



Rehoboth

Camp Ministry



Volunteer Handbook

Director(s)

Counsellors

Counsellors in Training

Bible Leader/Pastor

Director(s)

Counsellors

Counsellors in Training

Bible Leader/Pastor

Night Watch

Crafts Coordinator

Music Coordinator

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MISSION STATEMENT

In obedience to the will of God, Rehoboth shall convey God's love to persons with disabilities and their families by "making room" for them through personal support, advocacy, and public education and by providing them with opportunities for personal growth and meaningful participation in Society.

Rehoboth Camp Ministry

Policy 1.1.5: Rehoboth will provide an annual summer camp that has a Christian emphasis. This camp is available to children and adults with disabilities who may or may not be enrolled in any other Rehoboth Program.

VOLUNTEER CAMP APPLICATION PROCESS

Each year that a volunteer attends a week of camp, the volunteer is required to complete a Volunteer Camp Application, and Participation Agreement.

First-time Volunteer – if a volunteer has not attended camp before or has not attended for some time (three years), they are required to fill in the complete application form which includes: Personal Information, Criminal Record Check, Emergency Contact, References, General Information and the Volunteer Participation Agreement. This information is kept in a confidential file.

Reapplying as a Volunteer – Individuals who have volunteered at camp before can apply on-line at the Rehoboth Web site - <http://www.rehoboth.ab.ca/camponlineform.html> - Once there, they will be required to fill in the current Personal information, Emergency Contact, and Doctor information. They are also required to answer a question whether they have been charged with a criminal conviction since they submitted their Criminal Record Check, and review and sign off on the Volunteer Participation Agreement. This information is sent to Rehoboth and will be kept in the Volunteer's confidential file.

A Volunteer must be a citizen in good standing, and their application will be reviewed and assessed based on the information they provide.

CAMP OBJECTIVES

To provide a week of Christian fellowship, growth and sharing for individuals with developmental disabilities of all ages while interacting with volunteer staff.

To provide an environment in which Campers interact socially with each other and volunteers.

To learn to actively participate in all areas of the camp program

To provide parents/guardians/caregivers with “time off”.

To make friends and enjoy themselves.

Four unique weeks of Camp allow campers and volunteers to enjoy nature, each other, and various activities. Each camper is assigned a Volunteer Counsellor for the week.

Camp activities include such things as: swimming, bowling, hiking, crafts and sports.

Each day the Bible Leader/Pastor shares a Bible Lesson with the Campers and Volunteers. We use “Friendship” Bible Study material at Camp.

(<http://www.friendshipgroupscanada.org/>)

One of the highlights of camp is the Talent Show, where the Campers and Volunteers show their musical, acting or artistic talents to an audience of parents, community members and each other.

RULES AND GUIDELINES

1) Attitudes: As a Volunteer, you are an Ambassador of Christ. You are expected to demonstrate humility, kindness, love, and respect for each other and those in authority. Camp property should be treated with respect, as we are not the only users of Rehoboth Camp.

2) While at Camp: Volunteers will not be allowed to leave camp unless they inform and seek permission from the Director(s). These requests must be made first hand and to the Director(s) only!

3) Smoking: Is not permitted in any of the buildings. It should be restricted to the fire pit area only (all butts should be thrown in the fire-pit). Smoking should be at appropriate times – rest time, bedtime – not during regular day activities – at the discretion of the Director(s). Note: If you smoke, bring enough for the whole week.

4) Alcohol: There is a “zero” tolerance to the use of and consumption of alcoholic beverages and anyone found having or drinking alcohol will be asked to leave.

5) Water fights: Are outdoor activities only.

6) Telephone Calls: With permission from a Director(s), telephone calls may be made at appropriate times only. Only calling cards or Collect Calls can be made from the Camp telephone.

7) Clothing: As Volunteers, we need to be role models and wear appropriate clothing at Camp. You will need to pack mainly summer clothes. For your safety and to be an appropriate witness, we recommend that shorts be mid thigh, tank tops are at least three fingers of strap, and that the midriff is covered. Swimsuits should be one piece or modest for girls and no Speedo’s for boys. The Director(s) can request that a volunteer change out of what the Director(s) deem as inappropriate clothing.

