



Central States Conference
of Seventh-day Adventists®



CAMP STAFF MANUAL



Staff Policies

The following policies are mandatory for all Camp High Point staff, paid or volunteer.

Authority:

The Camp Director has final authority over all personnel and activities on the campground. In their absence this authority is automatically delegated to one of his assistants.

Care of the Camp:

We have a beautiful camp and we ask that you take care of it as if it were your camp. Let us be good stewards and take good care of the facilities that God has given to us to enjoy. Each staff member should be a committee of one in picking up litter, seeing that things are put away, and pointing out areas that need work and upkeep.

Conduct:

While in the employ of Camp High Point, all camp staff shall maintain, both in and out of camp, personal conduct, grooming (including no wearing of rings, necklaces, earrings, friendship beads or strings), conversation, diet and attitudes consistent with the spiritual ministry and Seventh-day Adventist ideals undergirding every aspect of the Camp High Point program. Hazing of any kind is illegal and will not be tolerated in camp.

Worship:

Staff worships are conducted each day. Regular attendance is required. All staff members will be required to attend staff meetings, worship, and take an active part when asked to do so.

Time-Off:

All staff members, regardless of assignment, are entitled to a scheduled day off each working week. Exceptions to this are all or part of the time is forfeited due to discipline. Staff are expected to use scheduled time-off periods in a productive way and are encouraged to leave the camp as much as possible during time-off periods. Because of schedule, responsibilities, and nature of the camp, it may not be possible to take your time off with your best friend. All staff are subject at any time to any camp personnel needs regardless of their specific assignments except during their scheduled day off. Because a staff member is covering for you, it is important that staff return on time as other staff members are waiting to leave or need to cover other areas of responsibilities. (A good rule of thumb is to plan to be back 30 minutes early).

Curfew:

Curfew limits are 11:30 p.m. Sunday – Friday nights and later on Saturday nights. Curfew means all staff are in designated quarters and sufficiently quiet so their activities (talking) cannot be heard outside of their quarters. It is imperative that each staff member be fully rested for each day's activity. With lack of sleep come irritability, depression, discouragement, and illness. *You must get your sleep.*

Personal Appearance:

STAFF MANUAL



All staff are to exhibit appropriate dress standards, especially on Sunday. Male staff are asked to wear shirts at all times except when involved at the swimming pool or lake activities. Female staff are to dress modestly at all times and should wear modest (no two-piece) bathing suits. We expect that you will use your own mature judgment in the selection your camp wear for the summer. We want to look “professional” in our appearance although we dress in a relaxed fashion. Cut-offs, shorts and gym shorts are not part of camp attire. Swimming attire is not allowed in the cafeteria at any time. Also bare feet are not allowed in the cafeteria. On Sundays, all staff members are asked to wear camp uniforms, which consist of jeans and a camp staff shirt. The camp staff shirt will be provided for you. The staff is an example to campers and outsiders of the character of our ministry. It should not be necessary to give an apology to the public for any staff member’s appearance.

Male-Female Associations:

Camp staff are expected to use good judgment at all times in male-female relationships, remembering that visual examples are an essential ingredient in appropriate conduct. Staff should be sensitive about placing themselves in any situation, even though no misconduct is intended, which would be open to criticism (such as leaving camp in couples, visitation in opposite sex’s quarters, physical mannerism, etc.) At no time are male-female relationships to interfere with work responsibilities. Dating of campers and other staff members is prohibited. Failure to comply will lead to termination.

Sign-Out Procedures:

All staff are required to sign-out at headquarters when leaving the camp where they cannot be reached by the camp’s normal communication system. Staff are also required to sign in when returning to camp. The camp administration needs to know the whereabouts of all staff, should calls, messages or an emergency arise involving them.

Telephone Calls:

The camp phone is for business use only. The Boys’ and Girls’ Director will monitor the use of the phones. The Camp phone number is (913) 653-4819. While on duty, the use of cell phones by counselors should be kept to a minimum. Under no circumstances should you let campers use your personal cell phone. Have them use the camp (office) phone and only on rare occasions.

Lost and Found:

All staff items left in sleeping areas or other locations in the camp and turned in to Lost and found and will be placed with camper Lost and Found at headquarters and disposed of after two weeks.

Personal Equipment:

The camp administration assumes no responsibility for staff personal equipment and/or valuables. Staff may check valuables and personal items at the camp office for safekeeping. At no time shall staff use of personal equipment:

- a. Endanger the life or safety of another human being or wild life
- b. Distract the staff member from his/her assigned duties

STAFF MANUAL



- c. Violate any camp policy
- d. Be annoying to another staff member or camper

Appliances:

All meals and laundry services are provided for staff. Personal appliances in staff quarters are fire hazards and could cause electrical problems, so be sure to unplug them when not in use, especially irons. Cooking appliances are not allowed in living quarters. Stereos, cassette players and television sets are not allowed due to the probability of their distracting influences on the camp atmosphere and assigned responsibilities apply when camp time is in session. If they appear they will be held by camp administration until the end of camp. *Please, only bring walkman-type radios with you to camp. (Do not bring a clock radio. If you need an alarm clock, please bring one that is not connected to a musical device.)*

Food in Housing Quarters:

Because of insects and small rodents, there is to be no food in housing quarters whether that be activity-staff quarters or counselors' cabins. No food is to be taken from the Dining Hall to the cabin or staff areas.

Aquatics Activities:

At no time will staff be allowed to swim, ski, sail or canoe at the lake or swimming pool unless the Life Guard on duty and the Camp Director have approved it. If approved, certified guards must be present and properly guarding the activity. All equipment used by staff must be properly worn and used under the direction of certified guards.

Laundry Service:

Washing machines and dryers are provided for staff, counselors, and campers. Laundry soap will be provided for you. No laundry can be done on Sabbath. Campers staying a second week can check clothes with their counselors for washing. All clothes should be marked with their initials or name on them.

