



PROGRAM DIRECTOR'S MANUAL

Everything you need to make your week
of camp at Allendale a success!

ALLENDALE'S C.A.M.P. PHILOSOPHY

COUNSELOR LED

Allendale camp counselors are the main conduit of discipleship during camp. Typically referred to as "faculty," these individuals are volunteers from our partner churches, recruited by our Program Directors. They spend the entirety of the session with the campers providing moments of discipleship through asking questions and simply just getting to know the campers in their group.

ACTIVITY CENTERED

Camp Allendale offers a variety of activities for different age groups that allow students to engage the living God in some seriously fun ways! Each small group will be able to select their top choices for activities for the week and be given an activity schedule daily.

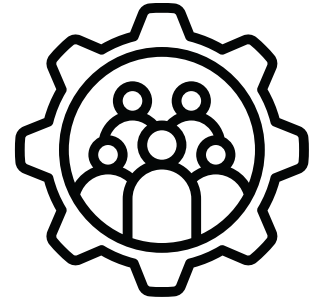
MULTI-PROGRAM

Due to the nature of our campus and the needs of our partner churches there are typically three different sessions of camp occurring at the same time. The camp staff provides the logistical support and heavily relies on the volunteer faculty to provide the other essential ingredients to a successful week of camp.

PERSONAL RELATIONSHIPS

Each camper will be assigned a small group, which is counselor-led. These groups spend their camp week together - participating in activities, devotions, lesson, etc. This allow them to get to know each other as well as the counselors better, which promotes the opportunity for discipleship to happen. It is in the context of personal relationships that vulnerability can happen and life-changing decisions can be made.

CAMP ALLENDALE STAFF



RANDY PIM - EXECUTIVE DIRECTOR

- Oversees the health and safety of the campers
- Provides orientation to faculty and campers so everyone can know the expectations and rules

MARLEY BUTLER - GUEST SERVICES DIRECTOR

- Coordinates the logistics of each camp week from activity schedules to facility usage
- Oversees the Program staff that are in charge of lifeguarding and facilitating activities

NANCY PIM - OFFICE MANAGER

- Can provide PD Reports that contain a list of registered campers per session upon request
- Collects daily missions offering from Program Coordinator and provides daily totals

CORELISS GRAVES & CARMELA CLARK- OFFICE

- Coordinates housing assignments for campers
- Runs faculty background checks

LINDA RICE - FOOD SERVICE MANAGER

MIKE PROCTOR - MAINTENANCE DIRECTOR

PAUL BURTON - FACILITY COORDINATOR

- Work tirelessly behind the scenes to keep us well-fed and eliminate any distractions for the focus to remain on Christ

RESPONSIBILITIES OF A PROGRAM DIRECTOR

- Develop lessons, devotions, and special activities based on overall camp theme
- Plan out Camp Schedule adhering to the uniform schedule and guidelines set forth in this manual
- Attend PD Retreat and PD Luncheon
- Maintain communication with Program Coordinator and Camp Allendale staff throughout planning process
 - Contact camp office for updated PD Reports as needed
 - These reports will show your camper break-down
- Recruit faculty according to faculty allowed by housing document provided by camp office
 - As established by the camp board, any weeks that exceed the total number of faculty allotted will have \$50 per person deducted from their allowed reimbursable expenses.
- Recruit main speaker(s) and teachers
- Recruit worship leaders
- Recruit Camp Nurse
 - EMT, LPN, RN, or Medical Doctor
 - Administer first aid & distribute medicines properly
 - Follow camp medical policies, procedures, & doctor's standing orders
 - Must be in place for camper check-in by 5:15pm on Sundays, 8:45am for Day Camps, and 12:45pm for Friday check-ins.
- Assign housing for faculty
- Submit PD Request form (located on camp website) at least 2 weeks prior to session
- Turn in numbers for Faculty meal 1 week before session begins
 - include any campers that will be coming early with faculty
- Direct assigned camp session
- Fill out PD Evaluation (sent via e-mail)
- Turn in PD Expense sheet for reimbursement by Oct 1

EDUCATIONAL GUIDELINES

What sets Camp Allendale apart from other summer camps is that the main focus is Christ. Each year the Camp Committee plans out the summer theme and gives the Program Directors creative liberties when it comes to the daily plan and structure of their particular session of camp.

