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Introduction

Thank you for serving as a Dean at Round Lake Christian Camp! This role is both challenging and rewarding, and our staff deeply appreciates your work in preparing for a great camp session. We look forward to partnering with you and your volunteer staff as we strive for the same goal- making a difference in campers' lives by showing them the Gospel and love of Christ.

As you prepare for camp, please visit our Dean's Resource Page at <https://roundlake.org/deans>. You must be logged into your account to access the page. If you are unable to log into your account or cannot access the page, please contact our office for assistance.

Please read this manual carefully to ensure you are best prepared for your session. If you have any questions, please contact our office at 419-827-2017 or office@roundlake.org. Thank you for your service!

The Round Lake Staff

Contact Information by Department

You may contact the general camp number at 419-827-2017 or email office@roundlake.org and we will direct your message to the appropriate person. If you would like to save time and contact someone directly, below is contact information for specific staff members for your convenience.

Brianna Cooper-Risser: Process Specialist & Camp Store Manager

Contact For: Volunteer Registration, Background Checks, Camp Store, Communication/Website
office@roundlake.org

Jodi Keener: Food Service Coordinator

Contact For: Kitchen Volunteers, Food Allergies, Menu Planning
jodi@roundlake.org

Troy Cleland: Facilities Coordinator

Contact For: Large Decisions
troy@roundlake.org

Samuel Spence: Human Resources & Operations Manager

Contact For: Marketing, Camp Nurse, Photos
sam@roundlake.org

Ben Strouse: Private Retreats & Program Manager

Contact For: Programming, Waterfront
ben@roundlake.org

Linda Yoder: Office Assistant

Contact For: Camper Registration, Church Scholarships/Billing
registrar@roundlake.org

Data Policy for Round Lake Christian Camp - NEW
Approved 5.11.24 by the Round Lake Board of Trustees

Round Lake collects information about participants when they or their parent/legal guardian register for a camp session or other camp event. The camp also collects information when someone creates an account on our site.

We collect various types of information (collectively, "Personal Data") about our participants and users, including but not limited to the following:

- Personal Identifying Information: name, date of birth
- Contact Information: email, phone number, mailing and/or billing addresses
- Camper Registration Data: session name, date and duration of stay, church or group the camper is affiliated with, emergency contacts, medical and health information along with food allergies and other dietary needs.

This Personal Data is used to provide and manage camp activities and to make participants aware of future Round Lake programs and other camp needs and opportunities and are not to be used by volunteers or staff for any other purpose outside the scope of their duties with the Camp. All Personal Data should be used and stored in accordance with this Data Policy.

- a. **Permitted Disclosures.** Some volunteers or staff may receive access to Personal Data as they volunteer or work for the camp. Each volunteer and staff member is prohibited from disclosing to anyone outside of Round Lake the Personal Data of any attendee to any Round Lake program or any camper registration data, with the following exceptions:
 - i. Disclosures to the parent who has registered a minor for camp, legal guardian, and/or emergency contact of the attendee;
 - ii. Disclosures as needed for medical or health needs, or for emergencies, such as natural disasters or threat of disaster;
 - iii. Disclosures to churches or schools where their attendees, parishioners, or groups through said church or school are attendees of any Round Lake Camp or event; or
 - iv. In keeping with other legal order, local regulations or ordinances, or upon permission of the Board of Trustees.
- b. **Secured Storage.** All Information must be kept securely. Paper records should be minimized where possible. If volunteers have access to any personal data which was accessed on a personal computer, portable device, or non-Round Lake database or network, the Personal Data must be deleted immediately after the corresponding camp session and may only be shared to other Round Lake staff and volunteers, or as otherwise listed above.
- c. **Breach of Security.** A breach of security is any situation where personal data has been or has a threat of being released outside of Round Lake, including, but not limited to, where personal data is lost or stolen, personal data has been emailed to an unintended recipient or placed on a website, unintentionally or intentionally. All security breaches must be reported immediately to camp management and all efforts must be taken to minimize the breach.
- d. **Specific Instructions for Deans.** Relevant information, including but not limited to email addresses and phone numbers, is shared with the dean of a camp session. The dean is to use this information for that camp session only. Following the conclusion of a session, deans are not to copy or retain any written or digital information about their campers. Deans are not to contact campers or their families with offers of outside solicitation or for other purposes outside of camp purposes. Any information about a camper should never be used outside the context of the camp session.

Getting Started

Mission Statement

Round Lake is “a unique place where the gospel of Jesus Christ is experienced.”

Philosophy Statement

Learn-Grow-Share

Deans are encouraged to make one of these three objectives a main goal in each activity during the session.

