

SECTION I

ABOUT CAMP HORIZON

Welcome to Camp Horizon

You are unique, for you have never worked together as a group before, and more than likely, you will never work together as the same group again. The important thing is that you work well together now!

Each camp is a unique camp, and every camper is a unique person. So don't get "set in your ways," but treat each event as though it were your first day at camp. Keep the excitement in what you are doing.

Participate in the spiritual program of the camp.

Pray for your campers and each other daily.

Prepare for the activities for which you are responsible.

The best worker we have is the person who makes himself or herself indispensable. Not invisible, but indispensable. If you ever have doubts as to your responsibilities, ask!

Be flexible and ready to work in a new situation should an unexpected need arise.

Remember that we as a staff should be supportive fellowship and that we are here to serve others. Our attitude should be like the one Paul stated in Philippians 2:2-8:

Fulfill ye my joy, that ye be likeminded, having the same love, being of one accord, of one mind. Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem the other better than themselves. Look not every man on his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus: who being in the form of God, thought it not robbery to be equal with God; but made Himself of no reputation, and took upon Him the form of a servant, and was made in the likeness of men; and being found in fashion as a man, He humbled Himself, and became obedient unto death, even the death of the cross.

Have a great summer serving our Lord!

Attitude of Service

We as staff members, whether we are at Camp Horizon for one week or for the entire summer, must always keep in the forefront of our mind that we are here to serve others. The apostle Paul often held Jesus up to us as the supreme example, as when he stated:

"...have this attitude in yourselves which was also in Christ Jesus..." (Philippians 2:5 NASB)

Indeed, Jesus truly led his disciples by example, as when He and His disciples gathered prior to the feast of the Passover:

And so when He had washed their feet, and taken His garments, and reclined at the table again, He said to them, "Do you know what I have done to you? You call me Teacher and Lord; and you are right; for so I am. If I then, the Lord and the Teacher washed your feet, you also ought to wash one another's feet, for I gave you an example that you also should do as I did to you. Truly, Truly, I say to you, a slave is not greater than his master; neither one who is sent greater than the one who sent him." (John 13:12-16 NASB)

We must look at each other as more important than ourselves. This includes those here for one week, those here for the summer, and, of course, the campers. Here are just a few of the many important things that we should keep in our awareness if we are to faithfully serve others at Camp Horizon.

- Camp is for the campers!
- Constantly be alert to safety considerations and hazards.
- Unless you have time off, remain with your campers when you are a cabin counselor.
- Be early to your craft area so that you are ready for campers and they do not have to wait for you.
- Discipline out of love, not anger. If upset, take time to cool off unless life or bodily harm is at stake.
- Never use physical punishment or threat of physical punishment.
- Express your care and concern to each other and to the campers.

Directional Philosophy

We at Camp Horizon believe that the Scriptures are of paramount importance, and as such, must be the foundation for all of our thinking and activities in our camping program.

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing; they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word and deed.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.

We believe that the Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ; and that the local church is composed of believers in a locality who gather together in Christ's name for worship, prayer, ministry and testimony.

We believe that there are two Christian ordinances--baptism and the Lord's Supper; that baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life; and that the Lord's Supper is a remembrance feast instituted by the Lord Himself for His own, to show forth the Lord's death until He comes.

We believe in the imminent personal return of the Lord Jesus Christ to translate the Church; that this will be followed by the tribulation on earth, followed by the new heaven and new earth with God all-in-all.

We believe in the bodily resurrection of the just and unjust, and everlasting punishment of the lost.

Camp Objectives

The basic goal of Camp Horizon is to provide a group living experience in God's out-of-doors by maturing through new (enjoyable) and adventurous (stressful) experiences for the purposes of reaching campers for Christ and of developing Christian leaders.

Values

1. The group living experience has value in teaching campers interdependence, cooperation, and decision-making. Personal growth is promoted through a loose-knit group that shares responsibility for the maintenance of its group life. This life is shared by all group members under the leadership of mature and well trained counselors.

2. The outdoors provides a natural environment for the group process and individual growth. Self-reliance and renewal of the personality are potential values of an interaction with nature.

3. Fun is the context in which the camper decides to come to camp and then by which he evaluates his experience. Helping to foster a fun experience for the camper is part of the counselor's role.

4. The creative use of the natural environment is used for new and stressful experiences. Achievement is the concept of a camper measuring himself against those activities which can best be performed in the camp setting, such as: games, swimming, skiing, canoeing, sailing, fishing, archery, riflery, crafts and nature discovery.

5. The primary objectives of the camp experience are to lead campers to Jesus Christ and to develop leaders committed to Jesus Christ and effective in influencing others. Leadership functions in camp are shared by campers as well as staff. Increasing the effectiveness of all camp members is achieved largely through the group process which relies heavily upon the guidance of a mature counselor. The total program is based on the Word of God.

