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IMPORTANT NOTICE:

Throughout this manual you may observe codes such as "NYS PHL #225-7-2.6(b)" or "MDSS #109(5)". These codes indicate that the section following conforms to the applicable state law or regulation cited. Additional rules and regulations pertaining to a particular state are included in the Addendum and need to be reviewed by you if you will be assisting with a camp in each state.

CAMP COUNSELOR COVENANT

I believe that Jesus Christ died for my sins and having trusted in His finished work on the Cross for me, I know I have been born again.

I do not participate in questionable amusements, believing my body to be a temple of the Holy Spirit, and desiring that my life shall glorify Him at all times.

I shall seek to be guided by Him in all matters pertaining to my daily life in camp. I agree to carry out cheerfully the particular responsibilities and duties assigned to me.

I agree to participate in all camp activities, keeping in mind the specific objectives of these activities for the campers.

I agree to participate in all staff meetings and shall endeavor or contribute worthwhile suggestions.

I agree to maintain an attitude of friendliness to all, to show no favoritism, and to eliminate personal prejudices.

I agree to endeavor to create a spirit of cooperation and loyalty in my group toward the whole camp program.

I agree to maintain a Christ-like example in sacredness of speech, modest dress, and observance of camp rules.

I agree to take personal interest in each individual member of my group and to seek ultimately to lead him or her to the Lord for salvation, separation, and service.

I agree to be alert to the health needs of the campers and to be accident conscious at all times.

I pledge my loyalty to the Camp Leadership, the personnel and program in order to produce a spirit of unity so that the efforts of this camp may be of eternal value.

I understand the Drug-Free Workplace policy and agree, as a condition of employment, to abide by the terms of this program.

General Overview

INTRODUCTION:

This manual is the culmination of many years of youth camp experience, compiled from the input of several camp directors and staff members. We have also used information from several other sources that we felt would be beneficial. Someone once said, "If you take information from one source, you are plagiarizing, but if you draw from several sources, you have a scholarly work." This manual is presented to you as a smorgasbord of corporate thought.

Our basic objective in youth camp is to introduce our campers to the Lord through our testimony in word and deed. Campers have a wide variety of backgrounds, personalities and ages; therefore, a different approach will be necessary to reach each child on an individual basis. Some kids will be reached by how you talk to them, and what you share out of your own experience. Others will be reached by your life, lived before them in contentment and happiness. Many times, actions speak louder than words.

Our goal is that campers grow as individuals and get introduced to Jesus at camp. We would also like to see you grow, since your walk with God is just as important as your campers' walks. If you allow it, the Lord will also change, bless and mature you at camp, and this, in turn, will reflect on your campers.

Camp will be successful only if there is dedication, love, and spiritual maturity on the part of the staff. Whether the camp facilities are in poor or excellent condition, whether the food is good or bad, whether we meet with rain or sunshine, **it is the attitude of the staff that will carry the week, and make it successful.** The impact of camp comes not from the program or facilities, but the people.

THE HISTORY OF CAMP SHILOH:

Camp Shiloh is a continuation of the youth ministry of Elim Fellowship (sometimes called C.Y.A.). The purpose of this ministry was to provide a Christian camping program for the children of Elim Bible Institute staff families and those of its affiliated churches. Since Elim does not own a campground, facilities were (and still are) secured by renting specific weeks from existing campgrounds and parks. In the 1970's, the popularity of the camps, along with the growing number of people who respected the ministry of Elim, caused a swelling in attendance that required the creation of additional camp locations. Ministry Teams were formed, consisting of volunteers who traveled from camp to camp, carrying with them everything needed to run a successful program. These teams, along with volunteer staff and counselors from each local area, formed our camp staff in those days.

Today, Camp Shiloh (begun in 1993) is run by a board of pastors, and is an independently incorporated, Elim Fellowship affiliated ministry. We strive to maintain the highest standards of quality, making youth camp as exciting an experience as possible. New ideas are constantly introduced to make camp even more effective and exciting. Thousands upon thousands of young people have been touched through this ministry, and one of our chief goals is to see lives changed and charged by the power of God, so that both young and old will raise the perfect standard - **their witness** - a torch aflame for Jesus Christ!

What to Bring

MUST HAVE:

Bible
Pen or pencil
Notebook
Bedding and pillow
Alarm clock
Flashlight (with fresh batteries)
Dress clothes for the banquet
A heart for God and campers

PERSONALS:

Washcloths
Towels
Toothbrush/toothpaste
Soap
Shampoo
Brush/comb
Razor
Miscellaneous toiletries

OPTIONAL:

Sunglasses and hat
Baseball glove
Fishing gear
Camera
Insect repellent
Money for personal items
Musical instrument
Decorations for cabin
Game or skit books
Umbrella
Duct tape
Provolone cheese

CLOTHING:

Jeans and slacks
A sweatshirt or two
A jacket in case of rain
Several short-sleeve shirts
MODEST bathing suit or swimming trunks
A few long-sleeve shirts for early mornings and evenings
Plenty of underwear and socks (laundry facilities are not available)

These are just a few suggestions. You may think of some other things that are also necessary.

Testimonies

Here are some comments about camp from previous staff members:

"The summer is an excellent time for the counselors to minister to youth. If it weren't for youth camps, I myself would not be saved!"

"It is our goal to bring the youth to Christ. But on a personal note, God changed me so much as a person that the benefits are far-reaching and probably won't be seen until later on in my life."

"The atmosphere was electrifying!"

"By the end of the week you will be blessed right out of your socks!"

"God will provide all your needs - and then some - if you set your heart after the things He has in store for you."

"The Holy Spirit is able to move in such a mighty way because of the environment surrounding camp and the atmosphere set by the directors, staff and God Himself."

"You have the ability to change the course of a youth's life."

"This year we really set our hearts toward meeting the Lord."

"There was unity and openness among the staff."

"I really loved summer camp and would love to do it again next summer."

"In the evening services, God moved in so many lives. There were times of repentance, times of the filling of the Holy Spirit, and times of just singing and worship. Each night was unique and yet so precious in itself."

"The things we prayed about before camp started happening right before our eyes!"

"The closest thing I have experienced to an overwhelming outbreak of revival in more than twenty years of ministry experience came in a very special youth camp. His presence lifted my hope for God to do great things throughout the North Country."

Camp Goals

Someone once said, "If we don't know where we are going, then any road will get us there."

This is so true when it comes to all the activity, fun, fellowship, games, crafts, swimming, special events and boating at camp. All of these activities are fine in themselves, but they can cloud our vision and cause us to lose sight of the goals of camp. If we conduct a week of camp but neglect to accomplish these vital goals, then we have wasted our time. The following is a list of the goals of Camp Shiloh:

GOAL #1

To reach the lost. The great commission is to go into all the world and preach the Gospel. It is our desire that every person who spends a week at our camp returns to his or her family a new creature in Christ, born again by the power of God.

GOAL #2

To see every camper filled with the Holy Spirit. Acts 1:8 says, ***"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."***

GOAL #3

To strengthen the camper who is presently walking in the knowledge of the truth, and **enlarge their capacity to walk in full possession of their heritage** in the Lord Jesus Christ.

GOAL #4

To promote Camp Shiloh as an outpost of the Kingdom of God, with an atmosphere of love, caring concern, and fellowship.

GOAL #5

To bless the local church of each camp participant when they return there to testify of the powerful things God has done at camp.

GOAL #6

To staff the camp with Bible-believing, Spirit-filled Christians who are living the life of a believer, and have a genuine love for children or teens.

GOAL #7

To establish a climate in which **campers develop new skills**.

GOAL #8

To provide an **atmosphere** of good, old-fashioned, rip-roaring, hand-clapping, foot-stomping fun.

Individual Staff Goals

PERSONAL:

Your time alone with the Lord is vital to your well-being, as well as to the well-being of the campers and other staff members. Find time every day to be alone with the Lord – maybe in the morning before staff prayer meeting, in the afternoon at the waterfront, or late at night after your campers are asleep. This time with God, as well as the regular meetings, and your daily interaction with your campers, will allow you to grow as you never realized you could.

Spending quality time with the Lord each day will give you a much greater influence on the lives of your campers. It is much easier to lose your temper, get impatient, or become critical of others when you haven't had time to air yourself out before the Lord. If you can do that every day, things won't build up inside you, and it will be much easier to flow with the activities and surprises of the day.

SPIRITUAL:

Your spiritual goal at camp should be to see that your campers are introduced to Jesus if they have never been before, and if they have, to make sure they are grounded in Him and are growing as Christians.

Many times kids will come into camp from a Christian family, but they don't really know what it is to have a relationship of their own with the Lord. You should help them to realize how crucial it is that they know the Lord on a personal basis.

CORPORATE:

Many of the campers will not have any knowledge of Christianity and will be confused or intimidated by unknown terminology, choruses or scripture. Try to explain these things as they come up and take time to teach the choruses so all of the campers can join in and won't feel left out or awkward.

Personnel

The following is a list of positions that may be available at camp. They are broken down into three major categories: Counseling, Staff, and Executive.

Counseling

All Counselors

Staff

Sports Director
Canteen Coordinator
Crafts Director
Nurse *
Registration *
Other non-counseling roles

Executive

Director
Teachers
Nurse
Business Manager *
Worship Coordinator *
Assistant Director

The counselors interface with the campers on a continual basis. The executive category relates to the campers on a limited basis, and the staff rarely has opportunity to share with the campers one-on-one.

An army has support troops and a general staff that do not go to the "front" but are vital for the success of the campaign. Without the oversight of the general staff and the logistical support of the supply personnel, the "front line" counselors would not be able to function. We do not differentiate between those who counsel and those who support. Every person is part of the whole team; each has a vital ministry. It is expected that, regardless of camp responsibilities, each person would be an example of a true believer.

In the past years we have had church elders scrubbing pots and pans and taking care of the waterfront. We have had pastors washing dishes and cooking, as well as working as front line counselors. We do not esteem one position over another. Each position is important.

(indicates it may be a part time position)*

Job Description for Camp Personnel

NYS DOH #225-7-2.5(k)

1. Executive Director

- 1.1 Responsible to Camp Shiloh Camp Board.
 - 1.1.1 Chair Camp Shiloh Ministries Board Meetings throughout the year
 - 1.1.2 Work with CSM Board to continue development of camp ministry
- 1.2 Qualifications:
 - 1.2.1. Must possess a Bachelor's Degree, or be at least 25 years old.
 - 1.2.2. Must possess at least 24 weeks of previous administrative or supervisory experience in camping or equivalent.
 - 1.2.3. Must have clearance from Department of Social Services Central Register of Abuse and Maltreatment (N.Y.S. DSS-3370).
 - 1.2.4. Must submit "Prospective Children's Camp Director Certified Statement Relative to Conviction of a Crime or the Existence of a Pending Criminal Action: (N.Y.S. Procedure CSFP 143).
- 1.3 An Executive Director may be required only when there is a combined Primary, Junior, and Senior Camp. Otherwise his duties are passed to the Camp Director (Primary/Junior/Senior).
 - 1.3.1 Is responsible for decisions that relate to both camps and has final authority.
 - 1.3.2 Is responsible to see that the two camp programs mesh smoothly.
 - 1.3.3 Work with Directors to oversee all non-counseling staff and all support functions (i.e. food services, medical programs, all unusual circumstances that would sidetrack Primary, Junior, and Senior Directors from maintaining their programs).
- 1.4 Responsible for filling out the summer camp staff
 - 1.4.1 Is responsible for staff application development and distribution
 - 1.4.2 Is responsible for keeping camp in compliance with NYS Dept of Health
 - 1.4.3 Conducts or assigns the checking of references for potential staff.
 - 1.4.4 Works with Directors in providing staff training
- 1.5 Assists Primary/ Junior/Senior Directors with camper discipline.
- 1.6 Assists Primary/ Junior/Senior Directors in camper cabin group assignments.

2. Camp Director (Primary/Junior/Senior)

- 2.1 Accountable to Executive Director.
- 2.2 Qualifications:
 - 2.2.1. Must possess a Bachelor's Degree, or be at least 25 years old.
 - 2.2.2. Must possess at least 24 weeks of previous administrative or supervisory experience in camping or equivalent.
- 2.3 Primary, Junior, and Senior Camp Director positions differ only in the age of the campers with which they are involved. Their responsibilities and authorities are the

same.

2.3.1. Primary: Ages 8-10

2.3.2. Junior: Ages 11-13

2.3.2. Senior: Ages 13-19

2.4 Is responsible for programming on a day-to-day basis. This includes:

2.4.1. Counseling staff supervision

2.4.2. Camper supervision

2.4.3. Non-counseling staff supervision

2.4.4. Crafts area

2.4.4. Swimming area

2.4.5. Ministry of teacher and evening speakers as well as oversee worship leader

2.5 Remains on site at camp all week.

2.6 Oversees the Fire Safety Plan.

2.7 Implements Lost Camper Plan.

2.8 Fills out Honored Camper certificates on Friday

3. Assistant Director

3.1 Accountable to Camp Director.

3.2 Qualifications:

3.2.1. Must be at least 20 years old.

3.2.2. Must possess some experience in supervision within a camp.

3.3 Is responsible to assist the Director with whatever tasks are assigned.

3.3.1 Must be familiar with the full scope of Director's responsibilities 3.3.2

3.4 May act as Business Manager if no Business Manager is named.

3.5 The objective is for the Director to mentor the Assistant, so that the Assistant can eventually fill the position of Director.

