

(A ministry of The Church of God of Prophecy)

# ***OPERATIONS MANUAL***

Operations Manual  
Revised 2012

Table of Contents

Organizational Chart		3
OTAP	5	
Mission	4	
Principles	6	
Emergency Procedures	8	
Fire	8	
Medical Emergency	9	
Severe Weather	9	
Lost Camper	10	
Bomb Threat	10	
Pool Emergency	10	
Pool Usage Policy	11	
General Policy - Summer Camps	13	
Staff Job Descriptions / Duties	16	
Deans		17
Nurse	19	
Secretary	18	
Evangelist / Evening Speaker	20	
Evening Program Director / Worship Leader		20
Camp Teacher		21
Recreation / Fun Time Directors	22	
Camp Workers / Helpers	23	
Snack Shack	23	
Cabin Leaders		23
Lifeguard	25	
Social Media /Photographer	26	
Staff Training	27	
Guidelines Regarding Child Abuse		28
Registration Procedure - Summer Camps		31
Visitor Policy	32	
Budget		33

## **ORGANIZATIONAL CHART**

Mission of Camp Boothe

**Purpose:** The purpose of this document is to memorialize our commitment and position regarding our dedication and support of Christian Camping Ministry.

**Scope:** The mission of Camp Boothe, Inc. covers all aspects and activities associated with this ministry.

**Detail:** A Camping Ministry of the Church of God of Prophecy

**Mission Statement:** Camp Boothe, Inc. firmly stands for EXTREME Christian camping.

Camp Boothe, Inc. is committed to being a leading Christian camping ministry for every age and race group. Our ministry is to inspire the greatest revival in America by sharing the message of Jesus Christ with campers and providing staff the opportunity to impact lives for future discipleship. We believe Jesus made an EXTREME difference in our hearts.

**Board Position:** The Camp Boothe, Inc. Board is strongly committed to supporting and promoting all aspects of the Christian camping ministry. Our commitment will be evidenced by our personal, as well as being a corporal, example in the giving of our time and financial support for this ministry.

**Coordinator Position:** The Camp Boothe, Inc. Coordinator is strongly committed to supporting and promoting all aspects of the Christian camping ministry. The commitment of the coordinator will be evident by personal and corporal example in giving of time, financial, spiritual, and leadership support for this ministry.

**Staff:** Our staff is EXTREMELY committed to Jesus and we believe a most valuable asset of Christian ministry. Our unified faith and vision will help share in our camping ministries' success. Total involvement and teamwork are essential for each staff member. Their ability to teach, inspire, and mentor will set the pace for future leadership. The sacrificial giving of time, talents, and finances by our staff will help to keep revival fires burning.

**Campers:** We believe our campers are the #1 priority in the camping ministry. We will exhibit a Godly love and compassion for the needs of our campers through devoted leadership in a Christian atmosphere. Each camper will experience meaningful fellowship, fun-filled activities, and balanced meals all with an EXTREME spiritual emphasis.

**Outreach Camp:** Outreach Camp is literally the epitome of our camping

ministry. Our vision of outreach goes beyond the local church and to the "highways and hedges" of un-churched souls. Our endeavor is to provide an EXTREME message of love and compassion through Jesus Christ our Lord. We want to inspire our local churches to reach out in their communities to bring and sponsor each camper attending this camp. This process will not only give the camper the blessing of a lifetime, but the local church the opportunity to disciple future leadership. Outreach Camp is provided for ages 8-12, boy or girl, regardless of race, color or income level. This camp is funded through church sponsorship and private donations.

**Sponsorship:** Camp Boothe, Inc. is a non-profit organization. We totally rely on local churches, private donations and camp facility rentals for the funding of this ministry. We give God the glory for all He has done. Through financial support and volunteer labor, an EXTREME ministry opportunity is provided for all.

## **O.T.A.P. Outreach Tuition Assistance Program**

**Goal:** To provide the camping experience for students with financial need.

**Purpose:** O.T.A.P serves as a tuition substitute for any new student reached out to by a local church in the community.

### **What is O.T.A.P.?**

- A funding program in place to aid you in reaching out to **new** students in your community.
- Tuition will be paid in full for any child (Who meets the qualifications) to be able to attend a summer camp.
- Funding to help you in fulfilling the call to “Go” into all the earth, and preach the Gospel!

### **How does O.T.A.P. work?**

**Step 1:** For a child’s tuition to be paid for, they must be new to your congregation. More specifically, they have to be less than three months new to your local congregation, or a child that you are reaching out to in your community to go to camp that doesn’t have a relationship with Jesus Christ, or a church family to be a part of.

**Step 2:** If the child meets the qualifications, the pastor or designee will contact the Camp Coordinator, Denise Junkin. The Coordinator and Camp Boothe Board will determine if the student qualifies for OTAP.

