



Manual for WEEK RESPONSIBLE

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As the week responsible/week coordinator, you have the overall responsibility for the week. That means any tasks and problems that no one else is responsible for are your responsibility. Also familiarize yourself with the other activists' areas of responsibility so you can help them get started. (There is an overview of all areas in a separate document.)

REMEMBER: You can, of course, only be a good week responsible in your own way. You do not have to follow this document to the letter. Find your own style; the paper is just meant as a help.

Your duties

- Contact person for child activists.
- Contact person for well-being persons.
- Conflict resolution (see the manual on how we solve conflicts)
- Ensure that everyone feels welcome.
- Call for a week team meeting as needed.
- Contact to the office.
- Responsibility for the camp phone (either personally or by delegating it)
- Welcome meeting.
- Tour of the week.
- Week common meetings (either yourself or delegate).
- Fire and storm instruction (either yourself or delegate)
- Announcements.
- Ensure someone can provide first aid.
- Inform the kitchen responsible of the number of people for the next week.
- Distribute and collect evaluation forms on Thursday.
- Ask for minutes from group evaluations at the common meeting on Thursday. If it's a small week, you can also do an individual round.
- Review the departure plan at the common meeting on Thursday.
- Organize a chain and general cleanup (especially in the kitchen tent) on Saturday morning.
- Invite to a reunion party and autumn seminar.
- Hand over the camp to the next week (see the checklist below)
- Also, keep an eye on the septic tank. When there is 1 meter of free air, there are about 3 days left before overflow. DO NOT order emptying on Sunday as it is much more expensive.
- Remember to return gas cylinders when ordering new ones. Otherwise, the camp has to pay for them.

Friday

As the start of the week is very important for having a good week, we strongly encourage you to arrive at the camp on Friday if you are to be the week responsible. Your effort and the energy you put into meeting the femøists on Saturday will likely be your most important task of the whole week. Therefore, a week responsible who is not rested and properly "settled" by Saturday afternoon won't do.



Priority: Make sure to have toilet cleaners for Saturday and a dinner team.

Saturday

Week team meeting

(If the femøists from your week team have arrived before Saturday, get as much of this done as possible before Saturday.)

Before the new group of femøists arrives at the camp, it's a good idea to gather the week team with functional and initiating activists for a meeting to review the start of the week. Are all activists aware of their tasks?

Consider making an overview of the week's activists and post it on the notice board.

Look at the duty list with the kitchen responsible. The week responsible and the kitchen responsible assess, based on the number of participants, the week's theme, and the composition of the participants, how many people are needed for the various tasks. From this, it can be specified how many tasks each participant should take on during the week. It can be assessed whether some tasks can be combined or performed at other times than suggested. Alternatively, duty groups can be used, which, for example, handle all duties from toilet cleaning to lunch dishwashing, after which an afternoon team takes over. It is up to each week how the duties are organized.

The femøists' luggage is picked up at the harbor at 15:00. As the week responsible, you must ensure that there are people who have announced their arrival outside the usual ferry arrival time at 15:00 on Saturday. Make sure to notify the truck responsible to pick up these femøists at the harbor if possible.

Write the day's program on the whiteboard

Both on the arrival day and on other days, it is a good idea to use the whiteboard where the times for the day's activities (and possibly the name of the responsible) are indicated. Write the day's program so it is ready by breakfast.

The week's program

If you have planned workshops in advance, hang the plan visibly. This way, everyone can see the plan before they get their duties.

The arrival of the femøists at the camp

As the week responsible, it is primarily your task to welcome the camp participants who arrive by ferry at 15:00. However, find a few of the week team femøists or some experienced "long-stayers" who can help welcome the femøists and show the "newcomers" where to set up their tents.



Let the femøists arrive calmly and find a place to stay. Pay extra attention to those you do not know beforehand. Shake hands, give hugs, introduce yourself, and welcome them.

Welcome meeting

Around 16:30:

For those who have never been to the camp before, the meeting should not start too long after they have settled in.

This meeting is important for creating a really good start to the week. Some are certainly nervous, especially those who are there for the first time. But everyone is full of expectations for each other, the camp, and certainly also for you. So look forward to it!

