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Greek Orthodox Metropolis of Atlanta

**Education, Hellenic Culture
& Youth Diakonias**

**St. Stephen's
Summer Camp**

Staff Manual

Saint Stephen's Summer Camp Committee 2006

Executive Committee

Camp Director: Fr. Stavros N. Akrotirianakis

~Responsible for overall program including schedule/staff recruitment/staff training and orientation/execution of the program, as well as the liturgical schedule during the sessions of camp.

Contact info: St. John Greek Orthodox Church ~2418 Swann Avenue~Tampa, FL~33609~Phone: 813-876-8830 (office) ~Email: frstavros@cs.com

Assistant Camp Director: Ethel Gjerde

~Primary responsibilities include supporting and assisting Camp Director. Responsible for processing of forms and cabin assignments prior to camp season and supervision of cabins/troubleshooting during camp sessions.

Contact Info: Annunciation Greek Orthodox Cathedral~2500 Clairmont Road, NE Atlanta, GA 30329 404-633-5870 sargepw@cs.com

Assistant Camp Director: Father Aris Metrakos

~Primary responsibilities include supporting and assisting Camp Director. Responsible for the camp theme and development of curriculum, as well as its execution in Orthodox life and hang time, will direct the music and evening programs, and will be responsible for communicating the rules, as well as dealing with discipline when rules are broken.

Contact Info: Holy Trinity Greek Orthodox Church~1931 Sumter Street Columbia, SC 29201 803-252-6758 protopop1@yahoo.com

Metropolis of Atlanta –Youth Coordinator: Michelle Cassimus

~Liaison between Metropolis, Camp Committee and Diakonia Center; responsible for advertising, website and public relations; will assist in photographs and other PR work at camp and will represent the Metropolis Youth Office

Contact Info: Greek Orthodox Metropolis of Atlanta~2480 Clairmont Road NE Atlanta, GA 30329 Office phone: 404-634-9345 Email: youth@atlmopolis.org

Committee Members

Nurse-Peggy Anthony: (Charleston, SC): anthonml@musc.edu

Nurse-Yancy Pappas: (Atlanta, GA): yanceypappas@bellsouth.net

Arts and Crafts-Peggy Dunkerly: (Marietta, GA): greekpd@comcast.net

Arts and Crafts-Donna Vick: (Myrtle Beach, SC): grnacres@sccoast.net

Diakonia Center Executive Director-Elaine Miller:864-944-6788 elaine4diakonia@aol.com

[Diakonia Center Property Manager-Sam Karahalis: 864-944-6788](mailto:karahalis@hotmail.com)

karahalis@hotmail.com

[Food-Haido Pourlos\(Greenville, SC\) 864-354-3269- hpourlos@att.net](mailto:hpourlos@att.net)

Directions to the Diakonia Center

www.diakoniacenter.org

Diakonia Center

455 Quail Ridge Road~~Salem, SC 29676

864-944-6788

From Atlanta and points south

1. Take I-85 North toward South Carolina
2. Take SC exit 1 going north east on the Cherokee Foothills Scenic Highway 11
3. STAY ON HWY. 11 for approximately 32 miles. (After approximately 15 miles after you get off of exit 1, you will pass through Westminster and then cross Hwy 28 near Walhalla; you will be driving about 15 more miles past Hwy 28, for a total of 32 miles)
4. Watch for the CITGO station on your left; if you cross Hwy 130, you have gone too far.
5. Turn left at the CITGO station on North Little River Rd; go 2 miles.
6. Watch for a brown Piedmont Forestry Resources sign; turn left at the sign onto Easy Street Go a little over 1/2 mile.
7. Watch for the green DIAKONIA CENTER sign on your left. It is easy to miss; use your odometer. There is a corral & shelter for horses across street from the entrance, on the right side of the road.
8. Turn left into the Center and then left into the Parking lot. We will bring your luggage from the parking area with a golf cart.
9. Walk down the gravel path to the dining hall and check in there.

From Charlotte and points northeast:

1. Take I-85 South towards Gastonia
2. Take SC Exit 92 West- Highway 11 (Cherokee Foothills Scenic Highway); STAY ON HIGHWAY 11

3. Take Highway 11 West, passing through Chesnee and various crossroads towns; watch the signs carefully; there are a couple of right-hand turns at T-intersection; ALWAYS TAKE HWY. 11.

4. There is one place near TABLE ROCK where you bear off to the LEFT STAYING ON Hwy. 11 (Hwy. 276 bears off to the RIGHT; DO NOT TAKE HWY. 276)

5. You will pass Table Rock State park. Shortly after you cross the bridge over Lake Keowee, you will cross Hwy. 130. Continue 1 mile past Hwy. 130.

6. Watch for the CITGO station on your right. Turn right at the CITGO station onto North Little River Road; go @ 2 miles

7. Watch for a brown Piedmont Forestry Resources sign; turn left at the sign onto Easy Street

8. Go a little over 1/2 mile, and watch for the green DIAKONIA CENTER sign on your left. It is easy to miss; use your odometer. There is a corral & shelter for horses across street from entrance.

9. Turn left into the Center and then left into the Parking lot. We will bring your luggage from the parking area with a golf cart. Walk down the gravel path to the dining hall and check in there.

10. The trip is approximately 160 miles from Charlotte and takes about three hours in normal traffic.



Emergency Numbers

**FOR ANY TYPE OF EMERGENCY, NO MATTER WHAT IT IS,
CALL 911**

Oconee County Sheriff's Office
Phone: 864.638.4117

Oconee Memorial Hospital
298 Memorial Drive
Seneca, SC 29672
Phone: 864.882.3351

Directions to the hospital from the Diakonia Center:

- | | |
|---|------------|
| 1:Start out going NORTHEAST on QUAIL RIDGE RD toward SC-S-37-534 / EASY ST. | 0.1 miles |
| 2:Turn RIGHT onto SC-S-37-534 / EASY ST. | 0.6 miles |
| 3:Turn RIGHT onto N LITTLE RIVER RD / SC-S-37-57. | 1.9 miles |
| 4:Turn RIGHT onto SC-11. | 12.2 miles |
| 5:Merge onto BLUE RIDGE BLVD / SC-28 E via the ramp on the LEFT. | 5.2 miles |
| 6:Turn RIGHT onto SC-S-37-347 / MEMORIAL DR. | 0.2 miles |

Clemson Health Center
885 Tiger Blvd.
Clemson, SC 29631
Phone: 864.654.6800

Directions to the Health Center from the Diakonia Center:

- | | |
|--|------------|
| 1: Start out going NORTHEAST on QUAIL RIDGE RD toward SC-S-37-534 / EASY ST. | 0.1miles |
| 2: Turn RIGHT onto SC-S-37-534 / EASY ST. | 0.6 miles |
| 3: Turn RIGHT onto N LITTLE RIVER RD / SC-S-37-57. | 1.9 miles |
| 4: Turn RIGHT onto SC-11. | 12.2 miles |
| 5: Merge onto BLUE RIDGE BLVD / SC-28 E via the ramp on the LEFT. | 5.7 miles |

- 6: Turn LEFT onto US-123 BYP N / US-76 BYP E / SC-28 E.
Continue to follow SC-28 E.
- 7: End at 885 Tiger Blvd.

7.9 miles

St. Stephen's Camp Staff
Emergency Action Contingency Plan

1. The Emergency Action contingency plan is activated by the radio call "911 at (LOCATION)." Three components or stations of responsibility are necessary to expedite a rescue effort in the event of emergency. They are:
 - a. Emergency command
 - b. Communications Station
 - c. EMS Watch
2. Emergency command forms at the 911 location. The camp nurse is in control of the medical assessment and first aid efforts
 - a. The counselor/priest/person etc. who made the 911 call.
 - b. The Nurse
 - c. The Operations Manager
3. Communications Station (at the office)
 - a. Volunteer _____
 - b. Volunteer _____
 - c. Executive Director
4. EMS Watch (at Quail Ridge Rd and Easy St. "The Front Gate")
 - a. Volunteer _____
 - b. Volunteer _____
 - c. Volunteer _____
5. Any waterfront activities underway when a 911 radio call comes in should be shut down.

