



Camp St. Andrews

1600 Santa Lucia Ave, San Bruno, CA 94066
Mailing Address: PO Box 397, San Bruno, CA 94066
Office Phone: (650) 445-4555

Welcome to the 2017 Camp St. Andrews session!

Thank you for being a part of our Camp St. Andrews community. Whether this is your first year with us, or you keep coming back, we are excited to have you join us for our exciting camp session. Camp St. Andrews prides itself on giving our campers (ages 8-13) and staff (ages 14+) an amazing adventure in the heart of the Sierra Nevada mountains. This gorgeous setting is perfect for creating wonderful memories and friendships that last a lifetime.

Enclosed you will find:

- Medical History Record and Release Form
- Waiver of Liability for Camp Activities
- Rules and Policies
- Staff Code of Conduct
- Child Protection and Policy
- Transportation Form
- Medical Update Form (for staff arrival day only)
- 2017 Staff Handbook
 - Registration & Fees
 - Policies & Information
 - Getting Ready for Camp Checklist!
 - Packing Guide
 - Who, Where, When? 2017
 - Job Descriptions

Our goal is to provide the best experience for each camper and staff member. This packet includes information CSA needs to complete your registration, as well as information *you* will need to be prepared for camp. If you have any questions, concerns, or suggestions, please don't hesitate to contact me.

Sincerely,

Leah Glaister
Registrar, 2017
Camp St. Andrews
Office: 650-445-4555
Email: registrar@campsaintandrews.org



Medical History Record and Release Form

Camper/Staff Name _____ Male Female Date of Birth _____

Address _____ City _____ State _____ Zip _____

Adult Staff (18+) Email _____ Adult Staff (18+) Phone _____ Cell Home

If staff is a minor:

Parent/Guardian #1 Name _____ Parent/Guardian #2 Name _____

Parent/Guardian #1 Email _____ Parent/Guardian #2 Email _____

Parent/Guardian #1 Phone _____ Cell Home Parent/Guardian #2 Phone _____ Cell Home

Primary contact for communication: Parent/Guardian #1 Parent/Guardian #2 Both

Emergency Contact Information

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Insurance and Physician Information (Please include a copy of your insurance card, if applicable) Health insurance Co. _____ ID/Policy number: _____ Group number: _____ Family physician: _____ Physician phone: _____ Family dentist: _____ Dentist phone: _____	Vaccination Dates (Please include a copy of the immunization record) DPT: _____ Measles: _____ Hepatitis B: _____ Rubella: _____ Polio: _____ Influenza: _____ Pertussis: _____ Tetanus Basic: _____ Varicella: _____ Tetanus Booster: _____ Scarlet Fever: _____ Small Pox: _____ Date of last physical exam: _____
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Medical Information - Past or Present

Diabetes	<input type="checkbox"/>	Yes	Heart trouble	<input type="checkbox"/>	Yes	Fainting	<input type="checkbox"/>	Yes
Frequent headaches	<input type="checkbox"/>	Yes	Chronic cough	<input type="checkbox"/>	Yes	Constipation	<input type="checkbox"/>	Yes
Trouble with eyes	<input type="checkbox"/>	Yes	Shortness of breath	<input type="checkbox"/>	Yes	Nausea	<input type="checkbox"/>	Yes
Convulsions	<input type="checkbox"/>	Yes	Frequent colds	<input type="checkbox"/>	Yes	Frequent ear infections	<input type="checkbox"/>	Yes
Heart Disease	<input type="checkbox"/>	Yes	Operations	<input type="checkbox"/>	Yes	Diarrhea	<input type="checkbox"/>	Yes
Eating disorders	<input type="checkbox"/>	Yes	Bleeding disorders	<input type="checkbox"/>	Yes	Behavioral problems	<input type="checkbox"/>	Yes
Emotional disorders	<input type="checkbox"/>	Yes	Asthma	<input type="checkbox"/>	Yes	Other conditions	<input type="checkbox"/>	Yes

Please explain each YES: _____

Allergies & Special Needs

Bee Sting Allergy	<input type="checkbox"/>	Yes	Penicillin Allergy	<input type="checkbox"/>	PABA	<input type="checkbox"/>	Yes
Other Insect or Animal Allergy	<input type="checkbox"/>	Yes	Latex Allergy	<input type="checkbox"/>	Other Allergies	<input type="checkbox"/>	Yes
Require an Epi-Pen /equivalent*	<input type="checkbox"/>	Yes	Neosporin Allergy	<input type="checkbox"/>			

List all known NON-FOOD allergies, reactions, and how to manage: _____

Dietary Restrictions / Allergies / Reactions / Needs? (Please check all that apply)

Tree nuts Wheat/Gluten Lactose/Dairy Vegetarian Vegan Other _____

***If YES, I will provide a physician-prescribed Epi-Pen/equivalent for the week of camp. _____ (INITIAL)**



Medical History Record and Release Form (cont.)

Non-Prescription Medications I authorize the selected medications to be administered as needed:

Aspirin	<input type="checkbox"/>	Yes	Claritin	<input type="checkbox"/>	Yes	Neosporin	<input type="checkbox"/>	Yes
Advil/Motrin	<input type="checkbox"/>	Yes	Benadryl	<input type="checkbox"/>	Yes	Calamine lotion	<input type="checkbox"/>	Yes
Aleve	<input type="checkbox"/>	Yes	Sudafed	<input type="checkbox"/>	Yes	Throat lozenges	<input type="checkbox"/>	Yes
Tums/Antacid	<input type="checkbox"/>	Yes	Laxatives	<input type="checkbox"/>	Yes	Sunburn relief	<input type="checkbox"/>	Yes
Pepto Bismol	<input type="checkbox"/>	Yes	Antidiarrheal	<input type="checkbox"/>	Yes	Icy-Hot/pain cream	<input type="checkbox"/>	Yes

Note: clinical equivalents/generic brand formulations may be used

List any over-the-counter medication you/your camper is not to receive and/or any other restrictions and comments:

Prescription Medications* –I authorize the following medications to be administered as listed:

- This camper/staff does NOT take any medications on a routine basis.
- This camper/staff DOES take medications. The list below includes all medications, including over-the-counter drugs and vitamins, that will be taken while at camp. I have valid prescription(s) authorizing the medication, dosage, and administration frequency for this camper/staff.

Medication	Reason Taking	Date started this medication or dosage.	Dosage	Breakfast	Lunch	Dinner	Bedtime	Other	As needed

*All medications must be checked in on departure day in a Ziploc bag, accompanied by a completed/signed MEDICAL UPDATE FORM. Please ensure all containers are labeled with the correct patient name, medication, dosage, prescribing physician, and instructions. Include only enough medication (including over-the-counter meds and vitamins) to last the week of camp.