Specific Objectives

1. Evangelism - reaching the lost for Jesus Christ.
2. Spiritual Growth
 - a. Principles of Christian Living
 - b. Worship
 - c. Prayer
 - d. Personal Bible Study
 - e. Memorization of Scriptures
 - f. Witnessing
 - g. Stewardship
3. Character Growth
 - a. Personal Development
 - 1) Respect Authority of Leader
 - 2) Independence and Self-Reliance
 - 3) Establishing Priorities
 - 4) Value Judgments
 - b. Interpersonal (Social) Development
 - 1) Respect Rights of Others
 - 2) Democratic Participation
 - 3) Encourage Friendships
 - 4) Good Sportsmanship
4. Teaching of Responsibility to:
 - a. God
 - b. Family
 - c. Local Church
 - d. Natural Environment - Part of God's Creation
 - e. Government
 - f. Sphere of Involvement
5. Physical
 - a. Healthful Exercise
 - b. Provision for Safety and Sanitation
 - c. Continuation of Proper Health Habits
 - d. Adequate Diet
6. Knowledge and Skill Development
 - a. Leadership Development
 - b. Appreciation of Nature
 - c. Outdoor Living Skills
 - d. Sports - Coordination
 - e. New Leisure Activities and Games
7. Fun

Summer Staff Positions

Every position is important to the total working of the organization. Some roles include more authority, but every role has specific and important responsibilities.

Levels Of Authority And Responsibility

Permanent or On-Site staff has administrative responsibilities that extend beyond the summer.

Adult staff members serve from one to seven weeks. Their role may be within any of the three categories above.

Collegian staff members are college age staff members that serve from one to seven weeks. They may have supervisory responsibilities and typically are peers of the Adult staff. They may serve in Administrative, Program, or Support roles.

Summer staff members are high-school age staff members. They may serve in Program or Support roles.

Junior staff members are first year staff age fifteen and entering grade ten. They may serve in support roles only including kitchen staff, maintenance, and hospitality.

Areas Of Authority And Responsibility

Administrative Staff

The ADMINISTRATIVE STAFF include the Administrative Director, Registrar, Food Service Manager, Maintenance Manager, Program Director, and Camp Nurse. These are responsible for supervision and safety of campers and staff.

Program Staff

The PROGRAM STAFF include the Program Assistant (APD), the counselors, the instructors, the lifeguards and boat drivers. These report to the Program Director (aka "Weekly Director").

Cabin counselors are an important part of the camp program. They bring a fresh spirit of enthusiasm each week. They keep us in touch with the local assemblies. They return to the assemblies with reports of what the Lord is doing here.

No one is too old to be a one-week counselor. Anyone who loves the Lord Jesus and children can be a part of Camp. It is important that the counselor spend most of their time with their cabin group. This is where many opportunities exist for sharing your faith in Christ.

Craft areas are open four or five hours daily, and sometimes during activity time after supper. The lifeguards are on duty the same hours. All program staff also attend all scheduled activities. During Craft Time, if they are free, they are assigned a service project. They usually have free time during Cabin Time & Snack Shack. So they put in a full day just as the counselors do.

We also have extra staff to fill leadership training positions for Camp Horizon's future.

Certain collegians will be given one craft area for responsibility throughout the summer. He/she may not be the instructor every week, but will be responsible for the gear, the training of instructors, and continuity within that craft.

Support Staff

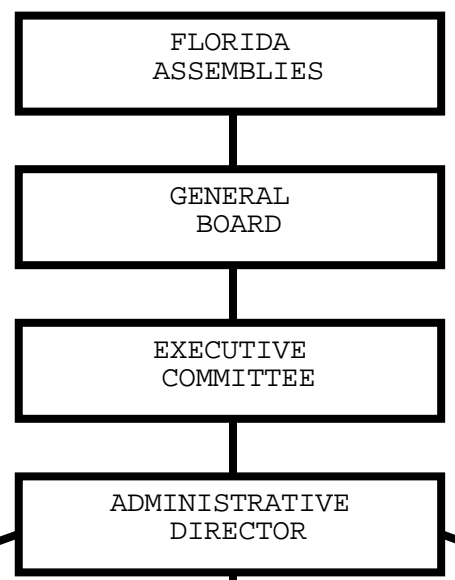
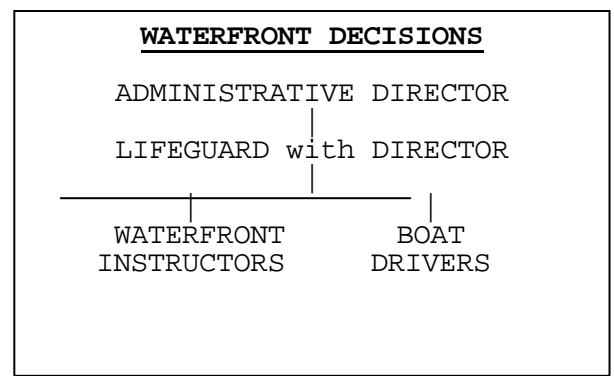
The SUPPORT STAFF include those working in Kitchen and Maintenance. Kitchen positions report to the food service manager. Maintenance positions report to the maintenance manager.

The kitchen staff, cooks, hospitality, and maintenance fall under this area. Adults that serve in these areas are not required to attend leader's prep or chapel. Collegians, Summer Staff, and Junior Staff are expected to be at leader's prep, evening chapel, and evening staff devotions. It may be possible for those in certain roles to also attend morning chapel.