a. Volunteer _____

b. Volunteer _____

c. Life-guard _____

Things to Bring

- 🍏 BIBLE (PREFERABLY AN ORTHODOX BIBLE)
- 🍏 SLEEPING BAG AND SHEETS ARE OPTIONAL (SHEETS PROVIDED BY THE CAMP)
- 🍏 BEACH TOWEL TO SIT ON OUTSIDE
- 🍏 SWIM SUIT (ONE-PIECE SUITS, **NO BIKINIS**)
- 🍏 TWO TOWELS, ONE FOR THE SHOWER AND ONE FOR THE BEACH
- 🍏 T-SHIRTS
- 🍏 SHORTS
- 🍏 CASUAL OUTFITS FOR LITURGY CELEBRATIONS (NICE SLACKS AND SHIRT FOR BOYS~~ SKIRT AND BLOUSE OR DRESS FOR GIRLS)
- 🍏 SWEAT SHIRT / SWEATER / JACKET (CAN GET COLD AT NIGHT)
- 🍏 LONG PANTS / SWEAT PANTS
- 🍏 SOCKS AND UNDERWEAR
- 🍏 SLEEPING CLOTHES
- 🍏 SNEAKERS (2 PAIR-IN CASE ONE GETS WET!)
- 🍏 TOILETRIES
- 🍏 BUG REPELLANT
- 🍏 FLASHLIGHT / BATTERIES
- 🍏 SHOWER SANDALS / SMALL SHOWER 'TUB' FOR TOILETRIES
- 🍏 SUNSCREEN
- 🍏 PENCIL / PEN
- 🍏 STATIONARY
- 🍏 PRE-STAMPED ENVELOPES FOR LETTER WRITING
- 🍏 **A PRE-WASHED WHITE T-SHIRT AND A PRE-WASHED WHITE PILLOW CASE FOR TIE-DYING AS AN ART PROJECT**

Optional Things to Bring

- 🍏 SLEEPING BAG AND SHEETS ARE OPTIONAL (SHEETS PROVIDED BY THE CAMP)
- 🍏 BATHROBE
- 🍏 CAMERA (OPTIONAL)
- 🍏 SOFTBALL GLOVE (OPTIONAL)
- 🍏 RAIN GEAR-(IT DOES RAIN!)
- 🍏 FAITH, LOVE & PATIENCE

Things Not to Bring

- NO DRUGS
- NO ALCOHOL
- NO CIGARETTES
- NO ILLEGAL SUBSTANCES OF ANY KIND
- NO FIREWORKS
- NO KNIVES, GUNS OR ANY OTHER WEAPONS
- NO INAPPROPRIATE LOGOS ON SHIRTS

ANY OF THE ABOVE-MENTIONED IS GROUNDS FOR IMMEDIATE REMOVAL FROM CAMP, AT THE EXPENSE OF THE PARENTS!

- NO CELL PHONES
- NO RADIOS
- NO CASSETTES / CD PLAYERS
- NO WALKMANS / IPODS
- NO LAPTOPS / PERSONAL COMPUTERS
- NO GAMEBOYS OR ELECTRONIC GAMES OR DEVICES

ANY OF THE ABOVE-MENTIONED WILL BE CONFISCATED AT REGISTRATION/CHECK-IN AND WILL BE RETURNED AT THE END OF THE CAMP. HOWEVER, WE CANNOT ENSURE THEIR SAFETY!

WHEN IN DOUBT....DON'T BRING IT!

CAMP RULES

Purpose

The rules at Summer Camp are intended to create an environment that maximizes safety and hygiene and minimizes distractions.

Contraband

Contraband items are strictly forbidden. Campers possessing them will be sent home at their families' expense. These include: illegal drugs, alcohol, tobacco products, fireworks, weapons, and any other item whose possession is forbidden by law.

Items that Will Be Confiscated

Cell phones, electronic entertainment devices (iPods, CD players, video games, etc.), and prank paraphernalia will be confiscated on site. Prank paraphernalia will be destroyed by the staff. Cell phones and electronic devices will be returned at the end of camp, but the staff assumes no responsibility for lost or damaged items.

Personal Hygiene

Campers are expected to shower, brush their teeth, and change their clothes at least once daily. Hands should be washed regularly, particularly prior to eating and after using the toilet.

Toilets

The camp is on a septic system and uses low volume toilets. Septic systems work best when lots of water passes through them, and low volume toilets demand lots of flushes. The best way to use the facilities is to use intermediate flushes while cleaning oneself. This keeps the septic system working well and minimizes the chance of clogging a toilet. Should a toilet become plugged, contact a staff member as soon as possible.

Safety

Safety is a matter of common sense. If something seems dangerous or risky, it probably is. These specific instructions will help to minimize the risk of injury.

- ~Do not go near the lake if a lifeguard is not present
- ~ Do not run, unless participating in an athletic event.
- ~Shake out shoes and clothes prior to putting them on (spider and snake avoidance).
- ~Exercise caution when near the underside of dark areas which are home to spiders and snakes.
- ~Do not touch plants with three leaves.

Respect

- ~Do not talk while others are talking.

- ~Do not respond to staff and clergy with “yeah”, “uh-huh”, or in other ways that could be regarded as flippant or overly casual.
- ~Exchange greetings with the people whom you pass or encounter—particularly the clergy.
- ~Pick up after yourself.
- ~Pick up litter when encountered, regardless of how it got there.
- ~Put stuff away when you’re done using it.
- ~Take care of the Diakonia Center as if it belonged to you—it does!

Camp Rules-(Page 2)

Cabin Rules

- ~No boys may visit girls’ cabins, no girls may visit boys’ cabins. (With certain exceptions, boys may be allowed in the common area of a girl’s cabin and vice versa, so long as staff is present at all times)
- ~Campers are to be fully dressed when outside of their cabin, unless they are participating in a waterfront activity.
- ~“Lights out” means go to sleep. Camp days are long and everyone needs to get as much sleep as possible.
- ~Stay in cabins after lights out.
- ~No campers are to be in the cabins unless a counselor is present.
- ~No leaving camp.
- ~Keep cabins clean.
- ~Campers are to attend every event as a cabin. If one or two campers are straggling, their cabin mates must wait for them.

Pranks

- ~There is zero tolerance for pranks. They are not part of the program.
- ~There is zero tolerance for bullying, intimidation, persecution or deliberate meanness to others. This behavior is antithetical to the theme of the camp and the overall mission of Christian camping.
- ~Specifically, pranks includes panty raids, shaving cream bombs and water balloon ambushes..
- ~Specifically, with regard to toilet pranks: The guilty party will clean up. If no one confesses, the entire camp will use only port-a-potties for an entire day.
- ~Specifically, with regard to food fights: The participants will clean up and then have toilet clean-up duty in all cabins the entire next day.

Foul Language

Foul language is not to be used. Public use of foul language will result in punishment and loss of privileges.

Dress Code Policy

- ~Lower garments should be of an adequate length to assure modesty while seated and while participating in camp activities.
- ~No obscene or vulgar slogans or slogans that promote an alcohol or tobacco product.
- ~No sagging and bagging.
- ~No tight or form fitting clothes.
- ~No cleavage.

- ~No exposed midriffs.
- ~No spaghetti straps. ("three-finger" Rule)
- ~No strapless garments
- ~No slits or see through garments.
- ~No exposed undergarments.
- ~Girls: One piece bathing suits.
- ~Boys: No Speedos.
- ~No mesh or see-through without appropriate clothes underneath.
- ~Boys: No tank tops in church.
- ~No pajamas in church.
- ~Boys: no hats in chapel.

If an item of clothing seems as if it might be inappropriate for a Christian camp, it probably is.

Camp Staff will be responsible for determining dress code violations, and the Camp Director reserves the right to amend any provisions that he/she deems to be in the best interest of the campers/staff or camp program.

Flirting, Public Displays of Affection

No hand-holding, sitting on one another's lap, walking or sitting with one's arm around another, or kissing.

DAILY CLEAN UP-LIVING QUARTERS

Rooms

- Keep your clothes and personal items neatly stored and off the floor.**
- Beds made neatly.**
- Sweep Floors in each room and hallway. (Brooms in Janitor closet)**
- Mop floors if needed - (Mops in Janitor closet)**
- Empty wastebaskets - replace liners (In Supply closet)**

BATHROOMS

- Wipe down counter tops.**
- Wipe down sinks/ faucets**
- Clean Mirrors w/ Windex**
- Showers should not have any shampoo or soap in them**
- Mop showers and floors.**
- Clean commodes- empty trash cans - toilet paper should be on rolls.**
- Empty all trash and replace liners. (Liners in supply closet)**
- No towels should be in the bathroom**
- Spray Lysol-Disinfectant**

COMMON AREA

- Sweep the floor.**
- Mop the floor if needed.**
- Furniture neatly back in place.**
- Personal Items back in rooms**

SATURDAY CLEAN UP-LIVING QUARTERS-

Must be complete before check-out!

