

# WEEK-RESPONSIBLE'S MANUAL

As the week-responsible you have the over all responsibility for the week. This means all assignments and problems that no one else is responsible for are yours!.

Remember - you are of course only able to be a good week-responsible in your own way. You are not supposed to follow this document to the letter – it is merely a guide. Find your own style.

## Checklist:

- Overall responsibility for the week.
- Welcome meeting.
- Tour of the camp.
- Fire and storm-instructions.
- Handle common-meeting; either by yourself or make sure others are on the job.
- Present areas of discussion.
- Make announcements.
- Summon the week-team when needed.
- Communicate with the office.
- Contact person for the babysitters.
- Notify the kitchen-responsible of the following week's number of participants.
- Hand out and collect evaluation papers on Thursday.
- Ask for a summary of the group evaluations. Or, if the week doesn't have that many participants, an individual round can be made.
- Go over the plan for departure on Thursday's common meeting.
- Invite everybody to the reunion party and to the autumn seminar.
- Organize chain to pick up rubbish and regular cleaning of the camp on Saturday morning; In particular the kitchen tent.
- Return bottles to the grocer and settle the bill.

**Remember** to keep an eye on the septic tank. If the level has risen to 1 meter left, you have three days before you are flooded.

## Friday:

It is highly recommended that you, as the week-responsible, arrive in camp no later than Friday. It is your effort and the energy you put in to welcoming the women on Saturday that will help make it a good week. This is probably your most important job of all, so it's imperative that you have settled yourself and are rested for the big day.

## Saturday:

### **Week-team meeting:**

As soon as possible (preferably Friday) summon the week-team and the activists and have a run-through of what is to happen when everybody has arrived. Make sure everybody understands what they are supposed to do.

Put up a list of the activists on the board for every one to see.

### **Job-list**

Along with the kitchen-responsible, make an estimate of how many women are needed on the different jobs each day. Take in to consideration how many women you've got, the theme of the week, the make-up of the group and how many it usually takes to get a job done in an acceptable time-frame. This should reveal how many jobs each woman will have to commit to during the week.

Feel free to change the suggested schedule if it fits better some other way.

### **Truck dispatch**

The majority of the women arrive Saturday at 14.15 and the truck is sent to pick up the luggage. It is your job to inform the driver of travellers arriving outside the norm and thereby arrange a pick-up if possible.

### **Arrival**

As the week-responsible it is primarily you who will greet the campers, but find a couple of week-team girls or "oldies" to help you get people settled.

*Very often someone will make a big cake for the afternoon arrivals, on the Saturday morning. This is a good job for someone to do, who is there over Friday night. This is so nice, to be greeted by tea and coffee and home-made cake for all the new campers.*

Let them get settled calmly and without rush.

Be observant of "newbies"; offer your hand in greeting, introduce yourself and bid them welcome. They have most likely been looking forward to meet you!

### **Welcome-meeting at ca. 16.00**

In consideration of the women who've never been to Femø before, this first meeting shouldn't take place too long after they've settled.

This meeting is one of the "highs" of the week. Everybody is filled with great expectations to each other, the camp and certainly you. An absolute energy rush!

### **Remember that the purpose of the meeting is:**

- To make the women feel welcome, and to enlighten them with the fact that the camp now, and for the next week, will be their place where they can do as they please!
- To introduce the job-list and imprint on them that the camp is their responsibility, both in regards to practical things as well as ensuring that *everybody* has a great week.

-To introduce the week-team, babysitters, activists and each other, and inform them of a few practical things like the schedule for the rest of the day up until the common meeting.

