

“To be a place where Christ is glorified and Lives are changed”

## ALACCA Bible Conference Staff Manual Summer Camp 2016

### How Did I Get Here?

The Three A's: attitude, ambition, and action. This is what the entire summer is based upon. This is what training is about; it is what the summer will be about-changing lives, attitudes, character, and faith through our ambitions and our actions. To do so, we must first evaluate what each part of the Three A's are.

#### Attitude

Attitude is the basis to everything that we do. Whether it is here at camp, in our churches, in our homes, or in our

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company...church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain way...we cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude...I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our attitudes.” –Charles Swindoll

### Why are we here?

“Why are we here? Why did I ever agree to give up my summer for this?” These are the questions that you will find yourself asking at least once, if not many times this summer. We have to determine what our purpose of our camp is going to be for the summer if we are going to be successful. To have any goal you must determine your objective, those small steps, for reaching your goals. So, what is the main goal of camp, and what are the objectives for getting to that main goal? Camp ALACCA'S goals are set high and it is our duty to set our *attitudes* and *ambition* in order to fully reach them.

#### Ambition/Goals

Ambition- To reach any goal you must first determine what that goal is. Without the goals then we just have a bunch of people walking around trying to have fun without any real direction.

“The reason most people never reach their goals is that they don't define them, or ever seriously consider them as believable or achievable. Winners can tell you where they are going, what they plan to do along the way, and who will be sharing the adventure with them.” – Denis Watley

“To accomplish great things, we must not only *act*, but also dream; not only plan, but also believe.” – Anatole France

#### Act

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Action- Setting forth in motion the attitude and ambition that have already been decided. It is *here* that change happens and lives are impacted forever.

**ALACCA Mission:**

To evangelize the lost and disciple the saved.

**Goals for Campers:**

- Safety
  - All children that come onto camp property must have their safety come first
  - Safety does not just mean their physical selves, but their mental, emotional, and spiritual safety as well.
- Create *Magic* in the lives of children
  - **Camp Magic:** The moment when pre-planning, preparation, and dedication creates vivid lifelong memories in the lives of campers, all while maintaining the guise of spontaneity and unpredictability.
- Change the future by changing the life of every child in a positive direction. This means an introduction to Christ’s love and how He can change our lives
- Teach them lifelong lessons
- Teach new skills through positive reinforcement
- For children to leave with the understanding that they can achieve anything that they put their minds to
- For all children to know that while they are at camp they are loved regardless of background, social economic standard, or how they look
- New friends and a sense of being a part of the ALACCA family
- For children to try something that they can only experience at camp
- Fun for all

**Goals for Staff**

- The opportunity to grow and gain marketable skills for the job market
- The chance to change the world and the future with every camper you come into contact with
- Spiritual growth
- The ability to work in a fast paced environment
- Develop stamina, self-motivation, flexibility, and patience
- Public speaking skills
- Leadership skills
- To learn how to communicate effectively in a working environment
- Conflict resolution
- To challenge staff to grow in every area of their lives
- To act positively in the face of chaos
- Growth of character
- Fun like you never thought you could have
- New friends

**Statement of Faith:**

**We Believe-**

- The Bible, which is verbally inspired by the Holy Spirit and is inerrant in the original manuscripts and is the infallible and authoritative Word of God.

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- The triune Godhead in three persons, Father, Son and Holy Spirit.
- The personality of Satan, called the Devil, and his present control over unregenerate mankind.
- The fall and lost state of man, whose total depravity makes necessary the new birth.
- The deity of Jesus Christ, His virgin birth, sinless life, death, bodily resurrection, present exaltation at God’s right hand, and personal and imminent return.
- The atonement by the substitutionary death and shed blood of Jesus Christ, our Lord and Savior.
- The resurrection of the saved unto everlasting life and blessedness in Heaven, and the resurrection of the unsaved unto everlasting punishment in Hell.
- The church, the Body and Bride of Christ, consisting only of those who are born again, for whom He now makes intercession in Heaven and for whom He shall come again.
- Christ’s commission to the church to go into all the world and preach the Gospel to every creature.
- That salvation is the gift of God and is eternal in its duration.
- The Holy Spirit indwells the believer at the time of salvation.
- That marriage consists only of a man and a woman as established by God in Genesis.

