



VIRGINIA CHURCH OF GOD

Youth and Discipleship Department

Youth Camp Policy Guide

VIRGINIA CHURCH OF GOD YOUTH AND DISCIPLESHIP

Youth Camp Policy Guide

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Thank you so much for your interest in serving at Virginia Church of God Youth Camp. Youth Camp is by far one of the single greatest influences in the lives of students. Virginia Church of God Youth Camp started in 1955. Since that time, literally hundreds of thousands of young people have been ministered to and transformed by the power of God. Youth Camp is only as successful as the team of people who show up each week and sacrificially and unselfishly volunteer their time to serve. Just think, you have the opportunity this summer to make an eternal difference in the lives of young men and young women.

Please take a few moments and familiarize yourself with the information that is contained in this packet. ***It's very important that you locate the position you are volunteering for and read all of the details about that specific job.*** Also, it's vital that you look over and read the section that contains the specific policies and procedures of the camping program. This will help answer many of the questions you might have. Finally, spend a few moments in prayer about this summer's camping season. Ask the Lord to minister to and touch every student and volunteer that participates in camp. Thanks again for considering giving a week of your time at Virginia Church of God Youth Camp!

Camp Leadership Team

The Youth and Discipleship Director shall be the Camp Administrator for all camps conducted. He will be assisted by the Camp Leadership Team to be comprised by the individuals filling the following positions:

- Camp Director
- Assistant Camp Director
- Business Coordinator
- Recreation Coordinator
- Residential Coordinator (Male)
- Residential Coordinator (Female)

The Leadership Team shall primarily be staffed by members of the State Youth and Discipleship Board. In the case when there are not enough members of the board present to fill the Leadership Team positions, the Camp Administrator shall seek to fill the Leadership Team with experienced pastors or youth pastors.

The Leadership Team will meet at least once in a joint planning session prior to camp and daily during the week of Youth Camp.

SUPPORT STAFF

All successful camps require the participation of dedicated individuals who give their time and talents to the team. All support staff are extremely important to the accomplishment of the goal of the camp. In order to properly function as a team, the individuals who comprise the staff must realize that their role is integral. There is no unimportant or minimal role. This section contains all available support staff positions. Please find the ones that most interest you and familiarize yourself with the duties and job descriptions.

SELECTION OF SUPPORT STAFF

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

QUALIFICATIONS FOR SUPPORT STAFF

1. Attend a Church of God congregation (A special exception to this qualification can be made by the Camp Administrator).
2. Be at least sixteen years of age (Cabin Leaders must be at least 18 years of age).
3. Must be at least 19 years of age to work Extreme Camp.
4. Complete an application packet and be recommended by the pastor of their local church.
5. All teenage workers *must attend the youth camp of their age group as a camper before working as staff in the other camps.*

OVERARCHING SUPPORT STAFF EXPECTATIONS

All support staff, regardless of their position, are expected to adhere to the following expectations.

1. Constantly remember that camp is for the campers. The goal is for every camper to leave the camp having had 1) an encounter with God, 2) fulfilling relational development and 3) a positive overall experience.
2. Be an example in conduct, speech, dress and attitude to all campers.
3. Be present at the appointed time for staff orientation.
4. Attend all worship services and actively engage in worship. All staff is encouraged to sit with campers and should refrain from congregating in small groups.
5. Practice good personal hygiene.
6. Respect and operate within the chain of command.
7. Adhere to the lights out and wake up times that are publicized on the schedule. Exceptions must be approved by the Camp Director or his assistant.

SUPPORT STAFF JOB DESCRIPTIONS

Assistant Cabin Leader

Assistant Cabin Leaders are assigned to cabins based upon availability of staff. While the Assistant Cabin Leader partners with the Cabin Leader to provide leadership for the students assigned to the cabin, the Assistant Cabin Leader is directly responsible to the Residential Coordinators. Assistant Cabin Leaders should realize that any member of the Youth Camp Leadership Team has the authority to direct all campers and staff in certain circumstances and should always endeavor to follow such directions as closely as possible.

DUTIES AND RESPONSIBILITIES

1. Familiarize themselves with the duties and responsibilities of the Cabin Leader.
2. Be prepared to fulfill the duties and responsibilities of the Cabin Leader should the Cabin Leader be unavailable or be required to leave the camp early.
3. Assist the Cabin Leader in fulfilling the Cabin Leader's duties and responsibilities.
4. Stay with group when scheduled to be together and know the location of their campers at all times.

