles should not have much more than any other. Keep it moving and humorous.

You will need: Director, writer, lights, “small child herder,” and a trunk full of costumes.

Spinner Coordinator:

Help recruit folks to fill “Spinner” roles – tasks that are anchored by one or two people, either before or at camp. Spinners are welcome to attend Weaver meetings, and are sometimes requested to attend if their item is prominent on the agenda (eg, special needs coordinator might attend a Spring meeting to talk about menus).

Story Teller

Some years, a story teller has told part of the camp myth each morning before path, as a way of launching the day’s magic. A fun role for theatrical types!

Swimming Anchor

One or two people to anchor one or two trips to the swimming hole. Figure out best afternoon(s) to go, announce time, recruit drivers. When it’s time to go, ring gong and wrangle people.

Do a head-count, and ask each driver to know the riders in their car.

At swimming hole – anchor watches or arranges a watcher for the deep end/rope swing. Watcher has a long tree branch ready if needed.

At end – do a final head-count, and ask drivers to confirm that they have all the same riders.

Talent Show:

- Roles: MCs; Timekeeper; back-stage manager;
- Announce talent show repeatedly encourage group-acts so more can participate
- Have sign up for acts posted prominently
- Have basic guidelines posted next to sign up sheet length, fire-restrictions, etc
- Recruit MC(s) – youth and young adults who like to shine.
- Back-stage manager – someone to prep next act, keep quiet, set boundaries...
- MC put smallest children first. Mix entertaining acts with painfully cute or deadly acts.
- Run around camp recruiting people w/talent to sign up. Expect last minutes sign ups
- Have a basic rules + clarification of act “needs: meeting.
- Considerations: limit length of show or Total # of acts. Nice way to get people off stage: drown out W/ applause.

Teacher Recruitment Committee:

- A self selected group of Weavers & Spinners who know teachers and long-time community members including teens and young adults
- In consensus with the Weavers - Plan the desired paths, including how many paths for what ages and how many teachers and rough age ranges.
- Put out invitations to teachers. (Teachers are volunteers and pay for camp – some scholarships are available.)
- Consider balance of teaching teams – ages, genders, interests, mix of parents & non-parents & youth
- Evaluate and make decisions about teachers by Beltane or so. Recruit additional teachers as needed with emphasis on young adults, especially to work with teen and middle kids.
- Arrange teacher scholarships as needed; coordinate with registration anchor to register and pay for teachers.

Teacher Liaison:

- Someone from teacher selection group who attends weavers meetings as requested to coordinate information sharing
- Make sure teachers know that there are almost no supplies at camp (unless it grows on a tree) – they will need to bring whatever is needed for their path. A \$50/path fund is available if supplies are purchased.
- Schedule path-time at camp and let teachers know. Witchlets in the woods does two-hour morning paths. Some paths have evening activities as well.
- Check in with teachers and teams at camp to see if support is needed; let teams know about path-snack protocols

Vibes Watcher at Camp

Someone who is not too over-booked with other tasks and/or kids, who can keep an eye on general energy, points of tension, ways things could operate more smoothly, etc.

Volunteer Coordinator/ Required Task Wrangler:

- Work with registrar/Weavers to figure out how many job slots needed.
 - Adults 19 +: at least 3, minimum 1 kitchen task, unless physically unable
 - 12-18: at least 2 tasks
 - Teachers: at least one task
 - Parents with kids under 5, two tasks each adult
 - Single Parents with kids under 5 two tasks.
 - Single Parents with kids 12 and under excused for all camp clean up.
 - Weavers: at least one task, coordinators exempt from tasks
- Develop Task chart prior to camp.

At Camp:

- Post task chart at camp. Make sure all required campers are signed up for task and that all tasks are filled.
- Coordinate task participants at camp and work with kitchen staff to make sure tasks are being filled. (may include reminding, directing, encouragement, etc.)

Website/Technical Stuff:

- Create and update Website on Wix, including calendar, story pages, blog, etc.
- May also hold information email access.
- Works with registrar to update site re opening of reg etc.

Weavers Coordinator:

Main responsibilities include:

- Anchor year-round organizing – address issues as they come up
- Track that all roles are filled and tasks are happening
- Keep especial track of reg process, finances, and kitchen team
- Track when meetings are scheduled, send out reminders to email lists and facebook.
- Creating agendas and tracking that key items on the timeline are on them.
- Distributing meeting notes
- Reminding about roles at meetings including facilitator, vibes-watcher and scribe.
- Creating feedback form
- Coordinate with registration anchor that reg-table materials and documents are ready

At camp:

- You do NOT have to be the point-person all week! Daily “Sash” or point-person is a rotating role. Weavers Coordinator might want to do first and final half-days, when much coord is needed.:
- Help staff registration table, parking, etc – generally be available during reg