### **Agenda for the welcome-meeting:**

1. *Bid them all welcome; introduce yourself and the theme of the week. Offer refreshments (tea and coffee). Very often someone will make a big cake for everyone. This is a good job for someone to do, who is there over Friday night. It is so nice to be greeted by tea and coffee and home-made cake for all the new campers.*
2. *Explain the politics of smoking, ashtrays, beverages and the hot shower checklist.*
3. *Tell them how the camp is their own place and that we all are responsible for it and its up keeping – Short introduction of the job list.*
4. *A few but important rules:*
  - *Three "housing" possibilities.*
  - *Common sleeping tent.*
  - *Private (small) tent (remember to return bottles and coffee cups to the common area).*
  - *Bivouac.*
5. *Agenda for the rest of the day.*
  - *17.00: Tour of the camp with the week-responsible.*
  - *17.45: Fire and storm-instructions with the week-responsible*
  - *18.00: Job-list open for admissions. Sign up quickly and choose your first three jobs by yourself. Mothers, and women who won't stay the full week, go first. (The economy department may be open for payments at this time as well).*
  - *19.00: Dinner.*
  - *20.00: Dishes (4-5 volunteers can get their first job done here).*
  - *21.00: Common meeting (when the dishes are done). Held each night, mandatory, practical information, introduction of activities, HYGGE (cosy-time).*
6. *Introduction of the week-team: The Kitchen-responsible, the Economy-responsible (who will probably announce office-hours), the Truck-responsible, Bar-responsible and Babysitters. (Remember chart of the responsibility areas on the board).*
7. *Introduction of the Activists with a short description of the activities. There will be more about these at the evening's common meeting.*
8. *Introduction of all the campers.*
  - *What is your name?*
  - *What are your hopes for the week? (NOT how many times you've been here before!)*
9. *Thank you for participating, have a great week, we'll see you again at the tour, fire/storm, job-signing and common meeting.*

### ***Saturday afternoon/evening:***

In the time following the introduction and before dinner, many events have been planned. These must be spaced out carefully to allow everybody to participate.

### **The Tour:** at ca. 17.00

The best time to arrange the tour is after everybody has found a place to sleep, and joined eventual groups, if such are formed on the first day. There is often a time before dinner where everybody is sitting around waiting, which is suitable for this event. Keep an eye out for when the groups are done and then call for a gathering (usually done by banging the lid on the rubbish bin).

All first-time visitors and others who may be interested are invited to join. Begin at the mailbox and then systematically walk through the camp while explaining the different tents, routines, written and unwritten rules, good camp-morals, and what ever else of relevance you may find. Take your time going through everything and be prepared for questions. Round up the tour at the bar; maybe have a beer or other refreshment. The tour should replace the long and boring common-meeting monologue of the camps structure and rules.

**Fire and storm instructions:** at ca. 17.45 hours (See instructions in the encyclopaedia).

**Job-list:** at ca. 18.00 hours

*“If all things practical are running smoothly, chances are it’ll be a good week”.*

*Guidelines:* Pick 3 jobs. Mothers will go first, then women who aren’t staying all week and so on. Then in a few days everybody will get the chance to pick their remaining jobs. Each day the week-responsible should put an updated and simple overview of the “jobs of the day” on the board.

*TIPS:* Use the “revealing” job-list (the one with the tiny fields). Colour the columns in different colours representing the different job areas. At the top of each column note how many women are needed for the job. Prioritize to fill the jobs for Sunday, Monday, Tuesday and Saturday first.

When the women arrive, begin with checking if they are staying for the whole week (= full number of jobs). Write their name and estimated number of jobs to the left in the diagram. When she’s placed her first three job wishes, put a mark by her name. As the job groups are filled put an x in the top of the column.

Check with the Economy-responsible that everybody has signed up for jobs by comparing the job-list with the updated participant-list. If somebody is missing on your list inform the “culprits” immediately. In order for the camp to function properly and harmoniously the job-system must be respected!

Each day before the common-meeting write the next days “job of the day” overview, so that if women are missing for one or more jobs, you’ll be able to headhunt for these. If it doesn’t work, then find them at the common-meeting.

The remaining 2 jobs that each woman must contribute with could be signed up for on Monday.

**Dinner:** At ca.19.00 hours

The group doing the dishes after dinner is also responsible for making tea and coffee.