5. Reside in the dormitory with his or her assigned group.
 6. Work with the Cabin Leader to see that the room is properly cleaned each day and encourage the campers to take responsibility for maintaining a tidy housing environment. Verify that the group cooperates when assigned special cleanup duties.
 7. Familiarize themselves with all camp policies and procedures.
 8. Become personally acquainted with every camper in their group and know them by name by lights-out on the first day of camp.
 9. Discourage roughhousing, pranks, and petty arguments between campers.
 10. Encourage spiritual growth of campers. Throughout camp Assistant Cabin Leaders should prayerfully guide their campers towards definite spiritual experiences.
- ii. Serve as an altar worker during the services.

Cabin Leader

Cabin Leaders shall report directly to the Residential Coordinators. However, the Cabin Leader should realize that any member of the Youth Camp Leadership Team has the authority to direct all campers and staff in certain circumstances and should always endeavor to follow such directions as closely as possible.

DUTIES AND RESPONSIBILITIES

1. Validate the fact that each camper who reports to the room on the day of registration has the appropriate paperwork for admittance.
2. Responsible for the safety and welfare of all campers in his or her assigned group throughout the entire camp.
3. Ensure that all campers assigned to them abide by the camp policies and schedules and that they follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc.
4. Stay with group when scheduled to be together and know the location of their campers at all times.
5. Reside in the dormitory with his or her assigned group.
6. See that the room is properly cleaned each day and encourage the campers to take responsibility for maintaining a tidy housing

environment. Verify that the group cooperates when assigned special cleanup duties.

7. Familiarize themselves with all camp policies and procedures.
8. Become personally acquainted with every camper in their group and know them by name by lights-out on the first day of camp.
9. Complete a list of all campers in his/her group and give that list to their Residential Coordinator by 4:00 on Monday.
10. Discourage roughhousing, pranks, and petty arguments between campers.
11. Encourage spiritual growth of campers. Throughout camp Cabin Leaders should prayerfully guide their campers towards definite spiritual experiences.
12. Serve as an altar worker during the services. Campers should be informed that they are expected to remain in the service in a reverent attitude of worship until dismissed. If they should leave for any type of emergency, they should see one of the Residential Coordinators if the Cabin Leader is praying.
13. Conduct a devotional time each night with the campers once they have retired to the room. During this time the Cabin Leader should talk with each camper individually and go over the spiritual results form, filling it in as experiences occur.
14. Follow the appropriate checkout procedures as their campers depart. Early departures must be processed by the Residential Coordinators and the Camp Director.

Camp Nurse

The Camp Nurse shall report to the Business Coordinator.

DUTIES AND RESPONSIBILITIES

1. Take an inventory of medical supplies before the campers arrive on opening day.
2. Whenever supplies are needed, fill out a requisition form and give it to the Business Coordinator.

3. Check the Nurse's Station immediately upon arrival to ensure that it is as clean and sanitary as possible and will be responsible for its cleanliness throughout the camp.
4. Keep a detailed log of all medical actions taken and medications dispensed.
5. Collect all medicine from the campers and establish a schedule for administering them.
6. Be on call from the opening of camp until the closing. When the Camp Nurse leaves the Nurse's Station, the nurse's aide should stay behind, or a sign should be left on the door telling where he/she can be found.
7. Examine all injuries and illness to determine if a person should be sent to a doctor, clinic, or emergency room.
8. When the Camp Nurse feels that a person needs more medical attention and treatment that cannot be administered at camp, he/she will fill out the insurance form to be taken with the injured person.
9. Call the parents of the injured and will keep them posted as to their treatment and progress. Maintain a telephone log detailing all conversations with parents.
10. Make a thorough report of all injuries or illnesses that require a trip to the hospital, doctor, or clinic. If the doctor has not filled out the insurance claim form in an adequate manner, the nurse will be responsible to see that it is completed, either by phone or a personal visit back to the doctor.
11. If an injury seems to have been caused by negligence, the Camp Nurse will immediately inform the Business Coordinator who will take steps to correct it or take the issue to the Leadership Team for consideration.
12. Reside in the Nurse's Station and provide a room for any camper that might require isolation.
13. Make sure that the campers pick up all medication before they leave for home.

