

PCG, CENTRAL DISTRICT



YTH CAMP WORKER
& INTERN POLICY MANUAL

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GOALS & PURPOSE OF YTH CAMP

The overall purpose of camp is the development of the whole camper - physically, socially, mentally, emotionally, and spiritually. We strive for camp to be a safe, Christ-centered, week-long environment of fun, friendship, and most of all, spiritual growth.

In order to do this, our leadership team believes in these 5 pillars in having a successful camp:

1. Faith centered - We believe and teach salvation through Jesus Christ by his death and resurrection on the third day. It is our utmost desire that every camper becomes a born again Christian, receiving Jesus as their personal Savior.
2. Safe Space - We background check every adult and intern that works or stays on the campgrounds. We don't know what home life looks like. Therefore, EVERY CAMPER, if nothing else, should feel loved and safe while under our (your) supervision.
3. Relational - We believe in building long-term friendships and relationships from camp. Friendships are not only essential in our Christian walk, but a true blessing! It is important that you are being intentional with campers (and workers), as often as you can. Encourage and lift one another up through-out the week. Strive to be the friend/leader you desire to have.
4. Participatory - We offer several activities and classes throughout the week for campers to have fun and also learn.
5. Different from home - We strive to have a different atmosphere from home. We want church camp to be an experience - a true encounter with Christ! From the intimate dorm-life ministry to daily teachings and activities, to evening services in the Upper Room, the Holy Spirit will be present, working through camp staff, drawing young hearts and minds towards God.

CAMP THEME & WHY

This year's camp theme is **THRIVE**. Thriving is different for everyone. It is possible to thrive even in a godless setting. We can observe this in the Book of Daniel, where Daniel thrived while in captivity in Babylon. These youth have the potential to thrive regardless of their surroundings. It requires character, determination, and separation from this world. Our goal, with the guidance of the Holy Spirit, is to empower and inspire young people to thrive in their environment, no matter how it appears.

Attending camp allows campers to develop problem-solving skills, understand the Word of God, seek guidance from the Holy Spirit, and apply practical teachings to daily life.

QUALITIES OF CAMP WORKERS AND INTERNS

1. **SPIRITUAL** - Many camper issues arise from spiritual misalignment. You should help them recognize their spiritual needs and guide them in finding God's support. It's important to explain the salvation plan in a way they can grasp. Campers need to see Christ in your actions. To effectively minister, you must keep your heart pure and filled with the Holy Spirit. Daily personal devotion is essential for you, and you should consistently attend staff devotions when available, each day to understand the camp's spiritual direction. Experience shows that staff devotion often establishes the spiritual atmosphere for the whole day at camp.
2. **LOVE FOR THE CAMPERS** - If you don't love students, then camp isn't the right place for you. You need to care about their conversations, their issues, their interests, their happiness, and their pain. Show real concern and be purposeful in every discussion.
3. **CHEERFULNESS** - Enjoy having a good time. Find the humorous side even in bad situations. Campers will have a better experience if the staff is enjoying camp. Complainers make bad company.
4. **MATURITY** - Be firm; be fair; be flexible; be a friend. Whether good or bad, your attitude is always visible. You MUST watch your lips, tone, attitudes and actions, because little eyes and ears definitely are.
5. **SUBMISSION TO AUTHORITY** - Campers must follow the rules. They will have more respect for you if you follow the rules too. Even if you disagree with camp policies, you are expected to adhere to them at all times.
6. **GRACE & PATIENCE** - Keep in mind that you were young once as well. Don't expect a camper to behave like an adult. Be cautious not to force each camper into the same mold you fit into. The Lord operates in unique ways with each of us, at various stages. Remember, the only difference between campers and workers is grace and time.
7. **HONESTY** - The camper must know you will keep your word and hold in confidence the things he/she shares with you. Do not discuss camper's problems with the rest of the staff or other campers. Be willing to admit when you do not know the answer to a question. Campers can see through you when you're not being honest.
8. **FUN LOVING** - Keep in mind that camp is meant for the campers. Our aim is to share the truths of God's Word with every participant. This becomes challenging when campers are unhappy. Stay cheerful. When campers notice that you are enjoying your time with them, it will boost their confidence around you and open doors for you to connect with them. Be cautious not to blow a small issue out of proportion.
9. **COMPASSIONATE** - Make a strong effort to understand both perspectives in every situation. Sadly, there are times when things don't turn out as we hope. Respond in a suitable manner.
10. **ENERGETIC** - As a camp worker, you will feel physically exhausted during the week. To prepare, focus on exercise, staying hydrated, and getting enough rest before camp starts. Make sure you don't let yourself get tired and cranky. If you stay up all night with the staff, you won't have the energy or ability to engage with the campers during the day. Be smart - prioritize your rest.

WHAT IS A CAMPER?

A camper... is the most vital person in our ministry.

A camper... is not reliant on us... we are reliant on them.

A camper... is not an interruption in our work; they are the reason for it.

A camper... is not just a statistic. They are real human beings with feelings and emotions like ours.

A camper... is not merely a name, face, or number... they are unique individuals.

A camper... is not someone to debate or compete with.

A camper... is a person with desires and needs. It is our responsibility to help meet those desires and needs.

A camper... is the essence of this ministry.

A camper... deserves the utmost courteous and attentive care we can provide.

A camper... isn't JUST A CAMPER. They are a soul. & every soul is worth serving, saving, and uplifting!

WHAT IS A DORM PARENT?

A dorm parent is an adult who has direct authority and responsibility for campers during camp activities. They live in the dormitories with the campers and have a worker application submitted to the PCG, Central District IMPACT YTH. The term 'Dorm Parent' means 'a person responsible for a group of campers at camp' and does not suggest that they are qualified to provide counseling.

