

**Arkansas District
Council of the
Assemblies of God**

**Camp Staff
Policy Manual**

Dear Camp Worker,

Welcome to the unique experience of Summer Camp. We are honored that you have chosen to join us for this exciting week of ministry to young people. Whether you are a first time camp worker or a “veteran,” you are in for an unforgettable experience in the presence of God. Much prayer and fasting have preceded these camps, and there is no doubt it is going to be an awesome week of praise, preaching, prayer, and Pentecostal power.

Every staff member comes to camp for the sole purpose of serving campers. Within the following pages you will find information that we hope will be helpful. Become familiar with the requirements that are expected of you. Should you have any questions during your time at camp, please approach the camp leadership staff. We will be glad to help. A good rule of thumb is, “when in doubt, ask.”

This campground is a very special place. Many great memories have been made on these sacred grounds. It is our hope that you too will have experiences at camp that will remain in your memory forever, and will continue to sustain you when you have left the camp atmosphere.

Thank you in advance for your hard work and great investment into the lives of hundreds of young people. It is going to be a great week of camp

Dane Hall
Youth Camp Director

Ron Kelley
Kids’ Camp Director

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WHY HAVE CAMP?

Camp will not solve all the problems of the camper. The problems he/she brings to camp will not magically disappear at the end of one week. However, as the Holy Spirit works through the camp staff the camper will learn to identify his/her problems as well as ways to deal with them. The camper will develop a new understanding of the Word and learn to seek the help and guidance of the Holy Spirit.

GOALS AND PURPOSE OF CAMP

Camp should provide a week-long environment that will involve the camper in fun, making friends, learning to live together in harmony, and most of all, spiritual growth.

The goals of each camp are listed below:

1. Every camper becomes a born again Christian, receiving Jesus as personal Savior.
2. Every camper be baptized in the Holy Spirit with the initial physical evidence of speaking in other tongues according to Acts 2:4.
3. A portion of campers hears and accepts the call of God into full time occupational ministry.
4. Every camper is aware that God has called him/her into some area of ministry though it may not be full time occupational ministry.
5. Every camper actively participates in genuine praise and worship, which include but are not limited to: singing, hearing the Word, praying in the altars, giving in offerings, and operating in the Gifts of the Spirit.
6. Every staff member draws closer to God and develops strong relationships with other staff members that will provide encouragement and lifetime friendships.

The overall purpose of camp is the development of the whole camper – physically, socially, mentally, emotionally, and spiritually.

As a staff worker, you play an important role in each area. Your enthusiasm and active participation will inspire and encourage the campers to join in. Your openness and willingness to share your own feelings, needs, and hurts will help others to open up. Your active involvement in worship and attentiveness will encourage the campers to enter in.

Be an example of a Christ-like attitude in recreational activities. Be a good sport. The campers will look to you for an example to follow. ***Campers do not want someone to be like them; they want someone to be like.***

Be an example also in the worship services. Many of our campers have no understanding of Pentecostal worship. They will never witness genuine Pentecostal worship unless adults set the pattern for them by being actively involved in worship.

Campers are looking for a role model. Be one for them in this week of camp. Remember, some young and impressionable life will be watching you at all times this week.

What is a Camper?

A Camper

is the most important person in our ministry.

A Camper

is not dependent on us...we are dependent on them.

A Camper

is not an interruption in our work...they are the purpose of it.

A Camper

does us a favor when they call...we are not doing them a favor when we serve them.

A Camper

is part of our business...they are not outsiders.

A Camper

is not a cold statistic...they're flesh and blood human being with feelings and emotions like our own.

A Camper

is not a name or a face or a number...they're individuals.

A Camper

is not someone to argue or match wits with.

A Camper

is a person who brings us their wants and needs...it's our job to fill those wants and needs.

A Camper

is the lifeblood of this ministry.

A Camper

is the person who buys our services and pays our salaries.

A Camper

deserves the most courteous and attentive treatment we can give them.

QUALITIES OF A CAMP STAFF WORKER

1. **SPIRITUAL** – Many problems of campers stem from spiritual maladjustment. You should be able to assist them in recognizing their spiritual needs and lead them in discovering God’s help. You should be able to explain the plan of salvation in terms they will understand. Campers will need to see Christ reflected in your life. In order to adequately minister, you must also keep your own heart pure and full of the Spirit. It is imperative that you have a daily personal devotion for yourself, and that you are faithful to attend staff devotions each day in order to get a sense of the spiritual direction of the camp. Experience has proven that the staff devotion often sets the spiritual tone for the entire day at camp.
2. **LOVE FOR THE CAMPERS** - If you do not love students, camp is the wrong place for you. You should be interested in their conversation, their problems, their interests, their joys, and their hurts. Demonstrate a genuine concern.
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. Grippers make terrible staff workers.
4. **MATURITY** – Be firm; be fair; be flexible; be a friend. Whether good or bad, your attitude is constantly on display. Watch your attitudes and actions.
5. **SUBMISSION TO AUTHORITY** – Campers are required to keep the rules. They will respect you if you abide by the rules along with them. Though you may not agree with the camp policies, you are expected to keep and uphold them all at all times.
6. **UNDERSTANDING AND PATIENCE** – Remember what you were like when you were young. Do not expect a camper to act like an adult. Be careful not to try to press each camper into the spiritual mold through which you came. The Lord worked differently with Peter than He did with Andrew. Remember, the only difference between campers and staff 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 a 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 if you are not honest.
8. **FUN LOVING** – Remember that camp is for the camper. Our goal is to communicate the truths of God’s Word to each camp participant. That is difficult to do when you have unhappy campers. Be lighthearted. If campers see that you are having a good time with them, it will help them feel more comfortable around you, and create opportunities for you to minister to them. Be careful not to make a major incident out of a minor situation.

