



CAMP CONCERN

Staff Handbook

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

Colossians 3:23-24

8th edition, 2017

Dear Staff Member,

Thank you for agreeing to be part of the staff for Camp Concern. Your willingness to give of yourself and of your vacation time indicates that you are the kind of servant-hearted Christian that is needed to make Camp Concern a huge success. Thanks be to God for your willingness to be used as an instrument of His service!

Please take a few minutes to look over the information on these pages. You will find that most of the information is very general in nature, and you should be aware that the Director(s) of the week(s) in which you will be serving will have more specific guidelines that are appropriate to the respective age group(s).

You are encouraged to prepare yourself for camp by dedicating much time to prayer for Camp Concern and for the role that you will play as a staff member.

Thank you again!

In Christ,
Camp Concern's Board of Directors

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Purpose of Camp Concern

Camp Concern, Inc. is dedicated to providing wholesome programs of physical, mental, and spiritual exercise for young people.

Main Role of Staff Members

The main role of the staff members of Camp Concern is to bring glory to God in all that they do and to fulfill the Purpose of Camp Concern by serving, teaching, and counseling the campers in a Christ-like manner.

Counseling Ideals

While staff members inevitably receive many personal benefits from a week of camp, they are encouraged to recognize this thought: ***Being a staff member is not about self; it is about serving God by serving His children.***

Therefore, staff members are encouraged to set aside any desire to receive personal benefit and/or glory, and they are encouraged to prayerfully prepare themselves for the roles that have been outlined for them.

Some of the jobs that must be performed at camp are not very fun—cleaning latrines, scrubbing the mess hall floor, unclogging toilets, etc. But these are jobs that we must be willing to do when necessary. Remember, even our Savior washed the feet of His friends. **Flag-raising** seems to get earlier and earlier as the week progresses, and it can be tempting to sneak away during Bible Bowl, but it is important that we be in attendance for all activities where campers must be. Where should a counselor be? Wherever the campers are.

Really, our function as counselors is achieved in two ways: by performing the daily tasks that are necessary to maintain camp, and by building solid relationships with the campers. We must strive to know the campers well so we can help to increase their spiritual growth during our camp week.

Along these lines, we should always remember to look out for those campers who seem to be loners, on the fringe or left out. No camper should leave Camp Concern feeling like no one reached out to know him.

Some of the campers who attend camp come from places we hope to never have to go. For many of them, this is the only week in the year where people care for them and love them. We must remember to have patience with them, and to pray for them, and especially to show them that God is their Father too.

We as counselors must not allow ourselves to be blinded by competition on the sports field or court. Our function is not to “win at any cost” as the world does, but to encourage participation and good sportsmanlike conduct by all. Campers will learn this by our example.

And finally, we must remember to **HAVE FUN**. Camp Concern is a fun place!

Thank you for your service and love and for letting God use you in a powerful way to reach out to His children.

Expectations and Privileges

Every staff member’s fulfillment of these expectations is vital to the success of camp as a whole; therefore, it should be understood that any staff member who falls short of meeting these expectations will be unlikely to receive an invitation to serve as a staff member next year.

All Staff Members

1. You shall fulfill the role(s) and the specific tasks that have been assigned to you. The Director will notify you of your primary role(s) prior to coming to camp; however, some tasks may be given upon arrival at camp and/or throughout the week (see Appendix A).
2. You shall be, unless otherwise notified by the Director, present for all aspects of the daily schedule (see Appendix B).
3. You shall be aware of and adhere to the Camp Rules (see Appendix C).
4. You shall work to establish relationships with all of the campers. You should be particularly aware of campers who tend to remain on the fringe.
5. You shall maintain appropriateness in all instances of physical contact with other individuals. This includes, but is not necessarily limited to, friendly contact, such as hugs, horseplay, etc. Furthermore, you should, if at all possible, avoid physical contact of any sort while confronting a camper who might be misbehaving.
6. You shall not be alone with any camper—especially a camper of the opposite gender—in any location that is not in open view.

7. You shall ensure that Camp Concern remains a safe haven at all times for all individuals. Therefore, you shall not participate in or allow pranks, hazing, or any other activities that go against Camp Concern's dedication to providing a safe environment where all individuals are built up and encouraged.
8. You shall not dole out punishment to any camper. Necessary punishment shall be left to the discretion of the Director and/or the Assistant Director.
9. You shall adhere to the dress code (see Appendix D) in your personal attire, and you shall ensure that campers adhere to the dress code. It is preferred that female staff members handle dress code problems with female campers and that male staff members handle dress code problems with male campers.
10. You shall help to ensure that boy-girl relationships are reasonable and controlled. You shall be a model to the campers by keeping your own interaction with the opposite gender reasonable and controlled.
11. You shall be a model of good sportsmanship at all times, and you shall encourage others to practice good sportsmanship.
12. Use of telephones should be limited, and telephone conversations should be as short as possible. All calls made using the camp phone must be collect calls or charged to a credit card. Please refrain from using your cell phone in the presence of campers, since they are not allowed cell phones.
13. You will be permitted to snack in the mess hall after the campers have returned to the villages at night. If you do snack, you should eat only those foods that the cooks designate for your consumption, and you shall fully clean up after yourself.
14. You will be permitted to spend time in the mess hall after the campers have returned to the villages at night; however, you must keep noise to a minimum.
15. You shall retire at a reasonable hour. (The Directors shall determine the appropriate time for each week.)
16. Although you might have special relationships with some of the campers, you shall not give any special privileges (kitchen privileges, canteen privileges, or otherwise) to any camper.
17. Departure from the campsite during the week is discouraged. If you must leave, you must see the Director or the Assistant Director for approval.
18. If visitors come to camp, your responsibilities as a staff member must be given first priority.
19. You will be expected to help with the clean-up of the campsite on Saturday morning before your departure.