WHAT IS THE ROLE OF A DORM PARENT?

Greet the camper with a smile. Introduce him/her to roommates and facilities. Learn his/her names immediately. Remember to BE FRIENDLY and BE INTENTIONAL. Take advantage of the "in-between" minutes: before, during, and after meals, on the way to activities, and services. Establish confidence and trust. Listen to their problems and offer praise and smile often. Be shock resistant. Take time to explain the "why" of the rules. Your goal as a worker is not to be a policeman, but a leader. Lead your group in keeping the rules. By your attitude, you can help them see what they are allowed to do, instead of what they cannot do. If a camper oversteps the bounds, try to handle the problem yourself. Learn why the camper broke the rules. If you feel punishment is necessary, having trouble leading/guiding your dorm, or have general leadership questions, see your head dorm parent. Don't ever threaten or physically assault a camper.

MANAGING YOUR DORM

Group unity is crucial. Ensure every camper feels valued. Identify the "loners" among them. They will require extra support to engage in activities. Discover their interests and assign them tasks. Assist them in building a sense of belonging. Make this a time for interaction and enjoyment. You might need to select a location with minimal distractions. Aim to foster an environment of acceptance. Motivate the group to show love and compassion for one another. Allow the group to express concern and pray for each other's needs. Encourage your group to participate in sharing testimonies with each other. We also suggest (though it's not required) morning devotionals and/or small, quiet evening activities after security announces, "Lights out!" to enhance personal connections.

MINISTERING TO INDIVIDUAL CAMPERS

Availability and listening are probably the most important factors in individual biblical guidance. Never be too busy to sit and talk (rather, listen). Each camper is different. Become personally acquainted with and establish goals for each one. Write their names in a notebook and seek to identify each spiritual need, social adjustment needs, etc.

Toward the end of camp, evaluate each camper's progress. As the week begins, encourage campers to set goals for themselves and have them write them out. Encourage the campers to participate in the camp activities. Some will be shy and will need this encouragement. Don't make fun or ridicule. Guide them into areas where they can successfully participate.

You play a key role in the camper's spiritual growth. Encourage each camper to develop a time of personal devotions and Bible reading. Show them how to apply the scriptures to their everyday experiences. Study your camper's reactions. Be present and participate in the evening services and times of worship. Pray and guide your group around the altar. Find out what they are wanting from the Lord: their personal needs, problems, etc. Then pray with them on an individual basis.

As a camp worker, you must be able to discern when a camper is ready to make a decision for Christ. You must be available to encourage and to pray with your campers.

WORKER/INTERN RELATIONSHIPS

1. Honor, respect, and grace should always be displayed. If conflicts come up, they should be resolved in a Christ-like way.
2. Every camp worker is amenable to the camp director and assistant camp director.
3. The head dorm parent has the power to make necessary decisions for each dorm room as needed.
4. Every intern is amenable to workers.
5. Workers and interns are urged to help maintain order among the campers at all times.
6. If there is ever a problem with the "chain of command," consult the camp director.
7. We all share a responsibility to one another. Take on your part of the work, even the less pleasant tasks. Don't wait for instructions; take the initiative and complete the job.
8. All workers and interns are accountable to the campers. You will be their friend, their guide, and their authority, but remember, THEY ARE WHY WE ARE HERE - TO SERVE THEM. Not the other way around.

CAMP RULES AND REGULATIONS

The 'Camp Rules and Regulations' for IMPACT YTH have been established for the protective benefit of every person in attendance. In order to have a safe, fun, life-changing camp, and promote a wholesome camp atmosphere, all persons are expected to observe habits of personal courtesy and Christ-like conduct while adhering to the following:

1. Campers and interns will obey any instructions given to them by any camp directors, leaders, and dorm parents.
2. Respect is to be given to camp staff as well as to each other at all times.
3. **All** campers, interns, and workers must register and check-in upon arrival and check-out upon dismissal.
4. No one, including camp workers, are permitted to being inside cars, drive, or leave the campground without permission from the camp director. Cars driven to camp will be parked on the campground upon check-in and will not be driven again until check-out.
5. Possession/use of any forms of explosives, weapons, pornography, drugs, alcohol or tobacco is absolutely prohibited at all times during camp.
6. Willful destruction of personal or camp property will not be tolerated. Parents will be held responsible for any damage.
7. Close physical contact, such as public and private displays of affection, is not allowed (including same sex).
8. No fighting, scuffling, profanity/vulgar language or signs will be tolerated.
9. One person per bed at all times. Under no circumstances should a camper, worker, intern, or dorm parent share a bed with another person.
10. No boys in girl's dorms or girls in boy's dorms.
11. Pranking of any kind will not be tolerated.
12. Campers are not allowed to have food (including gum) or drinks (excluding water) in the Upper Room or break-out rooms.
13. The daily schedule is to be followed. Camper and intern attendance is required at all designated services, classes, and activities.
14. Swimming is only allowed in the pool during scheduled times and under lifeguard supervision. 'Skinny dipping' or sneaking into the pool is absolutely prohibited.
15. All workers, staff, and interns are authorized to maintain order anywhere on the campground.
16. Campers are not allowed in the dorms alone. Campers must be accompanied by a dorm parent.
17. Campers are not allowed to enter another dorm unless given permission by said dorm parent(s).
18. Once security announces, "Lights out!" all dorm parents and their assigned campers must return to their dorm quietly and settle in for the evening. No campers are allowed outside after lights out.
19. Any camper who becomes ill/injured or is made aware of another camper ill/injured is to report to their dorm parent or another worker immediately.
20. Campers and interns are not allowed electronics of ANY kind, (unless for medical reasons) - including cell phones, tablets, etc. If any electronic is found in your possession, it will be confiscated and returned to you at check-out.
21. Dorm parents and workers are allowed cell phones in case of emergencies or if calls need to be made home. Otherwise, phones are not to be shared with Interns or campers. Dorm parents are also allowed one radio, if desired, to play christian music only.
22. We do not recommend bringing any expensive items or jewelry that could get lost, damaged, or stolen. Any 'Lost & Found' items will be held for one week at the PCG CD Office.
23. All Campers, interns, and workers must be dressed modestly and in compliance with the following camp dress code before exiting the dorms:
 - Shorts and tank tops may be worn during all daily activities and classes, but the length of shorts must be at least to your longest fingertip on the side, and tank top straps must be at least 3 finger-widths wide.
 - Wear your 'Sunday Best' for the evening services, no shorts for boys or girls. Skirts and dresses must be knee-length. Any shorter and you may be asked to wear shorts (with length noted above) underneath.
 - Modest swimwear: girls - one-pieces recommended. If your swimsuit is deemed too revealing, you may be asked to wear a dark-colored shirt over the swimsuit. Boys - swim trunks at least longest fingertip length.
 - No sagging or inappropriate sayings, slogans, or logos on any clothing or accessories.
 - No crop-tops or anything exposing your stomach.