- Post schedules and grids
- Checking that camp is running smoothly – helping to address issues as they come up
- Check that the first all camp meeting and the all camp Feedback meeting happens.
- Bring to camp:
 - Yarn
 - Supplies: sharpies, pens, tape, index cards, push pins, etc.
 - Copies of Story/Ritual Arc
 - Ritual Planning Binder
 - Feedback Forms
 - WITW this way signs
 - Ritual Planning Table Sign
- Confirm who is bringing:
 - Programs
 - Menus
 - Daily Intention Posters
 - Raffle tickets
 - Medicines and supplies for first aid
 - Tip Jars
 - Lights/Talent Show Supplies
 - Costumes
 - Task Chart
 - Soap for bathrooms
 - Hand Sanitizers
 - Non-Scent Bug Spray
 - Butcher Paper
- Confirm Registrar Bringing:
 - Registration Spreadsheet/Info
 - Photo/Liability Release Forms
 - Cabin Assignments
 - Maps

Wheel Reps

One or two Weavers who agree to attend quarterly Wheel meetings - the Wheel is Bay Area Reclaiming's coordinating group, made up of reps from active work cells.

Woodlands/Site Liaison:

- Contact person for Woodlands
- Ensures Payments and Paperwork is done in a timely way. First deposit is due around November, two more in approx March and May. Liaison with Treasurer re payments.
- At Camp: Liaisons with Coordinator and Woodlands for repairs etc.

Workshops:

- Three months prior to camp: Email large list calling for workshops, getting people excited, giving workshops, getting people examples of workshops offered in past
- Two months prior to camp; contact past workshops to see if they want to do it again.
- One month prior to camp: Email second call for workshops getting folks excited. List ones already being offered to incite enthusiasm.
- Once camp is filled and closed or three months before camp: Review all registration forms to see who has checked that they want to offer a workshop.
- Email each person asking for: Title of workshop, Brief description (three sentences) of workshop, and a brief bio of workshop facilitator
- One month before camp make sure all workshop titles, descriptions and bios are ready for cell member in charge of final documents. (call and email individuals/track them down)
- Provide final list of all workshops: titles, descriptions, special requests, e.g. kids under five accompanied by an adult and bios of facilitators.
- Help anticipate the best times slots for each workshop – mix age-ranges so that all of the faerie offerings are not at the same time.
- At camp, help arrange time slots and locations for each workshop. Be aware that many people may go to the swimming hole on one or more afternoons – this is hard to plan around.
- Post-camp - send thank you to workshop facilitators.

2. Organization

Witchlets is organized by a group called the Weavers that makes decisions by consensus. All people involved in Witchlets are welcome at Weavers meetings, and may fully participate in discussions. Consensus decisions are made by the Weavers.

To become a Weaver you need to:

- attend at least one year of camp
- commit to missing no more than two monthly meetings through the year
- be consensed by the existing weavers

Roles on the Weavers are rotated every few years except where the Weavers have consensed otherwise.

We also have Spinners who take on specific tasks and sometimes attend meetings, but are not decision-making members of the cell except for their own task. We welcome all interested people to attend our meetings. We usually share food at meetings.

At camp there are many ways to step into leadership and help make the magic happen. See the list of camp roles in this manual.

Our camp is committed to the Reclaiming Principles of Unity, which can be found on the Reclaiming web site, www.Reclaiming.org/about/

Camp Fees

Currently per person, sliding scale

The fee includes all activities, facilities, utilities and services, and organic meals. The sliding scale is a way to offer Witchlets in the Woods to families of different income levels.

In 2014, we adjusted the fees to lower the cost for young people up to age 25 (later raised to 30), and raise the adult fee. The intent was both to raise about \$1000 additional funds to increase the kitchen stipend, and to make camp more accessible for our growing number of young adults. As of 2014 camp, these fees are the same for Redwood Magic.

Children 4 years old and under are free (Woodlands does not charge for these ages).

Scholarship Funds – year-round and at-camp fundraising projects (bake sale, silent auction) provide around \$3000 in fee-reductions for campers and teachers. As of 2018, our WITW allotment is \$1500 for teachers (to be negotiated among teachers and Weaver-liaison) and \$1500 to be apportioned equally among all who request scholarships. Typical camper fee reduction is about \$50-75 per person.

Morning Age-Based Path Design

Witchlets offers morning magical paths based loosely on age and self identified (parent & teacher-approved) readiness. Paths with approximate ages are:

Fairies: ages 0-4

Newts: ages 4-7

Racoons: ages 8-12

Ravens: Teens 13-19

Otters: Young Adults including mentors and teachers

Bears: Adults

Periodically there are alternative paths offered depending the needs/wants of the community as it grows and changes year to year.

Website/Technical Stuff:

Email: If you want to read the Witchlets account emails, contact the Weavers.

