



2023

SAMPLE FORMS

For summer camp use in the
Advent Christian Denomination

Table of Contents

Child Protection Policy	3
Behavior Management Policy.....	9
Employment Application.....	10
Reference Response Form	13
Participation Agreement	14
Notice of Injury Form	15
Photo Release Form	16
Code of Conduct.....	17
Social and Digital Media Code of Conduct.....	18
Discipline Guidelines.....	20
Camp Kitchen Checklist	23

Resources for more forms and policies:

brotherhoodmutual.com

churchmutual.com

aacacamps.org

Sample Child Protection Policy

Sample Camp Child Protection Policy

Adoption Date _____

INTRODUCTION

A central tenet of our organizational ethic is the inherent value and worth of all children. Children are least able to protect themselves in our society and are particularly vulnerable to abuse and neglect. This organization is desirous of doing what it can to protect the children who participate in the activities of Sample Camp. Sample Camp believes in implementing a policy and adopting procedures to protect our children and recognizes that:

Tragically, many organizations in our country have not always been safe places for children. Child sexual abuse and exploitation occurs in organizations, both, large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. This policy has been created to make our facilities safe places, protecting children and other vulnerable persons from abuse.

I. DEFINITIONS

A. "Child" and "Adult"

North Carolina defines a "child" as a person under the age of 18. An adult is anyone 18 years of age or older.

B. "Paid Staff Person" and "Screened Adult Volunteer" (see Section II.)

A Paid Staff Person is someone paid by the organization, overseen by a director and screened. A Screened Adult is a volunteer who has gone through the screening process.

C. "Child Abuse"

For purposes of this Policy, child abuse is defined as any of the following:

1. Physical Abuse:

Violent non-accidental contacts that result in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns.

2. Sexual Abuse:

Any form of sexual activity with a child, whether at one of our facilities, at home, or in any other setting. The abuser may be an adult, an adolescent, or another minor.

3. Emotional Abuse:

A pattern of intentional conduct which crushes a child's spirit or attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

This abuse can occur in private or public settings (such as bleachers).

II. SCREENING AND SELECTION OF STAFF AND ADULT VOLUNTEERS

A. Adult volunteers who are exposed to or regularly work with Sample Camp's children and each paid staff person will be screened. Those who are exposed to or work regularly with children will be trained on child protection issues prior to beginning their involvement with children. The procedures for screening are as follows: Each person being considered to work with or in proximity to children whether as a volunteer or paid staff person, shall fill out an application form that is available from the Camp Director.

B. Before placing the applicant in a position of responsibility with children, the Camp Director, or other person charged with specific responsibility will interview the applicant.

C. The person conducting this interview will contact the references provided on the application form and any additional persons as the circumstances dictate. A written record of such contacts will be retained with the application form.

D. Each person applying to volunteer or work with children shall authorize Sample Camp to conduct a criminal background check and sit for a photograph. They will also be required to bring proof of identity with them when sit for the photograph.

E. Before beginning work with children, each paid staff member and volunteer will sign a statement that they have read, understood, and agree to abide by this Child Protection Policy.

F. After the interview and background check have been completed, the Camp Director will make the decision to accept or reject the applicant as a paid staff member or adult volunteer who will work with children.

G. Where it has been determined that an applicant should not work with children, those persons involved with the decision should handle it in a sensitive manner. The Camp Director or his designee should inform the applicant in person. The specific reasons for the decision should be given, whenever possible.

H. It is important that all records be kept in a locked cabinet in the Conference or Regional office.

I. Although not required to personally accomplish the above tasks, the Camp Director over the camp shall be responsible for ensuring compliance with sub-paragraphs (A) through (H) above.

III. ONGOING EDUCATION OF PERSONS WHO WORK WITH CHILDREN

The organization shall ensure that training focused on current issues of child protection is available to and received by those working with children. Attendance at this training shall be required of all paid staff members. Screened adult volunteers who work with children will be strongly encouraged to receive this training.

The training should include:

A. The definition and recognition of child abuse.

- B. The organization's policy and procedures on child abuse and the reasons for having them.
- C. The appropriate behavior for those charged with the care of children.
- D. Abuse reporting responsibilities and procedures.
- E. Definition of appropriate interpersonal boundaries.