- Each room should look like it did when camper arrived! **CLEAN!**
- Remove sheets/ towels/---take to the Bin next to the Laundry room. (Across from the Art Barn)
- Every bed needs to have one pillow and one blanket.
- Fold blanket neatly and place at foot of bed.
- All personal belongings should be gone.
- Remove personal items from furniture in each room
- Check under the beds---should be clean.
- Room needs to be swept and mopped
- Blinds down and closed
- Empty wastebaskets - replace liners (In Supply Closet)

BATHROOMS

- Wipe down counter tops w/ cleanser
- Clean mirrors w/ windex
- Mop showers/ floors
- Clean toilets - empty trash cans, put Toilet paper on rolls.
- Empty all trash and replace liners
- Wipe down all the chrome areas

COMMON AREA

- Sweep the floor.
- Mop the floor
- Furniture neatly back in place

- Check with Counselor before leaving.
- Look in lost in found for missing items.
- Get all art projects to take home!

Dear Campers,

This summer, look forward to making some new amazing projects! We will be working with clay, making candles, creating unique picture frames, sewing and much much more!!!

YOU WILL NEED TO SUPPLY THE FOLLOWING ITEMS PLEASE!

If you would like to bring extra to donate...we can always use them!

1. **White Pillow Case – Standard size, pre-washed and ironed.**
2. **White T-Shirt – pre-washed (Can be an undershirt/or a used white t-shirt)**
3. **Blank CD Case**
4. **Large Empty Soup Can (About 14 oz. size) - The top should be completely off.**

Feel free to bring extras to donate so we always have these items on hand!

We want to keep the “Art Barn” an exciting and creative place!

If you can donate any of the following items
please bring them to camp with you.

Maybe you’ll be real ambitious and scout out some art supply stores or stores like Wal-Mart and ask for donations. The more things we have, the more we can do!

Arts & Crafts Wish List!

- | | |
|---|---|
| <input type="checkbox"/> Used Candles from your home Church - As many as you can! | <input type="checkbox"/> Scrapbooks |
| <input type="checkbox"/> Candle Molds | <input type="checkbox"/> Blenders |
| <input type="checkbox"/> Beads- All types | <input type="checkbox"/> Elastic-stretch thread |
| <input type="checkbox"/> Jewelry-making Tools and Hardware | <input type="checkbox"/> Wire-all sizes |
| <input type="checkbox"/> Fabric Paints and Acrylic Paints | <input type="checkbox"/> Paper Mache mix |
| <input type="checkbox"/> Artist Paint Brushes - All sizes | <input type="checkbox"/> Tracing paper |
| <input type="checkbox"/> Hole Punch - Good quality | <input type="checkbox"/> If you think it can be used in arts & crafts...we would love it |
| <input type="checkbox"/> Ribbons, Cording, | |
| <input type="checkbox"/> Buttons/ thread/ pins | |
| <input type="checkbox"/> Sculpy Clay/ any clay | |
| <input type="checkbox"/> Scissors (Good quality scissors for cutting fabric) | |
| <input type="checkbox"/> Plastic Storage Containers- Any size | |
| <input type="checkbox"/> Irons | |
| <input type="checkbox"/> Ceramic Tile Pieces - All colors and sizes to use for mosaic project. | |
| <input type="checkbox"/> Colored Construction Paper and White Drawing Paper | |
| <input type="checkbox"/> Drawing Utensils (markers, colored pencils, etc) | |
| <input type="checkbox"/> Large Paper Cutter | |
| <input type="checkbox"/> Wallpaper books | |
| <input type="checkbox"/> Board Games | |

BE READY TO CREATE SOME AMAZING THINGS!

In His Love,

Peggy Dunkerly- greekpd@comcast.net

Donna Vick- grnacres@sccoast.net

2006 St. Stephen's Camp Art Chairmev

Aquatics – Waterfront

Basic Rules of the Waterfront

1. Use of waterfront areas is restricted to times designated by the schedule.
2. All campers will take a swim test in order to be able to swim.
3. No swimmer is permitted to shove, dunk, or engage in any hazardous horseplay in or around waterfront areas.
4. There is no diving off the dock into water.
5. Swimming is allowed inside of the dock area. Swimmers are to enter and exit the swimming area from the beach. A deeper swimming area will be marked off on the lake side of the dock.
6. Canoes are permitted outside of the dock area.
7. In the canoes, campers and counselors must wear life jackets at all times.
8. The Life Jackets are to be worn appropriately and fastened properly.

Staff Handbook of Procedures

Mission Statement of Camp

To gather our Orthodox youth for Orthodox Christian fellowship with one another, and grow spiritually through participation in sessions and activities which are rooted in the Orthodox Christian faith and tradition, so that campers might return to their homes with a greater understanding and appreciation of their faith, becoming more committed and active members of the Orthodox Church.

Community Building

The underlying theme of each camp session will be building community. As many events as possible will be designed to build within each cabin a sense of community. Campers will be challenged to make their respective cabin a “small church”, relying on one another, caring for one another, supporting one another, and discovering one another's talents.

In addition to the specific program elements that will be described below, certain general philosophies will govern the functioning of each cabin.

1. The counselors will function as the leaders of each cabin. Besides monitoring the mundane camp necessities such as hygiene, counselors will lead small group discussion and bedtime prayers, participate fully in each

activity, and interact personally as often as possible with every cabin member.

2. Cabin members will function as a group. If they are scheduled to be at Matins at 7:30 and one camper is running late, then the entire cabin will wait for that camper. If that camper needs help, his cabin-mates will come to his assistance.
3. Cabin-mates will sit together at chapel and at all large group activities.
4. By Monday noon, each cabin member will be required to know the name, hometown, parish name and school name of each of his cabin-mates.

Job Description of Staff

Qualifications

1. An Orthodox Christian in good standing
2. Desire and ability to work with young people
3. Ability to work well with others
4. Ability to assist and/or lead activities
5. Possession of integrity, adaptability, and highest possible character
6. At least 19 years of age, one year of college.

Some Things for Camp Staff to Keep in Mind

The purpose of summer camp is to give our youth a greater appreciation for our Orthodox faith, as well as putting our faith into practice. Camp intertwines worship, education, fellowship and socialization in an environment that take campers “out of their element.” While the average Sunday school student attends classes thirty hours a year, camp lasts six days, and is a time where we have the opportunity to help them have significant growth in their faith. The world of camp is very different from what our young experience in school, work, and the media, at home and even at church. The camp staff are an integral part of this process, because they have the primary responsibility to nurture the opportunities for growth, in addition to providing supervision and oversight. So staff members have the unique opportunity to significantly impact (positively or negatively) the Orthodox Christian faith of our fellow human beings. This responsibility is one that is a blessed opportunity and also a very significant ministry. For our reward is to bring others closer to God when we do things right.

The bottom line for each staff member is to “walk the walk!” **DON’T PREACH THE FAITH – LIVE THE FAITH!** Create an environment at camp where the faith can be experienced and lived.

Below are some guidelines that camp staff members should follow in relationships between themselves and campers.

HONESTY

Be honest with yourself, with your campers and with your fellow staff members.

COMMUNICATION

Encourage communication. Be accessible. Talk with your campers; make it easy for them to talk to you. Let them know that their words, their feelings and their concerns are important to you. Remember, the best communicators are also the best listeners.

RESPECT

Treat your campers and other staff member with respect. No matter what their age is, treat them like responsible persons. Their opinions, likes, and dislikes *are* important – let them know that.

PATIENCE

Patience is a virtue, and when working with young people, an absolute necessity.

DISCIPLINE

This is important; however, give them the freedom to be young people. Always emphasize responsibility to the group and to each other. Camp should be a fun and exciting place where young people look forward to going. The key to growth is in the relationships that are developed and the example that is set. *Your example should set the standard.* Remember this and all activities, sessions, campfires, etc. will be faith-building experiences.

Your role as a camp staff member will be one of the most challenging roles you will undertake in life. It can also be one of the most rewarding experiences you will ever have.

General Comments on the work of the staff

Specific guidelines will be outlined below. However, the following are some general guidelines for each staff member.

First and foremost – Challenge the campers to grow in their relationships with Christ through cabin time discussion, morning and evening prayers and various activities.

- ~Learn the like and dislikes of your campers.
- ~Provide opportunities for discussion of individual or group problems and concerns.
- ~Execute and support the camp policies and procedures.
- ~Guide cabin and individual campers in participating successfully in all aspects of camp activities.
- ~Supervise camper health.
- ~Enforce camp safety regulations.
- ~Assist in and/or lead activities as assigned.
- ~Set a good example for campers and others including adhering to camp policies and rules, cleanliness, punctuality, sharing clean-up and chores, sportsmanship, table manners and Orthodox Christian morality.
- ~Follow camp rules and regulations pertaining to smoking, drinking, drugs and contraband items.
- ~Encourage respect for personal property, camp equipment and facilities.
- ~Be sure your campers take showers, brush their teeth, and wear clean clothing, to insure good hygiene.
- ~Be aware of the health and well-being of your assigned campers.
- ~Know where your campers are at all times.
- ~Cooperate and communicate with other staff members.
- ~Be mindful of our purpose here at camp: to experience living an Orthodox life. The staff member is the key person the campers emulate as well as the most visible person in the life of the camper. He/She is the one who can make the summer camp experience enjoyable, meaningful, and above all, Christ-centered!
- ~DON'T FORGET TO HAVE FUN!