Healthcare Understanding and Consent

I am authorized to, and do hereby give Camp St. Andrews (CSA), Carol Harlan Foundation (CHF), Camp Jack Hazard (CJH), and their respective designees permission to administer medications per the schedule listed above, and to provide routine healthcare for this camper or staff member. I also give permission for the CSA, CHF, CJH, and their respective designees to seek and give consent for healthcare or emergency treatment at their discretion including but not limited to medical or dental examination, x-rays, routine tests and treatment. I give permission for CSA, CHF, CJH, and their respective designees to seek urgent and emergency care from Sonora Regional Medical Center, or any other medical facility they reasonably deem necessary, and I understand that I or my insurance company will be responsible for paying all healthcare costs incurred as a result thereof.

The undersigned hereby waives any claim that CSA, CHF, and CJH and/or their delegated leaders and directors are legally or financially liable for any damages, lawsuit, claim, or any other injury arising from the above consent to administer medications, and to seek and give consent for healthcare or emergency treatment. This authorization to administer medication and consent to treatment of this camper or staff member is given to CSA, CHF, and CJH, and applies during any official CSA, CHF, or CJH function, program, or event.

If this camper or staff member is a minor, I wish for CSA, CHF, CJH, and their designees to act *in loco parentis*. Camp representatives should be considered "personal representatives" and privy to protected health information under the Health Insurance Portability and Accountability Act of 1996. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. I authorize the transportation of this camper to and/or from another facility for the services as medically necessary. I understand that camp staff will attempt to notify me of any urgent or emergency situation at the first available opportunity.

NAME of Camper / Minor Staff Member

Date

SIGNATURE of Parent or Legal Guardian*

Date

*You will be prompted to save file after each signature - Save as same file name each time, then continue on to rest of form.



Waiver of Liability for Camp Activities

Camp Participant Name: _____

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT: Camp St. Andrews (CSA), Carol Harlan Foundation (CHF) and Camp Jack Hazard (CJH) programs include rock climbing, rappelling, high ropes challenge course, low ropes activities, and overnight backpacking trips. The activities are sometimes strenuous and psychologically demanding, and require participants to be in good physical condition. CSA, CHF, and CJH staff members take all reasonable precautions to reduce risks and provide safe, healthy, and enjoyable experiences. Despite these efforts, the risks associated with camp activities cannot be completely eliminated. Camp activities and the associated risks include, but are not limited to:

- General camp participation:
 - Environmental hazards including fallen trees, lightning, insects, reptiles, wild animals, or bodies of water.
 - Physical exertion that could exacerbate medical conditions.
- Rock climbing, rappelling and challenge course:
 - Potential falls of up to 100' through slipping, running, jumping, or the actions of others.
 - Debris falling from heights of up to 100'.
 - Failure of safety equipment.
 - Failure of the participant to follow safety instructions.
- Swimming:
 - Drowning or near-drowning.
- Overnight hikes:
 - Delays communicating with and meeting emergency medical services.

Participant or parent/guardian of Participant is aware and understands that participating in CSA, CHF, and CJH programs involves a potential risk of injury that may not only be from Participant's own actions, inactions, or negligence, but also from the actions, inaction, or negligence of others, conditions of the environment, equipment, or areas where the event or activity is being conducted.

Participant or parent/guardian of Participant understands that the programs are physically demanding and potentially dangerous. Therefore, all Participants must be free of medical or physical conditions which might create undue risk to themselves or others they depend upon or who depend upon them. If there are any questions about the Participant's ability to participate in the program, please consult with their physician prior to signing this form or participating in the program. Participant or parent/guardian of Participant understands that they are responsible for Participant behaving in a careful and prudent manner to minimize the risk of injury to themselves or others.

Participant or parent/guardian of Participant understands that activities are voluntary and that Participant should participate only to the extent they feel suitable for their condition and skill level.

Understanding the above, I shall not hold Camp St. Andrews, Camp Jack Hazard, or their respective designees, board members, staff, or other affiliated individuals liable for any damages caused by Participant's participation in camp activities, and, if Participant is a minor, I deem them of appropriate age and skill level to participate fully in all activities, as supervised by the CSA, CHF and CJH staff, except as restricted below:

I hereby grant the CSA permission to use participant's likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. _____ **(INITIAL)**

In consideration of my or my camper's participation in CSA, CHF, and CJH programs, I, the undersigned, agree to INDEMNIFY AND HOLD HARMLESS Camp St. Andrews and Camp Jack Hazard, their offers, agents, and employees ("Indemnitees") from any and all causes to action, claims, demands, losses or costs of any nature ("Claims"), arising out of, or in any way related to my or my camper's participation in CSA, CHF, and CJH programs, regardless of whether Indemnitees are partially at fault for any Claims.

SIGNATURE of SELF(18+) or PARENT/LEGAL GUARDIAN*

DATE

PRINTED NAME

***You will be prompted to save file after each signature - Save as same file name each time, then continue on to rest of form.**



Rules and Policies

Scope:

The following rules and policies apply to ALL participating staff members from the time of arrival to, until the time of departure from, any Camp St. Andrews sponsored event or program.

Rules and Policies:

It is necessary to establish rules to ensure the safety and well-being of each individual at camp. To increase your understanding of the camp's rules, they have been outlined as follows:

- Possession or use of alcoholic beverages, illegal drugs, and/or weapons is prohibited.
- All equipment, tools, and supplies that may be considered dangerous will be registered with the Camp Director prior to the start of camp.
- All prescription drugs, over-the-counter drugs and medical supplies will be held and dispensed by the camp's medical staff or designee. Any exceptions must be pre-approved by BOTH the Medical Director and the Camp Director.
- Pornographic or suggestive literature, posters, images, etc., are prohibited
- All meals and snacks are provided by CSA. If you find it necessary to bring personal food, snacks or drinks of any kind they must be labeled and stored in the dry storage building – They are not allowed in the cabins because they attract wild animals. Chewing gum is not allowed anywhere on the facility.
- Use of tobacco products is discouraged. If the Camp Director has granted permission, adult staff may use tobacco products in designated areas and out of sight of campers and under aged staff. Staff under the legal age will not use tobacco products.
- Though not forbidden, all personal electronics (cell phones, electronic book readers, tablets, etc) must be kept out of sight of all campers. We discourage their use as 1) there is no cell coverage anywhere on the property. 2) there is nowhere to charge your devices. 3)It takes away from the unplugged beauty of nature. Please note CSA is not responsible for loss, damage, or theft of these items.
- Sickness or injury must be reported to the camp medical staff immediately. Cabin staff are expected to watch their Campers for signs of communicable diseases (lice, flu, fever, etc.)
- Language that is crude, obscene or of a sexual nature is not permitted.
- Physical punishment or mental abuse of campers and/or other staff members is prohibited.
- All clothing must be modest, this includes swimwear. Short-shorts, loose fitting or low cut tops that are too revealing, anything with crude or suggestive language or images, or any other clothes deemed inappropriate are not allowed.
- Displays of affection (public or private) and acts of a sexual nature are not permitted. Platonic physical contact with other staff members should be limited to avoid the appearance of inappropriate behavior. Staff are not permitted to discuss their personal dating relationships, or those of others, with or around any campers.
- All persons must agree to respect the needs and property of others.
- Violent behavior, bullying, verbal assault, and physical confrontations and invasions of personal space of any kind are prohibited.
- Language that is crude, obscene or of a sexual nature is not permitted.
- Though self expression is important, CSA staff will not discuss, encourage, or elaborate on tattoos and piercings. At the discretion of the Camp Director any tattoo that may be viewed as inappropriate will need to be covered at all times.
- Permission to use the telephone and/or laundry machines must be obtained from the Camp Director prior to use.
- All persons must remain on camp premises unless given prior specific permission by the Camp Director or their designee. The Program Director may give permission for supervised groups to leave camp premises in connection with scheduled activities.
- All vehicles must be parked in the designated parking area & remain there for the duration of the week unless part of a scheduled activity. The parking area is considered "out of bounds" and camp staff will not return to their vehicles until final departure unless permission is first obtained from the Camp Director, Camp Medic or their designee.
- All staff must follow the camp schedule unless it is their session off or have been excused by the Camp Director or their designee. Any deviations from the schedule must be approved in advance by the Program Director.
- All plays and skits need to have a "G" rating in keeping with high standards. Additionally they should not include obscenity, inappropriate language or subject matter, or hurtful impersonations of others.
- Curfew is 12:00 a.m. unless otherwise decided by the Camp Director.



Rules and Policies (cont.)

- Protect Yourself: Staff should never be alone with a camper. Be sure to never put yourself in a situation where you Males are not allowed in, or to loiter in the vicinity of the female living areas and females are not allowed in, or to loiter in the vicinity of the male living areas.
- U.D.'s, Counselors, and C.I.T.'s are expected to participate in all planned activities with their unit. The location and activities of all staff is limited to scheduled activities and their assigned duties, from the time of arrival at the event until the time of departure from the event.
- Campers must always be supervised by staff. 1:1 coverage is not allowed. 2 staff with 1 camper or 1 staff with 2 campers at all times.
- Staff Members may not post any photos of Campers online nor may they utilize the camp's logos, without prior written permission from the Camp Board.
- CSA discourages the interaction of staff and campers via social media. CSA does not take responsibility for scope of interaction. Our policy is for staff to remain completely professional in all interactions with each other, campers, and the camp community throughout the year.

VIOLATIONS:

All of the camp's staff is responsible for and expected to follow the rules and policies of Camp St. Andrews. A violation of the rules and/or policies will reduce privileges and may result in the prompt return of the offender to his/her home at his/her own expense. The Camp Director will administer the Tribunal's final resolution of any dispute over any action resulting from a violation of a rule and/or policy. The Tribunal consists of members of the Camp Community as designated in the Camp bylaws. All camp staff is expected to act in a responsible manner. All staff members are expected to use good judgment in determining what actions and activities may result in injury to others or work to the detriment of camp.

AGREEMENT:

I have read the above RULES AND POLICES for Camp St. Andrews. I understand them and agree to abide by them as stated while at Camp St. Andrews. I also agree to accept any disciplinary actions resulting from violations to any camp rule or policy stated above or otherwise implied. I further understand that if asked to leave it will be at my own expense and there will be no refund of fees paid.

Staff Member (18+) Printed Name: _____

Staff Member (18+) Signature: _____ **Date:** _____

If Staff Member under 18 years of age:

Staff Member Printed Name: _____

Parent Signature: _____ **Date:** _____

Parent Printed Name: _____



Staff Code of Conduct

Staff members represent Camp St. Andrews wherever they go. The testimony of our staff should be reflected in all aspects of life, including but not limited to matters of conduct and appearance. Staff members are an example to campers and others concerning the character of the camp's legacy and therefore staff members should endeavor to never exhibit any action or conduct that would result in the need for an apology.

Staff members are expected to:

- Be enthusiastic. It's contagious!
- Maintain a positive mental attitude.
- If in doubt, check it out! Many mistakes occur when people make assumptions.
- Focus your attention on the campers at all times. After all, that's why you're here!
- Always think in terms of safety first.
- Be a team player.
- Take initiative and try new things.
- Reflect a "can-do" attitude.
- Smile a lot.
- Have fun!

1. **CONDUCT** – We expect the conduct of all our staff to be consistent with good values and ethics (selfishness and bad attitudes are not allowed). Conduct which is immoral, illegal, or persistently contrary to the policies, procedures, and tradition of Camp St. Andrews may result in dismissal from camp. Possession or use of alcohol, tobacco, and illegal drugs will not be tolerated. Camp St. Andrews is committed to cooperate with law enforcement in any activity that is illegal. Possession or use of firearms or weapons is not allowed unless as part of a program area. The Camp Director must be aware of and approve any knives. Destroying of camp property will not be tolerated. Foul or inappropriate language or obscene gestures will not be permitted. Staff will enforce the Camper Code of Conduct.
2. **ATTITUDE** – Staff members should always be nice, kind, and helpful to all campers and staff. Be honest, honor your commitments, and accept responsibility for your choices.
3. **PERSONAL GROOMING** – As a staff member, you are to set an example for the campers. Modest dress is expected and required of all staff. No undergarments should be visible. Clothing with logos, words, or pictures should reflect well on the camp and not be offensive. Dress indicative of gang participation will not be allowed. Swimsuits must be modest and non-revealing. Swimwear should be reserved for water related activities only. Regular hygiene will be maintained.
4. **REST AND NOURISHMENT** – All participants will be in their bunks at the established curfew time, ensure they are getting sufficient rest to function in their roles properly, and will respect others who might be resting by not being loud or disruptive during rest times. You will partake in all meals and ensure you are getting enough nourishment to function properly. Staff will make sure that all campers are getting enough nourishment and sleep.
5. **CAMPER SAFETY** – As a staff member, your top priority is the campers. At no time will any camp staff encourage or allow campers to take part in any activity that could endanger the camper's safety or health. This includes skits, activities, and games that would increase the risk of transmission of a communicable disease or head lice. Likewise, staff will in no way harm others, whether through harassment, physical force, or verbal or mental abuse, or neglect. There is no running at camp. Campers must wear closed-toed shoes and socks at all times.
6. **POSITIVE RELATIONSHIPS** – As a staff member, your relationship priority is to build rapport and connect with the campers, and any time spent apart from them is in remiss of that responsibility unless you are on assigned duty or free time. Close bonds between staff members are natural but should always be secondary to camper needs. Displays of affection (public or private) and acts of a sexual nature are not permitted. Platonic physical contact with other staff members should be limited to avoid the appearance of inappropriate behavior. Staff are not permitted to discuss their personal dating relationships with or around campers, and staff members should not seek to form romantic relationships between campers.
7. **PERSONAL BELONGINGS / BOUNDARIES** – Be respectful of other people's belongings and belongings that aren't yours. If you borrow something, ask first, and be sure to return it. Be respectful of other people's boundaries - no touching, grabbing, or invading an individual's personnel space.
8. **SUPERVISION** – Refrain from publicly correcting or "helping" other staff members (unless a safety issue), but rather pull them aside when possible and offer guidance. If you believe a staff member who is not under your supervision isn't performing their responsibilities, please bring it to the attention of your immediate supervisor, the Camp Director, or Assistant Director.



