

Camp Akita Staff Manual

Index.....	1
The Foundation.....	2
Purpose of Camp Akita.....	5
Objectives and Goals.....	7
Hiring Process.....	11
Staff Responsibilities.....	12
Camp Akita Policies.....	14
Job Descriptions.....	33
Emergency Procedures.....	58
Counselor Information.....	66
Health Care Policies.....	88
Risk Management Plan.....	93
Procedures for Media Contact.....	98
Transportation Policy.....	101
Appendix.....	102

The Foundation

Camp Akita exists to help campers connect with God, as revealed to us through Jesus Christ (Hebrews 1:3) and encourage them to accept Jesus Christ as their personal Savior. This is the Good News ... that Jesus Christ suffered, died (to pay the price for my sin – Romans 3:23, 24), rose again, and is in heaven now (to help me be free from sin – Romans 6, 7, 8). We want to share this message with every camper that comes to camp. This is our purpose/reason for existence ... *to connect kids to Jesus Christ.*

To help us reach this goal, we have traveled across the country in search of the very best available staff (that's YOU). Having a staff that loves Jesus, wants to live for Jesus, demonstrates a growing relationship with Jesus, believes in summer camp ministry, and has a love for kids, are the key ingredients to success in our summer program.

Camp Akita believes in Proverbs 22:6: "Train up a child in the way he should go, and when he is old, he will not depart from it." If a young person experiences the joy of the Lord in his heart and learns daily from God's Word, he/she will, through the power of the Holy Spirit, enjoy a very abundant life. We want kids to experience God.

Camp Akita does not seek to replace the Christian family as God's primary means of raising a child, but we will seek to strengthen, clarify and reinforce the Christian nurture received in the home and in the church. We are partners with parents and an extension of the local church setting.

Camp Akita will invite every camper to have a personal relationship with Jesus Christ and, hopefully, also to join a strong, believing community (church) near where the camper lives. We understand that each camper has a personal choice to make. We will not force campers, but we will make every reasonable effort to help them make this decision. We need to begin with the end in mind. From the moment, a camper arrives on our campus, the staff will have the final weekend in mind where campers will be invited to make a commitment to follow Jesus Christ and let Him be Lord of their life. Each staff member has a role to play in making this a reality. Pray for one another, pray for the campers, pray for their families. Do your part to help kids connect to God. This is why we have come together this summer.

Camp Akita seeks to share God's plan of salvation with each unbelieving camper in such a way that God's provision through Jesus Christ will be both understood and attractive. Our campers will each be at different stages in their lives. We need to be sensitive and able to help them move forward and closer to Jesus.

Camp Akita will also seek to help campers understand the Lordship of Jesus Christ, the work of the Holy Spirit, and the role of prayer in the life of the believer. The counselors, along with scheduled worship times, will have a major role in achieving this goal. However, this is everyone's role as well. We all want to model to our campers what a surrendered life looks like and inspire them to want to be an ambassador for God.

Camp Akita believes that the Bible is God's word (2 Tim. 3:16, 17), and will help the camper understand what the Bible is and how to use it. We will then encourage the believing camper to read the Bible every day, so that this method of divine communication, which God has provided, may be utilized. Regular Bible reading and study is viewed to be essential for continued spiritual health and development. Again, this is something that we want to model as a staff to our campers. Let them see you take time to read your Bible or refer to what you read that morning at some point during the day. Our goal is to connect our Bible reading to life and to share with campers how what we read helps guide us, the decisions we make, and how we treat one another. Campers are watching the staff to see if what we talk about is also how we live and treat one another. Pray for God to help you be consistent/transparent.

Camp Akita seeks for each camper the abundant life of which Jesus Christ spoke, as recorded in John 10:10: "I have come that you may have life, and have it to the full." (NIV) Campers are looking for this. Campers will never feel like they are living the life they were designed by God to live until they surrender their heart to Him. And after yielding their heart, choosing to live/make a difference for God. This is the true Heart of a Hero. We will challenge ourselves and campers to finally, fully become all that God wants us to be.

Camp Akita is a place where staff and campers have minimal distractions (media, electronic gadgets, and sometimes even friends) and are offered a more intentional, deliberate opportunity to nurture their attraction to Jesus Christ. Let's take advantage of this opportunity to move closer to God; to listen better; to surrender; to become who/what He wants us to be.

There are no spiritual shortcuts. We will not personally become spiritual giants overnight. There is no pill to take that will change the way we think and do things. But, if given the chance, over time, God can transform us. He can mold us. He can change us so that we are heading in the right direction. One author says, "Leaders develop daily, not in a day." We could also say, "Christians develop daily, not in a day." Let's give God some room to do something new in us this summer. Let's be willing to try something different this summer. Let's invite God to help us to really see and be all that He wants us to be. His special agents to bring hope to the world. To give Him our hearts so we can become His vessel. To experience life like He planned it to be. To rise up and become what He wants us to become. To be done with going with the flow and following the status quo. This summer is an opportunity to let go of the habits that hinder us from fully following God. It is a chance to make a clean start. To give God ALL of who we are and hope to be. You won't be disappointed. He won't let you down. If you do this, you will look back at this as the best summer of your life so far. And not only that, but campers, little kids, will look at you, see Jesus shining through you, and say, "I want that" "I want to be like him/her." What could be better?

Maybe you are still a skeptic. Maybe to you this all just sounds like rhetoric. I have a challenge for you. Take the Daniel test. In Daniel chapter 1, there is a request for a ten-day test. Daniel 1:11, "Please test your servants for ten days: Give us nothing but vegetables to eat and water to drink. Then compare our appearance with that of the young men who eat the royal food." I know that this test in Daniel refers to diet (some of you may want to do this test). But, what if we made this a little broader? What if we let this apply to our life in general? The things we

do, the places we go, what we listen to, watch, read. What if this summer we were to “take a test?” A test to see if our appearance would change after 8 weeks of focusing in on God, of spending extra time connecting with Him, of praying more and reading our Bible more, of watching Him use us to reach out to others (staff/kids), of giving God a chance to do what He has wanted to do all along. To choose to let go of all the habits that hurt us, and the routines that ruin us. To choose to become someone who has God-confidence that they can be used to make a difference in this world.

Don’t get me wrong. There is a struggle involved. There is a battle for each of our lives. The Bible talks about this in Galatians 5:16, 17, “So, I say, live by the Spirit, and you will not gratify the desires of your sinful nature. For the sinful nature desires what is contrary to the Spirit, and the Spirit what is contrary to the sinful nature. They are in conflict with each other, so that you do not do what you want.” There it is. We have two natures. You’ve experienced this. There is a part of you that wants to do your own thing, your own way, in your own time. To be in charge of “your” life. But, once we accept Jesus, there is a new nature that is born in us that desires something more. Something better. We don’t want to live selfishly. We want to serve God. We realize life is not all about us. It is all about HIM.

Here is what I have found. It comes down to this. The nature that I nurture naturally strengthens. The nature that I neglect naturally weakens. If I spend time in activities, things, and thoughts that feed my “carnal” nature, then I lean in the direction of earthly things. However, when I feed my “spiritual” nature, then I lean in the direction of heavenly things. It comes down to a choice of which nature I choose to nurture.

If we take time this summer to focus on spiritual things we will notice that some of the struggles we have with certain things won’t be so intense. But, if we choose to continue to feed our “carnal” nature this summer, spiritual things will be a struggle. There will be a conflict. Both want to be in control of us. A word of caution, one leads to slavery, the other, to freedom. Do you want to be free to become all that God wants you to be? The place to start is with... your heart.

Purpose of Camp Akita

*The **Mission** of Camp Akita is to:*

- provide an opportunity for campers to make a life-long commitment to Jesus Christ as their personal Savior and to build a solid relationship with Jesus.
- expose both camper and staff to the beauty of God's creation through a structured camping program that challenges them to learn more about nature, themselves, and God,
- encourage campers and staff to consider their responsibility to God, to society, to evaluate and improve their relationships with others,
- equip young people (staff) with the essential tools of Christian Leadership,

*The **Vision** of Camp Akita is to:*

- help campers fuse Christ into their lives and become one with Him, and experience a taste of the joys of Heaven.
- build youth with a character that will help make a more compassionate and just world, and to reflect Jesus to others
- offer outdoor experiences that build respect for self, the community and the environment,

*The **Values** of Camp Akita are to:*

- give campers opportunities for reflecting on their personal relationship with Jesus and growing their relationship.
- place campers and guests in a Christ-centered environment which promotes physical, mental, and spiritual development, in the context of wholesome social relationships and recreation,
- offer camping in a pristine environment where campers can get away from the regular media-driven, stress-filled life which often has little to no time for Christ,
- aim for excellence in all our endeavors (excellence honors God)

The **Goals** of Camp Akita are to:

- Provide through programming, outdoor/cabin activities, and the general camp atmosphere, an environment that will lead a camper to want to accept and develop a closer relationship with Jesus,
- Provide an integrated camp experience where Scripture is understood and applied.
- Provide an opportunity for physical growth through activities that will challenge their physical skills.
- Provide camp staff who will serve as examples of Christian leaders to campers and fellow staff.
- Provide a setting in which the qualities of Christian Leadership are encouraged and developed.
- Provide a diversified program in which the camper will interact with the outdoor setting along with camp staff members who have an enthusiasm for camping ministry.

I do -- He observes

I do -- He assists

He does -- I assist

He does -- I observe

Together ...

"we can do all things through Christ who strengthens us."

Objectives and Goals

Staff

Camp Akita seeks to hire staff that are fully committed to following Jesus Christ, have a love for kids, and believe in camping ministry as a great way to introduce campers to Jesus Christ. The staff is made up of a blend of new and returning members. We especially look for young people with leadership qualities. Camp will offer their summer staff a fair salary and assist staff in securing additional scholarship monies from Adventist schools for tuition.

Satisfactory performance will be evidenced when:

Returning staff are recognized as mature Christian leaders in their home environment.

1. New staff members give evidence by their application, interview and history that they are developing as Christian leaders.
2. Over half of the summer staff members have had previous camp experience.
3. Staff members will lead in Bible study or devotionals at the cabin level during the summer, during which the campers feel challenged at their level of competence and are given opportunities to make decisions.
4. Each staff member is paid by a compensation program which is in line with recommended Lake Union Conference wage scales.
 - i. Staff are able to receive matching funds from Adventist schools.
 - ii. An evaluation tool is developed and implemented for use with summer staff and is reviewed by the Director.

Campers

Camp Akita accepts campers regardless of race or religious background. We desire to challenge each camper spiritually, physically, socially and mentally through an in-camp program which:

1. Seeks to deepen the camper's spiritual experience by sharing (teaching and modeling) Jesus Christ as Lord and Savior at a level which is age appropriate.
2. Endeavors to provide a stimulating environment which helps the camper to develop socially and learn new relational skills.
3. Provides a physically challenging program which meets all safety standards, and engages the camper in activities which are age appropriate. Some of these activities will be such that they may not be available to the camper in their usual home environment.

4. Offers activities and classes which mentally stimulate the camper appropriate to the camper's age. Activities will be fun and yet challenging, providing an opportunity to help the camper feel they have learned a new skill and their sense of self is enhanced.

Satisfactory performance will be evidenced when:

- A. Campers respond positively to the spiritual aspects of the program, are engaged in morning and evening cabin worship with their counselor, learn their Power Passages each day, participate willingly in Camp Council and evening programs, and demonstrate Christian joy.
- B. Campers respond positively to direction and modeling provided by staff in relation to appropriate behavior and social interaction.
- C. Campers take part willingly in scheduled activities, and are provided with guidance and supervision to ensure no injuries occur.
- D. Campers demonstrate a sense of achievement and positive self-esteem in completing assigned activities, expressing their interest and desire to be involved in the learning process.

Program

Camp Akita desires that each camper will hear, understand and accept God's plan of salvation, the Lordship of Jesus Christ and the guidance of the Holy Spirit. The camp program includes every activity/class taught at camp, every cabin worship, every meal, spiritual programming done as a group (camper/staff) in the morning/evening ... in short, everything we do at camp. It is our goal that staff and campers will nurture their personal relationship and the camper's relationship with daily prayer and Bible study.

The program goals are to:

Incorporate spiritual themes at all levels of the camping experience.

Provide excellent instructors for all classes offered.

Present to campers a total program will be viewed as a rewarding, challenging and growing experience.

Satisfactory performance will be evidenced when:

- A. Each staff member is aware of the spiritual condition of the campers directly under his/her supervision. The staff should provide the needed information, guidance and encouragement needed for campers to continue to grow in Christ.
- B. Staff members seek to live the Christian life and are open to questions on how to live a Christ-like life.

- C. Staff members have regular personal devotions and benefit from it.
- D. A Bible study program is in place and introduced at the cabin level, for campers.
- E. The food service, maintenance, office and healthcare staff are viewed as integral to the total staff, with training to be gained, example and leadership to be maintained, and growth to be expected.

Facilities

The Camp Akita facility endeavors to meet the needs of program requirements.

Satisfactory performance will be evidenced when:

- A. Land and foliage are disturbed from their natural state only as necessary to meet program requirements.
- B. Buildings are maintained and inferior ones removed upon approval.
- C. Future buildings, if possible, are constructed with a similar aesthetic plan as earlier buildings and additions to present buildings match their exterior.
- D. Mechanically created noise levels are kept to a minimum.

Finances

Camp Akita will be a responsible steward and stay within budget limits.

Satisfactory performance will be evidenced when:

- 1. An operating budget enables Camp Akita to have an excellent camping program while building strong Christian leaders for today and tomorrow.
- 2. Operational income, contributions, endowments and usage fees meet the budget requirements each year.
- 3. Expenditures do not exceed income.
 - i. Financial reports regularly and accurately reflect the ongoing financial picture of Camp Akita.
 - ii. A continual evaluation of the energy efficiency of operations is conducted in an attempt to reduce energy costs.

Public Relations

Camp Akita seeks awareness in the Illinois Conference of the opportunities which it offers to campers, staff, constituents, contributors, alumni and friends.

Satisfactory performance will be evidenced when:

- A. Conference constituency believes in, has knowledge of, and supports the Camp Akita program.
- B. There is strong evidence of good will between Camp Akita and neighbors around the camp.
- C. High-quality materials and programs are used to present Camp Akita to the constituency (video promos, brochures, letters, etc.).

Camp Staff Hiring Process

Camp Akita is operated by the Seventh-day Adventist Church. Therefore, camp staff members are selected primarily from Adventist academies, colleges and churches. Attending an Adventist school, or being a Seventh-day Adventist is strongly encouraged, but is not a requisite for employment.

Many of these students are personally known or are well known by the staff of the Adventist churches or institutions they attend. Therefore, they come with recommendations from those who know them well. All staff are at least 18 years of age and at least two years older than the minors with whom they are working?

In the hiring process, a conscious effort is also made to have camp staff members as role models and whose racial or ethnic diversity reflects that of the camper population served. Camp Akita desires to accept, respect and be responsive to the multi-cultural diversity of our society.

The following steps are followed in the hiring process:

1. Completed staff application is submitted along with three recommendations from three individuals such as a teacher, work supervisor and pastor.
2. After reviewing the recommendations and application, the Camp Director interviews the applicant and follows up on reference checks where necessary. The Camp Director then makes a determination whether or not to hire the individual.
3. Once the Camp Director has verbally agreed to hiring the individual, a staff contract/agreement is made and sent to the applicant. If the applicant wishes to accept the offer of a job, the applicant signs the agreement/contract and returns it to the camp office.
4. Release forms for background checks are received from applicants, after which criminal and sex offense background checks are done.
5. Once background check results obtained from the required agencies, the applicant is notified of hiring or non-hiring. The hiring process is completed once the applicant is notified that they are hired and permitted to come to camp.

Staff Responsibilities

While serving at Camp Akita is a busy and full time job, we must never forget that above all else we must be “people experts.” The pleasantness and courtesy as well as the efficiency with which we handle our role is a must. Here are a few tips that are “musts” in your role:

1. Practice a friendly **smile** at all times with our guests as well as among ourselves.
2. Use friendly, **courteous** phrases such as: “May I help you?” “Thank you,” “We hope your child enjoys his/her stay,” “I appreciate having your child in my cabin.” Above all, we use “please” when giving any suggested directions to our guests. Our guests must be treated with courtesy and kindness in order to have them respect us. Remember that smiling and friendly phrases go together – they cannot be separated. Camp Akita must be a friendly place, and it can be such only if we are having fun in our own roles. Although we take our roles seriously, we don’t take ourselves too seriously. Keep your sense of humor – especially when the going gets rough, when it’s been a tough day and everyone is exhausted.
3. Every camper is a “**special guest**.” Remember that the worst camper you have is probably his/her parents little treasure. Ninety-nine percent of people we deal with are great, but it’s the one percent that is a “real challenge.” They may be hot, tired, hungry, frustrated, or they may have had a flat tire on the way to camp – perhaps all of the above. They may not be very understanding, and it may be up to you to turn their day into the positive kind they had in mind when they got up that morning.
4. Put some “**personal touch**” into your contact with people. If you see someone wandering around with a bewildered look, ask if you may help him/her. When dealing with campers, we try to deal with them one at a time, giving each that “personal touch” that makes them feel special. Take time to answer questions, to help a lost camper find his/her way, carry a sleeping bag or suitcase. Offer to snap a family photo so Dad can be in it too. Just remember, one personal experience, good or bad, usually makes the greatest impression. The “personal touch” is a way of life – a vital ingredient to the success of camp.
5. Above all, our interactions with guests, campers and staff must show a high degree of **respect** for those individuals. It is important to speak with and listen to the individual in a manner that reflects respect. Examples of reflecting respect include calling campers by their name or preferred nickname, using language that is easily understood and speaking with campers at eye level. It also includes providing explanations for actions taken and using techniques that do not intentionally embarrass or ridicule campers or groups of people.
6. We go to great lengths to support and help each other maintain the integrity and **positive image** of our program. We never complain or make excuses to our guests, or

within range of their hearing, about our operating problems, personal problems, or personal disagreements with policies. These we take to our immediate supervisor and try to solve them there. Complaining and negative comments to one another only spread bad feelings, so we take our problems to someone who can help (e.g. director, assistant director or immediate supervisor). YOU are our best advertisement.

7. We all want to be treated like adults, so let's all act like adults. This means that if we have a problem with another staff member, we need to talk to the staff member we have an issue with. Talking about staff to other staff in a negative is not the Akita way. If you have an issue, deal with it, with the appropriate person (those involved), and as quickly as possible. If you need help, your director, the Camp Assistant Director, or the Camp Director would be glad to help.
8. Living so closely together for several weeks is sure to have moments of ups and downs. Learn from the ocean. All waves end. The good, bad, and great waves all end. This is true of our days as well. Enjoy the good days, endure the not so good days. Most of the time, your attitude has the potential to make the biggest difference.

Camp Akita Policies

We are glad that you have chosen to be a Camp Akita staff member. This is a privilege. And with this privilege come certain responsibilities. You have been chosen because we believe that you will be a good fit for our summer program and the Akita team. We believe that you have your heart and your head in the right place. We want you to be here, that's why we hired you. We believe that you are ready to enjoy both the privileges and responsibilities of being a staff member.

Our policies are designed to reflect our values. We are, first and foremost, a Seventh-day Adventist camp serving the constituents of the Illinois Conference of Seventh-day Adventists. The conference and its members are our clientele. They are looking for a product that looks and feels Adventist. We want to provide that experience for them.

Furthermore, when bringing a large group, like our summer staff, together we all need to agree to a certain set of principles that we will all follow. A smooth-running camp program requires some policies and guidelines. These help us to work together happily, with a minimum of misunderstanding. Every Camp Akita staff member, whether paid or volunteer, is expected to abide by these policies. This way we can all be "on the same page." We have outlined here what the expectations are for our staff. This is often referred to as the "Akita Way." Feel free to follow all of what you are about to read.

