

MIDLANDS REGION
CHURCH OF GOD
YOUTH CAMP 2019



CAMP MANUAL

TEAM WORK

Camp is like a puzzle...unless it stays together it doesn't make sense. If just one piece is missing, the puzzle is incomplete. A successful camp involves many people cooperating as a team for the overall good of the ministry.

Guidelines, policies, and job descriptions are essential for reasons that may not be apparent at first glance. Each policy has a legitimate purpose and is necessary for the overall well-being of camp. Details are essential to successfully minister to large groups of young people.

Camp staff members are part of a ministry team. This requires everyone's cooperation. Individual team members help make camp successful by listening, showing concern, and creating a feeling of acceptance for each camper. If the entire team follows basic guidelines, they cultivate freedom for this ministry to exist in a safe, sound, and productive environment. Guidelines work for us - they really are our friends.

- STOP -
DID YOU READ THE ABOVE?

PORTRAIT OF AN EFFECTIVE CAMP WORKER

A For-Real Christian...who loves God's Word passionately, communicates honestly, and actually knows how to have clean wholesome fun with young people.

A Servant Leader...who places the welfare and best interests of campers above his/her own personal convenience.

A Problem Solver...who is congenial, proactive, and demonstrates good common sense to avoid offenses and resolve conflicts.

A Creative Thinker...who is self-motivated and is able to get kids involved in having fun when the program is not what it should be.

A Safety Activist...who takes charge immediately upon the first sign of anything that could result in the harm or injury of another.

A Team Player...who makes a deliberate commitment to put the overall success of camp ahead of individual preference and comfort.

A Role Model...who accepts responsibility cheerfully, respects rules highly, and uses the chain of command appropriately.

10 Commandments For Youth Camp Workers

1. *Make your highest priority in Youth Camp the CAMPERS.*
2. *Show your excitement for Youth Camp by getting involved.*
3. *Treat all campers with affection and respect.*
4. *Praise good behavior; never embarrass or physically manhandle a camper.*
5. *Refrain from practical jokes and sacrilegious clowning.*
6. *Hear the full matter before making a decision.*
7. *Always maintain calm control in an emergency.*
8. *Do not impose your personal convictions on campers.*
9. *Never compromise camp rules to gain popularity with campers.*
10. *Be a Christian model in cooperation and punctually.*

Be a Team Player

Have the attitude of a hometown football player. The goal is not only how great one might perform, but to make a touchdown for the home team. Each staff member has a particular responsibility at camp . . . but will also be expected to help with other assignments given to him or her on a daily basis. All of us will work together for a successful camp season, and we'll need to do whatever is required. Be a team player!

Protect Your Reputation, and Camp's!

J. David Stephens

Camp Workers must do everything they can to protect the testimony of Christ, the camp, and themselves. Therefore, a worker must avoid even the appearance of evil. When it comes to relationships with the opposite sex, we must be above reproach. A flirtatious spirit can lead to false accusations. The same is true in dealing with children and youth. Make sure there is no occasion that could give anyone an idea of impropriety in your conduct. Campers sometimes have a tendency to fantasize and exaggerate. It is important that we always give the right opinion of the excellent character of God in all relationships.

To Be Followed By All Workers

1. Camp maintains a curfew time for male and female staff to be in their living quarters. Having no curfew may lead to temptation between high school and college staff that could result in serious concerns. Under **NO** circumstances are men and women to enter one another's living quarters. *No pranks of any kind are allowed!*
2. Do not be in a secluded place with a camper. If a camper asks to talk, walk with them to a place that is in plain view of others. This can be done without explaining why, and the worker can reassure the camper that no one will be able to overhear their conversation.
3. Be cautious in touching campers. An appropriate hug or reassuring hand on the shoulder, in plain view, can be meaningful. But horse playing with the same or opposite sex (especially with teenagers) should be kept to a minimum, as some youth read the wrong messages into this kind of attention .

4. Do not be in the living quarters **alone** with a camper for any length of time. i.e. Run in to get a baseball glove, and run back out.
5. It is best for a worker of the same sex to counsel with a camper. i.e. If a girl asks to talk with a male counselor, suggest that she talk with a woman about her concerns as the Bible teaches; the older women are to teach the younger women. Do not leave until you have found someone to talk with the girl.
6. When praying with a camper of the opposite sex, do not hold their hands for a long period of time, as girls especially may consider this somewhat intimate.
7. Be careful about verbally or physically teasing campers of the same sex or opposite sex, and especially of teasing one particular camper too much.
8. If a camper behaves as if he or she is becoming too attached to you, share your concern with the Head Counselor. Take steps to divert some of this camper's time away from you. By letting the Head Counselor know and attempting to remedy the situation, the worker can show that he/she and camp leaders were acting responsibly in case an accusation is made.
9. Camp workers should never discuss their grievances or interpersonal problems with a camper. The counselor should use the "chain of command" if there is a grievance. Talking with a camper may build too intimate of a relationship in the eyes of the child, and sometimes the counselor. Also, it does not teach the child Biblical principles of dealing with problems. It is good at times to share honestly with a camper, but be careful not to take this too far. Remember that the camper is not there for the counselor to confide in. or to use as a sounding board for problems. There will be many staff people available for the counselor when they need to talk. Even in this instance, if it is about interpersonal problems, it would be best for adults of the same sex to talk.
10. When transporting equipment by either golf carts, four wheelers, or vehicles, camp worker must not permit campers to ride with them. Experience teaches us that "*an ounce of prevention is*

worth a pound of cure.”

11. **If a camper needs to be taken off the camp grounds for any reason, the State Director must be notified and a staff member of the same sex should be selected to ride along.**

A Caution for Counselors

1. Be sure to spread your attention to all campers in your group. Be friendly, but never partial. Each child is special and needs your guidance and concern during the week. A short talk with your group at the beginning of the week explaining your plans to try to be there for everyone can help prevent future problems. If one camper tries to monopolize your time, it will make it easier for you to ask them if they remember your goal of trying to be there for everyone. Explain to them that they can help you by spending time with others, too.
2. Behavior between Counselor and campers inside their room is also very important. It may be wise not to allow campers to lie on your bed, or vice versa. **Horseplay** can be dangerous in more ways than one; *use extreme caution*.

Church of God Youth Camp Reporting Policy

In the states of Iowa/Nebraska, any person acting *in locus parentis* of a child, which includes camp staff, should assume they are responsible for reporting any information a child tells them that comes under the categories of abuse and/or neglect. This includes reporting information that one child may tell another child and the second child tells the adult. Abuse and neglect means anything a child tells that is or will cause harm to themselves or others. This may include physical abuse or neglect, educational neglect, sexual abuse, and emotional abuse. Some types of emotional abuse and neglect reported can make it difficult to know what to report. The following guidelines of reporting procedures will help in knowing what steps to take.

If a child tells you of some abuse or neglect that has happened at camp or elsewhere, try not to act shocked. Be compassionate. Try not to ask too many leading questions and just allow the child to talk. While reassuring them, use the phrase: "If this happened, I'm sorry." Always use the word "if". Most of the time when children share something like this, they are telling the truth, or at least the truth as they perceive it. There are times, however, when a child may be making up something for attention or because of anger at someone. When a counselor immediately believes and gets upset about what a child is saying, then if the child is lying or exaggerating, this will encourage them to continue with what they have told. A calm, compassionate demeanor that steadies the child but does not add credence to the incidences in question is best. Dogmatic statements made to the child such as the following have been used in court several times: "if all this happened, then they did the right thing by telling" and "this is how the Bible says things need to be handled." Children need to be told over and over that they have done the right thing by telling.