Staff Code of Conduct (cont.)

9. STAFF HOUSING – To avoid any appearance of inappropriateness, male staff may not enter or loiter around female staff housing, and female staff may not enter or loiter around male staff housing without permission from the Camp Director.
10. ELECTRONIC EQUIPMENT – Our campers are prohibited from bringing any electronic equipment to camp. If seen, please confiscate the item and give it to your Unit Director. If a camper brings a cell phone, instruct them to put it away until they depart camp. Cell phones are not to be used for picture taking. We encourage staff to not use these during camp. Staff may use these items on time off, as long as they practice sensitivity to the convictions of others. Sensitivity to musical tastes and the convictions of others within earshot should be practiced. Personal computers are not allowed unless you have prior consent from the Camp Director. There is no access to Internet or emails.
11. SOCIAL NETWORKING – Staff should show great restraint concerning posting to social networking sites such as Facebook, Twitter, Instagram, and other social networking sites. For safety reasons, posting pictures of campers is not allowed. Likewise, please make sure that all posts after the camp season reflect well on the camp and on the camp's image. Please respect any request by the Camp Director or Camp Board to remove posts, pictures, or video that might be perceived as detrimental to the reputation of camp.
12. PROMPTNESS – It is expected of all staff members to be on time to meals, meetings, and program assignments.
13. PRIVACY/CONFIDENTIALITY – Confidentiality will be maintained for all personal matters disclosed by campers to staff. Staff members are encouraged to discuss matters with the Camp Director or Assistant Director if you are unsure of how to deal with a specific situation or revelation. Before discussing these personal matters with parents, permission shall be requested from the young person who has shared. The young person's privacy will be maintained except in the following situations:
 - A. If the staff/Camp Director/Assistant Director believes the young person is an imminent danger to themselves or others.
 - B. If evidence of abuse is present that has not been previously reported, proper authorities will be contacted.

I agree to abide and follow the above code of conduct and understand that failure to do so either willfully or by omission can result in disciplinary action, up to or including dismissal from camp / returning home at my own expense.

Staff Member (18+) Printed Name: _____

Staff Member (18+) Signature: _____ **Date:** _____

If Staff Member under 18 years of age:

Parent / Guardian Printed Name: _____

Parent Signature: _____ **Date:** _____



Child Protection Information & Policy

This document defines child abuse, explains relevant laws, suggests how to prevent incidents, and establishes guidelines for handling cases. Camp St. Andrews is required to distribute copies of this policy statement to all staff, and to retain a signed acknowledgment by each staff person of the receipt and understanding of this policy.

1. Definition of Child Abuse

Child abuse includes such acts as sexually molesting a child; willfully causing or permitting a child to suffer, inflicting on a child unjustifiable physical pain or mental suffering; and, with respect to persons having care of custody of the child, willfully causing or permitting the health of a child to be injured, or willfully causing or permitting the child to be placed in a situation that is such that the person or health of the child is endangered.

State law allows no physical punishment by child care providers and limits methods of discipline. California Administrative Code, Title 22, Section 31240 (d). "Constructive methods must be used for maintaining group control and handling individual behavior ... corporal punishment and other humiliation or frightening techniques are prohibited... punishment must not be associated with food, rest, isolation for illness or toilet training." California Administrative Code, Title 22, Section 86033

(1) and 86037 (a) (4): "Discipline shall be fair, reasonable, consistent and related to the offense... no child... shall be subjected to physical or unusual punishment, humiliation mental abuse, or punitive interference with daily functions of living, such as eating, sleeping or elimination."

2. The Reporting Law

Child abuse is considered a reportable offense and can be either a felony or misdemeanor. The California Penal Code, Section II 161.5 states that if persons in certain child-contacting professions, such as teaching, medicine, social work, etc. suspect a child, 18 years or younger, has received physical injuries or injuries which appear to have been inflicted upon him or her by other than accidental means by any person, or that he or she has been sexually abused, such fact shall be reported by the observer by telephone and in writing within 36 hours to the police department in the city of incident. Some prominent phone numbers are listed in the following section 8.

Failure to report includes penalties up to \$500.00 or 6 months in jail.

3. Preventing Child Abuse

Camp St. Andrews is committed to the prevention of child abuse. Camp St. Andrews is helping prevent child abuse by screening all staff that have or could have a supervisory or disciplinary relationship over minors. All staff members will be fingerprinted and/or palm printed and their criminal records checked as per the Camp St. Andrews Background Check Policy.

California law requires that any person who is to work in a child care center must first submit to a criminal record check (Health & Safety Code, Section 1522).

Under the law, the child care programs have an ongoing obligation to submit finger and/or palm prints for criminal records on new & existing members.



Child Protection Information & Policy (cont.)

1. Education of Staff

All staff members will receive a copy of the child abuse prevention policy, the child abuse information sheet and the mandated child abuse reporter information prior to starting in a supervisory or disciplinary role. All staff members will attend the child abuse training seminar. Staff will learn how to avoid possible misinterpretations in how they work, including always dealing with children openly, leaving doors open when dealing with one child, etc.

2. Handling an Incident / The Child's Needs

If a child reports abuse, you should give him or her emotional support while obtaining information about the incident. Use the following procedure as a guide:

- Believe the child; don't deny the problem.
- Stay calm, listen, and under react if possible.
- Do not blame, punish, or embarrass the child.
- Reassure the child that he or she is not to blame and that it was right to tell about the incident. Let the child know that he or she is safe and that no harm will come for reporting information. Let the child ask questions, and answer them 'm understandable terms.
- Get details about the events leading to the act of abuse. If a stranger was involved, get a description. Do not lead with questions or make suggestions or comments about the incident.

3. Handling an Incident / Staff and Parents

When talking with the parents of the child or with other concerned parents, be factual and honest. Explain Camp St. Andrews policies for preventing and handling child abuse. Parents should know that Camp St. Andrews has taken steps to ensure every child's protection.