8) Discipline: Any Volunteer demonstrating a consistent, uncooperative attitude, or chronic rule violations will be asked, by the Director(s), to leave the camp and sent home at his/her own expense. (Read Discipline Procedure)

COUNSELLOR AND STAFF ORIENTATION: *highlights* *from training day*

1. Purpose of Camp: to teach Biblical truths, instruct, lead, help enjoy a fun filled week, and develop a special friendship with an individual with disabilities in a Christian atmosphere. We are also providing a week off for the caregivers.

2. Volunteer introductions and lines of communications.

Who reports to whom? Introduce Individually: Bible Leader, Nurses, Night Watch, Cooks, Techie, Music Leader, Craft Leader, and Sports Leader. Let all of the above describe their duties using the manual or any additional comment.

3. Specific Directives: (See camp objectives)

- a) **Youth Camp:** Recognize that these Campers are growing and maturing. Treat them as people who are developing.
- b) **Adult Camp:** Emphasize that although handicapped, these people are adults, therefore treat them as adults.
- c) **Independent Camp:** Allow the Campers to have as much independence while having fun and fellowship with their peers.

4. Discipline of a Camper: Let each Counsellor handle his or her own Camper. Stress what is, or what is not appropriate behavior. Be firm if necessary, but also be patient. Opportunity will be given each evening to discuss areas of need.

5. Instruction or Advice for Volunteers: Will be done by the Director(s). If you are concerned about something you have seen or heard, or are unsure of what to do, talk privately to the Director(s) rather than offering advice and/or criticism to peers. You are free to discuss any issue with the Director(s), keep in mind for the sake of consistency and order, the Director(s) have the final say on all issues. (If you, as a 1st time Volunteer, are matched up with another Counsellor, they are there for support and guidance only. The same is true of Team Leaders. They are there for support and encouragement).

6. Male/Female Relationships: Counsellor/Counsellor - Volunteers are required to keep displays of affection to a minimum, as our Campers can be great imitators. Experience has taught us that these kinds of relationships lead to hurt feelings and jealousy, which can ruin team spirit and hamper our Christian witness. We are a Christian Camp and encourage the proper attitude and behavior regarding relationships.

Camper/Camper - If you see relationship(s) develop, or “pairing off” develop, talk to the Director(s). Stress to your camper that we are all “just friends”.

Camper/Counsellor - If you find that a Camper is attracted to you, do not tease or lead them on as this will be very confusing to them when you stop giving them that type of affection. Never underestimate their sensitivity, so the best thing to do is ‘just be a friend’.

7. Miscellaneous: Director(s) will go into more detail regarding the following items.

- a) **Talent Night:** Explain briefly. Remember it’s never too early to start planning.
- b) **Bedtime Devotions:** Do devotions together with your camper or as a cabin, all together. Ask your Camper what they do at home and accommodate them. (Bedtime routine is listed in their application).
- c) **Counsellor Devotions:** After Campers are in bed, everyone is expected to attend devotions.
- d) **Awards:** Try to think of an appropriate award for your Camper that will be given out at talent night. (Previous year’s awards will be listed in your camper’s file)
- e) **Camper Evaluation:** Fill in Camper evaluation for the benefit of next year’s Counsellors.
- f) **Camp Evaluation Forms will be available for all Volunteers.** Additional comments can be written on the back. These will be read by the Camp Committee and Director(s) at the Wrap-up meeting, and action/recommendations will be reviewed and followed up with.
- g) **All Volunteers are expected** to help with Camp clean up at the end of camp.

8. Meeting your camper:

- 1) Introduce yourself to your Camper and parents or guardians.
- 2) Show your Camper to their cabin and get them settled in.
- 3) Camper may be nervous and uneasy with you at first but do not worry, this is only day one!
- 4) When unpacking and packing, check clothing list. (Note: Director(s) will stress this throughout the week to ensure camper's belongings are not left behind.).
- 5) Be sure all Counsellors are around the mess hall when Campers start to arrive.

CORRECTIVE ACTION POLICY:

Volunteer Handbook Rules and Guidelines # 8 states: “Any Volunteer demonstrating a consistent, uncooperative attitude, or chronic rule violations will be asked to leave the camp and sent home at his/her own expense.”

Director(s)s are to implement the following procedure to meet the intent of the statement in the Handbook.