**Common-meeting:** After the dishes are done.

The common-meeting is your responsibility and you call it to order. Remember to add entertainment, i.e. songs or sketches, to set the tone for the week. We want to keep the camp playful.

One particular game is traditionally held the first day:

Prepare a bunch of yes or no questions; then you gather everybody outside on the lawn where they have to move to the yes-side or no-side of an imaginary line, when asked the questions.

Questions could be: I like women, I have a motorcycle driving-license, I play an instrument and I'm Danish etc. it's a fun way to learn a little about the others quickly.

Prepare the questions in advance; 12-18 in all so as not to get boring. The questions should be funny and/or informative and the last question should be "did you lie in this game?".

The common-meeting is generally for short practical informations, singing and playing instruments or planned discussions of topics. Remember to have the camp decide whether to put in extra time at the meeting or in the afternoon for political topics. It is recommended by the organization that the political issues are discussed by those interested and when people are not too tired. Just remember that if decisions are to be made all women in the camp should be informed.

**Common-meeting, Saturday night:**

- **Sleeping-arrangements:** Make another round of introduction and ask if everybody has found a place to sleep, someone to sleep with (maybe too early for this question!) - and a group to join (if relevant for the week). The Economy-responsible will make a note on the participant-list of who is sleeping where.
- **Bivouacs:** Tell about the bivouacs; how many are allowed to sleep in them, how they are placed and, if necessary, about the booking system.
- **Tent-watch:** It is important that you fill out the lists of who is responsible for which tents in case of rain, storms and fires.
- **Job-list summary:** Summarize who is doing what, and describe what the job entails. This is to avoid long drawn out discussions on which group is to clean the freezer or put water on to boil etc.
- **Shop-group:** form a shop-group which sells sweets, tampons and other necessities.
- **Activists present next days activities:** make a note of the different meeting times and put them on the board.

- **Evaluations:** inform the women of the group and individual evaluation forms and that there'll be a report from the group-evaluations on Thursday's common-meeting.
- **Revise the program for Sunday**

## **Sunday:**

### **9.30:**

Children's-meeting with babysitters, mothers and children.

### **10.00:**

Activities begin! Participants meet with the activists to form groups. This is the activists' responsibilities.

### **Common-meeting:**

News from the bar-team, the groups and others if any. Then "hygge" (cosy-time)!

## **Monday:**

As of Monday you can hand over the responsibility for the common-meeting to the individual groups.

Have a week-team-meeting to see what's up!

## **Wednesday:**

At the common-meeting inform the women that the evaluation-papers will be handed out Thursday at lunch. They are to fill them out both as individuals and in their groups; if necessary form groups of 8 for this occasion.

All evaluation-papers are gathered at the office.

## **Thursday:**

At the common-meeting, regarding the evaluation; listen to reports from the groups then let everyone speak in order of hands up (pick a chairperson if necessary), or if you wish make a round.

## **Saturday:**

The last day of the week it is important that everybody settles their bills (bar, shower, camp, bus etc.). Furthermore the camp should be cleaned and everything in its place for the next week to enjoy; particularly in the kitchen-tent.

- Form a "cleaning chain-gang" to walk through camp at 11.15.

- Check with the Bar-team and the Economy-responsible that everything economical is in order.
- Arrange with those staying over that they make tea and coffee for the newcomers who will be arriving around 2 o'clock.
- You have to catch the ferry to Kragenaes at 12.30. - take in to consideration that it will take approximately 45 min. for people to walk to the harbour from the camp. Those who wish to buy food from Alice's at the harbour will need about an hour. It's even better to order the food in advance.
- Thank you for a great week and thank you for your contribution!

**Enjoy! ☺**

# **Tour of the camp**

## **The Mailbox**

Point out the mailbox and explain how to mail letters (i.e. by placing stamped letters in the truck).

## **Rubbish bin**

Emptied every Tuesday. (If the bin is overflowing it is custom to lend a hand and maybe offer a beer to the men).