Website: www.Witchlets.org (wix-based)

To edit the website, add blog entries, add calendar items, Weaver's can access using the "administrator's login" on the home page at www.Witchlets.org.

pw: WITWwix2015!

Google Drive: info@witchlets.org

pw: WITWwix2015!

Meeting Culture:

- Key roles: Facilitator (owns the agenda), Notetaker/scribe, (optional), “vibe watcher” to keep an eye on the emotional state of the room.
- See Weavers Communications Agreements toward end of this document

Process:

- Agree on agenda
- Agree on ending time
- Personal and cell/project/task check ins
- Order items on agenda if needed
- Create sacred space
- Set/confirm next two upcoming meetings
- Work through agenda. If it’s going to run over time, defer items to another meeting or agree to extend the meeting time.
- Devoke and check-out at end; restate tasks and to-do items

Notes:

- We usually distribute notes for review (on-line) shortly after.
- We usually solicit agenda items beforehand on-line.

3. Camp Culture and Camp Agreements

This is an outline of our agreements which, as all relationships do, evolve and change over time. Some agreements are mandated by the rules of the Mendocino Woodlands whose goodwill we value and rely upon. Witchlets was birthed by the desire to create a sacred space for pagan families to come together and honor the gifts that witches of all ages bring to the world. We create a place where our families are surrounded by magic and, where children and adults feel safe and free to step into their magical power. It is an opportunity for pagan families of all kinds to build community resources and expand extended family. Witchlets in the Woods is drug and alcohol free during the length of camp except for prescription drugs, medicinal herbs, nicotine and caffeine.

· **Families:** We hold that anyone who calls themselves family, is family. We welcome and expect diverse and extended families and tribal members including queer families, heterosexual two-parent families, single parent families, no child families and polyamorous families, temporary families created specially for Witchlets, as well as other forms that we have neglected to mention here. This is in alignment with Reclaiming’s Principles of Unity - read them here: Reclaiming.org/about/

Cabins: Your entire family will be assigned a cabin to yourselves, no need to share with another family. You are welcome to trade around with other families as you desire. You can also bring a tent and camp out if you like, or put it up next to your cabin for extra room. The cabins are rustic, they have no electricity, the lower half and the roof is wood, and instead of windows

they have bug screens, so it can get quite cold at night. Some people bring plastic to put up at the windows, or fabric and pushpins works well, if you require more privacy. We also cannot use candles or gas lanterns in the cabins, as requested by the Woodland staff. The dining hall and showers have electricity.

Food: We serve omnivore, vegetarian, and vegan meals for breakfast, lunch, and dinner. We also will work with you around gluten-free diets and other special needs. If you indicated food sensitivities on your registration, every effort will be made to make sure there is something you can eat. If your needs are highly individual, you may want to bring along extra food for yourself and family. There are always snacks out for hungry stomachs. Our meals are cooked with love and intent and served with a blessing, to acknowledge the bounty of our mother earth and of each other, eating it in community. Please help us minimize waste.

Substances: Witchlets in the Woods is drug and alcohol free during the length of camp except for prescription drugs, medicinal herbs, nicotine and caffeine. There is a designated area for the smoking of tobacco or medical cannabis; by Woodlands fire-safety regulations, there is smoking of any kind *only* in the designated area only.

Workshops: Anyone can offer a workshop! Please let us know by July 1 if you want to offer one. Workshops should avoid using highly scented or volatile materials (like pot-pourri's, nail polish, etc.)

Morning Paths: We have three children's paths (for three different age levels), a teen's path, and at least one adults path, offered in the morning and taught by wonderful teaching teams including Reclaiming teachers. More details on paths will be in the camp packet and at camp.

Joyful Obligations: All campers (age approx 8 and up) are expected to sign up for 3 required chore shifts which include helping with meal prep or clean up, cleaning bathrooms or helping with childcare for others who are working in that shift.

Showers: There is only one shower block, to be shared by men and women and children. The group shower is for adults and children of any gender. There are also a few private showers for those wishing privacy.

Environmental Sensitivity: To support folks who are chemically sensitive, please don't wear fragrances, including essential oils and citronella. Most shampoos and soaps are OK, if they aren't too perfumed. Also see below...

Smoking: There is one designated smoking area. This is the only place for smoking of any kind. *Please do not smoke anywhere else, this is a Mendocino Woodlands Rule due to high fire danger.*

Candles/fires: There are no candles, heaters, or gas lanterns allowed in the cabins, the woods, or along the creek bed. There are two designated fire pit areas. Fires are tended by designated fire-tenders. If you want to help, talk to someone who is tending fire. NOTE – the Woodlands are a high fire danger area – particularly in late Summer. Please be sure your whole family understands the danger of fire, candles, lighters, etc.

Pets: Mendocino Woodlands allows no pets except licensed companion animals. Please provide a copy of your companion-animal's license when you register, so we can inform the Woodlands ahead of time. There is a list of local kennels on the Woodlands' website – google Mendocino Woodlands. Please don't bring any other animals to camp.