4. Business Manager

4.1 Responsible to Camp Director.

4.2 Qualifications:

4.2.1 Must be at least 18 years old.

4.2.2. Must possess some experience with figures and accounting.

4.3 Handles finances for the camp as delegated by CSM Board.

4.4 Conducts camper registration.

4.5 Maintains Lost and Found.

4.6 Keeps all valuables for campers and staff (at staff member's discretion).

4.7 Collects all receipts and keeps any necessary records (except for food).

5. Nurse (Camp Health Director)

5.1 Responsible to Camp Director.

5.2 Qualifications:

- 5.2.1 Must be a physician, physician's assistant, registered nurse, licensed practical nurse, emergency medical technician, or another person acceptable to the N.Y.S.D.O.H. permit-issuing official.
- 5.2.2 Must pass current Standard First Aid (modular) certificate issued by the American Red Cross or its equivalent.
- 5.2.3 Must be on-site during camp.
- 5.3 Duties
 - 5.3.1 Supervises health and sanitation of the camp.
 - 5.3.2 Collects any prescription medication from campers and staff in registration line and records it.
 - 5.3.3 Maintains running inventory of supplies.
 - 5.3.4 Records all symptoms and treatment performed on anyone in a bound log book including name, date and time.
 - 5.3.5 Responsible to secure nurses' trunk at the end of camp.
 - 5.3.6 Must report the following to the Health Department within 24 hours:
 - a. Injuries which result in death or require hospitalization or resuscitation.
 - b. Injuries to the eye, head, neck, or spine which require referral to a hospital or other facility for medical treatment.
 - c. Lacerations requiring sutures.
 - d. Injuries which involve bone fractures or dislocations.
 - e. Injuries where the victim sustains second or third degree burns to 5% or more of the body.
 - f. Allegations of physical or sexual abuse.
 - g. Illnesses suspected of being spread by water, food, physical contact or airborne illnesses.

6. Sports Director

- 6.1 Responsible to Camp Director.
- 6.2 Maintains all sports and game equipment.
- 6.3 Sets up all games in their designated areas.
- 6.4 Must be able to explain rules and procedures for all games and sports.
- 6.5 Sets up and puts away equipment for special events.
- 6.6 Responsible to secure all equipment at the end of camp.

7. Canteen Coordinator

- 7.1 Responsible to Business Manager or Director.
- 7.2 Collects all camper money at the beginning of the week, and issues canteen cards.
- 7.3 Runs canteen at designated times.
- 7.4 Informs Business Manager of supply needs (i.e. candy, soda, etc.).
- 7.5 Returns unused money to campers at the end of the week.
- 7.6 Makes all necessary purchases of camp supplies.

8. Crafts Director

- 8.1 Responsible to Primary and Junior Camp Director.
- 8.2 Maintains all crafts and associated equipment.
- 8.3 Sets up craft area.
- 8.4 Teaches craft classes.
- 8.5 Responsible for craft area clean up and removal of all craft equipment at camps end.

9. Teacher

- 9.1 Responsible to Camp Directors.
- 9.2 Teaches morning chapel or at designated chapel times.
- 9.3 Has the option of using either provided material or original material.
- 9.4 Assigns morning devotions and memory verses to counselors, if desired.
- 9.5 Works with Camp Directors to enhance the spiritual environment and experience of campers.

10. Counselors

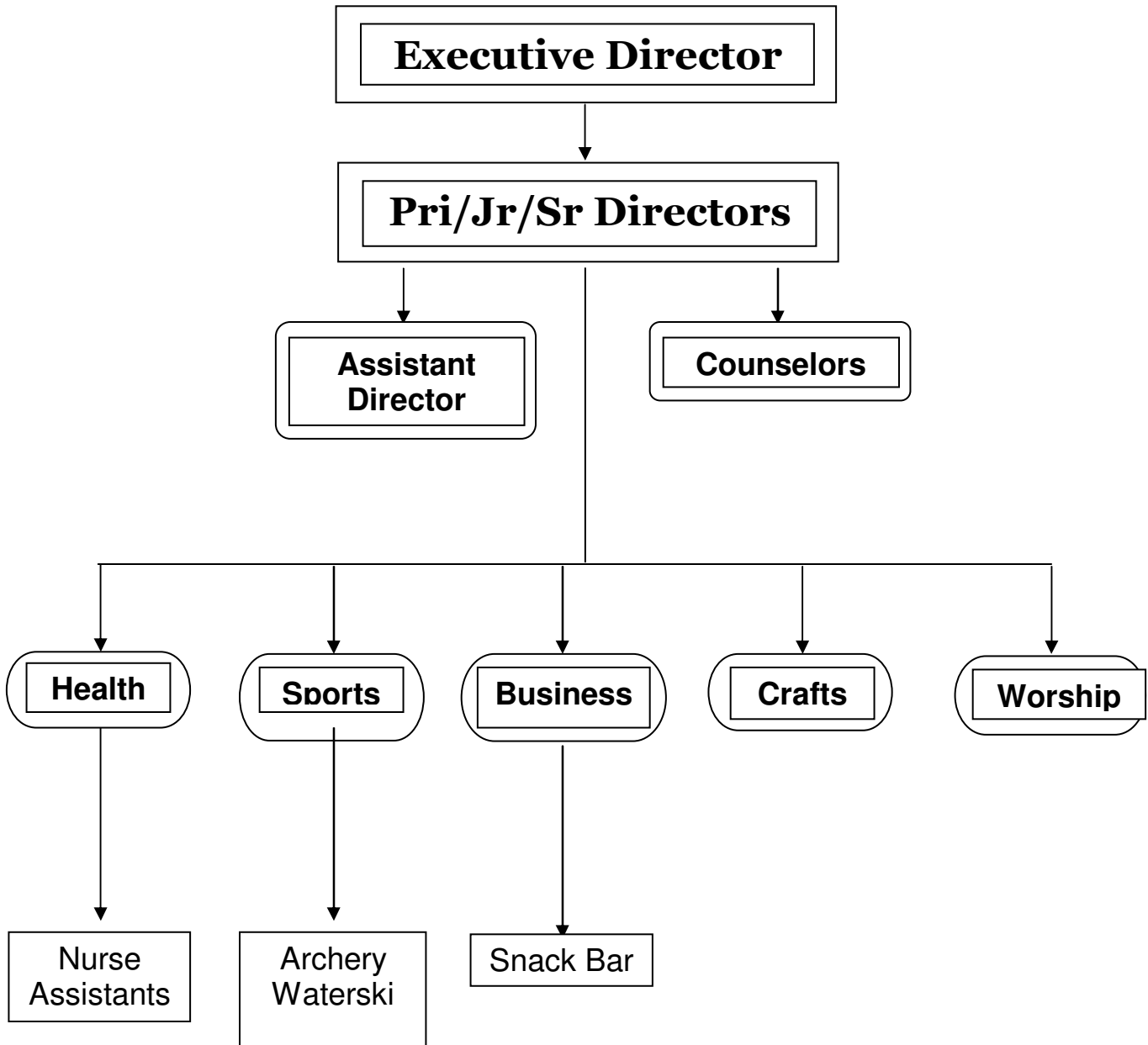
- 10.1 Responsible to Camp Director.
- 10.2 Qualifications:
 - 10.2.1 Must be at least 18 years old, or 17 years old with experience camping and supervising children.
 - 10.2.2 Must read Counselor/Staff manual and complete the required self-test.
 - 10.2.3 Must attend camp orientation with Director.
- 10.3 Becomes a big brother or sister to his/her campers for the week.
- 10.4 Has a major impact on campers' lives.
- 10.5 Ensures maximum participation of in all activities unless excused by Director.
- 10.6 Offers timely reports of any problems beyond his/her control to the Director.
- 10.7 Stays with campers at all times except when excused by the Director.
- 10.8 Must set example by participating.
- 10.9 Prepares short devotions for cabin group.
- 10.10 Uses encouragement and wisdom in all dealings with campers.

11. Non-Counseling Staff

- 11.1 Responsible to person designated by Camp Director.
- 11.2 Duties include whatever area of service they have been assigned.

Chain of Command Chart

NYS PHL #225-7-2.5(k)



Counselor Guidelines

1. Counselors are directly **responsible to the Camp Director** at all times.
2. Counselors are expected to **be prompt** for every appointment assigned to their group throughout camp.
3. Counselors must always **be available** to their group, except when officially excused by the Camp Director.
4. Counselors should **minister** to their campers first at altar times, and then to other campers of the same sex as the situation and opportunity warrant. Men minister to the Young men and women to the young women.
5. Counselors should always **be friendly** and cheerful and yet firm with their campers.
6. Counselors should strive to **win the confidence** and respect of their campers.
7. Counselors should **work cooperatively** with the Camp Director and Staff, and not complain in the presence of campers.
8. Counselors should strive to be calm and **patient** at all times, and thus better able to solve the problems and difficulties of their campers.
9. Counselors should carefully **watch their campers**, to readily identify cases of loneliness, homesickness, aggressive behavior, etc.
10. Counselors should conduct a short time of devotions at designated times.
11. Counselors should never show partiality.
12. Counselors should never lose their **tempers**.
13. Counselors should never violate a **confidence**.
14. Counselors should always know the **whereabouts** of every member in the cabin group. Periodically, the Camp Director may unexpectedly request this information from a counselor to assure compliance and serve as a reminder.
15. Counselors are not permitted to use their **cell phones** in the presence of campers. During times set by the director, they may come to a designated area to make a call. Counselors are encouraged not to rely on their cell phone as an alarm clock or sole time piece during camp.

Counselor Expectations

As a counselor, you are the most critical cog in the camp wheel. You are the one who will have the most impact on the camper's life. You will be a child's big brother or sister, mother or father substitute, teacher, friend, and confidant for one week. The success of a camp hinges on you; therefore, we take great pains to see we have the best counseling staff available.

Each counselor must fill out an application form and have a pastoral reference form completed. We will not take a person who does not have their pastor's recommendation. Upon acceptance, this manual is delivered. It is yours to keep and refer to during camp and after.

Your experience, age, abilities, and recommendations will determine the age group you will be assigned to counsel. We expect every person who applies to Camp Shiloh to be open to do ANY job they are asked to do for the week. Some will not counsel, but will be critical to the overall success of the camp. We need support staff as well. If all CSM staff have the attitude of a servant, then God will be able to use us wherever He wants!

Work Duties

Each day, work duties may be assigned to cabin groups. Please accept your group's daily duty with cheerfulness. This will affect your cabin and they, too, will accept the chores with the proper attitude. When doing the duty, remember that you are there to help TEACH these young people, not do the work yourself! Supervise them and HELP them learn how to do a chore or duty. Some kids may have never had the privilege of menial labor before and need to be shown HOW to do it! A mother or father will be eternally grateful to you for teaching their child to clean a bathroom or pick up trash in and around the house. Even sweeping the floor is foreign to some kids! ***"Whatever you do, do it all for the glory of God."*** 1 Corinthians 10:31b.

Counselor Relationships

WITH THE LORD:

This, of course, is the most important relationship you will have. If your relationship with the Lord is good, then your relationship with your campers and other staff members will also be good.

"Taste and see that the Lord is good..." – Psalm 34:8

"Study to show thyself approved, as a workman that needeth not to be ashamed." – 2 Timothy 2:15

"If a man say, I love God, and hates his brother, he is a liar; for he that does not love his brother, whom he has seen, how can he love God, whom he has not seen?" – 1 John 4:20

WITH THE DIRECTOR:

The Director is responsible to see that the entire camp program runs smoothly. His concerns are many and cover a wide spectrum; from speaking in the evening service to making sure little Susie remembers to change her clothes after getting caught out in an unexpected thunderstorm. But it is obviously impossible for him to do this alone. He needs your help to make this camp a success. Here's what you can do.

It is important that you communicate with him about both the good and bad aspects of all camp activities. If you have any helpful suggestions, tell him in a humble manner what they are. If he does not instantly dash out and implement your idea, please do not be offended. He may have already tried it, and found it did not work, or he may just want to think about it for a while. Most importantly, if you see something that needs to be done, bring it to his attention. He may have reverted to those human tendencies to forget and overlook things. And, oh yes - be prepared to do it!

Be assured of one thing. As a staff member, the Director is concerned about you, even though the majority of his time and energy has to be spent on the campers and their activities. If you have a problem, whether camp-related or personal, he will be glad to help you, too. Always address the Director as "Brother," and give him the proper respect due him as God's appointed head over you.

WITH STAFF:

Since you will be living quite closely with each other, it is imperative that your relationships with other staff members be ones of harmony. If campers see you disagree or contradict another staff member, they will lose respect for both of you. They may question your authority over them, or even your commitment and sincerity to your Christian walk.

You will need much patience, cheerfulness, cooperation and consideration. Do not do anything to someone else that you would not want done to you (remember the Golden Rule?). You will have abundant opportunity to practice forgiveness, loyalty, tact, and patience. Be extremely careful to avoid "murmuring". Complaining, criticizing, gossiping or any unfavorable discussion is in bad taste and should never be practiced among staff members or in front of campers. Please do not tear each other down, but build one another up. Always speak what is wholesome and uplifting.

A time of fellowship for just the staff is a refreshing and valued moment, whenever possible. Each person is encouraged to partake of these special moments so that he or she might be built up again and go on. Do not isolate yourself from the team over small differences, but "in fear and trembling," work out misunderstandings that could bring division to the group.

"Therefore encourage one another and build each other up, just as in fact you are doing" (1 Thess. 5:11). "To prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ" (Eph. 4:12,13).