Village Counselors

1. You shall keep order in the villages.
2. You shall get to know the campers in your village. You shall learn their names and the cabins in which they belong.
3. You shall handle any camper problems that occur in the villages; however, all incidences (e.g. fighting, rule-breaking, etc.) must be promptly reported to the Village Chief. The Village Chief shall keep a record of all incidences, and a daily report shall be given to the Director.
4. You shall organize and participate in nightly village devotionals. All counselors should participate in the village devotionals before retiring or going to the mess hall.
5. You shall make certain that all campers are in their own cabins at Lights Out each night and that all campers have left the village for Flag Raising each morning.
6. You shall work with your fellow counselors to ensure that there is an appropriate number of counselors in the village at any time that campers are present. (The Directors will determine the appropriate number for each age group.) If necessary, you should work out a rotation to share this responsibility with the counselors in your village.
7. You shall encourage the campers to clean their cabins and the surrounding area.
8. You shall encourage conservation of electricity, especially placing emphasis on the switching off of all electrical items during times when nobody is in the cabins.
9. You may need to encourage the campers to be considerate of others in regard to the limited hot water in the shower houses.
10. You shall confiscate any flammable devices (e.g. matches, lighters, candles, incense, fireworks, etc.) because of the fire hazard posed by these items. You shall also confiscate other banned items (e.g. cell phones, video games, etc.) and give them to the Village Chief or Camp Director for safekeeping until the end of the week.

Table Counselors

1. You shall maintain order at your meal tables.
2. You shall develop a rotation in which the campers at your table take turns washing and drying the dishes after each meal, and you shall ensure that this task is properly completed. You are encouraged to be a model of service by assisting with this task instead of merely supervising.
3. You shall participate in any events in which your table is scheduled to participate.

Definitions of Special Staff Positions

Junior Counselor

This staff position may be filled by an individual who is between the ages of 16 and 19. A Junior Counselor's role is largely defined in the previous job descriptions; however, he/she will be expected to report to a Senior Counselor during the week. The Directors will provide Junior Counselors with specific role information for each week.

Utility Person

This staff position may be filled by an individual who is younger than 16 and older than the campers of the week during which he/she is asked to serve. A Utility Person's duties are "utility" by description, which means he/she will perform any task (such as cleaning chores, errands, escorting campers to latrines during mealtimes, etc.) deemed appropriate by any Senior Counselor. **A Utility Person has no authority over any camper except to be an example to them of superb Christian conduct.** Furthermore, a Utility Person shall not be considered as part of the number of staff members that are required in the villages or other settings.

Security

Staff Badges

All staff members shall be required to wear the appropriate staff badges in plain view at all times. These badges will help everyone on the campsite to quickly recognize staff members. All staff members must turn in the badges at the end of the week.

Visitor Badges

All visitors will be asked to check in with the Director and to wear the appropriate visitor badges in plain view each time that they are on the campsite. These badges will help everyone on the campsite to quickly recognize the visitors.

Any non-camper who is on the campsite and is not wearing any type of badge should be approached immediately. Those who are on the campsite with the intention of visiting Camp Concern should be sent to the Director to check in and receive a visitor badge. All others should be respectfully asked to leave the campsite, and the incident should be reported to the Director.

Communication

A key to maintaining a safe environment and responding to emergencies is communication. To enhance communication between staff members, two-way radios will be carried by the Director, the Assistant Director, the Nurse, the Village Chiefs, and/or any other staff members whom the Director designates. The Director shall outline the plan for using these radios and for responding to emergencies.

NOTES:

Clearances

At the end of 2014, lawmakers in Pennsylvania passed about 23 new laws and amendments to strengthen child protective service practices in the Commonwealth. Several of these changes directly impact Camp Concern. We, as a ministry serving children, are required to comply with these new regulations, but more importantly, we are called by God to do our very best to protect the safety of children. It is a privilege and honor to minister to children and youth, and we want to continue to do so in ways that honor both the law and our commitment to Christ.

There are two aspects of the laws that impact volunteers working with children. The first are the background checks that are required before the volunteer can work with the kids. The second are the mandatory reporting requirements that affect how that volunteer responds when they suspect abuse has occurred.

You will not be permitted to serve on any camp staff without these clearances.

Background Checks

In order to be in compliance, the following background checks are needed from all volunteers age 18 and older who work with children. This includes all roles and duties involved with volunteering during a session of Camp Concern. These checks are required to be updated every 36 months.