Bugs: Please do not use commercial bug sprays or citronella at camp. To support folks who are chemically sensitive, please don't wear fragrances. There will be odorless insect repellent available to share at camp. If you have concerns about DEET, have everyone in your

family eat garlic, brewers yeast and vitamin B for one week before camp and bring long sleeve, loose fitting clothes and bug nets for head especially for baby and stay in during Sunrise and Sundown. Check your family carefully for ticks daily. West Nile disease is present in Mendocino County - for more information go to <http://www.westnile.ca.gov/>

Physical Needs: All of the camp is rustic dirt paths and wooden bridges. The campsite is not rated as wheelchair accessible, although people have done it in the past with assistance. People have also gotten around with walking sticks and crutches at previous camps. Toilet and shower blocks are up 15ft slopes, which can be difficult if you have mobility problems. We do have one accessible porta-toilet available near the dining hall. Please talk with us in advance, and we will do our best to support your needs.

Transportation: Due to the limited amount of parking space available, cars will get to unload in the closest lot and then will be required to park further along the road. See the map and directions at the end of this packet.

Pagan Market: We invite all crafts people and anyone who has a service to share to participate in our flea market. You need to provide your own table and everything you will need. We ask that you donate 10% of the final sales to go to next year's scholarship fund.

Raffle: This year we will be holding a raffle to raise money for the scholarship/work study fund. Please bring donations!

Skyclad: As witches, we hold our bodies as sacred and a gift from the Goddess. Some children and adults celebrate this by being naked, especially while swimming. If you or your children are unfamiliar with being around people without clothes, you might want to discuss this before camp to get used to the idea! Note - we do not ask or expect that anyone take off their clothes, just to be open to others who do.

Swimming: There is a swimming hole within driving distance and we will have regular excursions to it!

Families: We hold that anyone who calls themselves family, is family. We welcome and expect extended and diverse families and tribal members including queer families, heterosexual two parent families, single parent families, no child families and polyamorous families as well as many other forms that we have neglected to mention here.

4. Witchlets Schedule — Example

Saturday		Sunday	Monday	Tuesday	Wednesday
Travel to camp!	8:00 – 9:00a	Breakfast	Breakfast	Breakfast	Breakfast
	8:30a	Clean up	Clean up	Clean up	All Camp Clean up
	9:00– 9:30a	*Stepping into The story with	*Stepping into The story with	*Stepping into The story with	
	10:00a – 12:00p	Path	Path	Path	10:00a Final ritual
	12:00– 1:00p	Lunch Ritual Planning	Lunch Ritual Planning	Lunch Ritual Planning	11am Farewell.....
	12:30	clean -up	clean -up	clean -up	
2:00–4:00p Registration	1:30p	Family free time	Family free time	Family free time	
5:00p Welcome meeting and ritual	5:00p		All camp Ritual	All camp Ritual	
Dinner	6:00p	Dinner	Dinner	Dinner	
Clean up	6:30p	Clean up	Clean up	Clean up	
Fire Circles	8:00p	Fire Circles	Talent Show Fire Circles	Sacred Drama Fire Circles	

5. Timeline for WITW Organizing

October:

- 2017/2018 Planning Retreat
 - Plan timeline for Camp 2018
- Spiral Dance Bake Sale: Oct 28
- Review Roles

November:

- Deposit to Woodlands
- Begin planning kitchen: Crew/budget
- Decide Roles
- Initial brainstorm on Story

December:

- Get volunteer(s) for Brigid bakesale
- Discuss Registration process
- Determine Fees
- Sign Woodlands Contract

January:

- Finalize Registration process
- Story proposals
- First week of Jan: Announce camp date and Registration timeline on witwoods, facebook, and website

February:

- Choose a Story
- Feb ?: Registration Opens, deposit per person due at that time.

March:

- Cook hired
- Acceptance/status notices sent to campers (with a note about when packet will come)
- Raffle: who's gonna do it?
- Second Woodlands payment

April:

- April 1: 1st balances due email to campers
- April 5: 2nd payment to Woodlands:
- discuss packet at meeting
- Plan Beltane bake sale
- Teacher proposals
- Last Week of April: Final Payment reminders to campers

May:

- May 1: Final Balances Due
- Review roles
- Edit/approve packet at meeting
- Confirm workshops

June:

- June 5: 3rd payment due to Woodlands:
- Menu for approval
- Camp packet sent by June 15
- Begin work on ritual/story arc
- Get workshop schedule ready for docs person by June 15
- Figure out point person schedule

July:

- Camp program ready to proof and print
- Set date for retreat and celebration

August:

Camp!!!

September:

- Final payment due to Woodland
- Celebration
- Start the cycle again!