### **Chain of Command**

Ultimately, Christ’s direction for our lives and the camp outweigh our own desires. In understanding this, we should remember that in everything we do, it should glorify Christ. We must cooperate together for the common good and the glorification of Christ. The Executive Directors are responsible for programming, operations, facilities and all staff. Should problems arise, please question the program staff first, and then bring the problem to the Directors. Kitchen staff should report to the Kitchen Manager before bringing concerns to the Directors. Using this chain of command will help quickly solve small problems while creating a sense of understanding and cooperation among all staff. The only *exception* is if a camper’s safety is in question. Immediate notification to the directors is then required. Please remember that a cohesive staff is one that remains positive and does not participate in “parking lot” conversations. If you have a personal problem with someone, please calmly address that person directly (not in front of campers) and work to solve the issue. If a resolution cannot be obtained, then you may bring your concerns to the Directors. Sometimes a deep breath is necessary! Remember our mission and make it your priority!

### **Volunteer Requirements**

- A born-again relationship with our risen Savior, Jesus Christ
- A heart to serve God
- Completed and accepted Volunteer Application with background check
- Commitment to the ALACCA Volunteer Requirements & Expectations

#### Why do we serve at ALACCA?

- To impact the world for Jesus Christ and to show people the love of Christ through our lives. We are to be a model of Jesus Christ and treat all people as He did in His time on Earth
- To serve God, the campers, and each other with a humble, respectful spirit, a servant’s heart and attitude, and in willing, respectful submission to those in authority over us
- To create a fun, Christ-filled atmosphere where God’s Word is spoken and lived out

**Volunteers Will:**

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- Obey the rules
- Have attended a training session prior to the camp
- Not be alone with a camper in a secluded area. If you want, or need, to talk one on one with a camper, do so in a highly visible area, out of hearing range of others
- Not be alone with a member of the opposite sex, unless it is your spouse or child
- Allow campers to have privacy as needed when dressing. While this is difficult in a cabin setting, privacy should still be respected
- Not touch or allow a child to touch you on the private areas of the body
- Abide by the “Hands Off” policy
- Model positive lifestyles
- Not engage in dating relationships while at camp
- Have a growing, thriving, consistent walk with God that stems from a solid faith in Jesus Christ and foundation from God’s Word, the Bible- this requires a healthy personal devotion life
- Have an untiring patience that grows out of love for the campers and other staff-striving to be an example of Christ-likeness
- Be a team member, treating each other with respect, love, patience, etc. and be an example of unity to those around us. Our attitudes, comments, discussions, etc. WILL have an impact on the entire camp and be an example to the campers and the others. Matthew 12:25, “Every kingdom divided against itself is brought to desolation, and every city or house divided against itself shall not stand.”
- Have a good sense of humor, and a positive, supportive attitude
- Be flexible, resourceful, and creative-plans do not always go as expected
- Understand and respect the authority structure at ALACCA, and how each person fits into that
- Handle correction or discipline with a consistency and firmness, yet in a gentle, calm, humble and respectful manner
- Be respectful of the Director(s) position. Agreement with the decisions that are made may not always occur, but as long as they are not Biblically heretical or harmful to staff and students, they must be abided by. Please report directly to the Director(s) if you have a personal complaint and do so away from other staff and campers
- Be an ambassador for Christ, sharing your love of Christ, helping other to come to and/or grow in a personal relationship with Christ
- Participate in chapel times. Our example in this is critical to the campers and our own growth depends on corporate worship as well

## Volunteer Positions & Expectations

- **Cabin Leader**
  - A cabin leader is a person, 18+ years of age, who has been allowed the responsibility of caring for a group of campers throughout their time at camp. The cabin leader is with the campers twenty-four hours a day; eats, sleeps, and plays with them. The cabin leader needs to make every effort to love and understand the campers, and must be concerned about their entire welfare. This includes health, safety, physical well-being, group cooperation, and spiritual growth. The spiritual welfare of the campers is the leader’s primary concern and main responsibility.
  - The cabin leader has an all important task of developing a personal relationship with each camper. This will require that the cabin leader will give their best in understanding, patience, and sincere concern. The cabin leader is not a “policeman” or “baby-sitter”.

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### **Qualifications of a Cabin Leader**

- A positive Christian role model
- Knowledge of the Scriptures
- Positive attitude
- Adaptable
- Humility
- Stable Character
- Honesty
- Emotionally mature
- Reliable
- Basic common sense
- Healthy
- Pleasant personality
- Love
- A servant’s heart
- Pleasing personal habits
- A good sport
- Submissive to authority