CAMP DETAILS AND FAQ

1. What is camp like? What do the campers do?

- Camp will be a part of various activities, games, devotionals, fellowship, and evening church services. All Campers will help with kitchen duties (KP). They will make new friends and meet up with old friends. Camp is a time to get away from the worldly pressures, influences, and daily demands many of our kids face today. It is a time for them to be themselves, discover God, and the calling He has for their lives.

2. What to bring:

- **Clothes:** 'Play' clothes and/or extra clothes that CAN GET DIRTY, "Sunday Best" clothing is recommended for evening services, and swimsuit/trunks. **Hygiene products:** toothpaste, toothbrush, hairbrush, deodorant, shampoo/conditioner, body wash, towels, and wash cloth. **Bedding:** twin sized blanket/sheet and pillow. **Misc.:** Bible, notebook, pen/pencil, sunscreen, bug repellent, money for snack shack, merch, and offering.

3. How do I get my child registered for camp?

- You can obtain forms from your home church's Senior Pastor OR e-mail your requested forms to: danielw@centraldistrictpcg.org **ALL** forms then need to be filled out COMPLETELY and turned back into your local church for review along with camp fees.

4. What kind of camp are you? What denomination are you with?

- We are the Pentecostal Church of God, Central District IMPACT Student Ministries. We cover students in the states of MO, IA, NE, and KS. This year camp will be at Lake Maurer in Excelsior Springs, Missouri.

5. Do you have an Internship Program?

- Yes, young adults from high school graduate - 24 years old. We may limit the number of interns based on the total number of campers and available housing. Intern spots are first registered - first filled.

6. What's an internship? What will I do?

- This is a time for us to mentor you and help facilitate you into the calling God has for your life. What you learn during this time, we pray will be of benefit and value to your future Christian works. Interns will: assist camp directors, assist dorm parent's, supervise, or help with activities, camp maintenance, crowd control, altar work, and more.

7. Can I come visit my camper?

- Camp is closed during the day for security purposes. However, evening services are open to visitors. Instant background checks can be done if there is a security concern. All visitors must sign-in with a photo ID. They will be given a visitor sticker that must be worn until off the campground. Visitors must leave the campground within 1 hour and 30 minutes of evening service dismissal and within 5 minutes of sign-out.

8. If I am a volunteer worker or intern, do I have to do a background check?

- Yes. Workers and Interns graduate/18yrs.+ MUST have a background check completed and ON FILE with the PCG Central District Youth Dept.

9. Can my camper bring their cell phone? Tablet, laptop, another electronic device?

- No. We have a NO cell phone, NO electronics policy. All electronics will be confiscated and returned upon dismissal at end of camp. In cases of emergency, your camper can be contacted at the number listed on camp registration forms.

10. Our child has a friend who also wants to go to camp, but doesn't attend a PCG Church regularly. Can they still come?

- YES! They must have all registration forms filled out and notarized. We cannot guarantee an on-hand notary, therefore all forms must be completed prior to check-in.

11. Do you have a nurse available?

- Yes, we have nursing staff 24/7; while the entire time camp is in session. ALL meds (prescription and non-prescription) MUST be turned in with the Nurse upon camp check-in.

12. Can I get a refund of my camp fees?

- There is a NO refund policy if a camper must leave the campground due to breaking of rules or because of behavior. Any other situations will be decided on a case-by-case basis from the Camp Director.

13. Do I need medical insurance?

- No, but all campers must have a NOTARIZED medical form filled out. If there is not active medical insurance, the Parent/Legal Guardian is STILL responsible for any fees incurred in the event the camper is required to be taken to Urgent Care/ER. The PCG Central District Insurance WILL always be secondary.