6. Documents

If you are getting this in email or PDF form, please contact the Witchlets Weavers for the Sample Documents via the WITW Google Drive.

Contact info: Witchlets email: info@witchlets.org
 Witchlets website: www.witchlets.org
 Witchlets phone: (415) 946-7798

7. Communications Agreements for WITW Weavers

Latest Version Consensed November 9, 2014

1) Use "I" statements.

"I" statements help guide you to talk about your own experience. They are also more likely to be perceived as caring and safe, often making it easier for others to take in what you have to say. Stick to "I" and speak your truth!

2) Talk about your own experience

You know your experience better than anyone else, so share it! It may be best to speak for others only with their consent and it might be best if others ask you first before mentioning yours. Repeating what others have said may lead to a loss of clarity or miscommunication within the group, so ... Speak up for yourself and let others speak up for themselves!

3) Listen and try to understand others' points of view

Leave space to really take in and understand another's opinions and concerns as they would like you to (or as you yourself would like). Sometimes it is necessary to slow down to really hear someone. Other times it may involve some heavy concentration. Do what you need to do and ask for what you want so you can listen and understand.

4) Express yourself as clearly and succinctly as possible

It is tempting sometimes whenever we're really excited or concerned about something to go on at length and in detail about it. Being mindful about being clarity and brevity is an art, and some things require more detail and discussion than others. However, by practicing this art, we make our group process more efficient and help prevent meetings from running late.

5) Practice avoiding repeating what others have said except for clarification

Avoiding repetition helps us get to everything we need to address, helping to prevent meetings from running late - a great concern for those who drive large distances and/or have other obligations to which they are committed.

6) Ask for what you want

We won't always know what you want, so ask! If you need support, feedback, assistance or anything else, making a request may make that a reality. Sometimes we experience fears that limit us from asking. Ask anyway.

7) Respond to all requests in a timely manner

If someone asks you, make a good faith effort to get back to them, the sooner the better. The same goes for email and phone calls. If you can't respond in a timely manner, explain what happened and any feelings of regret you might have.

8) Check in before giving feedback

We are not always ready or willing to hear feedback. Ask the person permission before offering any.

9) Give feedback

Feedback is a gift of the Goddess that gives us perspective and helps us adapt and become more skilled at what we do. Whether personal or practical, the gift of feedback helps others in the group and supports the camp.

10) Positively respond to feedback

Consider what is said and, if you're feeling a strong reaction to some feedback, take a step back if you have to, but do respond in a timely and constructive manner. If you disagree, raise the issue and work towards harmony and resolution.

11) Email guidelines

A group email is an enormous advantage to all of us and it makes communication so much easier. The breakdowns occur in email when:

- Someone airs an opinion or projection that involves others without their express consent.
- The group email is used as a 'witness' to perceived wrongs or misunderstandings, thus creating an environment where healthy, open discourse occurs as defense and attack.
- A private disagreement becomes a public one and members of the group are involved without their permission due to their inclusion in the emails.

What to do:

- Keep emails focused on facts and clearly stated agreements.
- In order to consense, keep to "I" statements and express only your own experience.

Take disagreements with individuals that do not involve a group debate over a specific topic being discussed, immediately to private resolution.

What it Means to be a Weaver (Draft Expectations)

- 1) Do what you say you will do
- 2) Ask for support when you need it
- 3) Stay in regular communication, responding email within 2 days unless a contingency comes up. Respond promptly to requests.
- 4) Exercise self-awareness and awareness of others
- 5) Be willing and able to give prompt feedback
- 6) Be willing and able to accept and act on feedback
- 7) Be willing and able to discern between your needs and the needs of the group and the camp
- 8) Miss no more than two meetings per year and
- 9) Let the group know if you'll be late or won't be able to make it a meeting
- 10) Practice being on-time to meetings
- 11) Agree to the conflict resolution process
- 12) Support the needs of Witchlets

What to do When You Find Yourself in Conflict (Draft Process)

After each step, you may find resolution. If not, take the next step.

- 1) Examine yourself, step back.
- 2) Communicate with the person(s) with whom you're experiencing conflict. Share your story and listen to their story. Wait a day before doing this no more than a week from when you first realized that there was a conflict. Waiting allows you to examine yourself and your situation so that you can be clear about what's going on. Waiting too long hurts you and the group.
- 3) Share your concerns with others the group. Accept and implement the feedback you receive.
- 4) Others in the group talk to one or all parties involved, listening and facilitating resolution of the conflict. This is done outside of regular meetings unless consensed otherwise.
- 5) Contact Listening Circles. The group seeks outside confidential assistance from within th greater Reclaiming community.
- 6) The group takes one or more specific actions in connection with conflict based on consensus for the benefit of the camp or
- 7) Uses consensus-minus-one when a Weaver is asked to step down from weaving.

A Definition of Conflict

A break in affinity, reality, communication and/or understanding.