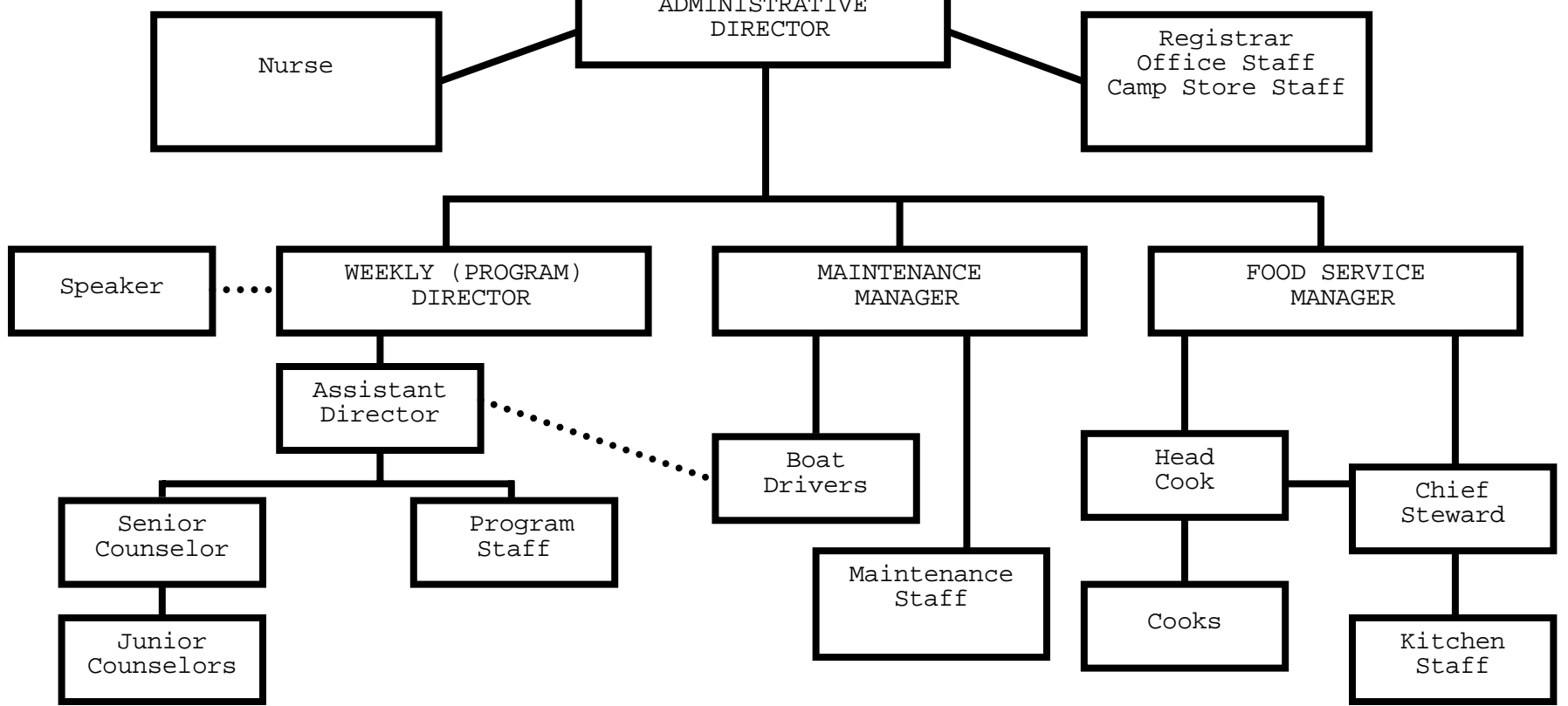
JESUS CHRIST...
Putting it all together
Colossians 1:28

SUMMER ORGANIZATION CHART



PROGRAM STAFF

SUPPORT STAFF



CAMPERS

SECTION II
CAMP POLICY

Standards of Conduct

For Camp Horizon Summer Camp Staff and Guests (Campers)

"Standards" versus "Rules"

Standards are not rules, but they are the basis for rules. Standards are more general and less specific than rules. Rules come from standards, but not all standards have or need a specific rule for every situation. We have provided these standards to make camp life both SAFE and ENJOYABLE for our staff and guests. Failure to adhere to these standards will result in discipline or dismissal.

RESPECT OF PERSONS

Man is created in the image of God our maker: Including every race, color, and national origin, and is therefore entitled to respect of their person. The cabin unit is an opportunity to learn to behave appropriately in a group and ultimately in society. The rights and privileges of others are to be respected at all times. While at Camp Horizon it is imperative that all guests show respect and obedience to those who have been given the responsibility to care for them.

LANGUAGE - BODY CONTACT

Camp Horizon is a Christ-centered ministry. Language and behavior which are offensive to Christ and His servants is subject to discipline or removal from Camp Horizon. This includes inappropriate body contact, and the inability to curb offensive speech.

RESPECT OF PROPERTY

The Camp Horizon facility belongs to the Lord and is supported by the donations of Christians who want this camp to be available for your use. Property that is destroyed either deliberately, or while being used without permission must be replaced or repaired by the guest or their family. Deliberate destruction of Camp Horizon property is grounds for dismissal without refund.

DRESS (RESPECT OF SELF)

Camp Horizon is ministry based on Biblical principles. Proper attire shows self respect. Guests are expected to be modestly dressed at all times according to the dress-code policy.