### **Expectations of Cabin Leaders**

#### Be a good Cabin Leader

- Lead by example
- Be ready and anxious to lead someone to Christ
- Know the four spiritual laws or another simple approach
- Practice sharing the plan of salvation
- Be approachable-don’t be too busy!
- Cabin leaders are responsible to lead devotions each morning and night
- Discern the spiritual position of those you are responsible for
- Develop good questions to reveal attitudes and interests
- Be honest- no one expects you to know all the answers to every question. Admit you don’t know the answer, but try to find it
- Use disciplinary measure sparingly-Never use physical punishment or threats
- Do not take a camper’s bad conduct personally
- Always “cool off” before acting
- Bring any concerns with a camper’s behavior to the Director(s)

#### Be a friendly and pleasant Christian

- Be friendly without being phony
- Know everyone’s name
- Show interest and concern
- Have a good sense of humor
- Combat complaints with a positive, enthusiastic attitude

#### Be an informed Christian

- Get to camp on time
- Know where things are
- Know when things are happening
- Keep a copy of the schedule handy and/or memorize it
- Bring a watch if possible

#### Set a good example

- Have a positive attitude
- Give praise freely
- Applaud good sportsmanship
- Recognize a job well done
- Don’t chide or be sarcastic
- Demonstrate love toward other camp staff and all campers in every situation
- Be on time for the different events and get your campers there on time

### **Remember**

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- You are here for the campers and to impact them for Jesus Christ
- Lead by example! Maintain your own spiritual life. Obey the rules
- **Be with your campers;** sit with your campers at mealtimes and meetings, **know where your campers are,** be in your cabin with your campers, and stay there after “Lights Out”
- Be friendly but firm with campers, and worthy of respect and confidence
- Act in a mature manner, seeking wisdom from the Lord
- Lead cabin devotions. Encourage campers in their personal devotions and study time
- Strive to reinforce lessons taught to the campers in the chapel and teaching sessions
- Report discipline problems or other problems to the Camp Director(s)
- You influence the campers by your attitude and your actions!

### Camp Nurse

- The Nurse is on call 24/7 to assist with medications and to respond to medical/health emergencies
- Keep the First Aid cabinet organized and report the need of supplies to the Camp Director(s)

### Expectations

- Be available during registration to take medical information concerning the campers
- Ensure appropriate documentation is provided and maintained regarding medications and medications administration
- Properly store and dispense all medicines
- Treat all reported accidents or illness and keep clear, detailed records of all illnesses treated and emergencies
- Work with the Camp Director to develop an action plan if a child needs to be transported to the emergency room

### Kitchen Staff

- Work for the Kitchen Manager, and with the rest of the volunteer Kitchen Staff, to provide nutritious, tasty food, in a safe manner that ensures the ALACCA Bible Camp Kitchen meets or exceeds Idaho Health Department Standards.

### Expectations

The Kitchen Staff will:

- Be at least 16 years old
- Obtain, if possible, a Food Handlers Permit from the Idaho Health Department
- Cheerfully take direction from the Kitchen Manager
- Prepare and serve meals under the directions of the Kitchen Manager
- Assist with dishes and Dining Hall clean-up as assigned
- Follow all kitchen procedures for food safety and cleanliness
- Participate in a daily devotion held with all kitchen staff
- Have fun- no job is too small or menial when you are serving the Lord

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### **Night Watchman**

- Maintain security and order on the campgrounds during the night hours
- Assist Cabin Leaders, as needed, in dealing with campers during the night

### Expectations

The Night Watchman will:

- Be at least 21 years old
- Turn the outside lights on before dark and off in the morning
- Turn off lights and lock buildings after Light Outs and close the camp gate
- Patrol the camp property, focusing on the cabin area
- Deter anyone from leaving the cabins after Lights Out. Return anyone found outside after Lights Out to their cabin, wake the Cabin Leader, and give a report of what you observed
- Pray for each camper and volunteer while patrolling
- Complete a nightly report log and leave it for the Director’s review in the morning
- In the case of a medical emergency, notify the Nurse and Camp Director(s) immediately. For other situations warranting intervention notify the Camp Director(s) immediately

## **General Camper Guidelines**

Campers Must:

- Respect Cabin Leaders, listen to and obey them, and let them know where you will be at all times
- Know the schedule, listen for the bell, and be where you are supposed to be on time
- Keep their hands off the bell unless requested, or given permission, by adult staff
- Obey the “Hands Off” Policy
- Stay out of all cabins other than their own
- Be in bed, be quiet, and stay in their cabin after Lights Out
- Stay on camp property unless with the group on an ALACCA activity
- Wear shoes attached to your feet for all activities and games. NO flip flops
- Honor God in their choice of clothing and follow the ALACCA dress code:
- Clothing must be modest in style, length, and texture by **our judgment**. If we judge something as immodest, you will be asked to change or wear additional clothing. Logos or phrases need to be honoring to God. Make sure to bring mid-thigh shorts. No short shorts, two-piece bathing suits, speedos, halter tops, mid-drift shirts, shirts with obscene messages or strapless dresses.
- Leave ALL electronics at home: cell phones, portable music or video devices, MP3’s, I-Pods, DVD players, CD’s, or portable electronic games of any kind. Any of these items found during camp will be confiscated and returned to you at the end of camp. Cameras may be allowed at camp.
- Bring no alcohol, tobacco, illegal drugs, firearms, or weapons to ALACCA
- Turn in all medication, prescription or not, to the Camp Nurse at check-in
- Ask permission if they want to use the phone
- Remember this is God’s camp: treat the buildings, the grounds, the equipment, etc. with care and respect
- Return “camp stuff” to its proper place after using it

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**Bathroom Mishaps** - Yes, some campers will have accidents. Don't overreact. DO NOT announce it to the world. Discretely take the camper aside and see if they have a change of clothes. If not call the child's parent. If a change of clothes is present write a note to the parent explaining what happened.

**Contraband (items not supposed to be at camp)** - Campers will smuggle in items like candy, electronics, and money. If you discover any contraband, confiscate it and turn it in to the Director.

**Flag Pole** - To start each morning, all groups will meet at the flag pole and form a single file circle around it. One group will march out with the flags, raise the flags and lead everyone in the pledges of allegiance (American Flag, Christian Flag, and the Bible). At the end of the day everyone gathers in similar fashion and a group will march out, lower the flags, fold them properly and then march back. Everyone should be quiet during flag raising and lowering and all hats should be removed.

**Ghost Stories** - Ghost stories are prohibited at Camp ALACCA. Camp ALACCA is a place of safety and security. Telling a ghost story in the group or around the camp fire will raise anxiety in a camper. It may cause nightmares and being afraid of the dark and outdoors.

**Water Bottles** - It is the policy of Camp ALACCA that every camper and counselor carries a water bottle at camp. Water bottles are not to be filled with anything but water. This is for the health and safety of all at camp.

**Check In** - This is the first impression parents will get from Camp. Every Resident counselor must wear their staff shirt and name tag. Do not wear sun glasses during check in/out. Parents like to see your eyes.

**Check Out** -Parents must show a photo ID and sign out their child. Campers will not be allowed to leave with someone who is not on their approved list. Counselors will be given all leftover medications and trading post money to return to parents at the end of the week.

## **Risk Management**

### **Five-Minute Rule**

The Five-minute Rule is the cornerstone of all Camp ALACCA and Camp programming. Every camper should come in contact, have some sort of connection to, a counselor every five minutes. That means a reassuring glance, a smile, a kind word, or simply leading them in a song.

There are a couple reasons for this:

1. It will become clear that there is someone with them or watching them all the time creating a feeling of belonging and appreciation in the camper.
2. Discipline problems will be reduced as campers understand that there is someone present all of the time.
3. The counselors will feel a much stronger connection to the campers.
4. It will definitely reduce the possibility of campers wandering off or missing.

### **Observant Eye**

- You are required as a counselor to always be on the lookout for things that are possible problems to campers, other counselors, visitors, or the image of camp.
- You are required to either respond or report anything in camp that is "not as it should be."

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- With multiple camp sites and Camp ALACCA that is 88-acres, leadership staff cannot see everything all the time. That is why we need you to be our eyes and ears in the camp, looking out for possible problems.
- Neglect can be a very dangerous and damaging thing to Camp programs.

### Zero Accident Attitude (ZAA)

- What is ZAA? The Zero Accident Attitude is the conscious decision that accidents will not be allowed to happen. Leaders taking measures to prevent accidents, or being pre-active rather than re-active is the first step. ZAA is the first step to reaching the goal for every week of camp.
- Five-minute Rule + Observant Eye + ZAA = 0 Incidents
- No injuries
- No loss of program equipment Zero behavioral problems
- Staff to camper maximum ratios:
- A staff member may NEVER be alone with one camper. A second camper or second staff must also be present or within sight at all times. This is for your protection as a staff member to always have a witness present.

### Correct Correction

#### **The Truths of working with Children**

- Children are responsible for their actions.
- There are consequences for actions (whether adult or child behavior).
- Children want to be liked and be successful. They do not want to get into trouble.
- Children work better with structure, organization and order, rather than chaos and laissez faire leadership.
- The behavior of one child should not infringe on the happiness/success of another child.
- Counselors are not paid enough to be "abused" by any child.
- Understanding the home environment provides great insight into the behavior of a child.
- You, as the leader, are responsible to let the children know what is expected of them.