IV. EDUCATION OF PARENTS

The organization shall ensure that training focused on current issues of child protection is available to and received by parents. Parents will be strongly encouraged to receive this training.

The training should include:

- A. The definition and recognition of child abuse.
- B. The organization's policy and procedures on child abuse and the reasons for having them.
- C. The appropriate behavior for those charged with the care of children.
- D. Abuse reporting responsibilities and procedures.
- E. Definition of appropriate interpersonal boundaries.

V. SUPERVISION OF CHILDREN

A. General Rules

1. All activities involving children will be supervised by at least one screened adult.
2. When reasonably feasible, each room set aside for children should have a door with a window. (Windows in doors tend to remove the opportunities for secrecy and isolation, conditions every child abuser seeks).
3. The "Two Person Rule" will be used, which is defined as having at least two people in any room or setting, one of which must be a screened adult volunteer or paid staff person.

B. Open Door Policy

Volunteers or staff should be permitted, as reasonableness dictates, to visit and observe all activity areas and classrooms at any time.

Doors to camp dormitories should remain open unless one person is changing clothes in the room by themselves.

Counselors should sweep cabins when campers should be at activities to ensure no one is left in the cabin. No campers should be allowed in cabins/dormitories without supervision that adheres to this policy's guidelines.

C. Sign-in/Sign-out Procedure

Adults responsible for children should sign-in their child and indicate in writing the names of the authorized person(s) to whom the child may be signed-out. Adults responsible for children should sign their child in and out of camp. Picking-up children by unauthorized adults is forbidden.

D. Time Following Group Events

Following child group events, it is inevitable that occasionally a child's transportation arrives after all other participants have departed. In those circumstances, a child may unavoidably be supervised by one screened adult. In this event, it is recommended that the adult supervisor asks the second to last participant's transportation to please stay until the last arrives. If they cannot stay, they should move to a spot that is easily observable to the public. If this is not possible, the general rule requiring the presence of two screened adults is suspended and the screened adult is responsible for exercising his/her best judgment for the participant's well-being.

VI. TRANSPORTATION

A. General Rules

Transporting children is an important concern. Their safety can be at risk in a variety of ways. Therefore, certain discretion must be used depending upon the event attended, the locale of the event, and the age group participating. This Policy includes both Requirements and Guidelines. When feasible, there should be adherence to the recommendations in the Guidelines. It is expected that the Requirements will always be followed.

B. Requirements

1. All drivers of children in our camp program must be known to the agency and will be placed on an "approved drivers list" maintained by the Conference or Region.
2. When a child is transported in any vehicle, the driver must be either the child's parent/guardian, a screened adult who is at least 21 years old, or a paid staff person who is at least 18 years old.
3. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a bus, a commercial driver's license is required. A copy of the driver's license should be on file at the Conference or Regional office.
5. Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.
6. In order to be listed on the "approved driver list" a Motor Vehicle Record search must be conducted and the Camp Director must determine if the record is satisfactory.

C. Guidelines

1. Drivers should be accompanied by at least one other adult.
2. Drivers should read and sign an acknowledgement form indicating that the Child Protection Policy has been read and will be followed.
3. Drivers should receive training for the company owned vehicle being operated.

VII. EXCURSION SUPERVISION

Travel settings can call for different child protection requirements depending on the circumstances. What follows are Requirements and Guidelines of this Policy. The Requirements should always be implemented. Depending on the circumstances of the setting, who is in attendance, etc., some or all of the Guidelines should be implemented. Those in charge of the trip should be mindful of both

This is a [sample document only](#). Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

Requirements and Guidelines, in addition to applying their own wisdom to the needs of a given occasion.

A. Requirements

1. There should be at least two screened adults present for all trips, retreats and other events where the children gather overnight at, or away from, the camp.
2. There should be at least one screened adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present shall be of the same gender as the children.
3. The person in charge of the children for each overnight trip shall carry parental permission slips including permission for emergency medical care.