RULES AND POLICIES FOR WORKERS/INTERNS

1. Workers/interns should not be alone with any camper at any time. We will enforce a 3-persons rule: 2 workers:1 camper or 2 campers:1 worker at all times.
2. Workers/interns should not minister to other campers of the opposite sex except in the presence of another worker (not another camper).
3. A worker/intern being in a room with a camper behind closed door without another staff member could result in immediate dismissal from camp.
4. Please stay out of the kitchen and snack-shack areas unless you are asked to assist from the kitchen director or k.p. director.
5. All workers/interns are required to wear a walk-talkie and badge. This is 1.) to help identify you as camp staff, 2.) to be in contact with each other at all times. Your walkie is to remain on, in hearing distance, at all times, except during daily classes and evening services. This excludes camp security.
6. Never sleep in the same bed with a camper.
7. Be fully dressed in front of the campers as much as possible.
8. No wrestling, pillow fights, water fights, shaving cream fights, etc. are to take place in the rooms. Damage sustained to any room will be charged to the campers and staff staying in that room. Unless you want to be financially responsible, make sure things do not get out of control. Remember, you are in charge, not the campers.
9. Do not use campers' belongings or property.
10. Workers are required to follow camp dress code.
11. Do not leave the campgrounds for any reason. In the event of an emergency, you must notify camp director before leaving and complete a sign-out form.
12. Workers/interns must attend called meetings, prayers, and devotions.

SWIMMING POOL

1. Campers/workers/interns can only be inside the pool fence and/or swimming during designated times and with a lifeguard present.
2. Everyone is to be fully covered when going to and from the pool; swimming attire is to be worn only inside the pool fence.
3. No diving.
4. No running around the pool.
5. No climbing on the fencing.
6. Certified lifeguards will be on duty at all times during designated pool hours. Everyone is to follow all directions given by the lifeguard.

CAMP WORKER JOB DESCRIPTION

General Duties:

1. You will be assigned a camper group and/or specific interns upon arrival at camp. This group will be your responsibility throughout camp. Make a list of their names and keep it with you at all times.
2. You will also have general oversight of all campers.
3. Be an example to the campers (1 Timothy 4:12)

Specific Duties:

1. Conduct a daily small group session with your group.
2. Put your group to bed each night and keep things quiet after lights out.
3. Make sure campers attend all meetings and classes.
4. Perform job duties given by head dorm parent, assistant camp director, and camp director.
5. Get to know the campers in your group. Pray with them around the altars.
6. Attend daily staff meetings and prayer meetings.
7. Attend evening service.
8. Room clean-up - make sure campers in your group clean their rooms daily.
9. Perform camp dorm checklist prior to check-out and campground departure.
10. Explain camp rules to your group.
11. Be responsible for a table in the dining hall at mealtimes.
12. Make sure bathrooms are kept clean and smelling nice.
13. Notify camp director before leaving the campground.
14. Work with camp director to ensure order in all activities.

DISCIPLINARY GUIDELINES

The need for camper-behavior-management is often a result from low or the lack of clear expectations from the Worker. If you're clear about the rules and set high expectations, you'll be amazed at the results. Do not, however, expect your campers to be perfect. Problems and difficult situations will arise. It is our job to be wise, creative, and as careful as possible, handling every issue case-by-case, because every camper and situation is unique.

All camp staff must abide by the following **prohibited disciplinary guidelines**. Not abiding by these guidelines could result in immediate camp dismissal and/or a police investigation:

1. **Never** punish a camper physically in ANY WAY.
2. **Never** isolate or place a camper alone without supervision.
3. **Never** deprive a camper of sleep or food.
4. **Never** subject a camper to ridicule, threats, corporal punishment, excessive physical exercise, or excessive restraint.
5. **Never** yell at a camper. Speak sternly, when necessary, but ensure it's out of love and their best interest.

Permitted Disciplinary Guidelines:

1. If you feel like you're losing control of a situation and before you even THINK about doing any of the prohibited disciplinary actions listed above, it is time to seek counsel from your head dorm parent, camp director, or assistant camp director.
2. Practice confidentiality. Make discipline a private matter. Do not rebuke a camper in front of others (except in an emergency).
3. Effective discipline explains what the child has done wrong and offers alternative avenues of behavior.
4. Avoid creating situations that may cause temptation. For example, letting wrong behaviors slip by as if unnoticed, ignoring rules yourself, leaving campers unattended, keeping valuables out in the open, leaving your meal table or scheduled post of duty, etc.
5. Make an honest effort to get to the bottom of an argument/fight. Talk to both parties and let each camper present his/her side, not playing favoritism.
6. If campers are fighting, keep them away from each other until they've had time to "cool down."
7. In order for discipline to be effective, it must be done in a timely manner and the consequences must be relevant to the misbehavior.
8. Once an issue is brought to the camp director, workers should be prepared to identify the problem/behavior and list the solutions that were attempted to resolve the problem.
9. After some time, always check back with the person you disciplined. Do not allow a distance to grow between you. Ensure them with positive words of affirmation and encouragement.
10. If you were a part of or witnessed an incident/statement that was concerning, a situation handled improperly, a physical altercation, or simply made aware of a situation needing further investigating, please complete a detailed incident report form (located in the back of this packet) and see the Camp Director immediately. Even if you're unsure about a situation, when in doubt - write it out.

DISCIPLINARY ACTION PROTOCOL

Disciplinary Action Protocol: *(enforced when a situation is not controlled by worker)*

1. First violation: A friendly, verbal admonition and warning by camp director, assistant director, or head dorm parent.
2. Second violation: Restriction or revocation of privileges instructed by camp director.
3. Third violation: Dismissal from camp instructed by camp director.
 - a. The camper will be sent home with parents or guardians being responsible for providing transportation.
 - b. Camp fees will NOT be refunded.
 - c. Serious violations of camp rules and/or criminal behavior may result in (but not limited to): immediate dismissal, criminal charges, and property damage financial liability.

Ultimately, the camp director has the authority to take disciplinary action deemed necessary (within reason and upholding the above prohibited disciplinary guidelines) to maintain an atmosphere conducive to the purposes of PCG, Central District IMPACT YTH Camp.