Camp Discipline:

All camper behavior problems are to be dealt with on an individual basis first by the unit counselor, then the boys' or girls' director, then, if necessary, by the Camp Director. At no time shall other staff members attempt discipline of a camper not assigned to their unit unless the camper is:

- a. Directly under their activity supervision (I.e., lifeguard, archery instructor, etc.)
- b. Exhibiting behavior, which might result in bodily harm to another person or be disruptive to the group in a camp group activity. In such cases, the staff member should also advise the counselor of the actions taken so the counselor can follow through in the matter.

Staff Discipline:

STAFF MANUAL



Staff violating a stated camp policy shall be consulted with first by their immediate administrative supervisor (i.e., department head, division director, work supervisor, etc.). If the matter cannot be resolved it shall then be referred to the Camp Director. If the staff involved is found to be in willful violation, the following discipline guidelines may be used:

- a. Suspension from camp without pay for up to one day or more depending on the violation.
- b. For using alcoholic beverages, drugs or tobacco in any form, permanent suspension from camp without pay from that time on.
- c. Suspension in all cases means immediate removal from camp during the suspension duration. If the staff member feels the matter needs to be discussed further, it may be referred to the Camp Administrative Council.

Dealing With Child Abuse:

In the event a camper discloses that he or she has been abused, it is important that the staff know how to react calmly, lend support and not further traumatize child victims.

- a. Listen calmly and carefully, noting the child's behavior. Don't ask leading questions.
- b. Believe the child. Don't criticize or suggest the child is mistaken. It isn't the staff's responsibility to determine whether or not the child is telling the truth.
- c. Protect the child's privacy and assure the child you will see that he or she gets help. Don't make promises, however, about what will or will not happen to the abuser.
- d. Affirm the child's feelings and assure the child that what happened was not his or her fault.
- e. Refer the case to the Camp Director who will make sure it is reported to the authorities.

If a counselor or staff member is accused of abuse by a camper during the camping season, that counselor or staff person will be removed from the campers until the accusation can be investigated. Following this procedure does not mean the counselor or staff person is guilty. It only means that the Camp Director is protecting him/her as well as the camper until a more thorough investigation has been conducted.

Camp Guest:

“Camp Guest” means anyone on the premises of **Camp High Point**, regardless of length of stay, who is not a registered camper or recognized staff member at the camp. Camp guests are expected not to hinder the staff members in any way with the regular functioning of their assigned responsibilities. Staff members should not expect the camp administration to grant special time-off considerations to them due to visit by a guest, whether it be expected or unexpected. Staff should further advise their family and friends of their responsibilities and scheduled time-off periods prior to their visit, if possible, so they can plan accordingly. Any guest who comes to visit staff at camp must be cleared by the Camp Director before arrival at the camp. They are required to register with camp administration.

Pay Periods:

STAFF MANUAL



This will be explained to you by Mrs. Tonya Anderson, our conference treasurer. She is also available for one on one consultation.

Sick Leave:

Medical care is provided free of charge for all staff when contained within camp premises and activities. The staff member involved must pay for prescription medicines. Camp insurance coverage provides compensation for claims arising from accidents, which are job related.

Personal Finances:

Staff should come prepared to handle any expense that might occur at camp (toiletries, store purchases, etc.). Camp administration cannot cash checks.

Policy Prohibiting Gratuities:

At no time are any members of the staff employed by Camp High Point to receive any form of gratuity, tips, or financial consideration, which could affect or alter a counselor's interaction with specific camper. All campers are to be treated on an equal basis by the staff regardless of race, color religious affiliation, or creed.

Evaluation:

Staff evaluations will be given at the end of summer session. The staff will review their evaluation with the Camp Director before leaving camp.

Emergencies:

Any failure of water, electricity, gas or phone should be reported immediately to the Camp Director or his designee (boys' or girls' director). In case of a staff or camper injury, contact the Director and Nurse immediately and lead them to the site of the accident. Do not move an injured person if it is felt that a major injury such as a broken bone, etc. has occurred. Keep the injured person immobile until the Nurse or other qualified staff arrives to make medical decision.

Fires:

No open flame is permitted except in a fireplace or campfire pit or under the control of an authorized staff member. Firecrackers are forbidden. This includes candles, matches, etc.

Extra Functions:

From time to time during the camp program there will be extra programs and activities put into the program such as the banquets, etc. All staff members will be expected to participate in all programs of the camp unless otherwise excused by the Camp Director. Each staff member should support the program of staff members working in different areas of the camp program.



Resignations:

Employees of Camp High Point should give a minimum of seven (7) days notice. The more responsible the position, the greater the amount of notice the employee should give. During the time between notice and actually leaving the position, the worker should do all in his/her power to protect the interests of the camp by leaving the work in good shape and by assisting in paving the way for his/her successor. In no other area of employee-employer relationship is the matter of professional ethics more important than this.

Camper Policy

Arrival and Registration:

Incoming campers will arrive between 12:00 p.m. and 5:00 p.m. on Sunday. Counselors will greet the campers and their parents at the registration area. All camper forms and final payments are collected at registration. It is important to be courteous, helpful and attentive during these times.

Camper Accounts:

Camper spending money is collected on arrival day and deposited in the store account. Purchases in the store, on trips, and other charges for loss or breakage of camp equipment are charged against this account.

Departure:

Campers are encouraged to be ready to leave at 11:00 a.m. on Sunday. Assistance by the counselor in all aspects of getting ready (including finding lost items) is mandatory. The store will open at 9:00 a.m. for the camper and his family to settle up the store account and to purchase shirts, awards, etc. Each camper should be reminded to pick up any medications from the Nurse.

General Rules:

No cell, tablets, or unauthorized electronics are allowed at camp. Campers are also to refrain from vulgar language, smoking, alcoholic beverages, use of drugs (except prescription drugs through Medical Center). Campers are not to leave the camp except under supervision.

Health Requirements:

A health examination form is required from each camper, which is to be sent to camp or brought at arrival. It must be signed by the camper's parent or guardian. Immunization requirements must also be met. The camper is required to have a medical authorization form signed in case of emergency.

Health and Safety:



Camp Counselors are trained in Basic First Aid, both for in-camp needs and excursions. Camp High Point also realizes that the older a camper is the more responsible they are for his or her own safety and health.

We have a camp nurse on duty. We can also call the hospitals in the area.

