

Faculty in Training Handbook



Camp Allendale
www.camp-allendale.org

Revised April 2014

FiT program

All 16 & 17 year-olds who would like to serve as junior faculty, ***must*** go through the Faculty in Training program first. ***FiT*** is open for youth ages 16-17, however you still have to be at least 16 years old to serve as a junior faculty member. Here are the steps you need to take to apply for the FiT program.

1. Complete the online ***Faculty application***.
2. Print off the Under 18 Health Form, complete with a signature of a parent or guardian. **The 18 Health Form, must be on file in the camp office two weeks BEFORE**, the session you will be serving.
3. Download the Fit Handbook form the camp's website.
4. Complete the Fit Online Quiz. The Fit Handbook may be used as a resource while taking the quiz.

As a Junior Faculty you are directly responsible to the Program Director that recruited you.



Schedule

- All campers and faculty are to adhere the schedule set by the Program Director. It is your responsibility for the campers you are supervising (and yourself) to be at all activities on time.
- Meal times are the same everyday for main camp and the Cedar Lodge and are as follows:

-

Breakfast	8:00 a.m.
Lunch	12:00 noon
Dinner	5:15 p.m.



- **Canteens** are at **3:15 and 8:00**. Unless indicated otherwise, Cedar Lodge, Tree houses, and Fort Allendale use the back canteen and Lakeview Lodge and Hillside use the front canteen. **PLEASE TRY TO BE ON TIME!!!**
- The Program Director will set a limit of items that may be purchased at each canteen. A limit of two items (2) is recommended.
- Each square on a canteen card is worth 75¢. Each item purchased costs one punch
- If a camper loses his/her canteen card, please bring them to the office so that they may get a new card.
- No canteen items may be purchased with squares torn off the card. Removed squares are valid only for missions offering.
- **Campers or faculty that expect to purchase canteen items, must purchase a canteen card.**
- Canteen cards may be used for missions offering.
- At the end of the week, canteen cards may be exchanged for original currency at the Outpost Store.

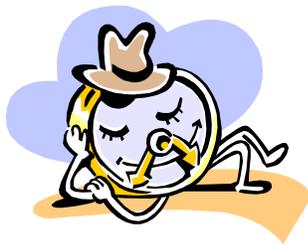
We have a system to monitor the cleanliness of the campgrounds.

- A stoplight is located at each canteen.
- Green...means good to go.
- Yellow...watch out...if the grounds are not cleaned up soon, canteen will be closed.
- Red...canteen is closed the rest of the week.

ACTIVITY CHOICES

Activity choices will be done daily. Program Directors will receive their choice sheets at the beginning of the week. Choices must be returned to the Program Coordinator by the following schedule:

Sunday—8:30 p.m. Monday, Tuesday, Wednesday—1:15 p.m. **If sheets are not received, Allendale program staff will choose the activities.** Monday's schedule will be returned as soon as possible on Sunday night. Schedules for the other days will be returned to program directors by dinner time at 5:00 p.m.



Camp Rules and Dress Code

1. Hazing or bullying whether through physical or verbal methods may be grounds for immediate dismissal.
2. Possession or use of any drugs except prescription medicine is prohibited.
3. **ALL** medication must be given to the nurse at the beginning of the week.
4. Possession or use of alcoholic beverages is prohibited.
5. Possession of tobacco on the campgrounds is prohibited.
6. Possession of fireworks, firearms, or weapons is prohibited.
7. Any sexual promiscuity is prohibited.
8. Campers are not to have Cell Phones or ipods in their possession. No faculty member is to allow a camper to phone home without first notifying the Program Director. Cell phones and ipods will be confiscated and returned to the camper at the closing of the camp session.
9. No Campers or Faculty are to go inside cabins of the opposite sex. Immediate dismissal may occur.
10. Camp Allendale is a **NO PEANUT ZONE**. No peanut products of any kind are to be brought on the campgrounds.



Dress Code

Please remember that the campers will look to you as the example much more than they will the adult faculty. Therefore, we encourage you to adhere to the dress code policy below.

Swimming suits are for the pool and beach area or other designated water activities. If suits are worn at other activities or areas, they should be covered (shirt and shorts for girls, t-shirts for guys). Please discourage kids from wearing wet suits on all day.

SHOES MUST BE WORN AT ALL TIMES FOR SAFETY.