While you may not agree personally with each of the policies, we do expect that you will follow these guidelines during your summer employment at camp.

This document also outlines policies that apply to the camper that will ensure their time spent here is a happy and memorable experience.

Appliances

Laundry appliances are provided for staff use, including irons and ironing boards, laundry detergent, dryer sheets, and fabric softener (all free of charge). You are responsible for your own laundry and we expect that once you begin the process of washing your clothes, you please complete it promptly!

Some of you may have refrigerators and microwaves or a full-size kitchen in your rooms. These appliances have been provided for the comfort of the Camp's staff.

Attitude and Loyalty

Each staff member has been selected very carefully – largely due to your loyalty to your GOD and to your church. This summer, your attitude and loyalty will determine whether or not you have an enjoyable and meaningful summer. Your attitude will determine, to a large extent, the kind of experience you will have here at Camp. Your loyalty to the camp program, the camp administration and to each other is essential. The camp has employed you for "x-number" of weeks. Do a great job all summer. Don't burn out with only two weeks to go. Staff members who are accepted back next year do not crash and burn or criticize their fellow workers. They

remain positive and show they believe in Camp Akita.

Availability

All camp staff members are considered by the camp administration as being available for the total camp ministry needs, regardless of primary work assignments. Should a staff member be contacted by a member of the administrative staff or department head for specific help, it is expected that the staff member will, within reason, exhibit willingness to be used whenever or wherever needed.

Campfire

Staff members are expected to be present and on time for each campfire program. Those that participate in the campfire program need to be present at least 15 minutes prior to the program. During the program, all staff are expected to engage and participate in order to support and propel the worship culture that is being presented.

In order to avoid damage to the equipment, only the sound and light technician (or his/her replacement on his/her day-off) should operate the sound and light controls.

Counselors should sit with their cabin units. **General staff should be seated among the campers as well.**

After closing prayer and announcements are made, cabin units stay seated until dismissed. Counselors are expected to be with their campers and maintain order. **Counselors are encouraged to invite other staff members to join in with their cabin's evening devotions.**

The Program Director is the person in charge of all programming (camp council; camp fire; and Sabbath programs). Feel free to contact the Program Director if you'd like to be involved (song leading, acting, speaking, etc.).

Camp Office

The camp office will be open and staffed from 8 a.m. until supper time 6 p.m. (except on Sabbaths). Messages for campers and staff will be taken when necessary and passed on as soon as practical. All secretarial and business transactions will take place in the camp office. Please use the office for official camp business only. Visitors should sense a business atmosphere at the Main Lodge. The office is not a gathering place. No loitering permitted. Only use the phones, copy machine, fax machine or computers for camp items and only with permission from administration.

Camp office staff members are responsible for registering all visitors, including those visiting during campfire programs.

Campouts

Cabin units requesting a campout must submit a Campout Request at least 24 hours ahead of time to the Boys' Director or Girls' Director. It must then be cleared with the Camp Director before being permitted. Do not request to camp out on Saturday nights. This is a privilege.

Camp Radio

Each activity area will be issued a radio for communication between the Camp Administration and Staff. This device is not intended for personal use nor is it the sole property of an individual. However, the individuals are responsible for the replacement cost of lost or stolen radios.

Camp Vehicles

Staff members will be allowed to drive/use a camp vehicle (trucks, tractors, jet ski, etc...) only;

- With the expressed permission of the Camp Director or the Camp Manager.
- The Staff member is at least 18 years of age or older. (PA 25)
- Has received the proper training to use the vehicle in question.

Communication: Email/Mail/Radios/Telephone Calls

We understand the need to stay connected while at camp and we want you to be able to. However, this should be limited to your free time. During work hours, you are expected to ... you guessed it ... work; please refrain from conducting your personal business during work hours.

If you have a cell phone with you at camp, it should stay in your room/cabin while you are working. You may use your cell phone during time off.

The front office computer is not to be used for personal enjoyment. You may use the camp computer in the Quiet Room or connect via Wi-Fi with your own laptop downstairs in the Lodge. Use of the internet upstairs is limited to office purposes only, or requests for usage granted by the Camp Director. Please limit your time to 10 minutes on the camp computers if another staff member is waiting. Inappropriate use of the internet may be cause for dismissal.

Regular office hours are from 8 am – 6 pm.

Campers may receive emails from family via www.ultracamp.com. The Office Secretary will access the site to retrieve sent emails. Campers can only receive emails and cannot send them while at camp.

Staff mail can be picked up from the staff lounge during free time.

If you would like to send a letter, you may leave your stamped mail with the secretary. It is a federal offense to tamper with mail belonging to someone else (campers or staff).

All personal phone calls should be made from your personal cell phone. Please do not use the main phone line at the secretary's desk for personal calls, unless you have permission from the Camp Director.

Personal communication time should not interfere with regular duties.

Conduct

While in the employment of Camp Akita, all camp staff members shall maintain exemplary personal conduct while on and off campus. This includes relationships, grooming, conversation, diet and attitudes consistent with the spiritual ministry of Seventh-day Adventists and upheld by Camp Akita.

We want staff to have a good time, enjoy camp, have fun, and play at appropriate times and in appropriate ways. Social activities will be provided for the staff. Any activity on the part of a staff member or a group of staff, which disrupts and hinders the camper program or its reputation, or alters, damages, or destroys personal or camp properties will not be tolerated. Hazing of any kind is illegal and will not be tolerated in camp.

It is very important that all staff are constantly thinking about what kind of impression they are leaving on campers' (and staff members') minds. At no time, and for no reason, should a staff member ever expose themselves to campers. It is inappropriate and illegal for an adult (18 +) to be naked in front of minors (17 and under). This type of inappropriate behavior will result in grounds for immediate dismissal.

Curfew

In order to avoid fatigue and to keep our spirits high, adequate rest is necessary. As an Akita staff member, you will no doubt want to give each camper and each day the very best. In order to do this, you will need your rest. Also, please be considerate of those who must get up early. Those wanting to return to Akita year after year should take this seriously.

Camp staff that are not on their day off should be in their quarters by 10:45 pm.

Curfew is 11:00 p.m. For those on their night off, curfew is 11:30 pm.

Curfew means all staff are in designated sleeping quarters and sufficiently quiet so their activities cannot be heard outside of their quarters. Electronics should not be heard past curfew times, with the exception of Directors who are required to sleep with their radios on during the night).

Days Off

All staff members, regardless of position, are entitled to a scheduled day off each working week. Days off will be coordinated by CASA. **Your day off will begin after the play ends during Campfire on your night off and end before the play begins during Campfire the following night.** This is a 23-hour period. Staff should not miss scheduled activities to prepare to leave after the play. Feel free to leave promptly after the play. If you plan to leave the camp grounds during any point during your night/day off, it is expected that you check in and out by filling out the Sign IN/OUT sheet that is posted on the staff bulletin board in the lobby. In addition to that, please let any of the office personnel or CASA members know (in person) that you are leaving and when you plan to be back. It is crucial for us to know where you are, especially in the event of an emergency.

Please return to camp early enough that you are **prepared and ready** to assume your responsibilities before the play begins. Others are counting on you to do your part in being on time. This will help us to be able to keep programming running smoothly. Thank you in advance for your cooperation.

If you are planning to go to town on the evening of your day off, please plan to back at camp by 11:00pm. Failure to return on time will have a consequence.

First failure to return on time will result in a meeting with the Assistant Director. If a second failure to return on time occurs, you will meet with the Director. If a third offense occurs, you will still have a day off, but you will not be allowed to leave camp during your time off. Being on time is the best way to go. If the problem persists, it may result in an early termination of employment.

You will not be assigned work on your days off. Staff members are expected to use scheduled days off in a productive way and should come back relaxed and refreshed. Please plan your time away wisely.

Also, during your time off, you will be expected to refrain from attending such events dance clubs and secular concerts. Alcoholic beverages, tobacco and illegal drugs of any sort are not to be brought on the camp premises nor used while away from camp. Games promoting spiritualism or the occult are not to be brought on the premises of Camp Akita or used while away. The value here is that who we are at camp should match who we are away from camp. The campers are looking to the staff as role models and we want to offer only the best examples for our campers and other staff. And lastly, these constitute the breaking of camp policy as well as a church standard. A violation of this policy will result in an immediate dismissal from camp. REMEMBER, YOU REPRESENT CHRIST AND CAMP AKITA!

Each staff member is allowed up to three (3) personal days this summer. This is counted as a day off without pay. You will not be allowed to move a day off from one week to the next. You will be asked to take a personal day. You may combine a personal day with your regularly scheduled day off. We need our staff to be around and available for work during contracted weeks. If you need to request a personal day, you must request 3 days prior and get approval from the Camp Director.

Lastly, we ask that you continue to exercise extreme caution and safety during your day off activities.

Devotional Life

In addition to required staff worship each morning, staff members are encouraged to develop their own daily time and place for devotions. The extra demands placed upon you in a camp make this strengthening of spiritual life a must. This will make or break your summer. If you need some ideas, ask.

Emergency Leave

In the event of a death or major crisis in the family of the employee, or other urgent business, leave will be granted on an individual basis at the discretion of the Camp Director.

This may/may not be counted against your salary.

Evaluations

An evaluation on staff performance will be given by mid-summer by the Assistant Director. This will be reviewed by the Director and placed in your file. During the last week of camp, the staff will review their mid-summer evaluation with the Camp Director in person and sit through an exit interview with the Director.

Food Service Policies

The kitchen is a work site that has dangers involved with food preparation. It is camp's policy that all non-kitchen staff would not be permitted in the kitchen area unless the Food Service Director has given special permission or requested some additional help. Staff may be called upon to serve occasionally.

Gasoline

Camp Akita owns and operates several pieces of equipment that are gasoline powered. As a result, it is necessary to purchase and store gasoline at camp for these vehicles. The use of the camp's gasoline is exclusive to the camp's equipment and vehicles.

Illness

Each staff member will be allowed to have up to three (3) sick days that will not be deducted from their stipend. In order to qualify for a "sick day", the staff member must be seen by the camp nurse. The nurse will then communicate their status to the camp director, the assistant director, and their work supervisor, who will then deem if the staff member is fit for work or not.

In the event that the staff member needs immediate medical attention, he/she will be transported to the nearest medical facility by the camp director/assistant director/camp nurse or designated person. If the condition of the ill staff member is such that emergency medical attention is needed, they will be transported by ambulance. (TR-1)

Inventory

During staff training week, area leaders should receive an inventory list of what supplies are in their activity area (made by last year's director/instructor). Please go over this list and create a new, beginning inventory list for the summer.

During the summer, if you notice a needed supply running low, report it to the Assistant Director or Director so it can be replaced/replenished.

Before leaving your camp duty for the summer, end-of-camp inventories will be made by each department and submitted in writing to the Camp Director. Please include items that need to be purchased before the start of the next camp season on a separate list.

Let's leave camp feeling good about our performance and the way we have left our departments.

Lodging

Let's do our best to keep things clean and tidy. Neatness and order impress our visitors and will help to make the program run smoothly. Room inspections will be done! The camp staff will vote on what action shall be taken against someone who consistently keeps a messy area.

Staff members will stay away from the lodging areas of the opposite sex (includes hallways/rooms/restrooms/cabins). Staff are not allowed in the sleeping area of the opposite sex. There will be no mixed camp-outs, so please do not ask.

Lost and Found

All staff items left at Lodge or other locations in the camp and turned in will be placed with Lost and Found at the Lodge and disposed of after two weeks. Make sure that all of your personal property has been tagged properly. All your belongings should have your name on them. Staff will assist campers in caring for their belongings.

Male-Female Associations / Dating

Our primary responsibility is to serve the needs of the campers. If a dating relationship is established or already exists, it is important that the individuals involved will make it their primary responsibility to serve the needs of the campers and the ministry of Camp Akita in a godly, biblical way. In order to protect a staff member's ability to put the campers first, those in a dating relationship should not be together when one or both are on duty unless the circumstances require it. Because of the influence we have on other campers there should be no hand holding, back rubbing, or any other physical contact with the opposite sex. Staff should be sensitive about placing themselves in any questionable situation that would be open to criticism even though no misconduct was intended. This applies to all staff at camp, while away from camp, or on days off.

Remember to keep these guideline:

1. No public or private display of affection (PDA), meaning no inappropriate physical contact such as holding hands, hugging, kissing, back rubbing, caressing, sexual contact or sexual conduct. To put it simply remember this formula:

PINK (ladies) + BLUE (gentlemen) = PURPLE!! NO PURPLE

2. No clandestine meeting(s) that increase the risk of engaging in any of the above-mentioned inappropriate behaviors, either at camp, away from camp or on days off.
3. No leaving camp alone as a couple without written parental consent, if under 21; no overnight group camping or home visits (without appropriate adult chaperones); no visitations in opposite sex's quarters; no suggestive physical mannerisms.
4. Legally married couples are allowed to display appropriate public affection.

Under-aged (18) staff require permission from parents to leave camp on scheduled days off.

Any violation of the above high moral standards may be cause for immediate dismissal. In some circumstances, violation may even require reporting the incident to State authorities. For your protection, maintaining the highest standards of morality is expected at all times. Camp Akita will accept nothing less than your full cooperation and diligence in this matter.

While at camp, staff are encouraged to develop friendships. We do not encourage boyfriend-girlfriend relationships to develop among staff members while at camp.

Music and Videos

We believe that Philippians 4:8 is a guide for us as Christians when it comes to entertainment choices. *“Whatever is true, whatever is noble, whatever is right, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”* What we listen to and watch not only entertains, it also educates. Also, campers are watching/listening to us as staff. The songs/movies we talk about are processed by their little ears.

For staff, only Christian music, in any and all formats, etc. are to be played at camp for both personal and private use. The music we sing, play and listen to must enhance our ministry. *We want staff to stay focused, for eight weeks, to be used by God to make a difference in kids lives.* If you did bring any other music with you, please leave it in your car, or packed in your suitcase.

Due to the integrity of Camp Akita, only DVD’s or videos rated “G” will be shown publicly at camp after the Director’s Permission. We also request that only DVD’s or videos that are free of bad language, sexual images and or innuendos, and violence, be viewed by staff during camp time (on/off campus).

Please be your own “police” on these items. The Administrative staff have other things to tend to. Please follow it.

Music and singing at camp is fun and exciting. Each summer hundreds of campers go home singing Akita songs. One popular feature on Saturday night is to sing through the “Akita Top Ten.”

Personal Appearance

All staff members are to exhibit appropriate dress standards, especially on Sunday. The “Akita Look” is important to the success of our program. Your total look is an important combination of modesty, cleanliness and personal grooming. First impressions are often lasting impressions. Whether you’re “out front” dealing directly with guests or “back stage,” the same policies apply.

Here are some general guidelines: Cut-offs or short shorts are not part of camp attire. Swimming attire is not appropriate in the cafeteria at any time. On Friday evenings and Sabbath morning, staff should wear suitable Sabbath clothes. Staff uniforms will be worn all day on Sunday for check-out time and registration (See page 23).

Ladies

Cosmetics:

Only natural make-up that corresponds with your skin coloring should be used. Any cosmetics that give you an artificial look, such as excessive eye make-up, etc., are not permitted.

Clothing:

Clothing should be clean, kept in good repair and good taste. No spaghetti straps. Tank tops can be worn if the strap is 2-3 inches wide. Low-cut blouses & jeans, excessively tight clothing, or clothing that is revealing or suggestive is **not** permitted. Please do not wear yoga pants or leggings.

Jewelry:

Jewelry is not permitted. This includes rings, necklaces, earrings/studs and bracelets (all kinds).

Fingernails:

Fingernails should be clean and if polish is used it should not be a loud statement!

Swimsuits:

Only modest swimsuits permitted -- no two-piece suits/bikini/tankinis or French cut or high-cut one-piece suits.

Men

Clothing:

Male staff members are asked to wear shirts at all times except when involved in lake activities. Clothing should be neat, clean, in good repair and good taste.

Hair

A neat, natural haircut.

Beards:

Beards or mustaches are acceptable if neatly trimmed.

Swimsuits:

Only modest swimsuits (swimming trunks or board shorts) are permitted. No "Speedo" swimsuits.

Jewelry:

Rings, necklaces, bracelets (all kinds), earrings/studs are not part of the Akita dress code.

Personal Electronic Devices

Because we want the staff to stay focused on the purpose of their employment, all personal electronic devices are discouraged at camp due to the probability of their distracting influences on the camp atmosphere. Any private use of personal electronic devices will be in keeping with Camp Akita values and Seventh-day Adventist principles. Misuse will result disciplinary

action that will affect employment. (See Music and Video policy for additional details.)

No laptops, DVD Players, iPods or iPads in the cabins.

No movies will be shown in the cabins.

Do not bring a clock radio. If you need an alarm clock, please bring one that is not connected to a musical device.

Personal Items / Equipment

The camp administration assumes no responsibility for staff's personal equipment and valuables. Camp insurance policies do not cover loss of staff members' belongings. Camp Akita assumes no responsibility for sending staff members' personal belongings to them by mail or package delivery. It is the staff's responsibility to retrieve all personal items when departing camp at summer's end. Personal sports equipment (bats, archery equipment, golf clubs, skis, wakeboards, etc.) are to be stored properly, away from access by campers. Equipment and other valuables should be kept under lock and key in your automobile. We encourage staff not to bring such items to camp.

At no time shall the use of personal equipment:

- Endanger the life or safety of another human being or wildlife
- Distract the staff member from his/her assigned duties
- Violate any camp policy
- Be annoying to another staff member or camper

Pets

Camp Akita does have a no pet policy.

Programs - Evening/Morning

We believe that our program times are key to helping our campers grasp our annual theme and crucial to helping campers make decisions for Jesus Christ. This is what summer camp is all about. You have been hired to help us reach this goal of connecting campers to Christ. Therefore, ALL staff are required to be at the evening/morning programs. The Assistant Director will take record. Being on time at the start of each program and actively participating in the program is vital to making this time significant. We need your help.

Staff are expected to sit with campers/cabins and assist counselors. Staff should not cluster in the back by themselves. All staff should be actively involved in the program, even though they are not up front leading out.

We hope that no one chooses to miss these programs, however, in the event that a staff member would choose to, we do have a policy.

There is a consequence for not being present when the program starts. The *first time* a staff member is **late**, the Assistant Director will contact the staff member. If there is a *second time*,

the Assistant Director will issue a warning. If there is a *third time* the Assistant Director will fill out a report that the staff member will sign (this will be placed in their file). If there is a *fourth* offense it will mean a day off without pay. If upon return from this time away the problem persists, the staff member may be dismissed for the summer and their contract terminated.

There is also a penalty for **not being present during the program**. The *first time* a staff member misses a program, the Assistant Director will contact the staff member. The *second time* a staff member misses a program, the Assistant Director will fill out a report that the staff member will sign (this will be placed in their file). If a *third* offense occurs, the staff member will speak with the camp director and face suspension without pay. If upon return from this time away the problem persists, the staff member will be dismissed for the summer and their contract will be terminated.

We hope we never have to refer to this policy. It is up to you. The bottom line is that we are serious about having all staff present and on time for worship times. If you do this, you will not have a problem.

Program Costumes

Each cast member provided with a costume for programming is responsible for the costume during the summer. The costume should be left in the costume room and treated with care. The Program Director will oversee and be responsible for all costumes and props.

Registration Day / Sunday

Sunday is Akita's *Public Relations Day*. All staff members will want to help make this day a success. Campers are sad to leave and new campers will need welcoming. Parents have mixed emotions and they will need informative, courteous, helpful and patient staff. All staff members are to be in a clean camp uniform on registration day. This is one of our most important days. First impressions are made all day long. Let's work together to make this a great experience for parents and campers.

Sabbath

Let's make Sabbath the BEST day of the week for our campers and ourselves.