**Step 3:** After the child qualifies, you can bring him or her to the camp of their age group, and their tuition will be paid in full.

## **Principles**

**Purpose:** The purpose of this document is to outline the core principles upon which the camp is established and operated.

**Scope:** These principles are applicable to all operations and to all camp management, staff, campers and visitors.

### **Detail:**

**Discrimination:** No one shall be denied the benefits of the camping program based upon the grounds of race, color, religion or national origin.

**Personnel:** All staff is considered volunteers and will receive no remuneration for services. All staff will receive room and board while working at camp. Staff is expected to conduct themselves at all times in a manner that would be a credit to the camp. No staff member may leave the grounds without the Director's express permission. Cabin Leaders must be at least 18 years of age.

**Discipline:** All discipline problems concerning campers will be reported to the Director/Dean immediately. Campers will not be deprived of food, isolated, subjected to corporal punishment, psychological mistreatment or physical exercise as a means of discipline. The following are guidelines to follow in disciplinary cases:

1. The camp Director will be responsible to interpret the rules and carry out the discipline policy.

2. Smoking or any use of tobacco products on the campsite is strictly prohibited. The appropriate Director will determine disciplinary action. Violation of this policy could result in being dismissed from camp.

3. Possession and/or use of amphetamines or barbiturates, hallucinogens, narcotics, marijuana or any other intoxicants is prohibited. Possession and/or the use of alcoholic beverages or the presence of any individual who has been drinking alcoholic beverages is prohibited on the campsite. Campers (retreat and summer session) and/or staff will be dismissed from camp if any of these harmful substances are discovered on their person or in their belongings.

4. Possession and/or discharge of firearms, knives, or any other form of a

weapon are prohibited. For purposes of this policy, a weapon is defined as any instrument designed for the use of causing physical harm. Violation of this policy will result in dismissal from camp.

5. Camp Boothe, Inc. and its administration and staff reserve the right to search campers and their belongings upon suspicion of the aforementioned substances or weapons.

6. Hazing is prohibited at the camp. Hazing is defined as the use of physical violence or any activity calculated to impose embarrassment, harassment, and physical, moral or psychological well-being of any individual. Mentally antagonizing any individual or placing them under threat or physical harm is prohibited. Violators of this policy will be disciplined by the Director.

7. Campers are not allowed to leave the campgrounds. Violation of this policy will result in the camper being dismissed and sent home.

**Medical Services:** Camp medical personnel will screen each camper upon arrival at registration. In the event of illness (contagious and/or viral) or existing injury, camp personnel will be immediately notified.

Each camper will be screened for lice before being admitted to camp. If lice are detected, no treatment will be administered; therefore, the camper will not be allowed to attend camp for that session.

All medical treatment and records are strictly confidential and are to be accessed only by medical personnel.

## **Emergency Procedure**

**Purpose:** The intent of this procedure is to provide guidance for handling an emergency that could arise at the camp. Such an emergency situation is to be handled in a timely, orderly and professional manner so as to minimize injury to personnel and damage to property.

**Scope:** This procedure is applicable to all camp management, staff, campers and visitors. These Guidelines are to be used in case of various emergencies such as fire, medical emergency, severe weather, lost camper, bomb threat, etc.

**Responsibility:** Camp management and staff are responsible to be familiar with and to implement this procedure as applicable during an emergency situation. All staff, campers, visitors, etc. have the responsibility to follow this procedure under the direction of camp management and staff.

### II. Fire Emergency (Revise - implement drill in orientation)

#### A. Notification

1. In the event of a fire, immediate notification should be made via verbal warning, PA system or portable alarm horn to all personnel in the immediate area, then campus-wide.
2. A responsible person should immediately call 911 to summon outside assistance. Be sure to speak clearly and give specific details ~ do not hang up until told to do so.

#### B. Evacuation

1. The affected building should be evacuated immediately and everyone should go upwind of the fire. A quick search should be made of the building (if it can be done safely) to ensure no one is

left inside. Staff members should take charge.

2. All campers and non-essential staff should go to the ball field near dining hall where a head count is to be taken and communicated to the Deans and Director. Remember, it is most important for the staff to remain calm and reassure the campers.

Note: In case of a small, incipient fire, if a qualified staff person is available, they may attempt to extinguish the fire but only if this can be done without endangerment to themselves or others. However, notification and evacuation as noted above should be made first.

## II. Medical Emergency

A. In the event of illness or injury, the Camp Nurse should be notified immediately by phone, radio, runner or other expeditious means of communication.

Note: Do not move the person unless their life is endangered by their surroundings.

B. The Camp Nurse and Camp Director will determine the necessary treatment. If outside assistance is needed, the Nurse or Director should designate someone to call 911 for assistance.

