

FJC CAMP CENSUS GUIDE AND FAQs

Data is uniquely important to building the field of Jewish camp. The FJC Camp Census will collect specific data regarding individual day and overnight camps, giving us better capabilities to advocate for the field. This data will be aggregated, analyzed, and shared back through reports that identify trends and learnings. We are thrilled to incorporate data from your camp into the larger story of the field of Jewish camp.

What kind of information should camp professionals have available while filling out the Camp Census? To make the process as simple as possible, FJC recommends that day and overnight camps have the following information on-hand:

- Camper enrollment numbers
 - Numbers split by number of weeks attended
 - Numbers of new and returning campers (returning camps of those who were eligible to return)
 - Numbers split by gender identification
- Capacity numbers
 - Number of camper spots available
 - Percentage of camper spots being utilized
- Data on campers with disabilities
- Staff data
 - Numbers of hired staff for various positions
 - Number of college-aged counselors
 - Highest and lowest weekly salaries for counselors
- Professional staff details
- Board details
 - Including names and contact information
- Budget numbers
 - Including a breakdown of several details on revenues and expenses
- Financial assistance/scholarship numbers

Will camps have a login to go into the Camp Census portal?

No. Camps will not have access to information or results through the Census portal. FJC will be happy to share specific data with the camp that submitted that data. If your camp is interested, please email data@jewishcamp.org with details on the data points you are looking to have shared.

How will my camp fill out the Camp Census questionnaire?

FJC will email your camp with a unique link to the questionnaire. Once the camp receives that email, you will have a few weeks to complete the online questionnaire.

If your camp did not receive the link, notify data@jewishcamp.org.

FJC staff will be available during regular business hours to assist camps with the Camp Census at 646-278-4597 or data@jewishcamp.org.

If my camp is using CampMinder, what is the best way to pull the data Camp Census will ask for?

We are happy to help! If your camp uses CampMinder, FJC provided instructions within the Census on how to pull specific data points from your CampMinder portal. Once you have the correct data from CampMinder, you should be prepared to answer the relevant questions within the Census questionnaire.

How will each camp's data remain protected through Camp Census?

FJC will keep all data secure. A full privacy statement is included in the introduction of the questionnaire for both day and overnight camps; this statement will explain the details of data security. Camps will have the ability to authorize permission for their partner organizations and movements to access their camp's data. Camps that do not authorize access to partners will still complete the questionnaire, and FJC will only share their data in the aggregate.

Will Camp Census 2018 pre-populate with information that camps submitted for Camp Census 2017?

Yes! If your camp is completing Census via a unique link, you will find certain information on the questionnaire is pre-populated. In addition, camps can access their own submissions from Census 2017 or 2016, or JData 2015 or 2014 by emailing FJC.

Pre-populated data is taken from Camp Census 2017 responses. If your camp needs to edit data from Camp Census 2017, please contact FJC staff at 646-278-4597 or data@jewishcamp.org.

Will camps be able to pause in the Census, and "save-for-later"?

Yes. Camps will be able to stop the Census questionnaire at any time and save their work up to that point.

- The **"Save-and-Resume"** function (available at the top or bottom of this questionnaire) will allow you to save progress, and return to that exact spot in the questionnaire at another time.
- When you choose to **"Save-and-Resume"**, you will need to submit your email address and a password.
- Thereafter, you will receive a link to access the incomplete questionnaire in the future. If you do not see the email in your inbox, please check your spam folder.
- This link can be accessed at any time by anyone with the correct credentials, and will save your work up to the exact spot where the questionnaire was saved when the link was sent.

- When you get back to the questionnaire through the proper credentials, you will be dropped at the beginning of the questionnaire. Please note that as you advance through the questionnaire to get back to where you left off, your updated data will be in each question you already responded to.
- Once you have responded to questions beyond the exact spot where you left off, you will need to start the "Save-and-Resume" process over to do it again. You can go through the "Save-and-Resume" process as many times as needed.

The "save-and-resume" checkbox and link to "Resume a previously..." (at the top of the questionnaire) look like this:

Save my progress and resume later | [Resume a previously saved form](#)

When you check the "Save..." box, you will be able to submit your email address and a password in fields that look like this:

Save my progress and resume later | [Resume a previously saved form](#)

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

A Password:

Confirm Password:

In order to resume the questionnaire, you can either 1) click through the link sent to your inbox and follow prompts (as described above), or 2) you could select, "Resume a previously saved questionnaire" (next to the "Save..." checkbox on the top and bottom of the questionnaire). Using the credentials, you entered to save the questionnaire, you'll be able to reopen the same questionnaire through the prompt below. Please note that when you reopen a previously saved questionnaire, you will be asked to advance through the entire form again. However, all of your previously submitted answers are saved to the point where you left off.

Identity check

Please enter your email and password to resume this form.

Your Email:

Your Password:

| [Forgot your password?](#) | [Need assistance with this form?](#)

What happens if I don't click "save", or I accidentally close the window where I was responding to the Census?

Unfortunately, your data will be lost. Please remember that the Census will not save as you go along unless you intermittently use the **"Save-and-Resume"** function (described above). Your data will only save when you click save, and when you click the "Submit" button at the bottom of the confirmation page at the end.

Is Camp Census required?

Yes. To be a part of the FJC network, camps are required to complete the questionnaire. FJC uses the aggregated data to report on key attributes of the field and that help all of us make the case for investment in Jewish camp. Without your timely participation and cooperation, we cannot advocate effectively for the field as a whole. If your overnight camp does not participate in the Census, you will no longer be eligible to be part of our Find-A-Camp tool on our website and your eligibility for programs such as One Happy Camper will be impacted. If your day camp does not participate in the Census, FJC will not be able to invite you to be a part of our Find a Day Camp or apply/ participate in FJC's anticipated new programming for day camps and day camp professionals (including professional development, communities of practice, grant opportunities, and other consultations).

When does my camp need to complete our Camp Census questionnaire?

Camp Census questionnaire will close on October 31, but we request that your camp completes it as early as possible.

When the Camp Census closes, how will our camp get the data?

FJC can't wait to share the data! In early winter 2019, FJC will deliver an analysis of trends emerging from 2018 data, and how the 2018 data compares with learnings from previous summers.