Definitions:

Uncooperative Attitude:

Disregard of responsibilities or direction given by the Camp Director(s)s. (For example, camper neglect, relationships with other volunteers)

Use of obscene or abusive language to any Camper or Volunteer.

Behaviors that would be deemed offensive, demeaning, embarrassing, hurtful or intimidating.

Behavior in violation of the Principles of Rights and Freedoms (appendix ii).

Chronic Rule Violations:

Failure to comply with Camp Procedures and directives as outlined in the Volunteer Handbook. (For example smoking, use of alcohol, dress code)

When Volunteers are displaying these attributes, Director(s)s are to use the following corrective action steps:

First Meeting

When a Director(s) (1) observes an inappropriate behavior, the Director(s) speaks with the volunteer, giving clear direction of the appropriate behavior required, and clear direction that repetition of the inappropriate behavior may result in the volunteer being asked to leave Camp. The Director(s) should focus on attaining a constructive resolution to prevent recurrence of the behavior.

Second Meeting

If the inappropriate behavior continues, the Director(s)s (2) meet with the Volunteer, outlining the behaviors and events to date, the specific corrective action required, and a reasonable timeline for improvement. The Director(s)s then outline the consequence for failure to comply which is asking the Volunteer to leave Camp.

Final Meeting

When the Director(s)s (2) observe that the corrective action has not resulted in satisfactory improvement by the specified timeline, the Volunteer is informed that they will be asked to leave Camp. In the case of individuals under the age of 18 the parents are notified and asked to come pick up their dependants.

Recording and Follow-up

Once the Director(s)s have asked a Volunteer to leave Camp, an incident report must be filled out and put in the Volunteer's file.

The Camp Committee will follow up with the Volunteer in the off-season to make a determination if he/she should be eligible to return to the Camp Program as a Volunteer in subsequent years.

***NOTE:** The intent and purpose of this process is to ensure that the Volunteer is given proper instructions in continual care of Campers, and ensures that Director(s)s have the authority and backing of Management to ensure that all Camp participants can achieve maximum enjoyment of their week at Camp. A week of camp can become very difficult for all participants if there is no set limit for behaviour and participation imposed on the participants.*

REHOBOTH'S STATEMENT OF FAITH

- 1) We believe that our God is the One True God who is made known to us in the Bible; who is our Father, who, through His Son Jesus Christ, is our Saviour; and who gives us His Spirit to live in us.
- 2) We believe all individuals are unique and are created in the image of God. Therefore, we believe we are all inter-dependent; in need of relationships that are mutually supportive and encourage growth in each other. Our Creator is the Centre of our connection to each other and is the reason we treat each other with respect and appreciation.
- 3) We believe our natural inclination is to be self-centered, selfish, and judgmental, resulting in disrespect, abuse, and exclusion of one another; contrary to the will of our Creator. We depend on God the Father, His Son, and His Spirit to provide us with the desire and ability to be compassionate, caring, and supportive of one another.
- 4) With the help of, and responding to the mandate we receive from the Creator, we work with and for persons who live with disabilities and their families by “making room” in our personal lives and in our society for individuals who require additional support to contribute meaningfully to society.

PRINCIPLES OF RIGHTS, FREEDOMS AND RESPONSIBILITIES

Policy: All Rehoboth's services will be governed by strict compliance with a set of stated Principles of Rights, Freedoms, and Responsibilities to ensure that all basic human rights are equally available to all.

1. The right to unreserved and unpatronizing acceptance as persons and the responsibility to accept others;
2. The right to be treated with dignity and respect and the responsibility to treat others with dignity and respect;
3. The right to self-determination and the responsibility to consider others when we make choices and respect the choices they make;
4. The right to experience the dignity of risk and to allow others to take risks as well;
5. The right to happiness and personal fulfillment and the responsibility to allow others to experience this as well;
6. The right to protection from exploitation, manipulation and abuse, and the responsibility to respect the boundaries of others;
7. The right to privacy and the responsibility to allow others their privacy;
8. The right to education and habilitation and to respect the unique education and habilitation of others;
9. The right to meaningful employment and to respect the choices of others for employment/volunteerism;
10. The freedom to develop and express God-given individualities and potentials and to respect the development, potential, and talents of others;

11. The freedom to seek and receive help and guidance and the responsibility to allow others to receive the guidance and help they require;
12. The freedom to participate in and contribute to any aspect of society and the responsibility to allow others to participate in ways they choose;
13. The freedom to assume responsibilities and the responsibility to respect others who are taking different responsibilities;
14. The freedom to establish significant and lasting human relationships and the responsibility to allow others to form their relationships;
15. The freedom to worship God and receive His love and grace and the responsibility to allow others to worship in their way and receive God's love and grace.