How to be a Successful Staff

You may be wondering, “What should I do to be a good staff person?” Please become acquainted with this manual and the following orientation information. This will insure a good foundation for becoming a good staff member.

Relationships

Whenever there are people working together, each person needs to think carefully about the relationships involved so that there is not duplication of efforts or missing links in the job process and that all staff work together in harmony and cooperation.

During camp, the Director is the one who coordinates the total staff and camper group. Your responsibility, therefore, is ultimately to the director. What are the important aspects of this relationship?

1. Know your job well and then do it thoroughly. Your director should be able to turn over responsibility to you without having to check frequently on your performance.
2. Prepare well for your job. This includes taking the training provided by the camp.
3. Be willing to pitch in where extra help is needed. Train yourself to see and remedy trouble spots without being asked.
4. Be loyal to the administration of the camp. Bring complaints and questions to the right authority rather than discussing them with other staff members.
5. Know camp policies pertaining to the conduct and privileges of campers and staff.
6. Avoid cliques and, instead, make friends with the whole camp staff family. In this way, you will help to contribute to staff unity. Without unity, it will be difficult to reach camp goals.
7. Be loyal to all the staff. This means no gossiping or griping about other counselors or staff. Perhaps you can help a counselor or fellow staff member do a better job by your attitude of helpfulness. Since criticism tends to destroy rather than build, try to be constructive.
8. Remember to pray for one another. Look beyond your own needs. Develop concern for the whole camp family. Share burdens of fellow staffers in prayer.



A Look at the Counselor

Summer camps contribute uniquely to the growth and development of the kind of people campers will become. It is important to encourage them to develop good judgment, to establish firm beliefs, to gain new and warm friendships, to learn to work and play with their fellows and to make worthy contribution to the communities to which they belong. Camping is considered to be a special addition to a child's growth and development process and ranks in importance with their schooling. It is also considered to be very valuable growth experience for counselors. The following suggestions will be helpful to all counselors who desire to be a real guidance and direction to their boys and girls:

1. Help youngsters to make friends and get along with bunkmates and counselors.
2. Teach campers to plan, evaluate and make decisions in a democratic atmosphere.
3. Foster sharing and doing one's part as a member of a group in both work and play.
4. Encourage independence of thought and action.
5. Help campers acquire wholesome attitudes and character traits.
6. Contribute to campers' adjustment and development.
7. Provide experience in three different types of discipline:
 - a. Self-discipline
 - b. Group-discipline
 - c. Authoritative-discipline
8. Help campers discover themselves and understand their potentials.
9. Lead them closer to God.

All of these things cannot happen overnight, but if the counselor is aware of the opportunity, even a little bit of progress in any of these areas will provide valuable to the camper.

It is absolutely imperative that the counselors remain with the campers at all times. You cannot leave the campers to do a job and then go off to some other place. As you enter together into all activities, working together, playing together and praying together, you will achieve these high objectives that have been placed before you.

The last objective, which refers to the spiritual value of the camp, is the most important. If you fail in other areas, do not fail to lead the child to a closer relationship to Christ and His church.

Should problems occur within the unit, they should first be brought to the Boys'/Girls' Director and then to the Camp Director. The camp pastor will endeavor to counsel with as many members of all units as is possible. The names of those who are not baptized should be brought to the camp pastor so that he will have a chance to visit with them and to work with them in a special way.

The Camp Counselor

The Work of the Counselor is Important.

The requisites are high but worth striving to attain. The counselor must be a thoroughly converted Christian, because no one is quicker to detect insincerity than the boy or girl. In all things, the counselor must be a true example of what is expected of the camper.

You must have vision, a vision of possibilities of the physical, social, intellectual, and spiritual development of every camper in your circle. You must cultivate a sympathetic understanding spirit.

Don't be a grouch! Don't grumble! Don't yell! Capable leader can exercise needed control by suggestions. Seek to understand your group as a whole and individually.

Every counselor should be vigorous in mind and body, capable and willing to work, used to manual labor and skillful in at least some form of it. Every counselor must understand that the youth summer camp is not a picnic or an outing for him, but rather a school. Every counselor must bear upon his/her heart the responsibility for making the summer camp an intensive school in character building.

The Counselor's Duty

A unit will never forget the faithful counselor who puts their interest first. This means he/she must work to be a part of the group, work towards the success of the group, and be there for each member of their unit. By his attitude the counselor can do much to set the temperature of the camp spirit among his/her unit. Leading out in the singing of a peppy song when the hike seems long or the peeling of vegetables needs a little spurt of energy will do much to raise the morale and keep everyone in cheerful and happy spirits. Don't try to save your own face in many respects you may be less well adjusted than the camper. Grow with him; don't reach down a helping hand from too high up. A counselor must never be placed in a position of antagonism toward any camper and they must never cross the path of a camper so frequently as to destroy the simplest relations of good will. The counselor who does not expect to have trouble with his campers will not have it. Camping with youngsters is a responsibility. Remember that you are on the job every minute unless you have signed off. When you work, be a leader rather than a boss. Counselors need to learn not to be dogmatic. The counselor should not state their own opinion too quickly, perhaps not at all; if their opinion is requested, let it be stated as their opinion and not as the final truth. The counselor never criticizes food, and often can help pass off any criticism coming from a camper. Counselors should keep the conversation moving along interesting and pleasant lines. Study to become a good conversationalist.

The Counselor as a Spiritual Leader

A youth once said about summer camp, "Being at camp brings you closer to God." That's the way the young folks should feel. And just to the extent of the counselor's Christian experience can he lead the campers into a deeper spiritual life.

Evening Prayer



At night when the campers are getting ready for bed, their counselor should be with them. When ready, the group must be quieted down for prayer. A nice practice is for the counselor or one camper to offer audible prayer and then all remain on their knees for their private prayers and quietly slip into bed as they finish. Youth, from the smallest to the oldest, appreciate having the counselor go around to say good night to them individually, perhaps tucking in the covers and saying some little word to them. Some children are accustomed to having this done at home and so it may offset homesickness.

Smooth out any little worries or difficulties. This period should leave the group in a happy state of mind. Do not allow these valuable moments before campers drop off to sleep to be used for any but the best purposes. You may get into closer relationship with your group at this time than at any other time during the day.