All staff members are encouraged to do their best individually and as a team. We have an opportunity to help campers experience the Sabbath in a way that will help them see the Sabbath as a blessing. Our attitude, our appearance, and our activities will make an impression. Let's make a great impression. Staff members are to be in suitable Sabbath clothes; khaki style bottoms (pants or skirts, no cargos, or shorts or jeans) and a nice button-up shirt/polo/blouse.

The morning program is more relaxed but needs your help to be organized. All staff members are expected to attend and be involved in the Sabbath worship services and activities during the day. Don't miss out. Remember we are a team. *We have to work hard as a team to be the best we can be.* If one person doesn't show up, that makes it more difficult for the rest of the team.

Sabbath begins at sundown Friday and its influence/atmosphere remains through sundown Sabbath evening. We are at camp to serve our campers and should keep this focus through out the Sabbath. Sabbath is not time off or a day off, nor is it a time for staff to leave camp.

We also want to encourage staff members to keep the Sabbath by drawing careful boundaries around what we do on this holy day. What we choose to do while we are working at camp might be different than the boundaries we would choose to draw individually, but because we are a team, we all will follow the same guidelines. We don't want to confuse our campers by saying one thing and doing another. Leaving campus on Sabbath will be kept to a minimum, and must be with the approval of the Director. Leaving camp to go shopping or to go out to eat on Sabbath is counter to the values we are trying to instill in our campers. We want to reinforce, not undermine, our values at camp.

We will best communicate what Sabbath is all about by making a deliberate effort to make the seventh day special by changing several things. We want campers to see a very definite, positive difference between Sabbath and every other day of the week. This will set the tone for the Sabbath, as we model and encourage campers to do several things differently.

We will change ...

The way we look ... All staff members are encouraged to dress a little nicer on Friday evenings and Sabbath.

The activities ... there is no game/rec time Friday night to allow extra time to get ready (shower, clean cabin/room, etc.) for the Sabbath. Activities are closed all day Sabbath so we can focus on worship/God. There is special programming all day. Let's help our campers be prepared for the Sabbath.

The way we eat ... there is a special feast planned in the cafeteria with special food items on Friday night. Sabbath morning, breakfast will be different. Campers will have breakfast brought to their cabins, and staff will have a special breakfast set-up for them in the lodge by the members of CASA. We want to mix it up and make the day unique. The goal is to help campers and staff see that the Sabbath is a special day and we get to do a lot of things differently. It is a day to look forward to.

Certain duties will still need to be maintained, so all should be willing to carry their share on Sabbath. If you have scheduled camp guests over the weekend, you will be expected to perform your duties as usual (see guest policy). The only exception is if you are on your day off.

Sign-Out Procedures

All staff members are required to sign out at the main lodge when leaving the camp and indicate destination, contact phone number and expected time of return. Writing legibly is very important. We are not trying to make it difficult, but this sign-out list provides the camp with important contact information, if needed, in the case of an emergency. Please fill out your name and contact number carefully and clearly. Inability to read what the staff member has

written may be considered as unauthorized leave.

Staff members 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. Remembering to sign in upon return is key to making this system work.

The sign in/out sheet will be in the office at the main lodge during hours that the office is open and will be posted outside after hours. It is your responsibility to make sure that you sign in/out whenever you leave/return to camp.

Staff under 18 must have parental permission before leaving camp. This form must be on file in the office.

Unauthorized leave will mean forfeiture of your privilege of leaving camp. Repeated offenses may restrict you from leaving camp on your day off.

In the event of an emergency that prevents you from returning as scheduled, you must call the camp (309) 876-2060 and speak with the Camp Director (773) 318-1634.

Staff Camper Ratios

Required Ratios of staff that are on duty with campers in units or live-in groups and in general camp activities must meet the following minimums:

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
4-5 years	1	5	6
6-8	1	6	8
9-14	1	8	10
15-18	1	10	12

Other specific staff-to-camper ratios include:

- ◆ Lifeguards 1:10 (one must be on shore, minimum 2 staff)
- ◆ Archery 1:6

When at all possible, groups should be supervised by a minimum of two staff members. At least 80% of the staff/camper ratios established need to be staffed by people's age 18 and older. In the event of an emergency when the ratios may not be met, use your best judgments. Utilize older campers and the intercom/walkie talkie when necessary.

Staff Lounge

This is your special place -- a place to relax and get away. It is a common area for both

male/female staff. Please dress appropriately when in the lounge. Please keep all of your personal belongings in your room. The lounge is not a place to store your personal effects. Thank you for doing your part to keep your lounge neat and clean. No campers are allowed here at any time - with the exception of special programming designated by the members of CASA.

Staff Meetings & Training

Regular staff meetings occur to keep staff up to date with announcements and schedule coordination. Staff meetings also provide support and training to staff who work directly with campers, including skill training sessions relating to human behavior and group dynamics. These are required meetings.

Activity staff are also required to meet together regularly with their activity supervisor, to review and preview issues particularly related to their activity area.

A process of staff evaluation is in place to ensure that staff members meet with their supervisor and camp director. This provides support and constant communication between staff and directors. It also highlights areas of improvement.

Your attendance is required at scheduled staff meetings; evaluation or training sessions unless excused because of illness, assigned duties or day off. Be there on time – every time.

Staff Use of Aquatic Facilities

Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake, the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

If a guard wants to swim to remain in shape while there is no lifeguard on duty, they must swim with a buoy strapped to their body.

Staff Uniforms

Camp Akita will provide each staff member with a staff shirt. Staff shirts are to be kept clean and ironed (if needed). Staff uniform (khakis, and/or jeans, staff shirt, and ID badge) are to be worn on Sundays (Registration Day). We know that each staff member will proudly wear their uniform and be a walking billboard/advertisement.

Office/store staff and staff on duty at the front gate are required to wear their staff shirt while on duty in the office/store or front gate. Additional staff shirts may be provided to office/store staff to assist with this requirement.

Staff Worships

At 7:00 a.m., with the exception of Sabbath and Sunday, there will be staff worship – a time where we will share stories, read the Bible and pray together. After worship, daily work assignments will be given and announcements will be made. Staff members are expected to be at worship unless excused by the Camp Director. Attendance is required. Staff worship is part of your work schedule. Be on time and present for each meeting.

All staff members are also required to attend Camp Council, Campfire, Sabbath school and church and to take an active part when asked to do so.

Supervision

All staff are expected to supervise and instruct campers while on duty. This means that campers are number one and should be attended to during that time. It is not a time for reading, working on crafts, writing letters, or visiting with other staff members. You received during pre-camp training a description of what to do while leading activities and being on duty. Refer to your job description and the specific program procedures for more information.

All staff members under the age of 18 years of age will not be left in charge of supervision or be responsible for supervision of campers that are less than two year younger than the staff member.

Transporting

On the occasion when you have the responsibility to transport people in a vehicle or wagon, you must follow the following policy;

- All passengers must remain seated at all times, especially when the vehicle is in motion.
- Seat belts must be worn, when available.
- No vehicle is allowed to transport more than the established manufacturer's limit.
- People in wheelchairs must have wheelchair secured (locked and be seat-belted) onto the vehicle.
- All hands and feet must remain inside the vehicle/wagon.
- Do not distract the driver while the vehicle is in motion.
- Verify that everyone is on/off the vehicle before moving forward.
- When traveling as a group, each vehicle must stay with the convoy unless otherwise authorized by the convoy leader. (TR-9, TR-10)

All vehicles involved in the transportation of camp personnel or campers must have fire extinguisher and reflectors available for use in the case of an emergency. (TR-11)

Vehicles

Camp speed limit is **15 mph**. (TR-2)

Motorized vehicles are to be in the designated parking lot at all times. No summer staff member/visitor is to park around the Lodge building. Staff vehicles are not to be used for routine transportation within the camp or for out-of-camp business unless specifically designated by the Camp Director or, in his absence, his chosen delegate. (TR-3)

During camper registration. Parents are to leave their cars either at the staff parking lot or by the parking lot by the trees in front of the Main Lodge. They are not to drive their cars around the camp unless given permission by the Camp Director. (TR-3)

The camp strongly discourages loaning your vehicle to another staff. If you choose to do so, make sure they are covered with their own insurance and agree to be responsible for any and all damages that occur in case of an accident.

Camp staff minors who bring their vehicle to camp must give the camp office their vehicle information as well as their keys.

Parents of campers are expected to leave their cars at the designated parking area upon their arrival. If a parent or parents want to receive a tour of the camp, or simply observe their child participating in the swimming test, they, along with the child, may go to the swimming area in the designated mode of transportation - wagon. (TR-3)

No staff member is permitted to give rides to staff members and/or campers in non-passenger vehicles. A non-passenger vehicle is defined as vehicles that do not have seats attached to the vehicles (back of pick-up trucks or wagons). ***The exception to this is for hayrides where the wagon is being pulled at a speed no more than 10 miles per hour.*** (TR-4)

Visitation Policy for Summer Camp

***Camp Akita is a closed camp while the summer camp program is in session.**

1. All visitors that wish to visit the camp during the summer camp season must get permission from the summer camp director.
2. Permission to visit the camp will be requested at least 2 days before the visit. Please do not arrive to camp the day of and request a visit!
3. Visitors will be given permission to visit no more than once a summer.
4. Visitation grants will be given based on the time, workload of the camp, and situation.
5. Visitors may not be at the camp without being hosted.
6. The camp director reserves the right to deny visitation to anyone.

Rules for Visitor's While at Camp

1. Do not bring in food for campers unless approved by the parents and the camp director
2. Abide by the camp rules as stated in the summer camp manual
3. Do not give a cell phone to a camper without permission from the camp director
4. Do not interfere with duties and functions of the camp.
5. Camp staff requests supersede those of a visitor in relation to campers and the functions of the camp.

Waterfront Policy

- There will always be two lifeguards on duty at each body of water being used for activities.
- The waterfront director is responsible for scheduling qualified personnel for the Waterfront, Lakefront, and canoeing program during operation of the summer camp.
- Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity. There must be a person or persons certified in Standard First Aid and age-appropriate CPR and a stocked first-aid kit at each aquatic activity.
- **Don't do:** reading, sunbathing, long conversations, letter writing, or other activities that distract from camper supervision. Watchers have been oriented to their responsibilities and have demonstrated elementary forms of non-swimming rescue.
- Campers and staff must follow all safety rules as posted at waterfront areas. Staff accompanying campers are expected to assist in enforcing rules.
- The buddy system is always in use at the waterfront areas.
- If severe weather approaches all waterfront areas will be closed and campers must leave the area immediately. Other weather conditions which may close down the waterfront areas will be up to the discretion of the waterfront director and/or camp director and/or program director.
- Instruction in basic swimming safety rules is given on the first day, including:
 - No running
 - No horseplay
 - No gum or Band-Aids®
 - Swim with a buddy and swim at the same end
 - No breakable beverage containers (e.g., glass or mugs) are allowed in swimming area.
- The overall ratio of one staff person for each ten swimmers must be maintained at all times.
- Staff accompanying campers to the pool should plan to have the campers ready to enter at the scheduled time. Campers line up outside the gate in a buddy-line until previous group leaves the pool area.
- All campers must turn buddy tag before group is excused from the pool area.
- Whenever a single long whistle is blown all swimmers will immediately go to the shore of the lake, find their buddy and wait for instructions.

Lake

- Staff will be instructed in basic small craft safety rules and emergency procedures during pre-camp training.
- All campers and staff must properly wear a personal flotation device (PFD) while in a canoe.
- All canoes and equipment should be inspected on a regular basis and any repairs reported immediately to the waterfront director. PFDs are given a safety check immediately prior to use.
- All campers are instructed in safety rules and given basic canoeing instruction, including dry land practice before going out on the lake. Training to include:
 - Self-rescue in case of capsize or swamping
 - Boat handling, boarding, debarking, trimming, loading, and changing positions
 - Donning and use of PFD
- Safety rules to be reviewed and enforced
 - All campers and staff must wear PFDs.
 - No horseplay.
 - No standing in canoes.
 - Paddle on opposite sides.
- Swimming is allowed in lake only at the designated areas or with the permission of the lifeguard on duty.
- A staff member (watcher) must always be present on the shore.
- Buddy system must be used while on the lake.
- There will be one certified boating instructor for each six canoes on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times.

Staff Use of Aquatic Facilities

Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake, the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

Wedding Policy

Wedding attendance will be counted as a day off. Plan accordingly if more than one day is necessary. Special arrangements will need to be made with the Camp Director.

Work Assignments

You are a member of one of the finest camp staffs—working at one of the finest camps in America. Let's complete our work assignments with pride. "Good enough" is not good enough at Camp Akita. AIM FOR EXCELLENCE. We do only the best because we are serving the BEST—Jesus Christ the

Job Descriptions

Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave— Matt. 20:26,27

Whose Job is it?

This is a story about four people named, EVERYBODY, SOMEBODY, ANYBODY, and NOBODY.

There was an important job to be done and EVERYBODY was sure SOMEBODY, would do it. ANYBODY could have done it, but NOBODY did it. SOMEBODY got angry with that, because it was EVERYBODY'S job.

EVERYBODY thought ANYBODY could do it, but NOBODY thought EVERYBODY wouldn't do it.

It ended up that EVERYBODY blamed SOMEBODY, when NOBODY did what ANYBODY could have done!

General for All Staff

The responsibilities of all Camp Akita Staff are to:

1. Attend staff worship each morning.
2. Attend camp council unless assigned other duties.
3. Attend all campfires and participate where assigned.
4. Allow for maximum rest each night in order to meet daily demands.
5. Make requests for time-off in advance.
6. Gain permission from camp director in order to use a camp vehicle.
7. Use activity areas during published times only. The horses and the swimming area are off limits to staff in the evening unless otherwise indicated.
8. Clear requests pertaining to the operation of the camp program, absences from camp (other than time off), etc. through the camp director.

Clear any requests pertaining to grounds, maintenance, vehicle orientation, etc. through camp ranger and camp director

Camp Director

Desired Qualifications

- Be at least 25 years of age and possess a Bachelor's Degree, Preferably an MDiv.
- Provide Documentation of leadership training and administrative experience
- Have successfully completed a course in camping administration or have at least two years of experience as part of an administrative staff of a camp for children
- Must possess a current First Aid and CPR certification. Wilderness First Aid and professional rescuer is preferred
- Have knowledge and training in camp emergency procedures including emergency codes
- Have the ability and stamina to supervise and direct a full camp staff and program for 8-10 weeks
- Have the desire and ability to work with children in an outdoor setting
- Have the ability to relate to one's peer group and accept guidance and supervision
- Have integrity, adaptability, reliability, enthusiasm, sense of humor, patience, and self control
- Remain at camp at all times except during time-off when assistant director is present

Responsible to: Illinois Conference Administration

Responsibilities

- Chairman of Camp Akita Summer Administration (CASA).
- Maintain ACA accreditation standards.
- Provide activities and spiritual direction for the campers and staff.
- Recruit, select, train and assign hired staff to uphold Camp Akita's Standards and Procedures for the summer camp.
- Promote the camp's summer program to local churches and schools of the Seventh-day Adventist Church.
- Coordinate with Video and Photographer promotional material for the following summer camp season.
- Order supplies and carry out other business operations of the camp, while operating under the proposed budget.
- Participate in camp activities for proper awareness and supervisory functioning.
- Plan, direct and supervise the summer camp program.
- Oversee and give guidance to the camp staff.
- Develop procedures, routines and practices for camp operation.
- Write camp reports to document actions taken as a result of, but not limited to, injuries during activities, and/or disciplinary actions.
- Review all Workmen's compensation reports and insurance claims before they are submitted.
- Ensure all staff have proper legal paperwork and required certifications on file.
- Coordinate all emergency procedures including search and rescue.
- Participate in weekly staff meetings.
- Know all emergency codes.

Village Directors

Desired Qualifications

- Possess strong leadership skills and be a spiritual leader
- Previous summer camp experience as an activity instructor
- Previous summer camp experience in an administrative position
- Ability to see and address areas of improvement
- Ability to hold participants accountable to overall goals of Camp Akita program
- Ability to give and accept guidance and supervision

Responsible to: Camp Director

Responsibilities

- Member of the Camp Akita Summer Administration.
- Assist with activity supervision and management.
- Assist in upholding the camp's standards.
- Assist with staff supervision.
- Assist in ensuring that all ACA and state regulations are being met.
- Know and assist the Camp Director with emergency procedures.
- Conduct weekly checks of activity areas and equipment for safety, cleanliness and repairs.
- Submit orders for equipment and supplies when needed to the camp director.
- Assist in conducting initial and end of season inventory, storing, and keeping equipment in good condition.
- Evaluate current season and make recommendations for equipment, supplies, and program for following season.
- Be available for camper, counselor, and staff consultation.
- Counsel with staff and campers on problem situations.
- Coordinate rainy day activities.
- Be available to circulate around camp, visit classes and give input as needed.
- Coordinate Days Off List.
- Meet with campers frequently to determine their level of satisfaction with the camp program.
- Assist Director with pre-camp orientation and training.
- Curfew Duty as assigned.
- Coordinate early departures with Camp Director.
- Make sure that all cleaning equipment is set for cabins to do their assigned duties.
- Check camper tables and floor to ensure thorough cleaning before dismissing cabins after each meal.
- Supervise Cabin Duty clean up.
- Present a cheerful atmosphere in the kitchen and dining room area.
- Call out and post duties list
- Conduct line call at the appointed times
- Dismiss tables at meals
- Participate in weekly staff meetings

- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Health Care Director/Nurse

Desired Qualifications

- Be at least 21 years of age
- Must possess a current Illinois State nursing license
- Must have a current First Aid and CPR certification. Wilderness First Aid and professional rescuer is preferred.

Responsible to: Camp Director

Specific Responsibilities

- Take inventory of all medications and supplies.
- Have on file standing orders currently dated and signed by camp physician.
- Do not diagnose due to legal implications.
- All drugs for minors must be in original containers with pharmacy label naming the patient, drug name, and dosage (amount and frequency of administration).
- Record must be kept of all administered medications.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Participate in weekly staff meetings.
- Know all emergency codes procedures.
- Provide 24-hour health care to staff and campers.
- Notify appropriate personnel (food service director, counselor, etc...) of allergies that may become a medical emergency.
- Help Camp Director coordinate and verify that camp facilities are being cleaned properly and notify Camp Director of any discrepancies.

Health Records

- A completed, dated, signed health information and history form for every camper and staff member must be on file.
- A record of all accidents/illnesses must be kept in the nurse's log book and on the camper's medical form.
- All Campers and staff members must undergo a health evaluation upon arrival at the camp at which time findings will be noted.
- All medicines must also be checked in with the nurse upon arrival.
- Medicines must be kept in a locked cabinet/refrigerator area.
- All accidents or illnesses of a camper must be communicated to the camp director.
- Accident/injury records must be kept. Legal investigations will look at whether or not:
 1. The activity/instrument/tool/treatment was appropriate for the child.
 2. There was proper supervision available.
 3. The parents were notified.
- Notify counselors of the following camper health concerns:

1. What hours to come for medicine.
2. Swimming restriction related to health issues.
3. Anything pertaining to the camper's health.

The Daily Routine

7:00	am	Check on patients, if any
7:50	am	Line Call, camper inspection
8:00	am	Breakfast--Dispense medications, if necessary provide meals for patients
10:05	am	General duties--care for patients arrange for sick campers to see a doctor, care for illness/injuries
12:30	pm	Lunch--Dispense medications, if necessary provide meals for patients
1:30	pm	Rest Hour
2:30	pm	General duties--care for patients, arrange for sick campers to see a doctor, care for illness/injuries
6:15	pm	Supper--Dispense medications, if necessary provide meals for patients
8:15	pm	Free Time
9:00	pm	Follow up on any injuries/illnesses and dispense medications if necessary
10:30	pm	Bed Time

At the end of the week/summer:

- Return individual camper's medications weekly.
- Return health examination forms and accident reports to the camp director weekly.
- Sort and pack equipment and supplies, dispose of the out-dated drugs; use checkout list of medicines and supplies annually.
- Evaluate supplies and report needs to camp director weekly.
- Be sure all nursing staff understand the procedures and lay out of the medical office area.

