Camp K Family Handbook

Since 1966, Camp K has been accredited by the American Camp Association, meeting rigorous national standards for state-of-the-art camp operation.

Our Promise

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now.

Our Mission

Every child will have an opportunity to discover the best in themselves and others in a fun, safe learning environment.
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This handbook is full of helpful details and information. Please keep it in an accessible place for reference throughout the year. If you have any questions, don’t hesitate to call our main office, Monday through Friday, 8am - 5 pm.

Main Office: (907) 279-3551
Camp K Phone: (907) 310-2907

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**Civil Rights Law**
Camp Fire Alaska does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S. 18.80.230 and AMC 5.20.50 and Camp Fire Alaska by-laws.

**Inclusiveness Statement**
Camp Fire Alaska realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudge individuals.
WELCOME TO CAMP K!

Pack your bags!

Camp K on Kenai Lake is owned and operated by Camp Fire Alaska and has been in operation as a summer camp since 1966. Originally called Camp Kushtaka, it is Alaska’s longest running, co-ed overnight camp.

Nestled along the shores of Kenai Lake in Cooper Landing, Camp K offers a variety of sessions for all genders ages 6-17. Campers sleep in bunk houses divided by age, and participate in traditional summer camp activities such as canoeing, hiking, archery, field games, and creative arts. Our 160-acre campus within the Chugach National Forest is “wild Alaska” with everyday opportunities to be off the grid, experience wildlife, and take in the epic beauty right outside your cabin door.

Camp Fire Alaska has a variety of summer programs to match your family’s needs as well as your child’s interests and maturity level. In some cases, a mix of different camp experiences throughout the summer is the perfect choice. All of our programs provide youth with opportunities to learn new skills, challenge themselves, make friends, and create memories that will last a lifetime.

To learn more, visit www.campfireak.org or call (907) 279-3551.
CAMP K SESSIONS

TRADITIONAL CAMP SESSIONS—Ages 6-17
6 days/5 nights
Traditional Camp is the heart of Camp K. Each session promises to bring fun, friendship, discovery, and the sheer joy of making memories that last a lifetime.

SUMMERS LAST HURRAH—Ages 6-17
4 days/3 nights
An opportunity for campers of all ages to try out camp for a shortened week!!

EXPEDITION CAMP—Ages 15-17
5 days/4 nights
Expedition Camp for high school campers ready to take camp to the next level. This once-in-a-lifetime camp session takes campers across Kachemak Bay where they will camp in tents, hike to a glacier, kayak through town, and explore tide pools. This will be a truly Alaskan experience--one you won’t want to miss. Space is limited, so register while you can!

2023 Camp K Sessions

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ACTIVITY DESCRIPTIONS

Archery
Campers participate in archery instruction by an experienced specialist at the camp’s shooting range. Campers learn about the bow and arrow, safety procedures, and shooting techniques.

Atlatls & Blowguns
Older campers may choose to develop range skills using a blowgun - a simple weapon consisting of a small tube for firing light projectiles and darts. Target Sports Specialists and Counselors teach campers safe shooting skills on an established target range. The atlatl is an ancient spear-throwing device.

Boating
Canoes, kayaks and paddle boards give campers a great vehicle to explore the open water. A specialist experienced in small watercraft instruction leads youth with the support of counselors.

Creative Arts
Throughout camp’s daily activities campers will participate in a range of creative arts such as drama (skits and plays), songs, dance, and arts and crafts activities. These activities help campers to express their creativity and add more fun to their day.

Field Games
Games might include traditional team sports (such as Soccer and Kickball), large group games (such as Capture the Flag and kickball), and lawn games (such as Ladder Ball and Kubb).

Hiking
Campers hike on established trails throughout the 160-acre camp. Older campers will also have multiple opportunities to hike on established trails throughout the Cooper Landing area with weekly off-camp trips.

Outdoor Living Skills
Counselors and specialists lead campers in skill building including building fires, outdoor cooking, shelter making, wildlife safety, orienteering, and Leave No Trace Principles.