1. A Criminal History Clearance Certification from your home state.
2. A Child Abuse Clearance from your home state.
3. Either a FBI Federal Criminal History Clearance (includes fingerprinting) if you have lived in your home state less than ten years. –OR– If you have lived in your home state for ten years or more, you may submit a notarized affidavit (a copy is attached) notifying that you have not been convicted of a felony or sex crime within the previous five years.

When you obtain these clearances, you should keep the original and submit a digital copy of that clearance to Camp Concern at ccclearances@yahoo.com.

Most Common Staff Home-States (please allow 6-8 weeks to receive your clearances)

Information in Ohio:

<http://jfs.ohio.gov/ocf/CentralRegistry1.stm>

Information in West Virginia:

<https://wv.l1enrollment.com/OpenNetworkPortal/spring/customer?execution=e1s7> You can also just visit your local Morphotrust branch in cities all around the state.

Information in PA:

<https://epatch.state.pa.us/Home.jsp>

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

https://www.pa.cogentid.com/index_dpwNew.htm

Mandated Reporters

Beyond the requirement of clearances, the laws also expand the list of who is a "mandated reporter" to include volunteers who work with children. A mandated reporter is a person who is required to make a report if they suspect abuse or neglect of a child. All Camp Concern staff members are considered Mandated Reporters. According to the laws, a mandated reporter must make an immediate and direct report of suspected abuse at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. After making the report, the staff member who made the report then needs to speak to the supervisors on site (in our case, the camp director).

There is a great deal of information to be communicated regarding recognizing signs of abuse. For this reason, staff members are asked to attend a training during a Staff Day or staff meeting. If you are unable to attend a training, you may complete a free online training through the University of Pittsburgh by following this link:

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id= 2 1%20

If you have any questions about any of the required clearances or Mandated Reporting, please contact any of the members of the Board of Directors. And thank you so much for your willingness to adjust to these new requirements.

AFFIDAVIT
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF _____

_____ swears and affirms as follows:

1. I wish to serve as an unpaid volunteer for Camp Concern.
2. I am submitting this Affidavit to Camp Concern in accordance with the provisions of Section 6344.2(B.1) of the Pennsylvania Child Protective Services Law, 23 Pa. C. S. A. Section 6301 et seq.
3. I understand that Camp Concern will be relying on my statements in this Affidavit for the purpose of determining whether I may serve as an unpaid volunteer.
4. I have been a resident of my home state during the entirety of the ten-year period immediately preceding today's date.
5. I am not disqualified from service as a volunteer pursuant to Section 6344(C) of the Pennsylvania Child Protective Services Law, in that:

A. I have never been convicted of any of the following criminal offenses under the Pennsylvania Crimes Code, 18 Pa. C. S. A. Section 101 et seq.:

- i. Chapter 25 (relating to criminal homicide);
- ii. Section 2702 (relating to aggravated assault);
- iii. Section 2709.1 (relating to stalking);
- iv. Section 2901 (relating to kidnapping);
- v. Section 2902 (relating to unlawful restraint);
- vi. Section 3121 (relating to rape);
- vii. Section 3122.1 (relating to statutory sexual assault);
- viii. Section 3123 (relating to involuntary deviate sexual intercourse);
- ix. Section 3124.1 (relating to sexual assault);
- x. Section 3125 (relating to aggravated indecent assault);
- xi. Section 3126 (relating to indecent assault);
- xii. Section 3127 (relating to indecent exposure);
- xiii. Section 4302 (relating to incest);
- xiv. Section 4303 (relating to concealing death of child);
- xv. Section 4304 (relating to endangering welfare of children);
- xvi. Section 4305 (relating to dealing in infant children);
- xvii. A felony offense under section 5902(b) (relating to prostitution and related offenses);
- xviii. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);

- xix. Section 6301 (relating to corruption of minors);
- xx. Section 6312 (relating to sexual abuse of children); or
- xxi. the attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses

B. I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in A. above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania.

C. I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et seq., during the entirety of the five-year period immediately preceding today's date.

_____ Sign full name here

_____ Print full name here

Child Protection Policy

Camp Concern has implemented a Child Protection Policy (CPP). ALL staff members must attend an annual CPP training conducted by a board member.

Each staff member must submit a Volunteer Application with Reference Letter. (see appendix) No one will be allowed to serve on staff without this application and reference letter as well as proof of clearances.

The CPP Goal:

- Recognize: Recognize what is acceptable and unacceptable behavior.
- Resist: Resist unacceptable behavior
- Report: Report what makes you feel uncomfortable or if rules have been broken.

Your Role as a Staff Member:

1. Fully understand the Staff Code of Conduct: Behavior, Boundaries, Monitoring and Reporting
2. Live out this code of conduct
3. Keep each other accountable
4. Lean-in to suspicious or inappropriate situations
5. Go home, and teach others what you've learned

Modesty:

- Staff or youth shall never:
 - "Sit around" or "walk around" without a towel or clothing covering private areas during activities that encourage such behavior. (bathing, dressing etc.)
 - Appropriate coverings must be worn at all times going to and from shower. (No exceptions!)
 - Display sexual body parts intentionally. (even if it's a joke)

One on One's:

- All one-on-one interactions with youth must be done in a public place with others visible. (Must be seen, but not necessarily heard) A third person is always encouraged in these settings.

