

Wilderness Deans Manual-Table of Contents

Last Revised: May 2024

Introduction

Contact Information by Department

Data Policy - **NEW**

Getting Started

- Mission Statement
- Philosophy Statement
- Statement of Faith
- Summer Theme
- Dean's Job Description

Volunteer Staff

- Round Lake Human Sexuality Policy
- Volunteer Staff Recruitment List
- Volunteer Staff Fees
- Dean of Boys/Girls and Cabin Parents

Starting Your Session

- Facility Management
- Special Programs
- Sunday Start Time
- Sleeping Arrangements
- Breaking Camp the Last Day
- Off Camp Activities
- Outside Vendors

Spiritual Atmosphere

- I Want to Be a Christian
- Scripture Memorization
- Missions Giving
- Camper and Volunteer Staff Living
- Camper Misbehavior

Safety

- Crisis Intervention Policy
- Voluntary Search of Belongings for Stolen Goods
- Medical Attention
- Hazing Law-2903.31
- Electronics Policy
- Emergency Phone Numbers
- Wilderness Security

Food

- Cooking and Sanitation
- Drinking and Water Safely
- Base Camp Kitchen
- Meals
- Meal Time Work Chart

Logistics

- Mail
- Dean's Fund
- Wilderness Camp Ecology
- Campfire Wood Supply
- Evaluations for Your Camp Session

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.

Wilderness Camp Specific:

Evan Troxel: Wilderness Camp Coordinator

Contact For: Wilderness Programming, Day to Day Wilderness Facility Maintenance/Grounds, Menu Planning, Kitchen Volunteers, Emergency contact

evan@roundlake.org

Main Camp Specific: (Highlighted in Yellow are overlaps with Wilderness Camp)

Brianna Cooper-Risser: Process Specialist & Camp Store Manager

Contact For: Volunteer Registration, Background Checks, Camp Store, Communication/Website

office@roundlake.org

Troy Cleland: Facilities Coordinator

Contact For: Facility Maintenance, Housekeeping, Grounds

Retroy@roundlake.org

Samuel Spence: Human Resources & Operations Manager

Contact For: Marketing, Camp Nurse, Photos, All Round Lake Staff Issues, Campside Emergency

sam@roundlake.org

Ben Strouse: Private Retreats & Program Manager

Contact For: Programming, Waterfront, Spiritual Concerns, Lodgeside Emergency

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.

Statement of Faith

Round Lake holds to the truth that God sees a clear correlation between what we believe and how we behave. As a Christian Camp we take seriously the Bible and its implications for personal conduct. While there is no one model of Christian behavior Round Lake insists upon from its member churches, employees, Trustees and volunteers, we do insist those associated with Round Lake affirm our Statement of Faith and Practice listed below:

We believe God is one being in three persons — God the Father, God the Son, and God the Holy Spirit.

He is the source of all creation (Gen. 1:1, John 1:1-2), which He sustains (Col. 1:17) and is in the process of redeeming (Rom. 8:19-22). God the Father loves us and desires that we have fellowship with Him as His children (I John 1:3).

We believe Jesus is the incarnation of God the Son. He is the Word that became flesh (John 1:14), and He now holds all authority in heaven and on earth (Matt. 28:18).

He is Savior and Lord. He made human salvation possible through His life, death on the cross, and resurrection. He ascended into heaven where He is now our high priest and advocate. He is head of the church.

We believe the Holy Spirit works actively in the world, seeking to glorify Jesus.

The Holy Spirit convicts people of sin, righteousness, and judgment to come (John 16:5-11).

The Holy Spirit indwells believers individually and completely in the Church. The Holy Spirit develops within the Christian a pure heart which results in Christ-like character expressed in private and public conduct and action.

We believe the Bible , the Old and New Testament Scriptures, is the uniquely inspired, infallible, and inerrant Word of God

(2 Tim. 3:14-17; 2 Peter 1:16-21). The Bible is the rule of faith and practice for Christians. We affirm that Scripture is the authoritative revelation from God by which we know God's will and Christ's authority.

We believe the Church is the body of Christ on earth, the community of believers throughout the world. Upon faith, repentance, confession, and baptism a person is added to the Church. In addition, the priesthood of all believers means each Christian is called to be a serving minister (1Peter 2:9-10). The Church's mission is the great Commission (Matt. 28:18-20).

We believe Human Beings were created by God to walk in fellowship with Him. However, all (except Jesus) have sinned and fall short of the glory of God (Rom. 3:23) and must rely on God's grace and forgiveness. Every human from the moment of life (conception) is in the image of God (imago dei), a person to be nurtured, protected, and developed.