Riflery
Once campers have had the opportunity to learn basic shooting skills and safety procedures through archery, they may progress to shooting air rifles. Similar to archery, a specialist facilitates riflery activities at the camp’s shooting range. Campers must be 9 years old to participate.

Swimming
Campers have the opportunity to swim in Kenai Lake under the supervision of a certified lifeguard and camp counselors. Campers are instructed on cold-water safety, play games, and pan for gold within a roped-off swim area.

Teambuilding
Teambuilding activities encourage leadership, communication skills, and challenge campers to leave their comfort zone and rely on each other.

Leadership
Campers of all ages will have opportunities to participate in a variety of leadership activities, from planning their own activities to leading the group in song during circle up. Each camper will have a valued voice in their cabin group and in the camp community making Camp K such a unique social emotional learning experience for all ages.
Communication
Camp Fire Alaska communicates updates through email, social media, and our website, www.campfireak.org. Telephone communication from camp is made by satellite or cellular phone. These camp phones are used for daily communication with the Anchorage office, and for emergencies only.

Please note that your child will not have general access to a phone, and non-emergency phone use will not be available. Campers are not permitted to bring cell phones to camp.

Please send letters to your child while they are at camp, and send pre-addressed and stamped envelopes with them so that they can share their day’s adventures with you!

Parents should mail letters several days prior to the session starting to make sure a letter arrives while their camper is at camp. Address mail to your camper like this:

Camper Name
Camper Session
Camp Fire Alaska
Post Office Box 695
Cooper Landing, AK 99572

Health Screening
The Camp Nurse will review your child’s health history prior to camp and will call if there are any questions or concerns.

Gear and Packing
A list of what each camper should bring to camp is included on page 7 of this handbook, and additionally may be found online. Please label all of your camper’s belongings and let your child help pack so they know what is in their bags. Campers carry their own luggage (with help) to their cabins, so packing lightly is a plus! Lost and Found items are brought to the Camp Fire office after each camp session.

Leaving Camp Early and Transportation Changes
If you need to make changes to your child’s transportation arrangement or to leave camp early for any reason, arrangements need to be made with the Camp Fire office or Camp Director at least 24 hours in advance.

Campers with COVID-19 symptoms that persist longer than a day will be sent home from their camp session early. This is to ensure that all campers and staff are safe during these unprecedented times.

Camp Visits
For the safety of our campers and staff, Camp K on Kenai Lake is a closed campus, and all visits during sessions must be scheduled and approved by the Camp Director in advance. If you would like to visit camp with your child before their time at camp, please contact our main office in Anchorage to make an appointment. Any visitor to camp must check in with the Camp Director.
SETTLING INTO CAMP

Cabins
While at camp, your camper will be assigned to a group based on age and gender, and will stay in a cabin with their counselor. Read more about our gender inclusive cabins on page 16.

Your camper will need to bring a pillow and warm bedding from home. The cabins do get cold at night, so please pack warm pajamas and sleeping gear.

If your child would like to be assigned to a group with a friend or relation of the same age, you must list this information on the enrollment status page during the registration process or let us know a week before your session start date. We will do our best to accommodate these requests.

Campers will move through most activities and meal times etc. in their cabin groups.

Food and Meals
We strive to serve plenty of healthy, kid-friendly food in our dining lodge. If your child has special dietary needs, please put this information on the health history form. Vegetarian options are available at each meal, and we ask that you please indicate this on your health history, so that we are able to accommodate everyone.

Healthcare & Emergencies
The registered Health Director is a Registered Nurse who lives on site, managing the health care center and overseeing the camp Health Care Plan. The Health Care Plan is prescribed and reviewed annually by a participating physician. This includes a standard set of treatments and over-the-counter medications to treat a variety of childhood complaints and simple illnesses.

Please indicate if there are medications, ointments, lotions or anything else that you do not wish be given to your child by making a note on the health history form during registration.

If your child does not feel well, or if a medical need arises, the leadership staff or Health Director will notify you immediately. Emergency medical care is not available in Cooper Landing, and the nearest hospital is located in Soldotna. Simple scratches, bumps and bruises will be reported to you at the end of the camp session.