1. Staff Procedures:

- a. Camp staff should watch for any signs of child abuse or neglect to campers.
- b. Report any suspected abuse to the camp director immediately.
- c. If a camper confides in you or having been abused or neglected, only relate this information to the camp director or assistant camp director. Do not tell any other camper or staff member.
- d. You will be asked to write a written incident report for records.

2. Reporting Procedures

- a. Camp staff is obligated by law to report any suspected cases of physical abuse, neglect, exploitation or endangerment. Any suspicion should be reported immediately to the camp director, who will contact the proper authorities. Any and all reports will be kept confidential and handled discretely. You are not to discuss this matter with anyone else.

3. Confidentiality

- a. All communication regarding alleged abuse, neglect, exploitation, or endangerment is strictly confidential and must be in accordance with procedures described above.

4. Victim Protection

- a. The safety and well-being of the campers or minor camp staff that are alleged victims of abuse, or neglect is a primary concern and shall be handled in accordance with the following procedures:
 - i. **Alleged incidences - not at camp:**
 1. The parent, guardians, or other authorized person of the individual alleging misconduct shall be notified in accordance with the instructions of the appropriate child protection authorities.
 2. Necessary medical treatment will be provided.
 3. Removal from group. Separate sleeping and dining arrangements and other reasonable accommodations that are in the best interest of the alleged victim shall be made available.
 4. While on the campgrounds they shall remain under the constant supervision of camp leadership.
 5. Should they choose to leave the campgrounds, the appropriate authorities will be immediately notified.
 - ii. **Alleged incidences at camp:**
 1. The above procedure shall be followed (See "alleged incidents not at camp"). In addition, every effort will be made to separate and keep separate the alleged victim and the alleged perpetrator.

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5. Isolation of Alleged Perpetrator

- a. Alleged perpetrator shall be isolated from campers and staff in accordance with the following procedure:

i. Camp Staff

1. Shall be informed of the allegation of misconduct and that the appropriate authorities have been notified. In the case of minors, their parent, guardian, or other authorized person shall also be notified.
2. Shall be immediately removed from any responsibility and from any contact with campers and staff.
3. Sleeping and dining arrangements, separate from the campers and staff will be provided, or at the camp director's request, dismissal may be necessary. Dismissal does not suggest guilt.
4. While on the campgrounds, they shall remain under the direct supervision of camp leadership.
5. Should they choose to leave the grounds; the appropriate authorities will be immediately notified.

ii. Camper

1. The camper and the parent, guardian, or other authorized person of the individual accused of misconduct shall be informed of the allegation and that the appropriate authorities have been notified.
2. Shall be immediately removed from the group and from having any contact with other campers.
3. Sleeping and dining arrangements, separate from the campers and staff will be provided, or at the Directors request dismissal may be necessary. Dismissal does not suggest guilt.
4. While on the campgrounds, they shall remain under constant supervision of camp leadership.
5. Should they choose to leave the campgrounds; the appropriate authorities will be immediately notified.

SEXUAL CONDUCT POLICY

It is the goal of the Pentecostal Church of God, Central District, to provide its youth, staff, leadership staff, and employees an environment that is fully Christ-centered and free of harassment or potential sexual misconduct. In order to provide a safe and Christ-centered environment, a policy regarding that issue has been adopted by the IMPACT YTH Ministries Dept. outlining the procedures for identifying and reporting harassment or sexual misconduct. It is considered sexual harassment when a person, be it a youth, staff, leadership personnel, or employer is confronted with unwanted sexual advances or any conduct of a sexual nature (verbal or physical), by another youth, staff, leadership staff, or employee. It may also include jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean individuals. Such conduct has the purpose or effect of interfering with the Christ-centered environment desired by the IMPACT YTH camp staff.

Act of a sexual nature, according to these guidelines, will be considered as misconduct and will not be tolerated by the IMPACT YTH Central District Dept. as they strive for a safe and Christ-centered environment. All responsible persons, including camp staff, leadership, and employees of any YTH Camp or YTH activities who receive a complaint or know of an incident of this nature are required to report any and all information to the camp director or assistant camp director. Whenever a report of such misconduct occurs, prompt and corrective action will be taken by the camp and/or district administration according to the following administrative procedures:

1. Youth, camp staff, leadership, and any employees who feel aggrieved because of an act or acts of sexual misconduct shall report such matter to the person responsible for overseeing the activity. That person shall report the incident to an executive staff member.
2. It shall be the responsibility of the camp director to promptly investigate claims of sexual misconduct and determine the validity using an informal process. Upon receiving a complaint, the camp director shall confer with the person making the complaint to obtain an understanding and a statement of the facts from the person. Every effort will be made to investigate complaints as soon as possible while facts are known, and potential witnesses are available.
3. Once the camp director has obtained a statement of the facts from the person filing the complaint, the camp director shall attempt to meet with the person charged with the misconduct to obtain a response to the complaint. All levels of authority have a specific responsibility for acting upon any reports of sexual behavior presented by or observed from any individual.
4. Ultimate responsibility for pursuing and (when warranted) implementation of corrective measures lies with the IMPACT YTH CD Dept. administration, under the guidance of the Central District Board of the Pentecostal Church of God.