You must respect the privacy rights of all concerned. All accusations of abuse a-re highly confidential and information should be given out on a need to know basis only. (Remember too, that often incidents and occurrences can be interpreted in more than one way.)

4. Handling an Incident / Reporting

Follow the procedures listed in Section 2.

5. Contact Numbers

Tuolumne County Report line	209-533-5717
San Rafael Police	415-485-3000
Child Care Protective Services, S.F.	415-558-2650
Child Care Protective Services, Marin	415-499-7153
Child Care Protective Services, San Mateo	650-573-2866
San Carlos Police	650-592-8014
Foster City Police	650-573-3333
San Mateo Police	650-574-6830
San Bruno Police	650-877-8965



Child Protection Information & Policy (cont.)

Policy

All new and returning Camp St. Andrews adult staff members will be screened for criminal history by submitting to a background check. All adults visiting a facility in conjunction with Camp St. Andrews, where minors are present, will be screened for criminal history by submitting to a background check. Adult staff members will be re-checked as needed per the Camp St. Andrews background check policy.

1. All staff members are prohibited from inappropriate relationships and/or inappropriate contact, one-on-one, both during and outside of camp, with any camper, under age participant, and any other staff member of Camp St. Andrews. This includes any and all situations that could be interpreted and/or misconstrued, to be threatening or abusive, both mentally and/or physically, whether actual or implied. This especially applies to any adult staff member with any under aged participant of Camp St. Andrews. Any staff member having contact with campers, under aged participants, or any other staff member of Camp St. Andrews, whereby the contact could lead to or be interpreted as an inappropriate relationship, must be accompanied by at least one other adult during the duration of the contact. It is understood that many friendships formed at camp carry over outside of camp. Likewise many friendships started outside of camp are carried over into our program. While it is not our intention to discourage or preclude friends at camp from contact with each other outside camp, which either by prior relationship or daily circumstances (i.e. school), may violate this policy, it is our intention to make clear that we expect all of our staff members to act appropriately and responsibly both in and out of camp. Acting appropriately and responsibly includes acting in accordance with both legal statutes and accepted moral and ethical guidelines of a Christian based faith. Since the rules and policies of Camp St. Andrews have been carefully designed to reflect what is both legal and just, and morally acceptable, especially in regard to relationships with others, it is safe to say that if a relationship is not appropriate at camp, then it is not appropriate outside of camp, regardless of the participant's ages.
2. All Camp St. Andrews staff with a supervisory or disciplinary role with minors will be informed about Camp St. Andrews child abuse policy including basic child abuse prevention, recognition and reporting training. New Camp St. Andrews staff with a supervisory or disciplinary role with minors will receive an orientation and child abuse prevention training prior to entering into supervisory or disciplinary roles. All new and returning staff will receive a child abuse information sheet and training at least every three years.
3. All staff will be considered mandated child abuse reporters. Information on mandatory reporting will be provided to all staff.
4. Child abuse reports will be handled initially with "witness" reporting (verbally or in writing) to a member of the Camp St. Andrews Tribunal (Camp Director, Asst. Camp Director, Program Director, Medic, and Spiritual Advisor). Tribunal member or designee will contact Child Protective Services (CPS) at earliest convenience.
5. All staff will be required to inform a Tribunal member if they learn that a fellow staff member has a prior history of sexual and/or child abuse charges.
6. All staff members are required to read the child abuse prevention policies and the incident reporting policies information sheet(s).

I have received a copy of the Camp St. Andrews Child Abuse Prevention Policy. I have read the Camp St. Andrews Child Abuse Prevention Policy and understand that I am responsible for knowing and complying with the procedures and requirements provided in these policies with regards to my tenure with Camp St. Andrews. I will abide by the Camp St. Andrews policies and procedures at all times during my tenure including the provisions outlined in the Child Abuse Prevention Policy. This policy does not constitute a contract. I understand that my tenure is at-will, and that either Camp St. Andrews or I can terminate my tenure at any time with or without cause.

Print Name: _____

Signature: _____

Date: _____



Transportation Form

CAMPERS ONLY:

Departure Day

- I (or a designee) will drop off my camper at the San Bruno bus location.
- I (or a designee) will drop off my camper at the Manteca bus location.
- I need to make a special arrangement – I will contact the camp registrar.

Return Day

- I (or a designee) will pick up my camper at the San Bruno bus location.
- I (or a designee) will pick up my camper at the Manteca bus location.
- My camper will be driven home by another camp participant.(must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).

Driver name: _____

- I need to make a special arrangement – I will contact the camp registrar.

STAFF ONLY, including Program Aids (14+):

Staff Arrival Day

- I (or a designee, or another adult CSA staffer) will drive our minor staff member to the CJH facility in Dardanelle, CA. (CSA staffer must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).
- I am an adult staffer and will drive myself to the CJH facility in Dardanelle, CA (must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).
- I am an adult staffer and will be driven to camp by another camp participant.(must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).
- My minor staff member will need transportation assistance (a ride with other staff), or approval for a special arrangement. I will contact the camp registrar.

Return Day

- My minor staff member will be driven home by an 18+ camp participant. (must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).Driver name: _____
- I (or a designee) will pick up my minor staff member at the San Bruno bus location. (Fee associated.)
- I (or a designee) will pick up my minor staff member at the Manteca bus location. (Fee associated.)
- I am an adult staffer and will drive myself home. (Must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).
- I am an adult staffer and will be driven home by another camp participant. (Must be 18+ and supply CSA registrar with proof of valid Driver License and current insurance).
- I (or a designee) will pick up my minor staff member at the CJH facility in Dardanelle, CA.
- I need to make a special arrangement – I will contact the camp registrar.

Pickup Authorization

I understand that Camp St. Andrews discourages parents from delivering to, or picking up their campers from camp. However, if it becomes necessary for my camper to be picked up from camp, I authorize CSA and its designees to release my camper only to the following individuals (include yourself, your emergency contact, and one other individual)

Name as appears on photo ID	Relationship to camper/minor staff	Phone number

I request that my camper NOT BE RELEASED to the following individuals under any circumstances

Name as appears on photo ID	Relationship to camper/minor staff

Transportation Release

I hereby consent that Camp St. Andrews and its designees and members may provide transportation to and from camp, or official camp-related activities, for my camper or minor staff member.

SIGNATURE OF SELF (18+) OR PARENT/LEGAL GUARDIAN _____

DATE _____

***Final signature - Save as same file name, and email to registrations@campstandrews.org**



Give meds and this form to CSA staff directly.
Do not pack with luggage

Medical Update Form
(FOR DEPARTURE DAY ONLY)

Select One:

- Medications and Medical Information has NOT CHANGED from the originally submitted forms.*
- There ARE changes to the medications or medical information from the originally submitted forms.