Medications
All medications (prescription and over-the-counter) that you send with your child, including vitamins, cough drops, etc. must be in original or prescription containers with instructions for administration. The registered Health Director will review all medication needs at check-in and only administer prescription medication based on the Rx instructions on the label. Over-the-counter medication will only be administered as outlined on the product’s printed directions. Any request for variation to prescription and/or over-the-counter medication administration must be provided through written instructions from a medical professional.
## PACKING LIST

All Lost and Found items will be held two weeks after the session ends. Items not picked up by that date will be donated.

### Clothing
- Silly or wacky outfit
- Water shoes or old tennis shoes
- 2 pairs closed-toed shoes
- Sandals or flip-flops for showering
- Socks (2 pairs per day) and underwear
- Warm pajamas
- Shirts & long pants
- Warm jacket
- Fleece or hoodie (non-cotton)
- Rain gear (rain pants optional)
- Baseball cap or sun hat
- Swimsuit
- Rain boots
- Backpack for day hikes

### Bedding and Linens
- Warm sleeping bag
- Extra warm blankets
- Pillow with case
- 2 towels & washcloth
- Sturdy laundry bag with your name on it

### Personal Items
- Bug Spray
- Water bottle
- Shampoo, soap in a baggie
- Toothbrush and toothpaste
- Brush
- Sunscreen
- Sunglasses

### Optional
- Shorts
- Camera (not a cellphone)
- Binoculars
- Book, magazine, reading material
- Pens, pencil, paper
- Hand sanitizer

### Medication
Do not pack in luggage. Please put all of your medication containers in a ziploc bag, mark with camper name and bring to check-in.

All medications (including vitamins, cough drops, and others) must be in their original container with instructions for administration.

### Do Not Bring
Found items will be held in the camp office and returned to parents at check-out.
- Cell phones
- Electronic games or music players
- Money
- Food
- Pets
- Hair dryer or curling iron
- Matches or lighters
- Weapons
- Fireworks
- Cigarettes or e-cigarettes
- Alcohol or illegal drugs

### Operation Purple Only
- Bring a photo of your service member (for use in a camp project)
GETTING TO CAMP

Transportation and Check-in

Roundtrip transportation is provided from Anchorage. Please notify the Camp Fire office of your transportation plan (bus from Anchorage or parent drop-off at camp) at least one week before your session begins. Masks are optional during the check-in process and while on the bus to camp.

If your child will be traveling to camp on the camp bus, you will need to bring them to the Camp Fire office in Anchorage to complete the check-in procedure. Wait with your camper until the bus leaves. Please plan on arriving 30 to 60 minutes before departure time to check in your camper(s). This will ensure a timely departure to camp.

• Make sure that each piece of your camper’s luggage is labeled, with no loose items.
• Bring the very large luggage to the camp trailer, which will be parked in front of the check-in area. Please note that the trailer has limited capacity.
• We recommend a smaller luggage and water bottle for the bus ride to camp. Please do not pack any food for the bus ride.

Private Transportation

Refer to the schedule on our website or in the parent emails to determine when to drop off and pick up your child from camp. When picking up your child from camp, be aware that tardiness may result in your child being placed on the bus back to Anchorage! Please contact the Camp Fire office if you will be delayed in picking your child up from camp.

Teen campers providing their own transportation to and from camp will not be allowed to use their vehicle until they are checked out of camp at the end of the session. No personal vehicles are allowed in main camp. There will be signs directing you on where to park at camp. Pets must remain in vehicles. Drive slowly and watch carefully for children in and around the parking lot.

Check Out

Refer to the bus schedule on page 10 or in your camp email. Please plan to attend. If the bus will be delayed due to traffic or other unforeseen events, the adjusted arrival time will be communicated via text message.

