



Indralaya  
Volunteer Handbook 2023

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# INDRALAYA

## Mission Statement

Indralaya is both a sanctuary and a dynamic community engaged in an ongoing experiment in Theosophical living and study. We honor and work with nature and aspire to live according to the principles of altruism, peaceful engagement with the world (ahimsa), tolerance, conscious simplicity, love and the pursuit of truth. All who choose to participate are welcome.

Founded in 1927 by members of the Theosophical Society, Indralaya was and continues to be described as a practical experiment in theosophical living. This intention forms the basis of our philosophy, community life, and programs. The name Indralaya is derived from Sanskrit and means "a home for the spiritual forces in nature". In this unique environment, individuals and families are encouraged to live in cooperative harmony with nature and each other, experiencing the interconnectedness of all forms of life while exploring individual pathways to wholeness.

## Thank You For Being Here!

Welcome to Indralaya! Our hearts are full of gratitude for your presence and commitment to supporting Indralaya as a full-time volunteer this season. For over 95 years volunteers just like you have been contributing countless hours of work to care for and support this beautiful place that is deeply loved by so many. You are a vital part of this community, and everything you do to support Indralaya will be felt not only this season but for many seasons, and possibly generations, to come. Thank you!

## Leadership Team

Indralaya (Orcas Island Foundation or OIF) is a non-profit organization overseen by a seven-member volunteer Board of Directors.

**Current Board Members** include: (more information on website)

- Kelly Bachman, *Treasurer*
- Malcolm Funt, *Chair*
- Victoria Fonseca-Bennett, *Vice Chair*
- Marilynne Gardner, *Secretary*
- Andrie Levey-Bates
- Michael Van Gelder
- Tessa Ormenyi

## Primary Staffing Team

- |                                      |   |
|--------------------------------------|---|
| Camp General Manager and Registrar : | Jeannie Chamberlain<br><a href="mailto:registration@indralaya.org">registration@indralaya.org</a><br>Main Office # 360-376-4526 |
| Facilities Manager:                  | Steven Lucas<br><a href="mailto:facilities@indralaya.org">facilities@indralaya.org</a>  |
| Kitchen Manager:                     | Plans meals, food purchases and oversees kitchen and garden.  |
| Head Cooks:                          | There are different volunteer head cooks for each program.  |
| Support Managers:                    | There are different volunteers in this role for each program.   |

Fellowship Staff: Volunteers who commit to a minimum of a two week or longer stay. Food and housing are provided in exchange for five hours work per day with a day off each week.

## General Information

### Guidelines

Daily life at Indralaya is guided by a set of values that have helped to guide the life of the place since its founding. Every visitor, staff member, and volunteer is expected to abide by the following guidelines:

- Please do not bring any alcohol or non-prescription mind-altering drugs including marijuana, firearms, or any food products containing meat, fish, or fowl to Indralaya.
- Indralaya is a smoke-free environment.
- Please do not burn incense or candles in your cabin, other buildings, or on the grounds due to potential fire hazard and the sensitivities of others during and after your visit.
- To help preserve our wildlife sanctuary, no pets are allowed on the grounds.

### Housing

You will be assigned a private non-plumbing sleeping cabin upon arrival with access to a nearby bathhouse/laundry facility. Only occasionally will you be asked to share a cabin with another volunteer. Bedding and towels will be provided to you upon your request. Please launder and return them prior to your departure.

### Meals

When a program is in session, all meals will be provided to you in the dining hall. We strongly encourage all volunteers to eat in the dining hall during programs and to mingle and build community with program participants.

When programs are not in session, volunteers will prepare their own meals in the dining hall coffee kitchen using pantry items and leftovers. Please follow all food safety requirements when using the kitchen and respect the kitchen guidelines. All dishes/pans must be washed and put away before leaving the kitchen. If you have food items in your cabin, please be sure to store them in a secure container to prevent pests.

### Schedule

As a fulltime volunteer, we ask you to contribute 5 hrs of work per day, 6 days per week. Your schedule may vary from day to day, or from week to week depending on the needs of the camp. We'll also work hard to flex your schedule around your needs and program interests. Each week, your schedule (including your day off) will be provided to you and if you would like to request an adjustment, please talk with the Camp Manager as soon as possible.

## **Bells**

When a program is in session, you will hear bells rung at mealtimes and generally 15 minutes prior to an event. For example, bells you might hear include:

- 7 am = wake up
- 7:25 am = 5 minutes until mediation begins
- 8 am = breakfast
- 9:45 am = 15 minutes until program begins
- 12:15 pm = 15 minutes until lunch
- 12:30 pm = lunch
- 1:45 pm = 15 minutes until afternoon program begins
- 5:45 pm = 15 minutes until dinner
- 6 pm = dinner
- After dinner - volleyball or other activities may be organized. A bell will be rung 15 minutes before evening campfire begins

## **Meditation**

When a program is in session, meditation will be offered in the meadow or library at 7:30 am. All are welcome. There will also be times when staff and volunteers will have meditation in the meadow on non-program days (see your schedule). Meditation is not mandatory but is strongly encouraged. We will often have a check-in/team meeting after staff/volunteer group meditations.

## **Parking**

If you have a vehicle on site, we ask that you park in the upper strip of parking across the road from the "check in" sign.