STAFF CODE OF CONDUCT

1. Use or possession of alcohol, drugs or other illegal substances will not be tolerated at camp. Any staff member found in possession of, or using these substances, will be asked to leave immediately.
2. There will be no smoking on the campgrounds by anyone. This policy will be strictly enforced. If this is an issue for a staff member, something will be worked out between that staff member and the Assistant Director as to a designated area and time, so that there is no smoking in front of campers.
3. Staff is to confiscate items that are not allowed at camp. **Contraband items will be taken at registration.**
4. Regarding body piercing and tattoos – It has been the policy of our summer camping program for several years that any piercings, other than in the ears, must either be removed or covered. All tattoos must be covered.
5. No profanity of any kind should be used by staff members or campers. This includes telling campers to “shut-up.” Staff members are not to deal with campers or one another in a degrading or abusive manner.
6. Staff members are reminded to ensure that campers are properly supervised at all times. When meeting with a camper privately, another staff member should be present and the doors of the room open. Staff and campers should be familiar with the schedule so that people aren’t running to the cabins constantly (i.e. if your cabin has Orthodox Life followed by swimming, take your swimming things to Orthodox Life).
7. No campers will be allowed in the cabin without a staff member present. That means if the campers reach the cabin before their counselors, they will not enter the cabin until a counselor is present.
8. Doors on cabins are to remain open. The layout of the cabins is that there are “rooms” that have four beds in them on each side of the cabin. These rooms where the campers are going to be sleeping must have their doors open at all times.
9. Staff members are required to be at all activities and take part in them as well. This is very important – the campers will be affected by your level of participation and enthusiasm. The greatest lesson we can teach is by our own example. Pull aside and speak with individuals who are “not getting with the program.” If you have a consistent problem with a camper, consult the Assistant Director. Encourage participation in church, campfires, Orthodox Life and Hang time. Help out at any activities as needed, encourage people on the ropes course. Help keep campers attentive during all activities. Follow the directions of whoever is leading that activity.

- 10. Be on time, follow the schedule, and be prompt to all activities.**
- 11. Be positive at all times, even if an activity is not your favorite activity.**
- 12. There are to be no boys in the girls' cabins, and no girls in the boys' cabins. This includes both staff and campers. There will be no open displays of affection at camp. Both staff and campers should conduct themselves in a proper Christian manner. Staff should also not be out of their cabins after lights out! No one should be wandering the camp at 3:00 a.m.!**
- 13. Staff free time is scheduled by the Camp Director or the Assistant Camp Director's discretion, and only with their permission. Any staff free time will be on a rotating basis and at no time will the campers be left without staff supervision.**
- 14. Staff is not to leave the campground during the camp session, unless specified and approved by the Camp Director or Assistant Camp Director.**
- 15. No cars are to be driven in the cabin areas, and there is to be no driving through the camp in general. All cars are to be parked in designated parking areas only.**
- 16. Phone calls during the camp sessions are to be discouraged. Receiving calls during the camp session only serves to disrupt the camp and takes you away from your responsibilities. If you need to make personal calls, please do so during your free time and not in the presence of the campers.**
- 17. Staff is to abide by camp dress code and see the campers adhere to it at all times. (See separate section on Dress Code.)**
- 18. Regarding discipline problems – felonies and misdemeanors in the enforcement of the rules and regarding discipline problems, certain violations will be considered “Step Two” violations and they will be taken directly to the Camp Director or Assistant Director by the counselor of the affected cabin. “Step one” problems can be handled “in-house.” “Step Two” problems include but are not limited to stealing, fighting, bullying, deliberate destruction of camp or another's property, leaving the main camp area, unauthorized use of the lake area, use of alcohol/drugs, presence of contraband items.**
- 19. Mandatory reporting of abuse – If you observe signs of drug abuse or are told about sexual abuse, suicidal thoughts, etc., these things need to be reported to the Camp Director immediately. (See separate section on Mandatory Reporting.)**

- 20. Eating disorders – Be aware that a large percentage of teenage girls are affected by eating disorders. Keep an eye out for which campers are not eating, or if someone eats and consistently gets up immediately to go to the bathroom. This may be an indication of an eating disorder. Speak to a camper if you suspect an eating disorder, and if a person indeed has a problem in this area, encourage them to speak with one of the camp priests, and to accompany them if they so desire.**
- 21. Respect property of the Metropolis Diakonia Center – We need to keep the facilities clean and free of litter. Trash bags will be plentiful, and we will have litter sweeps if necessary to keep the camp clean.**
- 22. All medication with the exception of asthma inhalers and epi-pens will be turned over to the nurse. Counselors should familiarize themselves with those in the cabin who carry epi-pens or inhalers.**
- 23. Reporting injuries – Counselors will be provided with small first-aid kits, with band-aids and tools for minor injuries. Any other injuries, or medical problems need to be reported to the nurse.**
- 24. Staff meeting – A staff meeting will be held each day during camp. When the staff meeting is held at any time other than hang time, i.e. after a meal for example, then each cabin is represented by only one staff member, the other one remains with the cabin. When the staff gathers for hang time, all staff will attend, after first seeing that their cabin gets to their proper hang time location.**
- 25. Free time – During free time periods, the staff may develop programs or activities involving the whole cabin ~ the whole cabin takes a rest or none, but you can't split the cabin during free time.**
- 26. During sports periods, staff is encouraged to develop organized team sports or game using the basketball, volleyball, or athletic field facilities. Sports equipment and game equipment are available for use. Please return equipment promptly to the storage area when the activity period is over.**
- 27. Cabins must participate in all scheduled activities. During a specific activity, you must remain in the activity area. For instance, during swimming, you don't need to swim but the cabin must remain in the swimming area.**
- 28. Respect all staff – If you have a disagreement with a staff member, do not argue in front of the campers but discuss the issue outside of their presence. Do not gossip about other staff with staff members or with campers.**

29. **Walkie-Talkies** – Walkie Talkies will be assigned to certain staff/cabins for communications around camp. These walkie-talkies do not have private lines and are to be used for questions and emergencies, not for casual conversation. There will also be air horns provided for the staff, which is only to be used in case of an emergency.
30. **No one drives any golf carts** without the permission of the director, assistant director or property managers.
31. **Use of the waterfront** – Under NO circumstances are campers allowed on the beach unless accompanied by a staff member. **NO EXCEPTIONS!** Swimming and boating are only permitted when a lifeguard is on duty. **NO EXCEPTIONS!** Campers and staff must follow the directions of the lifeguards at all times. (See section on waterfront rules)
32. **Ropes Course** – Team-building will be an integral part of the camp program. Staff will be asked to assist in guiding campers through the course. They will be given instruction on how to use the elements as well as debriefing questions to be used. Please use “spotters” when called for and be careful. And also be encouraging of all participants on the ropes course.
33. **Dining Hall Procedures** – Before each meal, campers will gather on the lake side of the dining hall for announcements and prayer. They will line up by cabin. After prayer, cabins will be excused one by one to go into the kitchen and get their food which will be served buffet style. Campers will then go the “meeting hall” for announcements and prayer and be excused from there.
34. **Clean-up Responsibilities per cabin** – Each day, a cabin will be assigned dining hall set-up and clean-up. A cabin will also be assigned to sweep out the chapel/multi-purpose facility every day. Specific responsibilities will be delineated at the beginning of the camp session. (See [Separate page on Cabin Clean up responsibilities](#))
35. **Linens** – During the camp year, we will be renting linens and towels for the three new cabins **ONLY**. All blankets, pillows and belong to the Diakonia Center. (Note: The linens in the director’s quarters, the infirmary and the eight eco-cabins also belong to the Diakonia Center and will be laundered on site.)
 - a. Each camper/staff will be provided with one blanket, one pillow, 2 flat sheets, two bath towels and two face towels upon arrival.
 - b. On the day of arrival each camper/staff will find these items folded on their bed. They will make their own bed. Wardrobes are provided for the camper’s/staff’s clothing as well as space under the beds for empty suitcases.
 - c. On the last day of camp each camper/staff will remove their sheets and pillow case. Each camper will sort sheets, towels and put them in their

pillowcase. Take soiled linens to the “bin” in located in front of the “Art Barn” and behind the Laundry room. The first week campers, at this time, will receive clean linens and towels which they are to place folded on each bed in preparation for the second week campers.