Summer Theme

The summer theme is designed to bring uniformity to summer camp in order that every camper may experience the same high quality program from week to week. There is no tag or Scripture. Each Dean is free to go whatever direction he or she would like. **Each Dean is required to use the theme (summer only-there is no set theme for retreats). Be creative with it and make it your own. See Dean's Resource Page for more information and resources.**

Pooling resources stimulates imagination and demonstrates good stewardship. Communication with other Deans of the same age group will assist in accomplishing our ultimate objective.

Dean's Job Description

Volunteer Staff – your best asset! Check the following:

- ✓ Do you know who is serving on your team? Unknown volunteers can pose a risk to campers. Do your research before asking someone to serve.
- ✓ Please emphasize the purpose of the camp to the volunteer staff.
- ✓ All volunteer staff under age 18 must complete the registration process the same as all adult volunteers. No background check is required for volunteers under age 18.

A. All volunteer staff should be **(1) immersed believers in Jesus Christ** and **(2) active members of a Church of Christ or Christian Church**.

B. The Round Lake Directors have reviewed the **volunteer staff/camper ratio** and agreed that to ensure each volunteer staff has reasonable responsibility and to reduce camp session costs, the volunteer staff/camper ratio should be about 1:4. It is your responsibility to monitor this.

C. **Minimum volunteer staff age** for sessions up through junior age is high school juniors. Maximum number of high school juniors and seniors not to exceed 10% of volunteer staff. All teams must be led by adults and may be assisted by high school helpers. Adults only for junior high and high school sessions.

D. **Dress code** for volunteer staff is identical to that for campers.

E. **Volunteer staff curfew is 12:30 am.** Curfew is 11:30 pm for kitchen volunteers.

F. Volunteer staff members have **no dating privileges** with campers. They are asked to exercise self-control in the public display of affection with other volunteer staff members.

Volunteer Staff

Round Lake Human Sexuality Policy

We believe that human sexuality is God's gift and, although all persons are sexual beings, sexual conduct is clearly affirmed by God only within the bond of a marriage between one man and one woman.

In order to further the cause of Christ, the mission of Round Lake, the performance of their duties and a favorable camp atmosphere, those serving or seeking to serve at Round Lake are expected to affirm this belief and act accordingly.

To that end, persons serving at Round Lake have a moral (and in many situations a legal) obligation to refrain from engaging in, encouraging or supporting sexual conduct outside of the above described bond of marriage and, outside that bond, shall at no time engage in, encourage or support sexual conduct while upon camp grounds or while otherwise on camp business.

Failure to abide by this policy may result in immediate dismissal and/or legal action, as appropriate.

Volunteer Staff Recruitment List

Main Speaker	Dean of Women	Nurse	Cooks
Worship Leader	Dean of Men	Dorm Parents	Dishwashers

Missionary: A list of several available missionaries will be provided on the Dean's Resource Page. You may either select one of these missionaries or choose your own. Please let us know who your missionary will be. We will also need a mailing address.

Christian College Camp Teams: All camp teams must be approved by the schools they represent. **They must register as volunteer staff before arriving at camp and are required to undergo the camp's background check.** Ensure they register on time. Please contact the camp with questions.

Volunteer Staff Registration Fees

In order to protect the camp and volunteer staff, the Round Lake Board of Directors and our camp attorney require each volunteer staff member age 18 and over to submit to a social security background check before participating. All volunteers must register regardless of age. Fees are based on the length of the camp session and cover various volunteer-related expenses.

Volunteer staff registration is an online process. The office will send you links and instructions. **ALL VOLUNTEERS MUST BE REGISTERED FOUR WEEKS PRIOR TO THE START OF YOUR CAMP SESSION.** This allows us time to process background checks and order appropriately sized t-shirts. **LATE REGISTRATIONS ARE SUBJECT TO A LATE FEE.**

Volunteer Staff Job Descriptions

Dean of Boys/Girls and Dorm Parents

You are a role model. You will be called on to put Christian principles into flesh and blood every hour. You will be dad/mom, friend, spiritual guide and disciplinarian. Your responsibility includes such things as behavior, dress, health and

general attitude. Your philosophy of discipline should be consistent with the camp. Campers come first. Personal needs come second. Camp social life comes last.

A. Preparation for camp: How thoroughly you prepare is the difference between disaster and success.

1. Know the purpose and policies of the camp. Be aware of how you fit into the total program.
2. Anticipate the week.

- a. Think through what rules you will enforce beyond the camp rules.
- b. Only explain rules that you will enforce.
- c. Tell campers upfront what you expect.
- d. Be consistent with expectations of campers and volunteer staff.
- e. Don't expect more of the campers than you expect of your volunteer staff.

f. At least two dorm parents must be strategically placed throughout the room. Each dorm parent should be responsible for a specific portion of the dorm. Be sure that there are always two adults in each dorm while campers are present.

- g. One camper per bunk. Individual bunks separated with walkway in between.