If a second child tells you what another child told them, let them know that because what they told could hurt someone, you appreciate them letting you know and that you will need to talk to that child to make sure they are okay. For the most part, the second child told you because they were concerned and really do want you to check into things. They may be afraid that the other child may be mad at them, so you may need to reassure that child that you will smooth things over with the other child and explain to them that the second child was just telling because they cared. You might want to give the second child the option of going to the child with you and talking to them for a few minutes before you being to talk with them yourself. Share with the child the steps that will be taken to reassure them about their friend's safety and well-being and that they have done the right thing by telling.

If any staff member notices any signs of physical abuse, i.e. cigarette burn marks, bruises on the back side, neck, upper legs, extreme amounts of bruising on the legs or arms, bruising on the face, a severely withdrawn child, etc., he/she should have someone who is working with the child ask the child how things are going at home and see if they are willing to talk. If they aren't, and it is extremely obvious that something has happened to them physically, say, "Wow, what a boo-boo. How did you get that?" And watch their reaction.

After letting the child talk to you, report what you have learned to your immediate supervisor. Be very discreet. Tell no one else, to protect all innocent parties. Handle the situation quietly, as you would want someone to do if you were the accused!

CHURCH OF GOD DECLARATION OF FAITH

We Believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

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CAMP PEOPLE & RESPONSIBILITIES

Board of Directors

The Midlands Region summer Youth Camp shall be directed by a Board of Directors (B.O.D.), working directly under the Regional Youth & Discipleship Director and following the General Policies established by the Regional Youth & Discipleship Director . The B.O.D. consists of four (4) persons, with each one serving as the top administrator in a particular area of duty. They are:

- *The Camp Coordinator*
- *The Recreation Coordinator*
- *The Kitchen Coordinator*
- *The Social Coordinator*

The B.O.D. will meet: (1) at least one time in joint session prior to camp; (2) during the Pre-Camp Session; and (3) daily during Youth Camp.

☺ *JOB DESCRIPTION* ☺

DUTIES AND RESPONSIBILITIES: *The Youth Camp Board of Directors will meet with the Camp Director on the first morning of camp in order to ensure that there are no conflicts in schedules, work assignments, etc., and in order to decide upon any last minute needs of that week of camp.*

1. The B.O.D. will meet with the Camp Director each day during camp in order to review the activities of that day and make any decisions necessary for the smooth operation of camp.
2. The B.O.D. and the Camp Director will comprise the Youth Camp Discipline Board and will hear and decide upon major grievances involving either campers or staff members.
3. The B.O.D. and Camp Director will make the final decisions and approvals for all Camp Superlatives in order to ensure that the selections are according to Camp Policy guidelines.
4. It is the duty of the B.O.D. to work with the Camp Director to ensure that Youth Camp runs smoothly in all of its many facets. Each member is responsible for his/her particular area of work; however, at any time, he/she can feel free to ask any of the other three Board Members to give assistance. Likewise, if at any time a Board Member feels that there is a need in any area outside of his/her responsibility, he/she can feel free to offer his/her advice and help, or to ask for a special meeting of the B.O.D. in order to resolve the problem.
5. Since the highest goal of Youth Camp ministry is the spiritual realm, the B.O.D. and Camp Director will put forth their greatest efforts in leading the camp into a good spiritual atmosphere. Each one will especially work and pray that God will move graciously in all worship services.
6. The B.O.D. and Camp Director will attend every major assembly and worship service except when an emergency situation makes it necessary to be elsewhere. All five will sit at the front, along with the guest speaker, music director, etc., unless specific reasons would make it better for them to sit elsewhere.

Personnel

☺ *JOB DESCRIPTION* ☺

SELECTION OF YOUTH CAMP PERSONNEL

Youth Camp workers are to be recommended by their local pastor and appointed by the Regional Youth & Discipleship Director. All pastors and former Youth Camp workers are encouraged to submit names of possible workers for consideration.

QUALIFICATIONS FOR YOUTH CAMP PERSONNEL

1. They will attend the Church of God and be at least eighteen (18) years of age to serve in a leadership position or as a Counselor.
2. They will complete an application form and have it signed by the pastor of their local church.
3. It is mandatory that workers complete pre-camp training as outlined by the Regional Youth & Discipleship Board. Any emergency situations must be approved by the State Youth and Christian Education Director.
4. All teenage workers must complete pre-camp training and must attend the youth camp of their age group as a camper before working as staff in other camps.

OFFICE PERSONNEL & PROCEDURE

Administrative Executive

☺ *JOB DESCRIPTION* ☺

1. Process applications for all pre-registered campers.
2. Make room assignments for campers during registration.
3. Type an alphabetical list of campers, separating male and female.
4. Notify Counselors of special information (health, etc.) which was noted on the camper's application.
5. Give the Nurse a list of all health problems indicated on campers' applications.
6. Oversee the registration process.
7. Keep staff and camper databases current.
8. Assist the Secretary as needed.

Secretary

☺ *JOB DESCRIPTION* ☺

1. Type a perfected camper list and give it to the Camp Coordinator by lunch the second day of each camp.
2. Type and copy forms as needed.
3. Assist with typing and copying the camp newsletter.
4. Provide the Camp Coordinator with list of campers who should not participate in water baptism.
5. Empty the Chatter Jabber box daily and edit, type, and copy the notes for distribution to campers on the last day of camp in order to coordinate e-mail-a-grams with the Social Coordinator.
6. At the close of camp, tabulate all spiritual results.
7. Type a letter of appreciation to all staff members at the close of each week of camp. Each letter should include the spiritual results and tentative dates for next year's camp.
8. Type a letter to all pastors and include a copy of individual spiritual results forms with each one.
9. Assist the Administrative Executive in any way needed.
10. Be available to assist the Board of Directors upon request.

Registration of All Walk-On Campers

1. On the first day of camp, a registration booth will be set up in the Cafeteria.
2. The registration booth will also serve as an information booth to inform campers of their room assignments.
3. The Youth Camp Registration Notebook and File, which lists all room assignments, the number of beds in each room, etc., will be at the registration booth.
4. Head Counselors should be in the cabin areas.
5. All walk-on campers should fill out a complete camp application.
6. The walk-on fee, including the late fee, is to be collected.
7. Walk-on campers will be placed according to bed availability and the availability of Counselors.
8. Each camper's name and number should be recorded in the Youth Camp Registration Notebook and File the same way it is listed on their camp application.

The Daily Schedule

1. The Daily Schedule might change slightly from camp to camp, but there are basic guidelines that will be adhered to in all camps.
2. Schedules will be given out to all staff members in the Staff Orientation Meeting. Keep in mind that this schedule is subject to change. Please be flexible.
3. Daily recreation schedules will be given to the Head Counselors at lunch and they, in turn, will give one to each Counselor. During Primary and Junior Camp, these schedules will be given out at breakfast.