C. Cabin Leaders should take charge of their respective campers and move them away from the emergency. Remember to remain calm and reassuring for the campers.

D. If next of kin is to be notified, this should be done only by the Director or someone designated by them.

## III. Severe Weather

A. In the event of severe weather conditions, such as thunderstorms, etc., all campers should be brought inside and kept as calm as possible by the Cabin Leaders until the storm passes.

B. Weather conditions should be monitored by the Camp Director and staff, using radio, weather monitor, visual observation, etc.

C. In the event of a tornado watch or warning, all personnel should assemble in the dining hall against the inside wall with no windows. A headcount should be taken and reported to the Deans and Director. Cabin Leaders should do everything possible to keep the campers calm and orderly.

## IV. Lost Camper

- A. Advise the Director and staff immediately. Cabin Leaders should check their camper lists and keep their groups together. A male staff member should search the perimeter and a female staff member should search the cabin areas. The kitchen staff should organize a hand-to-hand search.
- B. After sufficient time has elapsed, notify the Sheriff's Department (911). The Camp Director or their designee should notify the child's parent or guardian.

#### V. Bomb Threat

- A. Evacuation notification should be made to everyone on campus via PA system, portable horn, phone, verbally, etc. Note: It may be best to keep the bomb threat confidential initially except to the staff to avoid anxiety among campers.
- C. Evacuate to the ball field. Keep campers as calm and orderly as possible.
- D. Call the Sheriff's Department (911) and report the threat. Do not allow any of the staff to search for the device.

#### VI. Pool Emergency

A. Summon Life Guard and Camp Nurse immediately. Have all campers leave the water immediately with a buddy. All staff members trained in CPR should go to the pool.

B. Notify the Camp Director, who will call for the Rescue Squad (911) if necessary.

Notice: A vehicle to be used in an emergency will be available at the camp on a 24 hour basis.

After an emergency has ended, be sure to give the "All Clear" announcement to everyone.

Note: Periodically, a drill will be conducted for various parts of this procedure. The Camp Manager will be in charge of initiating the drills during orientation.

## **Policy Governing Swimming Pool Usage**

**Purpose:** The intent of this policy is to manage the use of the camp swimming pool and to help control any emergency situation.

**Scope:** This policy is applicable to all camp management, staff, campers and visitors. The camp management reserves the right to deny use to anyone who fails to abide by this policy.

**Responsibility:** Camp management and staff are responsible to be familiar with and to implement this policy as applicable. All staff, campers, visitors, etc. have the responsibility to follow this policy under the direction of camp management and staff.

### **Policy Details:**

1. All persons using the pool or pool area do so at their own risk and sole responsibility. Camp administration and staff assume no responsibility for accidents and injuries occurring in connection with such use. Persons using the pool agree to make no claim against the Camp Boothe, Inc., camp administration or staff for, or on the account of any loss of life, personal injury or damage to, or loss of personal property.
2. A Certified Life Guard is required at all times during pool usage or recreational purposes.
3. Cost of any direct property damage will be charged to the responsible party.

4. A swimming test must be completed and approved by the Life Guard before allowing any camper in the "deep end" of the pool.

5. In the event of injury, the Camp Nurse is to be notified immediately. For neck or spine injury, a stretcher with a "C" collar is available at the Nurse's station.

6. Running, pushing, wrestling, "rough-housing" or otherwise abusive behavior (as interpreted by the Life Guard) in or around the pool area is strictly prohibited.

7. Persons using the pool should take a shower before entering the pool.

8. Admission to the pool will be denied anyone with skin abrasions, colds, coughs, enflamed eye infection or staph infection.

9. Robes or other suitable garments must be worn to and from the pool.

10. Appropriate swimwear must be worn while in and around the pool.

11. Pool users should avoid leaving dripping swimsuits in the pool area.

12. Food and drinks are not allowed inside the pool gate.

13. Expectoration (blowing the nose) in the pool is prohibited.

14. Defecation and urination in the pool is prohibited.

15. Stunt diving is not permitted. Diving board privileges may be discontinued upon violation of this policy.

The camp management reserves the right to refuse or deny pool privileges to anyone who violates any of the preceding policy.

## **General Policies - Summer Camps**

**Purpose:** The purpose of these policy guidelines is to ensure that all camp staff are fully aware of and will comply with guidelines in carrying out their duties as a staff member. The intent is to operate each camp in a fair, consistent and ethical manner.

**Scope:** This procedure is applicable to all camp management, Directors and staff.

Details:

1. Staff approval rule: Camp Directors must submit a list of proposed staff members to the Coordinator's office before listing them for camp service. All staff must be pre-approved by the Coordinator and then an approval signature by their local Pastor is required for every camping season. All staff must complete a staff application to be approved by the Coordinator. All prospective staff must be notified that a personal Background Check is required per insurance underwriter policy and international corporate offices.
2. All lesson materials by teachers must be discussed with the Director and approved by the Coordinator.
3. All Directors will receive a set allotment for expenses incurred per camping season. At the end of said camp, Directors must turn in receipts according to allotment amount. Camp evangelist/guest speaker expenses

must be discussed and pre-approved by the Coordinator before invitation to come.

4. Prior to end, Camp Manager will provide the necessary supplies and checklist for proper order. A full ground and facilities clean up will be completed at the end of each camp session. The Camp Manager, Director and Dean must together check all areas. When approval has been given by the Camp Manager, a post meeting will be conducted with the Director and the Coordinator before departure.

5. The Camp Coordinator will organize and conduct a Directors' training session on an annual basis for the development of present Directors. The Directors and/or Coordinator will provide this training for staff personnel.

6. Camp Staff may work only (2) consecutive weeks in a camping season. Directors are responsible to inquire of each staff person's eligibility and inform potential staff of this policy. Any additional camps to be worked must be approved by the Coordinator.

7. Cabin Leaders must stay in their cabins each night with the campers - NO EXCEPTIONS. This allows for interaction and establishes rapport with the Campers. All other approved staff members should stay at camp and not travel back and forth unless approved by Coordinator. Due to insurance policies, proper procedures must be followed when departing the campgrounds. All staff must sign in and out if they leave the site.

8. No unmarried person under age 19 may work in summer camp unless he/she attends Collegiate Camp.

9. All staff (including kitchen) will not be allowed to bring children or helpers without the expressed permission of the Directors (see Staff Approval Rule). Non-staff personnel brought will be charged a nominal fee to defray the cost of room and board.

10. Campers cannot arrive a day early of camp session or have an extended stay due to safety and insurance policies. Campers must arrive at the appointed time and have pre-arranged transportation pick up at the appointed check out time.

11. Campers will not be permitted to register after 6 PM of the second day of camp. Late registrants who are accepted by the Director will be charged the full fees - no prorating of tuition will be allowed. Due to insurance requirements, and the camp policies, non-paying campers cannot visit or attend any camp sessions. Please respect and observe this policy.

12. Camp Boothe, Inc. prefers that neither divorced nor unwed mothers and pregnant girls/ladies attend the summer camp sessions as a camper. Retreats are open and encouraged for these individuals.

13. All campers will be subject to a lice inspection during the registration process to be conducted by camp medical personnel.

14. The use of phones by campers is restricted unless approved by the administration. The use of cell phones is strictly prohibited. Any exceptions will be at the Coordinator's discretion.

15. Staff members will be given free fountain drinks during each camp session. Snacks must be purchased through the proper channels.

16. All summer camps will have the same general theme. The Coordinator will purchase banquet materials and appoint someone to decorate for all camps. The Coordinator will purchase clerical, medical and recreational supplies. This will be available on an equal basis for each summer camp session.

17. Past registered campers will receive via mail a camp application and chart of events along with dates, fees and information from the Directors.

18. Staff personnel should not arrive at camp until the appointed time given by the Directors.

19. Staff orientation is required prior to the opening of each camp season. The Directors will be in charge of the orientation and all staff members are required to attend.

20. The camp dress code will be as follows:

Clothing for staff and campers must be appropriate for the Christian camping setting. Clothing must not be so tight, so loose or so short as to be revealing and disruptive to the Christian camping environment or of a safety concern. Camping Ministry Administration reserves the right to correct any and all clothing concerns.

21. No pets or animals of any kind are allowed anywhere in or on the camp premises.

22. No male or female camper or staff member should be alone at any time on camp property.

## **Job Descriptions and Duties**

**Purpose:** The purpose of this document is to outline the job descriptions and duties for each staff position being utilized in summer camps.

**Scope:** These descriptions outline the primary functions of each position in the summer camp sessions. In addition to these functions, other duties may be assigned as deemed necessary.

**Deans (male and female)**  
**Responsible to: Camp Director**  
**Duties:**

1. Assist with camper orientation on the first day of camp as scheduled.
2. Responsible for supervision of Cabin Leaders and other staff.
3. Assist when needed in matters of discipline.
4. Responsible for campers' attendance at all camp activities.
5. In charge of daily cabin inspection. No dirty cabins will be allowed.
6. Responsible to regulate line-up at mealtime.
7. Arrange for prayer at each meal.
8. Aid in maintaining order at mealtime and in chapel.
9. Assist with Daily Staff Meetings.