B. Procedures upon arrival

1. Arrive in time for volunteer staff meeting. Be settled in dorms before check-in begins.
2. One of the critical periods of homesickness, fear, boredom and mischief is on check-in day and the evening before the program gets into full swing. Keep campers engaged and busy.
3. One of the best opportunities to meet a camper and the family is when he/she arrives.
 - a. You can assess potential problems.
 - b. You can help prevent any misbehavior.
 - c. You can break up gangs before they get out of hand.
 - d. You can learn campers' names.
 - e. You can put a family at ease about their child and camp.
4. Get set for the week.
5. Get instructions from the Dean of the week.
 - a. What happens if articles are lost or if someone is accused of stealing?
 - b. Who will do devotions?
 - c. When will you give out the rules?
 - d. What's the schedule?
 - e. Who will clean the dorms?
 - f. When will campers take showers?
 - g. Is there a bed check?

C. Participation in a good week.

1. Situations which may need extra ministry: the loner; the shadow and the defiant.
2. You are a role model wherever you are.
 - a. Dress Code - is it enforced uniformly?
 - b. Dorm Life - how much latitude do you have?
 - c. Class Time - what options are open to you?
 - d. Recreation - do all volunteer staff members show good sportsmanship?
 - e. Swim Time - who is responsible?
 - f. Meal Time - is it a break or a blessing?
 - g. Free Time - what about litter? What about supervision?
 - h. Worship Time - where are you?
 - i. Teamwork - look out for each other on the volunteer staff team.

Recreation Director

The Recreation Director helps coordinate all recreation activities for your week. The Round Lake program staff is here to assist in specialty programs and your waterfront activities.

Security
Measure

Example: Archery, pottery and laser tag will be led by Round Lake Summer Staff. Fishing, canoeing and sling shot can be led by your volunteer staff. An activities list is available on the Deans Resource Page.

Kitchen Volunteers

This is perhaps one of the most important and frequently overlooked groups of volunteers. When planning your kitchen help, **think missions trip**. Make this an impactful week for your younger volunteers as they learn to serve. Recruit one or two adults to manage the kitchen staff. Have them plan and lead devotions. Encourage them to attend worship and to play together. Work with the Round Lake Program Staff on ideas you can implement to bring this group together as a team serving the Lord. Keep this group busy and involved as they serve. Make it a learning experience where they are challenged to grow.

Cooks (Assist the Round Lake cooks with food preparation and serving meals. **Minimum age 18.**)

Needed: Minimum 3 Maximum 5

A. Volunteer cooks must submit to the directions of the paid Round Lake Cooks. Volunteers are here to serve, not to direct. Please follow all instructions from the Round Lake Cooks.

Kitchen Helpers: (Wash dishes and maintain cleanliness in the dining hall. **Minimum age 14.**)

Needed: Minimum 2 Maximum 4

We strongly recommend recruiting an adult kitchen help supervisor. This supervisor should be at least 30 years old. He or she must be able to oversee the teens working as kitchen help. This person should strive to make this experience more like a missions trip for your teen volunteers.

- A. Curfew for all kitchen help is 11:30 pm as they must rise early.
- B. Kitchen workers have no dating privileges with any campers or kitchen workers.
- C. Kitchen worker responsibilities will be assigned by Round Lake Food Service personnel.

Reminders for All Kitchen Volunteers

- A. Gloves must be worn when handling food or working in the serving line.
- B. Long hair must be pulled up and restrained. No hair should be touching the collar.
- C. No personal laundry is to be done in camp kitchen laundry rooms.
- D. No personal music of any kind in the kitchen unless approved by the Food Service Coordinator.
- E. No towel snapping.
- F. Closed toe/heel shoes must be worn in kitchen at all times (no flip-flops or sandals).

Starting Your Session

Check-In Day: Volunteer Staff Procedures (timeline below reflects a standard summer check-in)

A. Upon arrival the Dean, his or her volunteer staff and Round Lake Staff will meet first in one location before any dorms are unlocked or moved into. (Lodge Side Chapel and Camp Side Multipurpose Building)

1. Recommend **3:30 pm** (adjustable to fit your needs-we will assume 3:30 pm until told otherwise)
2. The first 30 minutes will be your **volunteer staff meeting**. If this has been completed in advance, please use this time to give assignments and pass out keys.
3. **4:00 pm**- Volunteer staff check-in (shirt/wristband) and instruction from Round Lake Staff. To ensure efficiency during this time, please be on time and **have background checks and registrations submitted at least four weeks in advance.** This occurs in the Snack Shack on Camp Side and in the Chapel on Lodge Side. Send volunteer staff directly to check-in after meeting.
4. After check-in, volunteer staff may head to the dorms to unpack their things.