SAFETY AND SECURITY

Camp Horizon guests are entitled to safety and security. Any action that threatens or endangers the safety or security of one's self or another is subject to discipline or removal from Camp Horizon. The Camp Horizon facility has areas which are off-limits to guests that are not accompanied by a staff member. Unacceptable behaviors include fighting, stealing, making threatening remarks or actions, or being off-limits.

ITEMS NOT PERMITTED

The Camp Horizon program is designed to give our guests a break from the world for the duration of their stay. The following items are specifically forbidden to be kept in cabins: Electronic devices (any device that plays music or video, cell phones, games, computers, etc), cards or dice, and items that could be a potential weapon (knives, guns, etc). These items may be stored in the office until departure. Camp Horizon is a drug-free, alcohol-free, and tobacco-free facility. Any guest that fails to check-in medications according to policy; or brings alcohol or tobacco products to camp is subject to discipline or removal from Camp Horizon. We are bound by law to report possession of illegal substances.

ATTENDANCE The Camp Horizon program requires that all guests attend all scheduled activities.

VISITORS For security and program integrity reasons, unscheduled visitors are not allowed on the premises of Camp Horizon during the Summer Camp Program.

STAFF POLICIES AND PROCEDURES

Camp Horizon is foremost a Christian Camp. In order that the highest quality of Christian living and witness is maintained, various policies have been developed which apply to all staff members. The purpose of these policies is to provide the best possible operating atmosphere for both the staff and campers of Camp Horizon. Each of these policies has a reason, and the Director is willing to explain the rationale behind each one. We hope that the staff will operate within the "spirit" of the policies rather than within the "letter." These policies apply to all individuals at Camp: directors, board members, volunteers, visitors, speakers, etc.

STAFF SCHEDULE

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.

Program Week

Leaders' Prep and meals are required for all program staff.

Be prompt. It is important that all staff members arrive at their designated program and/or service areas on time. Campers should not have to wait for us; we should arrive before campers.

Time off: All staff will be given at least one hour of personal free time daily. Use it to rest, do personal devotions, read, do a load of laundry, but DO NOT use it to visit open craft areas.

Once their campers are asleep, one counselor may leave the cabin to fellowship with other staff members. Never leave your cabin without a counselor in it. Exception: Neither counselor gets the night out on Sunday night or Friday night.

Rotate "Night Out" Monday - Thursday after campers are asleep or settled & lights are out.

Please do not leave your cabins on Sunday and Friday nights
– NO NIGHT OUT THESE NIGHTS

Please do not order take-out food or plan parties on Sunday or Friday nights.

You may get water and cups after chapel. They are stored on the back porch of the Dining Hall.

Staff curfew is 11:00 pm for all weeks of camp. *Lights Out* is 11:45pm for all weeks of camp. If the camper's light's out is extended past 11:00, then the staff curfew is equal to the camper's lights out. The staff lights out will not be extended beyond 11:45 in any case.

Only the Administrative Director may grant exceptions to staff curfew and light's out.

DEPARTURE TIME

One-week staff members are free to leave after lunch cleanup is complete on Saturday. You should be out of your room by 2:00 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.

STAFF NIGHT OUT: Those serving back-to-back weeks get a "Night-out" on Saturday evening. A Director (or designee) must accompany staff under the age of 18. They will go as a group to a predetermined activity such as bowling, a pool party, or shopping. Collegians may go out in one or two groups, of at least three per group, for a similar pre-determined activity. (Policy Summary – Complete policy is in the appendix)

High-School Staff must participate in the scheduled Night Out activity.

They may not ride with collegians – even siblings or other family

They may ONLY go out with their own parents-grandparents for Night Out.

This is a board policy. Exceptions can only be granted by writing to the Camp Board (not the Director).

GOING HOME (All-Summer Staff)

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), 2) You must be back to camp for worship on Sunday (9:00 am), and 3) You may not leave before Saturday assignments are completed. Any passengers must also be going home and have permission from both parents (driver & passenger). Planned outings with family members must be during normal night-out time. See the "Staff Night Out Policy" (appendix). This policy was reviewed and clarified for summer 2008.

If you have activities that require you to leave during your time at camp, arrive late, or leave early (family reunion – school related activities) you should make those things known ASAP. This affects assignments.

ATTIRE

STAFF UNIFORM: All staff will wear staff shirts and black pants, shorts, or skirts on Saturday when parents are picking up campers and on Sunday during registration.

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 that reveal cleavage or undergarments (such as low v-neck shirts, tank tops & straps less than 2"). Immodestly tight shirts are also inappropriate. **ALL:** Undershirts, sleeveless Tees & Tanks are not acceptable in the Dining Hall or Chapel.

SHOES: Shirts and shoes are required everywhere except your living quarters, the waterfront, gym, and sidewalks.

BATHING SUITS: Girls: Suits must be one-piece that does 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. No towels in the chapel or dining hall.

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.

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.

JEWELRY: This is camp. Jewelry should be modest. Expensive watches and jewelry tend to not make it back home. If you plan to lose them in the lake anyway, then pawn them and give the money to the building fund.

BODY PIERCING / JEWELRY

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).

