

**SAMPLE STATEMENT OF WORK (SOW)  
FOR DAY CAMP**

**STATEMENT OF WORK**

**1. BACKGROUND**

The Mission of the Morale, Welfare and Recreation (MWR) Department of the \_\_\_\_\_ (name of your installation) is to provide a varied program of wholesome and constructive off-duty recreation activities for Navy personnel and their family members which will effectively contribute to the mental, physical, social and educational enrichment of participants.

**2. SCOPE**

The Contractor shall provide all personnel, supervision, management and services required to perform the work described in this SOW to support the recreational activities of the \_\_\_\_\_ Day Camp Program of the \_\_\_\_\_ (name of your installation). The Contractor shall provide these services according to the specifications contained herein and in accordance with the publications listed below.

**3. APPLICABLE DOCUMENTS**

The following documents are instrumental to performing this contract. This list is not all inclusive. The most recent version of these documents in effect as of the time of contract award will apply.

3.1 BUPERSINST 1710.21B, Navy Youth Recreation Program

**4. TERMS AND ACRONYMS**

4.1 Children - refers to those six through twelve years (or first through sixth grades) for the Day Camp.

4.2 Counselors/Counseling - refers to the staff of the Day Camp and the developmental program and day camp services provided to children of the Day Camp.

4.3 Day Camp Program - activities including arts and crafts, swimming, sports and fitness activities, special events, passive activities, cultural activities, field trips, and social/recreational activities.

4.4 Recreational Programs - refers to off-duty recreational activities for Navy personnel and their family members, and other patrons authorized by the Commanding Officer of the \_\_\_\_\_ (name of your installation).

4.5 Day Camp Schedule - schedule of activities for the Day Camp as set by the contract and COR. The schedule includes daily routine activities, special events, holidays.

4.6 Day Camp Manager - same as Camp Manager. Staff member in charge of day-to-day activities of the camp.

4.7 Day Camp Staff - staff members holding the title of Day Camp Manager, Lead Camp Counselor, Arts and Crafts Specialist, and Day Camp Counselor.

4.8 Camper - any child registered in the Day Camp.

4.9 Camp Patron - Same as camper.

4.10 Parent - refers to partent, guardian, or other person having leagal responsibility for a minor.

4.11 Staff - refers to contractor's personnel.

4.12 COR - Contracting Officer's Representative.

4.13 MWR - Morale, Welfare and Recreation Department at \_\_\_\_\_ (name of your installation.)

4.14 Camp Program - refers to the program of the Day Camp.

4.15 Session - a consecutive \_\_\_\_ weeks in the Day Camp Program.

## 5. REQUIREMENTS

5.1 Day Camp Program. The Contractor shall operate the Day Camp Program providing organized, supervised and comprehensive recreation programs for children. The Contractor shall ensure all recreational programs and activities operate efficiently and safely.

5.1.1 The Contractor shall provide personnel to operate the program in accordance with the following schedule.

5.1.1.1 From \_\_\_\_\_ to \_\_\_\_\_ (beginning and ending dates), MWR facilities at the \_\_\_\_\_ (name of your installation) will be available from \_\_\_\_\_AM to \_\_\_\_\_PM

each work day \_\_\_\_\_ (indicate days of week) to the Contractor. The Contractor may use the facilities to provide on-site orientation

and training to Day Camp employees. The Contractor shall arrange with COR after contract award for a two-hour training session on Child Abuse to be conducted by the Government to all contractor employees.

5.1.1.2 From \_\_\_\_\_ to \_\_\_\_\_ (beginning and ending dates), the Contractor will operate the Day Camp on a five-day work week, Monday through Friday, from \_\_\_\_\_AM to \_\_\_\_\_PM each day. (Address specific holidays that might occur during the contract period).

5.1.1.3 From \_\_\_\_\_ to \_\_\_\_\_ (beginning and ending dates), the Contractor is required to transport any campers not picked-up to \_\_\_\_\_ during the period of \_\_\_\_\_PM and \_\_\_\_\_PM using only a Government vehicle. A Government van will be available each day at \_\_\_\_\_PM for such transportation. The Government van may be available for official use by the Contractor at other times, but will not be available for the sole use of the Day Camp. The van shall be driven by the Day Camp Manager, Lead Day Camp Counselor or the Arts and Crafts Instructor/Day Camp counselor.

5.1.2 The Contractor shall initiate the MWR plans and schedules in accordance with the Navy Youth Day Camp Guidebook and BUPERSINST 1710.21B. The Contractor shall utilize the Government-furnished supplies and equipment which are listed in Attachment A.

5.1.3 The Contractor shall operate a Day Camp program capable of handling a daily average enrollment of \_\_\_\_\_ children.

5.1.4 The Contractor shall provide the session activities schedules to the COR for approval, five calendar days prior to the start of each session. The Contractor shall have organized activities for the unplanned times in the schedule, Attachment B.

5.1.5 The Contractor shall perform the Day Camp Program functions:

5.1.5.1 Institute a comprehensive recreation program for children.

5.1.5.2 Register/enroll children.

5.1.5.3 Appoint the Day Camp Manager to act as a liaison between counselors and COR.

5.1.5.4 Ensure the Day Camp is maintained as a safe and clean environment.

5.1.5.5 Perform the Day Camp program functions in accordance with the Navy Youth Day Camp Guidebook and BUPERSINST

1710.21.