B. 5:00 pm Volunteer check-in and meetings are complete and all volunteers are in place to welcome campers to Round Lake. Please ensure volunteers know to which role they are assigned.

1. Initial Greeters: Volunteer staff who welcome each vehicle, directing them where to park and instructing them to go directly to the check-in area.
2. Clip-board Movers: Volunteer staff who welcome campers and parents to the check-in line and give them the "Consent to Release" form to fill out.
3. Meds Check-In: The nurse who will check in medications (NOT at the nurse's station. This will be in the check-in line. The nurse will begin moving through the registration line to collect medications before check-in actually opens. This saves time.)
4. Dorm Greeters: Volunteers to welcome campers into the dorms and give room assignments.
5. Program Greeters: Volunteers to welcome campers to the area in which the program starts.

C. 5:30 pm Round Lake Staff and volunteer staff start taking responsibility of campers

1. Check-in begins. Camp Side – Administration Building; Lodge Side – Lodge Chapel
2. Campers go through the check-in line to sign in. They fill out medical forms and turn in medications as needed.
3. Your volunteer staff provides room assignments (as applicable) to campers. This should be done at the entrance to the dorms rather than in the check-in line.
4. Campers are instructed to move into the dorms after check-in. We (you) are now responsible for each camper from this point on. Organize your volunteer staff to handle the flow. Most parents will still be with the campers at this point, but parents are not required to stay.
5. After the campers are moved into the dorms, volunteer staff will escort or instruct them to go to the area designated to start the program. This is the Dean's discretion, but the Camp Side Multipurpose Building or the Lodge Gym is the best place to do this. Remaining parents are encouraged say their goodbyes at this time.
6. Use this meeting area to organize family groups, answer questions, inform parents and create a warm, fun and friendly environment to cut the attached parental strings.

D. 6:00 pm program begins. All the parents should be gone at this point.

E. Camp Picture: Camp picture is no longer taken on Sunday. Please schedule picture time with the appropriate staff member upon arrival if you have not done so prior to arriving at camp. Additionally, the camp has moved to a digital format with online options. Printed pictures are no longer handed out to each camper (with the exception of VIP Camp).

Camper Check-In Procedures

Camp Side- Porch of Camp Office; Lodge Side- Chapel. Diagrams are available on Dean's Resource Page.

- A. As campers and parents approach the check-in line, they will be handed a clipboard to fill out the "Consent to Release Form" to have ready at the check-in table.
- B. The nurse will walk through the registration line before check-in begins to collect as much medical information as possible. This will eliminate another waiting line after the wrist-banding.
- C. Any campers whose parents are volunteer staff will be checked in directly with the registrar or the assistant around 5:15 pm. This allows their parents to focus on check-in as volunteers rather than as parents.
- D. Campers will approach a table with 4-5 staff signing in or another number as needed. Wristbands will be issued and paperwork collected.
- E. At the check-in table, any walk-ons or campers with unpaid balances will be sent to a separate registration table to address their needs. This speeds up the check-in process for everyone. Our experience shows that the line of paid campers moves more quickly when the unpaid ones are filtered out. Any parents with registration questions should be sent directly to the registrar.
- F. Wristbands will be placed on the camper by a group of your volunteer staff.
- G. Name tags (if applicable) will be issued and dorm assignment given (if applicable) at the dorms. It is our experience that name tags and dorm assignments congest the check-in area and slow it down. Please send campers to respective dorm areas and escort them to their assigned rooms. Name tags can be distributed at the dorm or dorm area.

Off Camp Activities: must be approved by Camp Management

Outside Vendors: vendors are not permitted to sell or dispense any product on the camp without permission of Camp Management

For You to Know

- ✓ A landline is available in the Dean's office (Camp Side only) to call parents or make other camp-related calls. Should there be an emergency, please use your personal cell phone if this saves time. See camp staff with any questions.
- ✓ Round Lake maintains a **NO CELL PHONE** policy for all campers (unless other arrangements have been made).
- ✓ Make every effort to have sufficient copies of handouts or other papers made before camp.
- ✓ It is required to have 2 volunteer staff members in dorms at times when campers are present. Dorm room behavior is posted in each dorm and is available on the Dean's Resource Page.
- ✓ Volunteer staff members are to sleep in respective dorms with campers.
- ✓ **NO ONE** is permitted to sleep in vans, buses or cars.

Spiritual Atmosphere

I Want to Be a Christian

This is an important time in a camper's life. Please explain this process clearly as a commitment they are making to Christ for life. We want campers to know what they are committing to.

Confessions and Baptisms

Make it clear to your campers that the volunteers are always available for those considering decisions.