9. **COMPASSIONATE** – Make a concerted effort to see both sides of every situation. Unfortunately, sometimes things will not go your way. React appropriately.
10. **ENERGETIC** – You will become physically drained during your week as a camp worker. Preparing for your week prior to camp through exercise and proper rest will prove to be beneficial. Be careful that you do not allow yourself to become tired and irritable. You cannot be energetic for campers during the day if you are staying awake with the staff all night.

COUNSELOR DEFINITION

Counselor – consists of those adults who are in direct authority and care of campers during camp activities, reside in dormitories with the campers, and have a counselor application on file at the Arkansas District Office. Camp Counselor refers to “a person in charge of a group of campers at camp” and does not imply that they are licensed to give counsel.

HOW DO I COUNSEL?

Arrive early and meet the camper with a smile. Introduce him/her to roommates and facilities. Learn his/her name immediately.

Be friendly. Be with your campers. Take advantage of the “in between” minutes: before and after meals, on the way to the lake, returning to the room and other times to chat with campers. Establish confidence and trust. Listen to their problems and offer praise, and smile a lot. Be shock resistant.

Take time to explain the why of the rules. Your goal as a staff member is not to be a policeman, but a leader. Lead your group in keeping the rules. By your attitudes, 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 punishment is necessary, make it logical and fair. Don't threaten.

GROUP COUNSELING

Group unity is very important. Make each camper feel important. Pick out the “loners.” They will need special encouragement to enter into the activities. Find out what they like and assign responsibilities to each one. Help them develop a sense of belonging. Make this a time of interaction and fun. You may need to choose a spot where distractions are at a minimum. Seek to develop an attitude and atmosphere of acceptance. Encourage the group to demonstrate love and compassion toward each other. Let the group share in concern and prayer for the needs of each other. Encourage your group to share in a time of testimony with one another.

INDIVIDUAL COUNSELING

Availability and listening are probably the most important factors in individual counseling. 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 are responsible for 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 campers' reactions. Be present and participate in the evening services and times of worship. Pray and counsel with 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.

Camp time is decision time. As a staff member, you must be alert to recognize when the camper is ready to make a decision for Christ. You must be available to counsel, to encourage and to pray with your camper.

NOTES:

STAFF RELATIONSHIPS

1. Every staff member is amenable to the Camp Director.
2. Every staff member is amenable to the Assistant Camp Director.
3. Male staff members are amenable to the Men's Deans.
4. Female staff members are amenable to the Women's Deans.
5. Team captains are amenable to the Athletic Director concerning recreational activities.
6. Snack stand workers are amenable to the Stand Manager.
7. All staff members are amenable to the Altar Supervisor during the evening services.
8. We all have a responsibility to each other. Assume your share of the load, even the unpleasant tasks. Do not wait to be told to do something. Take the initiative and get the job done.
9. Each staff member has a responsibility to minister to the campers in his/her room. Responsibilities to your camper group include the following.
 - a. Learn each person's name and any particular need or prayer request.
 - b. Lead a small group time each day.
 - c. Encourage your group individually as you see them through the day.
 - d. Look for your group in the altars and pray with them.
 - e. Evaluate the progress of your campers as the week progresses.
10. The staff has a responsibility to all campers. You will be their friend, their guide, and their authority. Spend as much time as possible with the campers. They are why you are here.

CAMP IS FOR THE CAMPERS!

CAMP RULES AND REGULATIONS

1. Attend ALL camp activities.
2. No one is to leave the campgrounds without permission of the Camp Director.
3. Leave all dorm room doors OPEN.
4. No camper is allowed to use the telephone.

5. Go to the restroom and get a drink before service.
6. Do not go to the restroom and get a drink during service.

7. Keep your hands off the opposite sex.
8. Stay out of the halls, dorms, and rooms of the opposite sex.
9. Profanity is not allowed.

10. Put all litter in the trash barrels.
11. Keep food and drinks out of the dorms and sanctuary.

12. The following is a list of items that are never allowed:

Cigarettes / Tobacco	Portable music players	Firearms
Alcoholic beverages	Hand-held video games	Knives
Drugs	Cell Phones	Fireworks
Other Communicative devices	Inappropriate printed material	

Possession of any of these items could result in immediate dismissal from camp.

13. We reserve the right to inspect contents of all personal belongings. The holding or disposal of improper contents is the right of the camp staff. All searches will be conducted in the presence of the assistant director and or dean(s).

14. Any damage done to a room as a result of horseplay, wrestling, water fights, etc. will be charged to the campers and staff in that room.

15. Obey ALL rules and regulations at ALL times.

NOTES:

Dress Code

- ALL CLOTHING MUST BE NO SHORTER THAN 2" ABOVE THE KNEE.
- Shorts can be worn during the day.
- Absolutely **NO bicycle shorts, athletic shorts (i.e. track and cheerleader shorts), boxer shorts, or shorts shorter than 2" above the knee.**
- Abbreviated attire such as half shirts, tank tops, sundresses, spaghetti straps or crop shirts will not be allowed, and should be left at home. Shirts and dresses that have ANY part of the back missing will not be allowed.
- Tight fitting clothing (pants and shirts) should be left at home. If you bring it, you will be asked to change.
- ALL CLOTHING SHOULD BE MODEST.
- Dark T-shirts must be worn in the creek. Shoes must be worn at all times.
- Shoes must be worn at all times. Shoes that cover the whole foot **must** be worn while riding go-carts.
- For evening services, young ladies may wear **modest** dresses or pants.
- Young men must wear dress slacks or clean jeans (this means with no holes in them) and a shirt. No suits are necessary.
- **Absolutely no shorts or Capri pants for evening services!**
- **If in doubt, don't bring it or wear it.**