A Definition of Responsibility

Responsibility is the ability to respond.

Responsibility starts with the willingness to experience yourself as cause.

It starts with the willingness to have the experience of yourself as cause in the matter.

Responsibility is not burden, fault, praise, blame, credit, shame or guilt. All these include judgements and evaluations of good and bad, right and wrong, or better and worse. They are not responsibility. They are derived from a ground of being in which Self is considered to be a thing or an object rather than a context.

Responsibility starts with the willingness to deal with a situation from and with the point of view, whether realized at the moment or not, that you are the source of what you are, what you do and what you have. This point of view extends to include even what is done to you and ultimately what another does to another.

Ultimately, responsibility is a context - a context of Self and source - for the content, ie, for what is.

A Definition of Gossip

Definition according to dictionary.com:

Idle, often sensational and groundless talk about others.

Synonyms: *hearsay, report, rumor, tale-bearing, tattle, word.*

Gossip can be understood to be a communication that is not sourced from self and does not involve "I" statements, where the intent behind the communication is the forwarding of one's own agenda, usually to the detriment of another by tone, word or insinuation. It cannot thrive in an environment of accountability and clear self expression where the communicators take full responsibility for their own experiences.

If you find yourself in a conversation that appears to be wandering into gossip, acknowledge the unconscious direction that you perceive is occurring, take responsibility for the direction of the conversation and ask the recipient to support you in that.

A Definition of Integrity

1. The state of being unimpaired; soundness
2. Wholeness
3. Completeness; unity
4. Adherence to your code, system or way.

To maintain integrity we do not have to get it 'right'. We are human. There will be breakdowns and unmet agreements just as there will be harmony and consensus. Integrity is not just the

ability to source self, but also the ability to clean up broken agreements and re-commit to a process that works.

8. Witchlets in the Woods: A Brief History

Reclaiming was founded around 1980, mainly by people in the 20s and early 30s. Although a few had kids, the only regular kid-oriented activities in the early years was the annual Ostara Egg Hunt at Spring Equinox (still a tradition!).

In 1998, Diane Baker, Anne Hill, and Starhawk co-authored a book on family magic called Circle Round: Raising Children in Goddess Traditions, which continues to be popular. Many kids who wind up at Witchlets and related camps were raised with Circle Round.

California Witchcamp, originally a teacher-training retreat, became a regular annual event in the mid-1990s, establishing its home at Mendocino Woodlands Camp Two in 1996. The camp includes ages 18-up, with occasionally middle teens.

Meanwhile, more Reclaiming folks were having kids, and several formed a childcare collective in the later 1990s called Wiggle Waggle, based in the SF Mission District.

In 2001, a dozen Reclaiming families – many old friends, and several from the Wiggle Waggle group, decided to do a family-magic retreat at the smaller Camp Three (current site of Redwood Magic Family Camp). Someone came up with the name Witchlets in the Woods, and it stuck.

About 35 people attended the first year, mainly younger kids and their parents. The camp included craft workshops, short kid-focused rituals, and other kids' activities.

After the first year, some folks faded out, but others decided to keep the retreat going. They spread the word (this was pre-yahogroups, so it was mainly word-of-mouth and Reclaiming Quarterly). The second year drew about 50 people.

After the second year, the retreat seemed on solid footing. Organizers noted that older kids were not taking part in the workshops as much, and invited a few teachers along to do a special "Older Kids Path" for ages 10-up.

The third year maxed out the small campsite, as we reached about 75 people. Fifteen older kids helped launch Older Kids Path – hardly a smash success the first year, but it laid the basis for Teens Path in later years. For several more years, this was the only path (ie, age-based morning workshop).

For 2004, the camp relocated to the larger Camp Two, site of California Witchcamp. (In retrospect, this was a lucky break – ten years later, Witchlets is still the most recent group to get a reservation at Camp Two.) About 100 people attended (the site holds 130) – since this time, the camp has done no publicity, relying on a single announcement each Spring to fill the camp. In 2013, Redwood Magic spun off, providing space for 50 more campers.

Around this time, the ad hoc organizers' group formed a coordinating cell called the Weavers. This group has typically been about 10-15 people including parents, teachers, and teens. Weavers meet monthly through the year to deal with organizing, camp theme, etc. Other people called Spinners take on specific tasks such as brochure production, kitchen liaison, etc.

2004 saw more turnover, with only a few of the original families remaining. Several families who joined in 2004 or so stayed involved for the next decade, giving the camp its long-term stability.

Teens Path – about 15 people that year – also took solid hold, with morning workshops and evening campfire rituals and activities at a separate teens' campfire – a Witchlets tradition that has been taken up at Redwood Magic, Loreley, and perhaps other camps.