#### **How You Can Prevent or Curb Discipline Situations from Occurring:**

1. Know the general age characteristics of the age group.
2. Know how groups form and change while they begin to get to know one another.
3. Be two (not one) steps ahead of you campers. (Your mother was able to do this! Keep thinking).
4. Follow the rules. Be a great role model. WWJD (What Would Jesus Do?) ...They apply to you, to the campers and counselors in other groups; everyone. Kids don't like the double standard. Do as I do is better than "Do what I say, but not as I do".
5. Be consistent, kids want to be treated the same as everyone else.
6. Listen to the kids. Many times, they need the program individualized for them. Talk with the Program Assistant or Camp Director. It can make a huge difference in the child's week.
7. Treat kids equally, not necessarily the same.
8. Ask for Help (From your supervisor, other counselors, other campers). It may be that your style of leadership doesn't work on a particular child.
9. Separate Problems. Time-out works well. With some children, it works well to say "please sit out until you are ready to join us. When you're ready and can behave properly we want you to join us!"
10. Stay with your campers; physically and emotionally. They know when you don't want to be with them.

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11. Never discipline a child in front of the whole group. Talk to him/her aside from the group. This
12. prevents the child from being embarrassed and acting out more to look cool. Everyone else knows the child is in trouble.
13. Use Character Building words like caring, honesty, respect, and responsibility as you regularly talk with children. Make sure all children know the definition of the words. Use them for prevention, not discipline.
14. When dealing with a discipline situation with a child ask; What did you do wrong? Why was it wrong? What can you do next time?
15. Use Cabin Chat time to talk things out.
16. With conflict/disagreements, ask:
  - What happened?
  - Why did it happen?
  - When did it happen?
  - Where did it happen?

**Specific Things you can do:**

1. Keep the child informed of what he/she will be doing. They want and need to know their schedule. You want to know, don't you?
2. Tell them what their expected behavior is for the activity in advance. (Better than saying "no" or question why they acted in a particular way after the fact. Many times the child didn't know it was a rule.)
3. Provide activities (physically and mentally) to challenge them. (Idle hands get into trouble.)
4. Provide a variety of activities. A variety of interests lie within a group. Campers will get bored if you only play sports.
5. Let the children (with guidance) set the rules for the group. Rules should not be specific. Kids will always find the loopholes. Rules can also be defined as respect (respect for self, for others, for the environment and for property.)
6. If leading an activity/game, know and practice what you are going to say, in what order, having all your equipment present. Teachers really write lesson plans for a reason. PRACTICE, PRACTICE, PRACTICE.
7. Praise often. Limit your use of no.
8. Never talk to a child when you are angry. It is best to say: "please sit over there until I am calm enough to talk with you."
9. Know your campers' names, use their names and use direct eye contact with each of them. Find time each day to have a positive one-on-one conversation with each child.
10. Use "I" statements, not "you" statements when resolving conflicts between children.
11. Make sure you are well rested and ready to deal with any situation for the day. It makes a big difference.
12. 12. Start out firm and loosen up as the week progresses. You can never go the other way!
13. Work to let children solve their problems by mediating between them. Adults can't/shouldn't solve all kid problems. They have to learn how to solve their own problems. Guide them to solutions. Most fights are caused by lack of understanding. Sometimes the child is not ready to apologize. Give them time to calm down and think things through. Sometimes, they may not be able/ready to apologize.
14. Help children realize when they are starting to lose control. They can learn to impose their own time out.