NOTES:

RULES AND POLICIES FOR CAMP STAFF

1. Staff should not be alone with any camper at any time.
2. Staff should not counsel with campers of the opposite sex except in the presence of another staff member (not another camper).
3. Room doors must stay open at all times. A staff member being in a room with a camper behind a closed door will result in immediate dismissal from camp.
4. All staff should be in his/her room for lights out. The gym and cafeteria will be closed for 30 minutes after lights out. No one is to be on the gym floor at that time.
5. Stay out of the kitchen area unless you are asked to assist the cook.
6. Only the kitchen staff should use the walk-in cooler.
7. All staff members are required to wear a staff badge. This is to help identify you as camp staff.
8. Staff curfew for **Kid's Camp** is 1:00 AM. Staff curfew for **Youth Camp** is 2:00 AM. **Staff curfew will be strictly enforced.**
9. Gym and dining hall close at curfew.
10. **Keep all duty assignments given to you by the deans.** Do not make them come and find you to do your job.
11. Never sleep in the same bed with a camper.
12. Be fully dressed in front of the campers as much as possible.
13. 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 students.
14. Do not use campers' belongings or property.
15. Staff will be required to follow the camp dress code.
16. Do not leave the campgrounds for any reason. In the event of an emergency, contact the camp director before leaving.
17. Staff **MUST** attend staff devotions, prayer and staff meetings.

CAMP STAFF JOB DESCRIPTION

General Duties:

1. You will be assigned a camper group 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. (I 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 Dean and Athletic 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 room's daily. Inspect rooms on Friday.
9. Explain camp rules to your group.
10. Be responsible for a table in the cafeteria at meal times.
11. Make sure bathrooms are kept clean and smelling nice.
12. Notify Camp Director before leaving the grounds.
13. Work with Camp Director to insure camp discipline in all activities.

MISCELLANEOUS JOB DESCRIPTIONS

Clean Up Descriptions

Restroom Clean Up - This should be done during the morning clean up time.

1. Spray showers with disinfectant.
2. Clean toilet bowls and urinal.
3. Clean lavatories.
4. Spray floor with disinfectant.
5. Empty trash cans.

Shower Time - This is in the afternoon after last recreation periods.

1. Keep campers from staying in showers for long periods.
2. Mop excess water and disinfect showers after shower time.

Hall Clean Up - This should be done in the morning after rooms have been cleaned.

1. Dust mop halls.
2. Dust mop lobby.
3. Empty trash cans.

Auditorium Clean Up – This is to be done during shower time.

1. Vacuum and clean platform/altar area of debris.
2. Dust mop seating area.
3. Clean restrooms.

After Service Ground Duty

5 Positions:

- Snack stand pavilion
 - Front corner of auditorium
 - Front of dorm
 - Lobby of dorm
 - Creek Levee
1. Keep eye on everything.
 2. Make sure campers stay in boundaries (boys are not to use back entrance).
 3. Help send campers to rooms at proper time.

YOYO Duty (Youth Camp)

1. Gym
2. Creek levee/bridge
3. Snack stand pavilion
4. Dorm hallways and lobby
5. Auditorium

Dining Hall Instructions

- All meals are served “family style.”
- Cooks will prepare food and bring it to the front counter.
- Staff will put food on the tables, and campers come directly to the table.
- Each staff member is responsible for one table.
- Salad bar is available at noon for the staff only.
- **Do not put food on the campers’ plates.** Allow them to get the type and amount of food wanted.
- **Do not put milk on the tables for the campers.** Allow them to get it for themselves.
- **Do not pour drinks in the campers’ glasses.**

Dining Hall Cleaning

- 1.) Staff Members are responsible for making sure the following duties are carried out by campers:
 - A. Empty all plates of trash & food & place in dish window.
 - B. All serving bowls & platters go back to the cooks at the serving counter. DO NOT EMPTY leftovers into trash. All leftovers are sent to Teen Challenge.
 - C. All Glasses & Pitchers are to be placed on the table set up by the cleaning crew.
 - D. Empty all glasses & pitchers into buckets by table.
 - E. Forks & Spoons are to be put into the drop slot, not in the dish window.

- 2.) Due to limited space in the dining hall, only 2 campers per meal will be assigned to remove all dishes, utensils, serving bowls, platters, glasses, trash, and condiments from the tables.

NOTES:

RULES
GO-CART TRACK

1. You must have your seat belt fastened at all times.
2. Helmets must be worn at all times by everyone while driving go-carts.
3. Keep both hands on the steering wheel.
4. Keep both feet inside the go-cart.
5. Remain seated at all times while go-cart is moving.
6. Drive into the pit very slowly to prevent injury to those waiting to ride.
7. Absolutely no bumping other carts or reckless driving.
8. If the cart stops on the track, remain inside and raise your hand to get the attention of a camp staff worker.
9. No sandals or open-toed shoes. You must wear tennis shoes or closed-toed shoes.
10. When a staff worker is assisting someone on the track, everyone must come to a complete stop.

CREEK

1. Campers will be in the creek for supervised recreation activities only.
2. Shoes must be worn in the creek
3. Only dark colored clothing may be worn in the creek.

WATER SLIDE

1. Students may use the water slide only when water is running.
2. No one is to slide head first down the water slide.
3. Only one person on the slide at a time.