We believe Marriage was established by God and we believe it to be a lifelong, exclusive relationship between one man and one woman and that all sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor.6:9-10, 15-20; I Tim. 1:8-11; Jude 7). (See our Policy Statement on Marriage, Gender, and Sexuality.)

We believe that God created the human race male and female. (Gen. 1:27; Deut. 22:5)." (See our Policy Statement on Marriage, Gender, and Sexuality.)

We believe Salvation is by God alone through Jesus Christ. One accepts Christ as Savior through a conversion process that includes faith, repentance, confession, and baptism (Acts 2:38, 8:12, 10; 47-48, Rom. 10:9).

We believe The Lord's Supper is the celebration of the New Covenant, in which the Christian community remembers Christ and celebrates the conventional relationship they have with Him and with each other. Congregations in this fellowship typically celebrate the Lord's Supper at least weekly (1 Cor. 11:17-34, Acts 20:7).

We believe the Final Coming of Jesus is a time when Christ will personally come again as savior and judge of the world. At that time, there will be a bodily resurrection of the dead-believers to eternal life with God and unbelievers to eternal judgment. Sin will be no more and believers will live in fellowship with God forever (1 Thess. 4:13-18, Rev. 20:11-15).

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.

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

Recruiting reliable volunteer staff is an important aspect of preparing for your week. Delegate some of the work to your volunteer staff so you are not overloaded with work during your session. Volunteer staff are your most valuable asset. Find a balance between recruiting enough volunteer staff to run a successful week while not recruiting too many volunteer staff that they become bored or burden the camp. Please recruit the following roles:

- **Trail Guide**-Someone who is familiar with the property and able to use a map and compass. If possible, recruit someone who can identify local plants and trees so that they can point out unusual things in the woods to your campers. Hiking should be pre-planned, with circular routes preferred when possible. For safety, avoid public roadways. You will likely hike on neighboring properties when permission is secured for you, so ensure campers are on best behavior while guests on others' property.
- **Cooks**-You need two cooks to prepare meals and oversee mealtime cleanup. The camp will provide all necessary food along with a menu and recipes. Any special requests should be made at least two weeks in advance. Round Lake's food service staff will need an inventory list at the end of each week in order to replenish supplies. Don't burden your cooks with all the work. Encourage campers and volunteer staff to pitch in. We have included a suggested chore schedule. Furthermore, we recommend that your cooks should not double up as family leaders or participate in activities that would prevent them from preparing meals.
- **Song Leader**-Camp songs are an integral part of camp. Guitars are helpful but nonessential.
- **Naturalist**-Volunteer staff who can enhance your week by instruction in ecology and conservation.
- **Activity Director**-Leads campers in initiatives and/or games. The Wilderness Camp Manager will work with you to arrange for rappelling and/or other cooperative learning activities.
- **Teachers**-Share Bible lessons. You may either recruit one vesper speaker or have different speakers each night.
- **Family Leaders**-Recruit at least two men and two women to work with campers of their respective sex.
- **Nurse**-May be either a registered nurse or an emergency medical technician familiar with local emergency procedures. This volunteer staff member oversees medicine taken by campers in addition to treating injuries. Emergency phone numbers and first aid kit (in kitchen) are supplied.
- **Missionary**-Each Dean is responsible for selecting a missionary for his or her session.

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.**

Dean of Boys/Girls and Cabin Parents

The Dean of Boys and the Dean of Girls are responsible for maintaining order in the cabin area. This includes not only the tidiness and cleanliness of the area, but it also extends to proper conduct. Be prompt and consistent in dealing with issues. If you must discuss a problem with a camper, always have another volunteer staff member present.

When campers first arrive at Wilderness Camp, help them find cabins to settle in. Once all the campers are settled, gather them together for a discussion on expectations. Include the following:

- Keep cabin area clean
- Do not tamper with cabins, tents, tarps or any other camp equipment
- Leave other campers' possessions alone unless granted permission directly by that camper
- Refrain from "horse-play" (chasing, pushing, etc.) in the cabin area
- Use provided restrooms and Porta-Johns at all times at Base Camp (no trees)
- No girls in the boys' area or boys in the girls' area
- Rest periods mean quiet time
- No cutting or otherwise damaging live trees, shrubs or other vegetation
- **Absolutely no food, candy, gum, snacks or drinks in the cabins**

Observe camper behavior. Be prepared to offer aid, encouragement, council or discipline. Look for:

- Homesickness
- Inappropriate language or put-downs
- Hygiene-being at Wilderness is not an excuse to neglect washing up or changing clothes
- Ticks

In the morning or at the end of a rest period, check these things:

- Ensure all campers are up and ready to go.
- Remind campers to close up cabins when leaving Base Camp in case of a storm.
- Inspect cabins periodically for litter, cleanliness or damage. Use extra dishwashing duty or other chores for those with extremely messy or dirty cabins to encourage better habits.