WITH CAMPERS:

Your relationship to each camper will most likely be the most influential one to him during camp. You must be sure to maintain the level of respect, while promoting a friendly, trusting atmosphere. You are the key to a successful week for each camper.

Try to think back on your own experience at that age and ask, "What would have influenced me towards God and affected my whole life?"

LEADERSHIP

What is expected of a leader?

Leaders are examples by what they say and do. (1 Cor 11:1)

Leaders are loyal to the campers, staff, methods and objectives of the camp. (Heb 13:17)

Leaders are reasonably clean and neat. (1 Cor 10:33)

Leaders love children--pretty, homely, chubby or clumsy. (Matthew 25:40)

Leaders give their best and seek the best for those they work with.

Leaders seek self-development for their campers. (Matthew 28:19)

Leaders' character develops "on the job." (Eccl. 3:12,13)

Leaders have a sense of humor! (Isa 61:3)

Leaders are enthusiastic. (Col 3:23)

Leaders don't complain in front of the campers. (Phil 2:14)

Leaders consider the camper's welfare first. (Mark 12:31)

Leaders really aren't all of the above, but they're trying to be!! (2 Cor 4:7)

RELATING TO CAMPERS **CAMPER CHARACTERISTICS**

IF I AM AFFECTIONATELY YOURS, PLEASE . . .

1. Don't spoil me; I know quite well that I shouldn't get everything I ask for -- I'm only testing you.
2. Don't be afraid to be firm with me. I prefer it. It makes me feel more secure.
3. Don't let me form bad habits -- I rely on you to detect them in the early stages.
4. Don't make me feel smaller than I am. It only makes me behave stupidly "big."
5. Don't correct me in front of people if you can help it. I'll take much more notice if you talk quietly with me in private.
6. Don't make me feel that my mistakes are sins. It upsets my sense of values. There is forgiveness!
7. Don't protect me from consequences. I need to learn the painful way sometimes.
8. Don't be too upset when I say, "I hate you." It isn't you I hate, but your power to thwart me.
9. Don't nag. If you do, I'll have to protect myself by ignoring you.
10. Don't take too much notice of my small ailments. Sometimes they get me the attention I need.
11. Don't make rash promises. Remember that I feel let down when promises are broken.
12. Don't forget that I can't explain myself as well as I like. That is why I'm not always very accurate.
13. Don't tax my honesty too much. I am easily frightened into telling lies.
14. Don't be inconsistent. It completely confuses me, and makes me lose faith in you.
15. Don't put me off when I ask questions. If you do, you will find that I stop asking and seek my information elsewhere.
16. Don't tell me my fears are silly. They are terribly real and you can do much to reassure me if you try to understand.

17. Don't ever suggest that you are perfect or infallible. It gives me too great a shock when I discover that you are neither.
18. Don't ever think it is beneath your dignity to apologize to me. An honest apology makes me feel surprisingly warm toward you.
19. Don't forget I love experimenting. I couldn't get on without it, so please put up with it.
20. Don't forget how quickly I am growing up. It must be very difficult for you to keep pace with me, but please try.
21. Don't forget that I can't thrive without lots of understanding love. But I don't need to tell you, do I?

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BASIC NEEDS OF ALL CAMPERS

First, a camper needs to feel secure and wanted. He must have a **sense of belonging** in your cabin group. Helping your camper to feel **secure and wanted** should be your first and immediate goal. If you are able to accomplish this goal during the first few hours of camp, you will overcome your first major hurdle.

Second, a camper needs recognition. He wants to be recognized **as an individual** and not as one camper in a hundred.

Third, he also needs involvement. Participation will give your camper **something new and exciting** that can stretch him mentally, spiritually and physically. Don't allow your campers to sit on the sideline. Camp is a **total participation activity**. This will produce unity, identity and *esprit de corps* within the group.

Last, he needs love. You can be a part-time father or mother to a lonely, scared, shy and perhaps love-starved camper. Listen and reach out. Put your arm around him. Care. As a role model, you will display to the camper the attributes and nature of the Lord Jesus. Walk worthy of the calling. ***"Love one another as I have loved you..."***

If you have kids that come from Christian families or are somehow familiar with Christians, they may have questions about things like salvation, the Holy Spirit, or the gifts of the Spirit. Be sensitive to evaluate each camper's needs and speak to him on a level he can understand. Make sure you don't speak down to him, but do be sure to explain yourself thoroughly. Take turns praying for needs and be sure to have the campers pray for and lay hands on one another for special needs. Introduce them to the infilling of the Holy Spirit and encourage them to pray for this. God will be faithful to

answer these prayers and you may be amazed at how He will move upon them.

Often a camper's actions exhibit only the fruit of a problem. Ask God to help you identify and deal with the root or cause.

Get to know your campers right away. That way you can spot the one who is shy, active, loud, mischievous, or the teaser in the group. Remember, they are not adults and cannot be expected to act as such.

Small things such as learning their names right away, singing their favorite choruses, playing their favorite games, or taking a few extra minutes to find out their hobbies will have a great deal of meaning to them.

IN SUMMARY – “A child will repeat an action which gets the most attention, either positive or negative.”

Specifics:

Provide an atmosphere in which:

1. Each camper is loved, accepted and praised.
2. Campers are helped to understand and appreciate their worth in relationship to God and others.
3. Campers are given the opportunity to learn and experience God's love.
4. Campers are encouraged to love each other.
5. Campers are given a new perspective on life.
6. Campers are given an opportunity to express their love for God through worship and prayer.
7. Campers have the opportunity to discover and develop their own resources and strengths.
8. Campers have the opportunity to learn and develop new skills and attitudes.
9. Campers have the opportunity to experience a wholesome, healthy and joyful time.

On the following pages are a few facts to help you understand the different age groups.

AGE GROUP CHARACTERISTICS

JUNIOR/PRIMARY CAMPERS (AGES 8-13)

Problems:

Bedwetting
 Throwing up
 Homesickness
 Afraid of the dark and being alone
 Losing EVERYTHING
 Constant trips to the bathroom
 Don't like the food
 Overly adventurous
 Don't like schedules
 Laugh at others

Personality Traits:

Bashful
 Turned off by everything
 Doubter
 Know-it-all
 Righteous
 Rebellious
 Silly

Be aware of children from broken homes. These children are emotionally upset and sometimes need a lot of attention. They view camp as another separation, and feel insecure.

Teaching younger campers requires a lot of time and preparation. Visuals are of the utmost importance. They have a very short attention span (about 10 minutes), and the teacher or speaker should be sure to involve them in the discussion and allow them to participate.

8-9 YEAR OLDS

Physical:

Eight and nine-year olds grow steadily, rather than in spurts. They are active and energetic and are becoming more coordinated than they were in the past. Their attention span can be long if they are involved in an interesting project.

Emotional:

In these two years much emotional growth takes place. Children begin to assert independence and make choices on their own. They begin to control their emotions more than in early childhood. They fear failure and want adult approval.

Social:

It's important to belong to the group. The peer group takes on more importance as dependence on adults lessens. Best friends, usually of the same sex, pair off, although the "best friends" may change allegiance often. Fair play, according to a set of rules, is important. This is an age to develop self-respect, as well as respect and consideration of others. They can participate in cooperative activities successfully by the end of the two years.

Intellectual:

Children want to use their reading skills (but beware of vast differences in ability). Games, Creative art and drama activities are excellent learning tools, as children enjoy them. Their creativity is at a peak right now. They still accept adults as authorities, and curiosity fills them with questions. They think concretely, not abstractly.

Spiritual:

Choices and decisions are based on what is right or wrong. Some are ready and capable of making a salvation decision, but shouldn't be pressured to do so. They have a simple, trusting, honest faith. Because concept formation depends on experiences, they need adult models of love, forgiveness, etc.

10-12 YEAR OLDS**Physical:**

Ten and eleven-year olds are active, curious, and able to use physical skills purposefully -- playing soccer rather than just running and kicking a ball, for example. Physical changes can cause eleven-year old girls to tire easily. Eleven-year old boys are often restless and wiggly. This characteristic is shown in the rough and tumble games they enjoy so much.

Emotional:

The ten-year old has reached an emotional balance and is cooperative, agreeable and friendly. The eleven-year old may be unsteady and shift from one mood to another unpredictably. Children at this age don't rely on adults' approval or attention, but still need love and acceptance.

Social:

The ten-year old still enjoys family, and values parents. The eleven-year old follows the peer group behavior code, may be critical of adults and might be unwilling to communicate openly. Cliques, gangs, and clubs form naturally at this time.

Intellectual:

Learning activities still need to involve action, creativity, and practical, daily application. Ten-year olds want to know the reasons for right and wrong. Abstract thinking is difficult for some of them, but the 11-year old is getting a better grasp on it. Because independence is important, give a minimum of specific direction to encourage them to think. Hero worship is strong.

Spiritual:

Independence comes through here, also. 10 and 11-year-olds benefit from involvement in planning and choosing their own projects. Scripture memory is easier than ever. 10-year olds may feel deep love for God and a developing responsibility to their church. 11-year olds respond to God by seeking His guidance. Elevens are also learning to think about concepts, relating facts or grouping them. Because of their hero worship, it is important for adults to model in life what they teach from the Bible.

SENIOR CAMPERS (AGES 13 - 19)Problems:

Boredom
 Buck authority
 Complains
 Critical
 Fluctuate emotionally
 Opinionated
 Know-it-all attitude
 Facial blemishes appear
 Lazy
 Apathetic attitude

Personality Traits:

Very easily embarrassed
 Full of pride
 Concerned with clothes, hair, friends
 Very competitive
 Succumb easily to peer pressure
 Possessive of personal things
 Boys do not respond easily to spiritual things
 Need constant reassurance
 Need group activity
 Girls are very emotional and respond easily in services
 Don't like to be left alone

This age group is very conscious of peer pressures and how they appear both physically and personality-wise to their friends. They will do what is necessary to fit in with those they want to be associated with.

Teaching seniors requires much prayerful preparation. Visuals are not as important as in juniors. Vivid illustrations work well with their ever-searching minds. As with juniors, involve seniors in the discussion and give honest responses to their inquiries.

12 - 14 YEAR OLDS

Kids between the ages of 12 and 14 are experiencing tremendous changes. They are maturing very quickly. They are very self-conscious and at an awkward stage. They feel a deep desire to be independent. They have a growing desire to please friends and be approved of by them. They develop a deep sense of group loyalty. Although they are becoming adults, they are still coming out of childhood. This means that they are still involved in both levels of development. At times, they may evidence adult behavior, and at others, that of children. They will usually come to camp to be entertained. They will usually appear nonchalant and indifferent, but this is only a front for protective behavior. Questions about dating, drugs and sex might come up in your cabin talks. Be prepared to direct your campers to biblical principles in these areas.

Physical:

Junior highers grow very fast and in spurts. They are caught up in the details of puberty - girls maturing earlier than boys. Uneven growth may result in tiredness, clumsiness and preoccupation with "looks". Many of their sensitivities, teasing of others and self-image ideas are based on physical factors.

Emotional:

Junior highers' emotions can be like a yo-yo. The turmoil in every other area is reflected in

emotions, too. Up and down, ecstatic or depressed, but usually predictable in their change. Thus, junior highers' emotions can easily lead to unexpected embarrassments, hot tempers, self-criticisms, or discipline problems. Respond with patience, few demands, and time.

Social:

Cliques are inevitable for this age group, so work around them, rather than against them. Being part of a peer group helps a junior higher develop meaningful relationships, handle rejection or loneliness, and try new social skills. Though belonging to a peer group helps an individual feel safe from criticism, it may not keep him or her from being cruel and critical to others. Learn to respond with patience and humor.

Intellectual:

As junior highers begin to think abstractly, they also gain the ability to think more logically. They want facts and proof for things they previously accepted on trust. While they are more sharp intellectually, they may be indifferent or negative toward things such as memory work. They want to think like a grown-up and be treated as one, but they often lack the all-around development needed to say the right things at the right times, to be self-disciplined, or to be consistent in their decisions.

Spiritual:

Junior highers are apt to voice doubts and even disbelief in God. This may be part of their desire for independence from home and authority, or it may be because they can't "prove" Christianity. They tend to associate commitment to Christ with proper Christian behavior, but give up because they can't cope with their own failure. A keen sense of right and wrong makes them eager to work on projects for the less fortunate. Their idealism can be nurtured by showing them how God can use them now -- they are special to Him. During these years, adults communicate spiritually by being the right kind of model as much as by talking about right behavior.

15 - 19 YEAR OLDS

Many of the campers in this age group have known the Lord for some time and have a meaningful relationship with Him. They should be encouraged in the area of Christian service. Some may be somewhat disillusioned. They may believe that once they have accepted Christ as their Savior all of their problems will be solved. These campers have some valid questions that need to be clearly answered.

Physical: High schoolers always seem hungry. Their adult bodies are becoming well-developed.

Emotional: High schoolers covet, and yet shirk, responsibility. Respect for authority is built on respect for the person who is in authority.

Social: As they gain more independence, high schoolers spend a lot of time with friends. Peer influence is very strong. High schoolers are looking for identity -- they want to experience real life,

not just a humdrum existence. In many respects, they are very grown up, yet underneath, they are still girls and boys. Boys are beginning to catch up with the girls in maturity.

Intellectual:

Personal convictions are being formed. High schoolers have a strong desire to discuss and explore. They are imaginative, adventurous, demanding, and may also be wrapped up in their personal fears, frustrations and confusion.