CAMP COORDINATOR

☺ *JOB DESCRIPTION* ☺

1. When it becomes necessary for the Camp Director to leave the grounds, the Camp Coordinator will assume the responsibilities of the Camp Director during his absence.
2. Will be ready to assist the Camp Director at any time.
3. Will see that the Head Counselor, Class Instructors, and Music Director adequately perform their duties.
4. Will see that the daily schedule is well known and is properly followed.
5. Will be responsible for collecting a perfected list of all campers by the first night before bedtime, and turning it in to the Camp Secretary by breakfast the following morning. The list must be kept current each day of camp.
6. Will be responsible for the accounting of all campers daily, especially at worship services and in rooms at lights out.
7. Will be responsible for devotions (if applicable) and involvement of campers in worship services and Bible study.
8. Will set an example for fellow workers and campers in every situation.
9. Will assist the Head Counselor with discipline problems.
10. Will check all dorms at the close of camp.
11. Will organize altar workers and be responsible for altar services.
12. Will see that all classes function in an orderly manner.
13. Will be expected to remain on campus on the last day of camp until camp is officially over.
14. Will collect all keys from the Head Counselor at the close of camp.
15. Will collect all forms, such as spiritual results, camper sign-out sheets, Counselor notebooks, etc., from the Head Counselor at the close of camp.
16. Will attend all worship services.

CAMP COORDINATOR RESPONSIBILITIES

Pre-Camp Orientation Checklist

- _____ **Post** camp schedules in all key locations, including the cafeteria, Tabernacle, Canteen/Camp Store, pool, all cabins, etc...

The First Day of Camp

- _____ Organize workers to make registration and **opening day** give a good first impression to campers and parents. Directing traffic, greeting people, and giving directions to the registration area is very important.
- _____ Meet with all staff members who did not attend orientation and **explain** basic camp policies and procedures. Give them a copy of the schedule.
- _____ Make sure all facilities are **open** and **ready** for all activities. Check with the Recreation Coordinator and make sure each activity begins according to the schedule...and always on time!

Daily Checklist

- _____ Each activity must be ready to start precisely according to the schedule. Keep the staff ahead of schedule.
- _____ Visit each activity daily to encourage the staff and let them know we are interested in their contribution to the total camp ministry.
- _____ Counselors will be given personal time each day. In some instances, this may require additional staff to be on hand in certain activities to supervise campers.
- _____ Be sure that the lights are off at the pool and Tabernacle each night when campers go to their cabins.
- _____ Insist that all staff members stay in their respective room at lights out so as to give no reason for anyone to question our workers' conduct, and to protect our good reputation!

Closing Day Checklist

- _____ Work with the Regional Youth Director, Head Counselors and Recreation Coordinator in a total camp clean up. Leave the grounds in as good of condition, or better, than when you came to camp.
- _____ Inspect the entire Campground. All areas should be cleaned before any staff member or camper goes home.
- _____ Collect all forms from the Head Counselors.

Head Counselor

☺ *JOB DESCRIPTION* ☺

1. Will see that the Counselors perform their duties in an adequate manner.
2. Will be responsible to see that Counselors and campers follow the camp schedule, especially in getting up in the mornings, meal times, worship services, and lights out at night.
3. Will assist the Camp Registrar in placing campers who are not pre-registered by reporting to the camp office all “no shows” by 5:00 p.m.
4. Will obtain a perfected camper list from all Counselors on the first night and give them to the Camp Coordinator.
5. Will make sure each Counselor records the spiritual results for each camper, and at the end of the week collect these and compile the statistics from the Spiritual Results Summary Sheet.
6. Will see that each person properly cleans their room each day, and will then check and grade them for cleanliness in order to present awards for the cleanest room.
7. Will be responsible for the presentation of the clean room award and judging the best-decorated room.
8. Will make periodic checks of rooms throughout the day and evening to make sure that no one is in the dorms during classes or general sessions, and will make an evening check to ensure everyone is in their room at bedtime and that the schedule is followed for quiet time and sleep.
9. Will see that all Counselors and campers attend worship services and that all remain until they are properly dismissed. During the altar services, one Head Counselor will position himself/herself so that no person can leave the service without proper permission.
10. Will report all major violations of duties or policies by Counselors or campers to the Camp Coordinator.
11. Will appoint groups to see that the restrooms and the general area of the dormitories are kept clean.
12. Will report all injuries or sickness to the Camp Nurse immediately.
13. Will make sure each group and Counselor understands the policies relating to the Superlative Program.
14. Will be responsible for seeing that all check-out procedures are properly followed. This requires the Head Counselor to remain at camp until all campers are gone.

(continued on next page)

15. Will make sure that all campers remain in the designated areas of the camp during special activities time, concession time, etc.
16. Since unity is one of the foremost requirements for spiritual blessing, the Head Counselor will especially strive to ensure that there is a good understanding and working relationship between Counselors, campers, and other camp workers.
17. The Head Counselor should make a special effort to talk with each Counselor individually each day of camp in order to see if there are any problems of which he/she should be aware.
18. Will endeavor to learn the names of all Counselors by the end of the first day, and learn the names of as many campers as possible throughout the course of camp.
19. Even though it is important that the Head Counselor allow each Counselor to carry out his/her own responsibilities, the Head Counselor should try to be aware of any problems of individual campers in order to be a source of help whenever needed.
20. Will attend all services.
21. Will be subject to the Board of Directors.

Pre-Camp Orientation Checklist

- ___ Make it a point to get acquainted with each Counselor and show interest in them. Learn their names!
- ___ Notify the Camp Coordinator if a Counselor has not arrived by noon.
- ___ Check each room and bathhouse. Do the lights and fans work? Are paper supplies present? Is there a trash can and broom for each group?

Opening Day Checklist

- ___ Make a good first impression on every camper and parent. Stay in the dorm areas as the **official greeter!** Do not permit boys in the girls area, or vice versa (especially teen camps).
- ___ If a camper is not happy with his/her room assignment, kindly insist that they stay with it, but assure them that we will make sure they are happy. Do not move any camper until supper, and if possible, not at all.
- ___ Check the schedule carefully and make sure Counselors are **on time**...This will help get the camp off to a good start.
- ___ At supper, collect a **“perfected” camper list** from each Counselor. Make sure campers’ names are **spelled correctly** and that lists are accurate...they must be **perfect!**

Special Duties

Complete an honest evaluation of each Counselor and give them to the Camp Coordinator before leaving camp.

During the last afternoon of camp, devise a plan whereby campers may claim all **lost and found** items. Have each Counselor be sure all underwear, towels, and other articles in their cabin are claimed by their rightful owners.

If articles are left in a room, they must be placed in a plastic bag with the **name of the camper, Counselor, and room number, before being brought to lost and found.**

Closing Day Check List

- _____ Keep a list of all camper room assignments and groups **with you** at all times to assist in locating campers for parents.
- _____ Before dismissing any Counselor, **inspect** their room. It must be perfectly clean and ready for the next camp to use...this is the way every Counselor should find their room!
- _____ Collect the “**sign out**” sheet from each Counselor. As they leave, be sure to tell them how much we appreciated them working with us.
- _____ The **Head Counselor** may leave camp upon the approval of the State Youth Director and Camp Coordinator once all campers have been picked up and the inside/outside of the room areas are clean and ready for the next camp.