- A. 1st-3rd Grade Camps: No invitation is to be offered at this age.
- B. 4th Grade Camp: The invitation should be an explanation of the process for making a decision for Christ. We encourage personal decisions to be made rather than a formal invitation given. Decisions and consequential baptisms are permissible provided the camper initiates it.
- C. 5th-6th Grade Camps: It is recommended that no invitation be extended until Wednesday or Thursday. No rededications for this age group.
- D. 7th-9th Grade Camps: Invitations may be extended at each service. No call to full-time Christian service. Seeds may be planted for full-time Christian service.
- E. 10th-12th Grade Camps: Invitations may be extended at each service and a call for full-time Christian service only after advanced teaching. As always, ensure campers know what they are committing to.

Baptisms

If a camper desires to be baptized at camp, the Dean will:

- A. **Phone parents** for permission and invite them to be present.
- B. **Phone camper's minister** or home church to invite them to participate in the baptism.
- C. **Decision sheets** are provided to record campers' names who come forward at decision time. You will make notes on the camper decision sheets and turn them into the office so that we may keep accurate records. Whatever method you choose to record decisions, ensure the office receives that list at the end of the week with adequate time to print baptismal certificates. **These must be received no later than 10:00 am on the last day of camp.**
- D. **Round Lake Baptismal Certificates** are given to the Dean by 3:00 pm to hand out after the baptism.
- E. For those being baptized, please wear dark colored t-shirts over bathing suits.
- F. The Dean, camper's home minister, parent or adult volunteer staff member receiving the Dean's approval should do all **baptisms at camp**.
- G. When a camper desires to be **baptized at their home church**, please pass this information along to our camp staff. You may do this by using the decision sheet and making the appropriate selections.

Scripture Memorization

A recommended memory work list relating to camp activities and the summer theme can be provided by the camp program staff. We recommend encouraging campers to memorize Scripture.

Missions Giving

Missions is important at Round Lake. **NO CASH OFFERINGS** are to be given directly to missionaries.

- A. **Please count offerings and turn them in to the camp office each day.**
- B. Missionary checks will be written and sent the following week after offering is counted and deposited in the bank. Dean's **After Action Review Form** (available on Dean's Resource Page) **must be turned in so the camp knows where to send missions money.**
- C. Please confirm your missionary choice with us before your session starts.

What to Expect: Camper and Volunteer Staff Living

Not rules, but godly living should guide us in life. God created you, this camp and everyone around you. Help us create an atmosphere that will glorify our Creator.

1. Parents assume their campers are at camp. Leaving the grounds without the Dean knowing when and why is no trivial matter to the camp and to parents.
2. Wristbands help us identify strangers on the grounds. Wearing them helps protect all of us. If you see someone without a wristband, please direct that person to the camp office.
3. The Dean has worked hard to create an agenda to meet your needs. Following that agenda will ensure the Dean knows where you are.
4. The camp nurse needs **all medications labeled in the original container** and stored in the Nurse's Quarters. The nurse will dispense medications and help you with any injuries or sickness that may occur during your stay at camp.
5. A few days without an iPod, cell phone or gaming device is not the end of the world, but it greatly helps the camp provide an environment focused on hearing God.
6. As for inappropriate items to bring to camp: schools, churches and businesses all have the same list. You may want to see if they are on God's list before packing them.
7. Holding a drivers license is a privilege with many responsibilities. Your car will bring you to camp and take you home. There is no need to go anywhere else without the permission of the Dean.
8. Clothing with crosses and spiritual images are **NOT** required at camp, but evaluate your fashion statements based on what God would say as you pack.
9. Round Lake has a 25 acre spring-fed lake. To ensure your safety, guidelines for the use of that water are posted throughout the camp.
10. Trying to hitch a ride on a camp vehicle will be a waste of time. You are not listed as a passenger with the insurance company.
11. Raccoons and mice will not find any food in the dorms if you leave it at home. Holmes Pest Control ensures that our dorms are mice and raccoon free.
12. Beds, tables, benches and walls are for sleeping, eating, sitting and privacy. The camp will provide you with paper if you need to write on something.
13. The Round Lake grounds will be clean when you arrive. The camp staff anticipates it will look the same when you leave. The same applies to dorm rooms
14. The silver handles on the toilets are in working order. If you find that one does not work after **ACTUALLY** using it, let us know.
15. Accidents happen and things break. Keep in mind that **INTENTIONAL DAMAGE** equals financial responsibility.
16. The camp cooks work hard to prepare food. Keep that in mind as you load your plate.
17. **Keys to buildings:** Dorm keys will be given to the Dean.

Camper Misbehavior

Disciplinary action that degrades, injures or endangers the physical or emotional health of campers is expressly prohibited. In cases of persistent or severe discipline problems, Deans and volunteer staff must document intervention efforts with the campers and the results using the Misconduct Report (available on Dean's Resource Page).