Guys: You may not wear any pierced jewelry on any body part, at any time while at Camp Horizon, (including staff night out). If you have ear-jewelry, it may not be worn in public (including night out) or in a cabin.

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.

CLEANLINESS – CABIN CLEANUP

Personal neatness and cleanliness are of paramount importance. The highest standards of personal hygiene is expected at all times of all staff members.

The staff will use laundry facilities at the place and time assigned. Use common courtesy--remove your clothes from the washers and dryers when finished. If someone has left their things in the machines, put them aside neatly. Do not throw them on the floor.

Each staff member is responsible for the care and cleanliness of his/her room. Staff housing will be inspected daily. Discipline will be administered that day for staff with unacceptable rooms

--COUNSELORS--

Cabin inspection begins as soon as all cabins have reported to flag raising in the morning.

The 50 points for camper participation (cabin cleanup) is already filled in for you. This has been done to avoid confusion for weekly-staff. Tell your campers that if they fail to do their jobs and you have to do it, this will be crossed out (all or none).

Failure to make 300 points (of 500) results in loss of free time (counselor AND campers). Usually they will clean their cabins to administrative satisfaction before enjoying snack-shak.

SAFETY AND SECURITY

All cash should be turned into the Camp Office, to reduce the temptation and possibility of theft. Your money will be logged and will be given out when needed, such as night out.

We suggest that all valuables be left in the safe during your stay at camp.

Keep cabins locked unless a counselor is present. One counselor must be in the cabin anytime that campers are inside the cabin.

Only one counselor goes to Leader's Prep. The second counselor should be awake. There is an exception made for Varsity Camp when there are responsible/trusted campers in your cabin.

You should NEVER be alone with a camper. If you need to talk with a camper in private, leave the door open and the second counselor should peak in every five minutes and smile at you. This is for your protection.

Follow the discipline policy. Notify the program (weekly) director or administrative director of any ongoing problems. Do not be afraid to send a camper to the director. Please send them one at a time or at the most two.

Abuse and Neglect that are reported to you **MUST** be reported to the Administrative Director. We are under mandate from the State of Florida to report certain things. **NEVER** promise a camper that you will not tell. Instead, tell them "I cannot promise to keep a secret that may leave you in a dangerous situation."

SPECIFIC PROHIBITIONS AND RESTRICTIONS

No use of tobacco or alcohol is allowed while serving at Camp Horizon.

Pets are not normally allowed at Camp. The Executive Committee must approve any pets (other than Seeing Eye dogs). No pets are allowed in cabins, the lodge, or the dormitory.

No personal TVs or radios are allowed in Camp. This includes clock radios. So, please bring another type of alarm clock. Electronics are not allowed in the cabins (cell phones, computers, etc)

The "six-inch" rule remains in effect both on-site and when on an off-site outing (including staff night out). This applies everywhere to everyone except blood relatives and married couples.

Staff members are not allowed to be in or near the quarters for members of the opposite gender. Exceptions are Directors, Nurses, and Support Staff when performing their duties. An escort is required if the space is occupied.

Only those staff assigned to the Snack Shack should be in that area. Kitchen staff and others may be temporarily assigned to that area. Let's all remember that campers should always go first and the staff after them.

Only the cooks, kitchen crew, Director, and others assigned to the kitchen should be in the kitchen at any time during the day. The drink machine is available to the staff.

The Kitchen, Pantry, Freezers, and Refrigerators are **OFF LIMITS**. Please do not go foraging for food there. There are folks designated to stock the Night Out snacks basket. You may get drinks from the machine. Please do not drink the milk unless the Food Service Manager approves it for snack.

VEHICLES

Personal vehicles are to be parked between the chapel and the lake in the designated areas. Cars are to be parked on the chapel side on Sunday mornings and to be moved to the lake side on Wednesday mornings.

Non-adult staff may only drive their vehicles to and from home.

Collegians and adult staff may drive on their nights out and approved travel during camp.

Camp vehicles are to be operated only for Camp purposes by assigned drivers.

All drivers must be licensed.

Unsafe operation of any vehicle will lead to loss of privilege.

The "Scrappy" is for staff assigned to maintenance and kitchen for trash run only.

Only the NURSE may use the nurse-cart - no exceptions.

The maintenance cart is for maintenance. Only the Maintenance Director may permit other use.

The Kitchen Staff may use a golf cart for stocking cabins and other kitchen assignments. It then becomes the program golf car.

Then the Weekly Director has access to the program golf cart and may designate approved uses and users.

Changes in cart designation may be made if a vehicle is out of service.

On-Road Camp Horizon Vehicles

- Must be a licensed driver, age 22 or older
- Must have permission from administrative staff.

Power Boats / Motor Boats (Ski-Nautique / Pontoon Boat).

- Must be a licensed driver, age 22 or older.
- Must have a "Basic Boating Safety Certificate"
- Must view the Safe Boating videotape.
- Must successfully pass a check-ride with administrative staff.
- Boats are to be fueled daily by the drivers or maintenance staff.

Only those staff members who have been specifically assigned to drive the mower or tractor or handle special equipment shall do so. (Must be 18 to drive the tractor, licensed, and checked out).