After the Camp is Over

The counselor, who has remained close to their unit all during camp, doing their best to be a real friend, will find themselves endeared to the group.

Being in the hero-worship stage, boys and girls appreciate any attention paid them by an adult whom they like and respect, and the counsel given will usually be needed. The effort and time consumed on the part of the counselor will be great, but the results will be of the kind that only eternity can reveal.

What is the Camp Counselor's Job?

1. To see that your boys and girls:
 - a. Have a good time.
 - b. Are kept safe and practice habits of health
 - c. Grow in ability to get along with others, take responsibility, etc.
 - d. Have a real experience in Christian worship
 - e. Participate in as varied a program as possible
 - f. Get help on any individual problems
 - g. Have a leader as a friend and as a living example
 - h. Learn to feel at home in the woods

2. To carry out the following specific responsibilities:
 - a. Take charge of your group from the beginning. Learn their names. Talk to boys or girls about their desires, needs, fears, etc. About camp. Get well acquainted. Be their friend.



- b. See that the cabin group fits into the program of camp and that the campers learn and obey camp rules.
- c. Conduct cabin devotions. Prepare them ahead of time.
- d. Stay with cabin group during quiet times, insisting on quiet.
- e. Get up with the wake up call; whistle and help campers get started.
- f. See that your boys or girls are present and on time for all line-ups, and that you are in line with them.
- g. Find out the health requirements of your boys or girls. Talk with the nurse or camp director about problems. See to it that individuals who are supposed to take it easy do so.
- h. Watch for any signs of cuts, sniffing, sore throat, coughs, upset stomach, poor appetite, over-tiredness, etc. **Take the child** to the nurse immediately.
- i. Keep your boys or girls clean. See that they wash before each meal, comb hair, etc. See that the boys or girls go swimming or take a shower at least once each day.
- j. See that damp blankets and other clothes are hung out to dry.
- k. Take charge of the boys or girls at meals. See that good manners are practiced. Watch the distribution of food. See that the boys or girls do not eat too quickly.
- l. Stay with the boys or girls during rest period. See that they rest.
- m. See that your boys or girls help in the cabin clean up.
- n. Attend the daily worship and other staff meetings as called.
- o. Plan activities with your cabin as a group.
- p. Watch for the boys or girls who seem to need special help the shy, the homesick, the easily hurt, the aggressive, etc. and give it.
- q. Counsel with the boys or girls. Ask the boys' director, girls' director or camp director for help when you are not sure how to handle the problem.
- r. Remember, camp is for kids, not the staff; stick with your kids, not your friends.
- s. Carry your share of special duty (craft instructor aid, etc.).



- t. Watch for opportunities to help a boy or girl see God or to practice Christian principles. Remember each boy and girl is a sacred trust. Emphasize the personal devotional life.

Some Things to Ask Yourself About Each Camper in Your Cabin

1. Is he/she having a good time?
2. Is he/she getting to do things he/she really would like to do and that would be good for him/her to do?
3. Is something bothering him/her? Have you found out what? Do you know what to do about it?
4. Do you like him/her and feel you are his/her friend?
5. Does he/she feel you really like him/her? Does he/she feel that you are his/her friend?
6. How is he/she getting along with the other kids in the cabin? Does he/she seem to feel that he/she really is part of the group?
7. How is his/her health? Is there anything for which you should take him/her to the nurse?
8. Is he/she having some experiences that will help him/her feel closer to God?
9. Is he/she getting to do some things that make him/her feel good about himself/herself? Is he/she getting to do some things at which he/she is good?
10. Does he/she need help in improving on some of his/her actions; such as table manners, doing his/her share of camp work, respecting right of others? Do you have a plan for helping him/her?
11. Are you being the kind of person he/she might use as an example?
12. Do you need help from the Camp director regarding how to help this camper?

Pointers for the Successful Counselor

Some Points to Forget

1. Forget all mistakes campers have made in the past and help the offenders to become good Christians.
2. Forget the uncomplimentary things you have heard about campers. Start this week as though you have the best campers in the world.
3. Forget that you are underpaid.
4. Forget self. Apologize if you need to.

Some Points to Remember

1. Remember that even the worst campers you have are probably the best their parents have.
2. Remember that you are an ideal in dress, grooming, and mannerisms and in your Christian standards.
3. Remember being proud of your church is **noticeable**. You are its best advertisement.
4. Remember that words cannot be recalled. The wounds they cause can be permanent.
5. Remember to be fair. Campers are quick to sense unfairness.
6. Remember to listen. Campers should have opportunities to express themselves.
7. Remember to be cheerful. A smile is contagious and good humor is a friend to cultivate.
8. Remember to keep your temper under control.
9. Remember to be courteous.
10. Remember God is an ever-present help. Pray without ceasing.



Cabin Inspection Tips

1. Try to decorate your cabin creatively.
2. Get most of your work done before breakfast.
3. No food from the cafeteria is allowed in the cabins.
4. Cleanliness gives the camper a sense of fulfillment and satisfaction.
5. Start a habit that your campers will continue at home.
6. At the end of the week, the counselor must disinfect all the mattresses.

Cabin Inspection

Date: _____

Cabin: _____

Score: _____

_____ Lights

_____ Beds

_____ Suitcases

_____ Closet

_____ Extra Clothes, Shoes

_____ Articles under the mattress (clothing, trash, etc.)

_____ Floor

_____ Wastebasket Empty

_____ Grounds (trash picked up, etc.)

Inspection Standards

1. Beds properly aligned, made neatly in regular manner. As far as possible, heads of beds should face in the same direction.
2. Suitcases in closets or put away
3. Bundles neatly wrapped, in convenient places in closet or beside suitcase.
4. Table and counter tops neatly arranged and washed off.
5. Shoes placed in pairs, toes out, in wearing order, laces inside, placed next to suitcases or bundles.
6. Hats, caps, sunglasses and other articles should be put away in closet neatly.
7. Extra clothing, towels, etc., hanging neatly on space provided.
8. Floor swept clean, all paper picked up, etc. broom put away.
9. Wastebasket must be emptied.