Spiritual:

Religion is recognized as part of the search for meaning in life. They are ready and able to grasp the intellectual content of faith. High schoolers are very willing to give and serve.

QUESTIONS MOST OFTEN ASKED BY TEENS

1. What do you do when non-Christians put you down?
2. What should you do when you are interested in a non-Christian?
3. Is it possible to lose the Holy Spirit? What can you do about it?
4. How do you avoid fighting with your brothers and sisters?
5. How do you hear the voice of God?
6. How do you face your friends?
7. How do you deal with bad habits?
8. Why do some people get healed and some don't?
9. How do I keep my walk as a Christian when I get back home with my friends?
10. How do I keep up my devotional life when I go back home?
11. What should be a Christian's response towards Satan worship?
12. How do we prepare to witness to the kids at school or home?
13. How do you force yourself to read the Bible?
14. How do I keep from going back to the things I used to do when everyone else is still doing them?

15. Is it okay for me to date unsaved people?
16. How do I resist temptation? (sex, drugs, stealing, cheating, lying, etc.)
17. What happens if I give in? How do I get right with the Lord?
18. How do you keep from fighting when someone else wants to start a fight?
19. How do you listen to the preacher or teacher when others want to fool around?
20. Why don't I understand what is being taught?
21. How do I do better in school work?
22. Does rock music affect me?
23. Is all rock music that is not Christian demonic?
24. What is the unforgivable sin?
25. How many times will God forgive me?
26. How do we know there is a God?
27. How do we know that our religion is the right one?
28. How far is too far for a dating couple?
29. Do killers go to heaven?
30. If God is a perfect God, why are there imperfections such as murder, disease, theft, etc.?
31. Why does a good God give perfect little babies to parents that will hurt them?
32. Why isn't my church like youth camp?

GUIDING TEENAGERS

A counselor should possess:

A consistent, exemplary spiritual life:

The performance of his life must be above reproach, unmarred by questionable, selfish, or uncontrolled behavior. He must constantly be filled with the Holy Spirit.

Understanding of teenagers:

What is going on under that teenage "hood"? Physically, the teenager experiences rapid body development, new sex capacities, uncontrolled appetite, unrealized energy, lack of coordination, and awkwardness. His new physical powers often drive him out of control. Mentally, his senses deepen, reason develops, memory powers increase, imagination becomes governable, intellect seeks

expansion, decisions are thrust upon him and he begins to appreciate sequence and logical order. This happens with his understanding of God and spiritual things.

If we don't know where we are going, any road will get us there. Camp is a tremendous time for pointing out the road map of life and putting up roadblocks on the turnpike to hell. In this age period a teenager's capacity for God and the Bible accelerate; yet, he is in a transition period. One day he operates in adult gear, the next in childhood gear. He is hard to predict.

A teenager seeks social independence. He commences to break away from the old "models" (his parents) and sets up his own social program. He develops romantic tendencies. Gang spirit envelops him, and he tries to make himself presentable to others.

Not only must the counselor know teen traits, but he should be aware of modern conditions in which a teenager lives. Conditions may have changed considerably since the counselor was a teenager.

A grossly materialistic attitude is prevalent. There is more leisure time. Highly commercialized entertainments and amusements bid for youth's attention. Morals have dropped to a low ebb. Humanism is taught in the schools. The Hollywood lifestyle is invading the home. A multiplicity of religious voices call to teenagers; there are cults of modernism and fanaticism. Today, more than ever, the teenager needs a man or woman of God who can discern the times and seasons.

Love:

Teenagers are hard to fool. They sense insincerity quickly, but with a heart of love, the teen counselor can defrost many a frigid heart.

Confidence:

Show your teenagers that you have confidence in them. Seek to discover their capabilities and interests. Then challenge their initiative and ingenuity by setting up objectives for them. Explore their personalities. Expand their spiritual capacity.

Ability to live with teens:

Reach their level. Discover their personal problems. Talk their language. Show that you are an ordinary person, not a high-powered, unreachable individual. You can be one of them and still command their respect and confidence. Avoid being so heavenly minded that you are no earthly good!

Counseling skill:

Give the teenager an opportunity to park and talk. Be a good listener. One-on-one time, just getting the problem out in the open, will benefit the camper. Strive to be young enough to understand him and old enough to help him.

Encouragement and optimism:

Some teenagers have inferiority complexes. They know they are awkward. They do not realize their capabilities and are sensitive. A spark of encouragement will give new determination to face problems. Laugh with them, not at them.

A sense of humor:

Most teenagers are practical jokers. When in laughing gear, they operate on all eight cylinders. Use their humor as a stepping stone to get closer contact.

A regular prayer life:

Be sure to pray on a regular basis every day. Don't hurry through this; take time to be with the Lord.

Tact:

A teenager is a human machine shifting from childhood to adult gear. In this process, he may occasionally strip the gears. A tactful counselor can act as a clutch and help in the shift.

APPROACHES TO COUNSELING

Webster's Dictionary defines a counselor as "one who helps and guides by word and deed." The counselor at camp is the first to awaken and the last to go to sleep. He or she is responsible for everyone; he is the busiest and most crucial member of the staff. The counselor is the one who most often will lead the camper to Christ or on to more maturity in the Christian walk. Counseling is the most exhausting, complicated and rewarding job at camp.

Here are some thoughts to ponder:

1. The counselor does not solve the problem for the camper; he helps the camper solve his own problem.
2. The counselor asks himself, "Why does the camper feel and act this way?"

3. He seeks to know what the camper will not or cannot discuss and why.
4. He gives support and encouragement.
5. The counselor encourages the camper to do the talking.
6. He helps the camper to get his thoughts straight.
7. He refers the camper to the Camp Teacher or Director if he cannot help him.

In counseling, the emphasis is on helping the person face the future, not condemning past behavior. The past is simply accepted as fact. The counselor tries to get close to his campers so that they will be free to come to him when they have problems. He should be aware that some campers will come to him while others will prefer talking to someone else.

DIFFERENT ROLES OF THE COUNSELOR

FRIEND:

Being a friend to your campers is important because, for many of them, it will be the first time away from friends and family. This could develop into homesickness if you are not careful to give them the emotional support they need.

TEACHER:

When campers come into the strange environment of camp, there will be many things they need to learn. Your teaching will help them to quickly become familiar with their surroundings.

SPIRITUAL LEADER:

This will be your most important role. To be an effective spiritual leader you must have experienced spiritual truths in your own life and you must have a deep commitment to the ways of the Lord!

A camper will absorb your attitudes and the truths you present to him; this is as true about negative ideas as it is for positive ones. A camper will be able to spot your weaknesses and your strengths quickly. It is very important that all staff members, whether counselors or cooks, be living examples of what we're trying to teach.

In a balanced leadership, there is a need for authority, but room for freedom. It's quite easy to become too authoritarian and take responsibility away from the kids. On the other hand, if you are too lax in your position, the kids can get out of hand and cause real chaos. We don't want to come down so hard on the kids that they don't have fun. Camp should be enjoyable for everyone. Join in their games. Be a part of what they are doing. Give praise when praise is due. Be supportive and give encouragement. Remember, you can attract more bees with honey than with vinegar.

DISCIPLINER:

Exercise wisdom and good judgment when dealing with a discipline problem. Make reasonably sure you have all the facts. Many times discipline problems can be due to overtiredness or unsupervised activities. Give one warning first. Make sure the campers understand the rules and what will happen if they are broken. Also, make sure the punishment is applicable to the age group and offense.

Before the need to punish arises, try to prevent the need. If a camper feels challenged by the camp curriculum he is less likely to break camp rules. Keep the campers active. Recreation is one key to prevention. Keep them so involved that they don't have time or energy to get into mischief.

Do not leave the Lord out of your dealings! Ask for his guidance and love for the camper!

Sometimes peer pressure gets to be more than a camper can take. Someone may take a dare or be coerced into doing something to show courage, etc. The campers need to be shown possible consequences of their behavior. They need to be shown that, instead of being a follower and doing bad things, they can be leaders, and show other kids how to do right things that will be praised.

If punishment has to be used, make it a last resort. It should be related to the violation involved and used only after the attempts at correction have been exhausted. If the punishment is to deprive the camper of something, deprive him of something he wants very much (i.e. candy, swimming, etc.), always maintaining the attitude that the punishment should fit the violation.

SUMMARY:

Personality conflicts can develop quickly when people live so closely with one another. Opening the lines of communication is a good way to solve this type of conflict. If you have a camper who's uncooperative, try to help him realize how valuable he is to the group and how important his influence is to them. Group membership does require a surrender of some rights, but the rewards far outweigh the temporary adjustment.

You'll be used in many capacities as a counselor, and you'll be involved in some real life-changing work. Remember that the Holy Spirit can bring about the needed inner changes in a camper's life. Trust the Lord to work through you to accomplish His will.

Children Learn What They Live:

If a child lives with criticism, he learns to condemn. If a child lives with hostility, he learns to fight. If a child lives with fear, he learns to be apprehensive. If a child lives with jealousy, he learns to feel guilty. If a child lives with tolerance, he learns to be patient. If a child lives with encouragement, he learns to be confident. If a child lives with praise, he learns to be appreciative. If a child lives with acceptance, he learns to love. If a child lives with approval, he learns to like himself. If a child lives with recognition, he learns it is good to have a goal. If a child lives with honesty, he learns what truth is. If a child lives with fairness, he learns justice. If a child lives with security, he learns to have faith in himself and in those about him. If a child lives with friendliness, he learns the world is a nice place in which to live. - Anonymous

CAMP RULES AND ACTIVITIES

RULE REINFORCEMENT

Do not hesitate when you see one of your campers violating the rules. For your sake, never make threats you can't carry out. For instance, don't make statements like, "If you don't straighten up, I'll knock your block off," or, "Hey kid, do you want to eat supper? Then you better start behaving!" The campers know you can't deprive them of food (other than candy and soda from the canteen), and they know that you can't use physical punishment for any reason. Idle threats destroy their respect for you and the limited control that you have as a counselor to begin with.

Counselors do have the authority to assign extra duties (i.e. mopping floors, scrubbing bathrooms, etc.) when appropriate, as disciplinary actions for mischievous conduct. Serious violations or continued misbehavior of a camper should be referred to the Camp Director.

Camper Rules:

These are necessary for a number of reasons. First, they prevent anarchy. Second, they ensure each camper receives optimum value from his/her week at camp. Many people miss out on the best things in life and their walk with God because of poor discipline and a lack of guidelines. Thirdly, they are a needed protection for the campers who are more passive and introverted.

Staff Rules:

Basically all rules that apply to campers also apply to staff, so we can present to the youth a consistent, true example of what a Christian is. One of the major problems with kids and teens today is that they do not have a consistent, stable example of what they should do or follow. When adults follow a different set of standards, it is very confusing for our youth. Our motto should be, "Do what I do as I do what I say." People are always more influenced by our actions than by our words.

GENERAL RULES

IN ORDER TO INSURE A GOOD AND SAFE TIME AT CAMP FOR ALL, THE FOLLOWING RULES MUST BE STRICTLY OBSERVED AND ENFORCED:

1. Campers, counselors, and staff members are not permitted to leave the camp boundaries without first receiving permission from the Camp Director.
2. The kitchen area is out of bounds to all except when working on a supervised duty.
3. Shorts must be modest.
4. Campers must wear T-shirts over their swimsuits.

5. Bare midriffs or halter tops are not allowed.
6. Boys' dorms and shelters are out of bounds to all girls, and vice versa.
7. All scheduled meetings and services must be attended by everyone.
8. The only time you are to be near the water is when lifeguards are on duty.
9. Swimming is allowed only in the area designated by the lifeguards.
10. No boats are to be taken out without supervision of the counselor in charge of the boats. **Everyone must wear life jackets!** Do not stand in the boats. Do not be a boat-hog.
11. Do not leave your room or shelter after lights out.
12. Campers are not to have cell-phones, radios, televisions, tape recorders, CD players, or ipods.
13. Campers should be accompanied by a counselor in cabin areas.
14. Bare feet are not allowed except while swimming. **Foot wear should be worn to and from the swimming area.**
15. There are to be no camp fires unless specifically cleared with the Camp Director.
16. Practice conservation with nature, resources and energy.
17. **Respect property.** "If it's not yours, don't touch it unless you have the **owner's permission.**"
18. All fishing is to be done in the areas designated by the Camp Director.
19. **Six Inch Rule.** There is to be **no physical contact** between boys and girls.
20. **Campers are not permitted to use cell phones.** If a camper is found using one (including text messaging), their phone will be turned over to a director for safe keeping until the end of the week. If a camper needs to make a call, they must obtain permission from a director and a phone will be provided for them.

NOTE: DO NOT KEEP MONEY ON YOU. DEPOSIT IT ALL TO THE CAMP BANK AT THE BEGINNING OF THE WEEK. HAND ALL VALUABLES INTO THE OFFICE. WE CANNOT BE RESPONSIBLE FOR MONEY OR VALUABLES THAT ARE LOST.

ACTIVITIES

SAFETY:

Safety in the camp is everyone's business. The campers should be supervised at all times. The campers need to be warned of all potential dangers.

1. Prohibit unnecessary shoving or running in crowded areas.
2. Beware of over-aggressiveness.
3. No bare feet except during swim time, in designated areas only.
4. Explain fire safety.
5. Make sure campers observe water and safety procedures.
6. Know where the first aid kit and nurse's station are.