VIII. RESPONDING TO ALLEGATIONS OF CHILD ABUSE

A. Everyone in the organization has a moral responsibility and a legal duty to report suspected abuse whenever it comes to their attention, regardless of where that abuse takes place. Reporting abuse is a form of assistance to those crying out for help. Therefore, immediately notify your supervisor, who will bring it up the chain of command. The Camp Director or his designee will then notify the proper authorities (i.e., the local law enforcement agency in the jurisdiction in which the child resides or in which the suspected abuse occurred and/or the appropriate department of children's services).

B. The Camp Director or his designee will immediately, yet with dignity and respect for the accused, remove the accused from further involvement with children. Once the proper authorities have been contacted and the safety of the child is secured, the Camp Director or his designee should inform the accused that abuse has been reported.

C. If abuse is observed by, disclosed to, or suspected by a volunteer and/or paid staff member of the camp, the observer shall report the incident immediately to the supervisor. If the supervisor is not available, the matter should be reported to the Camp Director. If the accused is the supervisor or a member of her/his family, the allegations shall be immediately reported to the Camp Director and immediately reported to the proper authorities as required by state or local law. The Camp Director will take responsibility and act according to established policy with respect to claims against a supervisor.

D. Notify the parents of the victim and take whatever steps are necessary to assure the safety and well being of the child or until the parent(s) arrive. (NOTE: If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.)

E. Take all allegations seriously and reach out to the victim and the victim's family. Show care and support to help prevent further hurt. Extend whatever resources are needed. Remember that the care and safety of the victim is the first priority. Respond in a positive and supportive manner to the

victim and the victim's family.

F. The organization should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

G. Keep a written report of the steps taken by the organization in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be sent electronically whenever possible, or written in ink or typed to prevent it from being changed.

H. Any contact with the media is handled exclusively by the Camp Director.

I. If the Camp Director is not available, his duties will fall to the President of the Region or Conference. (If Conference camp, then Conference President. If Regional camp, then regional president).

IX. IMPLEMENTATION

Unless otherwise specifically stated, it shall be the responsibility of the Camp Director to implement this policy, to design and conduct future training, and to ensure the ongoing effectiveness of this policy. All supervisory employees of the organization and any adults that work with children are required to read the complete policy and guidelines.

X. APPLICATION

All of those who participate in the activities of this organization and use its facilities - individuals, organizations, and groups within and outside this organization - are expected to respect, implement, and adhere to these provisions as a minimum.

Behavior Management Policy

SAMPLE CAMP advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the possible consequences of breaking any rule:
 - Quiet time
 - Restriction from activity
 - Restriction to adult supervision
 - Extra duties
 - Conference with director
 - Conference with parent/director
 - Removal from the camp
3. Enforce all rules at all times, without malice, and be consistent in application.
4. Inform the camp director of all disciplinary measures.
5. Never allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or physical exercise or restraint.
6. Conduct a periodic evaluation of the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.

Sample Employment Application

(This type of application should be completed by all who seek any position that will involve the supervision and/or custody of children or youth. You should tailor the application to the specific circumstances in your congregation. However, the employment application should include sections for personal identification, job qualifications, experience and background for the past 5-10 years, references, a criminal history, and a waiver/consent to a periodic criminal records check or fingerprinting.)

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Driver's License No./Issuing State			
Position Apply For			
<input type="checkbox"/> Director <input type="checkbox"/> Counselor <input type="checkbox"/> Teacher <input type="checkbox"/> Musician <input type="checkbox"/> Cook <input type="checkbox"/> Other			
Current Grade	School Name	Dates of Availability	
If hired, can you provide evidence that you are authorized and of legal age to work in the United States?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

EDUCATION

TYPE	SCHOOL NAME/LOCATION	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
BUSINESS/TECHNICAL				
COLLEGE				
GRADUATE				
OTHER				

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/13).

Previous Camp Experience: Name, Role, Year	
First-Aid Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
CPR Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed

What skills or strengths would you bring to the summer camp program?
Why do you want to serve at this camp?
Do we have permission to communicate with you via text message?