10. Assign extra cleanup detail to Cabin Leader groups as needed (includes restrooms/showers in dorm daily).

11. Responsible to work with caretaker on last day cleanup schedule for cabin groups and supervise same.

12. Make final inspection with caretaker before Cabin Leaders and staff leave campsite.

13. Become familiar with the most recently revised edition of the Camp Operations Manual and comply with all its procedures. Assist with staff training as needed.

### **Camp Secretary**

**Responsible to: Camp Director**

#### **Duties:**

1. Assist with the registration process for campers when needed.

2. Take care of any correspondence during camp.

3. Place applications in alphabetical order, separated by gender.

4. Prepare material for the permanent files.

5. Complete camp statistical reports.

6. Ensure the camp office phones are attended at all times during camp (includes during service times -this may be rotated as needed).

**Camp Nurse/Medical Personnel**  
**Responsible to: Camp Director**  
**Duties:**

1. Ensure strict confidentiality for each camper's medical information.
2. Know the address and phone number for the nearest poison center.
3. Keep accurate records of any first-aid administered. This will include making an entry in the treatment log book, providing the following information:
  - Name of camper
  - Date and time of injury or illness
  - Symptoms
  - Medical action - medical treatment administeredFor accidents, provide enough information to the Coordinator for the injury report form for insurance purposes.
4. Turn completed records over to the Camp Coordinator at the end of camp for permanent files.

5. Check campers' health forms on the first day of camp and inform Cabin Leader and Dean of any unusual circumstances that may require special attention.
6. Develop a well-planned pattern for handling emergencies such as, knowing the transportation to use, phone location and numbers, who to contact, etc.
7. If a Doctor is needed, send the camper's health form along for the Doctor's use.
8. Administer any medication that the camper is required to take at camp and document on MAR.
9. When not in the infirmary, leave a note stating where you may be found.
10. Must be licensed LPN or RN.

**Evangelist/Evening Speaker**  
**Responsible to: Camp Director**  
**Duties:**

1. Plan messages (sermons, stories, etc.) that compliment the camp theme. Make these plans far enough in advance, so as to allow the evening Program Director adequate time to prepare supporting programs and arrange props.
2. Throughout the camp session, find opportunities to interact with the campers. This helps build good rapport. You will have a better handle on to whom you are ministering and the campers will have more confidence in what you say. Let them get to know you, the person, as well as you, the Evangelist.

**Evening Program Director/Worship Leader**  
**Responsible to: Camp Director**  
**Duties:**

1. Plan diversified, spiritual services for each evening in conjunction with (or with the approval of) the Director.
2. Use campers in your programs as much as possible.
3. Be responsible for any props needed for special services.
4. Solicit assistance from other staff as you feel necessary, being careful not to keep them away from their campers unnecessarily.

5. Conduct music club (when requested by Director). Maintain proper discipline in class that is fair and firm.

6. Teach new songs as well as keeping some of the old. Use songs suitable for the age level of campers.

### **Camp Teacher**

**Responsible to: Camp Director**

#### **Duties:**

1. Pray, plan and prepare carefully and thoroughly to teach each lesson. Teach with authority.

2. Be interested in the needs of the campers.

3. Maintain proper discipline that is firm, fair, and administered in love. Do not show partiality. Report any problems to one of the Deans.

4. Make the lessons real and within the understanding of the campers.

5. Keep the lessons interesting through the use of examples, class involvement, visual support and variety.

6. Be more interested in leading the camper to discover the meaning of the lesson rather than just covering the material.

7. Set a good example -know Christ and live a real Christian life under all circumstances.

8. Try to motivate the campers to practice the lessons in their future, daily life back home and not just during the short time at camp.

### **Recreation and Fun Time Directors**

**Responsible to: Camp Director**

#### **Duties:**

1. Plan a well-rounded, supervised program for recreation.

2. Be in charge of all recreational equipment, putting up and taking down of same. There should be no equipment left lying around the grounds after recreation is over each day.

3. Keep the courts properly marked off for various sports (liner is available).

4. Keep less-active campers in mind. Plan and organize group participation

activities for them. Also, there are some good indoor games.

5. Organize for a tournament day if desired by the Director.
6. Set up some sort of check-out system for the equipment as needed.
7. Be in charge of packing up all recreational equipment at the end of camp and preparing a list of supplies needed for replenishment.
8. Plan for special day activities as instructed by the Director.
9. Plan a full time period and be prepared for rainy days.
10. Screen volunteer material before it is used to be sure it is in good taste.
11. Use fun time songs along with skits. Use campers as much as possible.
12. Do not use any stunts that might injure a person (refer to the camp policy regarding hazing).
13. Pre-approve any equipment, props, etc. prior to camp. Kitchen/Shop areas will be off limits for impromptu equipment etc. Come prepared!