Programming Director

Desired Qualifications

- Be a responsible Christian with good leadership skills
- Be organized and possess creativity
- Ability to bring unity to a large and diverse group
- Ability to plan, implement and set the spiritual tone for all camp programs
- First Aid and CPR Certification required
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Camp Director

Responsibilities

- Member of the Camp Akita Summer Administration (CASA)
- Plan and coordinate the camp council, campfire, teen banquet and other special programs.
- Plan daily special events that would illustrate the summer camp theme.
- Organize the Friday evening celebration.
- Work with Camp Director in planning the Sabbath celebration.
- Plan and coordinate the teen banquet.
- Organize the talent programs if and when those occur.
- Be responsible for decision cards and keep a record of responses.
- Serve as chairperson of the staff social committee.
- Prepare copies of camp programs for camp director, office files and staff.
- Supervise the care and storage of all camp program materials, props, and costumes.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Maintenance

Desired Qualifications

- Be 18 years of age or older
- Previous experience in repair work
- Ability to work independently of others
- Possess current First Aid and CPR certification

Responsible to: The Camp Manager/Ranger & Camp Director

Camp Goals

To Maintain a comfortable and safe environment for campers and staff

General Responsibilities

Assist the camp director in camp programming and activities

Assist the camp manager/ranger with maintenance duties

Specific Responsibilities

- Maintain campgrounds (lawns, shrubs, flower beds, etc...).
- Remove trash from grounds.
- Painting.
- Stock janitorial supplies.
- Operate Camp Vehicles in a safe manner.
- Attend all campfire programs.
- Assist programming director with set-up and tear-down for all programs.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.

Archery Instructor

Desired Qualifications

- Must be 18 years of age or older
- Possess current First Aid and CPR Certification
- Possess documented training and certification as a basic instructor in archery that is recognized by National Archery Association
- Experience in teaching archery is preferred
- Must possess ability to set up range, order and repair equipment
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Director, Assistant Director

Responsibilities

- Provide campers with knowledge, skill and training in the target sport of archery.
- Prepare a curriculum which will improve the campers' archery skills using AY honor requirements as a basis.
- Know, teach and practice the safety rules for target sports as defined by the American Camping and National Archery Associations.
- Store bows and arrows in a locked cabinet, separately from each other for extra safety.
- Assist in conducting daily check of equipment in program area for safety, cleanliness, and good repair.
- Submit orders for equipment and supplies when needed, with approval of the Assistant Director ensuring timely arrival of material.
- Teach and monitor proper use of equipment.
- Assist in conducting initial and end-of-season inventory, storing, and keeping equipment in good condition.
- Assist in packing all materials and supplies for the following season.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Climbing Tower Instructor

Desired Qualifications

- Must be 18 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Have prior experience with climbing and teaching climbing skills (preferred)
- Show proof of certification in a certification program for climbing wall instruction.
- Know the major knots that will aid in the safety of each participant

Responsible to: Director, Assistant Director

Responsibilities

- Develop daily lesson plans to be used in teaching classes.
- Ensure camper safety at all times.
- In case of an injury, follow emergency procedure protocol.
- Know all emergency codes and procedures.
- Teach four climbing classes daily.
- Use the AY honor curriculum as a basis for instruction.
- Be sure proper safety techniques are followed at all times.
- Demonstrate the proper techniques of climbing, belaying and rappelling tools and glazes.
- Keep supplies clean and in good repair.
- Keep supplies stored while not in use in order to prevent the climbing wall being used when no staff is present.
- Perform daily checks on all equipment prior to the beginning of the first and third periods.
- Enforce safety protocols.
- Notify the Assistant Director of any needed supplies or equipment.

Crafts Instructor

Desired Qualifications

- Must be 18 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Have prior experience in handicrafts and ceramics
- Be familiar with a kiln and safety regulations, as well as safety around various crafts items

Responsible to: Director, Assistant Director

Responsibilities

- Develop daily lesson plans to be used in teaching classes.
- Ensure camper safety at all times.
- In case of an injury, follow emergency procedure protocol.
- Know all emergency codes and procedures.
- Teach four art/crafts classes daily and direct assistants in those classes.
- Use the AY honor curriculum for the various crafts as a basis for instruction.
- Be sure proper safety techniques are followed at all times.
- Demonstrate the proper techniques of ceramics tools and glazes.
- Keep supplies stocked, clean and in good repair.
- Store supplies and equipment in its proper area according to manufacturers directions and take inventory at the beginning and end of camping season.
- Order supplies as needed in order to have enough on hand for the next several projects.
- Notify the Assistant Director of any needed supplies or equipment.

Mt. Biking Instructor

Desired Qualifications

- Must be 18 years of age or older
- Have knowledge and experience with mountain biking
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Director, Assistant Director

Responsibilities

- Prepare all bikes prior to the arrival of campers for the activity period.
- Conduct a thorough safety inspection of each bicycle before use.
- Assure that all campers maintain hydration.
- Helmets are mandatory for all riders.
- Be sure that helmet fits correctly and is worn snugly as designed so rider safety is maximized.
- Demonstrate to campers the proper use of bikes.
- Prior to starting a ride, review with campers the safety procedures.
- Check to see that the bike "fits" the camper properly so as to minimize any accidents.
- Do not allow bikes to leave the storage area without permission (this includes staff).
- Campers must be accompanied by biking instructors on all rides.
- Notify Assistant Director of equipment, repairs or supplies needed.
- Keep bike storage area clean and organized at all times.
- Teach using lesson plans you have prepared with daily and weekly goals outlined.
- Participate in weekly staff meetings.
- Deliver all items in your area to lost and found.
- Know all emergency codes and procedures.
- In the event of an accident or injury on the trail or campground;
 - Radio the camp office for help.
 - Administer First Aid and CPR if necessary.
 - Camp Nurse and Camp Director will be notified.
 - Accident report must be filled out and filed within five (5) hours of incident with copies for the Camp Manager and Camp Director.

Photo/Video Director

Desired Qualifications

- Must be 18 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Knowledge of digital photography, videography
- Knowledge of camera techniques used to improve image aesthetics, i.e.: perspective, composition, etc.

Responsible to: Director, Assistant Director

Responsibilities

- Take photos of cabin groups each week.
- Make a list of needed supplies with which to run the department effectively.
- Work closely with the camp director in the production of the camp weekly review.
- Work in conjunction with the program director for programming needs.
- Shoot photos of daily camp life for slide shows.
- Prepare week in review to be shown at the close of camp.
- Know all emergency codes and procedures.
- Print cabin photos and DVDs to be handed to campers at the end of camp.

Sports Instructor

Desired Qualifications

- Must be 18 years of age or older
- A thorough working knowledge of the fundamentals of flag football, basketball, soccer, softball/baseball, volleyball, kickball
- Ability to patiently communicate and demonstrate the skills of the aforementioned sports
- Refereeing skills highly preferred
- Have a desire to work with children in a camp setting.
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Director, Assistant Director

Responsibilities

- Develop daily lesson plans to be used in teaching classes
- Coordinate and supervise recreational activities.
- Teach good sportsmanship at every opportunity and maintain a Christian atmosphere in all classes.
- Maintain equipment in good working condition and keep supplies on hand.
- Direct requests for equipment and supplies to the Assistant Director.
- Deliver all items in your area to lost and found.
- Conduct a detailed inventory of all sports equipment and turn in a list at the beginning and end of the summer to the Assistant Director.
- Know all emergency codes and procedures.

Food Service Director

Desired Qualifications

- Must be at least 21 years of age.
- Experience in food preparation for large groups.
- Good communication, leadership, and interpersonal skills.
- Must possess state certification for Food Management and Handling Safety
- Must be familiar with and uphold ACA and State Health regulations and procedures
- Must possess current First Aid and CPR Certification
- Ability to supervise a kitchen staff for summer camp

Responsible to: Camp Director

General Responsibility

- Member of the Camp Akita Summer Administration (CASA).
- Orders food supplies.
- Plan menu for approval by the camp director.
- Supervise kitchen assistants, including time and days off.
- Maintain a clean and safe working environment.
- Work closely with camp director to contain costs.
- Hold weekly kitchen staff meetings (affirm workers and discuss areas needing improvement).
- Keep records of refrigeration and dishwasher temperatures.
- Supervise food preparation and storage.
- Oversee and assign kitchen staff to help unload deliveries.
- Pick up needed supplies from town.
- Oversee and supervise cleaning assignments for the kitchen staff.
- Work with Program Director in preparation for teen banquet.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.

Food Service Assistants

Desired Qualifications

- Have a desire to do kitchen work in a camp setting
- Have ability to follow instructions carefully
- Ability to work well with others
- Possess current First Aid and CPR Certification

Responsible to: Camp Director, Food Service Director

General Responsibility:

- Assist in food preparation as assigned.
- Assist in kitchen cleaning and dishwashing as assigned.
- Assist in proper food storage.
- Assist in unloading and storing food supplies.
- Assist with putting dishes in their proper storage areas.
- Assess condition of food.
- Wash dishes, glasses, and flatware by machine or by hand.
- Sweep and mop kitchen and dining room floors.
- Take out trash from kitchen and dining room to dumpster.
- Clean out and wash waste cans a least every other day.
- Cut, peel and wash vegetables as assigned.
- Wash pots as assigned.
- Help with serving when assigned.
- Help unload and store supplies properly.
- Clean any spillage in kitchen and/or dining room.
- Maintain a clean dishwasher and dish room.
- Help with clean up after each meal.
- Operate dishwasher safely and according to health department regulations.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.

Horsemanship Director

Desired Qualifications

- Must be 21 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Good interpersonal skills
- Experience in riding and caring for horses
- Ability to teach safe riding skills to individuals of varying abilities
- Ability to supervise and schedule a full horsemanship program and staff
- Must know and follow state health regulations and ACA guidelines

Responsible to: Camp Director, Assistant Director

Responsibilities

- Know all emergency codes and procedures.
- Member of the Camp Akita Summer Administration (CASA).
- Provide adequate quarters for all horses so that all are able to rest, eat and drink without harassment from other horses and without undue chance of injury.
- Provide regular feed and supplements on an individual basis to all horses (water needs to be available at all times).
- Check daily on health of each horse to monitor the possible onset of sickness or discover any injury.
- Fit and assign proper and comfortable equipment to each horse for the duration of the summer.
- Maintain the condition of all tack and equipment with a minimum of a weekly thorough cleaning.
- Inspect tack daily for possible weaknesses which would make the equipment dangerous.
- Groom each horse daily.
- Maintain trail: remove rocks and limbs.
- Maintain area: remove rocks and hazardous materials to provide safe footing for horses that are worked in this area.
- Maintain grounds: fix fences that are broken, painting, raking, setting out sprinklers, etc.
- Employ fly controls using insecticides as indicated (including wipe-on and spray for horses, and stable spray for buildings).
- Dispose of manure: all paddocks, corrals, saddling corral, etc. are to be manure-free at least once each day.
- Scrub water troughs daily so water supply is fresh.
- Fill out incident reports and give them to the camp director.
- Use the AY honor curriculum as a basis for instruction.
- Submit a detailed inventory list at the beginning and end of the summer to the camp director.

Horsemanship Instructor

Desired Qualifications

- Must be 18 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Good interpersonal skills
- Experience in riding and caring for horses
- Ability to teach safe riding skills to individuals of varying abilities
- Ability to supervise and schedule a full horsemanship program and staff
- Must know and follow state health regulations and ACA guidelines

Responsible to: Assistant Director, Horsemanship Director

Responsibilities

- Know all emergency codes and procedures.
- Follow carefully and completely all directions and imperatives given by the horsemanship director.
- Abide by the state and local health department regulations regarding campers and horses, as well as the mandatory ACA guidelines.
- Assist the horsemanship director in providing adequate quarters for all horses, so all are able to rest, eat, and drink without harassment from other horses, or people and without undue chance of injury.
- Provide regular feed and supplements on an individual basis to all horses.
- Water must be available for each horse at all times.
- Work closely with horsemanship director checking daily the health of each horse to monitor the possible onset of sickness or to discover any injury.
- Assist the horsemanship director in fitting and assigning proper and comfortable tack to each horse for the duration of the summer.
- Maintain the condition of all tack and equipment with a minimum weekly, thorough cleaning.
- Inspect tack daily for possible weaknesses, which would make the equipment dangerous.
- Groom each horse daily.
- Under the supervision of the horsemanship director, maintain the riding trail by keeping it clear of debris in order for the horses to maintain safe footing.
- Assist in maintaining the riding arena by keeping it clear of debris.
- Do not allow campers near the horses without direct accompaniment and immediate supervision by a horsemanship staff.
- Control flies by using approved insecticides as directed (including wipe-on and spray for horses and stable spray for buildings).
- Keep riding corral manure-free by removing waste at least once each day.
- Scrub water troughs daily so water supply is fresh.

Counselors

Desired Qualifications

- Be at least 18 years of age
- Have a love for children
- Must have at least four weeks of experience in structured group camping and/or at least four weeks of experience in a supervisory role with children or have satisfactorily completed the camp counselor orientation program prior to the arrival of campers
- Must be a responsible, mature and dependable Christian
- Must possess current First Aid and CPR Certification Course

Responsible to: Camp Director, Village Director

General Responsibility:

To maintain a smooth-running cabin program where campers feel comfortable and accepted, and where emotional and spiritual support is readily available.

Specific Responsibility:

- Be a Christian example to campers while exemplifying and encouraging the lifestyle and ideals of the Seventh-day Adventist Church.
- Be available to each camper as a spiritual role model, friend, guide and confidant.
- Welcome campers as they arrive and introduce them to other campers, leaders, facilities and rules. Help campers with luggage and help the camper feel at home.
- Give special attention to campers' personal grooming, cleanliness, need for rest and proper food, symptoms of illness or medical attention, and behavior which might lead to accidental bodily harm to self or others.
- Use scheduled free time and/or time off allotted away from counseling responsibilities to best rejuvenate personal mental, emotional, spiritual and physical reserves.
- Strive throughout the week, in all facets of the campers' experience, to create a spiritual atmosphere which will impact the campers spiritually enough to cause them to respond when asked to make a decision for Christ.
- Lead in cabin unit in morning and evening devotionals.
- Maintain a positive environment at all times--deal with problem campers immediately--use "chain of command" as outlined in staff policies when necessary.
- Responsible for your cabin's cleanliness.
- Assist campers with orderly departure until all your campers have left in correct transportation vehicles.
- Never use physical punishment. It might involve the counselor or camp in legal difficulties. In all camper discipline matters, deal in a consistent, respectful, loving manner as Jesus would.
- Actively participate in recreation each day and help with games and activities on rainy days.
- Plan special unit activities with campers to build a sense of unit-cohesiveness by having cabin walks, rest period story sessions, special unit activities, etc.
- Participate in weekly staff meetings
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Waterfront Director

Desired Qualifications

- Be at least 21 years of age.
- Must possess current Lifeguard Training Certificate, First Aid and CPR/FPR Certifications.
- WSI Certification is strongly recommended.
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Camp Director

Responsibilities

- Member of the Camp Akita Summer Administration (CASA).
- Counsel with Camp Director as to staff needs for running a safe and efficient waterfront and keep him/her informed as to operation and problems which might arise.
- Test and classify swimming abilities of all campers at the beginning of each camping week (Sunday) and develop and operate a well-planned program of instruction.
- Waterfront staff must maintain required staff to camper ratios.
- Be responsible for the neat, clean appearance of all waterfront areas. Special care should be taken before sundown Friday.
- Responsible to for maintenance and inventory of all waterfront equipment.
- Initiate and enforce a strict safety program.
- Assure that all waterfront staff support the program of the camp and are punctual to appointments.
- Work with Camp Director on Code Blue Procedures and drills.
- Check all life preservers for buoyancy prior to the camping season (do this during staff week).
- Keep Camp Director informed in writing of any needs for new equipment.
- Maintain ACA accreditation standards.
- Post lifeguard positions so they are well aware of their area of responsibility.
- Direct staff in teaching and maintaining safety in waterskiing, small boating and swimming areas.
- In the event of an emergency contact Camp Director and follow emergency protocol. If necessary, also contact the nurse.
- Schedule rotation of lifeguards.
- Assure that all equipment is checked for safety and ready for each activity period.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Canoeing Instructor

Desired Qualifications

- Be at least 18 years of age
- Must possess current Lifeguard Training Certificate, First Aid and CPR/FPR Certifications
- WSI Certification is strongly recommended
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Waterfront Director

Responsibilities

- Instruct campers of proper and safe use of small watercraft.
- Instruct campers of proper canoe loading, disembarking, and paddling techniques.
- Assist in other waterfront areas as assigned by the waterfront director.
- Keep boats clean and free of trash and objects.
- Teach skills necessary for the AY canoeing honor.
- Make sure all campers are wearing a life jacket.
- Keep the lakefront shed clean and organized.
- Attend to and monitor boaters on lake.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Jet-ski Driver

Desired Qualifications

- Be at least 18 years of age
- Must possess current Lifeguard Training Certificate, First Aid and CPR/FPR Certifications
- Prior experience with driving boats for various types of water sports such as wakeboarding, waterskiing, tubing
- Experience in teaching wakeboarding/waterskiing
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Waterfront Director

Responsibilities

- Follow all safety procedures while driving.
- Use AY curriculum for teaching the waterskiing honor.
- Check for oil, transmission fluid, general aesthetics, and refuel jet-ski every morning prior to the first and third activity period.
- Detail jet-ski every Sunday.
- Properly store equipment, watercraft at the end of every period.
- Wear a life jacket at all times.
- Assist in other waterfront areas as assigned by the waterfront director.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Lifeguards

Desired Qualifications

- Lifeguard must be 16 years of age (18 years of age is highly preferred)
- Must possess current Lifeguard Training Certificate, First Aid and CPR/FPR Certifications
- Previous experience in overseeing swimmers and knowledge of various swimming levels
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Waterfront Director

Responsibilities

- Provide a safe waterfront area by enforcing safety rules and procedures.
- Assist in weekly swim test, allowing campers to swim according to their ability.
- Do not leave the swimming area while swimmers are in or near the water.
- Store all equipment and lock storage shed at the end of 2nd and 5th period
- Inform campers of swimming area rules, including safety procedures for the blob and rope swing.
- Set out all necessary equipment for the day.
- Rake beach daily prior to the first activity period.
- Using the buddy system, check periodically that all campers for that activity period are accounted for.
- Strive to prevent misconduct in the swimming area. If misconduct occurs, discipline camper in a non-threatening way.
- Assist swim instructors with lessons.
- Maintain safety at all times.
- Remain alert to swimmers at all times from your designated lookout spot (PD-4C).
- Follow emergency protocol under the direction of the waterfront director.
- Assist in other waterfront areas as assigned by the waterfront director.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.
- Be available for support of camp activities such as set up, programming, breakdown.

Swimming Instructor

Desired Qualifications

- Must possess current Lifeguard Training Certificate, First Aid and CPR/FPR Certifications
- WSI Certification is required for swim program director or coordinator (may be waterfront director)
- Knowledge of various swimming levels and swimming strokes
- Previous experience in watching swimmers
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual

Responsible to: Waterfront Director

Responsibilities

- Know the proper emergency protocol and follow directives given by the waterfront director.
- Remain alert to swimmers at all times.
- Instruct swimmers at the proper swimming level while maintaining their safety.
- Assist and organize the swimming test in conjunction with waterfront director.
- Do not leave the swimming area while swimmers are in the water or swimming area.
- Set out all necessary equipment for the day.
- Provide a safe waterfront area by enforcing safety rules and procedures.
- Store all equipment and lock storage shed at the end of 2nd and 5th period.
- Inform campers of swimming area rules, including safety procedures for the blob and rope swing.
- Rake beach daily prior to the first activity period.
- Using the buddy system, check periodically that all campers for that activity period are accounted for.
- Strive to prevent misconduct in the swimming area. If misconduct occurs, discipline camper in a non-threatening way.
- Maintain safety at all times.
- Participate in weekly staff meetings.
- Know all emergency codes and procedures.
- Deliver all items in your area to lost and found.