- d. If someone’s sheets or pillow case become soiled or unusable, a LIMITED number of extra linens will be available for exchange in the office.
 - e. The laundry machines are not to be used by campers/staff during the week unless permission has been granted by the Director or Assistant Director.
36. The kitchen is off limits except during meals, or with permission of the [property managers](#).
37. No one is to leave the main camp area without the permission of the camp director or the assistant camp director.
38. [Walkie-Talkies](#) will be used to communicate starting times of activities. [The Director or Assistant Directors will be the time keepers. Activities will end five minutes before the half hour or hour and new activities will begin promptly on the half hour or hour. I.e. if you have Orthodox Life at 9:30 and Swimming at 10:30, Orthodox Life begins at 9:30, ends at 10:25 and swimming begins at 10:30.](#)
39. Bullying – No bullying, intimidation, persecution, or deliberate meanness to others will be tolerated. This behavior is antithetical to the theme of the camp and the overall mission of Christian camping. At the first sign of such behavior, a camper will be told by his or her counselor that this behavior is unacceptable.
40. Pranks – No pranks will be tolerated or encouraged by the staff. This includes going out after curfew, panty raids, shaving cream bombs and water balloon ambushes.
41. These rules are to be adhered to at all times. Staff may not change rules unilaterally. If there is a need to relax one of the rules, this needs to be addressed with the camp director at a staff meeting.

Key to a Successful Staff

The quality of any youth ministry program directly depends on the adult involvement in the program. Young people who attend camp come from diverse backgrounds with a variety of interests. For that reason, the staff also comes from diverse backgrounds with a variety of interests. A diversified staff will relate to a diversity of campers. The common denominator of the staff is our faith as Orthodox Christians and our commitment to the young people who attend the program

- 1. Strength in diversity – While there is strength in diversity, diversity also sometimes leads to conflict. Staff has to be aware that people will have different ideas and different ways of doing things and needs to be patient, honest and create an atmosphere of trust. Make an effort to recognize the talents and gifts that others bring, while also not being afraid to assert (not over assert) your own ideas, talents and gifts.**
- 2. Team Spirit – Pulling off a successful camp session takes teamwork. Develop an attitude and a mindset that the staff is one functioning unit, a cohesive team. When things go well, we all rejoice together. When times are difficult, we band together to manage a crisis.**
- 3. Effective communication – This is essential. Many conflicts are simply a result of poor communication.**
- 4. Care for one another – During the week, get to know your fellow staff members, respect them, pray for them, and be patient and honest with them. Do not argue with a fellow staff member in front of the campers. This diminishes the authority of the staff in the eyes of the campers. Take conflicts aside, even if that means having to wait a while a deal with an interpersonal conflict.**
- 5. Do your share – Camp is not a vacation. It is hard work. When we all do our part and share the load, camp is a great experience for everyone.**
- 6. Be professional – There are guidelines that have been developed in order for us to have a successful camp session. Please follow the rules and keep to the schedule so that things will run smoothly and with consistency.**
- 7. Watch the flirting among not only the campers, but the staff. Some staff come to camp already in relationships. Camp is a time to minister to campers, not develop romance. There are to be no public displays of affection, and after lights out, all staff are expected to be in the cabins with their campers.**
- 8. Be a good example – This is an Orthodox Christian camp. Learn the faith and live the faith. In all your relationships with fellow staff members and with the campers, always maintain Orthodox Christian values and actions.**
- 9. Be positive and enthusiastic – Enthusiasm is contagious, so is apathy. The more enthusiasm and positive energy the staff can bring to the program, the more that is going to rub off on the campers and make for a better camp experience.**

Make Your Cabin A Safe Place

In a safe place people are kind.

Sarcasm, fighting and name calling are not found here. Kindness, consideration and forgiveness are present.

In a safe place there is laughter.

Real laughter comes from sharing meaningful work and play.

In a safe place there are rules.

The rules are few and fair and are made by the people who work and play there, including young people.

In a safe place people listen to one another.

They care about one another and they show it.

Evaluate How You Are Doing...

- **Is your cabin safe from emotional out-downs, sarcasm, and name calling?**
- **Is your cabin a place where young people have fun?**
- **Are fun activities part of your gatherings?**
- **Are campers encouraged to share their sense of positive humor?**
- **Are there written guidelines created with the campers' help? How are they enforced?**
- **Have you taught listening skills to your young people?**
- **Are you listening to them at least twice as much as you're talking to them?**
- **Do your cabin meetings offer chances for them to share?**

*“Everyone should be quick to listen,
slow to speak, slow to anger” (James 1:19)*

Staff Guidelines

Young people may approach you to discuss problems, to ask questions, or simply to talk. Use the following guidelines.

1. **Be a good listener.**
 - The young person should be doing most of the talking.
 - Maintain good eye contact.
 - Look and act interested in what the young person is saying.
 - Ask questions.
2. **Be patient and avoid the temptation to give quick answers and solutions. Often, the first issue brought up by a young person is not the main issue they came to discuss. If you rush to give the “right” answer, you may never hear the real problem or concern.**
3. **Maintain a nonjudgmental attitude.**
4. **Give advice but don’t preach.**
5. **Conversations should be confidential but not secretive. Confidential means that you will not repeat the conversation unless absolutely necessary, and then only to those persons who need to know. The young person should have an assurance that you will keep the conversation confidential, but never promise secrecy. Some issues like abuse, drug or alcohol problems, suicidal and dangerous tendencies, potential violence to themselves or to others, must be reported to the camp director.**
6. **Know your limitations. You can be a friend and a confidant, but you must know when to refer young people to professionals. Unless you have certification from an accredited national and state agency, you should not enter into an ongoing counseling relationship. Self-destructive behaviors and abuse require trained, accredited professionals.**

7. Unless you are a priest, you are not a father confessor. When issues requiring confession arise, refer the young person to a priest who can help them.

The Two-Deep or Double Coverage Staff Policy

In order to avoid situations where actions can be misinterpreted or erroneously recounted, never meet with a young person alone, or behind closed doors. Hold private conversations where you are visible to others or, if indoors, have another staff member present. When indoors, leave the office or room door open. Maintain this policy under all circumstance.

Recognizing Drug Abuse

There are many signs that go along with substance use and abuse. The following list describes some of the changes you may see. These apply not only to the camp program, but also to the camper's home life. In and of themselves, the symptoms may not indicate use or abuse so be careful not to jump to conclusions. However, if you see several indications consider it a warning flag and seek further help and advice.

Physical Symptoms

- **Acting intoxicated**
- **Bloodshot, red eyes, droopy eyelids**
- **Imprecise eye movement**
- **Wearing sunglasses at inappropriate times**
- **Abnormally pale complexion**
- **Change in speech or vocabulary patterns**
- **Repressed physical development**
- **Sudden appetite, especially for sweets**
- **Unexplained weight loss or loss in appetite**
- **Neglect of personal appearance or grooming**

Behavioral Changes

- Unexplained periods of moodiness, depression, anxiety or irritability.
- Strongly inappropriate overreaction to mild criticism or simple requests.
- Decreased interaction and communication with others.
- Preoccupation with self, less concern for others' feelings.
- Loss of interest in previously important things such as hobbies or sports.
- Loss of motivation and enthusiasm.
- Lethargy, lack of energy and vitality.
- Loss of ability to assume responsibility.
- Need for instant gratification.
- Changes in values, ideas, and beliefs.
- Change in friends, unwillingness to introduce friends to family.
- Curfew violations.
- Acquisition of large sums of money.

Social Changes

- Decline in academic performance, drop in grades.
- Reduced short term memory, concentration, and attention span.
- Loss of motivation, interest or participation in activities, energy.
- Frequent tardiness and absenteeism.
- Less participation during sessions and meetings.
- Sleeping in sessions.
- Untidy appearance, dress, or personal hygiene.
- Slow to respond, forgetful, apathetic.
- Increased disciplinary or behavioral problems.
- Change in peer group.
- Disappearance of money or items of value.

Physical Evidence

- Odor of marijuana (like burnt rope) in cabin or clothing.
- Use of incense or room deodorizers.
- Eye drops, mouthwash.
- Marijuana cigarettes (rolled and twisted at ends).
- Powder, seeds, leaves, plants, mushrooms.
- Capsules or tablets.
- Pipes, pipe filters, screens, strainers.
- Roach clips (metal clips to hold butt of marijuana joint).
- Bongos, water pipes (usually glass or plastic).
- Small spoons, straws, razor blades, mirrors (for cocaine use).
- Stash cans (soft drinks, beer, deodorant, and other cans).
- Unfamiliar small containers or locked boxes.
- Plastic baggies, small glass vials, film containers.
- Drug related books, magazines, and comics.