Daily Checklist

- _____ Check to be sure all groups are awake in the **mornings**.
- _____ Keep the camp schedule with you at all times. Think ahead to keep slothful Counselors on time. **You** are responsible for Counselors who are late.
- _____ Visit each dorm and room everyday during Bible Study to check for general neatness. Give a **daily rating**, with 10 points being the highest, and 0 points being the lowest. Recognize groups who have neat cabins...you may award “extra privileges” in consultation with the Regional Youth Director and Camp Coordinator.

Possibilities For Recognition

- A. Group with **highest points** (add them daily for the week’s total)
 - B. Group **most improved** over previous day.
 - C. **Nicest** room of the day.
- _____ In addition to rewarding clean rooms, devise a plan for those who did not cooperate to do **clean-up chores**. Work with the Camp Coordinator in the selection of areas to be cleaned.
 - _____ Absolutely **do not permit** anyone to **ignore** the dress code. You must be firm by speak in a kind tone of voice without embarrassing campers or Counselors.
 - _____ Think about safety and security at all times. Before approving anything, **ask yourself**, if I allow this activity, is someone likely to get hurt or will property be damaged?
 - _____ Visit the dorm areas each morning before the first activity and make sure each room has been cleaned. Visit again each evening before service to make sure all campers are **out of their rooms** and in their scheduled activity.
 - _____ Maintain discipline each night. **Do not permit** anything to get started that will cause problems, such as room raids. Insist that campers stay **inside** their room and in bed after lights are out.
 - _____ Devise a fair plan to keep **bathrooms** clean. Include every group in a fair share rotation of responsibilities.
 - _____ **Announcements** by the Head Counselor may be made during **camp assembly**, in the Cafeteria, or at the beginning of each church service.
 - _____ Instruct campers **not to borrow** clothes or money from one another. This does not mean, however, that a camper cannot purchase something from the concession stand to give to another camper if he/she so desires.

Counselors

☺ *JOB DESCRIPTION* ☺

1. Will complete pre-camp training as outlined by the State Youth and Christian Education Board.
2. Will be present on the first day of camp at 10:00 a.m. for the staff orientation session.
3. As each camper arrives, the counselors will check to make sure he/she has been assigned to the proper room.
4. Will be responsible for the safety and welfare of all campers in his/her assigned group throughout the entire camp. Will see that they abide by camp policy and schedules and that they follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc.
5. Will stay with the group when scheduled to be together, and will know the whereabouts of their campers at all times. Will report any missing campers to the Head Counselor immediately.
6. Will reside in the dorm with his/her assigned group.
7. Will have devotions with the group upon rising in the morning and just before bedtime at night.
8. Will see that the room is properly cleaned each day and encourage the campers to strive towards winning the clean room award. Also, will ensure that his/her group cooperates when assigned special grounds cleanup.
9. Will be responsible for the neatness and cleanliness of their room and bathroom at all times.
10. Will be familiar with all camp policies and procedures.
11. Will become personally acquainted with every camper in his/her group and know them by name by bedtime the first evening.
12. Will write up a perfected camper list of his/her group on the first night and give it to the Head Counselor.
13. Will refrain from roughhousing, pranks, and petty arguments with campers.
14. Will be responsible for the discipline of his/her group at all times.
15. Will encourage spiritual growth of campers. On the first day of camp, the Counselor should determine the spiritual status of each camper, and throughout the camp prayerfully work towards definite spiritual experiences.
16. Will be an altar worker during worship services. Campers should be informed that they are expected to remain in service until dismissed in a reverent attitude of worship. If they should leave for any type of emergency, they should see the Head Counselor if their Counselor is praying. **Also, please be sure you and your campers use the rest room prior to the start of all services.**

17. During the devotions before bedtime each night, the Counselor should talk with each camper individually and go over the spiritual results form, filling it in as experiences occur.
18. The Counselor will need to know the policies relating to the Camp Superlatives thoroughly and discuss these with their group.
19. Will be directly responsible to the Head Counselor. However, the Counselor should also realize that any member of the Board of Directors has the authority to direct all campers and workers in certain circumstances and should always endeavor to follow such directions as closely as possible.
20. Should campers be checked out prior to the conclusion of camp, the Counselor should make a full report (include date, time, reason for dismissal, and the person with whom the camper leaves) to the Head Counselor, who will in turn inform the Camp Coordinator prior to the actual check out.
21. Will attend all services.
22. Will be subject to the Board of Directors.

Keeping a Perfected List of All Campers

1. All campers should be pre-registered and assigned to rooms. Prior to the opening of each camp, each Counselor will be given his/her room assignment and a list of campers already assigned to his/her room.
2. The Head Counselor and Camp Coordinator will be given a master list, which includes all campers, along with the name of Counselors assigned to each individual room.
3. As long as there are sufficient beds, other campers will be accepted on the first day of camp, even though they have not pre-registered. The Registrar will collect their money and give them a written room assignment, which they will take to their Counselor. The Counselor will then add that camper to his/her camper list.
4. On the first day of each camp, each Counselor will perfect their list and turn it in to the Head Counselor. The Head Counselor will in turn give the list to the Camp Coordinator (at supper). The Camp Coordinator will give the list to the Secretary for updating.
5. The Secretary will type a perfected list of campers as soon as possible and make five extra copies. The original and one copy will be left in the Camp Office. Each member of the B.O.D. and the Head Counselors should also receive a copy.
6. Throughout each camp, each Counselor will immediately inform the Head Counselor if, for any reason, there is any change to his/her list of campers. The Head Counselor will then inform the Camp Coordinator so that the master list can be perfected.
7. Any requests for room changes should be discouraged. However, if a camper simply insists on being moved, a room change will be made immediately after special activities on the first night of camp.

Ideas for a Great Opening Day

A. Starting off Right

1. Wear your staff shirt and nametag. Give each camper a **cheerful** welcome with enthusiasm. Speak clearly and distinctly.
2. Make sure all money has been turned in for Krazy Kash in Primary and Junior Camp.
3. Help camper select a **bunk**, and place their **clothing** in the proper area.

B. When All Campers Have Arrived

1. Conduct a cabin meeting
 - a. Ask campers some **questions**, such

Breaking the ice is important to the overall camp feeling!!!

as:

- “Who got up the **earliest** this morning?”
- “Who got up the **latest** this morning?”
- “What do you think you’ll like **best** about camp?”
- “Are there any **first timers** here?”

- b. Have prayer together.
2. Take campers on **tour** (if time permits).

C. YOUR CAMPER ASSIGNMENT SHEET WILL BECOME YOUR PERFECTED LIST, SO KEEP IT NEAT. TURN IT IN TO YOUR HEAD COUNSELOR A.S.A.P.

“Logical Consequences” to Maintain Discipline

If a camper is defying you or disturbing others, handle the situation **immediately!** First, call the camper by name. This helps him to understand that you are speaking specifically to him, and not making a general announcement. If he/she persists in unacceptable behavior, use **reality discipline**...also known as “logical consequence.”

- ... **If your campers are talking in church, separate them and place one beside you.**
- ... **If a camper breaks into the lunch line, send him/her to the back of the line.**
- ... **If a camper comes to the pool improperly dressed, send them back to get what they left in the cabin.**
- ... **If campers are roughhousing, separate and seat them.**
- ... **If they cannot get along with others, isolate them for a short period of time.**

Overcoming a Negative Response

Some campers have a problem cooperating and submitting to a counselor's authority. Always **remain calm** and give a careful response. When something is said that you don't know how to respond to, be honest and admit that you will not respond until later.