REFERENCES

Reference Types: Pastoral, Academic, Personal

Reference Type	Reference Name	Relationship	Years Known	NOT CHECKED
Phone	Email	Organization	Position	
Reference Type	Reference Name	Relationship	Years Known	NOT CHECKED
Phone	Email	Organization	Position	
Reference Type	Reference Name	Relationship	Years Known	NOT CHECKED
Phone	Email	Organization	Position	

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

APPLICATION AGREEMENT SIGNATURE

I recognize that Sample Camp is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize Sample Camp to contact any person or entities I have had contact with or that has information about me, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions related to my background or qualifications.

I voluntarily release Sample Camp and any such person or entity from liability involving the communications of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background check if such a check is deemed necessary.

I agree to abide by all the policies and procedures of the organization, and to protect the health and safety of the children or youth at all times.

Print Name	
Signature	Date

OFFICE USE

SCREENING

Sample Camp's Child Protection Policy dictates that this applicant must undergo a face-to-face (in-person or zoom) interview for screening purposes if the candidate will have access to children. Has this applicant completed this screening?

Screening Complete

Director's Signature

Date

Sample Reference Response Form

To (Name of Camp): _____

From (Address): _____

Subject (Name of Candidate): _____

The individual named above has expressed an interest in working with our children or youth at our camp. This candidate has listed you as a reference. In order for our organization to properly evaluate the qualifications of this candidate, we are asking you to complete this form with your honest opinions and impressions of the candidate.

Please return this completed form in the enclosed envelope. Thank you for your assistance.

1. How long have you known the candidate? _____

2. In what capacity have you come to know this individual? (i.e. co-worker, neighbor, friend, employee, etc.)

3. In your opinion, is the candidate qualified to work with children and youth? Yes No

If no, please explain:

4. What concerns if any, would you have in allowing this individual to work with children or youth?

5. Are you aware of anything in the candidate's background, personality or behavior that could in any way pose a threat to children or youth? Yes No

If yes, please explain

Additional Comments or Explanations:

The above information is correct to the best of my knowledge.

Signature: _____ Date: _____

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

Sample Participation Agreement

ACTIVITY INFORMATION (TO BE COMPLETED BY THE ACTIVITY SPONSOR)

Name of sponsoring organization: _____

Address: _____ Phone: _____

Name of sponsor's coordinator: _____ Phone: _____

Description of activity: _____

Date(s) and location of activity: _____

PARTICIPANT INFORMATION (TO BE COMPLETED BY THE PARTICIPANT OR AUTHORIZED GUARDIAN)

Name of participant: _____

Name of parents/guardians: _____

Address: _____ Phone: _____

Name of emergency contact: _____ Phone (daytime): _____

Phone (evening) _____ Allergies/Medical conditions _____

Is sponsor authorized to approve medical treatment? Yes No

Is participant covered by personal/family medical insurance? Yes No

If yes, name of insurer: _____

Policy or group number: _____

PARTICIPATION AGREEMENT

I acknowledge that participation in the activity described above involves risk to the participant (and to the participant's parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage. In consideration for the opportunity to participate in the activity described above (the "activity"), the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to as the "activity sponsor"). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise. If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

Signature: _____ Date: _____

Sample Notice of Injury Form

ORGANIZATION	Name: _____ Address: _____
TIME & PLACE OF INJURY	Date of injury _____ Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did the injury occur? _____
PERSON INJURED	Name: _____ Age _____ Address: _____ Phone _____ Name of parent/guardians (if a minor) _____ Employer _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor) _____ Relationship to camp: <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the insured party have medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company _____
FULL DESCRIPTION OF INJURY	_____ _____ _____ _____
WITNESSES	Name: _____ Phone _____ Address: _____ Name: _____ Phone _____ Address: _____

Signature: _____ Date of report: _____

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

Sample Photo Release Form

PHOTO RELEASE FORM: ADULT

I hereby authorize and consent to the use of images or videos of me, with or without my name, by [ORGANIZATION NAME] of [CITY, STATE] for purposes including but not limited to: promotional materials, printed publications, internet posts including social media, television, and other media sources.

I do this with full knowledge and consent and waive all claims for compensation for use or for damages. I release [ORGANIZATION NAME], its officers, trustees, employees, and agents from liability for any claims by me or any third party in connection with the use of my image.