NURSES STATION GUIDELINES

Please note the following guidelines when dealing with medications and first aid:

1. Camp staff should double-check campers to see if they have any medications with them. Campers must bring all medications to the camp nurse. NO medication (including over the counter medication) is to be kept with the camper.
2. Campers should never go to the Nurse after "lights out" without a camp worker.
3. No camper is to lie in bed unsupervised, especially without the nurse being made aware. If ill, have the camper report to the nurse.
4. The camp nurse will keep a daily log of Nurse visits and any treatments performed, including daily medication administration.
5. A sign will be placed on the door of the nurse's station advertising where to locate the nurse, if she is away from the Nurse's Station.
6. Camp staff members are not to administer any medication, including over the counter medications (aspirin, Tylenol, Midol, etc.). All medications must be given in the presence of the camp nurse.
7. All camp staff and campers were to fill out an emergency/health/medical information form during registration. A copy of this form will be given to the nurse at check-in.
8. Camp staff must not suggest medical treatment to the campers. This is the responsibility of the camp nurse or medical professional.

ACCIDENTS: FIRST AID

The following guidelines will serve to insure the camper and camp staff from incurring questions of liability:

1. Camp staff should never play doctor. They should assume an injury, accident, or sickness is worse than it is and seek medical advice from our nursing staff accordingly.
2. Regardless of the severity of the sickness, accident, or injury, the camp nurse should be consulted immediately.
3. The camp nurse is to complete an Accident/Incident Report Form for every treated and untreated accident/injury. The nurse shall keep this form until the end of camp.
4. Most accident policies pay an up-front cash amount before a deductible or coinsurance goes into effect. To take advantage of accident coverage, most policies require the treatment to be sought within 48 hours or it is not considered an accident or injury for insurance purposes.
5. You are once again reminded you are not to give medications of any kind to a camper.
6. In the event of a serious injury (bone fracture, etc.), do not move the injured party. Send someone for the camp nurse immediately.
7. The church is becoming less and less "immune" to suits against its constituency and we must take extra precaution when dealing with these kinds of circumstances.

DISEASE TRANSMISSION PREVENTION AND EXPOSURE CONTROL POLICY

1. Bodily fluids known to carry blood borne pathogens (blood, urine, vomit, sexual fluids, etc.) from any person at camp (campers and staff) are to be treated as if they were infected with a blood borne pathogen.
2. The nurse, lifeguard, and camp director will be provided with a kit containing the following protective equipment: one pair of single use gloves, an eye protection device, a ventilation protection device, a single use protective mask, and antiseptic towelettes.
3. Universal precautions will be observed to prevent contact with blood or other potentially infectious material including:
 - a. Readily accessible hand washing facility.
 - b. Proper disposal of infectious materials.
 - c. Contaminated protective material will be placed in appropriate storage containers or decontaminated with bleach and water solution in a 1 to 10 ratio.
 - d. Contaminated laundry will be placed in color-coded, leak-proof containers until it can be decontaminated. Staff will wear protective gloves when handling contaminated laundry.
 - e. Employees in exposure situations will use protective gear.
 - f. Employees shall not recap sharps.
 - g. Sharps shall be placed in the sharp's disposal container immediately after use.
 - h. A properly labeled and constructed sharps disposal container will be made available in the Nurse's Station.
 - i. The disposable container shall be closable, puncture resistant, leak proof, and labeled.
 - j. The following practices are prohibited in the Nurse's Station: eating, drinking, smoking, applying cosmetics, and handling contact lenses.
 - k. The Nurse's Station shall be maintained in a clean and sanitary condition.
 - l. Broken glass shall only be cleaned up using mechanical means.
 - m. All equipment and facility surfaces shall be cleaned immediately following contamination with blood.
 - n. Towels, gauze, or other cloth containing liquid blood shall be placed in a clear plastic bag and disposed of through the camp nurse.
 - o. The sharps disposal container shall be turned over to the camp nurse at the end of the season for disposal.

EMERGENCY GUIDELINES AND PROCEDURES

How you handle an emergency situation will have a significant impact on how your campers respond. The most important rule in every emergent situation, is to remain calm and keep your group calm. Please follow the guidelines below when dealing with potential emergencies:

Bomb and Other Mass Threat, and Earthquake

1. All personnel and people must immediately get away from the window. Head for the center, or core of the building.
2. Find shelter under a sturdy desk or table, if possible. Kneel down and cover the head with the arms.
3. Stay away from the temporary walls or partitions, and freestanding objects.
4. Stay put for a few minutes. An initial shock usually lasts less than a minute, but aftershocks may come soon following the initial one.
5. DO NOT PANIC or attempt to evacuate. Camp director and/or assistant camp director should inspect evacuation routes for safety before use.
6. Follow directions given by camp director/assistant camp director.

Fire

In the event of a fire in any building, the camp director/assistant camp director will immediately call for an evacuation of all buildings. Students will go to the activity field.

FIRE EMERGENCY PROCEDURE

The person who finds the fire will R-A-C-E

R - RESCUE anyone in danger. He will rescue anyone in immediate danger.

A - ALERT the camp director, security, and all other staff by the two-way radio. Camp director will alert emergency services.

C - CONTAIN the fire if it can be contained. If not, let the fire department handle it.

E - EVACUATE and notify the camp staff.

Followed staff members will check each building:

HEAD DORM PARENTS - Dorms

ASSISTANT CAMP DIRECTOR - Pettet Lodge/Tabernacle

KITCHEN DIRECTOR - Cafeteria

Pettet Lodge -in front of the dining hall

Creekside - the field in front of the building

Bridgeview - the memory garden

Dining Hall - the basketball court by Pettet

Worship Center - field in front of building

Beds/Nurse's Station - the deck by the lake

Follow the directions given by the camp director and assistant camp director.

After the dorms have been evacuated, each camp staff will bring a report to the staff member responsible for their building. That staff member will report by radio to the camp director on each dorm. Only after making a physical inspection of the property will the camp director/assistant camp director give an "all clear."