Camp Pastor/Guest Hospitality

The Camp Pastor shall report to the Camp Director.

DUTIES AND RESPONSIBILITIES

- I. Be available to assist the speaker and ministry team in any way necessary.

2. Transport campers to offsite care facilities (clinic, hospital, etc.) if the need arises.
3. Lead a short devotional/prayer time at daily staff meetings.
4. Oversee guest registration during worship service. This includes making sure all guests sign in, receive a name badge and sit in the designated area.
5. Be available as a resource to the Camp Director for dealing with camper discipline.
6. Assist the Camp Director in any way requested.

Camp Store Manager

The Camp Store Manager shall report to the Business Coordinator and serve as the first line supervisor to all Camp Store Staff.

DUTIES AND RESPONSIBILITIES

1. Verify that there is sufficient stock, supplies, and change to effectively operate the camp store throughout the camp.
2. Meet with all Camp Store Staff on opening day, in order to review the policies and procedures of the Camp Store and make sure that everyone on the staff is familiar with the schedule for the week.
3. Order supplies and stock as needed after consultation with the Business Coordinator or his assistant.
4. See that the camp store is kept clean and neat at all times.
5. See that the moneybox has sufficient change to operate but check regularly throughout the day to collect any excess money and store it in a safe location.
6. Count the money at the end of each day and ensure that the money is kept in a safe place during the night. Submit the day's proceeds to the Business Coordinator each evening.
7. Make sure the camp store is secured when it is not in use.
8. Be present at least fifteen (15) minutes before the camp store is scheduled to be opened.
9. Be familiar with all policies and procedures regarding the camp store and make sure they are carried out in a business-like and efficient manner.

10. Schedule and manage all Camp Store Staff.

Camp Store Staff

All members of the Camp Store Staff shall report to the Camp Store Manager.

DUTIES AND RESPONSIBILITIES

1. Function at the direction of the Camp Store Manager.
2. Meet with the Camp Store Manager on opening day in order to review the policies and procedures and to plan the work-schedule for the week.
3. Be present and prepared to work as scheduled by the Camp Store Manager. Report for duty at least ten (10) minutes before scheduled to begin work.
4. Treat all campers and staff with respect when they come to the camp store.
5. Ensure that all customers are charged according to the prepared price list. No one, regardless of their position, shall be given product from the camp store without issuing proper payment.
6. Keep the camp store as clean as possible.
7. Advise the Camp Store Manager as to when stock is getting low and needs to be reordered, or when items are selling slowly, and consideration should be given to dropping it from inventory.

Canteen Manager

The Canteen Manager shall report to the Business Coordinator and serve as the first line supervisor to all Canteen Staff.

DUTIES AND RESPONSIBILITIES

1. Verify that there is sufficient stock, supplies, and change to effectively operate the canteen throughout the camp.
2. Meet with all Canteen Staff on opening day, in order to review the policies and procedures of the Canteen and make sure that everyone on the staff is familiar with the schedule for the week.
3. Order supplies and stock as needed after consultation with the Business Coordinator or his assistant.

4. See that the canteen is kept clean at all times and that at the end of each day all machines, tables, equipment, etc. are washed thoroughly and the floors swept and mopped.
5. See that the money box has sufficient change to operate but check regularly throughout the day to collect any excess money and store it in a safe location.
6. Count the money at the end of each day and ensure that the money is kept in a safe place during the night. Submit that day's proceeds to the Business Coordinator each evening.
7. Keep a constant check on all equipment in order to ensure that it is operating properly. Report any malfunctions to the Business Coordinator immediately.
8. Make sure the lights are out and doors and windows secured when the canteen is not in use.
9. Be present at least fifteen (15) minutes before the canteen is scheduled to be opened.
10. Be familiar with all policies and procedures regarding the canteen and make sure they are carried out in a business-like and efficient manner.
11. Schedule and manage all Canteen Staff.

Canteen Staff

All members of the Canteen Staff shall report to the Canteen Manager.