Emergency Evacuation

In the unlikely event that a camp evacuation is necessary due to natural or other emergency occurrences, water and/or land transport of all campers and staff is provided through local businesses via vans and boats.
### BUS SCHEDULE

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<th>Session</th>
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<td>06/18/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>06/23/22, 12PM</td>
<td>2:00 - 2:30PM</td>
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<tr>
<td>Outdoor Living Skills</td>
<td>06/25/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>06/30/22, 12PM</td>
<td>2:00 - 2:30PM</td>
</tr>
<tr>
<td>Halibut Cove</td>
<td>06/25/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>06/29/22, 12PM</td>
<td>2:00 - 2:30PM</td>
</tr>
<tr>
<td>Ga-Ga Galore</td>
<td>07/9/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>07/14/22, 12PM</td>
<td>2:00 - 2:30PM</td>
</tr>
<tr>
<td>Sports Week</td>
<td>07/16/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>07/21/22, 12PM</td>
<td>2:00 - 2:30PM</td>
</tr>
<tr>
<td>Color Days</td>
<td>07/23/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>07/28/22, 12PM</td>
<td>2:00 - 2:30PM</td>
</tr>
<tr>
<td>Last Hurrah</td>
<td>07/31/22, 1:30PM</td>
<td>12 - 1PM</td>
<td>08/03/22, 12PM</td>
<td>2:00 - 2:30PM</td>
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</tbody>
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- Campers being dropped off at Camp K will need to arrive between 2:30 and 3:30PM.
- Campers being picked up from Camp K must be picked up and checked out before 12PM.

### Bus Pickup in Anchorage

**Mountain View Drive**

- **Mountains View Drive**
- **Kielin**
- **Glenn Highway**
- **Bragaw**
- **Debarr Road**
- **Northern Lights**

### Directions to Camp from Anchorage

- Take Seward Highway 1 South
- Right on Seward Highway towards Homer
- Cross Kenai River bridge in Cooper Landing
- Left on Snug Harbor Road
- 4 miles to Camp K on left

### Bus Behavior Expectations

- Remain seated with hands inside the bus.
- No disruptive behavior.
- Passengers enter and leave the vehicle under the direction of a staff member.
- Emergency stops: follow staff direction and use the buddy system if leaving the vehicle.
Media Release

Occasionally Camp Fire takes photos or videos of program activities for news releases, reports, and media activities. Photos are not used without parental permission, as indicated on the registration form. If you need to modify this release, please notify the main office, in writing.

Insurance

Camp Fire Alaska carries Limited Accident Insurance which covers all participants in Outdoor Programs with a limit of $7,500 per incident. Treatment must begin within 30 days of the incident. The insurance covers claims received within 52 weeks from the date of the incident. Send all requests for reimbursement to the Administration Manager at the Camp Fire office. Camp Fire Alaska also carries General Liability Insurance with a $1,000,000 limit.

Personal Property

Campers who choose to use personal belongings, sports equipment, and supplies will do so at their own risk! Storage and safe-keeping of personal equipment is the responsibility of the owner of the equipment. All personal equipment used within the program must meet the program standards and requirements for safety and condition. Equipment needed is provided, so we recommend that personal property is not brought to camp. Electronic and other toys or personal items should not be brought to camp. Camp Fire Alaska is not responsible for lost or damaged personal equipment.

Prohibited Items

Weapons, fireworks, alcohol, drugs, or potentially dangerous objects may not be brought to camp. If these items are suspected at camp, parents will be notified and any items found will be seized and held until parent’s arrival. Pets are not allowed in camp, and must remain in cars if brought to campus.

No-Tolerance Policy

Camp Fire has a no-tolerance policy for physical violence, use of cigarettes, alcohol, controlled substances, sexual activity, and firearms that places self, other children, or staff at risk. This applies to all staff, children, visitors, and parents while present at Camp Fire sites.

Camp Fire, at times, provides structured activities involving archery and riflery, with trained and qualified staff supervising. At no other time is any person permitted to carry any type of firearm, ammunitions and/or weapon in Camp Fire programs for any reason unless they are law enforcement officers required to carry these weapons as part of their uniform/job, and disclose this information to the Camp Fire staff. Violation of this policy will result in immediate dismissal from the program. As a general rule, Camp Fire Alaska will follow the Anchorage school district guidelines when a child violates no-tolerance rules. Immediate suspension and/or dismissal from the program may occur. Camp Fire will act expediently as possible in responding to any claims. Suspension may occur even while an incident is being investigated.
PAYMENT INFORMATION

Registration
Camp Fire accepts children into our outdoor programs on a first come, first served basis. A copy of current immunization record is required for all participants prior to attendance. Every child must be pre-registered and pre-paid in order to attend camp. Paperwork must be received at least two weeks prior to attendance.