GOALS OF REHOBOTH (From Rehoboth's Constitution)

1. To serve and promote the welfare of persons with disabilities in a Christian environment as well as the welfare of their families.
2. To develop and promote the development of a system of comprehensive services and facilities for persons with disabilities and their families.
3. To foster mutual help and cooperation among all those entrusted with the care of and help for persons with disabilities.
4. To develop a better understanding for the public of the problems faced by persons with disabilities and their families.
5. To cooperate with all public and private agencies, international, national, provincial and local and with federal, provincial and local authorities in furthering the goals of Rehoboth.
6. To establish or promote the establishment and maintenance of hospitals, clinics, homes, residences, schools, training centers, workshops, employment centers, recreation centers, and other similar facilities for persons with disabilities.
7. To further research related to the goals of Rehoboth.
8. To further the training and education of personnel who work with persons with disabilities and their families.

COUNSELLOR (16 years or older)

A Counsellor must be dedicated, committed, and willing to develop a relationship with a Camper, at the Camper's level. This will benefit both Camper and Counsellor so that they both can experience a level of enjoyment and reward for the week. This can be accomplished by focusing on the campers' abilities and needs. Being a Counsellor is an all day responsibility. A 16 year old Counsellor with one year of camp experience could have a Counsellor in Training (CIT) assistant.

Duties Include:

- a) Arrive at camp as instructed for introduction to fellow Volunteers, for training workshops and orientation preceding Camper arrival. It is mandatory that all **Counsellors be on time for the above. Also remain after camp to clean up and closing.**
- b) Set up your Camper in your assigned bunkhouse. Check off the clothing, sleeping bag, etc., that your Camper has brought against the list provided them by their parent or guardian. Counsellors are responsible for all their camper's belongings and must insure their Camper leaves with all their belongings.
- c) Counsellors are responsible for having Campers ready for all activities and events. (i.e. Help with Bible Study, crafts, sports, outside activities, (swimming, bowling, etc.)). Free time is a time off from planned activities; however, the counsellor should still be involved with his/her Camper during that period.

Counsellors' free time is during the afternoon rest time and during the music time if your group is not helping the Music Director(s).
- d) Counsellors are responsible for insuring that Campers eat and drink appropriate amounts in a proper manner and are clean and well groomed at all times. Pay special attention to insure that Campers are dressed according to weather conditions.
- e) Counsellors will join or lead the Camper in evening devotions prior to bedtime.
- f) Counsellors assist the Nurse with medication administration.
- g) Counsellors may be asked to be Team Leaders (if they meet the requirements).

COUNSELLOR IN TRAINING (CIT) (14 & 15 year olds)

A CIT is assigned to a camper under the direction of a Counsellor. A CIT must be dedicated, committed, follow direction from a Counsellor, and develop a relationship with a Camper at the Camper's level. This will benefit the Camper, CIT, and Counsellor so that everyone can experience a level of enjoyment and reward for the week. This can be accomplished by focusing on the campers' abilities and needs. Assisting your Camper is an all day responsibility.

Duties Include:

- a) Arrive at camp as instructed for introduction to fellow Volunteers, for training workshops and orientation preceding Camper arrival. It is mandatory that all CIT's be on time for the above. Also remain after camp for clean up and closing.
- b) Assist your Counsellor in setting up your Camper in your assigned bunkhouse. Assist in checking off the clothing, sleeping bag, etc., that the Camper has brought against the list provided them by their parent or guardian. CIT's assist Counsellors to insure that all their Campers' belongings go home with them.
- c) CIT's assist Counsellors for having Campers ready for all activities and events. (i.e. Help with Bible Study, crafts, sports, outside activities, (e.g. swimming, bowling etc.)). Free time is a time off of planned activities; however, the CIT's should still be involved with a Camper during this period.