Participation in a good week:

Situations which may need extra ministry: the loner; the shadow; and the defiant. Remember that you are a role model wherever you are.

Consider:

- Dress Code - is it enforced uniformly?
- Dorm Life - how much latitude do you have?
- Class Time - what options are open to you?
- Recreation - do all volunteer staff members show good sportsmanship?
- Swim Time - who is responsible?
- Meal Time - is it a break or a blessing?
- Free Time - what about litter? What about supervision?
- Worship Time - where are you?
- Teamwork - look out for each other on the volunteer staff team.

Starting Your Session

Facility Management

The Wilderness Camp Coordinator oversees this facility. Together with the Wilderness Team, the Coordinator coordinates rappels, zip-line, etc. This person's main responsibility is to develop and manage the programming team at Wilderness Camp.

Availability by Day

Sunday-The Wilderness Camp Coordinator and/or team will be at Base Camp to register campers and instruct the cooks on how to get started. They will take the camp picture either Sunday or Monday depending on what has been communicated by the Dean. The picture location is the same each week.

Monday-The Wilderness Camp Manager is available to care for facilities and run the archery program. They will also instruct a volunteer staff member on how to run the sling shot range.

Tuesday, Wednesday and Thursday-These are the days to schedule special programs.

Friday-The Wilderness Camp Manager is unavailable for programs. The food order arrives and is put away, the pizza is picked up for lunch, and preparations are made for the checkout process. Special programs are only scheduled on Friday if all else fails. **Cleaning up the camp falls under the Dean's responsibility.** Cleaning supplies are located in the shed at Base Camp and the re-supplies are at the shelter. Inform the Manager if any cabin or other repairs are needed.

Special Programs

- **Night zip** is reserved for 7th-12th grade camp sessions only.
- Pathfinders will not **zip-line** or shoot **archery**.
- Sessions for 5th grade and up will **rappel** at Pine Bluff.
- **Night zip** will only be scheduled on an evening after a **day zip** has been completed (safety precaution).
- **Sling shot** range must be arranged with the Wilderness Camp Coordinator. It can be volunteer staff led at anytime during the week once the Coordinator has trained a volunteer staff member to do so.
- **Geo-caching** will be available on a trial basis for those interested in playing around with our GPS units. See the Wilderness Camp Manager about the geo-cache program.

Sunday Start Time (For Standard Summer Camp Sessions)

Registration at Wilderness Camp begins at 5:00 pm on Sunday afternoon. It is not necessary for you to be at Round Lake on Sunday afternoon, but it will be helpful if you and your volunteer staff arrive at Wilderness Camp by 3:30 pm for a volunteer staff meeting and to familiarize yourselves with the camp. **No transportation is provided for campers between Wilderness and Main Camp for camp events.**

There will be a **tub of volunteer staff shirts, paperwork and registration materials in the shelter**. If a camper arrives early, the parent will need to sign the Consent to Release Form. The camper should also be assigned a wristband. A Wilderness Staff Member will be on-site to oversee check-in.

Sleeping Arrangements

The camp currently has four cabins. For large weeks it is suggested that volunteer staff bring their own tents. **NEVER HAVE JUST ONE VOLUNTEER STAFF MEMBER STAYING IN A CABIN ALONE WITH CAMPER. THERE MUST BE TWO ADULT VOLUNTEER STAFF MEMBERS PRESENT AT ALL TIMES.** This is for your safety.

Breaking Camp Last Day

- **Campers must have all their gear packed and ready to load by 2:15 pm on Friday afternoon.** Cabins should be thoroughly swept and any damage reported to the Wilderness Camp Manager. All litter should be picked up and all trash taken to the dumpster. All equipment needs to be returned to its place. Kitchen chores need to be finished and inventory taken of supplies and leftovers.
- **Make a final inspection before leaving.** Remember that another group will arrive the following Sunday. Take time to have a prayer circle as you dismiss.
- **Dismissal time is 2:30 pm for all Wilderness Camps.** Campers must have gear ready to be loaded at that time. All chores must be completed beforehand. Parents picking up their camper at Wilderness Camp will need to arrive at 2:30 pm.