Remember that the purpose of the meeting is:

- To make the participants feel welcome and to let them know that the camp now and the coming week is their place where they can do exactly what they want!
- To introduce duties and tell participants that the camp is everyone's responsibility, both in terms of making the practical things work and ensuring that we all, both children and adults, have a really good week together.
- To introduce the participants to the week team, the children's caregivers, the initiators, and each other, and provide a few practical details such as the schedule for the rest of the day up to the common meeting.

Agenda:

1. Say welcome, introduce yourself, and the week's theme. Offer coffee and tea.
2. Explain how smoking, ashtrays, drinks, and stickers work.
3. Explain that the camp is the femøists' own place and our collective responsibility. (See above) Briefly explain the duties.
4. A few but important rules:
 - No smoking in the common tents or private tents.
 - No children in the workshop tent.
 - Children bathe only under supervision.
 - Kayaking takes place after contact with the kayak responsible (week team?) and wearing a life jacket.
 - No bare bottoms on the chair seats.
 - Only use the purchased organic soap in indoor and outdoor showers.
 - Indoor shower costs one sticker (the economy responsible posts a large notice in the bathroom with space for stickers).
5. Three accommodation options:
 - Common sleeping tents
 - Small private tents
 - Bivouacs



6. Schedule for the rest of the day:

- 17:00 Tour of the camp by the week responsible
17:45 Fire and storm by the week responsible (EVERYONE must attend)
18:00 The duty list opens. Quickly register and choose your first 3 duties. Mothers and femøists not staying the whole week should go first. (The economy responsible can also be open at the same time)
19:00 Dinner
20:00 Dishwashing (4-5 volunteers can take their first duty now.)
21:00 (When the dishwashing is done) Common meeting.
Every evening, obligatory practical information, introduction of activities, and socializing.

7. Presentation of the week team: Introduction of the kitchen responsible, the economy responsible (who will probably announce office hours), the truck responsible, the bar responsible, and then the children activists. (REMEMBER to possibly post an overview of who is responsible for the different areas on the notice board.)
8. Presentation of the initiators (workshop owners): A brief headline on activities. More about activities and closer agreements are made at the common meeting in the evening.
9. Presentation round of all participants:
 - What is your name?
 - What would you like to experience this week?
 - (Not how many times you have been to Femø before!!!)

Thank you, have a great week everyone, see you for the tour, Fire/Storm, Duty list filling, and the common meeting.

IMPORTANT: You need a team to make dinner. And for toilet cleaning.

Saturday evening

In the time frame from the end of the welcome meeting until dinner at 19:00, many things must happen. The timings must be prepared and coordinated carefully so that everyone has the opportunity to stick to the schedule.

Around 17:00:



Tour of the camp

Around the camp by the week responsible (or the delegate). The best time is when the participants have formed groups if groups are formed on the first day and are settled in their tents but before dinner. There can often be a gap while waiting for dinner. This is a good time to conduct the tour. It requires the week responsible to be aware of when any groups are done and then call everyone together for the tour. All new and other interested participants are invited for a tour of the camp. Go systematically through the camp while explaining everything about functional and sleeping tents, routines, written and unwritten rules, good camp morals, and anything else you can think of that is important to know when you are new at the camp. Take your time and answer participants' questions.

The tour replaces the long and boring monologue about the camp's structure and rules at the evening common meeting.

Notes for the tour

- Charging mobiles, etc.
 - o Explain the solar cell box at the trailer

- Trash bins (municipal)
 - o We must sort food waste, metal, glass, plastic, and cardboard/paper into the trash containers in the camp.
 - o Food waste and residual waste are emptied week.
 - o Metal, glass, plastic, and cardboard/paper only every 4 weeks - that is, only twice during the camp. Therefore, we need to help each other and press especially metal, plastic, and cardboard flat or cut it into smaller pieces before putting it in the container. Otherwise, the containers fill up too quickly.
 - o If you have bulk waste (broken tent or air mattress, fx), take it back with you to the mainland. Don't put it in the containers in the camp.

- The manhole
 - o All femøists must ensure that no children play near the hole. It must always be closed and locked with a heavy stone on top of the lid.

- Toilets
 - o Close the lids to prevent flies from making their rounds through the camp.

- Dishwashing area
 - o No sharp knives in the bins – place them on the table away from the edge. Everyone rinses their own cutlery, cups, and plates.
 - o WASH HANDS BEFORE YOU START ANY KITCHEN WORK, ESPECIALLY COOKING

- Kitchen
 - o Show the knife box. Explain the system in the kitchen



- Fire buckets
 - o Must be checked frequently and refilled as needed – otherwise refer to the "fire and storm" instruction

- Ashtray
 - o Explain the system with the glasses. No cigarette butts in the grass

- Small tents
 - o Where they can be placed. Distance between them at least 3 m. At least 10 meters from common tents to private tents.

Around 17:45

Fire and Storm

See instructions in the lexicon.

18:00

Duties

If the practicalities work during the week, then the week is off to a good start!

Duty groups:

If the week team chooses to use a duty list, proceed as follows. If the week team chooses duty groups, it is a good idea to have prepared these in advance. Assign someone who has a good chance of knowing many people during the week. It is important to have 1-2 experienced members in each group.

Duty list:

Guidelines: Each participant should have about 5 duties. First, EVERYONE chooses 3 duties, mothers can choose first, then those who will not stay the whole week. In a couple of days, you will have the opportunity to choose your remaining duties. Femønist MUST contact the week responsible regarding duties. You are not allowed to make changes to the schedule yourself. The week responsible updates an easy-to-read list of the day's duties each day.

TIP: Use the "revealing" duty list. (The one with the tiny fields). Draw columns with dishwashing in one color, cooking in another, toilet cleaning in a third, and lead common meetings yourself. Write the norm (number of people) for each task over the column. Prioritize filling Sunday, Monday, Friday, and Saturday duties first.

When femønist arrive, start by asking if they will stay the whole week (=5 duties). Write the name and the number of normed duties to the left of the schedule. When a person has chosen their first 3 duties, place a "V" by their name. As the duties are filled in, place a checkmark at the top of the column.



Check that all participants have reported by comparing with the participant list with the economy responsible (when updated). If there are people who "slip through the cracks," they must be told immediately!! If the camp is to function and be a pleasant place for everyone, the duty system MUST be respected!

Sit down each day before the common meeting and write the "easy-to-read" duty lists for the following day. If there are missing duties, try to recruit someone. If it doesn't work, you have to appeal to the common meeting.

Femøists' remaining 2 duties can, for example, be filled on Monday.

19:00:

Dinner

After dinner:

The volunteers wash up and make coffee and tea.

After washing up:

Common meetings

The week responsible calls for and runs the evening's common meeting, which is held after the washing up is done.

Remember to prepare a festive, fun, or entertaining feature that can set the tone for the week. Maybe a little sketch or a little game, maybe a name-remembering game or a "Per Syvspring"-like song.

It is here the tone should be set so that the culture with more games and entertaining features can get a renaissance.

Common meetings should generally only include **short practical announcements**, entertainment, singing and music, or planned/agreed themed discussions that we set up or that arise during the week. Remember to suggest to the week to decide to allocate afternoons or selected early evenings for discussions on political topics. It is the secretariat's recommendation that political topics are discussed by those who are interested and at times when participants are not too tired. It is killing for all good mood, play, and entertainment if it can only start at 1 am after long, unspecific discussions. The discussions will (probably) also be better if those discussing have chosen it out of motivation and engagement. However, remember that there may be decisions that require the common meeting to have had the opportunity to consider.

The common meeting on Saturday evening

Have another name round and check if everyone has found a place to sleep and a group to be in if it is relevant for the week.

The economy responsible fills in the participant lists with information about who sleeps in which tents.



Responsibility for common tents:

A list of who is responsible for the various tents in case of rain, storm, and fire must be filled out very quickly. Even if there are no tent lists, residents can take responsibility for some tents.

Summarize duties and refer to the overview of what the duties entail. This overview is laminated and posted in the kitchen tent and on the notice board in the common tent.

Let the initiators present the next day's activities. Write down the different meeting times and post them on the notice board.

Tell them that group evaluation forms will be distributed on Thursday and that there will be reports from the group evaluations at the common meeting on Thursday evening.

Repeat the program for Sunday:

Children and mothers meet with the children's activists at 9:30 (unfortunately, it says 10:00 in the welcome letter, but for the mothers' participation, it is better at 9:30)

Times for group/activities meetings (10:00)

Sunday

09:30

Children's meeting with children's activists, children, and mothers

10:00

Activities start

Participants meet with the initiators and form groups. The initiators are responsible for group formation.