LAKE ACTIVITIES

1. Campers are to wear life jackets at all times.
2. There is to be a maximum of two people per canoe and four per paddleboat.

PROCEDURES FOR DISCIPLINE

The need for behavior management is often the result of low expectations on the part of the staff worker. Set your expectations high and you will be amazed at the results. Do not, however, expect to be a miracle worker. You will have problems. On the whole, behavior management is a matter of creative effort on the part of the camp worker. Each camper and each situation is unique. We do, however, observe certain guidelines.

A. Guidelines

1. Avoid creating situations that may cause temptation. Examples of a situation creating temptation would be letting the wrong behavior slip by as if unnoticed, ignoring rules yourself, leaving your campers unattended at free times, keeping your valuables in the open, and leaving the meal table or your post of duty frequently.
2. Effective discipline explains what the child has done wrong and offers alternative avenues of behavior.
3. Make discipline a private matter. Never (except in an emergency) rebuke a camper in front of the others.
4. Practice confidentiality.
5. No camper is to be punished physically in any way or isolated. If you feel like you are losing control, it is time for you to see the Dean.
6. Never deprive a camper of food or sleep, or place alone without staff supervision. Never subject a camper to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.
7. Do not yell at the campers yet be firm.
8. Make sure that you make an honest effort to get to the bottom of an argument or fight. Talk to both parties and let each one present his/her side.
9. If two campers are fighting, keep them away from each other until they have had time to "cool down."
10. If a behavior problem is brought to the Dean, staff should be prepared to identify the problem behavior and list the solutions that were tried to help resolve the problem. Discipline, to be effective, must be handled in a timely fashion, and the consequences must be relevant to the misbehavior.
11. After some time, check back with the person you have disciplined. Do not allow a distance to grow between you.

B. Stage Development and Development Needs

1. Third and Fourth Grades: children of this age group are energetic, curious, and competitive. Emotionally, this is an age of sensitivity, attachment to parents and dependence on adults. They are not as responsible for their own needs and need guidance to insure proper rest, hygiene, and nutrition. Socially, these children need acceptance by the group but also need the intimacy of "best friend" relationships. Camp staff for this age should be sensitive to homesickness and provide secure and stable care. They also

need to insure that the children's physical, social, and spiritual needs are met by giving careful attention to these issues.

2. Fifth and Sixth Grades: great difference in physical, social, emotional, and spiritual development mark this age group. They demonstrate greater personal responsibility but still need adult guidance to insure proper rest, hygiene, and nutrition. Socially they are beginning to be aware of the opposite sex. Group acceptance and "best friends" are still important. Physically, some of these children are entering puberty with its emotional and physical effects.
3. Junior High: inward insecurity, sensitivity, outward boldness, and brash behavior mark the junior high years. They are beginning to assert their independence but remain very dependent upon adults in their world. They often resent adult authority and are totally submissive to peer pressure. Junior high students are on an emotional roller coaster that includes great highs and lows. Socially, "boyfriend-girlfriend" issues have emerged as the most important topic. Despite this preoccupation, peer acceptance remains the most critical issue. Physically, rapid growth and development causes clumsiness, a need for lots of rest and food and a preoccupation with whether or not their bodies are developing properly. Camp staff members need to be especially sensitive to "self-image" and authority issues with these young people. Every effort should be made to help every camper feel accepted and valued while retaining control.
4. Senior High: the emotional maturity of Senior High campers does not match their physical maturity. They are often hard pressed to cope with the strong feelings of this age. While most are independent and responsible for their rest, hygiene, and nutrition, they remain dependent on adults for guidance in dealing with the problems of their emerging adult-hood. Socially, more intimate, long term relationships develop between sexes. This is also the time when the opinions of close friends are valued more than the group. Leaders need to focus their energies on helping these campers confront and cope with the variety of serious adult issues these people are facing. They need guidance, direction, and the opportunity to openly discuss their needs.

NOTES:

CHILD ABUSE POLICIES

A. Staff procedures

1. Camp Staff shall watch for any signs of abuse or neglect to campers.
2. Report any suspected abuse.
3. If a camper confides in you of having been abused or neglected, only relate this information to those in authority. Do not tell any camper or other staff member.

B. Reporting Procedures

1. 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 report will be kept confidential and handled discretely. You are not to discuss this matter with anyone else.

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

D. Victim Protection: The safety and well-being of 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.

1. Alleged incidences-not at camp
 - a. The parent, guardian or other authorized person of the individual alleging misconduct shall be notified in accordance with the instructions of the appropriate child protection authorities.
 - b. Necessary medical treatment will be provided.
 - c. 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.
 - d. While on campgrounds they shall remain under the constant supervision of camp leadership.
 - e. Should they choose to leave the grounds, the appropriate authorities will be immediately notified.
2. Alleged incidences-at camp: The above procedure shall be followed (See "Alleged incidences-not at camp"). In addition, every effort will be made to separate and keep separate the alleged victim and the alleged perpetrator.

E. Isolation of alleged perpetrator: Alleged perpetrators shall be isolated from campers and staff in accordance with the following procedure:

1. Camp Staff
 - a. 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.

- b. Shall be immediately removed from any responsibility and from any contact with the campers and staff.
 - c. Sleeping and dining arrangements, separate from the campers and staff will be provided.
 - d. While on campgrounds, they shall remain under the constant supervision of camp leadership.
 - e. Should they choose to leave campgrounds, the appropriate authorities will be immediately notified.
2. Camper
- a. 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.
 - b. Shall be immediately removed from the group and from having any contact with other campers.
 - c. Sleeping and dining arrangements, separate from the campers and staff will be provided.
 - d. While on campgrounds, they shall remain under the constant supervision of camp leadership.
 - e. Should they choose to leave campgrounds, the appropriate authorities will be immediately notified.