CIT's free time is during the afternoon rest time and during the music time if your group is not helping the Music Director(s).
- d) CIT's may join or lead the Camper in evening devotions prior to bedtime.
- e) CIT's **do not** assist Nurse with medication administration.

HEAD COOK / COOK

The Head Cook must be willing to work towards the camp objectives by providing nutritious and well balanced meals and snacks for everyone at camp. The Head Cook must be able to supervise other Cooks.

Duties Include:

a) Pre-Season:

Meet twice a year with the other Head Cooks and the Cooks Adhoc Committee to determine the necessary changes if any to the menus and food preparation procedure.

Help recruit other cooks for their week at camp.

b) Attend the Camp Staff Training Day in the Spring of each year to learn/teach new procedures, menus, special menus, equipment and discuss strategies.

c) Head Cooks need to be able to arrive at camp by Friday afternoon depending on when the food order arrival time is scheduled for. They are there to inventory the groceries upon arrival, and to make sure they receive the full order.

d) Head cooks need to provide an orientation with kitchen staff, and counsellors regarding kitchen rules and show the counsellors how the dish washer works.

e) Daily duties while at camp: Prepare three meals a day and snacks. Organize the daily kitchen routine, instruct, and supervise in specific duties. Serve meals and set out snacks. (Counsellors are responsible for washing dishes)

f) The Cooks are responsible for assisting the Head Cook, kitchen cleanliness at all times and complying with health regulations in so far as camp facilities permit.

g) If there are appliances that require maintenance the cooks should inform the Director(s) of the week and they will make sure it gets looked after.

h) If problems arise during the course of the week, the Director(s) need to be informed and will assist in making any decisions that may be required.

NURSE

Camp Nurse is a RN, LPN, GN or a nursing student finished their second year of nursing or greater. Nurses must be dedicated, committed, and willing to work with campers and volunteers.

Duties Include:

- a) Come to camp early for staff orientation.
- b) Orientation: Instruct staff in areas such as bowel routine, eating habits, dealing with convulsions, appropriate dress, and general health and wellness habits, etc. which will help in the Camper's care.
- c) Upon arrival at camp: Campers & Counsellors need to leave any medications or prescriptions with the Nurse who will distribute them.
- d) During Camper Registration: Obtain each Camper's medication from parents/caregivers along with the medical questionnaire and any special instructions. These special instructions should be relayed to the Camper's Counsellor. Medications include prescriptions, over-the-counter drugs, herbal preparations and treatment creams. (Obtaining the medications applies even if the camper has been used to taking his/her own medications at home).
- e) Dispense and record daily medications (using the MAR) and provide general first aid.
- f) Keep medications and medical kit locked during the camp and administer all medications.
- g) Make sure that the Camp MAR'S for both Campers & Counsellors goes along on outings.
- h) Return medications to parents/caregivers and volunteers at the end of camp.

NIGHT WATCH PERSON

The Night Watch position is an all night, awake position that ensures that campers and volunteers have a safe, uneventful night, enabling everyone to get a good night's rest. This position allows for all safety and security issues to be dealt with in a quick and orderly manner.

- They will inform the correct Counsellor, Nurse or Director(s) when situations arise during the night where assistance is required.
- They will ensure that Campers return safely to their proper cabin after visiting the washroom facility.
- This individual must have a good understanding of the Camp Emergency Protocols.

TECHIE

This position is there to assist the Camp Director(s) in any way they can.

The Techie is responsible to ensure that all the equipment is in good working condition for Chapel, Music and Talent time.

They will be responsible to ensure the safe use of computers, faxes and cameras. This equipment is expensive and should be treated with care.

This individual must have a good understanding of using above mentioned equipment.

The Techie is responsible for taking pictures of all activities. (E.g. meals, chapel, etc.)

CRAFT COORDINATOR

The Craft Coordinator is responsible for the Camp Craft Program. This person should be a good leader and be able to involve the campers to the best of their abilities during craft time.

Duties Include:

- a) Pre-Season: Prepare a program of crafts that will be suitable for the ages and capabilities of the campers. Consult with camp committee re: crafts that have been successful in the past. Obtain a list of craft supplies (see appendix) and update list or add supplies as necessary.
- b) Come to camp for staff orientation.
- c) Orientation morning: Briefly outline the proposed crafts.
- d) Daily Program: Give thorough instructions for crafts making sure that the counsellors understand so that they will be able to assist their camper.
- e) Plan for campers to have some type of bag or container to keep their crafts together during the week and to take home.