Evening: common meeting News from the bar, news from the groups, other initiatives?

... And socializing!

Monday

From Monday, you can delegate responsibility for common meetings to the individual groups.

Hold week team meetings as needed to see what's going on!

Wednesday

Evening common meeting

Tell them that the evaluation takes place individually and in groups on Thursday at lunch, where individual and group evaluation forms will be distributed. Ask participants to form groups of about 8 each, e.g., using the counting method.

All evaluation forms are collected and delivered to the office/secretariat.



Thursday

Evening common meeting Evaluation

Hear reports from the groups and let the word be free after a speaker queue. If you wish, you can also do a round.

Friday

Long-stayers/the week team from the following week arrives. Welcome them warmly. It is our collective camp, and the camp only works because we take over from each other. Make sure to have dinner for those who have announced their arrival. Invite them to the common meeting. Agree on when to do the handover.

Saturday

The week must end, and it is, of course, important that everyone settles their debts for drinks, week stay, bus, or other things. Also, there must be order and tidy up everywhere, especially in the kitchen tent, so it is neat and inviting for the next week.

- All tarpaulins in the common sleeping tents must be laid out and aired with the back side up. This is important to avoid mold. They should be laid out as soon as the tents are emptied (encourage the people who live in the individual common sleeping tents to arrange the airing of tarpaulins and get the tarpaulins back in place before leaving the camp).
- Start a cleanup chain through the camp at 11:30.
- Everything that does not naturally belong on the meadow must be picked up. It is important that all stones are also collected and returned to the beach, as they cause problems for lawn mowers and similar equipment. It becomes a big task for the aftercamp crew to gather all the stones if it isn't done continuously.
- Check with the bar and economy responsible that the finances are settled correctly.
- Agree with the *overligger* to make coffee and tea for the newcomers who start arriving around 15:00.
- You need to catch the ferry to Kragenæs at 12:55, and remember to allow 45 minutes for the walk to the ferry.

And then thank you for this time and thank you for your effort!

Schedule for Saturday- DEPARTURE

08:00-10:00

Breakfast and packing lunch. The morning team sets out all leftovers

10:00-11:00

Bar settlement: Remember drinks for the trip home before settling

10:00

Dishwashing + packing and tidying up in sleeping and functional tents



11:15

All luggage must be at the truck so it can be packed

11:30

Chain through the camp where all trash, clothes, toys, etc., are collected in black bags
The truck leaves (first time)

12:10

Latest departure for the harbor for walkers (the truck may leave a second time)

12:55

The ferry sails - THANK YOU FOR THIS TIME!

Remember: To arrange with a truck responsible if you need to be driven to the harbor at other times!

Overliggers make tea and coffee for the "new" group and prepare for the first common meeting.

If it's a "small" week or there are many *overliggers*, it is practical if they handle the dishwashing after breakfast!

Important: if your week is the last before the post-camp, it is good manners to help take down the common tent in the morning.



Duties

As the week responsible, you are, among other things, generally responsible for the duties working. There are two types of duty lists:

A) "The relaxed"

At the top, you fill in how many people are needed for each duty. Here, you write your name in the box next to the duty you want. It's easy to see where to write your name, and it doesn't take long to see who you'll be with on the duty.

BUT....it's hard to check if a person has taken all the duties they should because you then have to find their name on the list X-number of times. Many people have the same first name, and if it's written unclearly...

This is the list for the week that doesn't care so much about everyone taking the same number of duties.

B) "The revealing"

Here, you fill in the list with everyone's full names, and each participant puts a checkmark next to their name under the duty they have chosen. This system makes it easy to count whether a person has had the duties they should and whether there are enough people on each duty. You just count checkmarks next to the person's name or checkmarks under each duty. Some people find this schedule hard to read, but correctly filled out, the schedule has its advantages. If you want to see who you'll be with, it takes a little time.

This is alleviated by the accompanying list called "Daily duty list." You are responsible for filling it out day-to-day. Filling this out gives a daily overview of who needs to take duties and ensures there are enough people on a duty.

C) And then there are duty groups... See above.

You choose yourself or in consultation with the week which list you want to use.