With Teens Path going strong (it grew to about two dozen people as the camp filled up in the next few years), other age-groups asked for morning paths as well. By 2010, all ages had paths:

Adults (one or two paths which often follow the camp story closely)

Teen Path - which in 2008 gave birth to Teen Earth Magic as a separate camp for ages 13-25

Raccoons – ages approx 8-12

Newts – ages approx 4-8

Fairies – ages 0-4 with parents

In early years, paths were taught by a combination of parents (usually teaching paths that their kids were not in) and young adults recruited from CA Witchcamp and local classes. In recent years, some of our “Teens Path graduates” have begun to help teach paths, bringing our work full cycle.

2013 saw the birth of “Witchlets II” – Redwood Magic Family Camp, held at the original site of Witchlets (see below). Granted seed money by Witchlets as well as including a dozen campers who had been to the older camp, we drew in about 40 new people to launch our second camp. Following camp, about 10 people including two teens stepped forward to form the Weavers group for the new camp, and began meeting separately from Witchlets Weavers.

The two camps are seen as separate projects, but are working together on several projects including a new CD of Reclaiming chants featuring a kids' chorus.

As Witchlets and Teen Earth Magic have evolved a large and active group of young people, teens and young adults have taken strong roles in community events such as the Faerie Ball and the Spiral Dance. Seasonal rituals in San Francisco, once almost entirely adults, now include young adults, teens and kids.

Witchlets Myths Year by Year

WITW 2001	Probably no “theme” for first few years
WITW04	Thomas the Rhymer
WITW 2005	Quest for the Grail
WITW 2006	Rowan Hood
WITW 2007	Sleeping Beauty
WITW 2008	Amaterasu
WITW 2009	Baba Yaga
WITW 2010	Sir Gawain & the Green Knight
WITW 2011	Demeter & Persephone
WITW 2012	Ariadne, Theseus, and the Minotaur
WITW 2013	The Twelve Wild Swans
WITW 2014	Burd Jan & Tam Lin
WITW 2015	The Last Wild Witch
WITW 2016	Cerridwen & the Cauldron of Inspiration
WITW 2017	Brigid & the Cailleach of the Snows
WITW 2018	The Red Mare

9. Organizing a New Family Camp

Some start-up lessons from Redwood Magic Family Camp (RMFC)

Getting Started

- initial organizers – it was really helpful to have a few “veterans” of Witchlets committed to the new camp – one person might be the anchor, but it helps a lot to have multiple experienced people from the start
- see below re recruiting a few teens/young adults as well
- Witchlets Weavers provided key support during the first year of organizing – feedback, models, cautionary tales...

- seed money was provided by Witchlets – about \$1200 to pay the initial deposit for the first year. This was a gift, and rolled over to provide the deposit for the following year as well. Without this gift, a new camp would need to raise and set aside about \$1000 (depending on the cost of your site) that would in effect remain with the site as an ongoing deposit.
- recruitment – even though Witchlets had an overflow, every single family had to be “recruited” to the new camp. Anchor organizer called and emailed consistently to keep people in the loop and eventually get commitments.
 - this will probably be true for any new camp – however much interest there is, you will still need to “recruit” families one at a time the first year.
 - by comparison – of the 50 first-year campers at RMFC, almost 40 returned the second year without any further “recruiting” – recruitment served to build a larger camp the second year. This was true for Witchlets in the early years as well – any attrition was more than balanced by new families.

Organizing model – paid vs volunteers

- Witchlets has always been organized by a volunteer team (except kitchen – see below). Each year one or two people dedicate a large amount of time and energy to anchoring the camp, while others take on specific tasks. This has worked well for many years, although there has been some discussion of whether this is sustainable.
- Redwood Magic – when Witchlets Weavers launched the new camp, we decided to pay an anchor organizer for a couple of years, to focus on logistics and outreach – to be paid from cam fees and donations, not by Witchlets – organizer was paid \$1500 for the first year and \$1000 for the second – no decision yet as to whether RMFC will continue to pay a person (on a rotating basis), or move to a full-volunteer team.
- kitchen note – since about the third year, Witchlets has paid a stipend to the kitchen crew. By 2014, stipend was about \$1500 (above cost of food and rental truck). Redwood Magic adopted a similar budget.

Participatory Tone

- invite participation in any announcements and promo: “This is a Witchlets-style, do-it-ourselves camp. Each of us can make offerings...”
- ask commitment from the outset: “This is not a festival or drop-in event. Please plan to attend the entire retreat (unless advance arrangements are made), and to help create camp culture.”
- are there are early registrants who could help organize camp? Help with outreach and promo?

- if possible – have an in-person camper meeting prior to camp – bringing people together beforehand is a plus – balance this with concerns about excluding more distant people.