Off Camp Activities: must be approved by the Camp Manager

Outside Vendors: Vendors are not permitted to sell or dispense any product on the camp without permission of one of our Camp Managers.

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. **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.
- B. **5th-6th Grade Camps:** It is recommended that no invitation be extended until Wednesday or Thursday. No rededications for this age group.
- C. **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.
- D. **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:

- **Phone parents** for permission and invite them to be present.
- **Phone camper's minister** or home church to invite them to participate in the baptism.
- **Decision sheets** are provided to record campers' names who come forward at decision time. You will make notes on the camper information sheets and turn them into the office at the end of your session 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.
- **Round Lake Baptismal Certificates** are given to each Dean. Fill these out to give to campers.
- For those being baptized, please wear dark colored t-shirts over bathing suits.
- The Dean, camper's home minister, parent or adult volunteer staff member receiving the Dean's approval should do all **baptisms at camp.**
- 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

Feel free to prepare a list of recommended memory work relating to the summer theme and camp activities. 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.

- Please count and record offerings each day.
- 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.**
- Please confirm your missionary choice with us before your session starts.
- You may also choose a missions project benefiting Wilderness Camp. Check with the Wilderness Camp Manager for any current projects.

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.

- 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.
- 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 Dean.
- The Dean has worked hard to create an agenda to meet your needs. Follow it.
- The camp nurse needs all medications labeled in the original container and stored in the Nurse's Backpack. The nurse will dispense medications and help you with any injuries or sickness that may occur during your stay at camp.
- A few days without an iPod, cell phone or gaming device is not the end of the world, but it sure does help the camp provide an environment focused on hearing God.
- 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.
- Holding a drivers license is a privilege with many responsibilities. Your car will bring you to camp and take you home. Since the Dean will be holding your keys during the week, there will be no need to go anywhere else without the permission of the Dean.
- 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.
- The Wakatomica River runs right through Wilderness Camp. To ensure your safety, campers and Volunteer Staff must go to the water together.
- 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.
- Raccoons and mice will not find any food in the cabins if you leave it at home.
- 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.
- Round Lake grounds will be clean when you arrive. The camp staff anticipates it will look the same when you leave.
- 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.
- Accidents happen and things break. Keep in mind that INTENTIONAL DAMAGE equals financial responsibility.
- The cooks work hard to prepare food. Keep that in mind as you load your plate.

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 camp volunteer staff member becomes aware of events he or she reasonably believes place a **child at risk**, the volunteer staff member should contact and consult with the Dean and/or Camp Coordinator 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 Coordinator 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

- Camp Dean is the only individual who may authorize such a search.
- Camper must be present.
- Two adults must be present during search; at least one must be of the same sex as the camper.
- If camper refuses, call parents and explain what is missing and the reason for the search.
- Request permission to search from parents.
- If permission is denied, tell parents camper is to be taken home.
- 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.

Adhere to these guidelines:

- Sickness or injury should be reported to the nurse immediately.
- 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.
- 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

Emergency Phone Numbers

Licking Co. Sheriff (non-emerg.)	740-349-6400	Knox Community Hospital	740-393-9000
Knox Co. Sheriff (non-emerg.)	740-397-3333	RLCC Main Office	419-827-2017
Emergency	911	Ben Strouse	330-473-5045
Give Address: 11841 Rock Run Rd.		Mike Liston	419-606-6179
Frazeyburg, OH 43822		Eric Miller	740-975-1847
Licking Memorial Hospital	740-348-4000		

Wilderness Security

The position of Wilderness Camp Security is covered by the "Night Watchman."

The purpose and goal for this position is as follows:

- Arrive at Wilderness around the campers' bedtime and leave around 3:00 am.
- Communicate with the Dean upon arrival regarding any pending issues with campers or suspicious vehicles seen during the day.
- Give the Dean a tentative schedule of who will be there each night and their schedules.
- Lock gates at night. The Dean can unlock them in the morning if he or she would like.
- Be positioned near or in Base Camp to assure campers are not leaving their cabins after bedtime. This gives the Dean assurance that campers are not planning any late night activities. Any camper issues will be addressed with the Dean immediately or first thing in the morning as appropriate.
- Watch and listen for vehicles or local action around Base Camp to assure camper safety.
- Strategically place the "marked" (to look like official security) vehicle as a deterrent to outsiders.
- Handle conflicts with outsiders in full compliance with the law.

Food

Cooking and Sanitation

Not only is ecological responsibility important while cooking, but our own health is also impacted by our preparation and cleaning habits.