For more information, visit our website at www.campfireak.org or contact the office at (907) 279-3551.

Cancellation and Refund Policy
All cancellation requests must be sent via email to registrar@campfireak.org stating the specific reason for the cancellation. Cancellations cannot be made over the phone.

If a session is cancelled by Camp Fire, you will receive a full refund. Changes to enrollment by parent/guardian including cancellations are due in writing to the Camp Fire office two weeks prior to each session start date. Refunds are not issued for illness, vacation, non-attendance, suspensions or cancellation notification less than two weeks prior to the session start date. Registrations received within two weeks of the start date of a session are not eligible for cancellation or refund.

Records
Completed registration, medical and immunization records are due at the time of registration for all participants. Two current telephone numbers where staff members can reach the registering parent/adult, as well as two local emergency contact numbers are required. If Camp Fire staff cannot reach the registering parent/adult, they will call the emergency contact numbers. Emergency contacts are limited to the Anchorage, Eagle River, and Peninsula area.

Registration and Deposit Fees
Camp Fire requires a $50 registration fee per child, and a $35 deposit per child and per camp session. These fees are non-refundable and non-transferable. Payments can be made online at www.campfireak.org.

Credit Card Payments
Camp Fire accepts VISA, Master Card, and Discover. Camp Fire offers automatic monthly credit card processing. Registering parents/adults interested in automatic credit card processing (outside of the online system) may call our Accounts Receivable department at (907) 279-3551. These payments are charged to credit cards on the first business day of the month.

Payments
Statements will be issued the week following registration and payments need to be completed no later than two weeks prior to session start date. If payments are not made in full, 2 weeks before session starts, youth will be dropped from session. Notifications will be sent by email.

Third Party Payments: If you have an arrangement with a third party (OCS, CCA) please let us know at the time of registration.

Confidentiality
Camp Fire staff will maintain confidentiality in regard to all children and their family information.

Scholarships
Camp Fire Alaska provides camp scholarships, called camperships, for families who have a financial need. We ask families to apply early and contribute as much as they can towards camper fees. Applications for camp scholarships and more information can be found online.
Guidance and Discipline
Camp Fire is dedicated to improving lives for youth through developing high quality youth programming. Outdoor Program staff have a direct responsibility to ensure that Camp Fire is safe not only physically, but emotionally.

Camp Fire promotes behavior guidance and discipline through creating a supportive environment, developing structure and clear limits, promoting social and emotional learning, implementing skillful discipline, and addressing challenging behaviors.

Camp Fire uses positive discipline, which means staff promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth by fear of punishment. We believe this approach focuses on the needs of the child and contributes positively to the child’s overall development. Staff members teach children about managing their behaviors and emotions as well as about conflict management techniques, to support them as they become responsible for resolving conflicts among themselves.

There are times when restrictions may be necessary, and will most likely be directly linked to the health, safety, or well-being of that youth or others. Camp Fire staff does not use corporal punishment under any circumstance. In the event of a child harming themselves, another child, or an adult, staff may physically remove the safety concern from the child in order to ensure safety.

Inappropriate Behavior
Camp Fire does not tolerate behavior that threatens the physical or emotional safety of self or others; destructive behavior; behavior that is of a habitual nature to the degree that it is a detriment to the quality of the program or impedes other participants from engaging in program to the full extent; or behavior that is of a sexual nature.

Should a child display these behaviors, Camp Fire Leadership will contact the registering parent/adult in a timely manner to discuss the issue.