*"A child needs your love most when he deserves it the least. "*

*-Erma Bombeck*

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## Freeze Frame Scenarios

1. Johnny was a show-off in your group. He has to be the center of attention, talking loudly and boasting of all the money his parents have. He put down other campers by saying he has the best stuff. What do you do?
2. You notice that 4 of the children are picking on one child. What do you do?
3. The campers of the group next door to you confide in you that their counselor is mean and hates them. What do you do?
4. You are leading a really fun large group game that has long instructions and is somewhat complicated to explain. When beginning the game, the campers don't want to play because they think it is boring. Why is it boring and how do you correct it? It really can be an excellent activity!
5. At campfire, 3 children in your group continue to make noise and disrupt the group. What do you do?
6. A couple of children are outside the dining hall after a meal. They begin to play too rough and a fight develops. You and one other counselor are the only adults nearby. What do you do?
7. At flag ceremony, some children are talking and pushing each other. What do you do?
8. A large 14-year-old becomes angry and begins to swing at you. What do you do?
9. A child at your table refuses to eat and has not really eaten in 2 days. What do you do?
10. A 13-year-old boy (large for his age), begins to curse at you. He proceeds to use vulgar language and then begins to come closer to you, getting in your face. You yell back at him. After a few moments/exchanges, you fear that he is going to strike you. What do you do? (The two of you are alone, in the open, but you can't see anyone within shouting distance).
11. You have 3 teens in your group who have an "attitude" and won't accept your discipline.
12. Your group has the responsibility to clean the restrooms today. One of your campers loudly proclaims that he/she didn't pay to come to camp to clean. What do you do?
13. A camper comes to you timidly, sharing that another girl in the group is bullying her. What do you do?
14. You are leading a large group game. While giving instructions, you notice 4 campers near you talking and not listening to the instructions. Does your answer change if it is 3 counselors (your peers)?
15. Sara is one of 8 campers in your group. She sits somewhat off by herself. She has demonstrated that she has a sense of humor, but doesn't show any interest in participating. What do you do?
16. A child in your group wet the bed. Three of the other campers found out and are making fun of him/her. What do you do? What do you do if the child comes to you first thing in the morning, before anyone notices?
17. You are playing a large game of Capture the Flag. It begins well, but becomes too competitive. What do you do? What do you do if a couple of the counselors begin to cheat, causing their side to win?
18. You overhear two campers talking about a counselor who has sworn at them earlier today. What do you do?
19. Spencer and his parents greet you on opening day. He doesn't stop talking for the next two days. He is beginning to get on the nerves of everyone in the group. What do you do?
20. Twelve-year-old Joel decides that he is too cool to participate in most of the activities and loudly complains of how stupid the games are. It's only Monday ...What do you do?
21. A child that has been quiet and reserved all week is in your group. What can you do to bring him/her out of his/her shell?
22. At lunch, you choose to sit beside Emily and notice that she smells and flies are buzzing around her head. You mention to her that she needs to take a shower. She refuses. What do you do?
23. An extremely homesick child comes to you, crying and requests to phone home. He is carrying a picture of his mother with him. What do you do?
24. A child at your dinner table has no manners. Other campers are beginning to notice. What do you do?

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25. A few children at your table show no interest in the songs and cheers. What can you do to get them involved and a part of things?
26. You are a male swimming counselor. You would like all campers to participate in your swim activity, but one 13-year-old girl will not participate. Why might she not participate and how do you handle it? How does it change if the swim instructor is female?
27. Despite many talks, Johnny continually touches/hugs other kids, making them uncomfortable. What do you do?
28. It's the beginning of the week and you notice that everyone seems to be excluding one girl and you don't know why. She is very nice. One day, during rest hour, she runs out of the group crying. What do you do?
29. One of your campers ignores you I won't listen to you I doesn't appear to like you I insults you and no matter how much you try to work with them, it doesn't improve. What do you do?
30. An "experienced" camper in your group has brought five bags of candy and a Game Boy to camp. You discover this on Sunday night. What do you do? Any difference if you don't discover the "contraband" until Wednesday?
31. You are just told that one of the boys in your group, during showers, pulled back the shower curtain on another boy and took a picture of him naked. What do you do?
32. Emily has become the tattletale of your group. She "tells on" the others on a regular basis. What do you do?
33. Your watch comes up missing. One of your campers gives you the name of another camper they saw looking at it. What do you do?
34. One of the campers refuses to help the group clean. What do you do?
35. It's Wednesday and everyone in your group has received mail except one child. This child is obviously bothered by this. What do you do?
36. One camper wants to be with you (almost attached to you) all the time. Sits by you at every meal, every activity. What do you do? (Or they tell everyone that you are their girlfriend/boyfriend)

## Child Abuse Awareness Information

### What Defines Abuse?

Child abuse has been defined as non-accidental injury caused by the acts or omissions of the child's parents or caretakers.

- **Physical abuse:** An injury or pattern of injuries that happen to a child which are not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones and death.
- **Neglect:** Neglect occurs when adults responsible for the well-being of a child fail to care for a child. This includes lack of cleanliness, lack of supervision and withholding medical care.
- **Emotional abuse:** Any chronic and persistent act by an adult that endangers the mental health or emotional development of a child including rejection, ignoring, terrorizing, corruption, constant criticism, mean remarks, insults and giving little or no love, guidance and support.
- **Sexual abuse:** Sexual abuse is the sexual assault or sexual exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Sexual abuse includes rape, incest, sodomy, fondling, exposing oneself, oral copulation, penetration of the genital or anal openings, as well as forcing children to view or appear in pornography. The perpetrator keeps the child from disclosing through intimidation, threats and rewards.