## **The Manhole**

No children are allowed near the hole (all women must keep an eye out for this). The hole must be secured with a cover; locked and with a heavy stone on top.

## **The Toilets**

Close the covers on the toilets so flies won't multiply and swarm the camp.

## **The Dishwasher Stand**

No sharp knives in the crates; place them on the table away from the edge.

Everybody rinse their own plates, cups and cutlery.

**WASH YOUR HANDS BEFORE YOU DO ANY SORT OF KITCHENWORK, ESPECIALLY FOODHANDLING.**

## **The Kitchen**

Close the tap when you're done.

Point out the knife-holder.

Explain the system/procedure in the kitchen.

## **The Fire Buckets**

Must be checked often and refilled when needed. Refer to the fire/storm-instructions.

## **The Ash-trays**

Explain the system of the empty milk cartoons – no cigarette butts in the grass.

## **The Smaller Tents**

Explain where small tents are allowed to be put up.

Distance between tents must be at least 3 meters (9,84 feet/3,28 yards).



## Timetable for Saturday – Departure

08.00-10.00	Breakfast and preparing of packed lunches. Breakfast-team puts out all left-overs.
10.00-11.00	Settle bill with the bar-team. (Remember to buy drinks for the trip before you settle).
10.00	Dishes, cleaning of the big tents and packing.
11.00	All luggages must be at the truck so it can be loaded. Departure for those who wish to buy food at the harbour (remember to notify Alice so she can fire up the grill - preferably order in advance).
11.15	”Cleaning-chain-gang” walks through camp and picks up garbage, clothes, toys etc. (use black bin-bags). The truck leaves for the harbour (first time).
11.45	Latest time of departure for those who wish to walk. Truck leaves for the harbour a second time if necessary.
12.30	The ferry leaves – BYE FOR NOW!

REMEMBER: to make arrangements with the truck driver if you want a lift to the harbour at another time.

The “overlapping” women make tea and coffee for the newcomers and prepare for the first common-meeting. Very often someone will make a big cake for everyone, on the Saturday morning. This is a good job for someone to do, who is there over Friday night. This is so nice, to be greeted by tea and coffee and home-made cake for all the new campers. The next week will love you for it!

If yours was a ”small” week, or there are many ”overlappers” it is most practical that these women take care of the dishes from breakfast!

## **Job-list**

As week-responsible it is amongst your duties to make sure the job-list works.

There are two different job-lists:

### A) "The relaxed"

At the top you fill in how many are needed for the individual job.

Then people put their names in the box for the job they want. It is easy to see where to put the name and it is obvious who else is assigned to that job.

BUT... it's difficult to check if a woman has taken all her jobs as you then have to search the list for her name. Many have the same first name and handwriting can be hard to read...

This is mainly for the week that doesn't care too much if everyone has equal amount of jobs.

### (B) "The revealing"

You fill the list with all the women's names and then they put an X by her name under the job she has picked.

This system makes it easy to count if a woman has had the jobs she needed to take and also if there are enough women for a job – you just count each woman's Xs or check the number for each job. Some find it hard to decipher but if it's filled out correctly then it has advantages.

It's made easier if you make a list of the daily jobs, which you fill out each day. This gives an overview of each woman's jobs and if there are enough for a job.

It's up to you and your week-team which list to use.

For both of the lists there is a "counting helper". The point is to count how many women there are at the camp and divide it by the number of jobs needed during the week. Then you know how many jobs each woman needs to do. You share this information at the common meeting Saturday night. Remember that fulltime activists and childminders are job-free, so don't count them in. It's up to you how many jobs the non-fulltime activists need to do – they are the women who only do half day activities or only for half a week. They should do half the amount of jobs. If two women share an activity (like the truck) where only one is needed, then they should do half the amount of jobs.

You can decide on the week whether they'd rather do few jobs but then work harder or if they want more jobs where the work is then easier because there are more women to do it.

Small weeks often choose few but hard jobs to avoid having jobs continuously.

