

# How to be a Mishawaka Parent cheat sheet



**SAVE**  
FOR  
REFERENCE



It's okay to miss them, but remember the goal is for your child to have their own **adventure!**



## Staying in Touch

Everyone's absolute favorite at Camp is a good, old-fashioned **hand-written letter sent US Mail**. If you know you will be busy during your camper's stay at Mishawaka, you can pre-write some letters and stagger send them in the US Mail if possible. "Snail Mail" can take 7 days to arrive, postcards even longer! We recommend parents start sending letters early... and stop sending a week before the end of the session.

### Things to say in a letter:

"I can't wait to hear about... (insert camper's favorite activities here)."; "I'm so excited for you to... (make new friends, see old friends, accomplish a new skill)."; "It's so boring (hot, humid, busy with work or chores, etc) at home." "The (sports team) won last night!"

### Things to avoid saying in a letter:

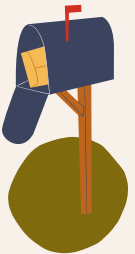
Especially if your camper tends to get homesick, avoid saying: how much you miss them, the house feels empty without them, what they may be missing at home (unless it is boring stuff). Save mild bad news for when they come home.

## Camper Store & Spending Account

Prior to arriving at Camp, a deposit should be made to your camper's store account via your **CampInTouch** account. The money in the spending account can be used by your camper for purchases of clothing, postage, camp swag, and sundry items.

After the session, you will receive either an invoice or a refund... or opportunity to roll to the next summer.

We recommend \$75-100 for a 2-week session. **Prescriptions through the Camp pharmacy, wilderness and day trips, travel fees and horseback riding options will increase this amount.** Talk to your camper about your expectations of their spending.



## US Mail & Packages

*Do not send candy, food or drinks.  
Your camper will not get to keep these things.*

**We recommend sending 1 package (0 is fine too!) during a camper's 2-week stay.**

**USPS Mail** (how to address the envelope or package)

Camper Name  
PO Box 368  
Grand Rapids, MN 55744

**Packages** (if you are **not** using USPS Mail service)

Camper Name  
21525 Mishawaka Rd  
Grand Rapids, MN 55744

### Helping your child write home (snail mail)

The camp store sells stationary sets and stamps. You may help your camper by sending them with pre-addressed stickers and/or stamped envelopes to your home. Or spend time teaching them how to address an envelope prior to coming to camp.

**Required writing:** Each camper will write an eLetter home in the first days of their session. Your camper is rewarded with a Pop/Soda for writing a letter home on Sundays.

# A close look at CampStamps & eLetters

## Camp Stamps - the basics

- CampStamps can be purchased in your **CampInTouch** account in packages of 10, 15, 20 or 30 for \$1 or less per stamp
- Use a CampStamp to **send an email** to your camper through your CampInTouch account or the Companion App
- Emails sent by **11:00am CentralTime** will go in the camper's mailbox that same day

## Step By Step - Buying CampStamps

1. Login to your **CampInTouch** Account
2. Go to Online Community/Photos and Camp Stamps Payment (this service is provided by CampMinder and not by Camp Mishawaka, so the payments go directly to CampMinder)
3. Add a debit or credit card
4. Go to Email to purchase CampStamps
5. CampStamps carry over from season to season
6. You may choose to give CampStamps to Guests

## Step By Step - Adding Guests

1. Login to your **CampInTouch** Account
2. Go to Online Community/Guest Accounts
3. Invite family or friends and choose who they can email
4. You may choose to gift CampStamps to the guest, or they can purchase their own
5. If you want to give a guest more CampStamps Go to My Account/ Your Account/ CampStamps and click on the Give tab

## Step By Step - Sending an Email

1. Login to your **CampInTouch** Account
2. Go to Online Community/Email
3. Choose which camper to send an email to.  
You may also send the same email to multiple siblings.

If you need **HELP** with anything CampStamp Related, click on the Help button in your CampInTouch account and then click on Create a Help Ticket. Common issues: duplicate letters sent (costing extra CampStamps) and retrieving CampStamps from a guest who didn't use them.



Faster than Snail Mail...

## eLetters FROM your Camper - the basics

- **There is no cost for eLetters from your camper**
- Campers can use eLetters to write a letter to you through your CampInTouch account or to your guest's account
- eLetters are scanned throughout the day and will come to you as a pdf in your CampInTouch/Companion account or in your email inbox



## Step By Step - eLetter blanks

1. Before the Camp session, login to your **CampInTouch** account, go to "Email"
2. Click on the PRINT NOW for an eLetter stack (I choose 1 and print multiple copies)
3. You can change the To: \_\_\_\_\_ line to "Mom", "Dad", "Mom & Dad", "Dog's Name", "Sibling's name" (*however, these emails will go to you to distribute*)
4. Place the papers in a folder or book to keep them clean and flat (folded in half is fine)
5. Send the "stack" to camp with your camper (and send a few pens, as pencils will not write dark enough for our scanner)
6. Campers will need to place their eLetters (once written) in the outgoing mailbox in the Dining Hall
7. To print eLetter blanks for a guest, the guest will need to login to their account and follow the steps above. Alternatively, if the guest sends an eLetter using a CampStamp, they may request a "handwritten eLetter reply" which will create an eLetter blank for your camper.
8. If your camper runs out of eLetter blanks, send an email to Cheryl to request more - [cheryl@campmishawaka.com](mailto:cheryl@campmishawaka.com)