Be on the alert for extreme unhappiness or sickness. The camp experience may be new and strange to some of your campers. Your enthusiasm, interest and love are very important to help deal with insecurity. Make special efforts to be a friend to those who show signs of homesickness and do not want to get involved in the activities.

ACTIVITIES:

As a staff member you are to be as active as possible in all camper activities. Don't be afraid to get your hands dirty. Show them how to conduct themselves in situations like raising the flag, waiting for a meal, etc. They learn much more from example than from sermons, as the poem on page 37 says.

During camp week, there are many events and healthy activities planned for the young campers to become involved in and enjoy. Here is a list with a short definition of the major events:

TEAM COMPETITION:

At the beginning of camp, the campers are split into two teams (Judah or Gideon) that exist for the entire week. During the week they have opportunities to compete and win points for their team. Practically, it allows the camper an opportunity to experience the value of teamwork and the interdependence needed to successfully accomplish a task with a group.

Almost any activity can be done for points. In the past, we have done everything from basketball to skits to tomato juice drinking contests for points. All activity whether it's for points or not, must be cleared by the Camp Director.

Please do not allow a healthy, competitive spirit to get out of line. The other team is **NOT** the enemy! When the campers begin to shun another person because of their group affiliation, put an end to it at once. Let's allow that competitive spirit to manifest itself in a positive way at camp. The Director will be striving to maintain the proper spirit and will need your help to do so.

Cabin cleanup is a major event that is worth points. Every morning, campers are given time to clean up their bunk areas and cabins for inspection. The Director usually inspects cabins during chapel,

and at lunch time he announces which cabin is the most presentable (for both boys and girls). The cabins that are the least presentable enter the cafeteria last. Points are given for 1st, 2nd, and 3rd place, and for special decorations.

Scripture verse memorization, assigned by the morning teacher, is also worth points. There is more information about this on pages 39.

ARCHERY:

The Archery activity must be conducted by an adult staff member, with at least one year of experience in an approved archery course. All campers will be subject to a safety instruction presented by this person before they can participate in this event. Campers will participate only during specific times established by the Director and the Archery staff member. At no time may a camper participate without the Archery staff member present. The Archery staff member must inspect and maintain the equipment before and after each event. Approved archery targets shall be used in all events. All archery equipment will be locked up at all times other than during an event. No campers will be allowed in the target area during the activity, and no one with a bow in his or her hand will be allowed to retrieve arrows. All arrows will be retrieved at the same time. Everyone using archery equipment must be a safe distance apart.

COMPETITION SPORTS:

This is where campers on opposing teams challenge each other for points. Most of the skill classes lend themselves well to competition sports, but any activity where a definite winner can be decided is a possible competition sport. Here are the rules:

1. Anything done for points must be Director-approved.
2. Each event must be supervised by a counselor.
3. Points are totaled at the end of the event and given to the Director by a counselor.

SPECIAL EVENTS:

Special events happen once a day, usually after supper. They are worth points to the winning team and generate a lot of competition. They are usually run by the Director and he will explain them at the appropriate time. These are always a lot of fun.

Here is a list of possible special events. This is by no means a complete list. New ones are always poppin' up.

1. Tug of War
2. Talent Show
3. Paddleless Canoe Races
4. Kuma Te Contest
5. Capture the King (Giant water balloon fight)
6. Batman Race
7. Relay Races
8. Watermelon Football

CABIN CHOICE:

The purpose of cabin choice is to give the counselor time to get to know his/her campers and vice-versa. This can be a highlight of the week, but only if you make it so. Almost any activity is acceptable (make sure you clear any unusual ones such as "skydiving" with the Director). The only rule is that it must be done as a counselor group.

Some possible events are hiking, swimming, canoeing, fishing, scavenger hunts, skit practice, exploring, nature games, devotions, discussion, storytelling, drama, Scripture memorization and physical sports.

SKITS:

Skits can be done by a particular cabin or an entire team. The skit can impart a lesson or can be just plain fun. Counselors should encourage camper initiative in the skit creating process while providing enough guidance to help them succeed and enjoy this event. A few guidelines should be followed:

1. Be aware of the age and abilities of your campers.
2. Skits must in no way poke fun at a person, ethnic group or race of people.
3. Skits must not dishonor God by being disrespectful to Him or to the Bible.
4. Go to the Camp Director with any questions you have about appropriateness.

SKILL CLASSES:

The purpose of skill classes is to help the kids learn something new and to help them improve skills with which they are already familiar. Following is a brief list of some skill classes. Please be sure to indicate on your staff application if you have experience in any of these, especially if you are willing to share your expertise with the kids. Skill Class Possibilities: **Archery Guitar Table Games**

Bible Study Kuma-Te Worship Basketball Soccer Improvisation Volleyball Canoeing Percussion Drama Ping Pong Field Handball Frisbee Golf Swimming

BANQUET:

This is a major highlight of the week and takes the place of the special event for Friday evening. The meal is something special such as roast beef, roast chicken, etc. Everybody is welcome to dress up and the counselors wait on the campers.

You will be asked to nominate one of your campers for an "**Honored Camper Award**". This camper should be one that you wish to honor for any reason whatsoever. These awards are given to the campers at the banquet, and each counselor will have an opportunity to make a very brief statement about their week, and explain what the camper is being honored for. (*Improvement, attitude, service*)

Honored Campers receive a certificate and a coupon good for \$15 off the price of camp next summer.

CRAFTS:

Crafts may be used for Junior and Primary Camp. During craft period, or craft skill class, campers are given the opportunity to work on a project that is fun to do and hopefully useful to them after they leave. The campers are supplied with the tools and items they will need to complete a craft, whether it is leather one year and stick art another year.

During class time, there are many things to do. Please do not leave it all to the instructor. That person, plus any ministry team members able to help, will be glad to show you how to do things, so you in turn can help the campers. Remember, "Many hands make light work!" For some crafts, you may have to start the campers off with some ideas, and then watch them become creative.

CONCLUSION:

At camp there is a concentrated emphasis on spiritual matters – this is obvious in morning chapel, cabin devotions, evening services, scripture memorization and so on. But, the impact of these sessions will be very slight unless the campers can absorb the Spirit of God throughout the entire day in everything that is done. **Every contest that is run, every hole punched in a piece of leather, every skit acted out, and every meal that is eaten should be done in such a way that the campers can see your good works and glorify your Father in Heaven.** If this is the prevailing atmosphere of the daily activities, God will work in their lives.

Relax, **have fun**, enjoy the activities. Let the love of Jesus shine through you and the kids will follow your lead.

MINISTRY**SERMONS WE SEE:**

I'd rather see a sermon than hear one any day.
 I'd rather one should walk with me than merely show the way.
 The eye's a better pupil and more willing than the ear;
 Fine counsel is confusing, but example's always clear;
 And the best of all the preachers are the men who live their creeds.
 For to see the good in action is what everybody needs.
 I can soon learn how to do it if you'll let me see it done.
 I can watch your hands in actions, but your tongue too fast may run.
 And the lectures you deliver may be very wise and true;
 But I'd rather get my lesson by observing what you do.
 For I may understand you and the high advice you give;
 But there's no misunderstanding how you act and live.

Guest, Edgar A., The Light of Faith (The Reilly and Lee Company, Chicago, 1926).

SERVICES:

Every day at camp there are two chapel sessions, where campers and staff come together to worship and receive teaching from God's Word. During chapel new and old songs are taught, followed by testimonies and Biblical teaching. The teaching is directed at assisting the Christian young person to apply God's life-giving principles to their own lives.

Worship and praise start out the meetings in the evening. All of the choruses learned in chapel are put to use as the whole camp gathers together. Campers and counselors are encouraged to bring musical instruments to enhance the singing even more. At night, special messages impressed by the Holy Spirit are prepared and given by the Director, special guests or even a camp counselor, at the discretion of the Director. The message is usually followed by an altar call for salvation, rededication, commitment, etc. One-on-one contact by the counselor at these moments is essential (preferably each counselor attending to his own campers that have responded).

ALTAR MINISTRY:

At camp, the Lord ministers to the total person – body, soul, and spirit. Children and teens are, by nature, much more emotional than adults and display this especially during altar services. God moves in powerful ways during camp. Altar services can be **quite heartrending** with much weeping, repentance, praise, worship, shouting, jumping, dancing, victory marches, clapping, etc. We encourage you to participate with and minister to your campers during these times. The following guidelines will help:

1. Don't be a wet blanket.
2. Seek out your own campers first.
3. Pray for and lay hands on campers.
4. Be sensitive to the Spirit.
5. Pray for campers' needs such as: salvation, baptism in the Holy Spirit, cleansing, etc.

We permit campers to pray for one another also, same gender only. Be aware that at times some campers will be acting "in the flesh." Gentle, but firm guidance with these individuals is appropriate. This will help maintain the purity of the moving of the Holy Spirit.

If you have a special talent in any area such as music, art, or singing, please let the Director know. You could be a blessing to the camp.

Individual Personal Ministry:

1. Need for ministry must be apparent or requested by the individual.
2. Always include two adult staff in personal ministry, one of which must be qualified by the Camp Director for personal ministry. Never be alone with the camper.
3. Ministry must have the consent and cooperation of the individual.
4. If an individual with an obvious need for personal ministry is not desirous of such, then pray for the individual and release them.
5. If an individual with an obvious need for personal ministry declines such ministry but creates a disturbance at camp, then take immediately to the Camp Director to resolve. If disturbing behaviors, conversations, and actions persist, the Camp Director will take appropriate action to call the parents/guardians and send the child home.

6. If the individual camper is desirous of ministry, then proceed with two adult staff. Deal only with issues freely offered by the camper.
7. Upon completion of personal ministry, transcribe as accurately as possible the topic, verbal exchange, counsel given, and overall evaluation of personal ministry. Both adults sign and give to the Camp Director.

LEADING A CHILD TO CHRIST:

1. Be personal and warm as you speak with your
2. Use God's Word
3. Use words the camper can understand
4. Be sensitive to the Spirit's leading and allow Him to do His work.
5. Ask campers why they came to the altar.
6. Be clear and specific as you deal with campers.
7. When sharing, make sure each point is clear before moving to something else.
8. Don't exploit camper emotions.
9. Pray and have the camper pray, as well.
10. Do not make coming to the altar like winning a contest.
11. Give thanks for what the Lord has done.
12. Give suggestions on how to stay grounded in the Lord.
13. Follow up on the camper.
14. Encourage the new Christian to be a witness.

SCRIPTURE VERSE MEMORIZATION:

This is effective if it is stressed as an easy way to get points for your team, because anybody can do it. Remember, it can be fun and spiritual at the same time. Try to stress the fun part; you can't put old heads on young shoulders. They may not see the real spiritual value for many months or years down the road. Here are the rules:

1. Specific verses are handed out in morning chapel, usually 4 or 5 per day.
2. Memorization is not mandatory, but assigned verses must be memorized before any others.
3. Each verse is worth a specific number of points.
4. Verses can be memorized from any version of the Bible.
5. The counselor keeps track of points gathered and turns them in the next day.
6. Campers may memorize assigned verses right up until the Director designated time on Friday. This gives campers who got a late start incentive to get involved without being penalized.

Psalm 119:11 says, "*Thy word have I hid in my heart that I might not sin against thee.*" Of course, memorizing Scripture will not get it into your heart, but it is a start. It gives the Spirit of God a solid foundation to build upon, and as life goes on The Logos that has been committed to memory becomes the living Word of God in our lives. As it says in Zechariah 4:10, "*Despise not the day of small things.*"

FIRST DAY - LAST DAY

Please... Hear What I'm Not Saying

Don't be fooled by me. Don't be fooled by the mask I wear.

For I wear a mask. I wear a thousand masks. Masks that I'm afraid to take off, and none of them are mine. Pretending is second nature with me, but don't be fooled; for God's sake, don't be fooled.

I give the impression that I'm secure, that all is sunny and unruffled with me, within as well as without; that confidence is my name and coolness is my game; that the waters are calm and I'm in command and I need no one.

But don't believe it; please don't.

My surface may seem smooth, but my surface is a mask, my ever-varying and ever-concealing mask. Beneath lies no smugness, no coolness, no complacence. Beneath dwells the real me, in confusion, in fear, in loneliness, but I hide this. I don't want anybody to know it.

I panic at the thought of my weakness being exposed. That's why I frantically create a mask to hide behind, a nonchalant sophisticated facade to help me pretend, to shield me from the glance that knows.

But such a glance is precisely my freedom. A doorway to true freedom within! And I know it.

It's the only thing that can liberate me from myself, from my own self-built prison walls, from the barriers that I so painstakingly erect.

But I don't tell you this. I don't dare. I'm afraid to. I'm afraid your glance will not be followed by love and acceptance.

I'm afraid that you will think less of me; that you'll laugh, and your laugh will kill me.

I'm afraid that deep down inside I'm nothing, that I'm no good, and that you'll see me and reject me.

So I play my games, my desperate, pretending games, with the facade of assurance on the outside and a trembling child within.

And so begins the parade of masks, the glittering but empty parade of masks, and my life becomes a front. I idly chatter with you in suave tones of surface talk. I tell you everything that's really nothing, nothing of what's crying within me.

So when I'm going through my routine, don't be fooled by what I'm saying.

Please listen carefully and try to hear what I'm NOT saying; that I'd like to be able to say what, for survival I need to say, but can't.

I dislike the hiding; honestly, I do. I dislike the superficial phony games I'm playing. I'd like to be genuine, spontaneous, and me; but you have to help me.