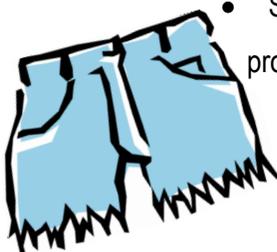
Female—

- Shorts and skirts must reach at least midway of the thigh.
- No halters or bare midriff shirts **or spaghetti straps**. Sports bras covered by shirts with sides cut out are not acceptable.
- Modest one piece or tankinis are allowed, in the standing position, stomach must be fully covered.



Male—

- Shorts must reach at least midway on the thigh.
- Shirts must be worn at all times with the exception of athletic events as designated by the program director. Shirts that have the sleeves cut out of them should still cover the chest area entirely.



Homesickness & Counseling

Homesickness

- Have the cabin mom or dad be the first line of defense.
“I want you to spend this week in my cabin.”
“I am sure you will make new friends this week and have a great time.”
Please note: **Speak with adult emphasis; do not baby them, it can make it worse.**
- **As Junior Faculty do not make promises you can not keep.**
Comments such as , “You can use my cell phone to call your mom.” or “ I am sure the director will let you go home let’s go ask him. **Should not be made.**
- Make sure the camper is aware of upcoming events not to be missed
- The camp nurse or adult faculty will normally deal with most cases of homesickness.
- Program Director is last course of action.
- Minimize excuse as compared to the profit of staying and toughing it out.
- At LAST resort, bargain for the “till tomorrow” and if they still feel no different, turn the matter over to an adult faculty member or the Program Director.
- Please let the office know if a child is going home....preferably BEFORE the parent(s) arrive.

Mentoring Campers

Your role as junior faculty is to be a friend to the campers, provide supervision for their activities, and assist the adult faculty. Anytime a camper comes to you with issues concerning baptism, problems at home, reports of abuse or molestation or any other such topic; you must immediately bring those issues to an adult faculty member or the program director. It is important to recognize the difference between relating to a camper due to your personal experiences and making recommendations on how they should deal with a current struggle or situation.

Disciplining Campers

All major discipline of campers should be done by adult faculty. Under no circumstances are you to ever use physical punishment or threats to get a child to behave. Extreme cases should be dealt with by the Program Director.

Miscellaneous Rules, Guidelines, and Stuff that wouldn't fit into a nice category

Campers should never be left unsupervised. This is one your main responsibilities as a faculty member.

Visitor Policy

- ⇒ All camp visitors must leave the campgrounds, by 10:00PM. Unless personally involved in leading a camp activity or pre-approved by the Camp Coordinator or Executive Director.
- ⇒ Only parents, grandparents, siblings, or church ministers may visit campers or faculty under 18 years of age. Any visitors that hinder a faculty member from fulfilling their responsibilities will be asked to leave the campgrounds.
- ⇒ **As Junior Faculty you may not have any visitors except your parents, grandparents, siblings, or minister. Please do not invite your friends to come visit you while at Camp. They will be asked to leave.**

Lost and Found

- ⇒ Please don't take lightly the necessity to try to get lost items back to their owners
- ⇒ Remind campers of lost and found during clean-up time
- ⇒ Items are held at camp for several months to give an opportunity for them to be claimed

Swimming at the opposite camp

- ⇒ There is a trail behind the Hillside cabins to use between Cedar Lodge and the beach and pool. Please use it! It is quicker and less disturbing.

Shared Facilities— There are more than one camp going on at one time. Please try to keep your campers from being a distraction to the other camps!!! Especially when traveling from one activity to the next.



Telephone

- ⇒ **Campers are not to use any phone without permission of Program Director. This include the Fit's cell phone.**
- ⇒ Only Program Directors are to notify parents of a campers decision to be baptized or any other issue.
- ⇒ **Faculty under the age of 18 are not to use their personal cells phones during camp. They should not carry them around camp**



There are to be NO campers or faculty up past 12:00 midnight!!!! You are to adhere to the curfew that your Program Director sets for your camp session. Dorms are locked at 12:00 midnight!

Stuff Continued...

Autos

- ⇒ **NO CAMPERS or Faculty in personal vehicles...especially the back of pick-ups.**
- ⇒ Please limit the use of autos on the campgrounds
- ⇒ Use with permission of Program Director only
- ⇒ All autos are to be parked in areas designated
- ⇒ Other than loading and unloading; faculty are not to be in cars at anytime.
- ⇒ No campers are to ride on Golf Carts.