DUTIES AND RESPONSIBILITIES

1. Function at the direction of the Canteen Manager.
2. Meet with the Canteen Manager on opening day in order to review the policies and procedures and to plan the work-schedule for the week.
3. Be present and prepared to work as scheduled by the Canteen Manager. Report for duty at least ten minutes before scheduled to begin work.
4. Treat all campers and staff with respect when they come to the canteen.
5. Ensure that all customers are charged according to the prepared price list. No one, regardless of their position, shall be given product from the canteen without issuing proper payment.

6. Refrain from eating or drinking items from the Concession Stand except those that are paid for in the same manner as all other workers and campers.
7. Follow proper hygiene practices including hand washing and hair containment while serving in the job capacity.
8. Keep the canteen as sanitary as possible. Staff is expected to keep facilities clean throughout the day and assist in the washing, cleaning, and sweeping after the canteen closes.
9. Strive to be efficient in as many different operations of the stand as possible.
10. Know how to perform a particular job or operate equipment before attempting it.
- ii. Advise the Canteen Manager as to when stock is getting low and needs to be reordered, or when items are selling slowly, and consideration should be given to dropping it from inventory.

CTV Producer

The CTV Producer shall report to the Multimedia Manager.

DUTIES AND RESPONSIBILITIES

1. Work with the Multimedia Manager and the CTV Staff to produce a daily video that captures the events of the day. Special focus should be on the campers.
2. Strive to make sure that the daily video is ready for viewing at the time designated by the Camp Director.
3. Oversee the CTV Staff and assign specific tasks to be accomplished each day.

CTV Staff

The CTV Staff shall report to the Multimedia Manager.

DUTIES AND RESPONSIBILITIES

1. Carry out tasks assigned by the Multimedia Manager and/or the CTV Producer.

2. Assist with staging, filming and editing video footage for the daily Camp Television production.

Dining Hall Coordinator

The Dining Hall Coordinator shall report to the Business Coordinator.

DUTIES AND RESPONSIBILITIES

1. Insure that the duties and responsibilities of the Dining Hall/Cafeteria Staff and Dish Room Staff are carried out.
2. Manage the Dining Hall/Cafeteria Staff and the Dish Room Staff.
3. Carry out the duties of the Dining Hall/Cafeteria Staff and Dish Room Staff whenever needed.

Dining Hall/Cafeteria Staff

All members of the Dining Hall/Cafeteria Staff shall report to the Dining Hall Coordinator.

DUTIES AND RESPONSIBILITIES

1. Report to the cafeteria fifteen (15) minutes prior to mealtime.
2. Make sure that the dining hall is clean and prepped before each mealtime.
3. Monitor the dining hall during mealtimes and respond to spills and other mishaps that need to be cleaned up.
4. After the mealtime concludes wipe down all tables and chairs, sweep and mop dining hall floors, and take trash to dumpster.

Dish Room Staff

All members of the Dish Room Staff shall report to the Dining Hall Coordinator.

DUTIES AND RESPONSIBILITIES

1. Report to the cafeteria fifteen (15) minutes prior to mealtime.
2. During mealtime assist campers in the disposal of leftover food.
3. Rinse, wash and sanitize any dishes that are soiled.

4. Assist the Cafeteria Manager in cleaning pots and pans.

Lifeguard

The Lifeguard shall report to the Recreation Coordinator.

DUTIES AND RESPONSIBILITIES

1. Check the pool each day prior to any swim sessions to ensure that all equipment is functional and water quality is acceptable.
2. Have the authority to administer swim tests and issue appropriate identification to those who pass the test.
3. Monitor all swimmers who use the pool.
4. Enforce all posted pool rules.
5. Be alert to changing weather conditions and take appropriate measures whenever necessary due to inclement weather.

Multimedia Manager

The Multimedia Manager shall report to the Camp Director.

DUTIES AND RESPONSIBILITIES

1. Manage the audio and video staff.
2. Insure that the appropriate audio/visual/sound equipment is set up and ready to use in each location.
3. Work with the speaker and ministry team to assist them in meeting their audio/visual/sound needs.
4. Oversee the production of the daily Camp Television video.
5. Coordinate the capture of a camp picture that includes all campers and staff.

Nurse's Aide

The Nurse's Aide shall report to the Camp Nurse.

