



# **FACULTY MANUAL**

Everything you need to make your time as  
a faculty member at Camp Allendale  
a success!



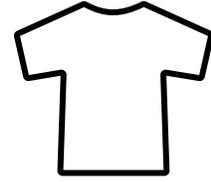
# CAMP RULES



- Hazing or bullying whether through physical or verbal methods may be grounds for immediate dismissal.
- Possession or use of any alcohol, drugs, fireworks, firearms, tobacco or weapons is prohibited.
- Any sexual promiscuity is prohibited. Encourage everyone to use the bathroom stalls for changing clothes.
- No campers nor faculty are to go inside the lodging area of the opposite sex. Immediate dismissal may occur.
- **ALL** medication must be given to the nurse at the beginning of the week. This includes over-the-counter medication and faculty medication.
- Camp Allendale is a **NUT-FREE ZONE**. No nut products of any kind are to be brought on to the campgrounds. This includes faculty-only snack areas.
- Campers are not to have phones or other electronic devices. Junior faculty set the example by not using their phones and should not carry them around camp. Only Program Directors can give permission for campers to call home.
- Water rules will be given by camp staff at the camper orientation and will be enforced throughout the week by the lifeguards. Please respect the lifeguard's authority.
- Golf carts must only be operated by adults (18 or older). Campers are only given rides in case of emergency.
- Please try to keep your session from becoming a distraction to other sessions happening. Do not use amplified sound outside after 10pm.
- Camp curfew is midnight. Buildings are locked at midnight and unlocked at 7am. No one should be outside of the dorms during that time.



# DRESS CODE



- Shoes must be worn everywhere and at all times, except for in the dorms, at the pool, or at the beach.
- Shorts or skirts must reach at least midway of the thigh.
- No halter tops, crop tops, or spaghetti strap tops.
- Shirts must be worn at all times, unless involved in a water activity.
- No two piece swimming suits - tankinis are okay as long as the midriff is covered at a standing position.
- Swimming suits are for water activities. If suits are worn at other activities, they should be covered. Please encourage campers not to have wet suits on all day.

# HOMESICKNESS



- As the family group leaders and faculty in their cabin you will be the first line of defense.
  - Speak with an adult emphasis and do not baby them.
  - Get to know them, set short-term goals for camper: "Let's go do this activity and see how you feel after."
  - Emphasize their value and importance as part of the group. Be enthusiastic about their presence at camp and your desire for them to be here.
  - Your energy is contagious. The more enthusiastic you are about being at camp, the more the campers will be.
- Let your Program Director know if you have a camper who is having a hard time with homesickness.
  - Do not allow a camper to call home without consulting the Program Director

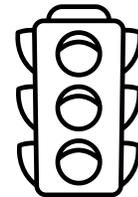


# CANTEEN

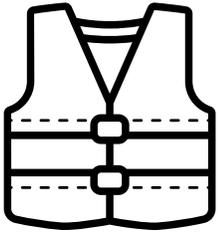


- We offer two canteen times per day - one in the afternoon at **3:15** and one in the evening at **8:00**.
- Campers are limited to 2 items per visit.
- Each item costs one punch on the canteen card.
- Canteen cards may be used for missions offering. Each square is worth \$1 and can be torn off of the canteen card for missions.
- Squares that are torn off the canteen card can only be redeemed as missions offering. They may not be used for purchasing canteen items.
- Each faculty member receives a free canteen card. This complimentary card cannot be used for missions offering.

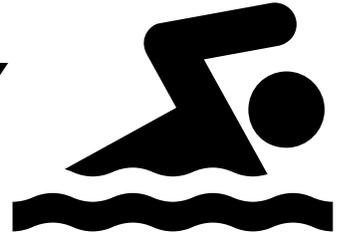
# STOPLIGHT



- A stoplight is located at each canteen.
- The stoplight is an indicator of the cleanliness of the campgrounds.
- The stoplight will start and remain green as long as everything is remaining clean - from the dining hall to the dorms and grounds.
- A yellow light means that things are looking messy and if the camp is not cleaned soon, the canteen will be closed.
- A red light means that the camp was not cleaned during the yellow period and canteen is closed for the rest of the week.

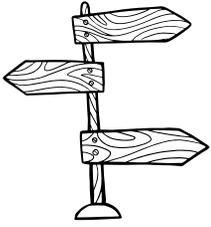


# WATER SAFETY

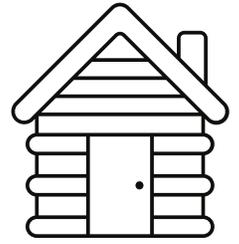


Campers will be given rules for how to stay safe at both the pool and the lake. Please give your respect to the lifeguards on duty at all water activities and set a good example by following the rules.