Points:	Excellent	3	Grades:	A	27-24
	Good	2		B	23-20
	Improve	1		C	19-1



Counselor Cabin Check List

1. 4 - 5 Beds _____
2. Light Bulbs _____
3. No Wasp Nests _____
4. Leaves Raked Away From Cabin _____
5. Window Sill Cleaned _____
6. No Spider Webs _____
7. Trash Picked Up Around Cabin _____
8. Floors Swept _____

Bathrooms

1. Toilets Cleaned _____
2. Showers Cleaned _____
3. Trash Cans Emptied, Trash Bags Replaced _____
4. Washers /Dryers Cleaned _____

Dish Washing

Each Counselor is to see that:

1. Tables are cleaned
2. Dishes are scraped
3. Dishes washed with two caps of bleach in washing and rinsing water
4. Dish Washing area cleaned... Sink, Floor
5. Trash Can replaced with plastic bag/lid replaced
6. Cabin assigned to wash dishes with line up first

A Camper Is....

A Camper is the most important person in our ministry.

A Camper is not dependent on us...we are dependent on them.

A Camper is not an interruption in our work...they are the purpose of it

A Camper does us a favor when they call... we are not doing them a favor when we serve them.

A Camper is part of our business...they are not outsiders.

A Camper is not a cold statistic...they're a flesh and blood human beings with feelings and emotions like our own.

A Camper is not a name face or a number...they're individuals

A Camper is not someone to argue or match wits with.

A Camper is a person who brings us their wants and needs...it's our job to fill those wants and needs.

A Camper is the lifeblood of this ministry.

A Camper is the person who buys our services and pays our salaries.

A Camper deserves the most courteous and attentive treatment we can give them.



How to Understand Campers

I. Pre-adolescent campers (Ages 8-12)

This summer camp is operated for the development of boys and girls and is interested in making it fun to be a Seventh-day Adventist Christian. The purpose of the camp is to help the children grow up in Christ and to become perfect in Him. Leaders need to understand the world of the camper; his thinking, his likes, his dislikes, his emotional stresses and physiological and psychological make-up of the camper.

The counselor will want to seek to develop the individual camper and not try to fit him/her into a predetermined group or pattern. Trying to do the latter will certainly cause frustration.

As camp counselors, it must be recognized that individual performance will not be equal, but more often, quite different. So, rather than seeking for conformity, the counselor should seek for growth of the individual camper. It is for this reason that cabin groups are divided into small units and according to ages.

Mental Characteristics

- Pre-adolescence is the golden age of memory. The mind is very receptive.
- The pre-adolescence learns rapidly and can memorize easily.
- Juniors are alert and exceptionally eager to investigate and learn.
- They like to take things apart and see how they are made and they like to build models.
- They are lovers of good stories and good books and they usually like to read.
- They have an exceptional interest in collecting with nearly 90 percent of all children in ages 10-12 collecting one thing or another.
- It is not uncommon for children of this age to have four or five different collections simultaneously.
- This is the perfect time to interest them in Adventist Youth honors and nature study.
- This is not the age for specialization for campers, but the camping program should open up many avenues of interest for the child.

Physical Characteristics

- This is healthiest period of life.
- The body and mind are well balanced for coordination and skills are readily learned.
- This is a restless period when a child can often not sit still. He has a tendency toward loud talk, yelling and shouting. He finds the conventionalities and the confines of a cabin too narrow for his boundless and boisterous activities.

Social Characteristics

- A camper of the pre-adolescent age likes codes and adventures.

- He is learning teamwork but retains an independent spirit.
- Wanderlust is a natural impulse at this age and not a moral delinquency.
- This is an age of great hero worship and great credulity and trust. Since children of this age are hero worshipers, the counselor stands in a posture of tremendous proportions as he/she serves the needs of a boy or girl for the week of camping.
- Interest in the opposite sex is very small. The boys prefer to be by themselves and the girls, likewise, choose their own groups.

Spiritual Characteristics

- This is an age of keen interest in spiritual things and in the work of the church.
- This is the peak age for baptism (12 years).
- The camper at this age likes Share Your Faith activities and delights in awards, pins, ribbons, etc.
- The quality of trust makes this an easy age to instruct in religion.

II. Early-adolescent Camper (Ages 13-15)

Mental Characteristics

- Youth of ages 13-15 are alert but subject to daydreaming period.
- They learn quickly.

Physical Characteristic

- Their health is excellent, second only to the pre-adolescent period.
- Physical growth is very rapid. This is often accompanied by tremendous appetite.
- Muscle development or coordination fails to keep pace with bone structure growth, causing a tendency toward awkwardness and clumsiness.
- Sex organs develop, making rapid changes biologically. New hormones that develop sexually instincts influence behavior. Rousseau, a student of this age group, stated, "We are born twice; the first time into existence, the second time into life; the first time a member of a race, and the second time the member of a sex."
- Girls average taller height than boys at 12 and 13; slightly taller at 14, less at 15, and two inches shorter at 16.

Social Characteristics

- Most important for counselors to realize that the early adolescent period is an age of loyalty to groups and with a fear of being different from peers. Approval of the group for all of his activities is important.
- He seeks more individual freedom with a new discernment of the inward qualities of individuals. His vision, in a sense, penetrates the outward act and catches the spirit within a person. He begins to discern inward qualities and to feel the intrinsic worth of truth, faith, and self-sacrifice.

- He is full of ambitions and makes elaborate plans for the future.
- Moneymaking often grips the youth of this age resulting in a desire to drop out of school.
- Frequent mood changes are characteristic of this age group. There are alternations between activity and apathy. At times, the early adolescent may be generous in his impulses, while at others he/she may seem greedy. One minute, unabashedly conceited and the next, he/she may be quite timid.
- These eccentricities manifest themselves in many ways:
 - They have a strong like and dislike for foods. Certain favorite food may be used in excess, such as ice cream and soda.
 - They have a great love for athletics with tendency to overdo.
 - There is a crude sense of humor on the part of boys and girls, wit girls tending to giggle a great deal.
- Those of this age group have an attraction for the opposite sex. This is a dangerous age for sexual and social temptations, as the youth are not prepared for any kind of individual courtship. Therefore, in the camping program, group activities are the key. The counselors must give careful chaperonage in all of the activities of camp.