Please adhere to the following:

- All wastewater should be dumped down the drain to the septic system. **Do not throw wastewater out onto the ground.**
- Always store food in securely closed containers and put away when not in use.
- There should be absolutely **no food or drinks in cabins**. Animals will get into them and tear up campers' belongings searching for food.
- All garbage cans should be emptied each day before dark to prevent raccoons from spreading the trash all over the site.
- Never feed the animals.

Drinking and Water Safety

- Do not use stream or river water for drinking or cooking. The only exceptions would be when it is purified through a filter or boiling.
- Wash hands before handling food and after using the restroom.
- Keep soap dispensers full.
- Thoroughly wash all utensils after each use with safe, hot water and sanitizing tablets. Water is provided by a water well in several locations.
- Keep campers hydrated. Be especially diligent in making sure they bring water bottles while hiking.

Base Camp Kitchen

The Wilderness Camp kitchen falls under Licking County Health regulations. Follow this link for great reading material our Health Department wants you to read:

Safe Food Healthy Customers at

<http://www.lickingcohealth.org/documents/FH%20Study%20Guide-English-Web.pdf>

The Wilderness Food Manager or the Wilderness Camp Manager will inform you of any current food safety issues. The health inspector generally visits three times per summer. Please ensure you and your volunteer staff members are up to code.

Here are several things to avoid that we have been written up for in the past:

- Having kids in the kitchen
- Neglecting to wear hats or hairnets
- Storing food on the floor
- Not maintaining proper temperatures of food in coolers
- Forgetting to wear gloves when serving ready to eat food

Keep the kitchen clean. Wipe everything off before, during and after use. Use common sense.

Meals

Food is delivered from our supplier directly to Wilderness Camp. If you find anything missing or have any questions, please don't hesitate to call the Wilderness Camp Manager. The Manager will send more information closer to camp.

Meal Time Work Chart

Meal time can be a great teaching tool in promoting camper responsibility. This chart will help you organize the groups and their tasks in order to help meal times run smoothly. See the Wilderness Kitchen Duties Work Chart (**available on Dean's Resource Page**)

Logistics

Mail

Place outgoing mail in the mailbox at the end of the drive by Ott Rock. Be sure to check it daily for incoming camper mail. The camp booklet, website and emails instructs parents to send mail to:

11841 Rock Run Rd
Frazeysburg, Ohio 43822

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

The Deans Fund Form will be printed and available in your Dean's binder. Fill out the form and place receipts in the enclosed envelope. Make sure it is on the bus (with the entire Dean's binder, including completed consent to release forms) to be taken back to Main Camp for processing. We need receipts to write you a reimbursement check.

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 exercise good stewardship of these funds allocated to you.

4 th Grade	\$80
5 th -6 th Grade	\$175
7 th -9 th Grade	\$200
10 th -12 th Grade	\$200
7 th -12 th Grade Travel Trips	\$200

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

Wilderness Camp Ecology

Wilderness Camp offers us the opportunity to teach campers about the special relationship between living and non-living things; and the special care it takes to preserve balance in God's creation. We are responsible to be good stewards of creation. We can also use many things in nature to teach lessons from Scripture.

To best prepare for your week of camp, we recommend reading up on birds, plants, trees, etc. This will help you understand survival in the wilderness and ensure that your activities are non-threatening to local wildlife.

Base Camp is used for 10 weeks during the summer, so it is critical that the area be protected.

Take the following steps to ensure this:

- Clean up all litter.
- Transport all trash to the dumpster at the end of the Base Camp driveway.
- Never bury trash or garbage.
- Refrain from burning plastic, foam or other trash that is toxic to the environment.
- Only burn wood in the fire ring.
- Do not cut or otherwise damage any trees or shrubs unless absolutely necessary.
- Encourage campers to stick to the trails. Do not allow campers to wander off alone during free time. They are most likely to cause damage when left unsupervised.
- Do not kill animals, except for insect pests such as mosquitoes.
- Use toilets and Porta-Johns at all times while at Base Camp. Emphasize to campers that going behind trees at Base Camp is unacceptable. When away from Base Camp, cat holes should be dug 6-8 inches deep and at least 50 feet off the trail.

Campfire Wood Supply

The camp will provide you with firewood. Any other wood you burn should only be taken from trees and limbs which have already fallen on the ground. Standing trees, even when they are dead, offer great value to wildlife. Leave standing dead trees alone and only use pieces already on the ground. Manage and conserve your firewood supply. Only keep a fire burning when it is necessary.

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.