Explain _____

- Please provide just enough medication and vitamins for the week in the original their packaging.
- Please label the appropriate sized Ziploc bag, insert this completed form along with the medications and hand directly to the CSA staff at check in.

*Fill out completely again, even if no changes from original form

This camper/staff DOES take medications. I have listed all medications, including over-the-counter drugs and vitamins that will be taken while at camp. I attest and confirm that I have (a) valid prescription(s) authorizing the medication, dosage, and administration frequency for this camper/staff.

Medication	Reason Taking	Date started this medication or dosage.	Dosage	Breakfast	Lunch	Dinner	Bedtime	Other	As needed

NAME OF CAMPER / MINOR STAFF MEMBER

DATE

SIGNATURE OF PARENT OR LEGAL GUARDIAN

DATE



Staff Handbook 2017

2017 REGISTRATION AND FEES

Initial application

If not already done, complete the STAFF APPLICATION FORM and pay the non-refundable STAFF APPLICATION FEE per schedule below.

To apply for financial aid: After registration, complete and return a FINANCIAL AID PACKET (not included in this packet) by May 1st, 2017.

Finalize registration: Submit all forms included in the STAFF FORMS packet and pay CAMP FEES by June 15th, 2017.

Note: If any financial aid is approved, the fee will be adjusted to reflect the awarded amount. See Terms and Conditions for further detail.

Fee Schedule

Staff Application Fees (non-refundable):

Early fee (prior to 1/01/17)	\$50
Standard fee (prior to 5/1/17)	\$75
Late fee (on or after 5/1/17)	\$100

Camp fees, if application approved:

Program Aide (age 14-15)	\$425
Counselor/PSIT (age 16-17)	\$160
Counselor (age 18+)	\$100
Program Staff (age 18+)	\$200
Unit Director (age 21+)	\$200

2017 Camp Week is July 23rd – 29th

POLICIES AND INFORMATION

Cancellation

If you cannot go to camp due to illness, please let the registrar know as soon as possible, as we normally have other individuals on our waiting list. The STAFF APPLICATION FEE is non-refundable. REFUNDABLE CAMP FEES are refunded as outlined in the refund policy on the TERMS & CONDITIONS page at campsaintandrews.org.

Spending Money/Cash

CAMP FEES cover all meals, snacks, activities, transportation, camp photo, and camp t-shirt. No money should be brought to camp.

Assignments

Staff assignments will be based on gender, age, and training level. Within these parameters, we try to accommodate (but cannot guarantee) requests for placement.

Transportation

Staff training and arrival day call times, items to bring, location, return day estimations and overall logistics can be found on the WHO, WHERE, WHEN? 2017 PAGE. As outlined in the STAFF CODE OF CONDUCT, a serious violation could be grounds for dismissal. Staff is responsible for their own transportation to and from training sessions and camp. Arrangements can be selected in the Transportation Page and by contacting the registrar. In the rare case of a minor staff being sent home, it is the parent/guardian's responsibility to retrieve their child in a timely manner, at their own expense.

Health Screening

On departure day, CSA volunteers must conduct a health check on campers and staff that will include a head lice check, MEDICAL UPDATE FORM review, medication registering/cataloging, and a general health assessment. Any camper or staff member who poses a potential health risk to the camp community may be denied boarding the bus to camp, or may be subject to quarantine if the illness is discovered upon arrival at camp. CAMPER FEES will not be refunded in these cases.



Staff Handbook 2017 (cont...)

Medication

The STAFF FORMS PACKET includes forms that provide Camp St. Andrews with the participant's medical history, immunization record, medication needs, your over-the-counter medicines authorization, and medical insurance information/directives. If the participant takes any prescribed medication, over-the-counter medication, or vitamins, you will be required to complete and hand in the MEDICAL UPDATE FORM on staff arrival day. The signed form and medication must be given to the CSA medic at check-in, and not kept with the participant. If you have any questions or concerns, you may speak to the Medical Director prior to camp. **Please do not use camp as a "vacation" from prescribed medication!**

Cell Phones

There is no cell service or outlets at the camp facility. As noted in the Staff Code of Conduct form, cell phones and electronic devices are discouraged once on facility grounds. Though we do allow digital cameras, we highly recommend you purchase or pack disposable cameras instead. Camp St. Andrews is not responsible for any theft or damage to devices.

Chapel

All participants will attend a daily non-denominational service in the outdoor chapel. The Friday chapel may also include a Eucharist service. Please discuss with your camper if you want them to participate in this portion of the Friday service.

Visitors

Because camp is only seven days, there is no "Visitors Day" and no unscheduled visitors are allowed on the grounds. To be considered for access to the premises, prior approval must be obtained from the Camp Board of Directors. This includes, but is not limited to the completion of additional forms and a background check.

"I'll come get you"

From the American Camp Association: "The most common mistake parents make is the Pick-Up Deal. It's normal for children to ask, 'What if I feel homesick?' Tell your child that some feelings of homesickness are normal and help him practice coping before camp starts. But never ever say, 'If you feel homesick, I'll come and get you.' This conveys a message of doubt and pity that undermines children's confidence and independence. Pick-Up Deals become mental crutches and self-fulfilling prophecies for children as soon as they arrive at camp. If, after spending practice time away from home, a child is still very anxious about overnight camp, consider waiting until next summer." Feeling anxious as a parent? This article from the American Psychological Association gives some advice on managing your worries:

<http://www.apa.org/helpcenter/camp-worry.aspx>

Letters from Home

Please DO send letters and postcards from home! Mail Call can be quite an event at camp. Because of our remote location, it can take up to four days for letters to arrive. Please plan accordingly.

All letters can be sent to:

[*Camper's Name*]
Camp St. Andrews
c/o Camp Jack Hazard
Highway 108
Dardanelle, CA 95364

Food and Care Packages

Once at camp, all meals and snacks are provided during the camp session. There is absolutely no outside food, candy, gum, or other food items allowed at camp. Please do not pack these items or include them in shipped care packages. Though not forbidden, we do discourage elaborate care packages as it causes a disparity of experience and sometimes jealousy or homesickness from the other campers.



Getting Ready for Camp!

STAFF CHECKLIST

Initial Application and Fees

- Apply for camp!
- Pay the Staff Application Fee
Once your application is approved you will be notified and you will be sent an additional application long form to fill out= STAFF APPLICATION FORM SUPPLEMENT
- Submit the STAFF APPLICATION FORM SUPPLEMENT

Finalization of Registration

- Submit all forms (by mail, or scan and email) to registrar before June 15, 2017.
 - MEDICAL HISTORY RECORD AND RELEASE FORM
 - WAIVER OF LIABILITY FOR CAMP ACTIVITIES
 - RULES AND POLICIES
 - STAFF CODE OF CONDUCT
 - TRANSPORTATION FORM
 - MEDICAL UPDATE FORM (for staff arrival day only)
 - CHILD PROTECTION AND POLICY
- Pay the balance of the STAFF FEE in full by June 15, 2017.
- Communicate any changes to the TRANSPORTATION FORM before July 20 (Thursday before camp) to the camp registrar.