Remember, the listed signs or items are not conclusive signs of drug abuse,

Staff Policy on Child Abuse

The camp's child abuse policy is to ensure that all campers are free from harm, physical/sexual abuse, neglect and sexual harassment. This document is meant to establish guideline for reporting suspected child abuse that may surface while campers are under camp supervision.

Each staff member is responsible for immediately reporting any suspected neglect, physical abuse, sexual abuse or harassment situation to the camp director. All staff will keep the matter confidential and will report it to the camp director only.

IDENTIFYING CHARACTERISTICS

1. Neglect

Physical signs a child may appear:

- Dirty or dressed inappropriately.
- Listless or tired.
- In need of dental care, glasses or medical treatment.
- Developmentally delayed (including speech).

Behavioral signs. A child may report that he/she:

- Is hungry.
- Steals food for him/herself or other children.
- Has never been to school or skips often.
- Cannot stay awake.

2. PHYSICAL ABUSE

Physical signs may not always be observable and can occur on parts of the child's body which are not readily seen. Pay particular attention to injuries that seem incongruent with the description of how the child got them.

- Burns, especially matching burns on both ankles and hands that suggest that the child may have been immersed in hot liquid; cigarette burns; burns in the shape of objects such as steam irons or curling irons.
- Bruises and welts, especially on both sides of the face or body, since accidental injuries rarely leave symmetrical marks; bruises indicate that a child has been grabbed with two hands; patterned bruises which indicate the shape of an object such as a belt buckle, hairbrush or extension cord (Bruises don't always look "black and blue"). On darker skin, they may appear more like blotches, or shiny spots or have a purplish cast. Bruises on lighter skin will appear purplish or yellow in successive stages of healing.
- Bites.
- Broken bones.
- Injuries to the head and eyes.

3. BEHAVIORAL SYMPTOMS OF PHYSICAL ABUSE

The child:

- Is socially withdrawn.
- Has a frequent fight with other children.
- Is unusually passive or complaint.
- Exhibits concern or anxiety when other children get hurt.
- Is fearful or guarded when his/her parents or other adults are present.
- Is fearful of going home.
- Covers injuries with clothing or makeup.
- Has repeated accidents.
- Engages in self mutilating or self destructive behavior.
- Runs away.
- Makes a suicide attempt.
- Is reported to cry frequently, have learning difficulties in which an unidentifiable learning disorder has been ruled out.

4. SEXUAL ABUSE

Physical Signs

- **Bedwetting.**
- **Indication or reports of pain, bruises, bleeding, or recurrent infections in the genitals, rectum, or urinary tract.**
- **Indications or reports of pain, bruises, bleeding, or recurrent infections in the mouth.**
- **Venereal disease in the mouth, genitals or rectum.**
- **Sexually transmitted diseases in children who would not be expected to be sexually active.**
- **Pre-teen or early-teen pregnancy.**
- **Recurrent vomiting or stomach pains.**

Behavioral Symptoms

- **Hyper vigilance.**
- **Sleep disturbances.**
- **Reported fear of particular person or place.**
- **Preoccupation with his/her own or other children's genitals.**
- **Attempts sexual interactions with other children.**
- **Is unusually matured, knowledgeable, or sexually seductive.**
- **Exhibits sudden social withdrawal.**
- **Fearful and/or unwilling to expose his/her body in normal situations such as changing into a bathing suit.**
- **Exhibits infantile behavior and excessive withdrawal into fantasy.**
- **The child reports having no friends.**
- **Exhibits over-sexualized or seductive behavior with a caretaker.**
- **Becomes involved in antisocial behavior (truancy, delinquency, running away, substance abuse, prostitution, or other sexual promiscuity, etc.)**
- **Engages in self mutilation or suicide attempts.**

Reporting Possible Abuse

The following guidelines are for responding to, and reporting cases of possible abuse of a minor by a parent or another adult, a staff member, or by another minor. These guidelines apply to all cases of suspected abuse, whether they occurred at the camp or somewhere else.

WHO HAS TO REPORT POSSIBLE ABUSE?

Any adult who is involved in the supervision of a minor and has reason to suspect that physical, sexual or psychological abuse might have occurred is responsible to report that suspicion. This applies to all staff members that suspect some type of abuse has occurred. Staff members must immediately report the suspected abuse to the camp director. The camp director will determine the appropriate means of reporting the abuse to the

relevant agencies, to the child's parent(s) or guardian, and to the appropriate ecclesiastical authorities on how to handle the situation while at camp.

Staff members must *never* attempt to handle these situations on their own. Campers have been entrusted to the care of the Greek Orthodox Church and the responsibility for reporting any suspected cases of abuse to government agencies, parents or guardians, and to the ecclesiastical authorities lies with the camp director alone. Keep in mind that cases of abuse require treatment by trained and certified professionals. As a staff member you can offer support and encouragement but not treatment or counseling.

MAINTAIN CONFIDENTIALITY

In all possible cases of abuse, strict confidentiality must be maintained. Staff members must report directly to the camp director, who will then determine if it is appropriate or necessary to inform other staff members.

Never promise secrecy to a camper who has reported an incident of abuse. You are legally required to report the abuse. You may promise the young person that you will keep the matter confidential and that only those that need to know will be told.

IF ABUSE OCCURS AT CAMP

Abuse at camp, whether committed by an adult staff member or by a minor, must be immediately reported to the camp director. Employ the following procedures:

- Ensure that the camper is safe and explain the actions that will be taken.
- Report the suspected abuse to the camp director.
- Complete an incident report form.
- The camp director will decide how the camper's parent(s) or guardian will be notified of the suspected abuse and will also contact the proper agencies and authorities.
- If the suspected abuse involves a staff member, the camp director will remove the staff member from any activities involving the supervision of children until the issue is resolved.
- If the suspected abuse involves a camper, the camp director will separate the camper from other campers until the issue is resolved.
- The camp director will immediately advise the proper ecclesiastical authorities of the suspected abuse, seek their direction and guidance, and keep them updated of the situation throughout the reporting process and follow up.

THE INCIDENT REPORT FORM

The staff member reporting the abuse *must* fill out an incident report form and turn it in to the camp director.

WORKING WITH THE ABUSED CAMPER

If a child comes up to you and tells you that he/she was abused, *take it seriously*. If a child is exhibiting behavior that suggests that he/she might be abused, *take it seriously*. Incidents of false accusation are extremely rare.

Avoid interrogating the child as if he/she was on trial. Questions and statements such as the following are extremely insensitive and can inflict more harm on a child:

- Are you sure?
- Maybe you understood him or her.
- That can't be true!
- You probably asked for it!
- Why didn't you tell me sooner?

Be careful not to put ideas into a potential victim's head. Avoid asking leading questions or leading statements that might bring them to say something other than what happened. The idea is to be a good listener.

It is the job of the agency to which we report to do the investigating. Assure the child that he/she is in a safe environment and ask him/her to simply describe what happened. Ask for clarification as they proceed (i.e. What happened next? Where did they touch you?, etc.) Write down these remarks.

WHEN IN DOUBT, ASK.

If you are unsure how to handle a situation or have any questions, don't hesitate to ask for advice.

ACCIDENTS AND MEDICAL EMERGENCIES

In the case of an accident or medical emergency, follow these procedures:

- Keep calm.
- Contact the staff *immediately*. If a nurse isn't close by, contact the nearest First Aid qualified staff member.
- Contact the camp director *immediately*.
- A staff member should stay with the injured/ill camper while waiting for assistance. (That is why we always follow the policy of traveling in groups of three: one person can get help and the second can stay with the injured person.)
- If it is necessary to transport the individual to the hospital, a nurse and one other staff member of the same sex should accompany them. The individual's medical release form must be taken with him/her.
- Following the incident, an incident report form must be filled out and signed by the staff person who witnessed the incident or the nurse who treated the individual. The form is to be filed in the camp office.

KEEP YOUR EYES OPEN

It is every staff member's responsibility to be aware of their campers' health status. Be observant of their appearance; be alert to any overt signs and symptoms of illness. Keep an eye on your campers' eating habits. Make certain that they are eating and drinking enough. Invariably, we have campers who decide they are not going to eat while they are at camp or want to lose weight during a session. This can be a problem.

IRREGULARITY

This is a common problem when children travel to a foreign setting. Encourage fruits, vegetables and *plenty* of fluids. The infirmary has medication if necessary.

FATIGUE

This is another common problem among campers. Please be in attendance in cabins during “siestas” (rest times), and encourage campers to rest. When outside temperatures become excessive, rest helps everyone keep up to the pace. Remember, if a camper stays behind, so does a staff member.