After Lights Out Fire

In the event of fire after lights out, the dorm parents will immediately take action to remove campers from their rooms. Each camp worker is responsible for evacuating his/her room. Campers will move under the lightening in the main parking lot. Workers will get their groups together and make sure all campers are accounted for by calling roll.

Tornado/Storm

Camp director will inform the assistant camp director of the severe weather warning. Immediately, the leadership staff will move students and staff into their restrictive areas.

- If imminent, life-threatening weather is approaching the camp, all personnel should present to Lower Pettet Lodge

or the nearest designated safety shelter area per the campground.

- Remain away from windows and doors whenever possible.
- Sit on knees on the floor facing the wall keeping head down with hands over the head.
- Take mattresses to lay on top of personnel while sheltering.
- Take a flashlight if possible.
- Dorm Parent take radio for communications.
- Get as low as possible and wait out the severe weather.

Staff workers are responsible to evacuate the rooms in which they stay and make sure that their group is accounted for in each room.

When camp staff have counted all campers in their group (or even those not in their group), they shall make a report over the two-way radio.

After Lights Out Tornado/Storm

Once the tornado warning has been given from the camp director, dorm parents will immediately take action to awaken campers and place them in a tornado safety area described above. All other staff workers are responsible to evacuate the rooms in which they stay and make sure that their campers are accounted for in each room. When camp staff have counted all campers in their rooms, that shall make a report to their respective head dorm parent. When the storm is over, the tornado aftermath policy described below will be in effect.

Tornado Aftermath

When the storm is over, the camp director will give the leadership staff the signal to get the campers together via radio. Workers should get their group together and account for each person by calling the roll. Other staff workers should report to the lower Pettet Lodge to make sure the Nurse has adequate help with any possible injuries. When each camper is accounted for, the Head Dorm Parent will make a report to the camp director via radio. ONLY after making a physical inspection of the property will the camp director/assistant camp director allow activities to resume.

Lightning

Campers should not be outside when you see lightning. Stay away from water areas, windows, plumbing, etc. If you cannot get inside, crouch in low, open areas away from trees, buildings, and metal.

LEADING A CAMPER TO CHRIST

The youth camp environment creates an ideal place for the camper to make a decision to follow Christ. As camp staff, you need to be prepared to help lead the camper through his/her time of decision. Please take time to become familiar with the following scriptures, that will assist in leading youth to Christ and/or answer questions they may have:

Romans 3:23 - *all have sinned.*

Romans 6:23 - *the wages of sin is death.*

Romans 5:8 - *God demonstrated his love for us, that while we were still sinners, Christ died for us.*

Romans 10:9 - *Confess with your mouth.*

Romans 10:13 - *Whoever calls on His name shall be saved.*

Revelation 3:20 - *Behold I stand at the door and knock.*

John 1:12 *All who believe in His name become children of God.*

2 Corinthians 5:17 - *If anyone is in Christ, he is a new creation: the old has gone, the new has come.*

Am I a sinner? - Yes. Romans 3:23

Do I need to be saved? - Yes. Romans 6:23

Can I be saved any other way? No. John 14:6

Am I too young to receive Jesus? No. Mark 10:14

What do I need to do to be saved? 1) Confess - 1 John 1:9, 2) Believe - Acts 16:31, 3) Receive - John 1:12

Will Jesus come into my heart? Yes. Revelation 3:20

Does God love me? Yes. John 3:16

It is our goal that every camper receives the gift of the Holy Spirit. Acts 2:1-47, John 14:16-17, Matthew 3:11, Romans 8:16

We not only believe that the Holy Spirit manifests in speaking in other tongues but helps bring change in every aspect of our lives - to be more Christ-like. Galatians 5:22-23

OTHER NEEDS CAMPERS MAY HAVE

- Need for forgiveness - 1 John 1:9
- Need of assurance - 1 John 5:13
- Feeling deserted - Psalm 37:25
- Praying for lost loved ones - Acts 2:39
- Need of healing - Jeremiah 17:14
- Need of guidance - Psalm 27:11
- When grieving - Psalm 23:4
- Alcohol & drugs - Galatians 5:19, 1 Corinthians 10:13
- Backsliding - Hebrews 7:25
- Loneliness - Joshua 1:9
- Our mind/thoughts - Philippians 4:8

MANIFESTATIONS AND OTHER ALTAR-RELATED ISSUES

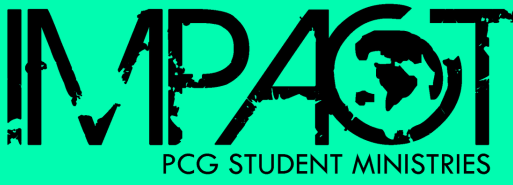
We desire and encourage all campers to experience the supernatural power of God during the altar calls. These altar experiences are life changing! In circumstances which questions arise in concerning particular manifestations of spiritual experience or other altar related concerns, please simply ask any administrative staff (Camp Director, Assistant Camp Director, Head Dorm Parent) about your concerns.

We will have a prayer team (all district ministers, and all district pastors) on stand-by for altar calls. We do not want visitors touching the campers.

If you discern that a young person is seeking attention rather than the Lord, never embarrass them or bring unnecessary attention to the situation. Talk with any of our administrative staff and they will assist you with the issue.

If someone discerns something that causes the question of a potential demonic manifestation, please speak with one of our altar staff/prayer team and/or our administrative staff first. Our staff will deal with these situations, along with you, with special care and sensitivity with spiritual discernment and accountability.