Fishing Instructor

Desired Qualifications

- Must be 18 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Have prior experience in fishing
- Be familiar with the variety of baits, and lures, rods, reels, and lines.

Responsible to: Director, Assistant Director

Responsibilities

- Develop daily lesson plans to be used in teaching classes.
- Ensure camper safety at all times.
- In case of an injury, follow emergency procedure protocol.
- Know all emergency codes and procedures.
- Be sure proper safety techniques are followed at all times.
- Demonstrate the proper techniques of ceramics tools and glazes.
- Keep equipment in good repair.
- Ensure that no hooks are left loose on the ground.
- Store supplies and equipment in its proper area according to manufacturers directions and take inventory at the beginning and end of camping season.
- Notify the Assistant Director of any needed supplies or equipment.

Geocaching Instructor

Desired Qualifications

- Must be 18 years of age or older
- Have a desire to work with children in a camp setting
- Be enthusiastic, flexible, creative, have a sense of humor, patience, self-control, punctual
- Possess current First Aid and CPR Certification
- Have previous experience in geocaching
- Be familiar with GPS maintenance and proper care for equipment.

Responsible to: Director, Assistant Director

Responsibilities

- Develop daily lesson plans to be used in teaching classes.
- Ensure camper safety at all times.
- In case of an injury, follow emergency procedure protocol.
- Know all emergency codes and procedures.
- Teach geocaching daily and direct assistants in those classes.
- Use the AY honor curriculum for geocaching as a basis for instruction.
- Be sure proper safety techniques are followed at all times.
- Demonstrate the proper techniques of using a GPS.
- Keep supplies stocked, clean and in good repair.
- Notify the Assistant Director of any needed supplies or equipment.

Emergency Procedures

Code Yellow - Missing Individual

Each camper will be accounted for at the beginning, during, and end of every activity period. Campers are also under the continual supervision of their counselor or activity leaders. Should an individual be absent and cannot be accounted for within the first 10 minutes of the period, the following procedure will take place:

Minute 0-10 of Period

1. Counselor/Activity leader will search surrounding area.

Minute 10

2. Counselor or Activity leader notifies the Camp Office. Facts are gathered about the person; recent activities, where they were last seen, attitudes and any other pertinent information regarding the missing camper.

Minute 10-20

3. Camp Office notifies the Camp Director with information received about the missing child.
4. Camper is paged twice to all staff via radio.
5. All activity staff will conduct a roll call and report to the Camp Office.

Minute 20

6. The Camp Director will issue a **Code Yellow**.

Minute 20-30

7. Each activity area will close down. One staff member will search for the camper in their designated area (see map). While the other(s) staff member(s) will take the campers to the designated meeting area.

If in the Main Lodge side of camp, meet at the Staff parking lot.

If in the Rustic Camping side of camp, meet at the Archery Pavilion.

Once at the designated meeting area, staff will follow the following protocol:

Designated meeting area protocol:

1. Campers will line up by cabins where the counselor/co-counselor will take roll call.
 2. All non-counseling staff will line up facing the campers. There, the Assistant Camp Director will take attendance.
 3. Staff and campers will remain in the designated place until the emergency search and rescue procedure has been cleared or they have received other instructions from the Camp Director.
 4. Code is not over until the Camp Director, or in the absence of the Camp Director, the Assistant Camp Director, gives the all clear. Only then will the Boys' and Girls' Directors be allowed to dismiss the campers from the designated meeting area.
8. Village Directors will begin a search of the cabins and restrooms after the first page from the office.

Minute 30

9. The Camp Director will call the local authorities for assistance (911)
10. Search and Rescue Procedures will begin to take place (*Please see Search and Rescue Procedures Protocol at the beginning of this section*).

Minute 40

11. The child's parents will be notified by the Camp Director if the child has not been found.
12. While the camp is involved in a rescue operation by the Sheriff's Department, the camp will be searched again by the staff.
13. Staff and campers will remain in the designated place until the emergency search and rescue procedure has been cleared or they have received other instructions from the Camp Director or the Assistant Director.
14. Code is not over until the Camp Director, or in the absence of the Camp Director, the Assistant Camp Director, gives the all clear. Only then will the Boys' and Girls' Directors be allowed to dismiss the campers from the designated meeting area.

Code Red - Fire

Smoke and flames indicate fire. Report fire immediately to the Camp Office. The office will issue a **Code Red** by radio. The Camp Director or Camp Manager will then notify the Fire Department.

If fire is reported in a building:

1. Staff and Camper(s) is/are to follow emergency evacuation plan as posted in the

- building, ensure building is clear, and meet at the Staff Parking Lot.
2. Staff will radio the office, and Camp Director or Camp Manager will be notified of emergency.
 3. Camp Director or Camp Manager will issue a 911 call to local Fire Department.
 4. Staff and campers will remain in the designated place (Staff Parking Lot) until the emergency search and rescue procedure has been cleared or they have received other instructions from the Camp Director.

If a forest fire is reported:

1. A forest fire must be reported immediately to the Camp Director and Manager.
2. The Camp Director or Manager will issue a 911 call to the Fire Department.
3. The Designated-meeting place for a Code Red Emergency will depend on the time and location of this emergency. The two emergency meeting areas are the Summer Camp Staff Parking Lot and the Archery Pavilion.
4. Staff and campers will remain in the designated place until the emergency search and rescue procedure has been cleared or they have received other instructions from the Camp Director.

Designated meeting area protocol:

1. Campers will line up by cabins where the counselor/co-counselor will take roll call.
2. All non-counseling staff will line up facing the campers. There, the Assistant Camp Director will take attendance.
3. Staff and campers will remain in the designated place until the emergency search and rescue procedure has been cleared or they have received other instructions from the Camp Director.
4. Code is not over until the Camp Director, or in the absence of the Camp Director, the Assistant Camp Director, gives the all clear. Only then will the Boys' and Girls' Directors be allowed to dismiss the campers from the designated meeting area.

Code Gray – Inclement Weather

Tornado:

If a tornado warning is issued ***while campers and staff are on the campground***, seek shelter immediately! The safest place to go will be the bath-house and go to the center of the building away from corners, windows, doors, and outside sitting walls. Put as many walls as possible between you and the outside.

If your activity area is near the lodge, please go to the basement of the lodge into the staff lounge until we are at capacity and then line against the wall in the hall.

When you are outside with no shelter:

- Lie flat in a nearby ditch or depression and cover your head with your hands.

- Be aware of the potential for flooding.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries

If off campus:

- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Each staff member is to escort their campers to the bath-house as quickly as possible. Leave everything behind except your campers and radio.

Thunderstorms and Lightning

An announcement will be made over the radio where each activity will cease to continue. Swimmers will be asked to get out of the water. Each activity staff member will escort their campers to the nearest building and wait further instruction via radio.

If you are outdoors:

- Attempt to get into a building or a hardtop car and keep the windows closed.
- If no structure is available, as quickly as possible go to an open space and squat low to the ground. If in the woods, find an area protected by a low clump of trees; never stand beneath a single large tree in the open. Be aware of the potential for flooding in low-lying areas.
- Kneel or crouch with hands on knees.
- Avoid tall structures, such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods, such as golf clubs, tractors, fishing rods, bicycles, or camping equipment.
- Stay away from rivers, lakes or other bodies of water.
- If you are boating or swimming, get to land and find shelter immediately.
- If you are isolated in a level field and feel your hair stand on end, which indicates that lightning is about to strike, drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

If you are indoors

- Secure outdoor objects, such as lawn furniture, that could blow away or cause damage or injury.
- Listen to a battery-operated radio or television for the latest storm information.
- Do not handle any electrical equipment or telephones, because lightning could follow the wire. Use telephones ONLY in an emergency.
- Do not take a bath or shower. Metal pipes can transmit electricity.
- Turn off air conditioners. Power surges from lightning can overload the compressors.

Code Green - Head, Neck or Spine

- If the individual has one of the above injuries and as a result is unresponsive, is not breathing, and/or doesn't have a pulse, follow CPR/First-Aid protocol and ask a fellow activity staff member to call 911 and radio the office.
- If none of the above symptoms apply, radio the office
- The Camp Nurse and Director will arrive at the location of the injured individual. If needed the Camp Director will issue a 911 call. In the absence of the Camp Director, the Assistant Director will assume the responsibilities of the Camp Director.

Code Blue - Lost Swimmer

If an individual is suspected to be missing at the waterfront, the following CODE BLUE procedures should be followed:

1. Page the missing child to go to the waterfront immediately (this is the only time the word immediately should be used over the radio).
2. If the child still does not respond, three whistles are blown. The person blowing the whistle calls the Front Office on the radio to inform them where the code blue is. Examples: swimming area (waterfront), tubing, canoes (lakefront).
3. Siren is blown followed by an announcement over the radio, "Code Blue, attention all staff, Code Blue."
4. All lifeguards meet immediately at location of missing camper (swimming area or lakefront).
5. Staff that are not lifeguards proceed to assigned areas and carry out specific tasks:
 - Director - Goes to emergency area
 - Assistant Director - Goes to emergency area
 - Village Directors - Checks villages
 - Office Staff - Lodge
 - Activity Staff - Once the emergency signal has been activated, each activity area will close down all activities immediately. One staff member will search for the camper in their designated area (see map) while the other staff member(s) will take the campers to the designated meeting place (Amphitheater/Staff parking lot for code red, Amphitheater/flag pole for code yellow) where they will remain until the emergency procedures have been lifted or given permission by the Camp Director to leave.

6. Lifeguards will search the lake while campers remain sitting in the emergency meeting area.
7. The Boys and Girls Directors will conduct a line call at the emergency meeting area and report to the office the status of the campers.
8. Secretary/Office Staff and Kitchen Staff remain in their respective areas of responsibility.
9. Code Blue is not over until the Camp Director, or in the absence of the Camp Director, the Assistant Camp Director gives the all clear. Only then will the Boys and Girls Director be allowed to dismiss the campers from the emergency meeting area.
10. After the victim is retrieved from the water, waterfront personnel will turn over the medical directives and care to the camp nurse or to the paramedics.

CODE BLACK

If armed persons whose action is immediately causing death or great bodily injury is suspected or spotted in the camp.

1. CALL 911
2. A CODE BLACK is called over the radio, and followed by a text message to all directors.
3. Activity leader takes take **immediate** action to shelter in a secure place and lock the door.
4. **If outside:**
 - **Seek shelter** in a building nearby
 - **Run to opposite** direction and seek shelter
 - **Spread out** in small pockets of people
 - **Run Between** objects and or trees
 - **Take Defensive action**
5. **If Indoors:**
 - **Lock door** or blockade with furniture
 - **Turn lights off**
 - **Hide behind furniture**
 - **Do not huddle** together
 - **Take defensive action**
 - **Confirm Identity** of persons before opening doors.

6. When code black is over, staff will begin taking role call.

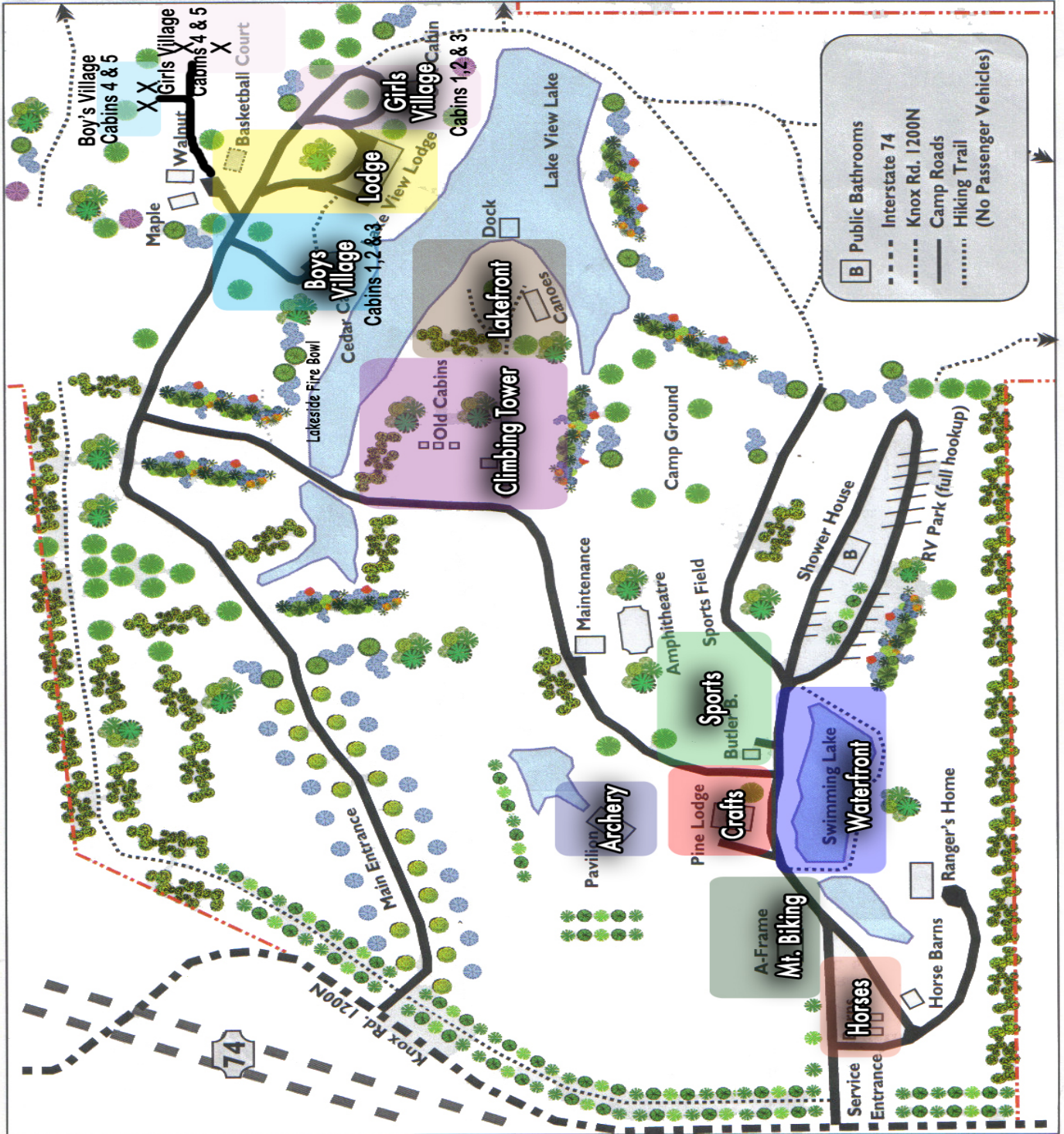
7. **Contact with Families:** The Camp Director, or in the absence of the Camp Director, the Illinois Conference Administration in coordination with the First Responders will contact parents and families.

CODE BLACK is over when police and emergency responders have arrived and returned security to the **entire** camp.

INTRUDERS

Staff Members are to report any situation involving the intrusion of unauthorized persons to one of the following: Camp Director, Assistant Camp Director, Boys/Girls Director, Camp Ranger. The contacted person will be responsible to see that all others previously listed are notified. Warranted action will be taken. Local law enforcement will be notified if the situation requires it. Staff observant for unknown visitors, and unknown visitors are spoken to by one of the above-named staff when deemed necessary.

Emergency Procedure Map



Counselor Information

The Assertive Counselor

Counselors must learn to be firm and assertive with children. Too often, we tend to think that being friendly, understanding, and accepting of the child's behavior and personality is all that is necessary. Children themselves seem to want the counselor to be a "good guy," in the sense of being a "buddy," warm and easygoing. Recent research in camping shows that children want counselors to be accepting and to behave in the following way. The "accepting" counselor, in their view

. . . likes to talk to me and be with me much of the time; smiles at me a lot; tries to treat me as an equal; isn't interested in changing me, but likes me as I am; seems to see my good points more than my faults; doesn't mind if I kid her about things; is very interested in what I am learning in activities; tries to understand how I see things. (Mary Faeth Chenery, "Toward a More Concrete Understanding of Child Behavior," *Camping Magazine*, April 1981, p. 27.)

While these are important ways of behaving, it is also important that counselors recognize that they are in a position of authority, and that campers *want* them to provide direction and to behave in strong and confident ways. This does not mean that they should be arbitrary or punitive, but that they should express a willingness to be in charge and should do so effectively.

Counselors have an obligation to provide strong leadership. If they do not, campers may run roughshod over them and the cabin unit will not have the overall direction it needs. To do this, counselors must express themselves in ways that do not get them into unproductive power struggles or arguments with campers, or cause them to lose their "cool" and become hostile.

There are a number of key ingredients, or principles involved in being assertive with campers. Too often adults are concerned about being "pleasant" to children and being liked by them. If this becomes too great a concern, and the counselor is unwilling to be "unpleasant" and to draw a hard line at times, the counselor fails to act assertively, and loses the respect of campers.

It is essential that counselors be straightforward in their dealings with campers. Rather than use phrases like "How about being quiet during rest hour?" or "Don't you think it's time to go to sleep?" Counselors should make their wishes clear with phrases like, "I want the cabin to be cleaned up before we go to breakfast," or "I will not allow anyone to go swimming until you write a letter home." Body language, such as looking the camper directly in the eye, using hand gestures, or emphatically shaking the head, often helps to give commands more weight.

Counselors should be absolutely clear in their own mind about what they expect from campers, and should make these expectations clear to them. It is helpful also to anticipate

possible reactions and determine in advance how these will be met. If campers object, reasons supporting the counselor's request should be given non-defensively and respectfully. Campers obviously should be given input into this process, just as they are encouraged to share in other areas of decision making or planning. However, the counselor must ultimately follow through.

The Counselor as a Spiritual Leader

1. Just as you can't come from some place you've never been, so you can't relate something you've never experienced. Therefore, the counselor's own personal relationship with God is the most important factor in his/her development as a spiritual leader.
2. Campers will learn the most from you, rather than from what you say. Your attitudes, actions, and interaction with the campers is your best set of tools as a spiritual leader.
3. In speaking with campers in a formal way, remember it is the truth *grasped*, not set forth, that changes lives.
4. As a spiritual leader, learn to expand your definition of "spiritual." Dispel the myth that we do "spiritual" and "secular" things at camp. The counselor must see every moment as spiritual. God's Spirit is with us all day long, and is interested in entering all of our activities. Teach the campers the "everywhereness" of God. Above all, help them experience the fact that Christianity is fun!
5. All life is spiritual, but not all devotional. Cultivate devotional habits in your campers, as well as in your own personal life.
6. Require the reverence of your campers during the devotional period. Don't allow one camper to interfere during this time with God at the expense of the others. If at all possible, maintain quietness immediately following worship, as well, by making it the last thing before lights out and quiet.
7. Encourage involvement in your devotions. Get the campers using their Bibles. Allow time for and structure your worships around time for questions and discussion when appropriate.
8. Explore alternative worship formats, ideas, and worship spots.
9. Utilize the expertise of the Camp Pastor. He is at camp for the spiritual well being of the campers. Some pastors may be willing to come and give a special story or worship in your cabin, and all will be more than willing to discuss spiritual concerns with a willing camper. Some campers may be more comfortable talking with their counselor.
10. Devotional material will be passed out to you at the beginning of the summer. This is

optional material, and is best used when adapted in a personal way by the counselor – rather than just read. Also, check with your Division Director or other counselors for material that they might be willing to share.