MUSIC COORDINATOR

The Music Coordinator is responsible for Camp Music Program.

Duties Include:

- a) Pre-season: Make tape of appropriate listening music, should the need arise.
- b) Come to camp early for staff orientation.
- c) During orientation: Briefly outline the Music Program and identify those who have brought other musical instruments.
- d) Lead music at scheduled times with the assistance of groups assigned.

TEAM LEADER (minimum of 1 year of service)

- a) Team Leaders assist the Director(s) in providing mature adult support for the Counsellors and CITS's during assigned activities and camp responsibilities.
- b) Team Leaders will have a minimum of one year experience at camp and will assist the Camp Director(s) in providing supervision of Campers attending the camp program. They are to help new Counsellors stay on task and help them understand their responsibilities.
- c) Team Leaders are to encourage their team members to be involved while participating in competitive activities.
- d) Team Leaders will meet at least once per day with the Director(s), at which time they will debrief on the days events. During this time the Director(s) have opportunity to inform the Team Leaders of upcoming activities and expectations. Team Leaders will also have time to share their concerns.
- e) Team Leaders are to lead their team while performing the housekeeping responsibilities daily. (i.e. dishes).
- f) Team Leaders are to encourage their team while preparing for the Talent Time.

BIBLE LEADER / PASTOR

The Camp Bible Leader/Pastor should be a person who enjoys working with children and young people. (Previous experience with developmentally disabled individuals is not necessary but the Bible Leader/Pastor should be willing to learn to accept the disabled and open him/herself up to them). The Bible Leader/Pastor should be equipped to lead groups to self-discovery through discussion, sharing sessions, etc., at the evening staff devotions and should be sensitive to interpersonal relationships of both Volunteers and Campers. The Bible Leader/Pastor should be able to teach Bible truths in a simple and dynamic way.

Duties Include:

- a) Briefly outline, during orientation to staff, the evening devotions planned (helpful to have a theme to follow for the week).
- b) Daily Bible Study: Lead the group through the use of the Friendship materials supplied. Leader's manual will be sent to you before camp begins. Props and other items required will be needed by all weeks of camp and will be provided.
- c) Evening Devotions: Lead Volunteer devotions each evening.
- d) Sunday Morning Service: Lead Sunday church service.
- e) Be available to Volunteers and Campers for prayer, to provide a listening ear and provide spiritual counseling if required.
- f) Come to camp early for staff orientation.

CAMP DIRECTOR (minimum of 5 years of service required)

Each week of camp will have two (2) Camp Director(s).

A Camp Director(s) should be a mature, responsible, Christian adult, a person who loves to work with children and adults who need special attention, relates well to people of all ages and has a sense of humor.

Director(s) need to follow the guidelines as set out in the Director(s) Handbook.

Director(s) are responsible to ensure that every person at camp is given the best care possible while attending the weeklong program.

Director(s) adjust the schedule to meet the current weather conditions or group needs.

Director(s) meet with all the key staff at the start of the camp week to ensure that everyone has inventory to get their tasks done.

Director(s) will lead meal time devotions (or make sure that it is done).

To the best of their ability while in charge of the Camp Program, Director(s) are to assist Campers and Volunteers alike with whatever is needed.

Valid CPR & First Aid.

CAMP EVALUATION FORM

At the end of every week of camp all Volunteers are asked to fill in an Evaluation Form for the Camp Committee. It is a tool used to measure the effectiveness of a particular week of camp and for each Volunteer to have an opportunity to voice any concerns. These Evaluation Forms are collected and can be read by the Director(s), who will then hand them in to the Camp Committee at the Camp Wrap-up Meeting. If required, the Camp Committee will take action after this meeting.

CAMP WRAP UP MEETING

Each year the Camp Committee will convene a Wrap-up Meeting.

- 1) Attendance for all Directors is mandatory. They will be given the opportunity to share information regarding their week of Camp. They will include such things as:
 - a. Camper and Volunteer discipline issues.
 - b. Effectiveness of training day / materials
 - c. Technical problems
 - d. Camp overview
- 2) The Camp Committee will evaluate each of the weeks of Camp based on the Volunteer Evaluations forms and the reports from the Director(s).