Consequences:

- Any infraction of the Child Protection Policy will be immediate grounds for dismissal and will possibly reported to the authorities to be investigated.

Reporting Protocol

Any intentional act to harm or threaten a child’s physical, mental, or emotional health requires an immediate and documented response at camp. Please use one of the following options to report any form of abuse (verbal, sexual, physical), bullying, sexual misconduct, harassment, intentional policy violation, etc.

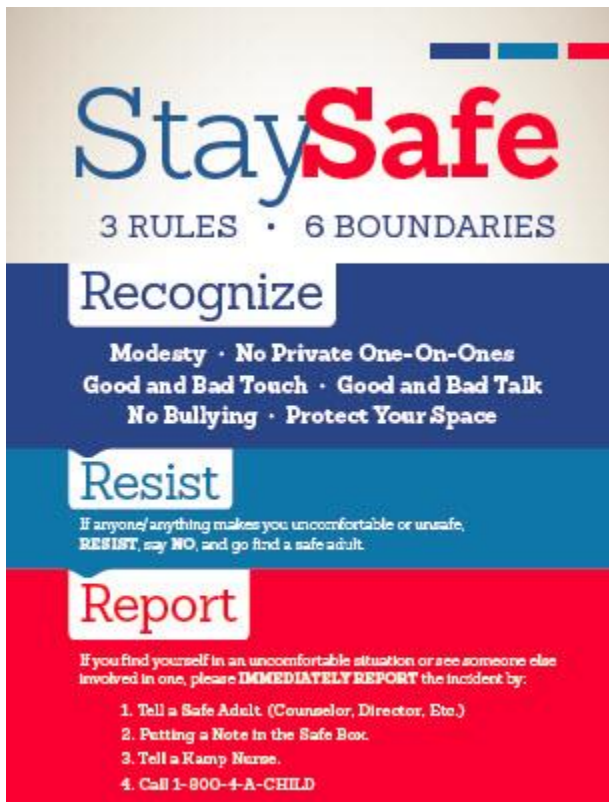
Option 1 – Notify Immediate Supervisor or Richard Walton (724-288-1574)

Option 2 – “The Safe & Secure Drop Box” in Mess Hall

Option 3 – Notify any Camp Concern Board Member

Option 4 – Call National Hotline at 1-800-4-A-CHILD

As required by law, Camp Concern will report suspicions or allegations of abuse to the proper authorities.





KEEPING CAMPERS SAFE & VOLUNTEERS

3Ts

All volunteers need to adhere to appropriate conduct in these three areas:

- TALK
- TOUCH
- TERRITORY

3Rs

All campers need to know they are empowered to ensure their safety:

- RECOGNIZE
- RESIST
- REPORT

3Ws

It is **everyone's** responsibility to ensure appropriate supervision **at all times**.

- WHO ... are they?
- WHERE ... are they?
- WHAT ... are they doing?



Staff / Volunteer Code of Conduct

The following are guidelines for appropriate/inappropriate conduct with minors:

Touch

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> a. handshakes and high-fives b. girls walking hand-and-hand c. short, congratulatory or greeting hugs d. arm around the shoulders e. piggybacks with young campers f. leg sitting 	<ul style="list-style-type: none"> a. private back rubs, arm tickles, massages, etc. b. touching of private parts (no exceptions!) c. touching a child in anger, disgust, or frustration d. sexual embraces e. lap sitting f. kissing g. intimate wrestling or tickling

Talk

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> a. verbal praise for achievement or behavior b. verbal encouragement c. scripturally based teaching (non-sexual) d. If a camper has questions of a sexual nature, those may be addressed following the protocol of Territory 	<ul style="list-style-type: none"> a. compliments or questions relating to physique or body development b. sexual jokes, homosexual innuendoes, or bathroom humor c. swearing or vulgar language d. verbal harassment or abuse e. individual secrets or special gifts f. sexual conversation

Territory

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> a. public one-on-one interaction b. group or public environments 	<ul style="list-style-type: none"> a. sitting or lying on a bed with a minor b. private one-on-one interactions

Camp Concern Sexual Harassment Policy

It is the policy of the Camp Concern Board of Directors to maintain an environment free from harassment where all campers are treated with respect. Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome sexual advances; direct or indirect demands or requests for sexual favors; sexual comments, gestures, or other physical actions of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

All reported incidents of sexual harassment will be *promptly and thoroughly* investigated.

Any camper who believes that he/she was sexually harassed by another camper, by a member of the Camp Staff, or by a third party on camp grounds, shall report the alleged harassment by notifying the Camp Director, the Assistant Director, or any other camp staff member of the alleged harassment. If a complaint cannot be resolved or the alleged harasser is the Camp Director, the camper may file a formal complaint with the President or Vice President of the Board of Directors. To the extent possible, reports of sexual harassment shall be confidential.