HEAT EXHAUSTION

This is an annual problem that arises when campers or staff members are tired and run down, not eating well and spending time in the sun all day. Be smart! Encourage fluids, rest, and common sense for yourself and campers. At times, you may need to make decisions for others in regard to this. Keep sunburned people *out* of the sun.

NOSE BLEEDS

Some campers get these with regularity. If they recur, have the camper put Vaseline in the nose twice a day, to keep the nasal membranes moist. In order to stop a bleeding nose, have the patient sit, bend the head slightly forward and pinch the nose above the nostrils for about five minutes. Bending forward allows the blood to run down the front of the nose, not the back of the throat (which can result in choking, nausea or vomiting). If the bleeding continues, have the patient gently blow their nose to remove clots or excess blood and then repeat above instructions. An ice pack over the nose may help too.

EAR INFECTIONS

These infections are common during camp. Swimmer’s ear drops are available at the infirmary, as well as an otoscope, which can detect infection.

CONVULSIONS

Try to put the patient on his/her side if possible. Do *not* try to keep the patient still.

CHOKING

If someone begins to choke, have him/her raise one arm and cough. This aids in straightening the trachea. If choking continues, please see instructions on the following page.

Note: We don’t want to encourage inappropriate use of the infirmary. If campers are sick, they will reside in the infirmary. If they aren’t sick but wish to remain in the infirmary, they need direction and guidance from the camp nurse or doctor.

FIRST AID FOR ALL STAFF MEMBERS

1. THE WHY AND HOW OF FIRST AID

Everyone should be able to perform first aid because we will eventually find ourselves in a situation requiring it – either for another person or for ourselves. First aid is the immediate care rendered to the injured or suddenly ill person. It consists of giving temporary assistance until medical care is obtained. Most illnesses and injuries require only first aid care.

2. ACTION AT AN EMERGENCY/FINDING OUT WHAT’S WRONG

During emergency situations, when panic tends to set in, knowing what to do and what not to do can be vital. You can’t help if you don’t know what’s wrong. The methods presented here can be recalled easily during those emergency situations when you are wondering what to do first.

Checking someone who is injured or ill has two parts:

- **Primary survey for life threatening conditions.**
- **Secondary survey for non-emergency conditions.**

The Primary survey consists of “ABCH”.

A – stands for “Airway.” If the person is talking or conscious, the airway is open. If not, use the “head-tilt-chin-left” method (CPR method).

B – stands for “Breathing.” If a conscious person is breathing, note any difficulties. If a person is unconscious, open the airway and look for the chest to rise and fall.

C – stands for “Circulation.” Check circulation by feeling for a pulse (a heartbeat) at the side of the neck (the carotid artery).

H – stands for “Hemorrhage.” Look for severe bleeding which requires the application of direct pressure.

When an Emergency occurs, stay calm.

3. Shock

Shock refers to circulatory system failure, which happens when oxygenated blood isn’t provided in sufficient amounts for every body part.

A. What to look for:

- **Restlessness.**
- **Rapid breathing and pulse.**
- **Pale or bluish colored skin, nail beds or lips.**
- **Moist clammy skin.**
- **Thirst.**
- **Nausea/vomiting.**
- **Unconsciousness (severe shock).**

B. What to do:

- Check the ABCH's.
- Lay the person down on their back.
- Raise the legs 8 – 12 inches.
- Prevent body heat loss by wrapping in blankets.
- Seek medical attention.

C. Fainting

If a person appears to be about to faint:

- Prevent the person from falling.
- Lay the person down and raise the legs 8 – 12 inches.
- Loosen tight clothing, especially around the neck.
- Place a cool, wet cloth on forehead.

D. If fainting has occurred:

- Check the ABCH's.
- Lay the person down and raise the legs 8 – 12 inches.
- Loosen tight clothing and belts.
- If the person has fallen, check for injuries.
- Place a cool, wet cloth on forehead.
- Seek medical attention if the victim does not wake up in 4 – 5 minutes, loses consciousness, or faints without apparent reason.

E. Severe Allergic Reactions

Allergic reactions can range from mild to severe in nature. Reactions can occur from an insect sting, a particular food or food additive, or a particular drug.

Campers, who are aware of their allergy to bee stings, etc., will bring epinephrine kits to camp. The camp also should keep several kits on hand.

Epinephrine kits will travel with the first aid kit on all trips out of camp. Campers who have severe sensitivity to bee stings can carry kits for the younger campers.

4. BLEEDING AND WOUNDS/DRESSINGS AND BANDAGES

First and foremost, protect yourself against disease by wearing disposable gloves. If these are unavailable, use several layers of gauze pads, plastic wrap, or plastic bags.

Cleanse the area with soap and water, betadine, saline, or peroxide solution. Apply antibiotic ointment, the apply bandage.

If bleeding is excessive, apply direct pressure to the wound.

A. Blisters.

It is best to leave blisters unbroken. If pain is unbearable, break the blister as follows:

- **Wash the area with soap and water.**
- **Make a small hole at the blister's base with sterile needle.**
- **Drain fluid.**
- **Apply clean dressing.**
- **Leave the "roof" on the blister.**
- **Watch for signs of infection.**

If the breaks open and does not have a "roof" or a cover on it, clean it with soap and water, apply antibiotic ointment and cover with a bandage.

B. Closed Wounds.

Bruises or contusions result when a blunt object strikes the body. Look for discoloration, swelling, pain and loss of use.

- **Apply an ice pack for twenty minutes.**
- **If needed, apply an elastic bandage.**
- **Check for a possible fracture.**
- **Elevate affected area to reduce swelling.**

5. INJURIES TO BONES, JOINTS, AND MUSCLES

Immobilize and determine the extent of the injury. The patient may need to get an x-ray. Wrap the affected area with an elastic bandage as needed. Limit activity. Apply ice for the first twenty-four hours, the apply heat.

6. BITES AND STINGS

If the wound isn't bleeding heavily, wash with soap and water. If possible, rinse the wound with running water. Use betadine or peroxide to clean the wound. Control bleeding (if any) and cover with a dressing.

A. Bee Sting

Look at the sting site for a stinger imbedded in the skin. In order to remove an embedded stinger, scrape it and the venom sac away with a long fingernail, credit card, scissors edge, or knife blade. Wash the sting with soap and water. Apply an ice pack for fifteen to twenty minutes. To relieve pain, try Tylenol.

B. Jellyfish

Remove immediately any tentacles remaining on the skin by using a credit card, stick, comb, knife, or blade. Apply rubbing alcohol or vinegar for thirty minutes, or until pain is relieved. If vinegar isn't available, use household ammonia. Apply shaving cream or baking soda paste and shave the area. Reapply the alcohol or vinegar soak for fifteen minutes. Apply hydrocortisone cream (1%) two times a day.

7. PREVENTION AND TREATMENT OF:

A. Sunburn

Encourage all campers to wear sunscreen. There can be significant second degree burns with tissue debridement. Please insist that they wear sunscreen if they appear to be turning red. The camper will miss out on a lot more than a suntan if they burn. Cold compresses or immersions in water are the best things for sunburn. If first degree burns are apparent, apply bacitracin ointment. If second degree burns are evident, determine the extent of the burn and give fluids. If the burn is third degree, place cold compresses on affected areas and seek medical attention.

USE COMMON SENSE!!!

B. Heat Exhaustion

A person with heat exhaustion will have skin that is cold and clammy and their temperature will be normal or slightly elevated, and perspiration will be heavy. Occasionally, the patient will lose consciousness. Move the individual to a cool place and elevate legs. To cool the patient, give them mildly salted cold water. If there isn't improvement in thirty minutes, seek medical attention.

C. Heat Stroke

A person who has suffered a heat stroke may have skin that is hot, dry, or wet. Their temperature will probably be higher than 105 degrees F. Typically, there is no perspiration, but it is sometimes possible. Move the patient to a cool place, elevate their head and shoulders, and cool them as soon as possible.

D. Altitude Sickness

When camp is conducted at a high altitude, it is important to drink plenty of fluids (one gallon per day). At high altitudes, the climate is usually dry and the heat does not seem as bad as it really is.

8. COMMON EMERGENCIES

A. Seizures

Seizures can be convulsive or non-convulsive, depending upon where in the brain the malfunction has taken place as well as how much of the total brain area is involved.