Spiritual Characteristics

- The interest in spiritual things begins to drop at this age but the youth are influenced by the attitude of their group. If an adolescent has not made his decision for Christ in his junior or early adolescent years, the likelihood of a decision for Christ in his junior or early adolescent years, the likelihood of a decision in his upper adolescent years becomes somewhat remote. Thirteen is the age group when the second largest numbers of adolescents join the church through baptism.
- This is the age when the choice of one's lifework is often determined.
- There are fewer tendencies for this age group to demonstrate their feelings on spiritual matters or convictions.
- This is an age when there are often conflicts sometimes violent with conscience.

Basic Desires of Early Adolescents

- Recognition and acceptance in a group.
- Affection
- Mastery
- New Experience
- Security

The youth desire four qualities in youth leadership:

- Understanding
- Spirituality
- Knowledgeableness
- Personality

Coping with Camper Problems

Bed Wetting

- Usually an emotional problem, sometimes physical
- Can be due to change from home to camp
- Will experience shame, doesn't need ridicule from other campers
- Let him/her know he/she can trust you to treat him/her abnormally
- Help him/her build his/her self-confidence
- Don't baby or mother him/her

Things to do:

- Make sure he/she uses the bathroom before bedtime
- Don't let him/her drink anything after supper
- If he/she does wet the bed, take sleeping bag down to laundry when no other campers will notice
- If the other campers have already discovered it, take care of the problem promptly
- Protect the camper's integrity; don't embarrass him/her!**

Late Arrivals

Often he/she dose not feel like he is one of the crowd

Things to do:

- Introduce him/her to the rest of the cabin by name
- Show him/her that you are glad he/she is there
- Help him/her make friends with other campers of common interests
- Give him/her cabin responsibilities
- Have another camper show him/her some of the things he/she has seen in camp

Meal Problems

- Make sure you set a proper example
- Have campers wash up before meals
- Enter dining room quietly
- Encourage mealtime etiquette
- Pass, don't reach
- Campers should only take what he/she can eat; guard nutritional intake
- Counselors pour all drinks
- Counselors collect all silverware from campers and deposits it in proper receptacle
- Each camper cleans up what he/she spills
(A camper should be selected to clean the table, take trash to bins, take milk and butter to decks, sponge and dry off table and benches.)
- Make meals a special time for pleasant conversation

STAFF MANUAL



- Shoes must be worn
- No food goes out of the cafeteria
- Keep noise level down by talking in a soft voice yourself
- Entire cabin must be finished with the meal before they can be dismissed by the hostess (raise your hand)

Hot Tempered Camper

Keep eyes and ears open for things that cause anger

Things to do:

- Never respond in anger
- Never try to solve the problem or reason with him/her in the heat of the conflict
- Remove camper from the problem
- Stay away from the conflict
- Separate physical fights physically, not verbally
- Wait till situation has cooled before endeavoring to solve the problem with camper individually
- Decide on a reasonable punishment between you and the camper

Hyperactive

- Most normal kids are somewhat hyperactive
- He needs his rest most
- He may be on medication

Things to do:

- Keep him/her from hurting himself, i.e. try using pillow fights, obstacle courses, etc.
- Don't try to wear him/her out; you will wear out first
- Try to keep up with him; it's good for your heart

Negative

- Didn't want to come to camp
- Often camper feels mistreated

Things to do:

- Counselor must never show negative attitude toward the camp or staff but rather be supportive and participate in everything
- Have the camper try everything and be involved
- Let him/her do what he/she likes during free time
- Find out why he/she is negative and remedy the situation if possible

Shy and Withdrawn

- Extremely sensitive
- Low self-image, insecure, little self-confidence
- Doesn't have ready-made group of friends at camp
- May feel out of place in non-Adventist or from out-of-state

Things to do:

- ❑ Give responsibilities
- ❑ Praise him/her for what he/she does
- ❑ Remember that you're an example
- ❑ Don't treat his/her quietness like an illness by asking what's wrong all the times
- ❑ Be aware of cabin mates' attitude toward these campers
- ❑ Be sure that they don't pick on them, but don't be overprotective
- ❑ In conversation ask open-ended (not yes or no) questions to try to draw him/her out
- ❑ Don't always choose winners, give special attention to those who need it most

Prankster

- Tries to get approval from peers
- Pranks aren't done alone
- They believe pranks to be part of the camping experience
- Counselor should take pranks in fun maintain a good attitude and not get angry or yell
- Don't tolerate pranks that tend toward vandalism; tell the division directors immediately.

Things to do:

- ❑ Try to be aware of any planning going on
- ❑ If counselor is with campers all the time, pranks won't have the opportunity to develop

Homesickness

- Nearly every camper will miss home, but may not demonstrate it
- May be caused by an unstable home life (camper's afraid of what may happen while he's gone)
- Camp may seem like rejection by parents an attempt to get him/her out of their hair
- May be caused by not being used to being away from home

Things to do:

- ❑ Recognize early signs
- ❑ Keep camper busy with camp activities
- ❑ Beware of letting him/her spend time alone
- ❑ Use division activities responsibilities

- ❑ Have a staff member he/she likes talk to him/her
- ❑ Discourage calls home; but let him/her call if he/she insists
- ❑ Don't let homesickness get so bad that camp becomes a bad experience

STAFF MANUAL



Early Arrivals

- Get homesick easily if not kept involved
- Some campers may be willing to help with a camp maintenance assignment

Things to do:

- Use this time as an opportunity to get to know him/her well
- Emphasize that you need to know where he/she is at all times
- Have him/her help you move into the cabin and prepare it for the arrival of the remaining campers
- Give him/her responsibility of helping the other campers move in
- Beware of this camper feeling like the counselor's pet for the rest of the week

Contraband Items

- ✓ Firearms
- ✓ Explosives (firecrackers)
- ✓ Knives
- ✓ Cards
- ✓ Matches
- ✓ Cigarettes, drugs, alcohol, or narcotics