### **Camp Workers/Helpers**

**Responsible to: Deans**

#### **Duties**

1. Must be selected by the Camp Director.
2. Assist in the various cleanup duties in and around the camp facilities (garbage pickup, floor maintenance, etc.).
3. Should stick to the schedule and comply with "lights out", etc.
4. Must attend Workers Course during Collegiate Camp if under the age of 19.

**Snack Bar Coordinator (must be responsible adult)****Responsible to: Camp Director/Snack Bar Manager****Duties:**

1. Responsible for keeping proper supplies in candy, chips, drinks, etc.
2. Keep snack area clean and sanitary.
3. Keep canisters in working order.
4. Open snack bar at scheduled times only. Always keep locked at other times.
5. Ensure that only authorized helpers are allowed inside the snack bar.
6. May enlist help from other staff at peak periods with permission from the Director.
7. Assist in other areas as directed.

**Cabin Leaders****Responsible to: Camp Deans****Duties**

1. Be at the camp site by the time specified by your Director so you will have time to get your things settled in your room and be ready for a staff meeting and training as scheduled.
2. You will need to bring alarm clock, flashlight, Bible, etc. Plan ahead to the days of camp and take with you those things that may prove helpful, using wisdom of course.

3. Be ready with some sort of fun time songs, skits, monologues, games or some funny performances for your group in the event of rain.
4. Keep an eye on your group during the evening services and help keep them quiet. Keep an eye on them but try not to be obvious.
5. Spread out during the services to help maintain order.
6. Cabin devotion is a special time for you and your group. Use this time profitably for the spiritual uplift of your campers.
7. Spend some time in prayer and private devotion before and during camp. Pray for the camping program, campers, staff, yourself as a leader, your campers and their families and for the overall operation of the camp.
8. Bedtime devotions should be conducted. Hopefully, this will help quiet your campers, preparing them for the night and leaving them on a good note.
9. You are responsible for daily cabin cleanup. You may need to teach some of your campers. Encourage them to strive for the daily cleanliness.
10. When your cabin is assigned a special cleanup detail, you are responsible to see that it gets done.
11. Never treat an injury or give medication (including aspirin). This should be left to the Camp Nurse or medical personnel.
12. Keep a record of any spiritual experiences that your campers receive.
13. Go immediately to your cabin when the signal is made at night and see that your campers do the same. It is your responsibility to maintain reasonable quietness after "lights out" call.
14. Obey the rules of the camp and see that your cabin group complies as well. Never complain about rules, meals or anything else around your campers.
15. Take full advantage of the altar services to help bring our youth to Christ. Encourage your campers who have the Holy Ghost to be altar workers and set the example for them. Be ready to explain the "how to's" of salvation.
16. Attend daily staff meetings as directed.
17. On the last day of camp, faithfully carry out duties assigned to your cabin, and leave your cabin spotless for the next camp. The campers must check out with you and you must check out with the Dean before leaving.

18. Any articles of clothing, etc. left behind should be taken to the staff house.

### **Life Guard**

**Responsible to: Camp Director**

#### **Duties**

1. Organize and supervise pool activities.
2. Operate and enforce the rules for pool safety.
3. Care for the pool equipment. Store at the conclusion of camp.
4. Test and identify "deep water" swimmers by wristbands.
5. Keep pool area clean.
6. Know how to contact the Camp Nurse in case of an emergency.
7. Enlist the help of other staff personnel as needed to monitor large groups of swimmers.

### **Social Media / Photographer**

**Responsible to: Coordinator /Camp Director**

#### **Duties**

1. Plan daily post with a recap of the day's events or an agenda of what will happen during the day.
2. Be mindful to include all aspects of the day.
3. Post a variety of pictures.
4. Make sure all pictures are appropriate and nothing can be misconstrued.
5. No pictures should be posted during swim time (day or night), from inside the cabin, or during alter/prayer time.

6. All pictures/ video must be approved by the director or coordinator.

### **Staff Training**

**Purpose:** This training plan is to help assure that all camp staff will be familiar with the policies and procedures outlined by camp management and to assure that each camp is operated in a fair, consistent, ethical and efficient manner.

**Scope:** This procedure is applicable to all camp management, Directors and

staff.