### Reporting Child Abuse

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-As a volunteer of ALACCA, you are required to report as a part of Camp ALACCA, not as an individual. If you suspect a camper is a victim of child abuse document all the information you know and immediately report the case to the Camp Director. The Department of Human Services will be notified.

-The situation is now in the hands of DHS. You have fulfilled your responsibility. Return and care for your campers.

### **Responding to the Abused Child**

-Feelings of anger, guilt, denial, confusion are normal reactions to have. The way we respond to children will affect them. The best response is to go slowly, not to ask for too much information too quickly and to keep the focus on the child's needs. This means that the adult responding should not focus on revenge toward the abuser or his/her own guilt. Such a response will only frighten the child.

- Believe the Child-Experience in treatment and reporting indicates that children seldom make up stories about abuse. Even if the story is false or exaggerated, there may still be serious family problems.
- Be a Good Listener- Allow the child an opportunity to talk freely with you if he/she is comfortable, but also remember to respect the child's right to silence.
- Reassure the Child- Let the child know that sharing the information was the right thing to do. Let the child know that you will try to keep him/her safe and to help the family. Be honest with the child regarding your responsibility to report the incident. Do not promise not to tell. Be careful not to make any promises about what may or may not happen.
- Help Relieve the Child of Guilt- Children often believe they are to blame for the abuse. Explain that what happened was the responsibility of the adult, or the bigger child.
- Be Available to the Child- For some children, the abuse may not have been traumatic, but the subsequent intervention was. The child may need your support and understanding during this family crisis.
- Protect the Child's Right to Privacy- You may assume the special role of advocate for the child by reminding his/her peers of staff about the child's right to privacy. It is not your right to discuss the situation with other staff members and campers; only to report the situation to the Director.

### **Safety Guidelines-Program Areas**

#### All Around Camp

- Use common sense. For example- no running through thick brush, no jumping out of trees, no running around in bare feet, no running off from the group, etc.
- Shoes are to be worn for all games or outdoor activities. Flip flops may only be worn in appropriate areas (shower/getting out of swim area).
- Always be alert and “three steps ahead” of your campers. Meaning, anticipate problems and act before they occur. **Camper safety comes first!**
- Keep campers in designated areas (per the schedule) and do not allow campers to use equipment without the program instructor present.
- Keep a Head Count at all times. Be aware of your surroundings and the happenings of the campers.
- Report any dangerous equipment, weapons, situations, that need immediate attention to the Camp Directors.

#### Archery

- Archery may not occur without the program instructor

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- Knowledge of the equipment is expected and a high standard of safety is demanded. Archery can be fun but should be respected as an activity that has a higher chance of injury possible.
- Instructors must arrive before the students and check the equipment and shooting range for possible safety hazards. Remove broken equipment until it can be repaired.
- **Every** class must start with a review of the basic safety guidelines.
- Weapons may not be fired in any direction other than the designated shooting range.
- The instructor always needs to remain on alert and be prepared to call a Cease Fire and have the weapons laid down at any moment. Always ere on the side of safety!
- The instructor must be able to observe the entire range at all times and be on the alert for any potential dangers.
- Only the designated Program Instructor and the Camp Directors will have a key to the weapons. Between classes, weapons need to be returned to their assigned safe storage areas and properly locked up to avoid unwanted handling or using of the weapons.
- Weapons may only be used during class with the designated instructor.

### Rafting

- All ALACCA Rafting guides are to be at least 21 years of age.
- Knowledge of equipment and operation is expected of rafting guides and a high level of safety is demanded.
- Review safety principles with campers before entering the rafts.
- Anyone entering an ALACCA raft **must have a properly fastened life jacket on at all times!**
- At ALACCA we are committed to teaching campers how to properly handle rafts. Please don't allow dragging of rafts for any reason.
- Guides are responsible to check each and every life jacket before the campers enter the rafts. These checks need to be performed again anytime a life jacket has been removed, adjusted, or a person has been in the water.
- Regular safety checks of equipment will be performed by the Guide on a daily basis. If a piece of equipment appears to be unsafe, report it to the Camp Director and remove that item from use until it can be repaired or replaced.
- If a person needs to be helped back into a raft while in the water, use extreme caution in touching the person. Do not touch them in any way which may be interpreted as inappropriate.
- Rafting is allowed **ONLY** at the designated times and places.

## **Emergency Procedures**

### Accidents or Illness

It is the job of all the staff to prevent accidents to the best of their ability. However, when accidents do occur, you need to be able to react quickly, efficiently, and professionally.