At minimum, each session should include:

- 1 Bible lesson per day tied to the theme
- 1 worship service per day with both praise through music and teaching with emphasis on theme
- 1 time period per day for Resident Missionary to share
- 3 Campfire times per week with devotional time
- 1 personal or family devotion time per day tied to the theme
- Emphasis on Bible memory & personal time with God
- Equipped and encouraged faculty who reinforce the theme through conversations throughout the day

UPCOMING THEMES

The Camp Committee plans themes on a three year rotation. The current rotation is planned as follows:

2023 - We are Known
2024 - We are Valued
2025 - We are Loved

WE ARE KNOWN

WE ARE VALUED

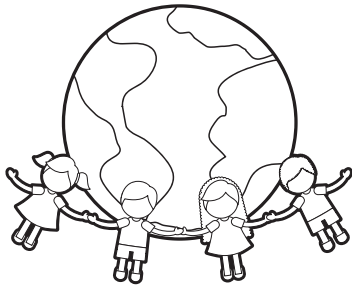
WE ARE LOVED



DECISIONS MADE AT CAMP

Camp can be a powerful time in a young person's life while distractions are removed and everything is focused on Christ. Each year, many young people choose to make Camp Allendale a catalyst for life change - whether that is accepting Christ for the first time and being baptized, a rededication to getting back on track, or a commitment to vocational ministry. While we do not want to get in the way of the work God is doing in an individual's life, we want to ensure that we are setting the student up for success as they re-enter their daily lives outside of camp.

- When a student expresses interest in making a decision, have them talk through what that means with faculty members or the Program Director.
- No baptisms are to be performed at camp without first contacting the parents and the minister of the church if possible.
- You may not baptize a child unless the parents have given permission.
- No formal invitation should be offered to campers in 1st-4th grades.
- Only one night of invitation is recommended for campers in 5-6th grades.
- Invitations are recommended each day for campers in 7th-12th grades. Those interested in vocational ministry should be encouraged to speak with the Program Director or a minister from their church.
- Please keep a list of all decisions made at camp and turn in to the camp office. There is a place to fill out this information on the online PD Evaluation form which will be e-mailed to you after your session.



MISSIONARY IN RESIDENCE

Each year, Camp Allendale hosts a Missionary in Residence for the entire summer. This program has been in existence since the early 1980s. Campers increase their awareness of God working globally, getting a closer look at the ways in which God uses all types of people with different skill sets, and overall instilling a heart of missions from a young age.

As a Program Director, you need to carve out time each day for the missionary to share with the campers. Because the missionary is shared by all camp sessions, please coordinate with other sessions for when daily missions time is to happen. With multiple small camps, feel free to combine for the missions times.

Campers will have opportunities to give to the missions organization through daily offerings. Please do not use gimmicks to get students to give - our goal is to teach missions, not to raise money in any way possible.

You will need to give your missions offering to the Program Coordinator to turn in to the offerings to the camp office ASAP. You will receive a daily update on your camp's offering totals.



UNIFORM SCHEDULE



Because we have multiple sessions of camp happening at one time we must stick to a uniform schedule. You will need to work with the Program Coordinator and other Program Directors for your week of camp to ensure there are no scheduling conflicts.