**Details:**

1. As a staff member, please remember your loyalty and responsibilities to the Director.
2. Never complain about anything to anyone other than to the Director or Dean.
3. Be an example to campers by obeying the rules governing the camp, both written and unwritten. When you are advised to restrict campers in a certain area of discipline, you must also restrict yourself if your instructions to them are to be followed.
4. Remember the chain of responsibility. As you do this, you will also inspire among the campers respect for authority and for you.
5. It is best for disciplinary purposes if staff members spread out evenly during evening services. We worship with the campers and not watch them worship.
6. Be careful how your conversation goes. Always be positive at camp to help others.
7. Single and married staffers should be careful of their conduct. Staff personnel should always be at camp for the sole purpose of ministering to campers.
8. Get involved and encourage all campers to be involved in the daily scheduled events. This includes praying at the altar with campers.
9. Read the daily schedule and always be on time.
10. All staff personnel should be in their designated sleeping quarters at "lights out".
11. UNITY is a must among our staff. Let us all work together and support one another in prayer.
12. Camp management stands firmly against harassment in any form. Any harassment or perceived harassment must be reported to the Director immediately. Each case will be thoroughly investigated and dealt with in the appropriate manner.

Curfew for staff implemented.

There are additional procedures from the camp manual that will be covered in the staff training sessions.

Any staff member in non-compliance of this training is subject to dismissal.

**Guidelines Regarding Child Abuse**

**Purpose:** These guidelines are given to assist the Cabin Leaders in helping detect and report child abuse. The general information is given by the National Center for Missing and Exploited Children

**Scope:** These guidelines are applicable to all camp management and staff

**Detail:**

While summer camp is an experience enjoyed by millions of children every year, it is also a time in which caretaking responsibilities may be transferred from the family to others. Children placed in your care may come from unknown backgrounds and may have experiences unknown to you. Some may bring problems that you do not have the experience or training to address properly. You are in a position to be a source of strength and help to children placed in your care.

**Reporting Child Abuse or Sexual Exploitation:** Child abuse is a term that encompasses mental, physical and sexual victimization of children. It is important to know that in every state there are agencies that are required to examine reports of suspected abuse and to use their expertise in handling the cases. If you suspect that a child assigned to you is a victim of child abuse, you should report this to the Director or Camp Nurse. They will discuss the suspicions with you and possibly talk to the child. It may be necessary for them to report this to the child protective services agency.

**Detecting Sexual Exploitation:** There are behavioral signs that may indicate victimization. This is especially true of children who have been sexually molested. You should be alert to the following signs of sexual abuse:

- ♣ Changes in behavior, extreme mood swings, withdrawal, fearfulness and excessive crying.
- ♣ Nightmares, fear of going to bed, or other sleep disturbances, such as bed-wetting.
- ♣ Acting out inappropriate sexual activity or showing unusual interest in sexual matters.
- ♣ A sudden acting out of feelings or aggressive or rebellious behavior.

**Guidelines Regarding Child Abuse**

- ♣ Regression to infantile behavior.

- ♣ A fear of certain places, people or activities, especially being alone with certain people. Children should not be forced to give affection to an adult or teenager if they do not want to. A desire to avoid this may indicate a problem or may indicate that parents have cautioned the child against such behavior.
- ♣ Pain, itching, bleeding, fluid or rawness in the private areas.

A child coming to summer camp is entering a strange environment and may experience homesickness or anxieties that can lead to behaviors similar to the signs of sexual molestation. Do not simply discount the behavior as homesickness. Bring it to the attention of the Director or Nurse. You are in a position to be of comfort and aid to the campers placed in your care. Even if the child's behavior is a result of homesickness, his or her camp experience will be much more enjoyable if the cause of the distress is addressed.

### **What To Do:**

Follow the guidelines below if a child indicates that he or she may have been the victim of abuse or exploitation.

- ♣ DON'T panic or overreact to the information disclosed by the child
- ♣ DON'T criticize the child or claim that the child misunderstood what happened.
- ♣ DO respect the child's privacy. Take the child to a place where you cannot be overheard by the other campers. It is important that you discuss the child's situation only with the Director or Nurse. Your campers should not become the subject of camp gossip.
- ♣ DO encourage the camper to tell the Director or Nurse. Make sure that the child feels that he or she is not to blame for what happened.

**Precautions Against Accusations of Sexual Abuse or Exploitation:** Child abuse is a serious criminal offense. As a Cabin Leader, you may be placed in sensitive situations, making you vulnerable to charges of child molestation. If you take these simple precautions, you need not be afraid of groundless accusations.

- ♣ Have other staff members present when supervising showers, changing into swimsuits or other circumstances in which the child may be dressing or undressing.
- ♣ Respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.
- ♣ The child has the right to reject displays of affection if he or she feels

uncomfortable about them.

- ♣ Protect your own privacy. You should use common sense in discussing sensitive subjects with your campers and you should not go into details of your private life.

Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the camper and camp staff if staff members respect the child and place reasonable limits on their physical interaction.

**Guidelines for Directors:** One of the hardest things for us to accept and understand is the fact that there are people who do sexually molest or abuse children. Sexual victimization is a very serious problem. Given the number of children who attend camps each year, we can no longer deny the existence of this abuse, nor can we deny our responsibility to report suspected abuse to the child protective services.