You have to help me by holding out your hand, even when that's the last thing I seem to want or need. Each time you are kind and gentle and encouraging, each time you try to understand because you really care, my heart begins to grow wings.

Very small wings! Very feeble wings! But also very real wings!

With your sensitivity and sympathy and your power of understanding, I can make it.

You can breathe life into me. I want you to know that I want you to know how important you are to me, how you can be creator of the person that is me if you choose to. Only you can wipe away from my eyes the blank stares of the breathing dead. Please choose to.

You alone can break down the wall behind which I tremble. You alone can remove the mask. You alone can release me from my shadow world of panic and uncertainty, from my lonely prison.

So do not pass me by. Please do not pass me by.

It will not be easy for you. A long conviction of worthlessness builds strong walls. The nearer you approach me, the blinder I may strike back.

It's irrational, but despite what the books say about man, I'm irrational. But I'm told that love is stronger than the strongest walls, and there lies my only hope.

Please try to beat down those walls with firm hands, but with gentle hands, for a child is very sensitive, and I AM a child.

Who am I, you may wonder?

I am someone you know very well, for I am every man, every woman, every child... every human you meet.

-Anonymous

GETTING ACQUAINTED

The first hours are very important at camp. In that time, a child will usually decide whether he likes camp or not. You play a large role in making him feel at home and welcome. **Don't miss your opportunity!**

Meeting the Campers:

Select a lower bunk near the door. As your campers arrive, show them the cabin area and explain how their beds and restrooms are to be kept. Go over the cabin clean-up procedure, the schedule, and any duty assignments. The campers should be acquainted with each other as soon as possible. Get them familiar also with the rules and proper procedures.

Cabins - Make sure they are kept clean. Make your cabin special and let the campers pitch in with cabin cleanup and decoration. Make them proud of their cabin.

Food - Remember, you're at camp and can't expect mom's cooking. An attempt is made to provide three balanced meals a day. At times a camper in your group won't like the food. He doesn't have to eat something if he doesn't want to, but don't let it become a habit.

Table Manners - Try to create good manners. Set a good example and guide conversation. Be courteous to one another. Don't forget words like "thank you" and "please".

Come to camp not with the expectation of a carefree week for yourself, but as II Corinthians 4:5 says, "*Ourselves your servants for Jesus' sake.*" We are there to serve the young people for Jesus' sake!!

THOUGHTS TO CONSIDER:

1. Go to the Camp Director with a **problem** only if it is beyond your capacity or authority or if it affects the whole camp. Realize that there will be times when you will be asked to do things necessary to keep the program running smoothly, and if you cooperate graciously, it will make those times easier.
2. Be **friendly to everyone**, but avoid cliques. Guard against talking with a friend when you should be with your campers. Make sure to appreciate others, and give a smile and a "thank you" to the cooks and other staff members. Never be critical in front of your campers.
3. **The basic heart needs of love**, recognition and security are planted by God. The show-off, the overly-sensitive kid, the bully, and the frightened child are in some way products of neglect and are unique opportunities for restoration and building up their inner man. If one does not respond at once to your guidance, do not take it personally but look to the Lord for a spirit of discernment and loving patience. Pray for an "understanding heart" like Solomon (1

Kings 3:9). Treat each child as an individual and respect him as such.

4. **Never show partiality**, no matter how sweet or clumsy a child is. This can scar a young heart indelibly. It is very important that you be absolutely fair and impartial (Romans 12:9).
5. **Never lose your temper**. If you get upset, keep your voice normal and firm. These kids look to you as an example, and perhaps they are testing you to see how real your Christianity is!
6. **Never violate a confidence**. If a young person confides something that is precious to him, hold it as sacred. Don't share it with other counselors. Look for wisdom to lead them to do the "right thing" when appropriate.
7. **Never compare one child to another**. Never say, "Why are you not like the rest of the kids?," etc... This may cause him to withdraw from you (Genesis 1:27).
8. Always supervise your cabin group. **THIS IS YOUR MAIN JOB!** The only time you are excused from this is when camp activities provide other supervision. Prepare your group ahead of time for upcoming fun activities. Assign duties and have each one do his share. **Show them HOW** to make a bed, sweep the floor, hand things up properly, etc. Don't be surprised when they do not know how! Be sure to check for wet towels, even in suitcases.
9. During assemblies, **sit with your group**, count heads, and locate any absentees at once. Do not leave your group at night unless some plan has been worked out with the Camp Director.
10. In the dining room, prepare your group in advance for correct table manners. Explain the procedure of serving, politeness and keeping voices down. Guide, but don't dominate, the conversation at the table. Campers need supervision, direction and teaching as to how to do things properly.

Enjoy your group. Your campers are there to have a good time. Enjoy things with them. Do things with them and laugh with them. Maintain a sense of balance and know when to be serious and when not to be.

Look for cooperation from your group. Be positive, friendly, firm, interested, and sympathetic, and they will usually follow your lead.

Lead your group. Be positive but not bossy or too chummy or you will lose their respect. Be firm and friendly, but don't threaten. If one camper is particularly uncooperative, try to talk with him alone and find out the real reason. Do not humiliate him before the others. Start the week insisting on obedience.

Remember why you are at camp. This will put the joy in your heart when your back aches and you would love another hour of sleep! *"God is not unrighteous to forget your work and labor of love..."* (Hebrews 6:10).

PREPARING FOR HOME

1. On Saturday morning:
 - Have one last devotional time. **Pray a blessing on each individual.**
 - Check to see that campers are leaving nothing behind. (**Especially younger campers!**)
 - **Make sure cabins are clean.**
 - Make sure all assigned chores are done properly.
2. **End of Camp Departure Policy for Junior & Primary Camps:** The CSM Board has instituted this Dismissal Policy to assist counselors and staff to be effective in keeping the camper safe and secure.
 - **Counselors:**
 - i. Counselors need to bring all their campers to the main tab by 9AM Saturday morning.
 - ii. Counselors will keep campers with them until their parents have come to sign them out.
 - iii. Counselors are free to leave after all their campers have been signed out and cleared by the director.
 - **Parents / Guardian:**
 - i. Parent / guardian will be directed to the main tab in order to pick up their child/children.
 - ii. Parent / guardian must 'sign out' their child/children before they are able to leave the tab, assuming ALL responsibility for their child/children.
 - After the camper has been 'signed out' by their parent, Camp Shiloh staff and counselors are NO longer responsible for the camper.
3. At some time during the week, get each youngster's address.
4. When you get home:
 - Write each camper a short note. Your concern for them has a very large impact on their lives.
 - Find time to pray for your campers after you have returned home. Knowing that you care about them and remember them will leave an indelible mark and will be a key to continued growth and maturity in the Lord.

CONCLUSION

Yes, your job is demanding. You are to be available to listen, to uncover the real problem, to help the camper understand himself better, to direct spiritually, and to help the camper know what to do next. Your job is to chat with the campers, to build relationships with them, to help them have a pleasant and profitable camping experience. All of these things combined are quite a challenge. It is only with the enabling of the Lord that you will be able to meet it.

Camp, however is more than a challenge; it is an opportunity. It offers a unique opportunity to achieve objectives that can best be accomplished by this means. In camp, more consideration can be given to the camper on an individual basis than at any other time. During regularly scheduled gatherings of the church, it becomes easy to forget the unique needs of the children and youth in our midst. During camp, however, all activities and attention is centered on their needs and problems.

Camp, of course, can only supplement the Christian teaching that takes place in the home and in your church gatherings. There is, however, a special sense of freedom which allows the camper to learn and to commit himself afresh to the Lord.

Someone once described camp as, "A place where campers become aware, in a new and beautiful way, of the presence of the Lord; an experience whereby lives are made new by the power of the Lord Himself, manifested in the lives of the campers."

2007
CAMP SHILOH - Primary Schedule

6:00	6:30	Staff Reveille	30
6:30	7:00	Staff Prayer	30
7:00	7:30	Camper Reveille	30
7:30	7:45	Muster	15
7:45	8:15	Breakfast	30
8:15	8:45	Cabin Clean up	30
8:45	9:45	Chapel <i>(Be prepared for Skill Class!)</i>	60
9:45	10:10	Cabin Devotions	25
10:10	10:20	Travel Time	10
10:20	11:30	Skill Class	70
11:30	11:40	Travel Time	10
11:40	12:00	Announcements	20
12:00	12:30	Lunch	30
12:30	1:00	Change & Travel Time	30
1:00	2:15	Swim, Boat, & Fish	75
2:15	2:30	Travel & Change	15
2:30	2:45	Snack Bar	15
2:45	3:40	Cabin Choice <i>(showers)</i>	55
3:40	4:35	Competition Sports	55
4:35	4:55	Line up	20
4:55	5:25	Supper	30
5:25	6:50	Special Event	85
6:50	7:10	Snack Bar	20
7:10	7:30	prep for Chapel	20
7:30	9:00	Praise Encounter <i>(Night Chapel)</i>	90
9:00	9:30	prep for Bed	30
9:30		Lights Out	

930 minutes
15 ½ hours

2007

CAMP SHILOH - Juniors Schedule

6:00	6:30	Staff Reveille	30
6:30	7:00	Staff Prayer	30
7:00	7:30	Camper Reveille	30
7:30	7:50	Cabin Clean up	20
7:50	8:05	Muster	15
8:05	8:35	Breakfast <i>(Come prepared for Skill Class!)</i>	30
8:35	8:45	Travel Time	10
8:45	10:00	Skill Class	75
10:00	10:15	Travel Time	15
10:15	11:15	Chapel	60
11:15	11:40	Cabin Devotions	25
11:40	11:50	Travel Time	10
11:50	12:10	Announcements	20
12:10	12:40	Lunch	30
12:40	1:00	Change time	20
1:00	2:00	Cabin Choice <i>(Showers)</i>	60
2:00	3:00	Competition Sports	60
3:00	3:15	Snack Bar	15
3:15	4:35	Swim, Boat, Fish	80
4:35	4:45	Travel & change	10
4:45	5:05	Line up	20
5:05	5:35	Supper	30
5:35	7:10	Special Event	95
7:10	7:30	Snack Bar	20
7:30	9:00	Praise Encounter <i>(Night Chapel)</i>	90
9:00	9:30	prep for Bed	30
9:30		Lights Out	

930 minutes
15 ½ hours

2007
CAMP SHILOH - Seniors Schedule

6:00	6:30	Staff Reveille	30
6:30	7:00	Staff Prayer	30
6:30	7:35	Camper Reveille / Devotions	65
7:35	7:50	Muster	20
7:50	8:30	Breakfast	40
8:30	8:45	Cabin Clean up	15
8:45	9:55	Chapel	75
10:00	10:30	Cabin Devotions	30
10:30	11:35	Skill Class	60
11:40	11:50	Muster	20
11:50	12:30	Lunch	40
12:30	1:15	Skits /	45
1:15	2:30	Competition Sports	75
2:30	3:00	Canteen	30
3:00	4:30	Swim, Boat, & Fish	30
4:30	4:50	Muster	20
4:50	5:30	Dinner	40
5:30	6:00	Memory Verses	30
6:00	7:25	Main Event	90
7:30	7:50	Canteen	20
7:50	8:00	Prep for Chapel	10
8:00		Chapel	
		<i>1/2 hour after Chapel Lights Out</i>	

870 Minutes
14 ½ Hours

NEW YORK STATE STANDARDS

STAFF VERIFICATION NYS PHL #225-7-2.5(i)(k)

All staff and counselors are required to attend orientation. A roster will be kept and maintained of those in attendance. This roster is available to inspection by the N.Y.S.D.O.H. permit issuing official.

All staff are required to provide references with their application, and those references will be checked with a phone call from the Executive Director or his designee. Results will be documented on the staff application.

STAFF TRAINING NYS PHL #225-7-2.5(k)

1. Outline of training curriculum will be given
2. Tour of camp property
3. Description of camp's hazards
4. Chain of command
5. Supervision and discipline methods for staff and campers
6. Recognition and reporting of child abuse
7. Camp medical plan including provisions for first aid and emergency care
8. Recognizing and reporting injuries and illness
9. Buddy system
10. Lost swimmer plan
11. Lost camper plan
12. Out of camp trip procedures and responsibilities
13. Lightning safety plan
14. Fire safety plan
15. Camp evacuation procedures
16. Activity training
17. Training attendance documentation

SUPERVISION NYS PHL #225-7-2.5(b)(c)(l)

A ratio of 1:8 Staff to Camper will be followed through all camp activities and sleep. The Buddy System implemented by the Camp Director will follow the DLBCC Facility System for all waterfront activity. This plan will be reviewed at the time of staff training and camper orientation. All campers will be supervised by an adult counselor at all times. Counselors must be at least 18 years of age with 16 and 17 year olds considered adult counselors if they have held prior camp experience and have completed the counselor training course in the staff training manual.

- No camper will ever be left without adult supervision!.

- No camper is allowed to participate in any activity without the knowledge of his counselor.
- Counselors are to have roll calls at each meal and at all times when activities are involved which deal with out-of-camp trips.
- Any camper giving a problem to a counselor is to be sent to the Camp Director for evaluation and counseling. Under no circumstances will a child be corporally disciplined or given punishment that is deemed physically or emotionally damaging. Parents will be notified of severe disciplinary measures by the Camp Director.