SEXUAL CONDUCT POLICY

It is the goal of the Arkansas District of the Assemblies of God to provide for 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 this issue has been adopted by the Christian Education Department and the Youth Department outlining the procedures for identifying and reporting harassment or sexual misconduct.

It is considered sexual harassment when a person, be it youth, staff, leadership staff personnel, or employee is confronted with unwanted sexual advances or any conduct of a sexual nature (verbal or physical), by another youth, staff, leadership staff person, 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 Kids' Camp and Youth Camp staff.

Acts of a sexual nature, according to these guidelines, will be considered as misconduct and will not be tolerated by the Christian Education or Youth Departments as they strive for a safe and Christ-centered environment. All responsible persons, including camp staff, leadership staff, and employees of any Kids' Camp or Youth Camp activities who receive a complaint or know of an incident of this nature are required to report any and/or all information to the district leadership staff or employee responsible for overseeing the current activity. 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 staff, or employees who feel aggrieved because of an act or acts of sexual misconduct shall report such matters 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 Christian Education or Youth Department administration, under the guidance of the Arkansas District Council of the Assemblies of God.

NOTES:

NURSE'S STATION

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 medication with them. Campers must bring all medication to the nurse. **No medication is to be kept by the camper.**
2. Campers should never go to the nurse after lights out without a camp staff member.
3. No camper is to lie in bed unsupervised without the nurse being aware. If ill, have the camper report to the nurse.
4. A sign will be placed on the door of the Nurse's Station advising where to locate the nurse.
5. Camp staff members are not to administer any medication, including aspirin, etc. All medications must be taken in the presence of the nurse.
6. All staff members are to fill out an emergency health information form. This is to be given to the nurse at check-in time.
7. Camp staff **MUST NOT** suggest medical treatment to the campers. This is the responsibility of the nurse.



ACCIDENTS: FIRST AID

The following guidelines will serve to insure the camp 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 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 that you are not to give medication of any kind to a camper. What seems insignificant to you could be a major concern to a disgruntled parent.



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

- A. 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 born pathogen.
- B. The nurse, lifeguard, camp director and assistant 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 devise, a single use protective mask, and antiseptic towelettes.
- C. Universal precautions will be observed to prevent contact with blood or other potentially infectious material including:
 1. Readily accessible hand washing facility.
 2. Proper disposal of infectious materials.
 3. Contaminated protective material will be placed in appropriate storage containers or decontaminated with a bleach and water solution in a 1 to 10 ratio.
 4. 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.
 5. Employees in exposure situations will use protective gear.
 6. Employees shall not recap sharps.
 7. Sharps shall be placed in the sharps disposal container immediately after use.
 8. A properly labeled and constructed sharps disposal container shall be available at the nurse’s station.
 9. Sharps disposal container shall be closable, puncture resistant, leak proof, and labeled.
 10. The following practices are prohibited in the nurse’s station: eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses.
 11. Food and drink shall not be allowed where liquid blood is present.
 12. The nurse’s station shall be maintained in a clean and sanitary condition.
 13. Broken glass shall only be cleaned up using mechanical means.
 14. All equipment and facility surfaces shall be cleaned immediately following contamination with blood.
 15. Towels, gauze, or other cloth containing liquid blood shall be placed in a clear plastic bag and disposed of through the camp nurse.
 16. The sharps disposal container shall be turned over to the camp nurse at the end of the season for disposal.

EMERGENCY PROCEDURES

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

Bomb and Other Mass Threat

Follow the directions given by the Camp Director and Deans.

Earthquake

1. All personnel and people must immediately get away from the windows. 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 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. Deans should inspect evacuation routes for safety before use.
6. Follow directions given by Camp Director and Deans.

Fire

In the event of a fire in any building, the Camp Director will immediately call for an evacuation of all buildings. Students will go to the softball fields.

Fire Emergency Procedures

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, Deans, Camp Security and all other staff by two-way radio. The Camp Director will alert the 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.

An assigned staff member will check each building:

Dorms: Deans

Auditorium: Altar Supervisor

Cafeteria: Cafeteria Supervisor

Gymnasium: Assistant Deans

Go-cart track: Go-cart staff

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 give an “all clear.”

Tornado / Storm

Camp Director will inform Assistant Director and Deans of the severe weather warning.

Immediately the Leadership Staff will move students and staff into their respective areas.

Campers staying in the dorms will move into the hallway nearest their rooms.

Campers staying in the gym will move to the south wall of the gym downstairs (near the restrooms).

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

When camp staff have counted all campers staying in their rooms, they shall make a report to their respective deans.

An assigned staff member will check each building:

Dorms: Deans

Cafeteria: Cafeteria Supervisor

Auditorium: Altar Supervisor

Gym: Assistant Deans

Go-cart Building: Go-cart staff

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.

Tornado Aftermath

When the storm is over, the camp director will give the leadership staff the signal to get the campers together via a horn blow.

Team captains should get their teams together and account for each person by calling the roll.

Other staff members should report to the gym to make sure the nurse has adequate help with any possible injuries.

When each camper is accounted for, the Activities Director will make a report to the Camp Director via radio.

Only after making a physical inspection of the property will the Camp Director allow for activities to resume.

EMERGENCY PROCEDURES FOR AFTER LIGHTS OUT

Fire

In the event of fire after lights out, the deans will immediately take action to remove students from their rooms.

Each staff member is responsible for evacuating his/her room.

Campers will move to the parking lot in front of the cafeteria.