The Counselor and Prayer

1. Only the Holy Spirit can truly change the lives of our campers.
2. The counselor must summon His power and presence through prayer to accompany his/her efforts to guide and discipline campers.
3. Specific prayer for individual campers should be a part of the counselor's personal or corporate devotions.
4. The counselor should take the opportunity of the devotional periods to help campers strengthen their prayer life.
5. Experiment with different types of prayer in the cabin. (i.e. individual, silent, sentence, thanks, special request, etc.)
6. Share personal one to one times of prayer with campers when appropriate (i.e. during times of concern, crises, discipline or thankfulness).
7. In such a position as counseling, it is of great importance that the counselor continually communicate with God throughout the day. In this way, he/she will find the strength and state of mind to deal with campers in a redemptive way.

Responsibilities of a Counselor and Co-counselor

1. To attend all staff meetings regularly and on time.
2. To supervise cabin cleaning and assigned unit duties, and to see that these are carried out satisfactorily.
3. To see that your campers observe proper hygiene, and are dressed appropriately for the weather, their scheduled activities, and in accordance with the camp dress code.
4. To maintain proper cafeteria behavior among your campers at mealtimes, and to encourage them to eat well balanced meals without excessive waste of food.
5. To be able to establish and maintain effective cabin discipline with consistency, fairness, cheerfulness and love.
6. To be responsible for quietness in the cabin during rest period, after taps and before reveille.
7. To accompany campers to all programs and line calls and to maintain proper control of campers throughout. Counselors should be responsible for seeing that they and their campers are punctual in meeting all appointments.
8. To faithfully meet all supervisory appointments.
9. To take on additional responsibilities willingly and cheerfully.
10. To be responsible for the health, safety and happiness of each cabin member; maintaining proper supervision at all times and seeking aid from the appropriate sources when the need arises (e.g. Boys/Girls Director, Nurse, Camp Director).
11. To use your assigned time off for personal enjoyment, refreshment and revitalization for the week's remaining duties.

12. To assist campers in their free time activities, and to encourage them to become involved in a variety of experiences both new and old.
13. To meet the parents of campers in a cordial manner, to listen carefully to their concerns, and to supply reassurance and information, as necessary, regarding the care of their child.
14. To observe and interact with each one of your campers throughout the week so as to be able to write a helpful weekend evaluation for follow up purposes.
15. To keep in touch with your campers throughout the coming year, especially with those who need special encouragement or counsel.
16. To be loyal and supportive of the Camp Director and Division Directors, and to abide by and support all camp regulations and objectives. Any concerns regarding the administration or camp policies should be taken directly to the person(s) responsible in that area.
17. To inform your campers of any replacements for your counseling duties (e.g. subs for camp fires), and to make the replacement aware of any special problems he/she might face with your group. All replacements other than those regularly scheduled must be approved by the Division Directors.
18. To assume the role of spiritual leader in the cabin not only by leading out in morning and evening devotions, but also by maintaining a close personal relationship with God and living a consistent, exemplary Christian life through the grace of Christ.
19. Stay ahead of the campers in the daily program! The counselor must be a jump ahead of the campers. When the rising bell is sounded, they should be fully dressed, bed made, and counselors quarters arranged in demonstration of inspection standards. Then at the sound of the bugle they are ready to arouse any sleepy heads, give a greeting, and get them off to a cheerful day. Keep alert and ahead of the campers in the entire day's program.
20. Time should be allotted in your schedule for personal devotions. The best time is early in the morning. Whatever you do, plan time to spend with Jesus each day. Do not let the pressure of the daily program crowd out your time with the Lord.
21. 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 worship. This is valuable time for the counselor and campers to enhance their personal devotionals. Don't hesitate to invite the camp pastor or other staff members to help with reflections each night. End with prayer.

Child Protection Plan

Definitions from Illinois State Law

1. "Child" means a person under 18 years of age.
2. "Child abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
3. "Child neglect" means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Staff Procedures

1. Upon arrival of campers, the health officer will screen all campers as to their physical condition. Any bruises, cuts or markings on the child's body shall be noted.
2. The counselors shall watch for any signs of child abuse or neglect.
3. If child abuse is "suspected," report to the Camp Director. If a camper confides in you of having been abused or neglected, only relate this information to those in authority. Do NOT tell any camper or another staff member! You may be called upon to testify in court!
4. Campers' records and applications shall be kept confidential. No one shall have access to the camp and campers' files except the Camp Director, unit leaders, health officer, and camp secretary.

Reporting Procedures

1. The Camp Director shall make an oral report within 8 hours.
2. Within 72 hours a written report shall be made to the department of Social Services. The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parent/guardian(s), or the persons with whom the child resides, the child's age, and other information which might establish the cause of the abuse or neglect, and the manner in which it occurred.
3. If the camper seems to be injured, medical treatment will be given by the nearest hospital or doctor-on-call.

Anti-Bullying Policy for Camp Akita

Philosophy

As a Seventh-day Adventist Christian camp, Camp Akita desires that all campers have opportunity to develop physically, mentally, emotionally and spiritually in an affirming, agreeable environment. Bullying is using real or imagined power against another individual to the detriment of the other individual. Bullying is non-Christian and is the antithesis of the “fruits of the Spirit,” (Galatians 5:22-23).

Policy

As a result, bullying toward any Camper, as described below will not be tolerated at Camp Akita, in any camp sponsored activities or at any off-campus location. All staff, campers and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the camp week, as part of the parent information packet, as part of new camper orientation, and as part of the camp system's notification to parents. The camp will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Definition

Bullying is defined as a pattern of aggressive, intentional or deliberately hostile behavior directed at a student or students which occurs repeatedly and over time, resulting in an intimidating environment that interferes with a camper's opportunities or is a detriment to their social, emotional, and spiritual experience.

Bullying can be comprised of verbal, written or physical conduct directed at a camper by another camper(s). Bullying behaviors normally fall into three categories,

1. Physical, including hitting, kicking, spitting, pushing, hazing, or invading one's personal space in an aggressive manner.
2. Emotional/psychological, including spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, psychological intimidation, oral or written threats, verbal assault, ridicule, name calling; threatening looks or gestures, rumors, false accusations, social isolation or placing a student in reasonable fear of physical harm
3. Cyberbullying, including verbal and psychological bullying occurring on the Internet or cellular devices, through email, instant messaging, or personal profile websites such as Facebook or YouTube. Creating verbal statements, videos or written remarks that are taunting, malicious, threatening or sexual is considered bullying.

Intervention

Camp Akita staff members are expected to immediately intervene when they see a bullying incident occur. If a staff member witnesses bullying he/she must intervene as best as they are able at the time, with assistance from another staff member when necessary. The first step is to stop the offensive behavior.

Reporting

Campers who are witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way. If a staff member

witnesses bullying or if a camper reports bullying to a staff member a detailed report must be submitted to the Camp Director detailing the alleged behavior. The Camp Director will then fully investigate. Results of the investigation will determine disciplinary action to be taken.

Discipline

Camp Akita will establish bullying discipline guidelines commensurate with the behavior. The best discipline for aggressive behavior is designed to (1) support campers in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and to solve problems that motivated the aggressive behavior. Staff members who interact with campers

shall apply best practices designed to *prevent* discipline problems and encourage campers' abilities to develop self-discipline and make better choices in the future. Discipline and reclamation should provide for the safe separation of bully and victim.

Prevention

(Developing a culture of non-tolerance for bullying)

To minimize bullying in our camp, Camp Akita will provide staff development training in bullying prevention and conflict resolution, and cultivate acceptance and understanding in all campers and staff members. The result will build our capacity to maintain a safe and healthy learning environment. Village Directors, Counselors, and staff members will discuss this policy with their campers and will assure them that they need not endure any form of bullying. Since bystander support of bullying and harassment can encourage these behaviors, Camp Akita prohibits both active and passive support for acts of harassment or bullying. Staff members, Counselors, Village Directors, and the Camp Director should encourage campers *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to a designated authority; and to reach out in friendship to the target. Periodic cabin meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal discussions and activities designed to provide awareness and increase camper connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report, or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Revised 5/20/13

Camper Guidance

What specifically are the values and standards of camper behavior that counselors should seek to encourage or instill?

Respect for the rights, property, and opinions of others.

A sense of personal responsibility.

Self discipline and control.

Kindness and consideration for the other fellow.

Loyalty to one's friends, including both the cabin group and the overall camp.

A sense of service to others.

Understanding and acceptance of the established rules and values of society.

Proper standards of conduct, including good manners, courtesy, and constructive work habits.

Pride in self, family and group affiliations.

Imagination and personal creativity.

A taste of exploration and meeting new challenges.

Ability to use time wisely.

A sense of integrity and personal dependability.

Adaptability to changing situations.

Ability to make friends.

Ability to accept both leadership and followership roles in group situations.

Respect for intellectual talents, or deficits, of others.

Understanding and appreciation for things spiritual.¹

¹ Bloom and Ballentine, *Camper Guidance* (Bradford Woods, IN: American Camping Association, 1961), p. 9

Getting to Know Your Camper

As soon as possible, counselors should begin to get to know campers personally, through individual chats, and through observing them carefully in the dining room, cabin, or in group activities. They should look for the following kinds of information:

- Does the child tend to be a leader, a follower, or both?
- Is the child noisy or quiet, generally a participant or an onlooker?
- Does the child frequently use attention getting devices?
- Does the child always seem on the fringes of the group discussion?
- Does the child always seem to be so considerate of others that he or she has little time to meet his or her own needs?
- Is the child eager to accept responsibility, or does he or she shy away from responsibility?
- Does the child give up easily, or show a strong determination to persevere?
- Does the child show little emotional control, or a good deal of emotional control?
- Does the child enter readily into group discussions, or does he or she avoid entering into conversations with the peer group?
- Does the child have a short or long attention span?

In general, the counselor tries to get an accurate picture of each child's personality and degree of healthy adjustment. He or she notes carefully those children who are accepted and liked by others, who seem to master activities well, and who enter freely into all aspects of the camp's program. The counselor also observes those children who appear to lack confidence, get into fights easily, hang back from group participation, and are generally not as well integrated in the cabin life.²

² Ibid, pp. 5859.

Helping the Camper Fit In

It is important to recognize that not all children will fit into the same personality pattern. Some children are relaxed, easygoing, and confident, while others are more excitable and pressured. Some are enthusiastic and likable; others negative, critical, or whining. It is not up to the counselor to try to make them all fit into a single mold. However, the counselor does have an obligation to do the following:

- Help each child become more aware of his or her own personal needs, and move to achieve them.
- Help integrate each child into the group life of the cabin, and gain fuller acceptance by others. This may involve helping the camper recognize which behaviors help and which one's hinder group acceptance.
- Assist each youngster in entering into a variety of camp activities as successfully as possible, and to discover those program areas where he or she may have a special talent, in order to develop as fully as possible.
- To help children develop constructive attitudes toward each other, including acceptance of others, cooperation, respect for individual differences, and willingness to accept the others' point of view.
- To make sure that children understand and obey the basic rules and procedures of the camp, both for their own protection or safety, and also because it promotes general camper wellbeing.
- To help strengthen positive attitudes about the cabin, the unit and the group, including feelings of loyalty, responsibility and a sense of high morale.
- Provide a positive example, in terms of personal habits, use of language, fairness, cheerfulness, and a high level of motivation.
- Recognize when children have individual problems of adjustment to camp life, or present behavior difficulties, and work to overcome these.³

³ Ibid, p. 59.

Guidelines for Cafeteria Behavior

1. Campers are to enter the dining hall quietly, and all hats are to be removed. Campers are expected to sitting at their tables until the prayer has been offered.
2. Campers are not allowed to leave the table for any reason without the counselor's permission. It is best to permit only one camper at a time to use the restroom.
3. After being dismissed to go through line, the campers are expected to proceed in a civil and orderly fashion to the serving deck. No running, pushing or yelling.
4. Counselors and Sub-Counselors should encourage campers to only take what they can eat. Also, encourage well balanced meals something besides bread and peanut butter all week long! Be on the lookout for campers who consistently refuse to eat meals, and if necessary consult with the nurse. If there are dishes that are new to a camper, it may help to encourage the sampling of just a small portion to start with.
5. Quietness in the dining hall is the responsibility of each counselor and the dining room host or hostess. Cooperation with and respect for the host or hostess is necessary to make mealtime a pleasant time for everyone.
6. Quietness can be defined as visiting in low to normal tones with a person who is seated beside or across from you. Any other behavior such as loud talking or yelling should be addressed by the counselor immediately.
7. Counselors and Sub-Counselors are expected to maintain constant supervision during mealtimes. This means that no absences from the immediate table area are allowed except for reasons which are absolutely necessary. In such cases, the counselor should arrange for a substitute to take his/her place at the table for a brief time.
8. It is advisable for counselors to request that all campers remain at the table until everyone is finished and the table is cleaned rather than leaving one at a time.
9. Once your unit is finished with the meal, they are to leave the dining hall unless their duties require them to do otherwise. Those units with dining hall duties should remain at their table until they can begin their duty.

No camper shall be deprived of food.

Camper Health

Hygiene

1. Campers (and Staff) must shower daily using soap and warm water. Deodorant is recommended.
2. Fresh changes of clothing must be worn daily, including underwear.
3. Campers should wash their hands carefully before each meal, and brush their teeth afterwards.

General Health

1. Each staff member throughout the day should be aware of camper health and report any suspected colds or other ailments.
2. Counselors and staff should especially be alert for signs of fatigue, colds, skin disorders, cuts, etc.
3. Counselors and staff should observe the eating habits of each camper and encourage him/her to eat a balanced diet.
4. Campers should be appropriately dressed for the weather, and protected against mosquitoes and other biting insects.
5. Any accidents, illnesses or change in behavior pattern of the camper should be reported immediately to the camp nurse.
6. In the case of a camper who makes a questionable complaint of illness, pain, discomfort or injury or if in doubt yourself as to the seriousness of an ailment or injury it is always better to err on the side of the camper. If plain common sense does not rule out a trip to the infirmary, take it. It is always better to be safe than sorry in seeking medical attention. Let the doctor or nurse decide whether or not further medical attention is required, and what a future course of action should be in dealing with a camper's ailments.
7. All medications must be turned over to the nurse at registration time. Only the nurse is allowed to possess and dispense medication. This includes prescription as well as over-the-counter drugs.
8. A major area of concern to camper health in the cabin area is restrooms. The counselor is responsible for seeing that these are cleaned thoroughly during the weekly duties. For most campers, restroom duty is an unpleasant task and requires the close supervision of the counselor.
9. For purposes of safety, hygiene and health, campers and staff must wear shoes at all times, except at the beach, showers or cabin. Footwear must be worn when in transit to any of these places.
10. Emotional health may become a concern at camp. If the counselor has any questions regarding a camper's mental or emotional state, he/she should consult with the Village and Camp Directors. Chronic depression, suicidal statements and the like should not be taken lightly, and should be brought to the attention of the directors.

11. The mental, physical, social and spiritual health of his/her campers should concern a counselor more than any other part of his job. This makes it necessary to be alert to camper health at all times.
12. Counselors must make sure that each camper does not leave the cabin without applying sunscreen or sunblock each day.

Five Needs of Children

Recognition

This includes the need for social approval, prestige, or status in the eyes of others, including peers, parents, leaders, teachers, or other adults. Recognition by others is essential for a feeling of self respect and self worth. It provides the motivation which impels children to achieve goals or assume significant responsibilities. It also causes children to avoid situations which might result in ridicule, disapproval, or scorn.

Affection

The feeling that others care for one, the camaraderie of peers, and a sense of warmth and affection is a primary motivation and human need. Love is a vital human force, and friendship helps, in part, to meet the need for love. Given and received, it is a sustaining and comforting feeling which contributes to happiness and a sense of self worth. In contrast, the child who does not have close friends, and who lacks intimate involvements with others, is likely to be an isolated and unhappy individual. While most of us find love and friendship at first in our families, we also learn to seek and give it in other settings. Camp provides such a setting.

Power

Viewed as a universal human need, the term power here refers not so much to a feeling of dominance over others, but rather to a sense of being potent and having command over one's life. It stems from achievement, success, and mastery in a variety of tasks and life situations. Every child should have the experience of knowing that he or she can do a variety of things well, and can meet life's challenges successfully. The sense of personal competence that comes from such achievement and accomplishment contributes directly to the child's feeling of self worth and self acceptance.

New Experience

All human beings have an important need for new experiences that provide a sense of adventure and excitement. Mastering new skills, exploring new environments, learning new creative activities, or overcoming risks and hazards helps to dispel boredom and monotony, and makes life vital and worthwhile. Children in particular have a strong exploratory drive, which makes them wish to test themselves in challenging situations. Camp is a new experience for many children, and it provides many forms of activity that contribute significantly to the child's growth.

Security

Finally, as an alternative or respite from the risk situation, or from daring to engage in activities where failure or rejection can be found, there is the need for security. In terms of the child's life, this often represents the home environment, full of the love of parents and siblings. Here, everything is familiar and safe, and there is little danger. Children need to have this sense of security in their lives, but they also need to balance it with the willingness to take chances and risk failure. The camper who is unwilling to try new ventures because he or she might fail and be scorned by others lacks self confidence. Essentially, security is found within oneself, rather than in the situation. However, it is built up in children by teaching them that they are loved by others, and that this love can be counted upon whether they win or lose, succeed or fail.

Behavior Problems

The counselor may face a number of different behavior problems in any given week. Some of these may be externally manifested in a camper's words and actions, infringing on the rights of others or threatening the order and stability of camp life. Other problems are internally experienced by the camper resulting in personal distress and failure to function effectively in the camp situation. The full range of behavior problems might include any or all of the following:

Children who are overly aggressive; who seek to dominate the cabin situation by forceful means; who bully and threaten others; who have temper tantrums and pick fights frequently.

Children who refuse to obey camp rules, including such major infractions as drinking, smoking, or using drugs, violation of safety regulations, or stealing or deliberately damaging equipment or the possessions of others.

Children who are solitary and reclusive and who fail to make friends and enter fully into camp life.

Children who refuse to cooperate with others or respect the leadership provided by others; children who are constantly complaining, criticizing, and wanting their own way.

Children who lack confidence, appear to have no interests, have excessive fears, are constantly nervous and despondent, or are over-dependent on counselors.⁴

Following are suggestions on how to deal with several common types of problem campers. Keep in mind that every camper is unique and should be treated as such. These suggestions can give you a general direction in working with the camper, however, make the decision in areas affecting camper behavior, safety, or adherence to camp rules and policy. When this is done, counselors should not let verbal "power struggles" take place, with endless wheedling, arguing, or delaying tactics. They should be firm, forceful, and direct in their determinations. If it is necessary to apply penalties for deliberate or continued infractions of camp rules, they should do so quickly, calmly, and without emotional or abusive criticism of the disruptive camper.⁵

Hot-tempered Campers

Counselors should:

1. Never get angry back
2. Never try to solve the problem or reason with them in the heat of conflict.
3. Avoid conflict with the camper
4. Physical restraint may be necessary

⁴ Adapted from Richard G. Kraus and Margery M. Scanlin, *Introduction to Camp Counseling* (Englewood Cliffs, NJ: PrenticeHall, 1983), p. 131.

⁵ Ibid., pp. 125127.

5. Separate physical fights physically not verbally
6. Remove the camper(s) from the problem
7. Remember the sequence: REFRAIN (from anger), RESTRAIN (the camper),
8. REMOVE (from the problem), REST, RESOLVE (the situation).

Tattletale Campers

Campers seek approval from those in authority, gain satisfaction from seeing others punished, and may demonstrate a “holier than thou” attitude toward other campers

Counselors should

1. Minimize your responses (e.g. “I’ll keep my eyes open,” “I’m always aware of it,” etc.).
2. Try to be ahead of their reports.

Pranksters

Campers may believe pranks are fun and part of the camping experience. They may pull pranks in revenge and usually do not do them alone.

Counselors should

1. Remember that pranks should not be tolerated if they include vandalism or disrespect of another’s rights.
2. Even innocent pranks can build on one another in intensity, and unforeseen tensions may develop.
3. A “no prank” policy is best.
4. Counselors should take pranks in good humor and calmly explain why they should not continue.

Show-off Campers

Campers appear as if they feel superior to fellow campers. They often are compensating for feelings of inadequacy or inferiority.

Counselors should

1. Help them to understand that their behavior is causing others to resent and avoid them, rather than respect or admire them.
2. Help them to gain some *real* recognition and respect from others for actual accomplishments.

Quitter Campers

Campers lack confidence in their ability to function in almost every area of camp life. They may give things a try, but at the first signs of failure are frustrated and quit. They do not fully benefit from the camping experience and are a drag on the overall morale and achievement level of surrounding campers. They may be subject to the ridicule or teasing of others. And they may suffer from generally a chronic, deep seated attitude will not be reversed overnight.

Counselors should

1. Lower demands and expectations and simplify activities where possible.
2. Help the camper experience success on a smaller scale, and then build on this success.
3. Encourage their best efforts.
4. Use praise and compliments appropriately.

Negative Campers

Campers didn't want to come to camp. They often feel mistreated or misplaced.

Counselors should

1. Never show a negative attitude toward the camp or staff yourself. Be supportive, and participate in everything fully.
2. Have the camper try everything and be involved.
3. Explore their negative feelings, and remedy the situation if possible.

Shy and Withdrawn Campers

Campers don't have a readymade circle of friends at camp. They may feel out of place if they are not an Adventist, or if they are from out-of-state. Often they lack the ability to make new friends quickly and generally have a low self image, are insecure, and have little self confidence. They are usually extremely sensitive.

Counselors should

1. Give responsibilities, include them in activities.
2. Praise them for what they do.
3. Don't treat their quietness like an illness by asking "what's wrong" or "are you all right" all the time.
4. Not overprotect, but be aware of cohabitants' behavior towards them.
5. In conversation, ask open-ended questions try to draw them out.
6. Encourage others to befriend them.
7. Beware of a counselor's tendency to give all of his/her attention to the troublemakers, the outspoken, or the popular campers.

Hyperactive Campers

Campers are normal kids but some may be hyperactive. In extreme cases, the camper may be on medication or a special diet. Check with the camp nurse or doctor.

1. Counselor should
2. Keep him from hurting himself during vigorous activities.
3. Not try to wear them out you'll wear out before they do.
4. They'll need their rest most and so will you!

Disobedient Campers

Campers seek peer approval. They usually have little discipline at home and think they have a hard shell hot stuff.

Counselor should

1. Never use unreasonable discipline.
2. Insist on obedience from the first.
3. Use your village directors.

Stealing

The camp environment may provide opportunities for stealing. Close or shared living quarter, ill-defined “personal areas,” and the abundance and availability of other campers’ personal items may pose new and strong temptations for some campers. Others may already come to camp with a compulsive stealing habit. The counselor must do all he/she can to prevent theft, and should know how to deal with it wisely when it does occur.

1. Reduce the opportunity for stealing by having campers deposit their money in the camp office or store. Encourage the campers to put all other items of value out of sight.
2. Talk with the cabin group early in the week about respect for other people’s property and what that means in concrete terms.
3. If theft is thought to have occurred, have the cabin group itself consider the stealing problem. All children involved should be able to openly discuss their feelings about their right to personal property, and their expectations of fellow campers. No direct accusations should be allowed.
4. All accusations should be made privately to the counselor, or turned in secretly on a slip of paper.
5. The counselor should provide the opportunity for the offenders to admit their part in a private conference.
6. If convincing or positive proof is obtained, the camper should be confronted with it, and the matter discussed and dealt with privately.
7. All stolen items should be returned or ample restitution be made.
8. There will be instances when a guilty party cannot be determined. In such cases the entire cabin is not to feel the frustration of the counselor by bearing a penalty, neither is anyone to play the scapegoat undeservedly. Let it suffice to discuss the matter, to take further precautionary measures, and to let those in the wrong know you are watching and aware.
9. Unannounced “shake down” searches, and searches without the owner’s knowledge or
10. consent are also unethical practices and have no place at camp without proper legal authority.

Enuresis

POSSIBLE CAUSES OF ENURESIS

1. Usually a physical problem. The physical cause is simply immature bladder muscle and involuntary nervous control. (May be aggravated by stress). Until age 12 bed-wetting is *normal*. No medical testing is done before age 12 (in most cases).
2. The change from home to camp can trigger an emotional response that may in turn *contribute to the bed-wetting problem*.
3. Feelings of insecurity and low self confidence (either situational or chronic) may result from bed-wetting.

STANDARD PROCEDURES FOR ENURESIS

1. Limit fluids at supper. Little or no fluids after supper.
2. Make sure he/she goes to the bathroom just before bedtime.
3. Wake the camper after two or three hours of sleep to urinate, if necessary (by Counselor).
4. If the camper does wet the bed, take the bedding to the laundry discreetly without the attention of the other campers. Wash and disinfect the mattress, and air it out in the sunshine, if possible.
5. If the problem has come to the attention of the other campers already, take care of it immediately.
6. PROTECT THE CAMPER'S INTEGRITY. Don't embarrass or scold him/her, or let the other campers do so.
7. As with all problem campers, try to chop at the root of the problem. Help the camper to feel secure, confident and happy in the camp experience.
8. If you feel the problem is beyond your control, consult the camp nurse or doctor for help. They are often given information regarding the child's problem, and may have some valuable suggestions to offer.
9. Most common treatments are: (a) Tofranil 25 mg. — 1 or 2 tablets at bedtime (increases sphincter tone). (b) D.D.A.V.P. Nasal spray — two sprays each nostril at bedtime (decreases urine output).

Missing Home

Homesickness is not a sickness at all, therefore we will identify this “illness” as “Missing Home.” While some manifestations may exhibit themselves in the form of fever, stomachache, headache, or loss of appetite, which may require a palliative medical intervention, the core issue is one of adjustment to a new environment.

Missing Home, like culture shock, is a normal, predictable response to an important crisis—a transition from family as primary group to bunk (cabin) as a secondary group. Separations from one’s family and friends, loss of daily contact with familiar surroundings, and the normal, resultant grieving of the loss are aspects of relationships that each of us experience, learn how to handle, and integrate as part of becoming and being adults. Seen in this light, homesickness is a necessary growth-producing process, a crisis not only in the sense of danger but in the sense of opportunity as well.

It is important to note that a missing home reaction may also be an appropriate, healthy response to a poorly conceived, ill-advised plan on the part of the parents or camper.

The degree and duration of dysfunctional or inappropriate behavior is the issue, not the presence or absence of missing home. A camper may be occasionally sad throughout the summer camp session and yet participate fully in activities, eat regularly, and sleep well. This camper presents little concern when compared to one who goes to the infirmary each morning and wishes to stay in his bed all day.

Identifying the missing home syndrome is a dynamic process of adjustment rather than a static problem gives comfort to camp staff, parents, and campers. Being in a state of transition is a landscape that can be described, is constantly changing, and is experienced by many others.

The child’s transition from child-in-family to camper-in-the-bunk involves three actors on the state: The child, the child’s family from which he is separating, and the bunk and counselor whom he is engaging. It is crucial that all three be seen as part of the transition; too often the child is labeled as “having a problem.”

Possible Causes of Missing Home

1. Camper may have been excessively sheltered at home.
2. Camper may be overwhelmed by strange faces and unfamiliar surroundings.
3. Camper may lack confidence in his/her ability to meet the physical and social challenges of camp.
4. Camper may be painfully shy, unable to accept the gestures of friendship offered by others, or may be terribly embarrassed by the lack of privacy in the cabin or shower.
5. Camper may have an over-attachment to one or both parents. This is more likely to occur among “only” children, or those from broken homes, who may feel insecure about their family situations.

6. Campers may be frightened by the camp environment, with such elements as the strange and threatening night sounds in the surrounding forest, making it difficult for them to be alone in bed at night, without the reassurance of a parent close by.
7. Parents sometimes inadvertently cause homesickness. They may talk about it so often before the child arrives at camp that the child expects it to happen. Parents may actually tell their children they expect them to be homesick, or they may instruct the child to call home right away if they are and "Mommy will come and get you."⁶

Standard Procedures for Missing Home

1. Encourage the camper not to be ashamed of his feelings. Let him know that missing home is a common, normal experience.
2. Suggest some activity area of high interest to the camper, and see to it that he/she gets involved. Beware of letting the camper spend time alone.
3. Help the camper look forward to something good coming up soon.
4. Encourage all camp people to especially befriend the camper.
5. Postpone the camper's decision to leave. Encourage him/her to give camp a try before making that decision. This may help to alleviate the immediacy of the situation.
6. Do not allow campers to call home -- explain that the phone is not for camper use.
7. Night time can accentuate missing home. You may have to spend a late hour or two with a camper.
8. Be aware that missing home can be "infectious" in nature among the members of the cabin.
9. Be patient. Time and involvement in the camp program usually cures the missing home syndrome, or at least helps a camper cope with it. Don't look for a quick cure for a camper who misses home, but be prepared to stick with him/her on the long haul to facilitate the process of adjustment inherent in the homesick experience.
10. Use the camp hierarchy, if necessary. Your Village Directors are ready and willing to assist, and should know of your camper's missing home syndrome. In severe cases, the Camp Director should be notified as well so that further measures may be taken.

⁶ Jerry Garfield, "Homesickness: Phone Home," *Camping Magazine* (March 1984) pp. 38-43

Check List for the End of the Week

Do you know the names of all your campers?

Do all your campers know each other's names?

Has each camper made eye contact with you yet?

Does each camper know at least one camp song?

Do you know each camper's favorite camp activity?

Do you know at least one thing about each of your campers?

(Favorite TV Character, Sports Character, Team, Hobby)

Has each camper made a new friend in his/her group?

remember....

Children learn best, try things more often, have more fun and make more friends when they feel safe!

Use the check list to see how safe an environment you have made for your campers!

Health Care Policies

Procedures for Health Screening

The Camp Nurse is responsible for conducting health screening of all campers and staff. The screening shall be completed as part of the on-site registration procedures with is with 24 hours of arrival at camp. The following items will be performed during the health screening process:

1. The History/medical release form is to be checked for current (within six months) signature of parent, guardian, or adult responsible for the individual
2. Check for and identify any observable evidences of illness, disability, or communicable disease, not in appropriate place.
3. Review health history/medical release form for current medication and/or treatment procedures, dietary restrictions, allergies and physical limitations.
4. Medications are to be collected by the camp nurse at the time of registration and secured in the medical facility. Identification of campers requiring medication must be recorded. Medication documentation is made for all campers that are taking medication. The nurse is responsible for contacting campers who neglect to come for their medication.
5. Late Sunday afternoon, using the computer printout and health forms, mark off with a highlighter all those with health forms. If the camper is a walk-in, list under the correct camp. Any group of campers that are scheduled to be off camp, such as an outpost camp, must have signed health forms. If necessary, parents must be called for phone consent. A copy of these forms should be put into a manila envelope and given to the appropriate director. reminding them to return the forms to the camp nurse upon return to camp. After camp registration, compare with the office manager's camper roster to be sure the camp has a health form for each camper.

In the event of significant finding during the health screen, the following procedures are adhered to:

1. Any evidence of illness, communicable disease, or disability shall be referred to the Medical Director for evaluation and treatment.
2. A Special needs form will be filled out in the event that a camper is found to have a special need or consideration that would apply to the health care of that camper. This special form would be delivered to the counselor of that camper and any other staff member who would have a direct care need for such information.
3. In the event of any special dietary needs the nurse should pass this information to the Food Service Director.

When an activity that the campers must leave the camp for overnight trips, the camp nurse will screen each camper **12 hours prior** to their departure from camp and **12 hours after** their arrival on camp. This is to be completed during regular nurse's hours. The nurse is to assess the condition of each camper and staff to be appropriate for participation in planned activities. In the event that the assessment reveals the camper or staff member unable to participate, appropriate treatment will be given and the camper or staff member will be transferred to an alternate activity.

First Aid

The Scope and limitation of health care provided by those other than the nurse is: American Red Cross First Aid and /or American Heart Association CPR, as certified. All staff shall operate under the limitation of their respective certifications and licenses. All on-site first aid shall be rendered under the direction of the Health Care Manager/Camp Nurse (RN) and/or Relief Camp Nurse (RN) and/or Health Care Coordinator. Small first aid kits shall be made available at the designated areas with just enough equipment as would be needed during the first 1-2 minutes of an incident before the nurse arrived with a more complete first aid kit. All Accident/Incident Reports shall be completed and turned in at the Health Clinic within 24 hours of occurrence. (HR-3A)

First Aid kits are located in each activity area where it is accessible to staff.

The Following non-medical licensed personnel shall be required to have certification in American Red Cross First Aid and CPR or CPR-FPR and/or American Heart Association CPR:

- Lifeguards
- Activity Leaders
- Counselors are also given the opportunity to become certified

Emergency Medical Care

Emergency medical care is to be administered by the RN who is on duty 24 hours a day and by direction of the MD who is on call 24 hours a day. If emergency transportation is needed, 911 is called.

If a camper is transferred to an emergency medical facility, he/she shall not be accompanied by the RN or someone appointed by the Camp Director unless he/she is medically unstable and suffers from a life-threatening condition. The injured will be transported with copy of their health history form containing authorization to treat, camper/staff information and appropriate insurance forms. Staff who are transporting must be certified in CPR and American Red Cross Standard First Aid, must be 21 or older and accompanied by another staff member if the patient is of opposite gender. (TR-6,

TR-7)

It is the responsibility of the camp nurse to **contact the parent/guardians** of the camper and advise them as to what has happened and where the camper is being taken. All efforts to contact parents will be documented. In the event efforts to make contact are unsuccessful, the nurse must delegate someone to keep trying.

Daily Medical Care

The on-site RN is responsible for administering daily medical care. The Health Clinic is open after each meal for daily medical care. All other camper appointments must be scheduled ahead of time. Counselors and campers are responsible for coming to the clinic for the medications.

Each time a routine medication is given, the RN should positively identify the camper prior to administering medication (see below). The RN will then enter the time and their initials on the medication sheet.

In the event that more than minor medical care is needed, the doctor or nurse should call the parents to advise and/or discuss present or future treatment as needed by the camper or staff member.

Positive Identification of Camper Requiring Medication

All Campers requiring the dispensing of medication by the RN will have on record in the Health Clinic a photo to assist with identification. This information will be collected during registration.

The RN, prior to the dispensing of medication, will positively identify each camper by matching their photo (on record) to the camper.

Routine Health Care

The nurse is responsible for routine health care.

Monitoring of personal hygiene of all campers is done daily at morning line call by the counseling staff. Counselors are responsible for correcting problems that are brought to their attention during this time.

Supervision of orders for daily medications: See "Daily Medical Care"

Supervision of Camp Practices

Sanitation facilities/practices and food service: The camp nurse is responsible for making routine observations of staff and facilities, noting symptoms of ill health in staff and noting any sanitation problems in facilities and/or grounds.

The Illinois Conference will maintain all past medical records of campers and staff for the amount of time required by the state of Illinois.

Infection Control Measures

Implementation and adherence to infection control practices are the keys to preventing the transmission of infectious diseases including respiratory diseases which may be spread by a droplet or airborne routes. Hand hygiene is the single most effective means of preventing the spread of all infections among campers and personnel. Hand washing after using the restroom and before meals is strongly encouraged as a preventative measure.

Hand Hygiene

To properly wash and clean hands, the following procedure should be followed:

1. Wash visibly soiled hands with antimicrobial soap and warm water by rubbing vigorously for at least 15 seconds (hint: sing the “alphabet song” in your head). Rinse with water and dry with disposable towel. Use towel to turn off tap.
2. If hands are not visibly soiled, an alcohol-based hand rub or gel may be used. Rub hands together, covering all surfaces of hands and fingers until hands are dry
3. Wear gloves when in contact with blood or other potentially infectious materials, mucous membranes and when non-intact skin may be contacted.
4. Always perform hand hygiene after removing gloves. Do not wash gloves between uses.

Standard Precautions

The Standard precautions/transmission-based precautions system is designed to prevent the transmission of infectious agents. Standard precautions include:

Hand Hygiene

Practice hand hygiene after touching blood, body fluids, secretions, excretions or contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between camper contacts and when otherwise indicated to avoid transfer of microorganisms to other camper environments.

Gloves

Wear gloves when touching blood, body fluids, secretions, excretions or contaminated items. Put on just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures. Practice hand hygiene whenever gloves are removed.

Camper Equipment

When handling used camper equipment soiled with blood, secretions excretions or contaminated items in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to one's self, other campers and environments. Ensure reusable equipment is not used for the care of another camper until it has been thoroughly cleaned and sanitized properly. Ensure that single-use items are discarded properly.

Blood-borne Pathogens

Staying Safe

Those who come in contact with blood and body fluids are most at risk for exposure to blood-borne pathogens.

Know the Risk

At work, the most common way exposure to HIV and HBV can occur is when a worker has an open sore or injury and is in contact with infectious material or when a worker is not wearing the proper PPE to protect against contact.

Exposure Control Plan

An Exposure Control Plan is a written document that describes how your employer controls on-the-job exposure to blood and body fluids which may contain blood-borne pathogens.

Personal Protective Equipment

You must wear gloves when there is a chance of exposure to blood or body fluids.

Hazard Controls

Coping with Emergencies

If you have been trained in the correct procedures, clean the spill area with an approved disinfecting solution, such as diluted bleach.

Incident Report

If you have been involved in an exposure incident, a medical specialist will counsel you.

Risk Management Plan

Identification of possible personal safety risks

Equipment with a risk factor:

Power hand tools; lawn maintenance equipment; construction equipment; camp trucks; kitchen equipment; boats and ski equipment.

Reduce and transfer risks:

Make sure appropriate safety devices for the equipment are used properly. Instruct all operators how to operate equipment. Maintain equipment in top operating order. Provide proper supervision when equipment is being operated. Maintain adequate insurance through church Risk Management.

Risks involving natural hazards:

Rocky, hilly terrain; forest fires; flooding, insect or animal stings or bites; exposed tree roots; steep paths; washouts; drop offs; lightening; wind.

Reduce, transfer, and retain risk:

Orient all campers to natural hazards. Require adequate footwear and clothing for different activities. Remove all possible obvious dangers. Provide adequate supervision for campers.

Transfer, reduce, risk:

Limit access to new construction site with fencing. Maintain proper insurance. Install railings or retaining walls. Mark areas of unavoidable risk. Correct cabin shelf problems. Maintain adequate insurance.

Identification of possible operational financial risks:

Potential physical, emotional, or sexual abuse of a camper by a staff member; law suits by disgruntled staff; staff not representing the ideals or policies of the camp, thus damaging its reputation.

Avoid, reduce, and transfer risks:

Educate staff concerning abuse and procedures for handling it. Screen staff as carefully as possible. Maintain clear policies and follow procedures. Keep appropriate insurance.

Risks involving finances:

Continually upgrade programming and develop aggressive marketing plans. Work very closely with those responsible for spending funds to ensure that budget is being followed.

Potential Accident Prevention and Reduction

Because of the varied and active nature of summer camp, there are many risks which must be considered. For convenience, they will be listed by times of potential occurrence.

Accidents during activity times: (class periods, organized games, outpost activities, camp outs, etc.)

The most common are horse-related or sports-related. There is the potential of water accidents. High supervision helps keep these to a minimum.

Accidents during non-structured times: (walking between activities, walking to dining hall, time in cabins, free time, etc.)

Tripping and/or falling while walking. Horse play. These are times when children and staff are more likely to be stung by yellow jackets/wasps.