5.1.5.6 Appoint the Day Camp Manager to supervise all Day Camp personnel in the performance of their duties.

5.1.5.7 Train Day Camp personnel in accordance with all applicable regulations.

5.1.5.8 Institute a well-rounded recreation program to include those activities listed above in paragraph 4.3.

5.1.5.9 Maintain mandatory staff child ratio of 1/15 and ensure two staff members are present at all times.

#### 5.1.6 MISCELLANEOUS

5.1.6.1 INCIDENTS AND ACCIDENTS. The Contractor shall become familiar with and adhere to the local MWR policies and procedures. The Contractor shall ensure the parent signs the report when the child is being picked up and dropped off.

5.1.6.2 ACCOUNTABILITY. Contractor is accountable for attendance and accepts custodial responsibility for children during hours of operation.

5.1.6.3 BULLETIN BOARD. A bulletin board will be provided by MWR for the camp to post upcoming trips, payment days, and other pertinent information that needs to be disseminated to the parents. The Day Camp Manager is responsible for posting pertinent information on the board and keeping all information up-to-date.

5.1.6.4 WORK ORDERS. Any safety hazards or work orders that need to be done or corrected must be brought to the attention of the COR. All work requests will consequently be submitted by the COR.

5.1.6.5 PARENTAL NOTIFICATION. The Contractor shall notify the parent or guardian immediately when a serious injury has been sustained, vomiting occurs, a high fever is detected, or for exceptional illness, and ask the parent or guardian to pick up the child. Also, Contractor shall communicate with parents for serious discipline problems or when child does not have a lunch.

5.1.6.6 The Day Camp Manager and/or the Lead Counselor should keep a log of significant matters that need to be discussed with parents. The COR should be notified before discussing these matters with the parents.

5.1.6.7 CHILD ABUSE. In accordance with BUPERSINST 1710.21B, the Contractor shall train the Day Camp staff in the

identification and dynamics of child maltreatment prior to the start of each camp program. The Contractor shall notify the COR of suspected abuse. The COR will notify the Navy's Family Advocacy Program.

5.1.6.8 PHONE NUMBERS. Phone numbers for the campers and emergencies will be provided by the COR and posted at all times by the phone in the Day Camp office. The phone will be provided by MWR.

5.1.6.9 EMERGENCY PROCEDURES. In the event of a serious accident to a camper or staff, the parents shall be notified of the situation, and local procedures should be followed.

5.1.6.10 BATHROOMS. The Contractor shall clean the bathrooms at the Day Camp in the mornings and afternoons on a daily basis. The cleaning areas include the toilets, sinks, floor, any debris/garbage located in the facility and the restocking of supplies.

(NOTE: Add other requirements, as needed.)

## 6. MINIMUM CONTRACTOR PERSONNEL QUALIFICATIONS

6.1 The individual labor categories and minimum qualifications for this contract are as follows:

6.1.1 The minimum age for personnel is eighteen (18) years.

6.1.2 A favorable National Agency Check (NAC) is required for each DayCamp employee. Personnel and employment references must be checked. The Contractor will receive all the forms required to be completed for each Day Camp employee at the time of award. The Contractor will be responsible for all fees related to this. The Contractor will forward all completed paperwork to the Contracting Officer within ten (10) calendar days of award. Employees may be hired and may begin work as long as the NAC has been initiated; however, staff must be under direct supervision of a staff member who has successfully completed the NAC. If a non-favorable check is received, the Contractor will be notified and the employee may be terminated.

6.1.3 The labor categories and qualifications are:

6.1.3.1 Day Camp Manager. (Key Labor category)

a. Education. High School Diploma or General Equivalency Diploma (GED). A minimum of twelve (12) college credit hours completed in Recreation, Education or a related field.

b. Experience. Experience which demonstrates ability to direct the program and supervise staff and children. Nine months or three summers as counselor, director, lead counselor, or assistant director.

c. Certification. Must have current Standard First Aid, and CPR. Must have a valid driver's license.

6.1.3.2 Lead Day Camp Counselor (Key Labor category)

a. Education. High School Diploma or GED

b. Experience. Experience in a recreation program for youth and supervising staff and children, either volunteer or paid employment. Six months or two summers experience in a formal youth recreation program (e.g., after-school program or Day Camp), or one year in an informal program (e.g., youth group, Scouts, 4-H).

c. Certification. Must have current Standard First Aid, and CPR. Must have a valid driver's license.

6.1.3.3 Day Camp Counselor.

a. Experience. Three months or one summer working with children ages 6 to 12. Experience can include youth group, Scouts, 4-H, Sunday School, leadership in a club, etc.

b. Certification. Must have current Standard First Aid, and CPR. Must have a valid driver's license.

6.1.3.4 Day Camp Counselor/Specialist. (Key labor category)

a. Experience. Must have experience in developing and implementing recreational programs to children in the 6 to 12 age range. Six months or two summers administering recreation programs. Volunteer experience with Youth Group, Scouts, Church Group, etc.)

b. Certifications. Must have current Standard First Aid, and CPR. Must have a valid driver's license.

7. MWR RESPONSIBILITIES

7.1 MWR will provide all supplies and equipment necessary to operate the Day Camp program, unless otherwise specified in this contract.

7.2 The COR will conduct parent surveys and perform a program evaluation at the end of each session.

8. PERIOD AND PLACE OF PERFORMANCE.

8.1 The period of performance shall be from date of contract award through \_\_\_\_\_. There are no option provisions in this contract.

8.1.1 The services to be performed herein shall be performed at \_\_\_\_\_(location and installation).