1. Convulsive seizures are the ones that most people think of when they hear the word “epilepsy” or “seizure.” In this type of seizure, the person undergoes convulsions lasting anywhere from two to five minutes, with muscle spasms, and complete loss of consciousness.
2. Non-convulsive seizures may take the form of a blank stare lasting only a few seconds, an involuntary movement of an arm or leg, or a period of automatic movement in which awareness of one’s surroundings is blurred or completely absent.
3. Actions to take:
 - Cushion the person’s head with something soft (coat, blanket).
 - Loosen any tight neckwear.
 - Turn the person on their side.
 - As the seizure ends, offer assistance. Most seizures for epileptics are not medical emergencies. They end after a minute or two without harm and don’t require medical attention.
 - Don’t give anything to eat or drink.
 - Don’t hold the person down.
 - Don’t put anything between the victim’s teeth during the seizure.
 - Don’t throw any liquid on the victim’s face or into his/her mouth.

B. Asthma

Asthma is a chronic, inflammatory lung disease characterized by recurrent breathing problems. People with asthma have acute episodes (some people say “attack” or “flare”) when the air passages in their lungs get narrower and breathing becomes more difficult.

1. What to look for:
 - Coughing.
 - Blue skin.
 - Inability to speak in complete sentences without pausing for air.
 - Nostrils flaring with each breath.
 - Wheezing – high pitched, whistling sounds during breathing.

2. What to do:

The person should rest and take whatever medication has been prescribed by their physician, usually an inhaler. Help the person....

TOP 10 STAFF SURVIVAL TIPS

by Laurie O'Brien

I was a camp counselor and unit director for 12 summers. I don't see myself as an expert on any particular topic. I don't have an advanced degree that qualifies me to speak to issues surrounding child development or behavior and I'm not a trained psychologist or social worker. Heck, I was never even a director at the camp where I worked. What I am is an experienced camp staff member. I survived summer camp. And I kept going back for more.

During the summers I spent at camp, I had to sit through orientation sessions similar to the ones you sat through early this summer. I'll be the first to admit that some of the presenters and topics were boring, yet I still managed to glean a whole lot of useful information. On several occasions, I was able to avoid catastrophe because I applied a tidbit of wisdom originally conveyed by an orientation speaker. Other times I learned through trial and error method. I also received advice from fellow staff members and insight from sources like American Camping Association conferences and training sessions. Sometimes lessons were reinforced because I watched situations play out in front of my eyes.

I've forgotten a number of things I've heard over the years, but other items made so much sense, I can't forget them. Thus, my top ten pieces of wisdom for surviving a summer at camp follow:

10 *Don't give kids sugary drinks right before bedtime! It will drive you both nuts!* Instead of the usual milk and cookies, one summer the powers that be started delivering a sweet cherry flavored drink at bedtime. Without getting into the chemical effects of sugar on the body system of a 10 year old, let's just say the sugar kicked in about the same time lights out was scheduled. The counselors in my unit nearly revolted. A few days later, we got the milk and cookies back.

9 *The kids will learn on the first day of camp how many "no's" they can expect out of you. (Michael Brandwein, camp consultant and trainer)*

"Sam, if I've told you once, I've told you a dozen times – don't do that..." Ever wonder why your campers don't stop when you tell them no? Sam and the other campers in your cabin know that if you've already given 12 warnings, you'll

probably give a lot more before you ever **DO** anything about their misbehavior. How many warnings do you give before following through with consequences? When you say no, do campers buy it? Are you a one no person, or do you warn to infinity?

8 *Don't expect to be able to enforce rules you're not willing to follow.*

My favorite example of this is the boating instructor who won't wear a PFD "... because I'm, a good swimmer and the lifejacket is hot and gets in my way." That same instructor then wonders why the campers won't keep their jackets zipped or tied. Other examples include foul language, smoking, and gum chewing. And for supervisors who don't follow a curfew, enforcing one with your counselors will be tough.

7 *You can't burn the candle at both ends and expect it to function properly. (Old Camp Proverb)*

So, you fell asleep during third period arts and crafts again. I know you heard this one during orientation: You need to get some sleep. Yes, having time off is important, and you should take advantage of it; but you need to find a happy medium between your social life and the job you were hired to perform. You are expected to give 100 percent to the campers when you're on duty. Very few people are able to do that if they're not rested properly. And no one can do it when they're hung over.

6 *Be firm, be fair, and be consistent. (Barbara Hinkle, girl's camp director, Culver Woodcraft Camp)*

This goes for campers and staff members alike. Let's face it, there will be individuals in your group with whom you develop a special rapport, but if you start showing favoritism, you will hurt feelings and cause resentment. Cabin chores must be shared equally, positions of leadership must be granted on merit, and rules must be enforced across the board. Your goal should be to make each camper or staff member feel special and appreciated.

5 *When you're angry or upset, count before you speak. Not to 10, but to as high as it takes to get your emotions under control. (Donald Hume, operations director, Culver Woodcraft Camp)*

Taking a step back from any situation can save you if you're prone to tears or if you have difficulty controlling what you say. Don't add fuel to another person's fire by reacting in an unprofessional manner. Of course we've all heard never to touch another person in anger – think about the ramifications that angry words can have on others too.

4 *Take ownership of your actions.*

It's late afternoon and a counselor notices a lone tag left on the buddy board. After a full search, the child is discovered asleep in her cabin. You were responsible for swim checkout that day but had arranged with a fellow counselor to cover for you. How will you explain it to the child's parents? What if the outcome were different? Be prepared to be held accountable for everything you say and do. Think about it.

3 *Kids don't have good habits. (Bob Ditter, clinical social worker and camp consultant.)*

Holding a pillow fight right before lights out is not a good idea, but physical activity is not the only thing that can lead kids to lose control. If children are over stimulated mentally or emotionally, they sometimes have a difficult time letting go of the situation. If the program for the last night of camp has been designed specifically to make people weepy and sentimental, don't expect the crying to stop on cue. If you allow scary stories on an overnight, be prepared for ghosts to haunt campers all night.

2 *Ask questions.*

I had a counselor work for me one summer who spent the first few days of camp using the camper area in the wash house because she didn't know that the counselors had a private area on the other side. She told me later that she could hear us talking through the walls, but she had no idea where we were. This situation was humorous, but not knowing other information might have dire consequences. Your camp director no doubt covered program responsibilities and emergency plans during orientation. If you still don't understand something, or if a topic was overlooked, ask someone about camp procedures.

1 *Sometimes you have to punt.*

In other words, expect the unexpected and run with the punches. It will rain. Another counselor will want the same space you want for evening activity. The motor on your safety boat will die in the middle of the lake. The craft materials you ordered will not arrive on time. Three of the children in your cabin will have bed wetting problems. Someone will get the flu, or the chicken pox, or lice...that someone may be you. You will not have the opportunity to do laundry when you have no underwear left. There will be a mouse in your cabin at two o'clock in the morning, etc.

Making it through a summer as a camp staff member is a tremendous achievement. As you strive to cope within the 24 hours a day demands of the job, you'll discover a lot about human nature, both good and bad. You'll also become

Describe the accident in detail. Include what the injured was doing at the time of the accident/ incident: (use back of form):

Medical Report of Accident

1. Were parents notified? ___yes ___no ___phone ___writing ___other
* If other, please specify:

2. Who notified Parents:
Name Title

3. Date of notification: _____

Name/Addresses of Witnesses (Attach signed statements as to incident)

1. _____

2. _____

3. _____

Describe accident in detail including what the injured person was doing at the time of the accident?

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate:

persons/objects) SITE injured participating in:

An approved activity at time of injury? ___Yes ___No
If so, what activity?

Any equipment involved in accident? ___Yes ___No
If so, what kind?

What could the injured have done to prevent the injury?

Emergency procedures followed at time of accident?

By whom?

Submitted by Position _____ Date:

Medical Report of Accident

Were parents notified? ___ Yes ___ No by whom:

How were parents notified: Writing ___ Phone ___ Other (specify) ___

Which parents were notified?

Who Notified: Title _____ When:

Time Date:

Parent's Response:

Where was treatment given? ___ At Accident Site Camp ___ Health Facility

___ Doctor's Office ___ Hospital

If treatment was given at camp, where?

By whom? _____ Date:

Treatment given: _____

Was injured retained overnight in camp health facility? ___ Yes ___ No

If so, when?

Treatment given:

By whom? _____ Title:

Date released from health facility:

Released to: ___ regular activities ___ Home ___ Other (specify) ___

Treatment given elsewhere than camp? Yes No

Where?: _____

By whom? _____ Date:

Was injured retained overnight in hospital? ___ Yes ___ No

Hospital Name/ Address/ City/ State:

Date: _____ Out-patient: _____ In-patient: _____

Name of physician in attendance:

Date released from hospital: _____

Released to: _____ Camp Activity _____ Home _____ Other (specify) _____

Comments:

Persons notified: _____ Camp Director _____ Assistant Camp Director
_____ Nurse _____ Counselors/ Staff

Signed by:

Date: _____

*“Be of good courage,
and He shall strengthen your
heart;”*