Accidents during specific program times: (campfire programs, gymnastics program, water ski show, fireworks display, rodeo, etc.)

Risks can be reduced largely by proper supervision. Staff are trained to be in direct supervision of their campers as long as they are on duty.

Activity directors must develop and implement safety guidelines for their specific activity. Directors are in charge of maintaining equipment in safe operating order.

Directors of specific programs are to obtain permission from the camp director if any event seems to have a danger factor to staff, campers, or animals.

Sunday, following registration, counseling staff are to go over the list of safety procedures with their campers.

Policy for the Use and Release of all Personal Information

Definition -

Personal information is any verbal or written content about a camper or staff person or their photographic image or voice reproduction.

Policy -

1. The camper registration form includes a section which, when signed and checked by the parent or guardian, will grant permission for the camp to use any photos or that camper for camp promotional purposes.
2. The above permission grant is not included in the staff contract but on a separate mission agreement.
3. Camper address lists will not be sold or given to any individual or organization.

It will be the sole use of Camp Akita.

4. Medical information is considered confidential, and will be available only to camp medical personnel and administration. Necessary medical information will be shared with the camper's counselor when deemed necessary by medical personnel.
5. If necessary, staff should verify with a parent or camper information that is to be kept confidential and whether they are ethically able to keep the confidence.

For Your Information

Staff members need to space themselves out so that all campers can be kept monitored.

Campers are to be instructed to look for authorities such as law enforcement for help. If approached by a stranger, they are not to get into any vehicle or become friendly with that individual.

A staff member will be assigned to supervise public restroom areas.

Health information and Permission to Treat forms are located in the office with a copy in the infirmary (guest room #1) for both campers and staff. During office hours, medical information can be obtained by radio at all times.

It is the policy of the camp that each staff member be trained to carry out the following accident procedures:

1. Give basic first aid to an injured camper or staff member.
2. Staff members are trained to be aware of uninjured campers present. The staff member should keep campers calm and provide for their safety.
3. A camp radio is to be used to notify camp nurse.
4. Staff members will be advised to complete a Camp Akita Incident Report with required information pertaining to the incident and witnesses. Incident Reports can be obtained from the office.
5. When needed, the local fire department, EMS, the Knox County Sheriff's Department, State Police or DNR may be called in for additional help.

During orientation week, each department is required to go through the equipment that they use for their program and check it for safety. Any maintenance needed is to be taken care of by the staff in that department, or brought to the attention of the camp director or work crew. Those items needed to be replaced or added are to be written up on a purchase order form (located in the work room.)

During the summer camp program, equipment is to be stored in an orderly way that will be advantageous to maintaining all equipment in safe and good repair. Regular checks of the equipment will be the responsibility of the program leader.

Horse and mountain bike trails are RESTRICTED USE ONLY. Please do not use them unless you are involved in a horseback riding or mountain bike riding activity, or unless permitted by the Camp Director.

Campers are not requested to bring their own personal sports equipment or animals. If a camper chooses to do this, the following applies:

For safety reasons, campers bringing their own sports equipment such as bow/arrows, etc., may be requested to store these items in the camp office.

Staff members are allowed to bring their personal sports equipment. Use of these items are allowed only during staff time off. The exception is if the item brought is a part of their work performance. Staff vehicles are not allowed for summer staff personnel. They will be only used during your time off or day off.

Procedures for Media Contact

In the event of media coverage of our camp, it is the policy for the summer camp director to be the primary staff contact. All staff are to refer all media contact to the camp director. In the absence of the camp director, the summer camp manager will be in charge.

The camp administration requires the staff to complete written reports describing incidents or accidents of a serious nature. Examples would include, but are not limited to, lacerations requiring stitches, a camper who falls from a horse, danger from intruders, a fight between campers, a lost camper, a near drowning, use of illegal substances by campers or staff, etc. Examples of incidents which do not require an incident report include scrapes that are not severe in nature, paper cuts, stumbling, etc. If the incident falls within the “gray” area, staff members are to report the incident to the camp director for his decision on whether an incident report should be filed.

At the beginning of each camp, the director goes over the emergency procedure plan with campers at line call. A practice bell ringing and whistle blowing is done to alert campers to the sound of emergency signals. On the first day of camp, campers are instructed to stay away from the lake without their counselor or a staff member. A waterfront staff person also goes through waterfront safety procedures with all campers at line call. Each Monday a fire drill is done from the main dining hall.

Health and Safety Concerns

The following are natural hazards specific to the site:

Our lake and ponds present a water safety problem. To prevent accidents, campers are instructed to not go near the water without a counselor or a staff member.

The following man-made hazards are unique to our site:

Obstacle course/playground - To prevent accidents, inspection of playground and obstacle course is done at the beginning of each camping season. Staff members are to report any safety hazards or maintenance problems they observe that cannot be corrected themselves by notifying the camp manager or writing a work order for work crew.

Procedure for Verification of Absentees

At the end of registration on Sunday, all registration forms for persons who did not appear will be collected by the designated camp secretary.

Phone contact will be made no later than the following day to determine reason for nonattendance and to initiate the refund procedure.

If it is determined that there has been some illegal activity that has caused the absenteeism, the camp director will notify the proper authorities as well as the parents or guardians listed on the application if they have not been contacted already.

Camper Information to Staff

There are times that counselors and activity staff can better serve a camper with some information about that camper. Information shared falls into three categories.

Medical: The camp nurse will share with the counselor and any other activity staff working directly with the camper pertinent medical information needed to maintain the health and safety of that camper.

Behavioral: Prior behavioral challenges will be shared with the camper's counselor by the director. Sometimes parents contact camp administration to share these items, and that information is shared with the director and counselor.

Background: Occasionally a parent, guardian, relative, or friend believes that some background information on the child will be helpful in dealing with them. This is specially so if the child has recently gone through some traumatic event. This information is shared with the director, and with the child's counselor.

Emergency Release Policy

In the event that a camper must leave the camp premises prior to the regular release time, the following procedures must be followed:

1. Must follow normal release procedures as stated in manual.
2. Village director and camp director should be notified immediately.

Procedures for Release of Minors

1. There is notification in the camp brochure/application form of our checkout policy. Parents are given the opportunity to write the name(s) of anyone whom the camper should not be released to.
2. Campers are to be picked up by parent/guardian or designated pickup person at their cabin.
3. Counselors have a checkout form giving the name of camper and anyone whom the camper cannot be released to.
4. Counselors are to have the parent/guardian or designated pickup person sign the release form and record the time of departure.

5. If an unauthorized person attempts to take a camper, the counselor should immediately contact the office to verify pickup. If someone tries to take a camper against the counselor's will, then a verbal warning is given by the counselor not to take the camper. Counselors report incident immediately to camp director who then contacts local authorities, if necessary.
6. If the camper is not picked up during checkout time (9:30 - 10:30 am), the village director(s) will assign a swing counselor to be in charge of the camper(s). The camper and their belongings will be taken to the athletic center to wait for their ride. All release forms will be passed on to the swing counselor(s), and sign out procedures will continue to be followed.
7. Camper Release forms will be kept on file for two weeks.

Food Service Policy

The following food service policy should be observed as follows:

- 1.Meal times for campers and non-counseling staff may differ.
- 2.All meals will be served by staff members.

Guidelines for Living with the Outdoors

(Counselors review this with your unit on Sunday evening before campfire.)

1. Enjoy, but do not disturb, the flowers, plants, and wildlife around you.
2. Help all trash to end up in the trash container--even when you are on a hike. If you see trash/litter that isn't yours, help beautify the camp by properly disposing of it.
3. Stay on trails when hiking or with horses.
4. Trees are precious. Do not maim them by sawing, cutting, carving or nailing.
5. Make sure that the only substance you put in our beautiful lake and ponds is clear, pure water.
6. Fires any place other than at the campfire point may be built only with the permission of camp administration or camp ranger.
7. Wild animals and insects should be observed from a distance. For your safety and theirs, do not attempt to pick them up or play with them.
8. Bunkbeds are for sleeping, not playing. Ladders on balconies are fire escapes only. Campers using them other than for emergency purposes will be asked to go home.
9. When entering and exiting the bus, use caution. Please act like young adults on the bus. No rowdy behavior allowed.

10. Encourage at least one shower a day.
11. All campers must wear swimming bands and cannot take part in water activities without them. If lost, ask the boys/girls director to help you get to the swimming area and obtain another one.
12. There is poison ivy all over camp, so please watch for it and avoid it.
13. Check yourself daily for ticks
14. Review honor cabin requirements.

Transportation Policy Statements: Vehicles and Drivers

- 1.The driver of any vehicle transporting campers will be an adult possessing a valid operator or chauffeur license as required.
- 2.All camp vehicles used for transporting campers are inspected and maintained by our permanent maintenance staff.
- 3.Adult staff members adequate for the ratio of one for ten or twelve are generally present for rider supervision. In any case, there is at least one other staff member in addition to the driver.
- 4.Emergency evacuation from the camp grounds will be done as necessary by camp busses, van and/ or staff members' cars.
- 5.The procedure for loading and unloading campers will be under the direction of the driver to see that it is done safely and in order.

Appendix

Guidelines for Calling the Child Abuse Hotline

Mandated reporters and other persons should call the Hotline when they have reasonable cause to suspect that a child has been abused or neglected. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

Criteria needed for a child abuse or neglect investigation

- The alleged victim is a child under the age of 18.
- The alleged perpetrator is a parent, guardian, foster parent, relative caregiver, paramour, any individual residing in the same home, any person responsible for the child's welfare at the time of the alleged abuse or neglect, or any person who came to know the child through an official capacity or position of trust (for example: health care professionals, educational personnel, recreational supervisors, members of the clergy, volunteers or support personnel) in settings where children may be subject to abuse and neglect.
- There is a specific incident of abuse or neglect or a specific set of circumstances involving suspected abuse or neglect.
- There is demonstrated harm to the child or a substantial risk of physical or sexual injury to the child.

Information the reporter should have ready to give to the Hotline

- Names, birth dates (or approximate ages), races, genders, etc. for all adult and child subjects.
- Addresses for all victims and perpetrators, including current location.
- Information about the siblings or other family members, if available.
- Specific information about the abusive incident or the circumstances contributing to risk of harm—for example, when the incident occurred, the extent of the injuries, how the child says it happened, and any other pertinent information.

If this information is not readily available, the reporter should not delay a call to the hotline.

Illinois Child Abuse Hotline

1-800-25-ABUSE or 1-800-252-2873

1-800-358-5117 (TTY)

217-524-2606 if calling from outside Illinois

The Hotline operates 24 hours per day, 365 days a year. Reporters should be prepared to provide phone numbers where they may be reached throughout the day in case the Hotline must call back for more information.

Checklist of Possible Indicators of Abuse

Form FM 15



American Camping Association

Name _____ Nickname _____

Address _____

City _____ State _____ Zip _____ Phone Number _____

Age _____ Birth Date ____/____/____ Sex ☐ Male ☐ Female

Parent/Guardian _____ Relationship _____

Parent/Guardian _____ Relationship _____

Observations

If more than one person utilizes this form, it is beneficial to use different marks.
The first person could use check marks (✓), the second pluses (+), etc.

Observer #1 _____ Date ____/____/____

Observer #2 _____ Date ____/____/____

Observer #3 _____ Date ____/____/____

NEGLECT

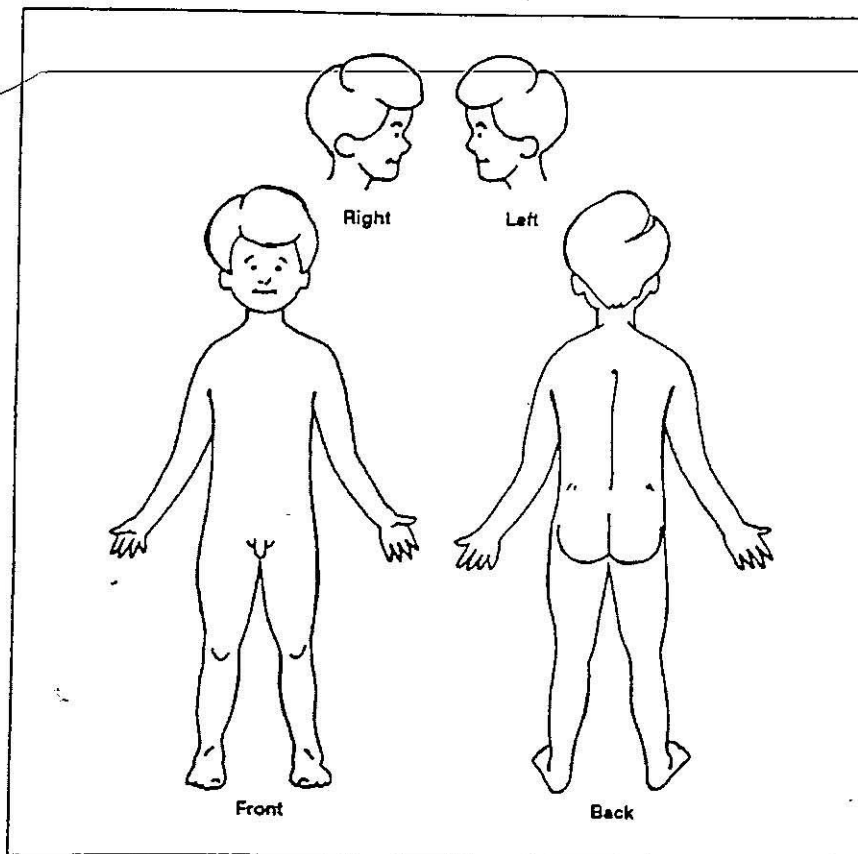
Behavioral Indicators

- ☐ 1. Is truant or tardy often or arrives early and stays late.
- ☐ 2. Begs or steals food.
- ☐ 3. Attempts suicide.
- ☐ 4. Uses or abuses alcohol and/or other drugs.
- ☐ 5. Is extremely dependent or detached.
- ☐ 6. Engages in delinquent behavior, such as prostitution or stealing.
- ☐ 7. Appears to be exhausted.
- ☐ 8. States frequent or continual absence of parent or guardian.

Physical Indicators

- ☐ 1. Frequently is dirty, unwashed, hungry, or inappropriately dressed.
- ☐ 2. Engages in dangerous activities (possibly because he/she generally is unsupervised).
- ☐ 3. Is tired and listless.
- ☐ 4. Has unattended physical problems.
- ☐ 5. May appear to be overworked and/or exploited.

Indicate on the following diagram the areas in which physical injury is evident, using "X" to indicate the location of superficial injuries, "O" to indicate the location of deep injuries and "shaded areas" to indicate areas of apparent burn. Beside each injury or apparent burn, please note the color, size, pattern, texture, and degree of pain.



Name _____

Date Observed _____

Cabin or Group _____

Year _____

SEXUAL ABUSE*Behavioral Indicators*

- ☐ 1. Is reluctant to change clothes in front of others.
- ☐ 2. Is withdrawn.
- ☐ 3. Exhibits unusual sexual behavior and/or knowledge beyond that which is common for his/her developmental stage.
- ☐ 4. Has poor peer relationships.
- ☐ 5. Either avoids or seeks out adults.
- ☐ 6. Is pseudo-mature.
- ☐ 7. Is manipulative.
- ☐ 8. Is self-conscious.
- ☐ 9. Has problems with authority and rules.
- ☐ 10. Exhibits eating disorders.
- ☐ 11. Is self-mutilating.
- ☐ 12. Is obsessively clean.
- ☐ 13. Uses or abuses alcohol and/or other drugs.
- ☐ 14. Exhibits delinquent behavior such as running away from home.
- ☐ 15. Exhibits extreme compliance or defiance.
- ☐ 16. Is fearful or anxious.
- ☐ 17. Exhibits suicidal gestures and/or attempts suicide.
- ☐ 18. Is promiscuous.
- ☐ 19. Engages in fantasy or infantile behavior.
- ☐ 20. Is unwilling to participate in sports activities.
- ☐ 21. Has school difficulties.

Physical Indicators

- ☐ 1. Has pain and/or itching in the genital area.
- ☐ 2. Has bruises or bleeding in the genital area.
- ☐ 3. Has venereal disease.
- ☐ 4. Has swollen private parts.
- ☐ 5. Has difficulty walking or sitting.
- ☐ 6. Has torn, bloody, and/or stained underclothing.
- ☐ 7. Experiences pain when urinating.
- ☐ 8. Is pregnant.
- ☐ 9. Has vaginal or penile discharge.
- ☐ 10. Wets the bed.

EMOTIONAL ABUSE*Behavioral Indicators*

- ☐ 1. Is overly eager to please.
- ☐ 2. Seeks out adult contact.
- ☐ 3. Views abuse as being warranted.
- ☐ 4. Exhibits changes in behavior.
- ☐ 5. Is excessively anxious.
- ☐ 6. Is depressed.
- ☐ 7. Is unwilling to discuss problems.
- ☐ 8. Exhibits aggressive or bizarre behavior.
- ☐ 9. Is withdrawn.
- ☐ 10. Is apathetic.
- ☐ 11. Is passive.
- ☐ 12. Has unprovoked fits of yelling or screaming.
- ☐ 13. Exhibits inconsistent behaviors.
- ☐ 14. Feels responsible for the abuser.
- ☐ 15. Runs away from home.
- ☐ 16. Attempts suicide.
- ☐ 17. Has low self-esteem.
- ☐ 18. Exhibits a gradual impairment of health and/or personality.
- ☐ 19. Has difficulty sustaining relationships.
- ☐ 20. Has unrealistic goal setting.
- ☐ 21. Is impatient.
- ☐ 22. Is unable to communicate or express his/her feelings, needs, or desires.
- ☐ 23. Sabotages his/her chances of success.
- ☐ 24. Lacks self-confidence.
- ☐ 25. Is self-deprecating and has a negative self-image.

Physical Indicators

- ☐ 1. Has a sleep disorder (nightmares or restlessness).
- ☐ 2. Wets the bed.
- ☐ 3. Exhibits developmental lags (stunting of his/her physical, emotional, and/or mental growth).
- ☐ 4. Is hyperactive.
- ☐ 5. Exhibits eating disorders.

PHYSICAL ABUSE*Behavioral Indicators*

- ☐ 1. Is wary of adults.
- ☐ 2. Is either extremely aggressive or withdrawn.
- ☐ 3. Is dependent and indiscriminate in his/her attachments.
- ☐ 4. Is uncomfortable when other children cry.
- ☐ 5. Generally controls his/her own crying.
- ☐ 6. Exhibits a drastic behavior change when not with parents or caregiver.
- ☐ 7. Is manipulative.
- ☐ 8. Has poor self-concept.
- ☐ 9. Exhibits delinquent behavior, such as running away from home.
- ☐ 10. Uses or abuses alcohol and/or other drugs.
- ☐ 11. Is self-mutilating.
- ☐ 12. Is frightened of parents or going home.
- ☐ 13. Is overprotective of or responsible for parents.
- ☐ 14. Exhibits suicidal gestures and/or attempts suicide.
- ☐ 15. Has behavior problems at school.

Physical Indicators

- ☐ 1. Has unexplained* bruises or welts, often clustered or in a pattern.
- ☐ 2. Has unexplained* and/or unusual burns (cigarettes, doughnut-shaped, immersion-lines, object-patterned).
- ☐ 3. Has unexplained* bite marks.
- ☐ 4. Has unexplained* fractures or dislocations.
- ☐ 5. Has unexplained* abrasions or lacerations.
- ☐ 6. Wets the bed.

(*Or explanation is inconsistent or improbable.)

This form may be used by camp staff to record observations of possible indicators of abuse. Staff should be trained to recognize indicators of abuse, to understand their reporting responsibilities, and to know when to get professionals involved. For more information about child abuse awareness and staff training outlines, order a copy of *For Their Sake: Recognizing, Responding to, and Reporting Child Abuse* by calling the ACA Bookstore at 317/342-8456.