The keys to all Camp vehicles (except the "Scrappy") will be controlled from the Camp Office. **Keys should not be left in any vehicles when they are not in use.**

MUSIC & ELECTRONICS (PHONES, COMPUTERS, ETC)

PUBLIC MUSIC POLICY

Music in chapel, as part of chapel, appropriate for chapel, does not usually need administrative approval. If it is a new song - it should be run through our copyright approval and the lyrics reviewed by the administrative staff before being added to our PowerPoint collection.

Music as part of the weekly program should be discussed with the Administrative Director. The Executive Committee has approved the used of appropriate music as part of the weekly director's program. Some craft classes may have approved music (i.e. music classes, or health and fitness). This includes Banquet music.

Music may be approved for use in the dining hall/kitchen area at the discretion of the Administrative Director. New songs must be screened/approved by the Administrative Director.

It was argued that during quiet work times (solo-mopping/cleaning or meal prep) a little soft music would be appreciated and should be allowed. This is the intent of the policy. Music should be calming and encourage meditation on the things of the Lord (i.e. "praise and worship genre"). Loud and/or fast music is not permitted (even if everyone working does agree). Anyone working has veto authority. It is better to be sensitive to others and gracious than to lose the privilege (again).

2009 Guideline Update:

- * No campers are to be present (except banquet decorating team).
- * Noise level must be minimal (no public music during busy periods in the kitchen).
- * EVERYONE working must agree on the music and the volume.

PERSONAL MUSIC POLICY

You may listen to music via headphones in your own room or the lounge (lodge/dorm - not the Dining Hall Lounge).

You may not use headsets outside, in camper lodging (cabins), or other public areas. Anything in your CD/Ipod/MP3 player is subject to inspection. If it is not Christian Label - you may lose your privilege for the summer.

If you bring anything secular, turn it in to be kept in the office until you go home. If it is discovered (i.e. during cabin cleanup inspection) you may lose your privileges. This includes DVD movies and mpegs type files.

PROGRAM

Sunday. The director will give the campers the camp rules during orientation. You need to give them the CABIN rules. Things like... *Cabin Cleanup Assignments, *Discipline & Teamwork, *Expectations, *Competition - verses points, etc.

Girls and Guys sit on separate sides in chapel for all camps. Counselors and staff should have at least one camper between them. Adult and overflow program staff may sit on either side in the back. Most program staff should sit with campers (same gender please).

Sit up and show interest. If you slouch and look bored, so will your campers.

Show enthusiasm for the program. Remember that the program is designed for your camper's age group. You need to see the fun through the eyes of a child. If you are excited, it will spark excitement from your campers as well.

Please help keep the noise and motion to a minimum in the Dining Hall. Separate yourselves among the campers and do not sit next to another counselor or staff member.

When someone steps up to the front - help get your table quiet. Let it begin with you and spread.

Do not allow food to be played with or thrown. The penalty for a food event is to mop the Dining Hall. This includes counselors and staff.

Read the Camper and Staff Rules in the Staff Manual. Read the section on your craft area. Read the camper discipline policy. If you have questions - ask. It is NOT better to ask forgiveness than permission - ever.

There are two counselors in each cabin that the Lord has placed with this group of campers. You should be leading the devotions. **All guest speakers for cabin devotions must be approved by the director – limit one guest speaker per cabin per week!**

ELECTRONIC DEVICES

Computers, CD players, I-Pods, MP3 players etc. will be allowed only in the staff quarters (with headphones only), the office, and in the designated lounge areas after camper lights-out.

Audio players are a privilege, abuse by any threatens the privilege of all!

Cell phones may be used during time off in non-camper areas only. Please do not let campers see you on your phone. Please do not allow campers to use your phone (ever).

Cell Phone Exceptions: Administrative Staff, Nurse, Lifeguard on duty, Boat Drivers

Computers, players, phones, etc are not to be kept in cabins. A space will be provided in the office for storage and charging of phones. The office is open from Rise & Shine to Curfew. Phones are not to be used before or after those times anyway.

All Laptops and other personal items must be cleared out of the Library by 5:00 pm on Friday so that the room can be prepared for pickup and registration.

VISITORS AND OFF-SITE TRAVEL

Overnight visitors are prohibited. Approved temporary staff may come to camp occasionally to help out. These temporary helpers are to be scheduled for work by the Administrative Director in advance. Staff may have visitors on Saturday afternoons/evening only.

Counselors should not leave the campgrounds to run errands. You need to be available and on-site.

It is essential, due to possibilities such as emergency calls, that all staff receives permission from the Administrative Director (or designee) prior to leaving the Camp grounds.

SPECIFIC PRIVILEGES

You get a spending allowance at Snak Shak. It is for your personal use ONLY.

If you serve multiple weeks and are on both the outgoing staff and incoming staff you will receive a Saturday evening meal stipend.

Staff may ski during Snak Shak – weather permitting. Counselors and program staff must rotate to make sure that there is coverage in the gym area.

A Final Word

No one likes a long list of rules, because it tends to emphasize the negative rather than the positive. However, it is necessary to have some guidelines that help to determine appropriate behaviors and actions and to help the administrative staff make decisions consistent with the desire of the Board of Directors. Feel free to discuss any of them with the Administrative Director, but you must accept his answer as final. The Administrative Director is also a person under authority and must answer to the Board of Directors (as well as the Lord) for his decisions.