CAMPER'S ATTITUDE

COUNSELOR'S RESPONSE

- A. "This is boring"..... "So is life, but probably you'll enjoy it once you get involved."
- B. "I don't want to"..... "Give it a try" or "I'm not crazy about it either, but let's do it."
- C. "This is dumb"..... "That's what makes it fun" or "Dumb stuff is fun."
- D. "I hate camp"..... "Give camp a chance...we gave you one."

A good, positive remark will offset any negative — if done quickly enough!

Last Night and

Morning Check List

- _____ The afternoon before camp ends, help each camper get all personal articles and clothing together. Make sure everyone has only what belongs to him/her.
- _____ Once you return to your room the last night, instruct younger campers to pack their camp purchases and other keepsakes in their suitcases so they will not lose or forget them.
- _____ On the final morning after breakfast, there will be a camp cleanup. All campers and Counselors must have their items packed and sitting outside the room, weather permitting. The room and bathroom must be cleaned and ready for inspection prior to the awards ceremony. Keep your **sign-out sheet** with you at all times. Turn it in to the Head Counselor before leaving.

FORMS AND RECORDS ARE IMPORTANT

1. Your evaluation of camp will be very helpful for future planning.
2. The Check-Out and Spiritual Results Form is a must. Write the spiritual results each evening as part of your devotions.

Things Never to Do

1. Never **threaten** a camper!
2. Never **manhandle** or hurt a camper!
3. Never publicly **embarrass** a camper!
4. Never **betray** the camp guidelines to gain popularity with your group!
5. Never play favorites or give **unearned** privileges!
6. Never steal the **spotlight** away from a camper!

After Service at Night

Keep your eyes open during night outdoor activities (especially with teens). **Do not allow** campers to leave their assigned areas. Some of your campers may try to sneak away...this cannot be allowed. We must all work together and be **alert** at all times!

Devotion Time with Your Group

In the morning, before coming to breakfast, have a brief prayer with your group. Quote together your scripture motto, if you have selected one.

At bedtime, have devotions with your group. This might include testimonies of the spiritual experiences campers received in the service. You might ask questions about the message that was preached or something that was taught in Bible class. Make sure the campers are involved, and that you do not do all the talking or praying.

Practical Suggestions

Leading Your Group

- A. Give advance notice of each activity. Try never to **surprise** your campers with a call for immediate action...always give them time to get ready.
- B. Try to ask instead of ordering, but be **clear and direct** in giving your instructions.
- C. Campers will do what you **inspect**, not what you **expect**.

Procedures for Dormitory Clean-Up & Awards

1. Each room is to be cleaned daily and left in order by campers under the supervision of their respective Counselors. The floors are to be vacuumed, beds made, clothing put in order, and the room left with a neat appearance.
2. The bathrooms in each room are to be cleaned each morning and evening. The toilet, sink, and shower areas should be cleaned, the floors swept and mopped, and the trash emptied.
3. The Head Counselors will check all rooms each morning immediately after breakfast.
4. Clean room awards will be presented at a time decided by the Head Counselors and the B.O.D.

Check Out Procedures

1. After breakfast on the last day of camp, all Counselors and campers are to pack their personal belongings and place them outside (weather permitting).
2. Once all campers have packed their belongings and the room, bathroom, and their assigned area of camp has been cleaned, they should proceed as a group to the Tabernacle for the Award Ceremony and camp closing.
3. **The Award Ceremony will not begin until the entire camp is clean.**
4. No camper is to leave camp before their parent or guardian signs him/her out with their Counselor.
5. At check out time, all Counselors are to go to their rooms and remain there until all campers have been checked out.
6. The Counselor may not leave camp until all campers are checked out. If the Counselor needs to leave, the Head Counselor may check out the Counselor, take over their list, and assume full responsibility for any remaining campers.
7. The Head Counselor keeps all lists that have been turned over to him/her until all campers have left the campground.
8. The Head Counselor will turn all check out forms in to the Camp Coordinator before leaving.
9. **Staff members are not permitted to leave camp until their room is clean, all of their assigned responsibilities have been completed, and their departure has been approved by the B.O.D.**

Night Watchman

☺ *JOB DESCRIPTION* ☺

1. The Night Watchman will be on duty from 11:00 p.m. to 7:00 a.m.
2. He/she will attend one worship service daily of his/her choice.
3. He/she will report any problems to the Camp Coordinator.
4. He/she is subject to the Board of Directors.



KITCHEN COORDINATOR

☺ *JOB DESCRIPTION* ☺

1. When it becomes necessary for the Recreation Coordinator to leave the grounds, the Kitchen Coordinator will assume the responsibilities of the Recreation Coordinator during his absence.
2. Will see that the Cafeteria Manager, and Canteen/Camp Store Manager adequately perform their duties.
3. Will be responsible for the registration of all campers who have not pre-registered. Will make sure all money is collected, all forms are properly filled out, all room assignments are made, and that all money is prepared for deposit.
4. Will be responsible for purchasing supplies for the adequate functioning of all recreation, special activities, and the Nurse's Station, and to assure that said purchases remain within the established youth camp budget.
5. Will check with the Concessions Manager to make sure that all invoices and receipts are properly listed and the money is properly counted and wrapped for deposit, then turned into the State Treasurer daily.
6. Will make sure the Cafeteria Manager and staff follows proper sanitary procedures in the preparation and serving of meals.
7. Will make sure the Camp Nurse keeps a log of all activities, a record of all expenses, and that insurance forms are properly filled out for every camper (or worker) that goes to the hospital.
8. Will assign a staff member who is mature and can handle emergencies to be ready when a camper must be taken to the emergency room. Be sure the driver knows the best route to the hospital and has the proper camp insurance and parental consent forms.
9. Will work with the Camp Director in relation to camp needs and disbursements.
10. Will make sure a proper inventory is made in the kitchen and Concession Stand at the end of camp.
11. Will submit a complete statement of petty cash disbursements to the State Treasurer daily.
12. Will attend all worship services.

Assistant Cooks

☺ JOB DESCRIPTION ☺

1. All Assistant Cooks are to meet with the Kitchen Coordinator immediately after the Staff Orientation Meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Assistant Cooks are to learn the duties of the Kitchen Manager and all policies and procedures of the kitchen .
3. Workers are to report for duty according to the schedule posted by the Kitchen Manager.
4. All workers should strive to keep the kitchen as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning, including: washing, cleaning, sweeping and mopping the kitchen at the end of each meal.
5. Each worker will strive to be efficient in as many different operations of the kitchen as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands, thoroughly, before preparing and serving food and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so that it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Kitchen Manager as to when an item needs to be reordered.
10. Should attend all worship services, as the schedule permits.