Safety

Crisis Intervention Policy

If a volunteer staff member becomes aware of events he or she reasonably believes place a **child at risk**, the volunteer should contact and consult with the Dean and/or Camp Management to assess the needs of the child to determine what, if any, appropriate action should be taken. This policy recognizes that many of these situations may be managed while the child remains at camp. The Dean or Camp Management may contact the parents of the child, professional counselor and/or children's services or other appropriate government authorities if in their discretion all the circumstances deem such contact reasonably necessary.

Notwithstanding any of the above, all camp personnel shall be governed by and comply as necessary with the law of the State of Ohio as it may change from time to time relating to, among other things, the reporting of potential or suspected abuse situations. Report form is available online.

Voluntary Search of Belongings for Stolen Goods

1. Camp Dean is the only individual who may authorize such a search.
2. Camper must be present.
3. Two adults must be present during search; at least one must be of the same sex as the camper.
4. If camper refuses, call parents and explain what is missing and the reason for the search.
5. Request permission to search from parents.
6. If permission is denied, tell parents camper is to be taken home.
7. If victim wishes, report theft while at camp.

Medical Attention

All medical needs shall be attended to and will be under the supervision of the volunteer professional medical staff you have selected to serve at your camp session.

1. Sickness or injury should be reported to the nurse immediately.
2. The nurse should contact the camper's parents to make medical decisions rather than acting alone. Even if you view it as a small matter such as treating poison ivy or a bee sting, please notify the parents to make them aware of the situation rather than letting them hear about it after camp. Over-communication is better than lack of communication. The nurse is provided with all necessary information to contact parents.
3. Primary **insurance coverage** is the responsibility of the camper's family insurance. All doctor and hospital forms should be completed using patient's name, home address and personal insurance. Camp insurance will not cover pre-existing illness or injury.

Hazing Law —2903.31

The Hazing Law could be applied to acts required by the Dean or one of the volunteer staff members during mail call. As the Dean, it is your responsibility to prohibit anything that may be viewed as hazing.

HAZING; recklessly participating or permitting

- (A) As used in the section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- (B) No person shall recklessly participate in the hazing of another. No administrator, employee or volunteer staff member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing on any person.
- (C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

Electronics Policy

No one may record/store/send/transmit the spoken word or visual image of any person, including individuals, campers or staff members in the dorms, showers, restrooms or dressing rooms for any purpose. Violation of this policy can result in discipline up to and including dismissal from camp and notification of law enforcement authorities. In addition, if this policy is violated, the device used may be confiscated. Under such circumstances, the device will be released/returned to the individual or his/her parent/guardian/responsible party after compliance with any other disciplinary consequence that is imposed. RLCC is not responsible for the care of any confiscated device. 6/22/09

Copyright Law: Round Lake does not carry any copyright license pertaining to music or movies.

Waterfront

Safety Rules/Swim Tests: Swim tests are conducted during the first full day of camp. For full weeks of camp they will be offered the first day after lunch. Report to the waterfront with your campers and the rules will be given and swim tests will be conducted. This takes the place of your rest period on the first day only. Specialty camps will have time scheduled in for this. Campers that have passed the test in previous years (going into 5th grade or older) will be issued their wristband at swim test time and will not be required to retake the test. Volunteer staff in grades 5 and up who have passed the test in the past will be given their wristbands during volunteer check-in.

All campers who have passed the swim test and therefore are permitted to swim in the deep end must also wear a life jacket when swimming in the deep end. Under no circumstances is a camper who has NOT passed the swim test permitted to swim in the deep end, even with a life jacket. Campers who are weak swimmers or unable to swim should **NOT** attempt the swim test. The test is not a swimming lesson. Rather, it is intended for campers who already know how to swim and have strong swimming skills. Attempting to take the swim test if you are not a strong swimmer is a risk to the camper and the camp.

Usage: Usage of the waterfront will be scheduled by the Round Lake Program Director

Swimming and Boating

1. Swimming permitted only when Round Lake Lifeguard is on duty.
2. No swimming after 8:00 pm.
3. No one is to be thrown into the lake.
4. Boating for campers is limited to the hours when lifeguards are on duty.
5. Additional rules are posted at each waterfront.

Waterfront Rules Apply To Everyone.

Visitors

We love having visitors at Round Lake, but during a camp session is **not** a good time. Given the spontaneity of each program, visitors could interrupt a special moment or activity God is using to make an impression on a camper. For this reason, we discourage visitors, especially parents as it may create homesickness. For the protection of campers and respect of the volunteer and camp staff, each visitor who does come is required to sign-in at the camp side office upon arrival and to wear a visitor wristband. Notice prior to arrival is appreciated. Should a visitor arrive at mealtime and

desire to eat, payment is expected at the kitchen. Camp rules apply to everyone. Visitors are requested to not interfere with campers or the camp schedule. If the office is closed, visitors should notify the Dean upon arrival.