## **Camp Vehicles**

We ask that you do not drive any camp vehicle (pick-up truck or silver van) without the permission of an on-site staff member. Camp vehicles are not to be used for personal use. Anyone driving a camp vehicle will be asked for a copy of their driver's license to keep on file. The gator's use should be limited to work use and not for personal transportation.

## **Bathhouse**

The Upper Bath house (aka Nessie) is located at the top of the hill and has two toilets and two indoor showers on each side. We ask that you do not leave any personal items in the bathhouses. {Please note that the Lower Bathhouse is in process of renovation and is not available for use this season}

## **Laundry**

Laundry facilities are located behind the woman's side of the Upper Bath House. Please remember to keep the laundry area clean and safe for other users, cleaning the lint trap and removing your clothes promptly so others can use the machines. A weekly laundry signup sheet will be posted on the inside of the laundry room door.

## **Library**

You are welcome to check out books from the library anytime during your stay. Just be sure to fill out the checkout card and return all books before leaving Indralaya.

## **Internet Access & Cell Phone/Computer Usage**

While participants are present, we ask that you limit your cell phone/computer use to non-communal areas like your cabin. We do not provide Wi-Fi access to participants, so we ask that you not share access information once it is provided to you.

Use of camp phone or computers for personal use is prohibited unless prior approval is obtained from on-site staff.

## **Trash/Recycling/Compost**

Trash, recycling, compost, and paper bins are located outside the kitchen at the dining hall. Please be conscientious about your waste and place in the appropriate receptacles as needed.

## **Cleanliness**

Generally speaking, please clean-up after yourself and keep your cabin tidy. When working or preparing a meal in the dining hall kitchen, it is a requirement that you wear close-toed shoes, have your hair pulled back (if applicable) and make sure your body and clothes are clean.

## **Medical Care**

Indralaya does not provide medical coverage for volunteers. All Fellowship staff will be asked to complete a medical coverage form with an emergency contact upon arrival.

## **Emergencies**

If you experience or witness an emergency while you're here, call 911 immediately. Then ring the bell (or have someone else ring the bell) at the dining hall continuously until all participants/staff/volunteers are gathered in the meadow. Then contact or have someone contact the Camp Manager if not present. All 911 calls must be reported to a member of the management team as soon as possible.

If you need first aid supplies, they are primarily located in the marked cabinet across from the registration desk in the dining hall (there are also kits in both bathhouses and in the library bathroom). On the wall in the Dining Hall, next to the first aid cabinet in the registration area is a defibrillator if one is ever needed.

In case of a fire, every building is equipped with at least one fire extinguisher. Please become aware of their locations as you observe them around camp. We also have six fire hose stations around camp. The Camp Manager will review use and procedures with you.

## **Safety**

Please be aware that you are in a natural environment and that risk/danger is always present.

When lifting or moving heavy things, please be aware of your own limits and ask for help when needed. To properly lift something, stand with your legs even with your shoulders, squat down and lift with your legs, NOT your back.

Please do not attempt to use power tools you are unfamiliar with. If you'd like to learn how to use something, just ask! Also, please use safety goggles and ear protection when applicable.

## **Visitors**

If you have volunteered a minimum of two consecutive weeks, you may pre-arrange to have guests stay at camp. The stay must be approved by the Camp Manager a minimum of one week prior to their arrival. If approved, you may have up to two people for a max of four nights during non-program time (and a plumbing cabin may be used if available).

The cost is \$86/per person/per night for an unplumbed cabin; the nightly fee for the Round House is \$125; and the fee for a plumbed cabin is \$135.

At any time during your volunteer period, you may have guests stop by and visit you at camp. We ask that you encourage guests to come during non-program times and be sure to let the Camp Manager know you'll be expecting someone.

## **Bookshop**

There is a wide variety of books and apparel available for purchase in the bookshop (located in the dining hall). Feel free to look at anything, we just ask that you not take any items out of the building prior to paying for them.

## **Participant Orientation**

The first evening of every program (generally occurring around 7:30 pm), the Camp Manager and the program presenters will lead an orientation for participants regarding the camp and program details. While not mandatory, it is helpful for you to attend and meet the participants as part of the Indralaya team.

## **Important Policies to Note:**

- *Cabin Access:* Cabins are considered private when occupied by participants, volunteers, or staff. Occupied cabins may be entered for repairs or issues with the express permission of the occupant. Cabins may be entered without permission in the case of an evident emergency.

- *Public Nudity:* Nudity is prohibited in all shared and public spaces. Nudity is permitted at beaches only with consent of adults and/or guardians of any children present. If children or other adults arrive, consent must be obtained for nudity to continue.

## **Mindful Volunteering**

- be present
- be intentional
- be efficient
- be aware that you are creating beauty, peacefulness, and nourishment for participants, each other, and yourself!
- be respectful

- be flexible
- be compassionate
- be trustworthy
- be yourself

Ask for help from the management team if you need advice or guidance.

## **Key policies that will be reviewed at your arrival:**

- **Indralaya Guidelines**
- **Conflict Resolution Policy**
- **Child Protection Policy**
- **Fire/Emergency Response Procedure**
- **Medical and Emergency Contact Form** (Please complete and return to Camp Manager)
- **Camp & Trail Map**

Date updated: February 27, 2023