**TOUR OF CAMP
NYS PHL #225-7-2.5(k)**

1. Walking tour of camp to familiarize staff with facilities and hazardous areas will be conducted by Camp Director at pre-camp orientation.
2. Staff Manual will be reviewed.
3. Stress safety and supervision of campers.
 - 3.1. First aid station identified.
 - 3.2. All first aid kits identified.
 - 3.3. All fire extinguishers identified including procedure for fire alarm. All exits identified.
4. Activity sites toured and inspected.
5. Procedure for camper transportation discussed. A roll call should be used and a cross-check made to make sure that everyone is aboard who should be aboard.
6. Required staff/camper ratios should be reviewed and discussed for each camp activity.
 - 6.1 Staff/Camper - 1:8
 - 6.2 Lifeguard - 1:25
 - 6.3 Archery - 1:10
7. Review and discussion of written camp medical plan and alternative medical plan should nurse be unavailable when a medical need arises.

**FACILITY OPERATION AND MAINTENANCE
NYS PHL #225-7-2.5(k)**

The water supply source and on-site sewage treatment system for Camp Shiloh will be provided by the rented facility known as DLBCC (Delta Lake Bible Conference Center). General Operation/Maintenance and Waterfront Facility Maintenance is provided by DLBCC Facility in accordance with NY DOH.
See addendum #4.

**CAMP HAZARDS
NYS PHL #225-7-2.5(k)**

At each site, potential hazards will be identified and discussed with the staff at pre-camp orientation. Campers will also be alerted to potential hazards such as terrain, poison plants, wild animals, roadways, etc.

**ATTENDANCE RECORDS
NYS PHL #225-7-2.5(k)**

All staff and camper attendance records for each camp can be found on file at the Camp Shiloh office. Contact the Executive Director for necessary information.

Attendance records are also maintained for staff and camper participation in the orientation meetings as set forth in the rules of camp.

**LOST CAMPER PLAN
NYS PHL #225-7-2.5(k)**

1. Assign areas of responsibility during staff orientation insuring entire campground coverage.
2. Orient campers to Lost Camper Plan during orientation.
3. Advise facility office immediately of missing camper.
4. Check camper's cabin.
5. Verify search party is acting on the established plan. (including all out of bound areas)
6. Find out where camper was last seen.
7. After sufficient time has elapsed, notify Sheriff's Department.
8. Call Coast Guard and ask for helicopter surveillance.
9. Continue search for camper until found.
10. After sufficient time has elapsed, notify camper's parents.

**CAMPER ORIENTATION TRAINING VERIFICATION
NYS PHL #225-7-2.5(k)**

All campers will attend the camper orientation to be held the evening of registration day. Procedure is as follows:

1. Outline of orientation curriculum
2. Camp Director introduces counseling and non-counseling staff
3. Tour of camp property
4. Description of camp's hazards
5. How and to whom to report injuries or illness
6. The Buddy System
7. Lost camper plan reviewed
8. Fire safety inspection, fire drill signal, and associated procedures
9. Out of camp trip guidelines
10. Lightning safety plan

11. General camp rules reviewed
12. Camper orientation documentation

A roster of campers in attendance will be made and kept on file at the Camp Shiloh office.

TRANSPORTATION
NYS PHL #225-7-2.10

Camp Shiloh does not take campers off-site for recreational purposes or trips. When transporting campers for medical treatment, the following shall be adhered to:

1. Only the cab of a truck will be occupied.
2. At least one counselor is to be in each vehicle. This person may be the driver.
3. All vehicles used shall have a current D.O.T. inspection sticker, a fire extinguisher, a first-aid kit, flares and tools.
4. The driver must be at least 18 years old and possess a current driver's license.

HOUSING NEEDS
NYS PHL #225-7-2.16

Housing for all campers will be restricted to the areas designated by the Camp Director. Housing will consist of a bed or bunk with suitable clean mattress. Bedding is not provided. Access to a bathroom and shower facilities shall be available close to rooms. See addendum #1 for DLBCC Housing policy. Dining will be at designated times in the cafeteria. All housing will adhere to the provision of N.Y. State Sanitary Code 7-2.16.

HIKING
NYS PHL #225-7-2.5(d)

When on a nature hike, keep an eye out for unusual sights and sounds. Make sure all campers are together and not wandering off alone. Counselor-to-camper ratio needs to be maintained at 1:12. Be aware of the hazards of the area and leave wild animals alone unless expert handlers are present. Hiking can be an enjoyable, learning experience for everyone involved as long as proper safety measures are followed.

OUT-OF-CAMP TRIPS
NYS PHL #225-7-2.5(h), 2.11(i)

Any out-of-camp trips shall maintain proper staff-to-camper ratios of 1:12 unless specialized outings are planned. Then a ratio of 1:8 shall be maintained.

No out-of-camp trips are allowed without first notifying the Camp Director and he will notify the permit issuing official of the N.Y.S.D.O.H.

OTHER ACTIVITIES
NYS PHL #225-7-2.5(k)

Any other activity that this camp may be involved with will first be cleared through the Camp Shiloh Board, and also the permit issuing official of the N.Y.S.D.O.H. and will come under the N.Y. State Sanitary Health Code for that activity should one exist.

FIRE SAFETY PLAN
NYS PHL #225-7-2.18(4)

- I. Fire Safety Coordinators will be appointed by the Camp Director from the non-counseling staff.
 - A. Will coordinate with facility Fire Safety Coordinator and implement Fire Safety Training program, fire drills, and train in proper use of fire extinguisher.
 1. Discuss facilities fire safety procedures and plans
 2. Verify facility is functioning with approved fire fighting plan and safety inspections.
 - B. Will schedule inspections of cabin:
 1. Fire alarm system
 2. Exits
 3. Wiring should have a visual inspection for frays or improper placement.
 - C. Will notify local fire and police departments of the weeks camp will be in session.
- II. Fire Safety Plan
 - A. FIRE PREVENTION
 1. Training camp staff and campers in the preventing of hazardous situations where there would be a possibility or potential of a fire.
 2. Be aware of:
 - a. Frayed or improperly placed electrical wires
 - b. Overloading of extension cords or outlets
 - c. Improperly disposed of litter
 - d. A collection of combustible materials
 - e. Improper storage of flammable liquids
 - f. Proper campfire location
 - B. DETECTION
 1. All smoke and heat detectors should be tested prior to camp.
 2. Familiarize all camp staff and campers with detectors and their use.
 - C. EXITING
 1. Familiarize all camp staff and campers with proper fire exits for all building in use.
 2. Make sure all fire exits are labeled and identified as well as where one is to go at the sound of

the alarm.

3. There should be at least two exits for each area.
4. Exits are to be free from all obstruction.
5. A fire drill is to be executed sometime during the first 48 hours of each week. A log with drill dates and times must be maintained and verified by Camp Director.

D. CONFINEMENT

3. All means of egress shall remain unobstructed, easily travelable and protected from hazardous materials.
3. All areas of assemblage shall have at least two means of egress.
3. Emergency lighting in hallways, etc. shall be inspected.

E. EXTINGUISHMENT

1. All fire extinguishing equipment shall be in working order. Inspections are to be recorded in Fire Safety Plan Log Book on file
2. Local Fire Department is to be notified of the dates and times of camp in session.
3. Fires caused by downed electrical wires should be left and controlled by professionals.

III. Alarm Systems

- A. The alarm systems in the building we are utilizing are to meet N.Y.S.D.O.H. codes and are to be in good operational order.
- B. An alarm system analysis is to be conducted on all fire alarm systems in the building utilized by the camp. They will be maintained in the Fire Safety Plan Log on file in the Delta Lake Bible Conference Center office.

IV. Assembly Areas

- A. Once an alarm sounds, all personnel and campers are to go immediately to the assembly area indicated by their building. All campers are to assemble by camper group. Each counselor is to make a head count of his campers and report to the appropriate person. Should the counselor not be present, campers are to notify another counselor of their own counselor's absence.
- B. No one is to enter a burning building until the fire has been controlled. Have firemen search a building should a person turn up missing.
- C. Those persons not affected by an alarm should go directly to their point of general assemblage and have a roll call taken.
- D. Assembly Accounting and Searching Procedures
 1. All campers should find their respective counselor groups and the counselor take a roll call.
 2. Each counselor will then report to the "Fire Marshall" designated for their building.
 3. For any missing camper:

- a. Talk first with bunk mate to ascertain where camper may be or was to be.
- b. Never enter a burning building or smoke filled building!
- c. Notify Camp Director of missing camper.
- d. Notify firemen of missing camper.
- e. Start a search of the grounds and other areas of the camp. Anyone finding a missing camper is to notify the Camp Director immediately.
- f. If camper is found:
 - 1) Unharmed - Determine reason for missing roll call and train for proper procedures again.
 - 2) Hurt - Notify Camp Director and camp Nurse immediately.
 - 3) Dead - Notify Camp Director immediately. He will then notify parents of deceased. Sheriff's Department will also be notified as well as the County Health Department.

E. CONTINGENCY PLAN

1. Housing of Campers
 - a. Campers will be moved to other areas of the camp should these areas be available.
 - b. If no areas available, parents will be notified to pick up campers.
 - c. Local motels should be contacted if emergency quarters are needed.
2. Water and Food Supplies - Contact local Health Department if food or water supplies are disrupted.

ROADWAYS

NYS PHL #225-7-2.20,2.21,2.22

Extreme caution should be taken when walking to and from camp activities on all roadways in and around the camp facility rented for use by Camp Shiloh. No hanging on vehicles or horseplay around vehicles will be allowed. No camper is allowed to operate any motor vehicle on these roadways unless they have a valid driver's license and have permission of the Camp Director.

AQUATIC EMERGENCY PLAN

INDOOR/OUTDOOR POOL or SWIMMING AREA

NYS PHL #225-7-2.5(k), 2.11(a) (g) (h) (2) (3) (4) (i)

The pool should be divided into specific swim areas:

1. Shallow/non-drop off end - for non and beginner swimmers
2. Drop off area - for intermediate and advanced swimmers
3. Diving area - if applicable - for diving only! No swimming!

LOST SWIMMER
NYS PHL #225-7-2.11(a)

If a swimmer is reported missing or an emergency is called, the entire pool is to be cleared at once and the following procedures implemented immediately:

1. Guard #1 is to send a person to summon Aquatic Director, Camp Director, Camp Health Director.
2. Another person is to be sent to check the shower room, bathroom, cabin areas, main lodge, and the surrounding area to locate person if he is missing.
3. If any emergency is called because a swimmer is under water and not breathing or is struggling, attending guards are to attempt to rescue swimmer and bring him to pool side.
4. If swimmer is not breathing, begin mouth-to-mouth resuscitation at once. Do not wait for any equipment.
5. Should emergency treatment be needed, the DLBCC Staff will call the Local Ambulance at once. If no one from DLBCC staff is available, Camp Shiloh's Health Director, or Camp Director will call 911.

SWIMMING
NYS PHL #225-7-2.11(a)

Swimming activities shall be conducted at a designated pool or approved lake-site and shall comply with Part 6 of the N.Y. State Sanitary Code as well as Part 7-2.11 of the Children's Camp Code. The **Buddy System** shall be used during swim times. A waterfront supervisor will be at all waterfront activities. A ratio of one qualified lifeguard for every 25 campers shall be maintained at all times. A ratio of one lifeguard or counselor for every 10 campers shall be maintained overall. Each camper shall be tested to ascertain their level of swimming ability.

In the case of **incidental immersion** other than swimming or wading. The situation will be judged at the entry point under the supervision of a lifeguard(s) and/or counselor(s) to determine depth, velocity, clarity, and width before allowing children into the water.

BOATING (CANOEING)
NYS PHL #225-7-2.11(2)(3)

Boats may be used only by persons having permission of the Waterfront Supervisor or Camp Director. All boat occupants shall wear a United States Coast Guard approved life jacket or vest. All boat activities shall be supervised by lifeguards and counselors to a ratio of 1:8.

ARCHERY
NYS PHL #225-7-2.11(c)

- The archery activity should be conducted by an adult of the designated by Camp Shiloh, or Local Staff who must be 18 years old or older. This adult is required to have had at least one year of experience in an approved archery course. All campers will be subject to a safety course by this person before participating in this event. Campers participation shall be at specific times during the program established by the Director and the Activity Leader.
- At no time is a camper to participate without this Archery Leader present. The Archery Leader shall inspect and maintain the archery equipment before and after every archery event. Approved archery targets shall be used in all archery events. All archery equipment shall be locked up at all times other than during an archery event.
- Archery Leader will not allow campers in the target area while activity is going on. No one will be allowed with a bow in his/her hand during the time of retrieving arrows. All of the arrows will be retrieved at one time. All persons using archery equipment shall be a safe distance apart.
- The archery range shall be clearly marked to warn passing campers away from the danger area. A "ready" line shall be behind the firing line. No camper is to be ahead of the "ready" line unless they are shooting at the firing line. A minimum ratio of 1:10 shall be maintained for campers on the firing line.

ARTS AND CRAFTS
NYS PHL #225-7-2.11(k)

- A designated area for working arts and crafts shall be determined by the Camp Director. Campers are not to be left unattended during crafts period.
- Adequate ventilation shall be maintained when working with glues, stains, paints, or other substances.
- Craft area shall be kept clean and uncluttered. Trash shall be emptied daily. Any knives, scissors or toxic substances shall remain locked during non-craft sessions.
- Any injuries shall be reported to the nurse immediately.
- A fire extinguisher shall be in the designated crafts area.