Signature: _____

Printed Name: _____

Date: _____

PHOTO RELEASE FORM: YOUTH

I, the legal parent/guardian of _____, hereby authorize and consent to the use of images or videos of my child/children listed above, with or without their name(s), by [ORGANIZATION NAME] of [CITY, STATE] for purposes including but not limited to: promotional materials, printed publications, internet posts including social media, television, and other media sources.

I do this with full knowledge and consent and waive all claims for compensation for use or for damages. I release [ORGANIZATION NAME], its officers, trustees, employees, and agents from liability for any claims by me or any third party in connection with the use of the image of my child/children listed above.

Signature: _____

Printed Name: _____

Date: _____

Sample Code of Conduct

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my employment or volunteer service to the children and youth of Sample Camp.

I WILL:

- ___ (Initial) Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration. Never be alone with individual children and/or youth at organizational activities without another adult being notified.
- ___ (Initial) Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- ___ (Initial) Maintain appropriate physical boundaries at all times, and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- ___ (Initial) Comply with the mandatory reporting laws of the (Insert Camp State) and with the Sample Camp’s Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child maltreatment to civil authorities is against the law.
- ___ (Initial) Cooperate fully in any investigation of abuse of children and/or youth.

I WILL NOT:

- ___ (Initial) Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- ___ (Initial) Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- ___ (Initial) Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- ___ (Initial) Give a child who is not my own a ride home alone.
- ___ (Initial) Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- ___ (Initial) Engage in private communications with children or youth via text messaging, email, Facebook, SnapChat, Twitter or other similar forms of electronic or social media.
- ___ (Initial) Use profanity in the presence of children and/or youth at any time.

I understand that as a person working with and/or providing services to children and youth under the auspices of Sample Camp, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and agree to follow the standards it contains. I understand that any action inconsistent with this Code of Conduct, or failure to act as mandated by this Code of Conduct may result in **disciplinary action** up to and including removal from my position.

Name (Print): _____ Signature _____

Date: _____

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

Sample Social and Digital Media Code of Conduct

Adopted by Sample Camp on _____

Social media has been defined in many ways. It includes electronic communications and online activities, such as text messages; email; wikis; and social networking like Facebook, SnapChat, Twitter, and the like; and posting comments, such as on blogs. Because of the blur between personal and professional communications, this Code of Conduct helps explain what is recommended and expected.

1. Remember all internet postings are permanent — able to be duplicated and may go viral.
2. Use your common sense. If you wonder whether or not to communicate or post, don't do it until you consult with Sample Camp leadership.
3. For your protection and the protection of Sample Camp, you are prohibited from using internal or external social media channels to discuss confidential items, legal matters, litigation, or the organization's financial performance. Confidential information includes anything labeled as such or information not available to the public. When asked by others to discuss any of these matters, you should relay that "Our social media policy only allows authorized individuals to discuss these types of matters. I can refer you to an authorized individual if you'd like to ask them," and then refer the question to the APPROPRIATE TEAM OR INDIVIDUAL.
4. Be open and honest about who you are when you communicate. Sample Camp trusts and expects you to exercise personal responsibility whenever you use social media, which includes respecting the trust of those with whom you are engaging. However, these policies are not meant to interfere with your legal rights to bargain collectively or engage in concerted or protected activities.
5. Respect your privacy, your coworkers' privacy, and the organization's privacy by not providing personal or confidential information without permission. Also, employees/volunteers are prohibited from sharing anything via social media channels that could violate another employee/volunteer's right to personal privacy.
6. Only those officially designated may use social media to speak on behalf of the organization in an official capacity, though employees/volunteers may use social media to speak for themselves individually. If and when designated persons use social media to communicate on behalf of the organization, they should clearly identify themselves as an employee/volunteer.
7. If you are communicating with youth through any digital or social media, act as you would if you were communicating in person. Specifically, communicate with minors using transparency and in a group, or do not communicate at all. If it is necessary to send an individual message outside of a public area to a minor, copy another adult or a parent. Do not initiate a one-on-one relationship (such as friending from a personal profile) with a minor.
8. Do not violate copyright and fair use laws and do not plagiarize another's work. Obtain

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

permission if you wish to use material created by someone else.