Campers should not have...

- ⇒ Matches
- ⇒ Playing cards
- ⇒ Electronic games
- ⇒ Cell phones, pagers, CD players, ipods, etc
- ⇒ Those items should be given to an adult faculty member and returned to the camper at the end of camp.



Valuables

- ⇒ Please do not leave them in your cabin
- ⇒ If they must be brought, lock them in your car

Pets

- ⇒ Pets are not permitted on the campgrounds at any time.



Medicine

- ⇒ All campers and faculty must turn in medications to the nurse. (inhalers & epi-pens only exceptions)
- ⇒ Do not give campers any type of medication, only the nurse can dispense medicines; including Tylenol, Roloids, or cough drops.

- ⇒ Faculty are not be permitted to leave the campgrounds without notifying the program director.

Modesty in Cabins

- ⇒ **Please do not exhibit immodest behavior when dressing and undressing in front of the campers. Do your best to change in a bathroom stall or shower area. Encourage the campers be modest as well.**

Camp Allendale Statement of Faith

For Camp Board, Camp Staff, Camp Committee,
Program Directors, and Faculty.

- **God** is one being in three persons—God the Father, God the Son, and God the Holy Spirit. He is the source of all creation (Gen. 1:1, John 1:1-2), which He sustains (Col. 1:17) and is in the process of redeeming (Rom. 8:19-22). God the Father loves us and desires that we have fellowship with Him as His children (I John 1:3).
- **Jesus** is the incarnation of God the Son. He is the Word become flesh (John 1:14), and He now holds all authority in heaven and on earth (Matt. 28:18). He is Savior and Lord. He made human salvation possible through His life, death on the cross, and resurrection. He ascended into heaven where He is now our high priest and advocate. He is head of the Church.
- **The Holy Spirit** works actively in the world, seeking to glorify Jesus. The Holy Spirit convicts people of sin, righteousness, and judgment to come (John 16:5-11). The Holy Spirit indwells believers individually and completely in the Church. The Holy Spirit develops within the Christian a pure heart which results in Christ-like character expressed in private and public conduct and action.
- **The Bible**, the Old and New Testament scriptures, is the uniquely inspired, infallible, and inerrant Word of God (2Tim. 3:14-17; 2 Peter 1:16-21). The Bible is the rule of faith and practice for Christians. We affirm that Scripture is the authoritative revelation from God by which we know God's will and Christ's authority. We seek to assert what the Scriptures clearly assert and allow freedom in other cases. We seek to understand divine intent, through authorial intent, and we seek to apply its teaching to the contemporary church and culture.
- **The Church** is the body of Christ on earth, the community of believers throughout the world. Upon surrender to Christ, a person is added to the Church. In addition, the priesthood of all believers means each Christian is called to be a serving minister (1 Peter 2:9-10). The Church's mission is the Great Commission (Matt. 28:18-20).
- **Human beings** were created by God to walk in fellowship with Him. However, all (except Jesus) have sinned and fall short of the glory of God (Rom. 3:23) and must rely on God's grace and forgiveness. Every human from the moment of life (conception) is in the image of God (imago dei), a person to be nurtured, protected, and developed.
- **Salvation** is by God alone through Jesus Christ alone. One accepts Christ as Savior through a conversion process that includes faith, repentance, confession, and baptism (Acts 2:38, 8:12, 10:47-48, Rom. 10:9)
- **The Lord's Supper** is the celebration of the New Covenant, in which the Christian community remembers Christ and celebrates the covenantal rela-

Faculty Guidelines

Camp Allendale

Thank you so very much for volunteering your time to be on faculty here at Camp Allendale. We know you more than likely had to sacrifice something in order to be here. Please review the items below, they will help ensure that everyone has a safe and enjoyable camp experience!

DORMS

- If your dorm is overfilled, under no circumstances, should a camper **ever** sleep on the floor! Even if they volunteer to do it or really want to do it! The parents do not want this to take place, even if that is what the camper wants.
- Please be very careful about your dressing habits in front of the campers. Camp Faculty should practice modesty when going to and coming from the restrooms and showers. As much as possible please change your clothes in the shower area or the toilet stalls.
- Please do not play any pranks in the dorms that relate to removal of clothing or even indirectly related to sexual matters. Every year, a number of campers and their parents complain about this type of behavior among camp faculty. This is not acceptable behavior at Allendale.
- Do not allow Campers to take pictures in the dorms or restroom areas.