Logistics

Mail

Emails will not be delivered to campers. Camper and volunteer staff mail should include recipient's name and camp session name.

Meal Time Fun

Food is for nourishment – not for practical jokes. Chairs are for sitting and tables are to be used to keep food off the floor while we eat. Campers and volunteer staff may not engage in food fights.

Daily Schedule

Communication of the Daily Schedule with the Round Lake Program Director is critical. For summer sessions, you will receive a Summer Camp Info form via email prior to camp. Please complete this form so that our staff can best partner with you.

Please turn in your schedule as soon as you have it set - **no later than four weeks before your camp session starts.** Remember that some activities will need to work in and around other sessions of camp on the opposite side of the lake.

Camp Cleanliness

A. Daily Clean-Up

1. Make beds daily
2. Pick up dorm room trash before breakfast
3. Check that all toilets are flushed in your living area
4. Keep trash picked up on the campgrounds

B. Lost and Found

1. Make every effort to keep campers responsible for what they bring
2. Round Lake Christian Camp Staff is not responsible for any articles lost, stolen or left at camp

Planning

Dean's Fund (available on Dean's Resource Page)

It has been noted and appreciated that over the years, Deans and their churches have provided many extra funds to assist camp sessions. We track those generous contributions in order to evaluate the true expense of a camp session. Please check the Dean's Resource Page or contact the appropriate staff person before purchasing items for your session to see if the camp has these things first.

The following amounts are available to the Dean for suggested expenditures such as: class folders; booklet printing; speaker honorarium/mileage; craft supplies; equipment rental; etc. Please be good stewards of these funds allocated for you.

	BASE AMOUNT
2 nd -3 rd Grade/Day Camps	\$ 100 *
3 rd -4 th Grade Camps	\$ 100 *
4 th Grade Camp	\$ 175*
5 th -6 th Grade Camps	\$ 250 *
7 th -9 th Grade Camps	\$ 500*
10 th -12 th Grade Camps	\$ 500*

*Or, \$2/camper for Day Camps, 2nd-4th grade camps and \$3/camper for 5th-12th grade weeks. Your Dean's Fund amount will be the **base amount** or **per camper amount**, whichever amount is greatest.

Any **goods or merchandise purchased** through the Dean's fund should be used up or consumed in service during the session. Leftover goods or merchandise shall become the property of the camp.

To be reimbursed for Dean's Fund monies complete the Dean's Fund Form accompanied by proper receipts. **Payment** will be made the last day of your camp session when evaluations and **"After Action Review"** forms (available on Dean's Resource Page) have been received. Expenses beyond the listed amounts are the responsibility of the Dean.

Lodge Side Gymnasium Use

At least 2 volunteer staff members are required to be in the gym while campers are using the facility. Any activity planned on the **climbing wall** will be under the direction and/or supervision of the Round Lake Program Staff.

Camp Store

The Camp Store will be open during the week to purchase T-shirts, sweatshirts, hats, candy, ice cream and other items at designated times in the gym on the lodge side and the Snack Shack on the camp side.

Spending limit on edibles is at the discretion of the camp Dean. Please notify our camp staff running the camp store of your camper limit if applicable. If we do not receive a limit from you, we will use the following scale by default:

3rd -6th grade: campers may purchase a maximum of one pop and two candy or ice cream (combined, not two of each) items each day when the camp store is open during the week

7th-12th grade: campers have no limit unless otherwise decided by the Dean. The Round Lake Staff operating the camp store may choose to limit 7th-12th grade campers should it be deemed necessary.

Camp Store Hours of Operation: The camp store is open daily during full days at camp. This usually takes place in the afternoon. The camp store is typically open 30-45 minutes depending on the size and age of the session. If possible, we request that lodge side schedules their store time to start sometime between 1:00-2:00 pm and for the camp side to schedule a start time between 3:00-3:30 pm. This ensures our staff can be present at both camp stores to offer your campers the best service possible. It is to your advantage to stay within those timeframes. **Please note there are several weeks of camp with exceptions, as noted on the form emailed to you prior to camp for scheduling the camp store.**

The camp store will **NOT** be open during check-in as it slows down the check-in process and discourages parents from returning home in a timely manner.

The camp store is open during check-out on the camp side only for 5th-6th grade sessions and younger. The camp store opens after the baptismal or closing service and is open for about thirty minutes. No volunteers are needed to run the camp store during check-out. Any campers or parents from lodge side interested in visiting the camp store after dismissal may go to the camp side. Wilderness campers are also welcome. Since the camp side store is open during check-out, the camp store is not otherwise open on Fridays or check-out days unless requested and approved in advance.