Any camper and/or staff member engaging in an action or conduct constituting sexual harassment will be subject to appropriate disciplinary action, up to and including expulsion from camp or legal action. The Camp Concern Board of Directors will also discipline, up to and including discharge, any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies; assists; or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHILD SEXUAL ABUSE includes, but is not limited to, any contact or interacting between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

SEXUAL HARASSMENT includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

SEXUAL MISCONDUCT includes child sexual abuse (defined above); sexual harassment (defined above); rape; or sexual contact by force, threat, or intimidation, and sexual malfeasance.

Appendix A: Staff Positions

(The following is a list of positions that you might be asked to fill as a staff member.)

- ✓ Athletics director
- ✓ Athletics assistant (on-field helper)
- ✓ Bible Bowl facilitator
- ✓ Bible Bowl grader
- ✓ Cabin checker
- ✓ Canteen account organizer
- ✓ Canteen worker
- ✓ Canteen worker scheduler
- ✓ Campfire builder
- ✓ Campfire activities facilitator
- ✓ Craft hall director
- ✓ Craft hall assistant
- ✓ Cook
- ✓ Devotional speaker
- ✓ Dishwater preparation
- ✓ Flag raising & lowering participant recruiter
- ✓ Group discussion facilitator
- ✓ Junior counselor
- ✓ Latrine cleaner
- ✓ Latrine cleaner scheduler
- ✓ Maintenance
- ✓ Mess hall cleaner
- ✓ Nurse
- ✓ Song leader recruiter
- ✓ Table counselor
- ✓ Talent show organizer
- ✓ Teacher
- ✓ Teacher assistant
- ✓ Trash hauler
- ✓ Utility person
- ✓ Village chief
- ✓ Village counselor

Appendix B: Sample Schedule

(The following is a sample of a typical schedule for Senior Week. Specific activities and times will vary for the different weeks; however, this sample provides a basic idea of how a day of camp flows.)

8:00.....Wake Up
8:35-8:45.....Flag Raising Activities
8:50-9:20.....Breakfast
9:45-10:45.....Class
10:50-11:10.....Devotional
11:15-12:00.....Group Discussion
12:15-1:00.....Lunch
1:00-1:30.....Free Time
1:30-3:00.....Group Recreation
3:00-4:30.....Tournaments
4:30-5:15.....Prepare for Dinner
5:20-5:30.....Flag Lowering
5:30-6:30.....Dinner
6:30-7:30.....Free Time
7:30-8:00.....Devotional
8:00-8:30.....Bible Bowl
8:30-9:10.....Free Time
9:15-10:30.....Campfire
10:45-11:00.....Village Devotional
11:00-11:25.....Prepare for Bed
11:30.....LIGHTS OUT!

Canteen hours:

Sunday.....6:00-7:00 PM
Monday-Friday.....3:00-4:15 & 8:30-9:10 PM
Saturday.....9:45-11:00 AM

Appendix C: Camp Rules

1. Every person is required to abide by the camp schedule unless excused by the Camp Director.
2. No one may leave camp without permission from the Camp Director. Permission will not be granted to leave camp for concerts or similar activities.
3. No one will be excused from classes except by permission from the Camp Director or the Camp Nurse.
4. Sickness or injury must be reported to the Camp Nurse immediately.
5. The personal belongings of staff members and campers may not be taken or disturbed in any way, under any circumstances, without the owner's permission.
6. The possession and/or use of tobacco, alcohol, or other drugs will not be permitted.
7. The possession and/or use of weapons of any kind will not be permitted.
8. The possession and/or use of flammable devices (e.g. matches, lighters, candles, fireworks, etc.) will not be permitted.
9. The possession and/or use of cell phones and two-way radios (walkie talkies) will not be permitted.
10. The possession and/or use of certain electrical items will not be permitted. This includes, but is not necessarily limited to, the following: air-conditioning units, refrigerators, televisions, VCR's, DVD players, large stereos, computers, and video games (consoles or hand-held).
11. Food and/or drinks may not be stored in the cabins.
12. Dress must be modest at all times, and the following guidelines must be obeyed by boys and girls alike:
 - Shorts must be at least half the length of the wearer's thigh.
 - Campers must be fully dressed in all common areas (i.e. shirts must stay on while playing sports, etc.).
 - No immodest swimwear (e.g. bikinis, etc.).
 - No extremely tight clothing.
 - No cleavage-baring and/or midriff-baring shirts.
 - No camisoles or tank tops with thin or spaghetti straps.
 - All underwear must be covered by clothing at all times.

More details regarding the dress code and its enforcement are included. Please read that carefully and pack accordingly.

13. Campers shall be responsible for the general tidiness of the cabins and grounds. The required categories of tidiness will be posted on each cabin door, and all cabins will be inspected daily.
14. In order for a camper to be eligible to attend a particular week of camp, he/she must be the appropriate age by the final day of the week that he/she plans to attend. A camper who is enrolled in a week in which he/she is not the appropriate age shall participate in activities; however, he/she will not be eligible to receive awards.
15. A camper who disobeys the camp rules, including those noted above and any additional rules stated by the Camp Director, will be subject to reprimand. Continued disobedience will result in the camper's dismissal from camp without a refund of the enrollment fee. A camper who is dismissed will not be permitted to return to camp the following year without the written consent of the Board of Directors.