Dirty Jokes or Stories and Swearing

- May be habitual
- May be trying to gain a tough image

Things to do:

- Don't laugh (even if it is funny) to avoid positive reinforcement
- Explain that camp should provide an atmosphere for spiritual growth for the other campers
- Encourage long-term changes

Disobedient

- Wants peer approval
- Little discipline at home
- Thinks he/she is hard "hot stuff"

Discipline is *"to make disciple of"*

- Never use unreasonable discipline
- Insist on obedience from the first
- Use your division directors

STAFF MANUAL



Bullying

- Craves attention
- Seeks peer approval

Things to do:

- ❑ Redirect his/her energies
- ❑ Don't put in authoritative positive unless it's part of the cabin routine and all the other campers have same opportunity
- ❑ Stay around when he/she is in charge
- ❑ Speak to him/her alone about the problem so you don't embarrass him/her
- ❑ When group is working in a single camper divide and conquer
- ❑ Praise campers for right choices
- ❑ Don't ever tolerate violence

Wanderer

- Misdirected sense of adventure or direction
- The following are off-limits for campers alone; woods, river, obstacle course, any camp machinery

Things to do:

- ❑ Counselor must know where every camper is at all times
- ❑ Wander along yourself, if possible; **NEVER** lose sense of adventure
- ❑ Let him/her go where he/she wants to (within limits) if permission is gained from you first. Develop the habit of asking permission in your campers.
- ❑ If camper cannot be found, report to headquarters immediately any time of day or night.
- ❑ Show the campers that he/she can have the most fun when with his unit.

Teaser

- Usually a bright kid with misdirected potential

Things to do:

- ❑ Discourage rude, vulgar or malicious teasing
- ❑ Use direction in teasing the teaser
- ❑ Don't single out individuals, but tease the whole group
- ❑ Counselors should tease in kindness
- ❑ Don't let teasing get out of hand or primary conversation of cabin

Unclean/Messy

- Units are to be inspected for cleanliness before campers come down for breakfast

Things to do:

STAFF MANUAL



- ❑ Tell campers to put things away
- ❑ Don't discourage peer pressure against sloppiness
- ❑ Emphasize room inspection grades
- ❑ Make sure your part of the cabin is clean
- ❑ Get all of your campers up at reveille
- ❑ Hands and face must be washed before every meal

Tattle-Tale

- Trying to get counselor's approval
- Usually has inferiority complex
- Gets satisfaction from seeing others punished
- Demonstrate "holier than thou" attitude toward other campers

Things to do:

- ❑ Minimize your response, i.e., "I'll keep my eyes open" or "I'm already aware of it"
- ❑ Try to be ahead of his reports

Quiet Time

- The counselor usually needs it most
- Entire unit must remain quietly within cabin during whole rest period
- If they can be heard outside, they are too loud

Suggestions for rest period options:

- ✓ Read or tell a story
- ✓ Color books or crafts
- ✓ Write letters
- ✓ Books may be checked out from the Nature Center, Headquarters
- ✓ Sing or play guitar
- ✓ Play story tapes

Sick

Tell kids at beginning of week to come to you any time they're sick or hurt.

General prevention:

- ✓ Clean hands and faces
 - ✓ Jackets at campfires
 - ✓ Wear shoes at all times (except in bed)
 - ✓ Eat properly
 - ✓ Drink lots of water
 - ✓ Plenty of rest
- Don't totally isolate sick camper from cabin activities



- Have others do special things for him/her
- Make craft gift
- Bring back a nature item fro hike
- Make sure he/she gets medication regularly—it's **YOUR** responsibility
- Take precautions against contamination spreading to other campers

Health and Safety

Though it is not necessarily true that a safe and healthy camp will insure a happy camp, it is true that an unsafe and unhealthy camp will be an unhappy one. You play an important part in making campy both safe and healthy.

First, watch your own health. A tired, nervous counselor soon produces irritable, tense campers. Just as the campers are required by law to have a physical examination before coming to camp, you must see a doctor also. This has proved to be good sense, for occasionally this examination uncovers unsuspected conditions, which would make it unwise for the person to fully participated in the camping program.

1. Food

Make each meal a festive occasion. Eat slowly. This will only come though conscious effort for the tendency of any group is to hurry. The dining hall can too easily become a place for competitive loudness with “grab ‘n’ gobble” the order of the day. Keep your voice low. Encourage table manners better than those at home. By doing so, you will put into practice the principle; ‘ whether therefore ye eat or drink, or whatsoever ye do, do it all to the glory of God.’” Use mealtime conversations to become better acquainted with your campers.

If a camper is not eating, it is better not to make a big issue of it. Possibly this is being used as a means of getting attention because it works at home. It is unlikely that you will be able to reform anyone’s tastes and eating habits during camp. Concentrate, rather, on making the dining hall a pleasant place of fellowship.

2. Sleep

Enforce quiet after taps pleasantly, but firmly. Reading to campers is one way of relaxing them for sleep. Your own attitude of relaxation will help alleviate bedtime tensions.

Because camp life is strenuous, the daily quiet time is important, also, for camp life is strenuous. This is especially true for younger campers. Your teenage campers will probably enjoy this time to write letters and talk quietly together. If you can manger the rest period to help the sleepy camper to sleep and wakeful camper to relax, you will find this time of the day accepted rather than dreaded. This is a good time to strengthen individual contacts; you will need the time to relax yourself, also. It may be used for reading books form the camp library of for writing necessary letters home.



3. Sickness and Injury

A qualified nurse or doctor will be on duty at all times. You are responsible to report any sickness or accident to this person. As a legal protection, **only the nurse or doctor may treat ailments.** Watch for signs of indigestion, colds, constipation and fatigue. Homesickness can sometimes cause more serious health problems. Similarly, emotional or even spiritual problems sometimes show up in physical symptoms. Take a positive attitude toward health in camp. Assume that each camper will be well. Give an injured camper enough sympathy to let him know you care, but not so much that he becomes self-pitying.