Canteen/Store Manager

☺ ***JOB DESCRIPTION*** ☺

1. Will take an inventory no later than 10:00 a.m. on the first day of camp to make sure there is sufficient stock, supplies, and change to effectively open the Concession Stand.
2. Will meet with all Concession workers following the Staff Orientation Meeting to review the policies and procedures of the Concession Stand and to work up a schedule for the week.
3. Will order stock and supplies as needed after consulting with the Business Manager.
4. Will see that the Concession Stand is kept clean at all times and that at the end of each day, all machines, tables, equipment, etc., are washed thoroughly and the floors are swept and mopped.
5. Will turn in all receipts of purchased supplies to the Business Manager daily.
6. Will prepare a financial statement at the end of each day showing receipts and disbursements and submit it to the Business Manager.
7. Will keep a constant check of all equipment in order to ensure that it is operating properly, and shall report any malfunctions to the Business Manager.
8. Will make sure the lights are out and the doors and windows locked when the Concession Stand is closed.
9. Will be present at least 15 minutes before the Concession Stand is to open.
10. Will become familiar with all policies and procedures regarding the Concession Stand and will make sure they are carried out in an efficient, business-like manner.
11. Will attend all worship services.
12. Will be subject to the Board of Directors.

Canteen/Camp Store Staff

☺ *JOB DESCRIPTION* ☺

1. All Canteen/Camp Store staff is to meet with the Canteen/Camp Store Manager immediately after the Staff Orientation. Meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Canteen/Camp Store Staff is to learn the duties of the Canteen/Camp Store Manager and all of policies and procedures of the Concession Stand.
3. Workers are to report for duty at least 10 minutes before opening time.
4. All workers should strive to keep the Canteen/Camp Store as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning throughout the day, including washing, cleaning, and sweeping after the Canteen/Camp Store is closed in the evening.
5. Each worker will strive to be efficient in as many different operations of the Canteen/Camp Store as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands before serving and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so that it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Canteen/Camp Store Manager as to when an item needs to be reordered, or if consideration should be given to not purchasing an item again because it is not selling.
10. Workers are to refrain from eating or drinking items from the Canteen/Camp Store except those that are paid for in the same manner as all other workers and campers.
11. Workers should make sure that all “Canteen” cards are properly marked when an item is purchased.
12. Care should be given to ensure that all items are correctly charged.
13. Should attend all worship services.
14. All workers are subject to the Board of Directors.

Nurse

☺ *JOB DESCRIPTION* ☺

1. The Nurse will take inventory of all medical supplies before campers arrive.
2. When supplies are needed, the Nurse will fill out a requisition form and give it to the Business Manager.
3. The Nurse will check out the Nurse's Station immediately upon arrival at camp in order to make sure it is as clean and sanitary as possible. He/she will be responsible for its cleanliness throughout camp.
4. The Nurse will keep a detailed log of all medical actions taken.
5. The Nurse will be responsible for collecting all medicine from campers and setting up a schedule for administering it. It is necessary for the Nurse to see that all campers on medication receive it in a timely fashion.
6. Will be on call from the official opening of camp until the official closing. When he/she leaves the Nurse's Station, the Nurse's Aide should be there or a sign should be left on the door telling where he/she can be found.
7. He/she should examine all sick and injured children to determine if they should be sent to the doctor, clinic, or emergency room. Consult the Business Manager for the degree of treatment. **The Nurse should not accompany injured campers to the hospital; his/her presence is needed at camp.**
8. When the Nurse feels a child needs medical attention or treatment that cannot be given at camp, he/she will fill out an insurance form to be taken with the injured/ill person to the hospital or clinic.
9. He/she will immediately call the parents of an injured child and keep them posted as to their child's treatment and progress. A telephone log will be kept detailing all conversations with parents.
10. A thorough report must be made of all injuries or sicknesses that require a trip to the hospital, doctor, or clinic. If the doctor has not filled out the insurance claim form in an adequate manner, the Nurse will be responsible to see that it is completed, either by phone or by a personal visit to the doctor.
11. If an injury was caused by negligence, the Nurse will immediately inform the Business Manager, who will take steps to correct the problem or take it to the Board of Directors for consideration.
12. The Nurse will reside in the Nurse's Station. Whenever necessary, he/she will provide a room for any camper who might require isolation.
13. The Nurse will write a letter to the parents of all persons injured at camp informing them of the treatment given and any follow-up treatment that might be necessary upon the child's return home. He/she will submit a draft letter to the camp office for typing and dispatching.
14. He/she will make sure all medications are picked up by the campers before they leave for home.
15. He/she will perform lice inspections on all campers and staff members during camp registration.

RECREATION COORDINATOR

☺ ***JOB DESCRIPTION*** ☺

1. When it becomes necessary for the Camp Coordinator to leave the grounds, the Recreation Coordinator will assume all responsibilities of the Camp Coordinator during his absence.
2. See that the Recreations Staff perform their duties.
3. See that all recreation equipment is properly set up each day by the Recreation Staff, and if necessary, collect it each evening. See that all equipment is properly dismantled and stored at the end of camp. The exact action will depend upon activities the following week. Check with the Camp Director.
4. Daily recreation schedules must be given to the Head Counselor at breakfast each morning, who in turn will distribute these to the Counselors.
5. Plan recreational activities on opening day for those who complete registration early.
6. Be acquainted with all game rules.
7. Have rainy-day activities prepared.
8. Be a Christian example to fellow workers and campers in every situation.
9. Be in charge of getting Gatorade or water to athletic areas for campers.
10. See that competition in the sports and recreation program is properly conducted.
11. Be responsible for the maintenance of the grounds both daily and for the final check-up on the last day of camp.
12. Record daily points for recreation and collect the daily points from the Head Counselors.
13. Tally all “Super Cabin” points each day and total the points for the presentation of the “Super Cabin” Award. Points will come from recreation and from the Head Counselors’ check of daily activities.
14. Attend all worship services.

Athletic Director

☺ JOB DESCRIPTION ☺

1. The Athletic Director, working directly under the Recreation Coordinator, will be responsible for the recreation and athletic program for the entire camp. He/she will have a staff working with him/her and will be responsible to see that all assigned duties are carried out.
2. Will be responsible for setting up all recreation equipment before the beginning of activities on the first day of camp.
3. Will make sure that there are sufficient supplies and equipment on hand to play various games.
4. Shall turn in a written order to the Recreation Coordinator when supplies or equipment items are needed.
5. Will conduct tournaments and competitions and keep proper records.
6. Will be responsible for all equipment and its proper use and safekeeping.
7. Will have a plan for activities in case of rain or muddy fields that would hinder regularly scheduled activities but would not completely force everyone inside.
8. Will be responsible for any field day activities.
9. Will attend all worship services.
10. Will be subject to the Board of Directors.

Recreation Staff

☺ JOB DESCRIPTION ☺

1. The Recreation Staff will become familiar with the duties of the Athletic Director in order to assist him/her in whatever tasks are assigned.
2. Will become familiar with all camp policies and procedures relating to recreation and athletic activities so that they run smoothly.
3. Will assist the Athletic Director and Recreation Coordinator in whatever area they designate.
4. Will attend all worship services.
5. Will be subject to the Board of Directors.

Lifeguard

☺ *JOB DESCRIPTION* ☺

1. The Lifeguard, working directly under the Recreation Coordinator, will be responsible for watching children at the pool.
2. Will follow the schedule and be present at the pool at least 30 minutes before scheduled to work.
3. If the pool needs vacuuming on a particular day, the Lifeguard must come as early as necessary to complete the job before swimmers arrive to insure that the pool is clean at all times.
4. At the end of the day, the Lifeguard must:
 - A) Clean up around the pool area.
 - B) Clean up the pool house, bagging all clothes and towels left behind.
 - C) Make sure all showers, sinks, and commodes in the bathroom are clean and operative.
 - D) Put out toiletries if needed.
 - E) Empty trash cans and put new trash bags in cans.
 - F) Back-wash filter unit and empty all skimmers
5. Will coordinate with the Recreation Coordinator on all pool competitions.
6. The Lifeguard's responsibilities are from Monday morning through Friday morning.