KITCHEN SANITATION/FOOD PROTECTION
NYS PHL #225-7-2.19

The food services utilized at camp shall comply with Part 14 of the N.Y. State Sanitary Code and also with Part 7-2.19 of the Children's Camp Code. See Addendum #1 for DLBCC policy.

**EMERGENCY EVACUATION PLAN
NYS PHL #225-7-2.5(k)**

Should an emergency evacuation be needed the following procedures will be followed:

A. EVACUATION OF A SINGLE BUILDING

1. All campers and staff should evacuate the building as per a fire alarm.
2. Each counselor is to conduct a roll call to determine any missing people.
3. This roll call is to be reported to the Camp Director.
4. Emergency housing will be secured and the D.O.H. permit issuing official notified.

B. EVACUATION OF ENTIRE CAMP FROM PROPERTY

1. All counselors are to conduct a roll call to determine missing campers.
2. This roll call is to be reported to the Camp Director.
3. Emergency transportation will be obtained from a local bus service.
4. Emergency housing will be obtained from at the locally designated fall-out shelter. The D.O.H. permit issuing official shall be contacted and assistance sought.

**LIGHTNING RISK
NYS PHL #225-7-2.5(k)**

Lightning risks will be assessed for all buildings utilized by Camp Shiloh. The individual results are kept on file at the Delta Lake Bible Conference Office; Pilmore Drive, Rome, NY 13440

**HEALTH SERVICE POLICY
NYS PHL #225-7-2.8(a)**

Universal Precautions for blood and body fluid borne pathogens will be followed according to procedure. Gloves will be worn at all times while administering first aid and medical attention to a patient. Gloves will be on-site at the designated Nurse Station. A garbage receptacle lined with plastic liner and having a sealed lid will be used for disposal of medical waste. A puncture proof having a sealed container will be used for disposal of needles. For disinfecting and cleaning contaminated areas, a 10 to 1 Clorox and water solution will be used.

1. The Health Care Staff shall consist of a registered nurse, a licensed practical nurse, a licensed emergency medical technician, or an adult who has satisfactorily completed training and certification which is equivalent to the requirements as set forth in the American National Red Cross manuals.
2. The camp will use the physician known to the camp site where facilities are rented.
3. The closest hospital emergency service will be listed for each camp, and in a medical emergency the child will be transported immediately to the nearest emergency treatment facility. If an ambulance is not

needed then the child shall be transported by a vehicle on the premises deemed satisfactory by the Camp Health Director.

4. No child with a complaint shall be ignored even if home-sickness is the problem, careful attention should be given to each complaint.
5. Medications requiring injections shall be administered under direction of a physician or nurse. Changes in dosages or schedule of medication will be made only upon written authorization of the campers attending physician or, in case of emergency, by phone with written confirmation to follow within seven days.
6. All infirmary supplies will be in the Nurse's Trunk and will be cared for by the camp nurse. Depleted supplies will be replenished before the end of each camp period. Stock supplies of prescription medications are prohibited.
7. Prescription drugs and other medications brought to the camp by the campers will be kept in a separate locked place with each child's name written on the container. When campers come to the health station to be examined by the Health Officer any medications they bring with them will be placed in a zip locked bag with the child's name attached to it with a stick on label to make sure that all meds are identified. Close attention shall be paid to times and dosages to be given. These are to be dispensed only by the camp Health Officer. No medications are to be kept in the cabins. Any medication which has been prescribed for but is no longer in use by a camper shall be destroyed.
8. Any out-of-camp trips will be reviewed by the Camp Health Director. Appropriate steps will be taken to insure that personnel on the trip will be able to administer any medications needed.
9. The camp health officer shall observe the children and take note of any signs of illness or out of the ordinary behavior. The child's counselor shall report to the health officer any injury or change in normal behavior so that it may be attended to.
10. If a child is ill or injured and needs the care of a physician the child's parents will be notified immediately. If they cannot be reached, then the person named on the application form to be notified in case of emergency will be contacted. The signed parental authorization gives us permission to obtain medical help for the child and to have any treatment deemed necessary by the physician. In most cases the physician will still want to consult with the parents.
11. Health Facility - There will be a separate room for the health facility in order for the health officer to treat patient and also to isolate anyone suspected of having a contagious disease. Also to provide special care for anyone that is temporarily ill and needs to be under observation.
12. Medical History Screening and Existing Health Condition Restrictions – Review of Health History form kept on file with the Health Director is noted. A general screening is given to each camper upon arrival at camp. Any updates to the submitted health form are made at that time. Recent illness, injury, existing medical conditions, and special needs such as dietary are noted. Orders from Campers Personal Physicians concerning preexisting conditions will be followed. In the case of a new condition the Health

Director will determine restricted activity. The Health Director will also be responsible to notify the Camp Director and rented facility operator of unclean sanitation conditions in the operating areas of camp. The refuse will be removed and the area cleaned to specification.

13. Emergency Outbreak Procedure – In the case of a suspected outbreak / epidemic, the Health Director after careful consideration and examination of medical log entries will contact the local health department. Ill patients will be excluded from duties and / or activities until permission is granted. A designated area will be used for ill patients and limit of entry and exit of camp area will be restricted.

14. The following illnesses or injuries must be reported within 24 hours to the N.Y.S.D.O.H. permit issuing official. Use form DOH 61.
 - 14.1 Injuries which result in death or require hospitalization or resuscitation.
 - 14.2 Injuries to the eye, head, neck or spine which require referral to a hospital or other facility for medical treatment.
 - 14.3 Lacerations requiring sutures.
 - 14.4 Injuries which include bone fractures or dislocations.
 - 14.5 Injuries where the victim sustains second or third degree burns to 5% or more of the body.
 - 14.6 Allegations of physical or sexual abuse.
 - 14.7 Illnesses suspected of being water, food or contact spread or airborne.
 - 14.8 All communicable diseases listed on the chart. NYS DH (DM:RS) 3/87.

15. Each staff member will provide a report of a test for tuberculosis which was administered within the previous 36 months and which shows that the staff member is free from communicable tuberculosis.

16. All visits to the infirmary shall be recorded in a permanent, bound, medical log book giving date, time, name of patient, sleeping unit or bunk area, complaint, person giving treatment, treatment given including dosage and medication given. Follow-up treatment shall be given to assure the health of the camper.

CHAIN OF COMMAND OUTLINE

NYS PHL #225-7-2.5(k)

The following is a summation of the chain of command for Camp Shiloh.

1. Executive Director

- Responsible for all personnel involved with the camp. Is in turn responsible to the Camp Shiloh Board of Directors.
- All major problems and emergencies are to be brought to his attention.
- Necessary only when a combination of Primary, Junior, and Senior Camp are running concurrent at one location. Is responsible to the Camp Shiloh Board.

2. Camp Director (Primary/Junior/Senior)

- ii. Responsible to the Executive Director and/or the Camp Shiloh Board.
 - 1. Assistant Director - Responsible to Camp Director.
 - 2. Nurse - Responsible to Camp Director.
 - 3. Sports Director - Responsible to Camp Director.
 - 4. Crafts Director - Responsible to Camp Director.
 - 5. Teacher - Responsible to Camp Director.
 - 6. Non-counseling Staff - Responsible to Camp Director, Assistant Director, and Qualified Shiloh Board member working with Camp Director.
 - 7. Counselors - Responsible to Camp Director, Assistant Director, and Qualified Shiloh Board member working with Camp Director.

ADDENDUM #1

DELTA LAKE POLICIES ON HOUSING AND FOOD HANDLING

1. Housing

- a. All buildings are checked weekly for maintenance needs.
- b. Sleeping quarters for campers are of a size allowing for required 30 square feet of floor space per camper.
- c. Smoke detectors are included and maintained in each building.
- d. No more than one camper is allowed to sleep in one bed.
- e. Six feet will be maintained between heads of adjacent campers.
- f. If bats or other animals have taken up residence in buildings, they will be safely removed and repairs will be made to build them out prior to arrival of staff and campers.

2. Food Protection

- a. The Food Service Manager will check all dining facility areas for cleanliness and sanitary conditions.
- b. He will check refrigeration equipment for proper temperatures.
- c. All prepared food that is returned to the refrigerator will be covered, labeled and dated.
- d. All food service employees will wash hands regularly when doing food preparation and serving and will wear gloves in required circumstances.
- e. Kitchen garbage cans will be emptied after every meal and washed every other day.
- f. A central dumpster located in an isolated space will be provided for all trash and garbage. It will be emptied daily during the summer season.
- g. Food is served buffet style.
- h. The head cook has a bayonet type thermometer. He will hold hot foods at above 140 degrees and cold foods at below 45 degrees.
- i. Any ill food workers will go to the nurse and will not work around food until they are no longer sick.

**ADDENDUM #2
THE BUDDY SYSTEM @ CAMP SHILOH**

1. The purpose of the buddy system is to keep campers safe and accountable at all times during their time at Camp Shiloh. Every camper will participate in the Buddy System at Camp Shiloh.
2. Buddies can be two or three together. Campers are always to be with a buddy.
3. There is no movement on the camping facility by campers without a buddy. Any exceptions must be cleared with a counselor or Camp Shiloh Staff.
4. Counselors should not be alone with one camper in a closed room or location with no public visibility.
5. If a camper has a problem with their buddy it should be shared with their counselor, Health Director, Assistant Director, or Director.
6. The buddy system is intended to encourage good decision making by both buddies.

**ADDENDUM #3
DLBCC'S WATERFRONT BUDDY SYSTEM**

1. All campers and counselors are issued an I.D. card at the time of their arrival.
2. The Buddy System is explained to all counselors at Orientation and in turn by counselors to campers at camper orientation at the beginning of camp.
3. All campers and counselors when arriving at the swim area must be "buddied up" with someone according to their similar swim abilities. Their cards are to be placed together on the Buddy Board.
4. A buddy check is done every 15 minutes when campers are in the water. The signal to begin same is two short whistle blasts.
5. Upon hearing the blasts, campers will pair up with assigned buddy by holding hands high up in the air.
6. An accounting is made of the buddies and checked against their cards located on the Buddy Board.
7. If a camper is missing, all campers must leave the waterfront, picking up their cards on their way and report immediately to the flag pole.
8. The Log Cabin Office will be notified immediately of missing camper and lost camper drill will be initiated. Life guards will begin diving procedure as per lost camper definition.
9. If all are accounted for and all is clear, one short whistle blast will indicate campers may return to swim activity.

**ADDENDUM #4
DLBCC'S WATER SUPPLY AND SEWAGE TREATMENT**

Water Supply - This camp uses the water supply from the Town of Lee, NY, and relies on their treatment program. In case of interruption for a period of more than four hours, we will have water brought in from Catskill Spring Water in Utica.

Sewage Treatment System - There are approximately 150 buildings on our property which either have their own septic tank, or share a larger tank with 3 or 4 neighbors. The Facility Manager annually checks the septic tanks which are connected from the two bathhouses, the Lodge and Mini-lodge, and the Delta Center building. They are emptied as necessary. The Delta Center has a proper warning detection light and horn to indicate malfunction or full condition of the holding tank just outside the Delta Center.

Waterfront Operation/Maintenance

1. **Lifeguard Staff:** Aquatics Director will assign persons daily for inspections.
 - i. Prior to opening each day, the sand area is raked smooth and debris removed. Any obstructive rocks are also to be removed.
 - ii. Check float lines and buoys, all anchoring points and attachments.
 - iii. Check the bottom of the swim area for debris -- particularly in the diving area.
 - iv. Check for sudden changes in depth.
 - v. Check the dock for protruding nails or other defects.
 - vi. Check depth markings and signs for accuracy.
 - vii. Inspect all lifesaving equipment, First Aid Box. Any defects are to be reported for immediate correction and/or repair.
2. **Opening Procedure**
 - i. Check Buddy Board for any I.D. cards.
 - ii. Open supply box and turn on Communication System.
 - iii. Do radio check with log cabin and boat dock.
 - iv. Set out rescue equipment.
 - v. Visually from dock check swimming area for anything out of the ordinary.
 - vi. Check dock and ropes for any needed repairs...refer repairs to Maintenance.
 - vii. Check beach area for hazards and debris.
3. **Closing Procedure**
 - i. Be sure each camper leaving the swim beach has his/her I.D. card and Buddy Board is cleared.
 - ii. Do a visual check of the swim area.
 - iii. Call log cabin on the Radio and let them know the beach is closed.
 - iv. Put all rescue equipment away in the supply box and lock it up.
 - v. Pick up litter from the beach and take all trash to the dumpster.
 - vi. Replace "Waterfront closed" sign at top of beach path.

General Operations/Maintenance

1. All buildings and facilities are under the supervision of the Facilities Manager, who will do regular checks of equipment and storage for safe, sanitary keeping. A routine maintenance program will continue to keep all facilities in a neat orderly manner reflecting constant care and repair.
2. Facilities Manager will check sewage disposal areas regularly.
3. All cleaning supplies will be stored properly and out of the reach of campers.

4. Staff should obtain Maintenance request forms from the log cabin office. They should be filled in and returned to the Maintenance box. These will be checked by the Maintenance staff daily and work done in a timely manner.
5. Logging of Projects - Chores, program integration and improvement projects will be logged and reviewed by staff on a regular basis.
6. If a bat is encountered first determine if there was contact between the bat and any human or domestic animal.

Electrical Safety - All facilities have been inspected for electrical certification and programmatic use. The Facilities Manager is responsible to check the condition of overhead wiring weekly and to inspect operation of switches, receptacles, and ground fault circuit interrupters.