Volunteers: We appreciate the assistance of our volunteers in the camp store. Volunteers should report to the camp store 15 minutes prior to opening for training on the first full day. It is your responsibility to select which of your volunteers will be serving in the camp store. We request the same volunteers come each day as there is no daily training. You may send volunteers under the age of 18, but please send at least one adult volunteer per minor volunteer. Ensure all staff volunteering in the camp store possesses adequate mathematical skills. Due to space restrictions, **no more than two volunteers are ever needed at the lodge side.** Please send volunteers to assist in the camp store according to the following scale.

0-	Sessions with 1-50 campers	<u>Camp Side Only</u>
1-	Sessions with 51-75 campers	3- Sessions with 101-125 campers
2-	Sessions with 76-100 campers	4- Sessions with over 125 campers

Snacks

An electronic form will be sent to you prior to your week for you to choose snacks. A current copy of snack options is available on the Dean's Resource Page.

All snacks are to be scheduled through the electronic form due to the camp office **4 weeks prior to camp**. Volunteer cooks and kitchen help will be responsible for helping serve the snacks.

Meals

An electronic form will be sent to you before your session for meal schedule and special requests.

Evaluations for Your Camp Session

As applicable, evaluations will be completed electronically online. Volunteer staff will be instructed to go online and fill out evaluation forms for the session they attended.

Camp Dismissal

Camp dismissal time is at 4:00 pm. Wilderness Camps dismiss at 2:30 pm at Wilderness and 3:30-4:00 pm at Main Camp. All other variances (specialty programs, etc.) are listed on website.

Dismissal Timeline:

1. **Clean-up:** Sometime after lunch, schedule a time for campers to clean up their dorms and pack. Have volunteer staff check the rooms to make sure all is packed so no items are left behind. Oftentimes, Deans schedule this just after the last swim time so that campers do not need to return to the dorms for anything else after packing
2. **Lock-up:** Once campers have finished packing, have the volunteer staff lock the dorms before heading down for any final activities and the closing session. This ensures camper's possessions are secure until check-out from the dorms.
3. **Closing Session:** For younger age groups, this is your final event. For older sessions, this precludes the baptism service. The baptism service may also serve as your closing session.
4. **Baptisms:** Many Deans maintain the tradition of a baptism service at the end of a session. Baptism services are appropriate for camps 5th grade and up. The camp supports and encourages this tradition as it is a meaningful part of camp and a great way to close out a session. At the same time, remember that there is nothing requiring all baptisms to be performed at one time in the last 30 minutes of camp. Please strive to make every baptism meaningful for each camper. It may be just as feasible for a parent to attend on Wednesday as it is on Friday. Please do not rush or mass produce this process. Incorporate it into the worship experience throughout the week. Use your discretion when scheduling baptisms so that it is a natural expression of a camper's decision to commit his or her life to Christ. Make it a meaningful aspect of the camp experience.
5. **Dismissal from Dorms:** After closing session, **DO NOT RELEASE CAMPERS TO THEIR PARENTS.** All campers must return with the volunteer staff to their dorms for check-out. Parents sign out their campers in the dorms and pick up their things. Instructions for check-out are available to volunteer staff in the check-out binders along with the consent to release forms. Parents or authorized individuals must bring the matching wristband end to pick up a camper. If parents do not have the wristband end, they are required to prove identity through the use of a valid driver's license. If it is the same parent picking up a camper who had originally dropped off and signed them in, they may prove their identity with driver's license at the dorm to the adult volunteer staff member. If it is a different person (even if it is the other parent) or if there are any other questions or concerns, the volunteer member should send the parent to the camp office, keeping the camper in the dorm until the situation has been resolved. If there is ever any hesitation or the slightest question or concern, send the parent to the camp office immediately and do **NOT** check out the camper.
6. **Check-Out:** Parents or authorized individuals may sign out on the consent to release form once they have turned in the matching wristband end. At this time, responsibility for the camper transfers from the volunteer staff member to the parent. If there is a sticker on a consent to release form about medications, please direct the parents to pick up their camper's medications with the camp nurse, stationed in the nurse's quarters or another location as applicable.
7. **Clean-Up:** Have each volunteer member do a quick check of his or her room for any items left behind once that room's final camper has been signed out. Place any lost items in a pile in the middle of the room for the camp housekeeping staff to pick up. We leave the items in the room in case a parent turns around to retrieve them shortly after leaving the camp. Volunteer staff should also empty the trash can and leave the trash bag sitting by the doorway for the housekeeping staff to pick up later. Leave room unlocked and return key to Dean. Once campers have been checked out, the Dean should return all keys along with the Dean's, nurse's and check-out binders to the camp office. If the camp office is locked, please leave these items in the Dean's office for camp side and the Dean's quarters for lodge side. Make sure all required paperwork has been completed and turned in according to your paperwork schedule.