Parent and Bunny Camper Rules

The purpose for creating Bunny Camp was to keep your children safe and supervised. We cannot allow children that are not camper or staff age to wander freely around the facility during summer camp. Please review these guidelines with your child. Please call if you have any questions.

GUIDELINES FOR PARENTS

- You are ALWAYS responsible for your own children.
- A Bunny Camp Counselor will watch your child ONLY during scheduled working hours. A Bunny Camp schedule will be posted each week. Your child must stay with the Bunny Camp counselor or with you.
- You may NEVER leave your children in the care of others to run errands in town, or go out on "Cooks Day Off" with the other adults. You may not leave them in the care of staff members on Staff Night Out (Saturday). They may only ride the bus with the Staff if you go too.
- Your children must sleep in your room with you. That is one condition of being allowed to bring them with you. Please do not ask to make any other arrangement than this.
- Your children may be given "jobs" to do if they are old enough.
- If your child makes a mess - you or they must clean it up.
- You get a generous Snak Shak allowance. However, this is not for your children. If you wish your children to have a Snak Shak account, please set this up with the Store Manager or Registrar.
- Waterskiing for Bunny Campers is the same as for regular campers (\$6 per day) & as time permits.

GUIDELINES FOR BUNNY CAMPERS

- You should always attend chapel. Sit quietly with the staff members in the back. You may not wander around the campgrounds during chapel time. If you are not in Chapel - you should be with your parents or your Bunny Camp Counselor.
- You may not be in the Kitchen AT ANY TIME unless you are age 12 or older (and have permission). You must talk to your parent through the service window. The kitchen can be a dangerous place for you.
- You may not use knives, ovens, the stove, or any other equipment. This includes the dishwasher.
- If you use it - put it back. This is true for campers as well. Put balls in their rack when you are finished playing.
- You may not interfere with camper activities. Your Bunny Camp counselor will make sure that you are scheduled to swim and attend crafts. You are not to be in craft areas when campers are taking classes.
- You may NEVER go on a boat or the dock without a PFD (personal flotation device - life vest). An adult must be with you if you are near the water (preferably your parent).
- DO NOT GO DOWN THE OLD RAILROAD TRAIL during class times, or alone. There are alligator slides down the trail where these creatures move between the Harris Bayou and Lake Harris. It is dangerous to travel there alone - especially early in the morning, late afternoon and evening.
- Stay out of the shop and the shop office. This is where the tools and mowers are kept.
- Stay off the camp vehicles (golf carts, trash truck, etc).
- You may only be in the Staff Lounge area or Library with your parent or Bunny Camp counselor.
- You are not to be in cabins or staff rooms. You may not spend the night anyplace but with your parent.
- You may not join cabins for rest hour (or really anytime at all).
- Stay out of the forest and swamp without supervision. There are poisonous snakes and other dangers out there.
- Play Safe! Obey your parent(s) and your Bunny Camp Counselor

CAMPER POLICIES

As with the Staff Policies, these policies are established in order that the safest and highest quality of Christian living and witness can be maintained. Each of these has a reason for existing; do not hesitate to explain to the campers the reason for any particular policy. If you are unsure of the reason, feel free to ask the Camp Director.

RESPECT OF PERSONS

Man is created in the image of God our maker, including every race, color, and national origin, and is therefore entitled to respect of their person. The cabin unit is an opportunity to learn to behave appropriately in a group and ultimately in society. The rights and privileges of others are to be respected at all times. While at Camp Horizon it is imperative that all guests show respect and obedience to those who have been given the responsibility to care for them.

Guys should not be near the girls' cabins and vice versa.

Teasing (verbal) and gestures that are hurtful to others will be treated as acts of violence.

“Borrowing” things that belong to others without asking is “stealing” and shows disrespect

Staff members are responsible for your safety. They are to be obeyed respectfully.

LANGUAGE - BODY CONTACT

Camp Horizon is a Christ-centered ministry. Language and behavior which are offensive to Christ and His servants is subject to discipline or removal from Camp Horizon. This includes inappropriate body contact, and the inability to curb offensive speech.

You shall not use the Lord's Name in vain. (NO SWEARING / CURSING)

The "six-inch" rule is in effect for campers and staff. NO PHYSICAL DISPLAY OF AFFECTION

- If you like someone – just tell them or write a note. You do not have to touch them.

Acts of violence will result in removal from the camp program for investigation and may result in dismissal from camp without refund on the first offence. ABSOLUTELY NO FIGHTING

Camp Horizon Board Policy: ZERO TOLERANCE FOR VIOLENT BEHAVIOR

RESPECT OF PROPERTY

The Camp Horizon facility belongs to the Lord and is supported by the donations of Christians who want this camp to be available for your use. Property that is destroyed either deliberately, or while being used without permission must be replaced or repaired by the guest or their family. Deliberate destruction of Camp Horizon property is grounds for dismissal without refund.