Team captains will get their teams together and make sure that all students are accounted for by calling roll.

Tornado/Storm

Once the tornado warning has been given from the camp director, deans will immediately take action to awaken students and place them in tornado safety areas described above.

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

When camp staff members have counted all campers staying in their rooms, they shall make a report to their respective deans.

When the storm is over, the tornado aftermath policy described above will be in effect.

LEADING A CAMPER TO CHRIST

The youth camp environment creates an ideal place for the camper to make a decision to follow Christ. As a 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:

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 10:10	Believe in your heart.
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.

Answers to Common Questions

- 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 must I do to be saved?
- Confess – 1 John 1:9
 - Believe – Acts 16:31
 - Receive – John 1:12
- Will Jesus come into my heart? Yes – Revelation 3:20
- Does God love me? Yes – John 3:16

OTHER NEEDS CAMPERS MAY HAVE

Need for Forgiveness

I John 1:9
I John 3:5
Ephesians 2:8
Romans 8:1
Isaiah 1:18
Psalm 40: 1-3

Need of Assurance

I John 5:13
John 3:36
Romans 8:16

You are deserted by Loved Ones

Deuteronomy 31:6
Deuteronomy 4:31
Psalm 91: 14, 15
Psalm 37:25
I Samuel 12:22

Praying for Lost Loved Ones

Acts 2:39
Acts 16:31
Acts 11:14
Matthew 18:19
II Peter 3:9
Hebrews 13:5
Deuteronomy 31:6
I Thessalonians 5:24

Healing Scriptures

Exodus 15:26
James 4:14, 15
Psalm 103:3
Psalm 34:19
Jeremiah 17:14
Hebrews 13:8
III John 2
Jeremiah 30:17

Need of Guidance

Psalm 27:11; 26:9; 32:8
John 16:3
Romans 8:14
II Corinthians 5:7
Proverbs 3:5,6

When in Grief

I Thessalonians 4:13, 14
Isaiah 41:10; 43:2
II Thessalonians 2:16, 17
Matthew 5:4
II Corinthians 1:3,4; 5:8
Psalm 23:4
Revelation 21:4

Alcohol

Proverbs 20:1; 23:29-32
Isaiah 55:2
Hosea 55:2
I Corinthians 6:10

Drugs

I Corinthians 3:16, 17
Titus 3:3-5

Romans 13:14
Proverbs 11:19
John 8:36
I Corinthians 6:20
Luke 4: 18
James 4:7

Backsliding

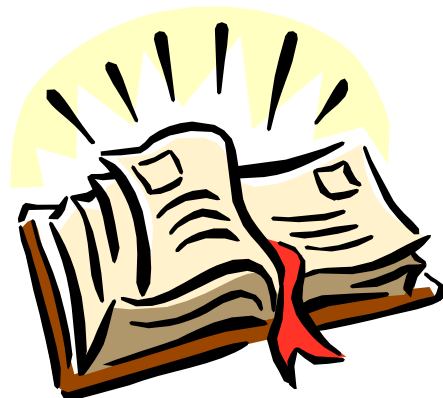
Hebrews 7:25; 10:38
Luke 9:62
II Peter 3:9
Isaiah 55:7
Jeremiah 3:22

Loneliness

Psalm 139:7
Joshua 1:9
John 14:23
Deuteronomy 31:6
John 14:16

Controlling Our Thoughts

Isaiah 26:3
Proverbs 23:7
Psalm 139:23
Psalms 94:11; 1:1, 2
Philippians 4:8
Hebrews 4:12



THE BAPTISM IN THE HOLY SPIRIT

Please acquaint yourself with the following portions of the book of Acts, which speak of receiving the Holy Spirit. Speaking in tongues is the ONLY initial evidence given anywhere in Scripture for having received the Baptism in the Holy Spirit. Three times below it is specifically mentioned. While the other two times in the Scripture are silent. Obviously, Simon saw something and we have no reason to doubt that it was not tongues. And later, Paul tells us that he thanks God that he speaks in tongues more than us all.

Acts 2:1-4

“All of them were filled with the Holy Spirit and began to speak in other tongues...”

Acts 8:15-17

“... they prayed for them that they might receive the Holy Spirit, (16) because the Holy Spirit had not yet come upon any of them; they had simply been baptized into the name of the Lord Jesus. (17) Then Peter and John placed their hands on them, and they received the Holy Spirit.”

Acts 9:17

“...has sent me so that you (Paul) may see again and be filled with the Holy Spirit.”

Acts 10:44-46

“...for they heard them speaking in tongues and praising God.”

Acts 19:6

“...the Holy Spirit came on them and they spoke in tongues and prophesied.”

When praying with a camper who does not receive the Baptism in the Holy Spirit, be sure to reassure them that this is a gift from God. The Holy Spirit is given in God’s time to those who earnestly seek it. It is not a sign of spiritual superiority and he/she should in no way feel inadequate.

Remind the camper who receives the Baptism that God has given them this wonderful gift to be a regular part of his/her spiritual life and that they should pray and praise in the Spirit on a regular basis.



MANIFESTATIONS AND OTHER ALTAR RELATED ISSUES

We desire and encourage students to experience the supernatural power of God in our altar experiences. These altar experiences are life changing!

In circumstances which questions arise concerning particular manifestations of spiritual experience or other altar related concerns, please simply ask any administrative staff about your concerns. If you feel you discern that a young person is seeking attention rather than the Lord, never embarrass them or bring unnecessary attention to the situation...simply talk with 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 to our altar supervisor or administrative staff first! Our staff will deal with these situations, along with you, with special care and sensitivity with spiritual discernment and accountability.