Bear in mind at all times that your responsibility for campers' health and safety cannot be sidestepped. **It is yours. Use your head. Don't take chances for the sake of "fun."** Be sure that at least two adults always accompany campers on hikes, overnight or out-of-camp trips. Be especially strict about waterfront procedure and any activities on the archery range and in the horse corral. Be alert for sunburn, poison oak, and heat exhaustion. Heed safety rules scrupulously. Think of all the possibilities before rushing into a potentially dangerous situation. **You are responsible.**

Environmental and Camp Hazards

Insects and such as mosquitoes, bees and wasps

This is a serious problem with those campers who are allergic to insect stings. The counselors must be made aware if one of their campers has any type of allergy. Proper medications will be kept available at the First Aid.

Spiders

Potent poisonous spiders are known to be in the area; some spider bites occur but are very minor in nature. If a bite or stings begins swelling, the counselor must bring the camper to the nurse.

Poisonous Plants

Campers and staff need to be aware of poison ivy and poison oak. If contact is made, the camper or staff should report to the nurse. If a plant is ingested, it will be treated appropriately at the First Aid.

Archery

No one is allowed to shoot any arrows until the range supervisor sees that the area is cleared and give the go-ahead. Before anyone receives the equipment, instructors are to give the rule of the ranged and the proper handling of the equipment. No one, including staff, is allowed on the range without the range supervisor.



Aquatics Activities

In no area of the camp should greater care be taken than in the swimming area, since accidents in this area are more common. It shall be the duty of the swimming director to see that each member of the lifeguard staff has been assigned to an area for supervision. Those assigned to lifeguard duty must be on constant alert.

****Campers must not at any time be granted permission to go around the lake or the pool alone!****

There will be no running, pushing or horseplay on the swimming pool deck at any time. In case of accident, the swimming director should sound a general alarm, which will make it imperative for every camper to get out of the water immediately and line up.

No camper swims unless there are two lifeguards on duty. At no time will staff be allowed to swim, ski, sail or canoe unless the aquatics director has approved it. If the aquatics director approves, certified guards must be present and properly guarding the activity. All equipment used by staff must be properly worn and used under the direction of the certified guards.

Horseback Riding

Campers will be allowed to ride horses while under direct supervision of the carefully trained staff of wranglers, and in the company of their individual cabin counselor. In a direct attempt to maintain the highest safety standards, no camper will be forced to ride if they are frightened and wish to be left behind under supervision of another counselor.

Horse Corrals

Campers are not allowed in the horse area unsupervised. Campers who are carefully watched by their counselors or parents are welcomed to enjoy visiting the horses and petting them through the fence. However, unless a wrangler is available to assist, no one will be allowed to enter a corral with any horse. "If in doubt, don't."

How to Report any Medical Emergency

If you are near headquarters, during opening hours, when a medical emergency occurs, report it directly to headquarters, giving the nature of the emergency and its exact location. Stay at headquarters for any further questions.



Emergency Procedure for Fire and Storms

The only types of disaster or weather phenomena common to our area are tornadoes and severe thunderstorms.

FIRES

The Warning: None. The smoke and flames themselves indicate fire.

The Signal: Report fire immediately to the office. Office will give code red. Signal and sound the siren. Office will notify the Fire Department.

The Plan:

1. Everyone to the front of the building.
2. Take attendance – account for all in camp.
3. Call Emergency Response - 911.

Night – Time Fire Procedure:

All cabins are vacated. Campers make their way out of the building down the stairs to the front of the building in line formation. A head count is taken.

Medical Emergency:

1. **Contact the camp nurse, or her replacement if she is not available.**
2. **The Nurse/EMT/Camp director or their appointee will contact as necessary:**
 - A. Emergency Response Service911

Remember the following:

- A. Keep the victim calm and comfortable until medical help arrives.
- B. Concern yourself with breathing first, then bleeding.
- C. If there is a possible back injury, do not move the injured person.
- D. Report to the Nurse the facts – not your diagnosis/treatment plan.
- E. Keep other campers away from a serious injured/ill camper.

Lost Camper:

1. Double check where camper is supposed to be – have another set of eyes check for you.
2. Contact director, who will call for line up.
3. All campers will come to the front of the building.
4. Take attendance – account for all in camp, note spot where camper was last seen.
5. Organize staff to begin search under the direction of Camp Director.
 - A. Check the grounds.
 - B. Check all buildings.
 - C. Check instructional area.
6. If camper is not found on campsite, notify in order:
 - A. Relevant Police Department.
7. When camper is found, the entire camp sings the “praise song”



Crisis Management Plan

In the event of a crisis, send word to one or more of the following people, in priority order:

<u>Crisis Management Team:</u>	KORY DOUGLAS	Executive Director
	SHAMONE GREEN	Director
	Olivia Fields	Camp Nurse
	CLAVAL HUNTER	Boys' Director
	SIMONE WELLS	Girls' Director

They will contact:

Board of Directors President:	ROGER BERNARD	913 371-1071 ext 452
Vice President for Admin:	CRYSTON JOSIAH	913 371-1071 ext 473
Treasurer:	TONYA ANDERSON	913 371-1071 ext 455
Kansas City Police Department		911
Parents of Affected Camper		

Media Relations: Relations with the media will be cordial and honest. The Camp Director or his appointee will handle all inquiries by the media. It is important that only one person speak on the behalf of the camp regarding any crisis situation – to help eliminate rumors or false information which could be given out and be damaging to the camp or to the family involved. Information will only be provided, as we are sure of its validity. It is easy to inflate a situation out of proportion or to provide misinformation. The spokesperson will seek to guard against both situations.

Threat of Fire:

The Warning: Camp officials may be alerted to danger and be ordered to evacuate by fire and /or police department of departments local town units.

The Plan: Since the camp may be in the path of encroaching fires, campers may have to be evacuated to an alternate location for protective custody.

Director arranges for evacuation of staff and campers to safe alternate location.

Advise news media and local authorities of the removal of campers to the alternate location.

Release campers to parents, who may come to pick them up, at the alternate location.

Electrical Storms: In case of flooding, hail or high wind, the campers will proceed to the lodge or safe structure such as a cabin. Notification that campers and staff are to go to a safe structure will be given over the P.A. Everyone will stay in the safe structure until clearance is given.