NOTES



INCIDENT/ACCIDENT REPORT FORM

CENTRAL DISTRICT IMPACT YTH CAMP

DATE

/ /

TYPE OF INCIDENT

Behavioral ☐

Accident ☐

Illness ☐

Other ☐

INFORMATION OF PERSON INVOLVED

Camper ☐

Staff ☐

Full Name: _____ D.O.B.: ____ / ____ / ____ Age: ____ Sex: ____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Name of Parent/Guardian (if a minor): _____ Phone Number: _____

Name of Associated Church: _____ Phone Number: _____

WITNESS INFORMATION

Full Name: _____

Camper ☐

Staff ☐

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

INCIDENT/ACCIDENT DETAILS

Date and time of accident/incident: _____

Where did it happen? _____

What happened? _____

What were they involved in at the time of incident? _____

Was faulty equipment involved? if yes, explain. _____

How was the situation handled and by whom? _____

Is there anything else we should know about the incident/accident? _____

Signature of person completing this form _____



MEDICAL REPORT OF INCIDENT

CENTRAL DISTRICT IMPACT YTH CAMP

Was the parent/legal guardian notified? YES ☐ NO ☐

By: Phone call ☐ Text msg ☐ E-mail ☐

Time: _____ AM ☐ PM ☐ Date: ____/____/____

By whom: _____ Title: _____

Parent/guardian response: _____

Where was treatment given? _____

By whom? _____ Date: ____/____/____

What treatment was provided? _____

By whom: _____ Title: _____

Released from Nurse: Time: _____ AM ☐ PM ☐ Date: ____/____/____

Released to: Camp activities ☐ Home ☐ Other ☐ explain: _____

If treatment was given off camp grounds, where? _____

Was the camper hospitalized or kept over night? YES ☐ NO ☐

Released from Hospital: Time: _____ AM ☐ PM ☐ Date: ____/____/____

Released to: Camp activities ☐ Home ☐ Other ☐ explain: _____

Signature of person completing this form and title: _____

PLEASE ATTACH ANY HOSPITAL, PARAMEDIC, OR PHYSICIAN'S NOTES AND DISCHARGE PAPERS

PCG, CENTRAL DISTRICT ADMINISTRATION USE ONLY

Was camp insurance notified? YES ☐ NO ☐ Date: ____/____/____

Incident Number: _____

Additional notes: _____

Signature and District position: _____

ALL INFORMATION IS CONFIDENTIAL AND WILL BE HELD AT THE PCG, CENTRAL DISTRICT OFFICE. THE PCG, CENTRAL DISTRICT ADMINISTRATIVE BOARD STAFF DOES HAVE AN OBLIGATION TO SHARE THIS REPORT WITH MEDICAL PROFESSIONALS AND/OR PROPER AUTHORITIES IF NESSECARY.

DORMATORY DISMISSAL CHECK-LIST

This form is to be completed and turned in to the Camp Director before you leave.

Name: _____ Dorm/Room: _____ Position: _____

- ☐ All campers have completed the "Camp Report Card"
- ☐ Room is clean with floors vacuumed and beds folded up.
- ☐ All luggage is removed from room.
- ☐ All campers are out of the room.
- ☐ Lost and found items are taken to the cafeteria.
- ☐ All walkie-talkies should be returned. Please ensure that this is done only after all your campers have checked out.

Please list any damages to your room and the individuals responsible for the damages:.

Thank you for your week of ministry! We pray you never forget the impact that you've made in, not only making this week successful, but the ripple effect in growing God's Kingdom. We may not see the fruit now, but the seeds have been planted!

THANK YOU!
Sincerely,
Pastor Daniel & Heather

CAMP GROUND SIGN-OUT FORM

This form **MUST** be completed and turned in to the Camp Director prior to leaving the campground.

Name: _____ Dorm/Room: _____ Position: _____

Check-Out Time: _____ AM ☐ PM ☐ Date: ____/____/____

Reason/Purpose: _____

Name of Designated Person if not yourself: _____

Verification of Identification (ID/Driver's License): _____

If there are any other individuals traveling with the camper who was dismissed, provide their names and, if applicable, their ID/Driver's License numbers:

AUTHORIZED SIGNATURES

Designated Person: _____

Camp Director: _____

CAMP GROUND RETURN FORM

If the camper comes back, this section of the form must also be completed and submitted to the Camp Director before the camper can rejoin camp and participate in activities.

Return Time: _____ AM ☐ PM ☐ Date: ____/____/____

Did the camper receive medical care while off the campgrounds? YES ☐ NO ☐

If answered yes:

- Attach any documentation from the physician confirming that the camper is cleared to return to camp and resume normal activities.
- Camper must visit camp nurse prior to returning to camp activities AND turn in any prescribed medications.

Released from Nurse: Time: _____ AM ☐ PM ☐ Date: ____/____/____

Released to: Camp activities ☐ Home ☐ Other ☐ explain: _____

Nurse Signature: _____

AUTHORIZED SIGNATURES

Designated Person: _____

Camp Director: _____

CAMP REPORT CARD

WE WANT TO HEAR FROM YOU!

Name of Camper: _____

Name of Dorm Parent: _____

Name of Church: _____

Grade your time spent at camp below:

1. How would you rate your week of camp? _____
2. How were your accommodations? _____
3. How would you grade the camp speaker? _____
4. How were the meals? _____
5. How was the snack shack? _____
6. How would you grade the activities? _____
7. How was the campground? _____
8. How was camp staff's friendliness? _____
9. How was the organization of camp? _____

Grading Scale:

E = Excellent

VS = Very Satisfactory

S = Satisfactory

NI = Needs Improvement

WHAT WERE THE TOP 2 ACTIVITIES YOU LIKED MOST?

WHAT WERE YOUR TWO LEAST FAVORITE ACTIVITIES?

SHARE A BRIEF TESTIMONY OF WHAT GOD DID FOR YOU AT CAMP: