

GENERAL INFORMATION FOR STAFF

Dear Staff Member,

This is just a reminder of a few of our Summer Camp Staff guidelines. You can view, download, and print the entire staff manual and policies from our website – www.camphorizon.org

ARRIVAL TIME

If you are weekly staff, you may arrive on the Saturday before your week of camp. This is a full day ahead of the campers you will be working with. We would like for you to watch an orientation video prior to the start of your week of camp. We urge you to use this day to settle into your room for the week, meet the other staff members you will be working with, and finish any last minute preparations (e.g. cabin devotions, craft instruction, etc.). You are welcome to join the staff for Staff Night Out (note: camp's dining room is closed on Saturday night - we go out for a meal). If you have children that are registered to be campers your week and you were planning to bring them with you please call to make sure there will be sufficient room. Since camper registration will not begin until 1:30 PM on Sunday you will be responsible for the supervision of your children until then.

SNACK SHACK CREDIT

Each person serving on staff will receive credit in our Snack-Shack which allows you to enjoy soda and/or sweets during the scheduled Snack-Shack time each day. This credit is not to be used for anyone other than you and may not be used to purchase non-consumable products sold in the Snack-shack. Any portion of the weekly credit not used will be forfeited. (J/Y/V: \$10/wk; Training Camp: None).

TRANSPORTATION

Camp Horizon does not coordinate transportation. If you live in South Florida you should have a copy of the South Florida Van information letter enclosed. Transportation to/from Camp Horizon is your responsibility.

DEPARTURE TIME

All one-week staff members are free to leave after lunch on Saturday. All one-week staff should be out of their rooms by 1:00 PM to make room for the incoming staff. If you are staying overnight and leaving on Sunday you may need to move into a cabin or otherwise change rooms for Saturday night. If you are traveling with the South Florida Van we encourage you to stay overnight and ride home on Sunday.

VISITORS

It is not practical to have visitors during the program days of camp. HRS regulations require that we know who everyone is on the property and why they are here. Because this is a safety and security issue **all planned visits must be cleared through the Administrative Camp Director. We cannot allow visitors to stay overnight.** Planned outings with family members must be during normal night-out time.

NIGHT OUT

See the "Staff Night Out Policy"

GOING HOME

You may go home on Saturday night under the following conditions: 1) You agree to abide by the same rules as those on Staff Night Out (i.e. no movies - no dating - same curfew), and 2) You must be back to camp for worship on Sunday (9:00 am).

DRESS CODE (General Guidelines)

SHORTS: All shorts must be at least fingertip-length. TEST: 1) Sit down, 2) Stand up, 3) Without touching the shorts (pulling them down), are they fingertip length? Shorts or pants that are too tight need to be worn with a long shirt that covers. (YES, THIS MEANS THE GUYS TOO!)

SHIRTS: Shirts must cover the midriff at all times. Girls: Please do not wear shirts (such as low v-neck shirts) that reveal cleavage or undergarments. Immodestly tight shirts are also inappropriate. Gentlemen: Undershirts are not acceptable in public (i.e. shirts known as "wife-beaters" or "muscle-shirts" will not be allowed).

BATHING SUITS: Girls: Suits must be one-piece that do not reveal cleavage. French-cut suits will not be allowed. If your suit does not meet these requirements, bring along a pair of shorts and/or dark T-shirt to be worn over it at all times. Guys: See rules for "shorts". The same rule applies.

DRESSES/SKIRTS/ETC.: The same requirements that have been mentioned above apply to this category as well. Dresses and blouses must not show cleavage or midriff and all skirts must be at least fingertip length.

JEWELRY: This is camp. Do not bring expensive watches and jewelry - when they drain the lake I plan to retire on what I find. Jewelry should be modest.

A word about body piercing(s)

Girls: You may wear no more than two earrings per ear at any time. If you have anything pierced that is covered with clothing, it needs to stay covered with clothing and NEVER be seen by campers or other staff members (i.e. belly buttons).

Boys: You may not wear any pierce jewelry, any body part, at any time while at Camp Horizon, (including staff night out).

Both: If you have body piercing of the tongue, eyebrows, nose, lip (anywhere on the face except the ear) you must remove the jewelry while at Camp Horizon (including staff night out). "Invisible" or "Clear" jewelry is not acceptable. If your piercing is more important to you than service at camp, please cancel your staff application.

Guys: If you have ear-jewelry, it may not be worn in public (including night out) or in a cabin. In other words, you may wear these when you sleep when you are assigned to the out-of-cabin staff only.

HAIR: Must be a natural color, modest style and length. You may not change your hair color or style during the summer unless it is unacceptable when you arrive. Guys: Modest cut, no pony tails.