Appendix D: Dress Code Policy

The Board of Directors of Camp Concern desires to provide an environment of Christian love and respect in all aspects of your week of camp. One part of this environment is modesty in dress. You are expected to follow the dress code policy. If a staff member sees that you are in violation of the dress code, you will be asked to return to your cabin and change clothes.

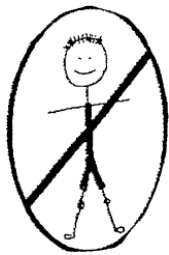
It is our hope that this dress code policy helps you make wise decisions about dressing modestly at camp and in your everyday life. So please know that while we must have rules in place to keep camp running smoothly and appropriately, our ultimate goal is to have the chance to talk with you about the love of Jesus Christ and how that love can inform every decision you make, from the clothes you wear, to the words you say, and to what you do.

The following is the Camp Concern Dress Code Policy. Please use common sense in applying this policy, and please pack accordingly.

Dress must be modest at all times, and the following guidelines must be obeyed by boys and girls alike:

- Shorts must be at least half the length of the wearer's thigh.
- Campers must be fully dressed in all common areas (i.e. shirts must stay on while playing sports, etc.).
- No immodest swimwear (e.g. bikinis, etc.).
- No extremely tight clothing.
- No cleavage-baring and/or midriff-baring shirts.
- No camisoles or tank tops with thin or spaghetti straps.
- All underwear must be covered by clothing at all times.

Here are some pictures to help you visualize these guidelines:



No tight shirts, sweaters, pants or shorts.



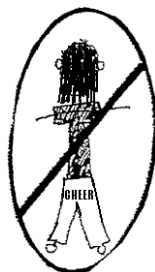
No thin or spaghetti straps. No bare midriffs. No cleavage. No short shorts.



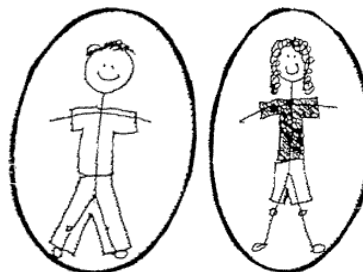
No short skirts or low-cut tops. No visible bra straps.



Keep your pants pulled up.



No writing on the buttocks of clothing.



Common sense, love and respect will make for a wonderful camp experience for all!

Appendix E: Love That Camper

The following is distributed by the National Association of Christian Camps, a summer camp organization comprised of camps run by congregations of the Churches of Christ.

LOVE THAT CAMPER

If I am able to speak to my campers with the eloquence of men and angels, but have not love for the individual camper, I become as sounding brass and clanging cymbal.

And if I have the gift to understanding life, and know all the mysteries of psychology, and have all knowledge of youth behavior and all faith in my ability as a leader, but have not love for the campers in my village, I am not worthy of being their leader.

If I give of my time in unlimited measures, and if I continually sacrifice that they may find enjoyment in numerous activities, but in so doing if I am not led in the spirit of love, it profits me nothing.

Love is patient with the mistakes of youth, it is sympathetic with their problems. Love keeps me from envying the success of other counselors.

Love gives satisfaction other than that found in large numbers. Because it seeks not its own, it gives power for me to be true to my campers. It gives patience in the time of discouragement. It gives pleasure only when I give my best. It bears all things, believes all things, hopes all things, and endures all things for the sake of my campers.

Love never fails as a force to make my work productive. If I depend upon scientific knowledge, my efforts will lack depth. For now we think only in part, and we know in part, and we have outgrown the viewpoints of childhood. The words, the thoughts, the feelings that we have today will be changed by the experiences of tomorrow.

But in all this changing there abides faith in the work I am doing with the campers, hope in its productiveness in Christian character, and love of youth as they are and for what it is possible for them to become.

Faith, hope, love - these three abide, but the greatest of these is love.

Appendix F: Things I Have Learned At Camp Concern

The following is distributed by the National Association of Christian Camps, a summer camp organization comprised of camps run by congregations of the Churches of Christ. It has been personalized for Camp Concern.

Things I Have Learned At Camp Concern

I have learned

That you don't make rules that you would not enforce for your own child.

I have learned

That many of my closest friendships have been forged at camp.

I have learned

That most kids cannot get enough hugs.

I have learned

That even the most hyper or mischievous kids will sleep well if tired enough.

I have learned

That as soon as a child makes a friend, he is no longer homesick.

I have learned

That often times kids who 'grew up' at camp, make your best staff people.

I have learned

That singing God's praises opens the heart.

I have learned

That an open heart can be touched by God's Word.

I have learned

That there are always broken children at camp.

I have learned

That God uses Camp Concern to help mend broken children.

Appendix G: Showering Policy

- I. No counselor may shower at the same time as campers or be in the shower area of the latrines while campers are showering. A counselor should never be alone with campers in the shower for any reason.
 - A. An exception to this policy may be made for Junior Week since counselors often need to assist the younger campers with turning on the water.
 1. For Junior Week, all campers must wear swimsuits for their showers, and all counselors helping them must wear clothing.
 2. At least two (2) counselors must be present for helping Junior Week campers with their showers.
 - B. Each week's director is asked to provide a schedule that allows staff and campers to have separate showering times.

Appendix H: Camp Concern Cell Phone/WiFi Enabled Device Policy

The Board of Directors of Camp Concern would like to take this opportunity to remind you of the camp policy regarding cell phones **It is our policy that cell phones and Wi-Fi enabled devices not be used by campers during camp session.** We have spent much time deliberating over this policy, and we believe this to be the necessary course of action for the following reasons:

1. We feel the need to protect our campers from those who may use their phones to access material that may be objectionable.
2. Part of the goal of camp is to get away from the world to focus on God and building relationships with others. Cell phones make it extremely difficult to build that atmosphere when campers are still "plugged in" to their everyday world.
3. Cell phones have become a distraction with campers' attention being focused on those instead of scheduled activities.
4. Campers could use and have used cell phones in ways that have put themselves or others in jeopardy.
5. Sending a child to a safe environment, such as a week of camp, may be a good way to begin to encourage a healthy independence that will be eventually necessary.
6. Parents can contact the camp director at any time with a calls or text messages if there is a need/desire to check in with their child. The number to reach the director will be made available to parents and guardians during Final Registration.



CAMP CONCERN APPLICATION FOR VOLUNTEER

Instructions: Fill in the blank on each line, save this document, and return via e-mail
to: ccapplications@yahoo.com
or print and mail to: Richard Walton, 1403 Penn Ave, New Brighton, PA 15066 Attn:
Camp Application

Personal Information	
Date of Application Submission	Click here to enter text.
First and Last name	Click here to enter text.
Address, City, State, Zip	Click here to enter text.
Date of Birth:	Click here to enter text.
Phone number:	Click here to enter text.
Email:	Click here to enter text.
Name of Congregation you regularly attend	Click here to enter text.

Personal History (If answer is yes, please include applicable information)	
Have you previously volunteered for Camp Concern?	Click here to enter text.
Have you ever been arrested, charged, or convicted of a crime or a municipal ordinance violation in any federal, state, county, or municipal court?	Click here to enter text.
Please list any relatives who volunteer with Camp Concern.	Click here to enter text.
Please provide any work or volunteer experience that could be beneficial to Camp Concern.	Click here to enter text.
Which week are you applying for? College, Senior, Secondary, Junior	Click here to enter text.
Are your clearances up to date (within the last 5 years) AND submitted to the camp board? If not, please submit proof of your child abuse clearance AND criminal background clearance by scanning necessary documents and emailing them to ccclearances@yahoo.com .	Click here to enter text.

Church Leader Reference (unrelated elder, deacon, minister, or leader)	
First and Last name	Click here to enter text.
Reference's position within the church	Click here to enter text.
Address, City, State, Zip	Click here to enter text.
Email:	Click here to enter text.
Phone number:	Click here to enter text.
How many years have you known the reference?	Click here to enter text.

Personal Reference (unrelated employer, instructor, acquaintance)	
First and Last name	Click here to enter text.
Address, City, State, Zip	Click here to enter text.
Email:	Click here to enter text.
Phone number:	Click here to enter text.
How do you know the reference? (employer, friend, etc.)	Click here to enter text.
How many years have you known the reference?	Click here to enter text.

Applications are accepted at any time and are good for one calendar year. The Camp Concern Board of Directors will consider and approve applications as they are received.

I hereby certify that all of the information provided by me in this application and any other accompanying or required documents is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of consideration for volunteer work or immediate termination of volunteer work regardless of the timing or circumstances of discovery. I understand that submission of an application does not guarantee a position. I further understand that, should Camp Concern extend an offer for a position, such volunteer work is at will, for no specific duration, and may be terminated by either the organization or myself at any time, with or without cause or notice. In consideration to be a volunteer with Camp Concern, if appointed to a position, I agree to conform to the rules, regulations, policies, and procedures of Camp Concern at all times and understand that such obedience is a condition to be a volunteer. I understand that if seriously considered for a position with Camp Concern I will be required to submit to a background check as a condition of being part of Camp Concern. I understand that an unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these background checks will result in withdrawal of any position offered. I hereby authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to Camp Concern and any of its representatives. I release all parties involved from any and all liability for any and all damage that may result from providing such information. I consent that any dispute between me and Camp Concern will be governed by the substantive laws of Pennsylvania and any mediation or suit that might occur shall be filed in the Allegheny County court system.

If any part of this agreement is found by a court or any other appropriate authority to be invalid, the remainder of the agreement nevertheless will be in full force and effect.

Requirements of all volunteer staff are as follows:

Must be of good moral character

Must be a baptized believer. (not necessarily for a minor)

Must be actively involved in a local church and recommended by a minister/elder/leader within that assembly and approved by camp director.

Must be committed to being a follower of Jesus Christ.