On bigger weeks there are more to do the jobs, so there aren't as many. On the other hand it's hard to cook for 80 women, so it might be a good idea to be plenty of women for each job.

### **BUT AGAIN: YOU DECIDE WITH THE WEEK**

If there are jobs that are not taken it's a good idea to use the meals to announce this. Usually people are gathered then which is unlikely during the rest of the day.

You can also announce during the common meeting how the job-list is looking.

ENJOY...

The in between job-list:

## Guide to the job-list

Saturday afternoon someone on the week-team will figure out how many jobs each woman need to take during the week.

This is on the basis on how many women there are and how many are needed for each job.

Put your name on the job-list and put Xs by the jobs you want to do, and then make sure you do your jobs during the week.

Example:

	SUNDAY								MONDAY				
	T	B	D	L	D	Di	D	M	T	B	D	L	D
Sofie		×							×				
Petrea			×							×			

↓  
By counting across you can see it you have enough jobs.

**T:** Toilet emptying

On the big weeks it can be necessary to add extra emptying during the day. Then the team will be expanded and need to empty toilets all day. On smaller weeks it's only necessary in the morning.

**B:** Breakfast

**L:** Lunch

**Di:** Dinner

**D:** Dishes after the previous meal

**M:** Take the meeting after the evening dishes are done

On the board by the job-list there'll be placed a "daily list" each day with the names of the women on each job. This is made by one from the week-team. That way it's easy to see who you'll be working with.

In the kitchen and the toilet tent there are explicit explanations of how the jobs are done.

If you arrive or leave during the week, then make sure to cross out the time you won't be at the camp, as this makes everything easier.

The relaxed:

Job Approx. number	Toilet emptying _____ women	Breakfast _____ women	Dishes _____ women	Lunch _____ women	Dishes _____ women	Dinner _____ women	Dishes _____ women	Meeting _____ women
Important	Clean sink and shelf. Boil water.	Boil water for dishes.	Clean the freezer.	Boil water for dishes.	Make coffee and tea.	Boil water for dishes.	Make coffee, tea and whipped cream.	
Saturday	The "left over" women have to: - pick up the new women by the ferry. - make coffee, tea and cake and tidy up for the meeting							The week-team.
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								Evaluation.
Friday								
Saturday	See the timetable for Saturday – checkout!							

The revealing:

	SATURDAY							SUNDAY							MONDAY							TUESDAY							WEDNESDAY							THURSDAY							FRIDAY				
NAME.....	T	B	D	L	D	Di	D	M	T	B	D	L	D	Di	D	M	T	B	D	L	D	Di	D	M	T	B	D	L	D	Di	D	M	T	B	D	L	D	Di	M	T	B	D					

Number of women at the camp			Jobs/women/day	Women/job							
Job-women	Job-free-women	Women at the camp		Toilet	Breakfast	Dishes + freezer	Lunch	Dishes	Dinner	Dishes	Jobs per day
20	0	20	6 (5,6)	2	2	2	2	2	3	3	16
26	4	30	6 (5,9)	3	2	3	3	3	4	4	22
33	7	40	6 (5,9)	3	3	4	4	4	5	5	28
40	10	50	5 (5,1)	4	3	4	4	4	5	5	29
50	10	60	5 (4,9)	4	4	5	5	5	6	6	35
58	12	70	5 (4,6)	5	4	5	6	5	7	6	38
68	12	80	5 (4,3)	5	4	6	6	6	8	7	42

The table can be a guide but must be applied to each weeks needs. You also have to decide if uneven numbers like 21 or 29 count as weeks with 20 or 20 – there might be just as many job-free women!

You can play around with the numbers by multiplying jobs per day with 7 (days of the week) and divide by the number of job-women.

Some week-responsibles prefer a system without detailed democracy and give an approximate number of jobs which they think will suffice and count on the women's sense of responsibility.

On those weeks where it's a job to do the meeting, you have to add two additional jobs a day.