1. Notify the Leadership staff member closest to the scene.
2. In the event of illness, isolate the person involved and try to determine the nature of the illness. Make them comfortable and send someone to get the Camp Nurse/Health Care Provider.
3. If immediate medical attention is required, contact the Camp Directors to dial 911. Leadership staff will designate someone to meet the paramedics. The Camp Nurse/Health Care Provider will be available 24 hours a

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day during the camping week. They need to know about all accidents, illnesses, or other medical problems that campers and staff are having.

4. Fill out the proper paper work. (Accident/Injury report)
5. Emergency medical supplies are located throughout the camp.

## Fire

All the buildings have fire extinguishers that are checked repeatedly during the year to ensure they work properly. Each building also has more than one exit.

### **In case of a Building Fire:**

Remove all participants at least 50 yards away from the building and do a head count to ensure all are present. Notify the Camp Directors immediately-they will notify emergency services. Remember- your priority is on the participants and not camp buildings.

### **In case of an Outdoor Fire:**

Be sure to not position yourself or the campers near the fire. Remove all participants to a safe distance away from the fire and perform a head count. Contact Camp Directors immediately and they will direct you as needed.

## Tornado & Severe Weather

The summer camp staff will be notified via radio or by Leadership staff coming to the program areas. The staff makes an immediate head count and moves to the nearest designate shelter (Chapel, Ferguson Hall, Annex Chapel). A second head count is taken. Directors will check for a final head count in each area. Campers and staff remain in shelters until the all clear is given.

## Lightning

In the event that lightning and/or thunder are observed at camp, staff will move campers into the nearest shelter. All staff and campers will remain indoors for 30 minutes after the last observed strike. Radar will be monitored by office staff and updated via radio.

## Bomb Threats/Threats of Violence

Although generally most bomb threats turn out to be pranks, the small percentage that are not could have disastrous results. Therefore, all threats of violence should be treated as real.

1. The source of the threat should be encouraged to give as many details as possible including location, type of bomb or weapon, and reason.
2. Caution the person making the threats that innocent people may be injured.
3. Record all comments in writing and report them to the Directors.
4. Take immediate steps to remove all innocent people from the area of violence. If it is individual that is threatening to use violence on others, segregate them where possible. This may mean moving lots of other people.
5. Keep all children calm.

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6. Do not take threats of violence lightly. Record and report all threats to Leadership Staff.

#### Intrusion of Stranger in Camp

- Visitors are welcome at Camp ALACCA. However, they are required to sign in and receive a name badge that distinguishes them as a visitor.
- If you observe someone in camp, please introduce yourself, then escort them to the camp office to receive a visitors pass.
- If a dangerous or suspicious person enter the camp at any time:
  1. Notify the Camp Directors
  2. Evacuate/secure all campers from the area the person is located
  3. Quickly and quietly enter closest shelters and secure campers (lock in, keep quiet)
  4. Do not aggravate, antagonize or challenge the person
  5. Try to talk sensibly to the person to eliminate any danger

All campers will only be released to a person authorized to pick up a camper and will be required to provide a form of photo identification.

#### Lost Camper

In a 20+ acre camp, there are many places for campers to go. However, we need to keep in place the many precautions required to prevent a camper from becoming lost. In the event that a camper is missing:

1. Notify the Camp Directors immediately and be prepared to follow their directions.
2. Staff will be assigned to check the waterfront, archery range, cabins, and craft building immediately.
3. Staff will be sent to check all buildings, groups, departments, and special areas, such as the maintenance shed, storage buildings, lodge and trails.
4. The next step is to search surrounding areas such as nearby neighbors, other forested areas, etc.
5. After all searches have been exhausted, the Camp Directors will contact the local authorities.

The key to finding a lost camper is collecting all information on their last location and frame of mind, organizing a well thought out search, staying calm, and acting quickly.

#### Emergency Media Contact Guidelines

In the event that we have an emergency and the media appear, do not allow them on camp property. Please direct all questions to the Camp Director. The Camp Director will be responsible for contacting the Board. Anyone speaking with media without permission may be terminated/asked to leave (if volunteer).

## **Last Thoughts**

As a camp counselor/volunteer, you are a dichotomy. You are old enough to know how to be responsible & professional and still young enough to know how to have fun and act crazy. Parents and campers need to see both. They need to understand that you are fully capable and equal in both areas.

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## **Camp Fun**

The following are some fun games/songs/attention getters, etc. These will help you eliminate “dead time”- campers should never be given free time where they do not know what to do. This leads to boredom and eventually, trouble! So keep these close by and create memories that will last a lifetime!