SOCIAL COORDINATOR

☺ ***JOB DESCRIPTION*** ☺

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the Regional Youth and Discipleship Director
2. Will be in charge of supervising the social life of campers and directing many special activities. In some camps, there will be designated persons to serve on a program and social committee, but in other camps the Program and Social Coordinator will need to ask for volunteers from staff and campers in order to have assistance.
3. Will plan special activities for the period following evening service and concession time. The Social Coordinator will keep in constant check with the Camp Coordinator in order to know if special activities have already been planned.
4. Will always have at least one hour of fun time prepared.
5. Will have videos and other social activities available for rainy days.
6. Will prepare or assign someone to prepare snacks for daily staff meetings.
7. Will be responsible for the banquet during the last evening meal (decorations, program, etc.).
8. Will work with Secretary regarding E-mail A-grams and Chatter-Jabbers.
9. Will talk to the Caretaker and be his **contact person** for all needs and emergencies.

Worship Leader

☺ *JOB DESCRIPTION* ☺

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the Regional Youth and Discipleship Director
2. Will confer with the Camp Director concerning music materials.
3. Will prepare the materials for music classes, striving to have material suitable for worship and the age level of each particular camp.
4. Will purchase materials with the Camp Director's approval.
5. Will prepare a musical program for each worship service which consists of the following: musicians playing at least ten minutes before the service, praise and worship, special singing by campers and special guests, and music and singing for the invitation and altar service.
6. Will be responsible for the care of music materials, songbooks, etc.
7. Will become involved in other camp activities as often as possible, endeavoring to learn the names of both campers and workers and assisting in various areas as the opportunity arises.
8. Will teach music electives as scheduled.
9. Will secure a listing of music to be used and get permission from the publishers to copy.
10. Will attend all worship services.
11. Will be subject to the Board of Directors.

CAMP POLICIES

Pre-Camp Training

1. The Midlands Region Training Sessions will be conducted on the first morning of each week of camp beginning at 10:00 a.m.
2. All workers must participate in Pre-Camp Training. Any exceptions due to emergency must be approved by the Regional Youth and Discipleship Director, and such exceptions will be made on a very limited basis.
3. The purpose of the training session is two-fold: (1) to train workers in their respective areas, and (2) to prepare the workers spiritually to work with campers.
4. Even though a worker might have worked enough in camp to know the procedures and policies very well, he/she is still required to attend Pre-Camp Training Sessions.
5. Sometimes, because of transportation problems or other hindrances, a worker might not be able to arrive by 10:00 a.m. on the first day. In such cases, the worker must put forth every effort possible to be at camp for at least a portion of the training session. He/she should check with the Camp Coordinator to ensure they understand and have received all information he/she may have missed.

Campers at Pre-Camp Sessions

1. No campers should arrive at camp before 1:00 p.m. on the first day of camp.
2. If workers coming for the staff meeting must bring campers with them, the campers will be required to stay in a supervised area until registration begins.
3. During this time, campers are the direct responsibility of the person with whom he/she arrives.

Parent-Child Relationships When Both are in Camp

1. At times, parents and their children attend the same camps. Unless requested, it is usually not best for a parent to serve as their own child's counselor.
2. In either case, parents are not permitted to interfere with normal camp procedure in regard to their child.

Staff Meetings

1. A staff meeting will be held daily. **Information brings cooperation.**
2. All staff members will attend the daily staff meeting. If needed, the Head Counselors will arrange an alternate schedule in order to supervise campers during this time.
3. The purpose of staff meetings is to discuss and resolve any problems relating to camp, such as discipline, spiritual problems, etc., and to inform the staff about the day's activities. A time will also be given for prayer and meditation.
4. Any discussion of grievances or problems will be considered confidential and should be confined to staff meetings. Under no circumstances are grievances or problems to be discussed with campers.

Personal Conduct and Hygiene

1. All workers should be an example in personal conduct and hygiene.
2. Counselors are responsible for camper conduct and hygiene.
3. The goal of our camp is to establish sound health habits and promote cleanliness, adequate rest, proper diet, wholesome exercise, and to develop good attitudes toward the body as being God's temple.
4. Positively no use of tobacco, alcohol, or drugs is permitted by staff or campers.
5. All campers are expected to adhere to a standard of modesty and decency in their camp attire. This dress code will be enforced by the camp administration. The staff is required to set the example.
6. Knives, weapons, fireworks, or anything deemed harmful will not be permitted. They will be collected and given back to their owners at the end of camp at the discretion of the Camp Director.

Attendance at Classes and Worship Services

1. All campers and staff members are expected to attend all worship services.
2. All campers and Counselors will remain in all classes and worship services until dismissed. Only authorized personnel are permitted to leave before dismissal.
3. All campers and designated Counselors will attend all scheduled classes and activities.
4. Any absence of a camper must be cleared with their respective Counselor.
5. Any absence of a Counselor must be cleared with their Head Counselor.
6. Any absence of any other staff member must be cleared with a member of the Board of Directors.
7. All staff and campers should use the restroom prior to any activity, class, and worship service.

Boy - Girl Relationships

1. The Church of God Youth Camps encourage a healthy relationship of friendliness and courteousness among all camper and workers.
2. Christian-like conduct is expected of all campers and workers.
3. All couples must remain within lighted areas.
4. All campers and workers must use designated walking paths.
5. Boys are not allowed in the girls' dorm area, and girls are not allowed in the boys' dorm area.
6. Even though a healthy boy-girl relationship is good, it should not at any time hinder either camper from participating in and enjoying regular camp activities.
7. All workers are to abide by the same guidelines as campers during pre-camp sessions and camp itself.
8. At no time should a worker let his/her friendliness with others become a hindrance to fulfilling his/her camp responsibilities.

Campers and Workers Leaving Camp

1. No camper or staff member will be at liberty to leave the campground without proper authorization.
2. When it becomes necessary to leave the grounds, the proper chain of command must be followed.
3. No one will be given permission to leave the grounds without knowing specifically where the individual plans to go and when he/she intends to return.
4. Should a parent come, send for, or authorize a camper to leave camp, the proper check out procedure should be followed.
5. All campers and workers spending the night on the grounds are expected to be on the grounds to prepare for bed and have lights out by the specified time.

Lights Out Policy

1. "*Lights Out*" means that every person should be in their room and in bed, prepared to go to sleep.
2. Within 30 minutes of this time, everyone should be quiet; within an hour, they should be asleep.
3. "*Lights Out*" time for each camp will be adjusted for its particular age group.
4. All workers should abide by the regularly scheduled "*Lights Out*" time through all camps, unless they are performing a designated job that must be done before bedtime. In such cases, extensions will be granted as needed. However, it then becomes the obligation of that worker not to disturb anyone who has already gone to bed.