Pack for Camp

- Did you mark and label your clothes? (note: they will get dirty!)
- Are your toiletries in spill-proof containers or Ziploc bags?
- Do you have the right reusable water bottle?
- Did you remember your water resistant wristwatch?
- Do you have a suitable sleeping bag? (It gets very cold)
20° rated bag required for senior unit overnight
- Did you label your luggage and your backpack for staff arrival day?
- Did you review the STAFF CONDUCT FORM?

Staff Training Day

- Did you confirm participation in the mandatory training day? Information is located in the WHO, WHERE, WHEN? 2017 page

Staff Arrival /Camp Set up Day!

- Did you review the date, address, and check-in time for staff arrival/camp set-up day?
- Did you remember your luggage, sleeping bag, water bottle and wristwatch?
- Do you have all medications in a Ziploc-style bag with a completed MEDICAL UPDATE FORM in hand? (To be handed to the CSA Medic)
- Returning participants: Are you wearing your scarf?
- Eat a good breakfast and put on some sunscreen!

We can't wait to see you!



PACKING GUIDE

ITEM	QTY		ITEM	QTY	
Underwear	8	_____	Sturdy shoes ²	2	_____
Socks	8	_____	Warm hoodie	1	_____
Short-sleeve shirts	3 - 6	_____	Thick jacket ³	1	_____
Tank tops (optional)	3 - 6	_____	Beanie/hat (optional)	1	_____
Shorts ¹	4 - 6	_____	White shirt for tie-dye (optional)	1	_____
Jeans/Long pants	2 - 4	_____	Bathing suit ¹	1	_____
Warm, long pajamas	5 - 6	_____	CSA Scarf (prior participants)		_____
ITEM	QTY		ITEM	QTY	
Bath towel	1	_____	Hand towel	1	_____
Beach towel	1	_____	Bag for dirty laundry	1	_____
Washcloth/loofah	1 - 2	_____	Twin sheet (optional)	1	_____
ITEM	QTY		ITEM	QTY	
Body soap	1	_____	Flushable wipes travel pack	1	_____
Shampoo	1	_____	Hair ties (optional)		_____
Brush/comb	1	_____	Sunscreen	1	_____
Chapstick/lip care	1	_____	Insect repellent	1	_____
Kleenex travel pack	1	_____	Toothbrush + toothpaste	1 ea	_____
Body lotion (optional)	1	_____	Shaving supplies (if applicable)		_____
Deodorant (if applicable)	1	_____	Sanitary supplies (if applicable)		_____
ITEM	QTY		ITEM	QTY	
Warm sleeping bag ⁴	1	_____	Rain poncho	1	_____
Reusable water bottle ⁵	1	_____	Disposable camera (optional)	1-2	_____
Waterproof watch (required for staff)	1	_____	Paperback book (optional)		_____
Stamped postcards addressed to home/pen	1 - 3	_____	Backpack ⁶	1	_____
Bible (optional)		_____	Musical instrument (optional)		_____
Sleeping pad ⁴		_____	Sunglasses (optional)		_____

¹ Cut-offs and tight shorts are not allowed. Bathing suits must be reasonably modest.

² Sandals and open-toed shoes are not suitable footwear at camp and are not allowed. Hiking boots are recommended footwear at camp. Socks are required at all times. Flip-flops can be brought **ONLY** for use in the shower.

Staff and campers in the SENIOR cabin groups (12-13 years) have the option to bring and wear closed-toe hiking sandals on the senior overnight, without socks.

³ Nights can be chilly, especially during our evening campfires. Layers or a thick jacket are recommended.

⁴ A warm sleeping bag is required. Slumber bags or blankets are not suitable.

Senior Overnight: If weather, regulations, and logistics permit, the Senior Unit (12-13 at time of camp) may go on a mandatory one night, offsite, backpacking trip. This is a hike that requires hiking boots or shoes as well as a sleeping bag with a 20° rating.

⁵ A water bottle or canteen is **ABSOLUTELY** required due to activity and altitude. We recommend one that can hold approximately 32oz of water. It must be reusable and leakproof. Camelbak hydration backpacks are acceptable.

⁶ Backpack can be filled with the bagged lunch, filled water bottle, paperback books, and a camera for Departure Day. A backpack can also help with trips to the shower house.

MARK ALL CLOTHING AND EQUIPMENT WITH CAMPER OR STAFF NAME
Camp is not responsible for lost, broken, or stolen items.

Note: please review the list of FORBIDDEN ITEMS as outlined in the Code of Conduct form.



Camp St. Andrews

1600 Santa Lucia Ave, San Bruno, CA 94066
 Mailing Address: PO Box 397, San Bruno, CA 94066
 Office Phone: (650) 445-4555

Who, Where, When? 2017

Dates:

Financial Aid Packet due	May 1, 2017	
All forms due	June 15, 2017	
All fees due	June 15, 2017	
Staff Training Day (all staff including Program Aides)	July 15, 2017	8am-6pm at St. Andrews Church
Staff Arrival/Set-up Day (all staff including Program Aides)	July 22, 2017	10am at Camp Jack Hazard
Departure Day San Bruno	July 23, 2017	8am – check in: Bring a bagged lunch, Medical Update Form and Medications.
Departure Day Manteca	July 23, 2017	10am – check in: Bring a bagged lunch, Medical Update Form and Medications.
Week of Camp	July 23 – 29, 2017	
Return Day Manteca	July 29, 2017	1:30 to 2:30pm (timing varies)
Return Day San Bruno	July 29, 2017	3:30 to 4:30pm (timing varies)
Scarf Sunday Church Service	July 30, 2017	10am at St. Andrews Church

San Bruno Bus Location:

St. Andrews Episcopal Church
 1600 Santa Lucia Ave
 San Bruno, CA 94066

Letters to Camp (allow 4 days for delivery)

[*Camper's Name*]
 Camp St. Andrews
 c/o Camp Jack Hazard
 Highway 108
 Dardanelle, CA 95364

Manteca Bus Location:

Woodward Park
 710 E Woodward Road
 Manteca, CA 95337
 (at rear of park on Buena Vista Dr.)