The laws in many states require that any professional who is responsible for the care and supervision of children must report cases of suspected child abuse to the proper authorities. Civil or criminal penalties may apply for failure to report.

There are several situations that you may encounter involving suspected child sexual abuse at camp including the following:

- ♣ A camper who indicates that he or she was sexually abused prior to coming to camp.
- ♣ A camper who claims that he or she was sexually molested while at camp
- ♣ A minor camp staff member who may have been sexually abused at home or at camp.

Any of these situations would demand your immediate attention and action - always include the Coordinator. In cases of previous sexual abuse, you must report this suspected abuse, even if it may have occurred in another state. The child protective services in your state can arrange for their counterparts in the other state to investigate. In the child claims someone other than a parent or stepparent was the molester, you may want to notify the parent yourself.

### **Registration Procedure for Summer Camps**

**Purpose:** The purpose of this document is to facilitate the registration process and help ensure an effective and consistent system.

**Scope:** This procedure is applicable to all registrations for Summer Camps at this facility.

**Procedure:**

1. Normal registration will be held in the gym of the Multi-purpose Building where various stations will be set up for each step in the process.
2. The camper should go to each station (in order) prior to going to their cabin.
3. At each station, the assigned staff member will initial their respective section on the registration sheet indicating that the camper has completed that step in the registration process.
4. The camper will give the registration sheet to their cabin leader who will then turn in to the camp secretary.

**Note:** No camper will be allowed to sign up for a cabin or unpack in a cabin until all stations on their registration sheet have been signed by the appropriate Staff member.

Please go to each of the stations listed below and in the order in which they are listed:

## **Visitor Policy**

**Purpose:** The purpose of this document is to outline the policy concerning visitors during summer camps and retreats

**Scope:** This policy is applicable to all summer camps and retreats held at Camp Boothe, Inc.

### **Policy:**

1. Generally, having visitors while camps and retreats are in session is prohibited. The main focus should always be upon the campers.
2. If Pastors and/or Overseers visit during the evening sessions, they are welcome to have dinner with the campers and staff. Thursday night is Pastor/Spouse night and they must notify Camp Directors of their attendance for the meal and/or service.
3. Any exceptions to this policy should be reviewed in advance with the Camp Director.
4. Any visitor that attends any portion of the camp, conference, and/or retreat must sign in and out on the visitors log in the staff house.

## **Budget**

**Purpose:** To Prayerfully and thoughtfully execute, through budgetary stewardship and with the leading and guidance of the Lord, the finances which He has so graciously provided and will continually provide during the camping season.

**Scope:** To plan the budget for the appointed camp ministry.

### **Detail:**

1. Each director is to pre-plan a financed set of priorities in support of the appointed camp ministries.
2. Each camp will receive an allotted amount for expenses that accumulate during the duration of the specific camp.
  - a. Collegiate \$1,500.00
  - b. Senior \$1,500.00
  - c. Discovery \$1,500.00
  - d. Pee Wee \$1,000.00
3. All expenditures are to be submitted with the properly signed receipts to the coordinator for reimbursement.
4. Each account is managed by an appointed steward (director) who is authorized to expend and be responsible for the account.
5. Free-will offerings and other fund raiser activities are the responsibility of the steward.
6. All receipts/ invoices are requested to be signed and submitted to the director.
7. A camp budget support form is requested for submission which list each expected or proposed expenditure and projected cost.

# Directors' Proposed Budget Camping Season 2018

Camp \_\_\_\_\_ Steward \_\_\_\_\_  
\_\_\_\_\_

Planned Activities	Amount
TOTAL	

NOTE: This proposed budget is intended as a stewardship cash flow management guide. It will not be all encompassing because there will be needs that are unknown. The budget should not exceed the allotted amount agreed by the camp board. The intent is to judiciously use the Lord's financial blessings to our camping program to meet the relational and spiritual needs of our campers and staff. Please be as detailed as possible. In order to effectively manage the budget, it will be necessary for the steward to approve all expenditures under his/her responsibility and submit them to the coordinator for reimbursement. May the Lord richly bless you and your efforts for Christ and the Kingdom.

Steward Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

NOTE: If more space is required attach additional pages and/or support

documentation.

# FORMS

Staff Application

Background Check

Camper Application

Retreat Application

Training Attendance Roster

Staff Worksheet

Timeline

Proposed Budget

Expense Reimbursement

Code of Ethics

Winter Conference – Registration Form

Summer Camp - Registration Form

Camper Rules

Maintenance Request

Cabin Sign Up forms

Visitor Sign In/Out

Staff Sign In/Out

Camper Sign In/Out

Experience Sheet

Processing Questions (younger and older camps)

Waiver and Release Form

Final Clean Up List