Proverbs 11:12, “in the multitude of camp staff members there is safety,” (KJV); “many advisors make victory sure.” (NIV)

NOTES:

ACCIDENT/INCIDENT REPORT FORM

Arkansas District Camps
P.O. Box 191670 Little Rock, AR 72219
Camp Number (circle one) 1 2 3 4 5 6 7 8

Date: ____ / ____ / ____

Name of person involved: _____ Age: _____ Sex: _____
Last First Middle Initial

Address: _____
Street/Number City State Zip

Phone number (____) _____

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

Address: _____
Street/Number City State Zip

Circle one: Camper Staff

Name of church associated with _____

City/State: _____ Church phone number (____) _____

Name and address of witnesses: _____

Type of incident (circle one): Accident Behavioral Epidemic Illness Other (describe) _____

Date of incident/accident _____ AM or PM
Day of week Month Date Year

What happened? _____

Where did it happen? _____

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

Was faulty equipment involved? Yes No

What was done about it? _____

By whom? _____

MEDICAL REPORT OF ACCIDENT

Were the parents notified? Yes No By: Phone Writing Other

By whom? _____ Title: _____ Time: _____ Date: _____

Parent/guardian response: _____

Where was treatment given? Accident site Nurse's office Doctor's office Hospital

If treatment was given at camp, where? _____

By whom? _____ Date: _____

Treatment given:

By whom? _____ Title: _____

Date released from Nurse: _____ Released to: Camp activities Home
Other

Treatment given elsewhere than camp? Yes No

If yes, where? National Park Medical Center St. Joseph's Hospital
Doctor's office Other _____

Did the hospital keep them overnight? Y N Date released: _____

Released to: Camp Nurse Home Other _____

Attach hospital medical report.

Camp insurance notified? Yes No

Signed: _____

Position: _____

Date: _____

FACILITY CONCERN REPORT

Use this form to report any facility concern. Bring this form to the Dean at the staff meeting.

Room # _____ Staff Member's Name: _____

Mark any / all that apply:

Air conditioner is not functioning properly: _____

There is a problem with the plumbing: _____

The door will not open / close: _____

Other: _____

Staff Member's signature: _____ Date: _____

FACILITY CONCERN REPORT

Use this form to report any facility concern. Bring this form to the Dean at the staff meeting.

Room # _____ Staff Members Name: _____

Mark any / all that apply:

Air conditioner is not functioning properly: _____

There is a problem with the plumbing: _____

The door will not open / close: _____

Other: _____

Staff Member's signature: _____ Date: _____

SPIRITUAL EVALUATION

Dorm _____ **Room #** _____

Staff Member's Name _____

Home Address _____ **Phone** _____

City _____ **State** _____ **Zip** _____

Estimate the spiritual results of the camp for your room:

Total saved (first time) _____

New commitment (taking a stand for God) _____

Baptism in the Holy Spirit (first time) _____

Refilled with Baptism in the Holy Spirit _____

Called to full-time ministry (first time) _____

No spiritual response (no interest at all) _____

Spiritual interest, but no response _____

Additional comments:

Staff member's signature: _____

Date: _____

De-Registration Form

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

Dormitory _____ Room _____ Staff Member _____

De-registration Process:

_____ All campers have completed "Greatest Week of Your Life" form.

_____ Room is clean.

_____ All luggage removed from room.

_____ Lost & found items are taken to front of Auditorium.

_____ All campers out of room.

_____ Lights out.

_____ All keys turned in to Camp Administrator.

List any damages to your room. Please note the individuals responsible for the damages:

Staff member's Signature _____ Date _____

Thank you for your week of ministry!

The Greatest Week of Your Life!

Tell us about your week! Write clearly, we have to read what you write!

Name _____

Address _____

City _____ State _____ Zip _____

Check all items that apply:

This week I...

_____ Gave my life to Christ for the first time.

_____ Made a new commitment to Christ.

_____ Was baptized in the Holy Spirit and spoke in tongues for the first time.

_____ Was refilled with the Holy Spirit.

_____ Was called to full-time ministry.

_____ Had an awesome time!

Comments:

Have a great summer!!!

CAMP EVALUATION

Was camp a blast or a bust? We want to know!

Circle yes or no, and give a rating 1-10.

(1=Poor, 10=Excellent)

Did you enjoy your week at camp?	Yes	No	1	2	3	4	5	6	7	8	9	10
Was this your first year at camp?	Yes	No	1	2	3	4	5	6	7	8	9	10
Were your accommodations good?	Yes	No	1	2	3	4	5	6	7	8	9	10
Did you like the campers in your room?	Yes	No	1	2	3	4	5	6	7	8	9	10
Was the food acceptable?	Yes	No	1	2	3	4	5	6	7	8	9	10
Did you like the team competition?	Yes	No	1	2	3	4	5	6	7	8	9	10
Did you meet new friends?	Yes	No	1	2	3	4	5	6	7	8	9	10
Do you like the campgrounds?	Yes	No	1	2	3	4	5	6	7	8	9	10
Did you like your team leader?	Yes	No	1	2	3	4	5	6	7	8	9	10

Answer the following questions:

What 3 activities did you like best?

1. _____ 2. _____ 3. _____

What 3 activities did you like the least?

1. _____ 2. _____ 3. _____

What activities would you like to see offered at camp?

What activities were first-time events for you?