If the child’s behavior is out of control and/or harmful, Camp Fire Leadership may request immediate pick up and/or a suspension. If a suspension occurs, Camp Fire Leadership may require a Behavior Intervention Plan (BIP) before the child returns to program, which is a plan to outline the supports and response necessary to eliminate unsafe behaviors. Camp Fire may also refer to and require information from a professional resource in the community for support and guidance. Open communication and full cooperation is required from the registering parent/adult.
HEALTH AND SAFETY

Release to an Authorized Pickup

Camp Fire releases youth to the registering parent/adult or other persons designated on the registration form by the registering parent/adult. Additions to the authorized list can be made at any time by the registering parent. Camp Fire requires that person to show photo identification prior to the child’s release. Individuals under the age of 16 are not authorized to sign out a child from program. If an individual under the age of 16 attempts to do so, staff will notify the registering parent/adult who will need to make other arrangements for another qualified person to pick up the child. If an authorized or emergency contact appears to be under the influence of drugs and/or alcohol, Camp Fire staff will not release the child until another authorized adult assumes responsibility for the child.

When To Keep Your Child Home

Youth who are experiencing high fevers of 100.4 or higher, colds, severe cough, diarrhea, severe ear ache, eyes that are red, draining or itchy rash, severe sore throat, vomiting, or other heightened symptoms cannot attend program. Youth can return to program when symptoms have significantly resolved and youth are feeling better. Youth who test positive for COVID-19 are not permitted to attend program. Parents are required to report positive COVID-19 cases to Camp Fire. Based on CDC guidance and Camp Fire COVID-19 policy, youth need to stay home for a minimum for 5 days in isolation from the onset of symptoms or from the day of positive test result. Youth may return to program on day 6 with symptoms resolving. Youth must wear a mask from day 6-10.

Abuse and Neglect

Alaska State Statutes and Anchorage Child Care Regulations require Camp Fire to report all incidents of suspected or actual abuse and neglect of children. As required by law, Camp Fire Alaska reports such incidents within 24 hours to the Office of Children’s Services at 269-4000. In addition, if abuse or neglect were alleged to have occurred while at Camp Fire, we are required to report to the Licensing Agency.

Injuries and Illnesses

Camp Fire staff will inform the registering adult of any injuries or illnesses that occur during program. Staff will contact the registering adult in the event of a non-serious injury or illness that requires medical care. Staff will appropriately care for the child until an adult can pick them up. The registering adult is responsible for submitting all bills for injuries sustained at program to the main Camp Fire office.

Substance Use

Camp Fire is a smoke-free, alcohol-free and drug-free environment. Camp Fire maintains a smoke-free environment, including vehicles used to transport children. Smoking is prohibited inside any program facility, in outdoor program areas, and outside within 20 feet of openings into interior space which children access.
Gender Inclusive Practices

Camp Fire Alaska is dedicated to evolving in order to best meet the needs of our campers. We believe that campers of minority genders deserve the opportunity to feel safe and comfortable during their camp experience. As we are seeing an increase in gender identity diversities in our camp community, we believe now is the best time to officially move towards a more gender inclusive camp.

Counselors will be assigned to cabins based on staying in ratio according to our ACA accreditation and also based on the logistics of rotating our counselors through various age groups. Campers will be assigned to cabins based on age and their gender identity. We have all male-identifying cabins, all female-identifying cabins, and a gender-inclusive cabin for campers that feel most comfortable in a non-binary space.

Our Inclusion Statement

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, citizenship or immigration status, religion and non-religion, and any other category people use to define themselves or others.
Camp Fire Alaska serves more than 5,000 youth every year through summer camps, school programs, community centers, and our Rural Alaska Program.

What makes Camp Fire different?

• Leader in youth development for more than a century—In Alaska since 1910.
• Professionally trained staff who help youth identify their passion and spark.
• Inclusiveness—Camp Fire welcomes everyone.
• Participant-centered—Youth have a real voice and a real choice.
• Impact—Developing abilities now that provide a strong foundation for the future.

What our programs promise to deliver

• Teach and improve social and emotional learning skills
• Build confidence and leadership skills
• Create experiences that teach active and healthy lifestyles
• Develop knowledge and appreciation for the natural world
• Value people of diverse backgrounds and abilities

“Camp Fire has changed my life. Every time I go to camp, I feel inspired to take my life in a new, more positive direction.”

-Alina, Age 16, Camp K Camper