7:00am	Buildings Unlocked
8:00am	Shift A Breakfast
8:45am	Shift B Breakfast
9:30am	Activity 1
10:15am	Activity 2
11:00am	Activity 3
11:45am	Shift A Lunch
12:30pm	Shift B Lunch
1:15pm	Activity 4
2:15pm	Activity 5
3:15pm	Canteen
3:45pm	Activity 6
4:45pm	Shift A Dinner
5:30pm	Shift B Dinner
8:00pm	Evening Canteen
10:00pm	3rd/4th Grade Lights Out
10:30pm	5th/6th Grade Lights Out
11:00pm	7th/8th Grade Lights Out
11:30pm	High School Lights Out
12:00am	Buildings Locked

** Day camps and 2nd Grade Overnight camps may not necessarily follow these schedules. Please consult with Camp Staff to discuss scheduling issues as you plan.

SUNDAY SCHEDULE

START

2:30pm	Faculty Check-In Begins
4:00pm	Faculty Meal & Meetings
5:15pm	Everyone in Place for Camper Check-In
5:30pm	Camper Check-In Begins
6:50pm	Earliest Suggested Time to Start Camp Welcome

Faculty Check-In will be from 2:30-4:00pm. At 4:00pm, dinner will be available for all faculty and their children at one of the dining locations (Hillside, Cedar, or Bunkhouse). You will need to give a head count of how many meals you will need available for this meal no later than 1 week before your session begins.

You will need to allow time in both your faculty meetings and camp welcome times for the Executive Director's faculty and camper orientations.

FRIDAY SCHEDULE

8:00am	Shift A Breakfast/Shift B Move Out of Cabins
8:45am	Shift B Breakfast/ Shift A Move Out of Cabins
9:30am	Grounds Clean-Up/Final Session
10:30am	Camper Pick-Up
11:15am	Baptisms at Lake

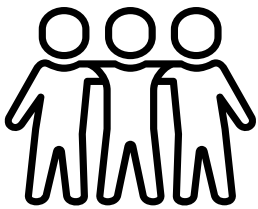
All personal items need to be removed from the cabins and set outside in front of the building by 9:30am on Friday. Please encourage your faculty to start the packing up process on Thursday night and to go through the Lost & Found in order for campers to be reunited with their lost items. Parents will pick up campers from their respective cabins beginning at 10:30am.

FINISH

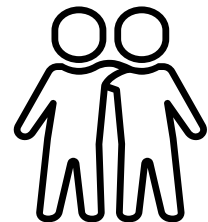
CONSIDERATIONS FOR FACULTY

One of the major responsibilities of a Program Director is to recruit volunteers to serve as camp counselors who serve as family group leaders, cabin moms and dads, and will spend the most amount of time with each camper.

- Prayerfully consider who will best fit your week's goals & needs.
- Each year, all faculty will need to fill out the Faculty Questionnaire located on our website.
- No one under 16 years old can serve as faculty.
- Each cabin or room must have at least one faculty 18 years or older.
- Faculty are to ensure that campers should never be left without supervision and no faculty member should be left alone with a camper.
- Children of faculty are highly discouraged, please use the utmost discretion.
 - If faculty bring children, they must stay with their parents at all times, they cannot take a camper bed, and must follow all rules and camper schedule.



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.

- Faculty in Training (FiT) must complete the online training
- They must be at least 3 years older than the age group they are serving
- No more than 25% of your faculty can be under 18.

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.
- Camp Allendale can run background checks for individuals who do not have written documentation from another ministry.
- We obtain the information needed for background checks as well as t-shirt sizes through the Faculty Questionnaire. Please have your faculty fill this out at least two weeks before your session.

SEXUAL ABUSE AWARENESS TRAINING

When offered, all Program Directors, Program Coordinators, and paid employees over the age of eighteen are required to complete Sexual Abuse Awareness Training.

REPORTING CHILD ABUSE

- Program Directors should emphasize to faculty the importance of reporting child abuse. Child abuse that has been learned of at camp must be reported to the proper authorities.
- Faculty or whomever learns of the abuse must report it to the Program Director.
- The Program Director must report it to the Executive Director.
- The Program Director will fill out a report to keep on file and to make official report to authorities.