SAFETY

- Please park your car in a camp parking lot and leave it parked for the entire time you are here. Under no circumstance should you haul campers in your personal vehicle. The only exception would be in case of an emergency.
- Wrist bands are a very important part of our security procedures here. Every camper and faculty member must have a wrist band. You as faculty should set the example for your campers about the importance of wearing the wrist band. Visitors for the day should have visitor badges issued by the camp office.
- Please watch your campers very carefully concerning Harassment, bullying, ridicule (public and private). These issues include treatment by faculty as well as other campers and will not be tolerated.
- Faculty are discouraged from posting pictures or videos on Face book, YouTube, or any other social media sites. Faculty should not request to be "friended" on Face book by campers of any age.
- If you have personal medications, you must turn them into the nurse. Indiana state law forbids any type of medication in the dorm areas.
- Life Jackets are required for anyone (adult or camper) using watercraft. Your example will make it easier to enforce this rule for the campers.
- Boating time is not swimming time. Tipping of watercraft and swimming in the Lake is not acceptable.
- The Camp Curfew is 12:00 Midnight. All campers & faculty are to be in their cabins by midnight. All cabins will be locked at midnight and unlocked at 7:00AM.
- Please respect the lifeguards at the pool, waterslides, lakes, beach area and the blob. The weight differential limit at the blob (50 lbs) is for the protection and safety of campers and faculty. Please do not harass or challenge the lifeguards on this issue.

CARE

- You are expected to be with your campers at all times. State law requires that all campers be supervised. This is especially true in the dorms. An accident in a dorm by a camper, when there is no supervision present, is called "extreme negligence" by the state of Indiana.
- If your family group participates in an activity that requires camp staff (swimming, ropes course, archery, etc.), you must be present with your group. You cannot send your campers without adult supervision.
- A faculty member should never be alone with a camper. If you must speak with a camper privately, please make sure you are within eyesight of other adults. **There is to be no Physical punishment for misbehavior of a camper.**

We do appreciate so much your presence here. At the same time, we must concern ourselves with the campers, their safety, their comfort and consideration for their parents wishes. Many of these guidelines are designed for your protection and for the protection of the ministry of Camp Allendale.



Allendale Staff/Volunteer/Camper Code of Conduct

We will **ALWAYS** be above reproach when interacting with minors within our organization. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff and faculty member. The following are guidelines for appropriate/inappropriate conduct with minors towards minors and adults toward minors or other adults:

TOUCH

Appropriate

- a. Handshakes and high-fives
- b. Younger girls/boys walking hand-and-hand
- c. Short, congratulatory or greeting hugs
- d. Arm around the shoulders
- e. Piggybacks with young Campers
- f. Pats on head/shoulders/back

Not Appropriate

- a. Private back rubs, arm tickles, massages, etc.
- b. Touching of private parts (no exceptions!)
- c. Touching a child in anger, disgust, or frustration
- d. Frontal hugs with opposite sex
- e. Sexual embraces, kissing
- f. Lap sitting
- g. Physical punishment as a form of discipline
- h. Intimate wrestling or tickling

Territory

Appropriate

- a. Public one-on-one interaction
- b. Group or public environments
- c. Private conversation in "eye shot" of other individuals with the knowledge of others

Not Appropriate

- a. Sitting or lying on a bed with a minor
- b. Private one-on-one interactions
- c. Sharing a shower stall or toilet stall
- d. Walking around the cabin undressed
- e. After dark interactions outside of lighted areas
- f. Pranks that involved the damage of personal property
- g. Pictures or videos taken in dormitories and restroom areas are forbidden.

TALK

Appropriate

- a. Verbal praise for achievement or behavior
- b. Verbal encouragement
- c. Scripturally based teaching
- d. Conversational topics (likes, dislikes, struggles, issues they are facing)
- e. Items of a sexual nature should be gender based, age appropriate in a group setting.