DUTIES AND RESPONSIBILITIES

1. Be familiar with all of the duties and responsibilities of the Camp Nurse to be of the greatest assistance possible.
2. Be present at the Nurse's Station when nurse is required to be at another location. Should it become necessary for both to be gone, a note should be left on the door telling where the Camp Nurse can be found.
3. Familiarize themselves with the closest route to the clinic/hospital and be ready at all times to assist.

Recreation Staff

All Recreation Staff shall be report to the Recreation Coordinator/Assistant Recreation Coordinator.

DUTIES AND RESPONSIBILITIES

1. Responsible for setting up all recreation equipment before the beginning of activities.
2. Verify that there are sufficient supplies and equipment on hand in order to play the various games for the day's sessions.
3. Turn in a written order to the Assistant Recreation Coordinator when supplies or equipment items are needed.
4. Responsible for all equipment and its proper use and safekeeping.
5. Insure that groups have activities available for participation to cover the entire recreation rotation time slot.
6. Have a plan for activities in case of light rain or other inclement weather that would hinder regularly scheduled activities but would not completely force everybody inside.
7. Assist the Assistant Recreation Coordinator in whatever area he designates.
8. Be at their assigned area fifteen (15) minutes prior to the start time designated for activity.

Security

Security personnel shall be report to the Camp Director.

DUTIES AND RESPONSIBILITIES

1. Patrol the camp facility from lights out until 6:00AM each day.
2. Monitor the dormitory areas to ensure that no camper or staff member leaves the area without authorization.
3. Keep watch over the entrance to the camp facility to ensure that no unauthorized individuals enter the grounds.
4. Any time an individual or individuals are found outside of their authorized area during the overnight hours a call shall be made to the Camp Director who will be responsible for implementing the proper disciplinary action.

Social Media Correspondent

The Social Media Correspondent shall report to the Multimedia Manager.

DUTIES AND RESPONSIBILITIES

1. Document as many camp activities as possible with photographs.
2. Post content on various social media sites maintained by the camp.
3. Obtain a daily video clip from the CTV staff for posting on the camp social media sites.

CAMP POLICIES AND PROCEDURES

Policies and procedures outlined in this section will serve as a guideline for the operation of Virginia Church of God Youth Camp. Adherence to these policies and procedures must be the commitment of all administration, leadership and staff. Noncompliance will lead to discipline and possibly removal. All workers **MUST** familiarize themselves with these policies and procedures.

ATTENDANCE AT ACTIVITIES AND WORSHIP

SERVICES

1. All campers and staff members will attend worship services. Campers and staff will remain in the service until dismissed.
2. Campers and staff will remain at camp until dismissed. Only authorized personnel are permitted to leave the grounds before dismissal.
3. All campers and designated Cabin Leaders will attend their scheduled activities.
4. Any absence of a camper will be cleared with their respective Cabin Leader.
5. Any absence of a Cabin Leader will be cleared with the Residential Coordinators.
6. Any absence of any other staff member will be cleared with the first line supervisor.

CAMP VISITORS

1. All visitors will register with the Camp Pastor before visiting camp for worship service. Following service, **ALL** visitors will be expected to leave
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the grounds immediately. Visitors are only allowed on the grounds for worship service.

2. Visitors will be informed of camp policies and will be expected to abide by them.
3. Visitors will refrain from interfering in normal camp operations.
4. Visitors are not allowed to stay the night on grounds.
5. When persons bring campers to camp or come to pick them up, they should realize that meals are only prepared for those registered in the camp, and consequently there are few excess meals.

CAMPERS AND WORKERS LEAVING THE GROUP

1. No camper or staff member will be at liberty to leave the camp site without proper authorization of the Camper Administrator or Camp Director.
2. When it becomes necessary to leave the grounds, the proper chain of command should be notified.
3. No one will be given permission for leaving the grounds without knowing specifically where the individual is planning to go and when they intend to return.
4. Should a parent come, send for, or otherwise authorize a camper to leave, the proper checkout procedure should be followed.
5. It should be understood that all campers and workers who are spending the night on the grounds are expected to be on the grounds in time to prepare for bed and have lights out by the publicized time.
6. At all times Cabin Leaders should send campers by pairs to the shower and bathroom areas.
7. At no time should staff be in the bathhouse or shower with campers alone. There should be at least two staff members present should entry to the bathhouse be required.