Use of Vehicles

1. All private vehicles are to be parked in designated areas during camp.
2. Staff and campers are not allowed to drive personal vehicles during normal camp activities. Any exceptions must be approved by the Camp Coordinator.
3. The only persons authorized to use private vehicles on the campgrounds during camp are as follows: a) Ambulance Driver, b) Kitchen Coordinator, c) Recreation Coordinator, d) Social Coordinator, e) Camp Coordinator, and f) Camp Director, or someone authorized by him.

Clean-Up Policy

1. All campers and staff members are expected to cooperate in keeping their individual rooms neat and clean at all times, and to cooperate when asked to work in cleaning the restrooms and general areas of the dorm.
2. During the course of camp, any person who sees another person throw paper, trash, etc. on the ground may pick it up and put it in the trash can. Then the person who threw the trash down will have to buy a soda for the one who picked it up.
3. Athletic Directors, Recreation Staff, etc. are responsible for the cleanliness of the athletic areas.
4. At the close of final activities for each respective area on the last day of camp, all campers will participate in a thorough policing of the campground. This final clean up will be initiated and supervised by the Head Counselors.
5. The cleaning and maintenance of staff rooms will be the responsibility of the Camp Coordinator.

Bathroom Guidelines

1. Bathroom protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area. Counselors should give campers basic guidelines for proper behavior. Campers should not pull back shower curtains or bathroom doors when the stalls are occupied.
2. No popping others with towels. The bathroom is *not* a place to play!
3. ***Female Counselors:*** *When the age group is appropriate, be sure to discuss the proper disposal of feminine hygiene articles with your entire group.*

Personal Belongings

1. It is the responsibility of each individual present in camp to keep up with his/her own personal effects. Care should be exercised to prevent the misplacement and/or loss of belongings.
2. The Regional Youth and Discipleship Department is not responsible for the loss of personal property.
3. A Lost and Found Department will be provided in the Tabernacle Concession area. This area will house all found articles. They may be claimed by giving a proper description of the article.
4. **Items that are left at camp cannot be mailed.** They will be collected at the close of camp and placed in a box that will be marked for that particular camp. It is the individual's responsibility to contact the camp in regard to the return of his/her item(s). All unclaimed items will be donated to a local charity at the close of camp.

Care and Destruction of Property

1. It is imperative that all property and effects be treated with care.
2. **In the event that property is deliberately destroyed, the camper and parents (or staff) will be held responsible for full retribution as determined by the Board of Directors.**
3. Any pranks or "*fun*" activity that infringes upon the rights of others, or that causes damage to camp property will **not** be tolerated. Such potential items of a damaging nature include shaving cream, water balloons, etc.
4. At the close of final activities for each respective area on the last day of camp, all campers will participate in a thorough policing of the campground. This final clean up will be initiated and supervised by the Head Counselors.
5. The cleaning and maintenance of staff rooms will be the responsibility of the Camp Coordinator.

Cafeteria Policy

1. Campers and unauthorized persons are not permitted in the kitchen area.
2. No running or rough-housing is allowed in the cafeteria.
3. Breaking in line is not permitted. Staff members are allowed to be at the head of the line when fulfilling a particular responsibility. In this case, they should be there before the serving line is formed and should not break into a line that is already moving unless it is absolutely necessary.
4. Second portions of food will be offered only after first servings are completed. The goal of camp is for everyone to have sufficient food without any of it being wasted.
5. Food, dishes, and utensils may not be taken from the cafeteria without proper authorization from the Kitchen Coordinator
6. Since extra meals are limited, no one may invite friends to eat in the cafeteria. The Camp Coordinator and Kitchen Coordinator must be contacted before any exceptions are granted. A small charge may be assessed for any guests.

Concessions Policy

1. Only authorized personnel will be permitted inside the Concessions area.
2. The general schedule for the opening of the Canteen/Camp Store is as follows: a) during the morning break, b) during afternoon activities, c) after evening services. Everyone is expected to pay for all items consumed.
3. The opening and closing of the Canteen/Camp Store will conform to the Daily Camp Schedule.
4. All staff members will be issued a \$ 10.00 card at the beginning of camp. All workers should present their card for purchases each time they go to Concessions.

Discipline

1. In the event of minor violations of camp rules, it is the responsibility of the Counselors and Head Counselors to handle these violations with love and prayer. Disciplinary action might include such methods as removal of privileges (loss of swim time, etc.), minor work details (sweeping floors, mopping, picking up trash, etc.), but in no case will it include physical punishment.
2. All major disciplinary action is the responsibility of the Board of Directors.
3. Under no circumstances shall a camper be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment.

Sending a Camper Home

1. Every effort will be made to make camp enjoyable and to retain all campers for the duration of camp.
2. In the event a camper is to leave camp (due to disciplinary action, homesickness, emergency, etc.), he/she will only be permitted to leave the campground with his/her pastor, parent or legal guardian, or someone specifically designated by the parent or legal guardian. The camper's Counselor should make a full report (including date, time, reason for dismissal and the person with whom the camper leaves) to the Head Counselor, who will then report to the Camp Coordinator prior to the camper's departure. Personal follow-up will be the responsibility of the Camp Director.

Swimming Pool Policy

1. All campers and staff must be properly covered when going to and from the pool. Shoes or sandals must be worn to protect feet from pieces of glass or other sharp objects.
2. Campers are never permitted to enter the pool area unless lifeguards are present and in their proper position.
3. The lifeguard is to be treated with respect by both campers and staff. Workers must be safety conscious at all times. Most accidents happen at the pool!
4. All rules posted at the swimming pool apply to both campers and staff.
5. No boys are allowed in the pool area while girls are swimming, and vice versa.
6. There will be no horse-play in the swimming pool area, such as running, pushing, throwing others in the pool, or wrestling. This includes the staff. Violations will result in the revocation of swimming privileges.

Medication

1. All medication will be administered **only by the Camp Nurse** .
2. Prescriptions should be clearly labeled. Campers should bring only the exact amount needed for their time at camp.

Areas Off Limits

1. All campers, buildings, and wooded areas not directly involved with the camping program are off limits, unless authorized by the proper personnel.
2. Unauthorized persons are not permitted in the Camp Office, Nurse's Station, Concession Stand, or the Kitchen. Please be cooperative and set a good example for others to follow.
3. No one is to be near the pool at any time unless there is a scheduled event and proper supervision, such as a lifeguard, is present.

Camp Visitors

1. All visitors will register with the Camp Secretary by checking in at the Regional Office before visiting camp, campers, or staff, except those visitors coming to attend a worship service.
2. Visitors will be informed of camp policies and will be expected to abide by them.
3. Visitors will refrain from interfering with normal camp operations.
4. Visitors are not allowed to spend the night on the grounds, and must leave at the close of the evening worship service.
5. When persons bring campers to camp or come to pick them up, they should realize that we only prepare meals for those registered for camp, and consequently have only very few excess meals. Anyone wanting to eat with a camper or staff member must first check with the Business Manager, who will inform them whether or not meals are available. A small fee may be assessed for meals.
6. Visitors should not attend any off-camp activities unless given permission by the Camp Director and Camp Coordinator.

Telephone Calls

1. Since camp only lasts a few days, campers do not need to make or accept calls unless an emergency arises.
2. A Counselor must be present if it becomes necessary for a camper to call home. Campers need close supervision, because they sometimes will exaggerate circumstances and camp treatment when they are homesick. The Counselor should talk with the parent personally, giving assurance of our care for their child.