For the duty lists, there is a "calculation help" (found in this folder). Overall, the principle is that you count the number of people in the camp and divide this by the number of duties for the week. Then you know how many duties a person should take. You announce this at the common meeting on Saturday evening. You just need to remember that full-time activists and child caregivers are duty-free. So they should not be counted. It is agreed how many duties non-full-time activists should take. Non-full-time activists are femøists who, for example, only offer their activity either in the morning or afternoon or only half of the week. These must perform half the number of duties. If two people share an activist area (e.g., truck), where there is actually only need for one, these two must each perform half the number of duties.

You can also agree during the week whether you prefer to have duties per person but work hard or if you want more duties where the work is easier because there are more people.



Small weeks often choose to have few but hard duties because otherwise, you have to have duties all the time.

In large weeks, there are more people to do the duties – which means each person has fewer duties. On the other hand, it is hard to cook for, e.g., 80 people, so it can be a good idea to have plenty of people for each duty.

BUT AS SAID: YOU CHOOSE IN CONSULTATION WITH THE WEEK

If there are duties one day that are not taken, it is a good idea to use mealtimes to announce this.

People are usually gathered here, which can be difficult to achieve at other times of the day.

You can also have it as a point at the common meeting in the evening to inform how the duty list stands.

GOOD LUCK.....



Intermediate relaxed duty list

Guide to DUTY LIST

Saturday afternoon, someone from the week team will have calculated how many duties a person should take during the week.

This is calculated based on how many we are and how many are needed for each duty. You should write your name on the duty list and check off the duties you wish to take.

Example

	SØNDAG								MANDAG				
	L	M	O	F	O	A	O	Fæ	L	M	O	F	O
Sofie													
Petrea													

By counting "across," you can quickly see if you have taken your duties.

L: Toilet cleaning (Lokumstømning)

In large weeks, it may be necessary to include an extra cleaning during the day. In that case, the toilet team will be expanded and will be responsible for toilet cleaning all day. In smaller weeks, it is only necessary in the morning.

M: Morning team

F: Lunch team (Frokostholdet)

A: Dinner team (Aftensmadholdet)

O: Dishwashing after the previous meal (Opvask)

Fæ: Holding a common meeting in the evening after dishwashing (Fællesmøde)

On the board next to the duty list, a "daily list" of duty participants for the various duties will be posted every day. This is filled out by someone from the week team. Here you can quickly see who you will be working with.

In the kitchen and the toilet tent, there are detailed explanations of what tasks each duty entails. If you come or leave during the week, please cross out the time when you are not at the camp. This eases the duty accounting.



CHECKLIST FOR HANDOVER TO THE FOLLOWING WEEK

Week responsible/Coordinator:

- Thursday at the common meeting, it must be announced that new people are coming next week. Welcome them warmly.
- Agree on the framework for how the new arrivals should participate in the common meeting on Friday.
- Coordinate/Initiate and suggest time and place for the handover meeting. This can be done from home or via mobile. Handover on Friday is good as Saturday gets hectic.
- Air out tarpaulins in the common sleeping tents.
- Go through the camp chain (remember old and abandoned tents).
- Ensure that toilets are emptied.
- Ensure that the workshop tent is cleaned up.
- Ensure that the children's tent is cleaned up.

Economy:

- Is the accounting completed and sent to the bookkeeper (remember to take it for dispatch)?

Truck:

- Cleaned up in the truck.
- Is it filled with diesel (bought at the harbor)?
- Is the oil checked?
- Is bulk waste delivered?
- Are all drives on Saturday managed (often a lot of pressure on the truck)?
- Who is responsible for the truck on Saturday if the person who was responsible during the week leaves early?
- Remember to collect cooling elements.

Kitchen:

- **MANDATORY** with personal handover from the two weeks' kitchen responsables.
- What is in the storage and what is new and old.
- Orders in backlog (Dagrofa may deliver later, and you might want to change the order to something else).
- Any food that needs to be eaten soon.
- Freezers cleaned and emptied of old food.
- Beans soaked for Saturday's dinner.
- Is the kitchen tidy and clean?

Bar:

- Is there a basic stock of drinks (how many are specified in the bar manual)?
- Are the cool boxes cleaned?
- Are there cooling elements in the drink boxes?