CAMPERS AT PRE-CAMP SESSIONS

1. Campers should not arrive at camp site before the published registration time on the opening day of camp.

2. When a camper might not otherwise get to attend camp, he will be allowed to come on the grounds during the pre-camp training session, if permission is granted by the State Youth and Discipleship Director.
3. Any camper who comes to the grounds prior to the published registration time is the direct responsibility of the person who transports them to the camp site. If the camper is not old enough to be left on their own, or cannot be trusted, he will have to attend the sessions with the workers.

CLEAN-UP POLICIES

1. All campers and staff members are expected to cooperate in keeping their individual rooms and grounds neat and clean and to cooperate when asked to work in cleaning the restrooms and general area of the dorm.
2. Recreation Staff will be responsible for the cleanliness of those areas utilized in the recreation activities.
3. Staff residing in non-dorm housing shall be responsible for returning their assigned rooms to a neat and tidy state.

CELL PHONES

1. Personal cell phones are allowed.
2. Cell phone use should be limited during camp activities and especially when working in your particular area.
3. Calls should not be made or received during worship services unless it's an absolute emergency.
4. Use extreme caution when taking pictures with your phone especially if you're in the dorms with students. No inappropriate pictures should be taken or shared at any point.

DESTRUCTION OF PROPERTY

1. Due to the efforts to continually upgrade and improve the camping facilities, it is imperative that all property and effects be treated with care.
2. In the unlikely event that property is deliberately destroyed, the camper and parents (or staff) will be held responsible for full retribution as determined by the Camp Leadership Team.

3. Pranks that infringe upon the rights or property of others, or that damages camp property, will not be tolerated. Potential items of a damaging nature include shaving cream, water balloons, etc.

DISCIPLINE

1. In the event of minor violations of camp rules, it is the responsibility of the Cabin Leader and Residential Coordinators to correct the violation with love and prayer. Disciplinary action may include removal of privileges or minor work details (sweeping floors, picking up trash), but in no case include physical punishment.
2. All major disciplinary action is the responsibility of the Camp Leadership Team.

GOLF CARTS

1. Certain members of the camp staff may be issued golf carts for the purpose of assisting them in executing their assigned duties.
2. Golf carts should always be operated in a safe manner. Loosening the governor in order to make the cart faster is absolutely prohibited.
3. Any damage to a cart should be reported to the Camp Director.
4. At no time should any cart be operated with more occupants than the seating arrangement allows.
5. The cart operator is responsible for insuring that the keys are removed from the cart whenever the cart is not in operation.
6. Carts should not be parked on the sidewalk or grass in front of the cafeteria at any time.
7. Carts should never be operated by individuals who do not have a valid driver's license.
8. Failure to follow these instructions will result in the loss of cart privileges.

LIGHTS OUT POLICY

1. The lights out time for all camps is determined by that week's schedule and is determined by the camp's age group. The publicized lights out time shall be observed by all campers and workers.

2. Lights out means that every person should be in the room, in the bed, prepared to go to sleep.
3. Cabin leaders should encourage campers to refrain from using cell phones after lights out.
4. Staff whose job obligations require involvement after lights out shall move to their area of residence quietly and quickly once the work duties are complete.

MEDICATION

1. All medication will be administered by the Camp Nurse only.
2. Upon arrival, the camper will inform his or her Cabin Leader of medical needs, if any, and all medicine will be delivered to the Camp Nurse, who will work out a schedule for administering the medicine.

OFF-LIMITS AREAS

1. All dwellings (such as mobile homes, private homes, etc.), buildings, and wooded areas not directly involved with the camping program are off limits, unless authorized by the proper personnel.
2. Unauthorized persons are not permitted in the Camp Office.

PERSONAL BELONGINGS

1. It is the responsibility of individuals present in camp to keep up with their personal effects. Care should be exercised to prevent misplacing and loss of belongings.
2. The State Youth and Discipleship Department cannot be responsible for the loss of personal property.
3. A Lost and Found Department will be provided in a designated area. This will house all articles found, and these articles may be claimed by giving a proper description of the article.
4. Campers are encouraged to purchase armbands to be used at the canteen and camp store. Cash may also be used but the armband is preferred.
5. Items that are left at camp cannot be mailed. They will be collected on Friday evening after camp is over and placed in a box that will be marked for that particular camp. It will be the individual's responsibility to contact the State Office in regards to the return of the items.