Additionally, every staff member must agree with the following Biblical teachings that Camp Concern promotes:

There is only one true God, who reveals himself in three persons, The Father, The Son and the Holy Spirit. Matthew 3:16-17; John 17:3

The Bible is the inspired, infallible and authoritative Word of God. 2 Tim. 3:16

Jesus is God, who became flesh through a virgin birth in order to redeem mankind. He lived a sinless life, was crucified, buried in a grave and on the 3rd day rose for the dead and is now seated at the right hand of God the Father in heaven. John 1:14; Galatians 4:4; 1 Corinthians 15:3-5

Jesus' sacrifice on the cross provides the substitutionary atonement for the sins of man. Romans 3:25

Salvation comes freely by the grace of God through faith as we are born again through water baptism for the remission of our sins. John 3:5; Acts 2:38; Galatians 2:8-9

Jesus is the only way to heaven. John 14:6

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Signature: _____ **Date:**

By marking here with an 'X', you electronically sign this document. _____



CAMP CONCERN CHURCH LEADER REFERENCE

Instructions: Fill in the blank on each line, save this document, and return via e-mail to: ccapplications@yahoo.com

or print and mail to: Richard Walton, 1403 Penn Ave, New Brighton, PA 15066 Attn: Camp Reference

This reference is to help evaluate a person’s ability to effectively serve and work with our organization. Please be aware as you answer these questions that we are a youth serving organization and this applicant will be directly involved with youth throughout most, if not all, of their volunteer time with us. It is our desire to secure people of high moral character and sincere Christian belief. It is important that you know the person listed above well enough to make a good decision as to whether this applicant is suitable for this type of assignment. When completing this form, we ask you to be candid and as detailed as possible. Your comments are deeply appreciated and will be held in strict confidence. Please evaluate this applicant and answer questions in the areas of which you have knowledge. Feel free to provide additional comments if any of your answers need clarification.

Applicant Information	
Date of Reference Submission	Click here to enter text.
First and Last name of Applicant	Click here to enter text.
How long have you known the applicant?	Click here to enter text.
Is there any reason this applicant should NOT work with or around children? If YES, please explain in detail.	Click here to enter text.

Personal Information	
First and Last name	Click here to enter text.
Address, City, State, Zip	Click here to enter text.
Phone number:	Click here to enter text.
Email:	Click here to enter text.
Name of Congregation you regularly attend	Click here to enter text.
Your position within the congregation	Click here to enter text.

Please answer the following statements with ‘Agree’, ‘Neutral’, or ‘Disagree’	
Applicant has an excellent work ethic and is a hard worker.	Click here to enter text.
Applicant is honest and trustworthy.	Click here to enter text.
Applicant has great personal and professional integrity.	Click here to enter text.
Applicant works well in a group and is open to receiving instruction.	Click here to enter text.
Applicant relates well with children.	Click here to enter text.
Applicant is able to remain calm when dealing with difficult situations.	Click here to enter text.
I would leave my child in the care of the applicant.	Click here to enter text.
I would consider this applicant as a genuinely compassionate person.	Click here to enter text.

I have never known this applicant to use inappropriate language or jokes in the presence of a minor.	Click here to enter text.
I have never known this applicant to have any questionable physical contact with a minor.	Click here to enter text.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Date: _____

Signature: _____

By marking here with an 'X', you electronically sign this document. _____



CAMP CONCERN PERSONAL REFERENCE

Instructions: Fill in the blank on each line, save this document, and return via e-mail to: ccapplications@yahoo.com

or print and mail to: Richard Walton, 1403 Penn Ave, New Brighton, PA 15066 Attn: Camp Reference

This reference is to help evaluate a person’s ability to effectively serve and work with our organization. Please be aware as you answer these questions that we are a youth serving organization and this applicant will be directly involved with youth throughout most, if not all, of their volunteer time with us. It is our desire to secure people of high moral character and sincere Christian belief. It is important that you know the person listed above well enough to make a good decision as to whether this applicant is suitable for this type of assignment. When completing this form, we ask you to be candid and as detailed as possible. Your comments are deeply appreciated and will be held in strict confidence. Please evaluate this applicant and answer questions in the areas of which you have knowledge. Feel free to provide additional comments if any of your answers need clarification.

Applicant Information	
Date of Reference Submission	Click here to enter text.
First and Last name of Applicant	Click here to enter text.
How long have you known the applicant?	Click here to enter text.
Is there any reason this applicant should NOT work with or around children? If YES, please explain in detail.	Click here to enter text.

Personal Information	
First and Last name	Click here to enter text.
Address, City, State, Zip	Click here to enter text.
Phone number:	Click here to enter text.
Email:	Click here to enter text.
Your relationship to the applicant	Click here to enter text.

Please answer the following statements with ‘Agree’, ‘Neutral’, or ‘Disagree’	
Applicant has an excellent work ethic and is a hard worker.	Click here to enter text.
Applicant is honest and trustworthy.	Click here to enter text.
Applicant has great personal and professional integrity.	Click here to enter text.
Applicant works well in a group and is open to receiving instruction.	Click here to enter text.
Applicant relates well with children.	Click here to enter text.
Applicant is able to remain calm when dealing with difficult situations.	Click here to enter text.
I would leave my child in the care of the applicant.	Click here to enter text.
I would consider this applicant as a genuinely compassionate person.	Click here to enter text.

I have never known this applicant to use inappropriate language or jokes in the presence of a minor.	Click here to enter text.
I have never known this applicant to have any questionable physical contact with a minor.	Click here to enter text.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Date: _____

Signature: _____

By marking here with an 'X', you electronically sign this document. _____