- Life vests are required for anyone (adult or camper) using watercraft. The maximum capacities for boats are:
  - 3-4 people per jon boat
  - 2-3 people per canoe
  - 1 person per kayak
  - 1 person per corcl (corcls have a 150lb weight limit)
- 1st-4th grade campers are not allowed to blob and therefore faculty of these age groups are not allowed to blob.
- Life vests must be worn when using the inflatable water toys at the lake. They are not required in the swimming area at the lake.
- The inflatable slide can have no more than five people on it at one time. Only one person can go down the waterslide at a time, feet first.
- Only one person at a time on top of the Blob tower. The jumper and the launchee must be within 50lbs of each other.
- Faculty cannot blob campers.
- No running and jumping off of the dock into the water.
- No campers or faculty are to be on the lake after dark.
- Swim tests are required for elementary camps in order to be able to go off of the diving board. They are given at the first swim of the week.



# CABIN POLICIES



- 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.
- Do not allow campers to take pictures in the dorms or restroom areas.
- Faculty should set the example of modesty at all times. Please be diligent about your dressing habits in front of the campers. Change your clothes in the shower area or toilet stalls and encourage campers to do the same.
- Under no circumstances should a camper ever sleep on the floor. Even if they volunteer to do it or really want to do it.
- Please refrain from any pranks during your time here at Allendale. There are many other ways to have fun.
- Personal medications need to be turned in to the nurse. Indiana state law forbids any type of medication in the dorm areas. The camp has many over-the-counter medications available at the nurse's station should you need them.
- The camp curfew is midnight and all cabins will be locked at that time. Cabins will be unlocked each day at 7am.
- Encourage keeping the cabins tidy throughout the week - this will help prevent lost items.
- No food should be kept in the dorms.
- Campers should not have matches, knives or anything that could be considered a weapon, or electronics.



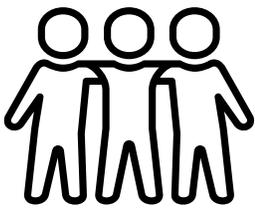
# SAFETY POLICIES



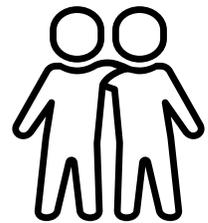
- A faculty member should never be alone with a camper. If you must speak with a camper privately, please make sure you are within eyesight of other adults. There is to be no physical punishment for misbehavior of a camper.
- If your family group participates in an activity that requires camp staff (swimming, archery, etc.), you must be present with your group. You cannot send your campers without adult supervision.
- Every camper and faculty must wear a wristband. You as faculty should set the example for your campers about the importance of wearing the wristband. Visitors for the day should have badges issued by the camp office.
- Please park your car in a camp parking lot and leave it parked the entire time you are here. Under no circumstance should you have campers in your personal vehicle.
- Please watch your campers very carefully concerning harassments, bullying, ridicule (public and private). These issues include treatment by faculty as well as other campers and are not tolerated at Camp Allendale.
- Faculty are discouraged from posting pictures or videos on social media sites. Faculty should not request to "follow" or "friend" campers; you may use discretion on whether you will accept requests that campers initiate.
- Please review and enforce the Camp Allendale Code of Conduct. It is something to be taken very seriously.

# BACKGROUND CHECKS

- Every person that has the opportunity to come into contact with campers must have completed a criminal background check.
- Written documentation of a background check performed in the past three years must be on file with the camp office two weeks prior to arrival at camp.
- We obtain the information needed for background checks through the Faculty Questionnaire. Please fill out the questionnaire (located on the Camp Allendale website) at least two weeks before the session you are serving.



## FIT PROGRAM



The role of junior faculty (16 & 17 year-olds) is to be a friend to the campers, provide supervision for their activities, and assist the adult faculty.

Anytime a camper comes to the Junior Faculty with issues concerning baptism, problems at home, reports of abuse or molestation or any other such topic, they must immediately bring those issues to an adult faculty member or the Program Director. They are to refrain from making recommendations on how the camper should deal with a current struggle or situation even if can relate due to personal experience.

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



# Allendale Staff/Volunteer/Camper Code of Conduct

Camp is to be a safe and enjoyable place for everyone! NO one should ever feel threatened or uncomfortable because of the actions or words of another camper or adult. Because this is so important to all of us at Camp Allendale; everyone is asked to follow these guidelines for appropriate/inappropriate conduct between campers; and between campers and adults. Inappropriate behavior should be reported to an adult or a note may be placed in a **SAFE BOX**.

## 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; 1 Corinthians 6:9-11).
- 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, Lakeview Lodge, 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 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.

**ENJOY YOUR TIME AT  
CAMP ALLENDALE!**