PERSONAL CONDUCT AND HYGIENE

1. All workers will be an example in personal conduct and hygiene.
2. Cabin Leaders will be responsible for camper conduct and hygiene.
3. Use of tobacco, alcohol, or drugs is strictly prohibited.
4. All campers will be expected to adhere to a standard of modesty and decency in their attire at camp. The Camp Leadership Team shall determine any clothing that is deemed inappropriate and will take corrective measures to rectify the problem. Cabin Leaders should observe the clothing choices of their assigned campers and prevent the camper from leaving the dorm area while wearing inappropriate clothing.
5. Knives, weapons, or other potentially harmful items are not permitted. They will be collected and returned at the end of camp. *This includes but is not limited to; any type of fire arms, air soft guns, and paint ball guns.*

PRE-CAMP TRAINING SESSIONS

1. All camp staff shall participate in the pre-camp training sessions. The schedule of these sessions will be provided to the staff in their confirmation packet.
2. The purpose of the training sessions are to (1) train staff in the areas of their respective responsibilities; (2) familiarize the staff with the camp's policies and procedures; and (3) prepare the staff spiritually to work with the campers.
3. Even though a worker may know the procedures and policies very well, it is still required that they attend the pre-camp orientation that is conducted in conjunction with every camp that they serve.

RELATIONSHIPS

1. The Youth Camp program encourages the development of healthy relationships based on friendliness and courtesy among all campers and staff.
2. Exemplary Christian conduct will be expected of all campers and workers.
3. All campers and staff will remain within lighted areas during nighttime activity.

4. All campers and staff will use designated walking paths.
5. Boys are not allowed in the area of the girls' dorm, nor girls in the area of the boys' dorm.
6. Even though a healthy boy-girl relationship is positive, it should not at any time hinder either camper from participating in and enjoying the regular scheduled activities of the camp.
7. Staff members will abide by the same guidelines as campers during the pre-camp session and camp itself.
8. At no time should a worker let his friendliness with others become a hindrance to his fulfilling the responsibilities placed upon him.
9. Romantic relationships between staff and campers is strictly prohibited.

SENDING A CAMPER HOME

1. Every effort will be made to make camp enjoyable and to retain each camper for the entire duration.
2. In the event that a camper is forced to leave camp (due to disciplinary action, homesickness, emergency, etc.), he will only be permitted to leave with the Pastor, parent, or legal guardian, or someone designated by the legal guardian. The Cabin Leader should make a full report (including the date, time, reason for dismissal and the person with whom he leaves) to the Residential Coordinator who will report to the Camp Director prior to the departure of the camper.

STAFF MEETING

1. Staff meetings will be conducted according to the schedule produced. Non-scheduled staff meetings may also be called by the Camp Administrator or Camp Director.
2. All staff members will attend all staff meetings. The Recreation Coordinator and Residential Coordinators will work together to develop a plan that insures campers are left with appropriate supervision during staff meetings.
3. The purpose of the staff meetings will be to discuss and resolve any problems relating to the camp, such as scheduling, discipline, spiritual problems, etc., and to inform the staff of the various activities of the day. A time will also be given for prayer and meditation.

4. Any discussion of grievances or problems will be considered confidential and confined to the discussion in the staff meetings. These issues are not to be discussed with the campers.

SWIMMING POOL POLICY

1. All campers and workers must go to the pool in proper attire (including shoes). This policy applies to all ages and at all times.
2. Boys are not to be in the pool area during the girls swim time, nor are the girls to be in the pool area during the boys swim time.
3. Campers are never to enter the pool area unless the lifeguard is present and in proper position.
4. All rules posted at the swimming pool must be adhered to by both campers and staff.
5. Extra swim times for both campers and staff will be decided upon by the Camp Director.

USE OF VEHICLES DURING CAMP

1. Private vehicles are to be parked in the designated areas during camp.
2. Neither staff nor campers shall be allowed to drive personal vehicles, four wheelers or any other type of ATVS during normal camp activities. The Camp Administrator must approve any exceptions.
3. Persons authorized to use private vehicles on campsite during the camp are: (a) Camp Administrators, (b) Camp Director, (c) Business Coordinator, and (d) Recreation Coordinator.