Camp Facility Physical Address

Camp Jack Hazard
 Highway 108
 Dardanelle, CA 95314

Title	Name	Phone	Email Address
Registrar	Leah Glaister	650-445-4555	registrar@campsaintandrews.org
Treasurer	Cindy Cuevas	830-481-9519	treasurer@campsaintandrews.org
Director	Michael Siemsen	925-899-7252	director@campsaintandrews.org

Camp St. Andrews office phone number:	650-445-4555
Mailing address for forms and payment:	Camp St. Andrews Po Box 397 San Bruno, CA 94066

Camp Jack Hazard* onsite phone number (EMERGENCIES ONLY): 209-965-4365

**This line is in the facility director's office. An answering machine may pick up. Please leave a message and rest assured your message will be delivered to CSA management as soon as possible. Please note it could take a few hours for a response.*



Job Descriptions

PROGRAM AIDES (PAs)

Qualifications:

1. 14/15 years old and/or previous experience at Camp St. Andrews.
2. Must be able to work with campers and staff and assist program staff.
3. Should be able to accept suggestions and directions readily from the adult staff.

Job Description:

1. Assist the program staff in the various activities.
2. You must always be available to fulfill any additional duties asked of you by the program Specialists or Program Director.
3. If you encounter any problems working with other staff, you must take your concerns to the P.A. Unit Director or the Program Director.
4. Shall have the privileges of a camper when not given specific assignment.
5. Must give up other programs while assigned to a specific activity as program aide.
6. Be responsible for your own conduct.
7. May be required to work with a Counselor and Counselor-In-Training (C.I.T.) instead of the program staff, as needed.
8. Shall be responsible to the program staff as well as the unit staff. As a P.A., you are in a learning role to assist with activity instruction.

COUNSELOR-IN-TRAINING (C.I.T.) / PROGRAM STAFF-IN-TRAINING (P.S.I.T.)

Qualifications:

1. 16/17 years old and/or Program Aide (P.A.) experience at Camp St. Andrews.
2. Must be able to unite your campers and work with them as a team and assist the Counselor/Program Specialist.

Job Description:

1. Assumes responsibility for the welfare of all campers assigned to your program area and/or cabin.
2. Must know where Counselor is at all times and the counselor should know where you are.
3. Always be available to help counselor, even on sessions off.
4. Take over session when Counselor is off (Unit Director will assist you). Also, cover cabin when Counselor has Scarf or an emergency, etc.
5. Attend all camp gatherings and functions with your unit, such as meals, flag, campfire, etc.
6. Remind Counselor of special assignments, such as flag or hopping—he/she needs your help.
7. Help your unit with the skits, songs & yells and the All-camp activities.
8. C.I.T.s and Counselors are to remain with the unit all day on the first day to focus on putting the campers at ease & getting to know them.
9. Assist the counselor/program specialist in planning activities for the campers and assist in the care and teaching of the program.
10. Meet with Counselor and U.D. daily to coordinate activities and discuss any problems with campers or staff.
11. Complete your evaluations and turn them in to the appropriate person(s) by the required deadline.



Job Descriptions (cont.)

COUNSELOR

Qualifications:

1. Must be 18 years or older, a senior high school graduate, or Counselor-In-Training (C.I.T) experience.
2. Must be able to unite your cabin staff and work with them as a team.

Job Description:

1. Assumes responsibility for the welfare of all campers assigned to him/her.
2. Must know where campers are and what they are doing at all times.
3. Must be on duty at all times, even if it is your session off.
4. Look out for the proper morale and discipline (refer to the Unit Director (U.D.) as necessary) and care of his/her campers.
5. Attend all camp gatherings and functions with unit, such as meals, flag, fire, etc. unless otherwise assigned or you have the session off.
6. Insist that campers wash and clean up before each meal, shower regularly and sleep in suitable attire.
7. Counselors and C.I.T.'s are to remain with the unit all day on the first day to focus on putting the campers at ease & getting to know them.
8. Responsible to and works with the Unit Director.
9. Meet with U.D. and C.I.T. daily to coordinate activities and discuss any problems with campers or staff.
10. Take opportunities to coach and mentor counselor skills with your C.I.T.'s.
11. Keeps U.D. informed of his/her and the campers' whereabouts at all times.
12. Confirm that the U.D. will cover (or find coverage for) sessions off, Scarf, dance, etc.
13. Complete your evaluations and turn them in to the appropriate person(s) by the required deadline.
14. Responsible for settling the campers in to bed after the dance, before your UD relieves you for the evening.
15. Perform other duties as may be assigned by the U.D.

A counselor is a key person in helping the staff to achieve the goals of Camp St. Andrews. We are depending on our counselors for the effectiveness of the camp, but we also want this to be a satisfying experience for everyone. If you have any problems, disciplinary or otherwise try to resolve them through and with your Unit Director.



Job Descriptions (cont.)

UNIT DIRECTOR

Qualifications:

1. 21 years or older, and/or have proven leadership capabilities.
2. Must be able to unite your assigned cabin groups and work with them as a team.

Job Description:

1. In addition to the All-Camp-Activities, the Unit Director (U.D.) must spend at least one session each day with the campers as relief for the counselor's session off (mandatory) and/or the Counselor-In-Training (C.I.T.) session off (if counselor needs assistance).
2. Must always be available to relieve counselors (or find relief) whenever requested for Scarf, emergencies, etc.
3. Must participate with unit at camp gatherings, such as meals, Flag, Chapel, campfire, etc.
4. Assist with the unit's skit, song and yell, etc.
5. Always maintain camp discipline and morale.
6. Must know and enforce the safety procedures of the camp.
7. Give wake up calls to counselor(s) and make sure everyone is up and getting ready.
8. Meet with Counselor(s) and C.I.T.(s) daily to coordinate activities and discuss any problems with campers or staff.
9. Cultivate and encourage the leadership qualities of the counselor(s) and C.I.T.(s).
10. Pass on and confirm any announcements or schedule changes.
11. Ensure that campers receive their medications from camp medical supervisor.
12. Make cabin inspections and check on the personal hygiene (and eating habits) of the campers, especially the juniors.
13. On Friday night, the U.D.s are responsible for covering or arranging coverage for the cabins.
14. Be responsible for all evaluations in unit. Encourage counselors and C.I.T.s to discuss the evaluations with Unit Director.
15. Complete your evaluations and turn them in to the appropriate person(s) by the required deadline.

PROGRAM STAFF

Qualifications:

1. Must have knowledge and experience in leading your designated program.

Job Description:

1. You are expected to serve as relief for cabin sitting if requested by the Unit Directors (U.D.s) for Scarf, Dance, emergencies, etc.
2. Sets an example by participating and arriving on time for all camp gatherings, such as Flag, meals, Campfire, etc.
3. Must be willing to serve as a judge (if so asked) for skits, songs, yells, etc. and when doing so will be fair and positive in your remarks.
4. Always do your part to help maintain camp discipline and morale.
5. Must know and enforce the safety procedures of camp.
6. Reports to and works in cooperation with the Program Director.