How many years have you been to camp (including this year)? _____

How did you pay for your camp tuition? _____

Share a brief testimony of what the Lord did for you at camp:

Sign-Out Form

Information

Camp _____ Date _____ Time _____AM/PM

Name _____

Room _____ Team _____

Reason/Purpose _____

Name of Designated Person _____

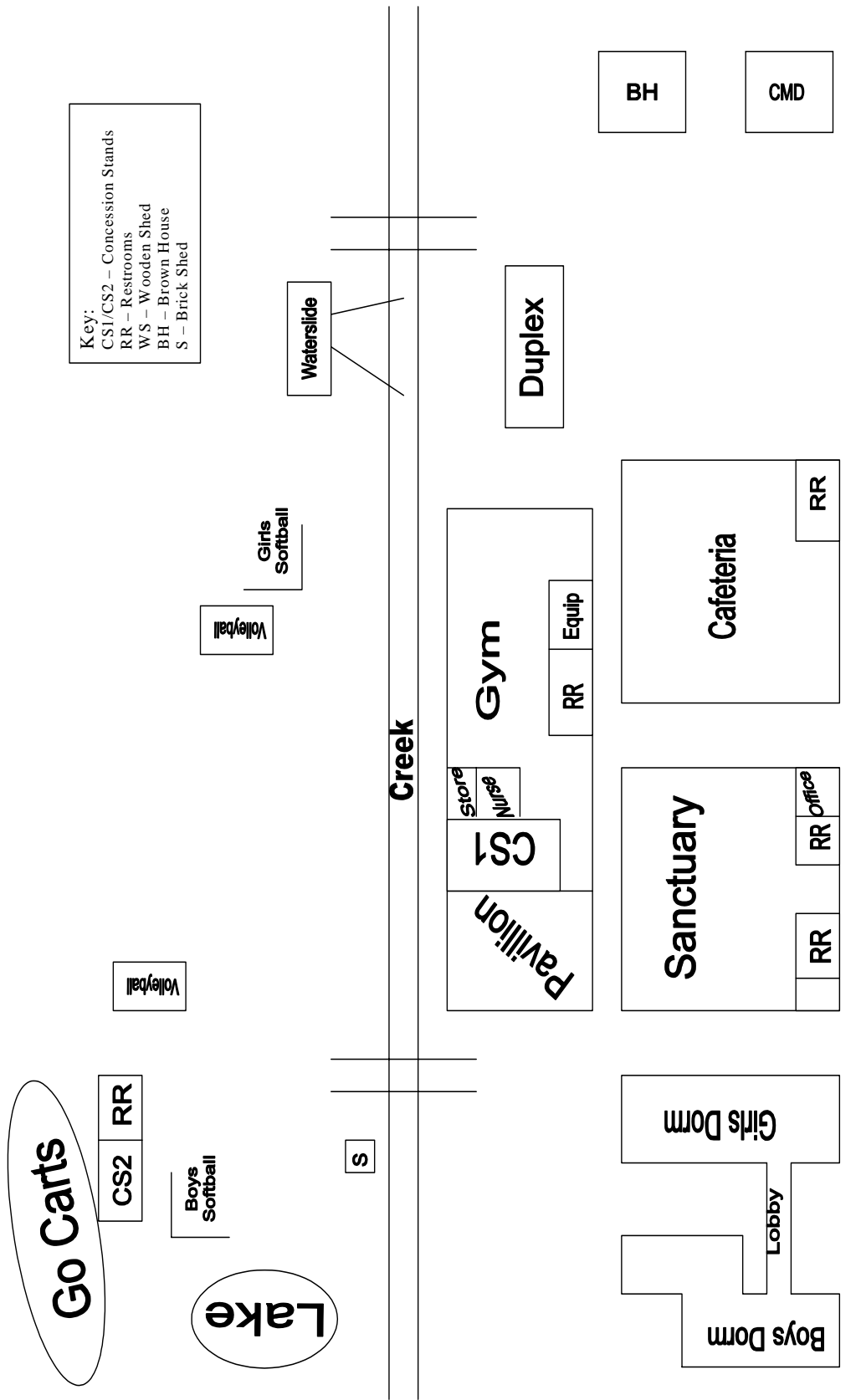
Verification of Identification (ID, Driver's License, Etc) _____

Authorized Signatures

Camper _____

Designated Person _____

Dean or Administrator _____



Key:
 CS1/CS2 – Concession Stands
 RR – Restrooms
 WS – Wooden Shed
 BH – Brown House
 S – Brick Shed

Parking Lot

ARKANSAS DISTRICT COUNCIL

MINISTRY COVENANT AND AGREEMENT

I acknowledge that I have read the Camp Staff Manual and Policy Statements of the AR District Council of the Assemblies of God. I acknowledge full agreement with said policies and state that I will totally adhere to them, conform to them and uphold them. I understand that at any time I may be asked to relinquish my staff positions due to lack of regard for or lack of diligence in fulfilling said policies.

I acknowledge my responsibility to report any and all suspicions and knowledge of the Camp Director.

I covenant to at all times represent myself in a Christ-like manner to the students that I am ministering to at Camp. I commit myself to a demonstration of a spirit of excellence and an appropriate representation of the Gospel of Christ.

I acknowledge my responsibility to care for and minister to those students I am given charge over, as well as, any other student, leader, or volunteer during Camp. I will strive at all times to see that they are treated with the utmost respect, consideration and care. AR District Christian Education and Youth Ministries will not tolerate any behavior that demeans, belittles, or injures in any way students, leaders or staff. I acknowledge that by assuming the role of a staff person at Camp that I am acknowledging and affirming my responsibility to encourage, lift up and minister to the students, leaders and staff.

Signature

Date

Print Name

This form **MUST** be returned to the AR District Office prior to camp.

CAMP • Arkansas District Council • PO Box 191670 • Little Rock • AR • 72219