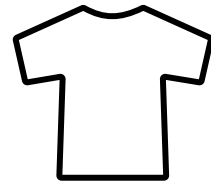
CAMP RULES



- 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. No faculty member is to allow a camper to call home without first notifying the Program Director.
- Water rules will be given by camp staff at the camper orientation and will be reinforced 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.
- Buildings are locked at 12am 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.



VISITOR POLICY



- Visitors are strongly discouraged as they can be a distraction and is limited to parents, grandparents, or church ministers.
- All visitors are required to check in at the camp office upon arrival. Once verified by camp staff, they will receive a visitor badge.
- Camp staff will contact the Camp Coordinator to bring camper or faculty to the designated meeting location - they are not allowed to go into cabins, dining hall, or chapel without camp staff or Program Director permission.
- Volunteers who are not staying throughout the week are asked to check in at the camp office on the first day they attend the camp session. They must leave by 10pm, unless pre-approved by Executive Director.

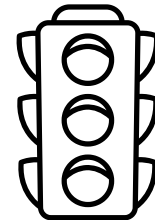


CANTEEN



- 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 and is there to encourage campers to take responsibility in keeping their areas clean and tidy.
- The stoplight will start and remain green as long as everything is remaining clean - from the dining hall to the dorms and grounds.
 - The Executive Director will be the one who monitors the cleanliness of each camp and changes the stoplight color.
- 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.

HOMESICKNESS



Nearly every camper will experience some level of homesickness and in most cases, it will resolve on its own. When it seems to linger longer and be noticeable to those around the camper, Camp Allendale has a policy in place that you will want to communicate to your faculty.

- The family group leaders and faculty in their cabin 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."
 - Remind them that their enthusiasm is contagious.
- The Camp Nurse will be the second line of defense.
 - It is vital that they are not treated like a baby.
 - The nurse can help rule out any other potential medical condition causing the homesickness.
- The Program Director is the last line of defense.
 - Talk to camper and see if they'd be willing to wait "until tomorrow" to make a decision about calling home - emphasize their value and what they would miss out on if they were not at camp.
 - Campers are not allowed to call home without permission from the Program Director and should be a last resort option.

EARLY DISMISSAL

Parents will fill out an early dismissal form if the camper will need to leave early. Campers are not allowed to return to camp after they have been dismissed. Medical exceptions will be considered on an individual basis.

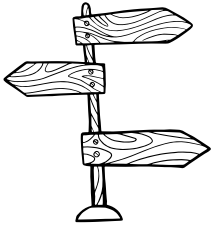
PLANNED EARLY DISMISSAL

- Parents fill out Early Dismissal form
- Camp Coordinator is given list of campers
- When parents arrive, Camp Coordinator is called to go bring camper to office
- Parent signs out camper - office keeps copy of form

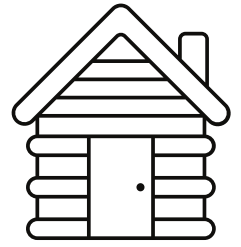
UNPLANNED EARLY DISMISSAL

There are certain situations that will involve a camper being sent home - whether sickness, homesickness, or behavioral issues.

- Contact camp office about expected pick-up time
- If during office hours, office will help coordinate pick-up
- If nurse is dismissing camper, please have them fill out form located in their binder of information
- If overnight, please notify camp office of camper dismissal the next morning



CABIN POLICIES



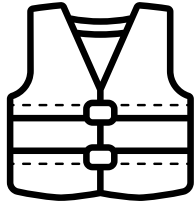
- You are expected to be with your campers at all times. State law requires that all campers be supervised. This is especially true in the dorms. An accident in a dorm by a camper, when there is no supervision present, is called "extreme negligence" by the state of Indiana.
- Do not allow campers to 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.



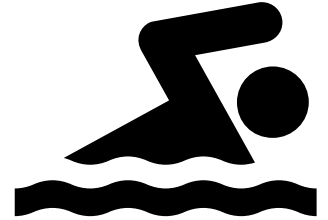
SAFETY POLICIES



- 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.



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 campers in order to be able to go off of the diving board. They are given at the first swim of the week.



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!**