Key Task-Anchors to Recruit Before Camp

- kitchen anchor is the most important person to recruit early – a trusted person who can (A) cook for varied needs/palates, and (B) has good boundaries/people skills. Understanding of Reclaiming process helps – but most important is cooking for a variety of needs and having good boundaries.
- kitchen anchor is a paid position at most camps – cooking team gets \$1000-\$2000 as a stipend, depending on size and length of camp – they may also need to rent a truck
- Free Camp and Teen Earth Magic have done this as volunteer, rotated work – Witchlets began this way as well, but quickly shifted to a paid-anchor model. TEM has been able to maintain a volunteer model thanks to incredibly generous volunteer cooks – it has not proven a sustainable model at Witchlets and other camps.
- fire-tender/wood-gatherer – one/two people to anchor this task – lots of people think they know how to build and tend fires, and that they are reliable. You'll need to figure out who actually can and will reliably do it. Community fire-tending is a mess, and not safe with young ones around.
- workshops – one or two calm, diplomatic people who will coordinate optional offerings, and who are empowered to set up a grid for afternoons – this includes swimming, workshops, and any other optional offerings – their task is to arrange things so people feel their offerings are honored – this can be challenging at a new camp where timelines may shift.
- recruit people ahead of time to help at camp:
 - a few people to arrive early and help with camp set-up and welcoming – see Witchlets booklet for roles on first day
 - 2-3 Reclaiming teachers to anchor paths and daily rituals – they will be very visible, so it needs to be people who enjoy being in the midst of things
 - 2-3 older teens/young adults (ideally from past camps) – people who are cooperative, who will model participation and respect

- it is worth giving scholarships to a few older teens and young adults – they will provide important “stitching” between the generations – and they model participation for younger ones.
- lesson from past camps – be sure that you or a guardian you trust has a personal relation with any older teens and young adults attending camp without their families – that they understand their roles at camp, and the legal and ethical boundaries between them and campers under age 18.
 - Redwood Magic and Teen Earth Magic have an Ethics Agreement that we ask people over 18 who are not with their families to sign.
- 2-3 “independent adults” – non-parents or people whose kids are not at camp – people without kid-responsibilities, who are ready to pitch in and help where needed (including extra kitchen duty, etc)
- path anchors – experienced, outgoing people to anchor the morning path for each age group – see path details
 - see if older teens/young adults want to be “mentors” (assistants) in the younger paths
 - Witchlets has had a general approach that teachers not be parents of kids in older age groups – this might or might not be practicable in a new camp
- arrange one person to be the “point person” each day – ideally, a different person each day
 - they are the go-to person for questions
 - empowered to make small changes in daily grid/timing
 - make announcements at meals (or – this might be one person for the whole camp?)
 - they wear a hat or colorful sash – at Redwood Magic they were known as The Sash

Notes re Participation (and Non-Participation):

- all-camp rituals – it’s hard to find a ritual style that works for all ages – aiming at younger kids means that many teens and some adults will skip – aim at adults and many kids are bored – we try to mix it up, and generally aim workings at adults and older teens, with bits that appeal to younger ones (theatrics, moving around, plenty of singing)
 - a few volunteers anchor a ritual planning table at lunchtime – anyone can take part – this is the place to bring inspirations about how to be more inclusive, how to weave more magic, how to meet special needs, etc
- teens and rituals – at Witchlets and Redwood Magic, only a few of the teens take part in all-camp rituals – most hang out in the dining hall

- yet we know from teens’ morning path and Teen Earth Magic that some of the same teens will take part in rituals if it is mostly their peers – and that a lot of these teens would never miss the big SF Spiral Dance (where they get to see their friends and be part of a “spectacular” ritual).
- it’s especially hard to find a ritual style that works for teens and parents in a circle this size – new ideas and inspirations are always welcome – planners can invite people with ideas to help plan camp rituals
- invite but don’t pressure teens to participate in planning – perhaps they’ll do an invocation (but don’t be surprised if after they’re done, many disappear – like magic!)
- talent show and dance – these turned out to be the most inclusive activities in camp
 - Redwood Magic did a “dining hall disco” on the final night – virtually everyone attended, including the teens – the teens and young adults mainly danced in their own circles and hung out in their own corner, and increasingly monopolized the music – but they were part of the event, not bystanders
- late-night – at Witchlets and Redwood Magic, the dining hall tends to be teens’ and young adults’ space in the evening – while adults and younger kids congregate around the campfire
- neither camp has a lights-out time (unlike Teen Earth Magic, where we negotiate an all-quiet time on the first night) – teens tend to stay up later, with a request to keep the noise down – this has mostly worked well – having a couple of trusted young adults involved makes a difference – as does reminding ourselves that teens will be teens...
- setting boundaries around the kitchen has been an issue – setting out plenty of late-night snacks helps
- at Witchlets there has occasionally been talk of having a designated adult do a low-key “walk through” every hour or so, but in practice no one wants to lose sleep unless there’s already been a problem

Contact info:

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Witchlets facebook: www.facebook.com/groups/WITWoods