9. Do not use Sample Camp’s email address or social media channels for personal use.

10. Harassment, threats, intimidation, ethnic slurs, personal insults, pornography, obscenity, racial or religious intolerance, abuse, and any other form of behavior prohibited by law is also prohibited via social media channels. Do not engage in any such behavior and do not make or comment on any such behavior, comments, or remarks.

11. If you are not officially authorized to speak on behalf of Sample Camp, use a disclaimer saying that what you communicate is your personal opinion and not that of the organization when you are engaging in conversation on Sample Camp’s social media channels. Two sample social media disclaimers include: (1) “I work for Sample Camp, and this is my personal opinion.”; and (2) “I am not an official spokesperson, but my personal opinion is” This requirement is not meant to interfere with your rights to bargain collectively or engage in concerted or protected activities but rather to ensure that others can easily distinguish the official position of the organization or the organization’s leadership from those of our employees/volunteers.

12. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community, faith, or other persons.

13. Before posting photographs of any person, obtain his/her permission.

14. If you see a violation of this Code of Conduct, report it to DIRECTOR at Sample Camp. If you have questions about the Code of Conduct, please contact DESIGNATED PERSON.

15. All of the Sample Camp’s other policies apply to the use of digital and social media. All communication by employees or volunteers should take into account the organization’s values, reputation, and workplace policies.

16. Any violations of Sample Camp’s Code of Conduct may result in discipline and/or termination of employment or volunteer opportunities.

I have received a copy of Sample Camp’s Social and Digital Media Code of Conduct. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of Sample Camp.

Print Name

Signature

Date

This is a [sample document only](#). Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

Discipline Guidelines

Children's behavior may have many roots. It is not expected that one week at summer camp will cure all behavioral problems. As a counselor, understand that children bring their past with them in their behavior. If you can determine the root of the behavioral problem, it will give you clues on how to deal with it.

Two things to keep in mind:

1. Your campers are not mini-adults. Expect them to want to have fun and be active.
2. Expect your campers to test their limits; they still, however, want and need limits.

Common reasons for surface behavior problems:

1. A desire for recognition/attention; it may be better to be infamous than unknown.
2. Frustration; unsatisfied needs or desires often cause children to "lash out."
3. Homesickness; being scared and nervous often causes frustration.
4. Illness/exhaustion; no one is at their best when they are sick or tired.
5. Conflict with another camper/staff member; this often causes people to become defensive.
6. Outside conflicts; problems with family, friends, etc. can follow campers to camp.
7. Established behavior patterns; lessons learned at home won't be forgotten at camp.

Some ways to provide structure without having to become a drill sergeant:

1. Establish clear expectations right away.
2. Balance structure with a reasonable amount of freedom.
3. Reinforce and encourage desirable behaviors.

Things to do about rule violations or refusal to cooperate:

1. Give camper one warning; make it clear that they have done wrong.
2. Give your camper a chance to explain; they may have a good reason.
3. Be consistent and impartial.
4. Stay cool and calm; keep strong emotions in check.
5. Avoid lecturing or embarrassing the camper; discipline* in private if possible. (*Follow discipline policy)
6. Stress that the behavior is the problem, not the camper's personality. Help the camper to identify acceptable alternatives to the problem behavior.
7. Once the disciplinary time is over, accept the camper as a part of the group again.
8. Follow the camp behavior-management policies for continuing discipline problems.

Time-Tested Strategies

1. Be the kind of person you want your campers to become – obey the rules yourself!
2. Know as many campers as possible by name. Know something about them. Build relationships.
3. Be friendly. Always show interest in what individual campers are doing and their progress.
4. A sense of humor and light-heartedness goes a long way.
5. Maintain your poise at all times. Don't let the campers "get to you."
6. Never take misbehavior personally. It is a choice the camper is making.
7. Always remember that every child has needs; his behavior will give you clues as to what those needs are.

This is a [sample document only](#). Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).

8. Keep in mind that misbehavior is seldom willful. Try to find the cause.
9. Try to see the camper's side of the situation. Discuss it with them until you understand.
10. Distract, distract, distract! One of the best methods to control behavior is to keep them busy!
11. Bring ongoing discipline issues up at staff meeting.
12. Eat and connect with your campers at mealtime.
13. Avoid getting campers over-tired, keyed-up, or tense.
14. Be willing to admit when you're wrong and ask for forgiveness.

Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around.

Sometimes, giving the child attention, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity, if it is at his/her own physical, emotional, and intellectual level, is enough to correct the situation.

To deal with these children, you first need the child's confidence in you as a leader. To do this, you should not be dominating, overly critical, or too demanding on the child's performance. To maintain this child's confidence, praise good behavior – instead of only criticizing bad behavior. Discuss with the child the rights of others and courtesies due them. Let him/her know others will be more accepting if this behavior is turned more positive.

In group activity make a special effort to place this child in competition with others of equal or greater strength and ability. Essentially, the bully or show off requires understanding and patience combined with placement of the child in groups that lend to his/her development of leadership traits in honest competition with other children.

Fighting

Serious fighting often evolves from what starts out as just "fooling around." Keep a close eye on such horseplay to keep it from getting out of hand. When a fight breaks out, separate the combatants AT ONCE. Let your voice show calm, mature authority. Attempt to give them time to cool down. Watch facial expressions to indicate less tension. Disallow any angry verbal exchanges, and physically remove combatants to a "safe distance" from each other if necessary.

Fights that involve serious contact (hitting, kicking, biting, punching) require both combatants to visit the nurse, who will check for bruising and internal injuries. An incident report should be completed.

Once combatants have regained composure, try one or more of the following:

1. Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual "shake hands and make up" plan.
2. Hold a face-to-face hearing where each participant describes his/her version without interruption from the other. Attempt to help each see the other side, then reconcile differences, make up, and forgive.

3. Allow the individuals to discuss the situation between them privately IF you are sure the anger has dissipated. You can help mediate if they wish.
4. Invoke a logical consequence if clear provocation can be established or if this is a repeat offense. (See the Camp Behavior Management Policy)

Stealing

Prevent stealing by establishing an atmosphere of trust within all members of the group. Discuss openly the need to respect each other's property. Establish group rules as campers feel a need to protect individual's property and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open unnecessarily. If stealing still occurs:

1. Give the offender opportunity to return the article anonymously, without punishment.
2. Be sure that you may need to play detective if the item is not returned and the offender is still not identified. Be cautious in seeking group cooperation in order to avoid the offender being ostracized.
3. If you have evidence to identify an offender, deal with the camper privately. Give him/her a chance to make restitution and make a plan together to avoid repeat behaviors.
4. If evidence is lacking as to the offender's identity, try handing out sheets of paper to each member of the group. Have them write either "I did not take it," or "I did take it and I'm sorry," and sign their name. Give them the opportunity to secretly place the papers in your custody. Deal with the offender privately at a later time.
5. If the problem persists, follow camp procedures and inform the camp director.

Camp Kitchen Checklist

	Yes	Needs Attention
1. Does the food service supervisor have documented training and/or experience in food service management?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the staff follow procedures for cleaning and sanitizing utensils and food contact surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are workers trained in proper hand washing techniques, and do they know when to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you check daily to ensure that perishable food is kept below 40° F?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is all food cooked and held at safe temperatures?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your food service area clean and protected from rodents and insects?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all walkways, floors, and appliances kept free from grease accumulation?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are garbage cans in the dining and kitchen areas covered when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all dishes and utensils cleaned and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all dishes washed and rinsed at, or above 100° F, or allowed to air dry, and covered when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have written verification that your camp's water is safe to drink?	<input type="checkbox"/>	<input type="checkbox"/>
12. When outside groups rent your camp, do you advise them about proper food handling and dishwashing procedures?	<input type="checkbox"/>	<input type="checkbox"/>

This form was adapted from Brotherhood Mutual. For more forms visit brotherhoodmutual.com. When preparing food for a large group of people, there's an increased risk for contaminated food to make everyone sick. To control that risk, camps must take a number of safety precautions in the food service area. Most items on the following checklist were adapted from the American Camping Association's accreditation standards.

Notes:

Completed by _____ Date _____

This is a **sample document only**. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Advent Christian General Conference, Inc. assumes no liability in the preparation and distribution of this form. (2/23).