Not Appropriate

- a. Compliments or questions relating to physique or body development
- b. Sexual jokes, homosexual innuendoes, or bathroom humor
- c. Swearing or vulgar language
- d. Individual secrets or special gifts
- e. Sexual coaching or conversation
- f. Any conversation that encourages sinful behavior (i.e. drug use, pornography, homosexuality, under-age drinking, adultery, sex before marriage, lying, stealing)
- g. Harassment, *bullying, ridicule, excessive teasing

***Bullying** is when someone *repeatedly* and *on purpose* says or does mean or hurtful things to another person. Inappropriate behavior that leads to dismissal may or may not constitute bullying.

Reporting of Inappropriate Behavior:

Faculty Observed: Take immediate action to correct the behavior if it involves a camper. Notify Program Director if behavior is not corrected.

If it involves a staff member or faculty member notify the Program Director or Executive Director immediately.

Camper Observed: Report immediately to an adult if inappropriate behavior is by a camper.

If inappropriate behavior is by an adult, tell another adult other than those in your cabin.

Use a "**Safe box**" to report behavior, especially if behavior continues after sharing it with an adult who has knowledge of the situation.

Safe Boxes are located at the Hillside Dining Hall and the Cedar Lodge. Safe boxes will be checked daily by designated individuals who have limited contact with children. Comments needing further investigation will be reported to the Executive Director.

Consequences: Any infraction of the above policy will be immediate grounds for dismissal whether you are a paid staff member, volunteer faculty member or a camper. A violation of one of these policies could not only be misunderstood by campers/staff, but result in legal consequences.

Allendale Staff/Volunteer/Camper Code of Conduct

Waterfront Activities

1st—4th Grades

Boating Rules

- **Every** counselor and camper must wear a life jacket.
- Limit of 3-4 person per jonboat, 3 per canoe, 1 per kayak
- Adult supervision is required at all times when campers are in the boats.



For 2nd Grade, counselors must be in the boats and canoes with campers (no kayaks may be used). Day Campers cannot use the boats.

3rd & 4th Grade campers may use kayaks on front lake only.

Beach and Swim Area Rules

Lifeguards will give rules before the first scheduled swim at **both** the pool and beach. Rules will only be given once so every camper and faculty who will swim at all that week must be present. If family groups are late this will delay the swim time for the entire camp. Lifeguards do this so that their **full attention** can be given to **safety** of the campers once in the water.

- The Buddy System will be used will swimming at the lake. Buddies will be assigned at the beginning of the swim. Half way through the swim all swimmers will need to leave the water for a buddy check. Buddies will again be checked at the end of the swim.
- 1st—4th campers may use the swim area and waterslide when scheduled, but may not use the blob or diving board. **Since campers of this age are not allowed to blob, faculty are also not allowed to blob without prior arrangements with program manager or lifeguards.**
- Only **one** down the waterslide at a time, **feet** first.
- No running and jumping onto the slide
- No Campers or Faculty are to be on the Lake after Dark.

Pool/Waterslides Rules

- As posted in the swim area.
- You must take a shower before entering the pool.
- You must follow the waterslide rules as posted in the pool area.



Waterfront Activities-5th & 6th Graders

Boating Rules

- **Every** faculty member and camper must wear a life jacket.
- Limit of 3-4 person per jonboat, 3 per canoe, and 1 per kayak.
- Adult supervision is required at all times when campers are in the boats.



For 5th & 6th Grades a faculty member must be in a boat on the water, and one faculty member must be on the dock.

Beach and Swim Area Rules

Lifeguards will give rules before the first scheduled swim at **both** the pool and beach. Rules will only be given once so every camper and faculty who will swim at all that week must be present. If family groups are late this will delay the swim time for the entire group. Lifeguards do this so that their **full attention** can be given to **safety** of the campers once in the water.

- The Buddy System will be used when swimming at the lake. Buddies will be assigned at the beginning of the swim. Half way through the swim all swimmers will need to leave the water for a buddy check. Buddies will again be checked at the end of the swim.
- May use the swim area and waterslide or Blob when scheduled.
- Only one down the waterslide at a time, feet first.
- Everyone must wear a life jacket on the blob.
- The jumper and launchee must be within 50 pounds of each other. **THIS WILL BE ENFORCED! Unless under special circumstances, faculty CANNOT blob campers.**
- No running and jumping onto the slide
- No Campers or Faculty are to be on the Lake after Dark.

Pool Rules

- As posted in the swim area.
- You must take a shower before entering the pool.
- You must follow the waterslide rules as posted in the pool area.