Campers are not to leave the campgrounds unless on a scheduled activity, with a counselor, or with the nurse for treatment (but only with the Camp Director's permission). Campers should not be in any of the following areas without special permission:

- a. Duplex
- b. Maintenance building and area
- c. Staff lodge (except infirmary)
- d. Sewer plant; lift stations
- e. Upstairs staff rooms, and stairs
- f. Administrative offices (gym and program offices)
- g. Program Director's Office
- h. Staff Lounge
- i. Kitchen and kitchen porch (including ice machine)
- j. Cooks Lounge
- k. Dining Hall (except during meals and scheduled activities)
- l. Laundry rooms
- m. Craft Shed
- n. Chapel (except during scheduled times)
- o. Woods (at night)
- p. Gas tank/pump areas
- q. Attics

Campers are not allowed on any maintenance machinery. They should be in private or camp vehicles only when involved in a camp activity or with special permission.

Return all equipment to its proper place (e.g. basketballs, PFDs, paddles, canoes). Equipment left out will be locked up for the duration of the retreat.

No kicking balls in the gym.

NO CHEWING GUM AT CAMP. If you have – pack it away until you go home.

Campers who know how to play the piano may do so with permission.

No food can be taken from the Dining Hall after meals. All uneaten food must be returned to the counter. **NO FOOD IS TO BE TAKEN TO THE WATERFRONT – EVER.** (Gators)

No food or drink is to be taken into the chapel

PROCEDURES

The nurse is available at all times in cases of emergency; however, for routine problems, the nurse is available only immediately following each meal and at evening chapel.

Horn Signals:

- a. **Five blasts on the horn is the signal for an emergency.** All campers should assemble by cabin groups 100 feet in front of their cabins.
- b. **Two blasts on the horn** signals a meal/program activity.

Mail goes out once a day. Letters to be mailed should be put in the mailbox in the Dining Hall. Stamps are available in the Snack Shack.

Use the restroom before entering the chapel or dining hall. Do not leave the dining hall without your counselor's permission.

DRESS (RESPECT OF SELF)

Camp Horizon is ministry based on Biblical principles. Proper attire shows self respect. Guests are expected to be modestly dressed at all times according to the dress-code policy.

In keeping with biblical principles, campers should be modestly dressed at all times.

No bikini or two-piece swimsuits are allowed. If your belly shows – wear a long dark shirt.

Shirts are to be worn at all meals and at all chapel times.

Tank-tops may be worn for sports and craft activities only.

Tank tops and swim suits are not allowed in the Dining Hall or Chapel.

Shoes are to be worn at all times except when in the water, sidewalks, gym, or in a cabin.

Towels may not be worn over clothing in the dining hall or chapel.

SAFETY AND SECURITY

Camp Horizon guests are entitled to safety and security. Any action that threatens or endangers the safety or security of one's self or another is subject to discipline or removal from Camp Horizon. The Camp Horizon facility has areas which are off-limits to guests that are not accompanied by a staff member. Unacceptable behaviors include fighting, stealing, making threatening remarks or actions, or being off-limits.

Swimming is permitted only when a lifeguard is on duty.

Do not go onto a dock until an instructor is present and grants you permission.

Cabins are locked during activity times. A counselor must be present when campers are in the cabin.

ITEMS NOT PERMITTED

The Camp Horizon program is designed to give our guests a break from the world for the duration of their stay. The following items are specifically forbidden to be kept in cabins: Electronic devices (any device that plays music or video, cell phones, games, computers, etc), cards or dice, and items that could be a potential weapon (knives, guns, etc). These items may be stored in the office until departure. Camp Horizon is a drug-free, alcohol-free, and tobacco-free facility. Any guest that fails to check-in medications according to policy; or brings alcohol or tobacco products to camp is subject to discipline or removal from Camp Horizon. We are bound by law to report possession of illegal substances.

Campers are not allowed to use the telephones except by permission of the Camp Director. All authorized calls must be made collect. **CELL PHONES ARE KEPT IN THE OFFICE!**

Radios, tape players, TVs, and the like are not allowed. They will be kept in the Camp Director's office until the end of camp.

All drugs, prescription and non-prescription, are to be checked in with the nurse during registration. Campers should have drugs only when given permission by the nurse. Tobacco, alcohol, and illegal drugs are grounds for dismissal.

ATTENDANCE The Camp Horizon program requires that all guests attend all scheduled activities.

You may not skip meals, chapel, or craft activities.

If you cannot participate due to injury or illness the nurse will notify you of where to go.

If you want to change craft activities for any reason you must talk to the director or APD

SUMMARY The "S" rules:

- No skipping
- No swearing
- No stealing
- No smoking
- No smooching.

Campers can be sent home if they refuse to follow the rules. (See Camper Discipline Policy)

A Final Word

All campers need to be informed of these rules and policies. However, we must strive to do this in the most positive manner possible. It is the responsibility of the Camp Director and counselors to acquaint each of the campers with these policies. The manner in which this is to be done will be determined by the Camp Director. As stated earlier, do this as positively as possible and be willing to explain the rationale for each policy.

Section Two: Reviewed and Revised 05/2009

SECTION III
CAMP COUNSELING

COUNSELOR'S ROLE

Camp Horizon is designed and programmed specifically for junior-, junior high- and senior high-aged young people. Its express purpose is to supplement the local church in ministering to the mental, emotional, physical, and spiritual needs of the individual in a setting that provides a change-of-pace from the normal activities of life. The primary goal of the Camp Horizon camping program is to share the love of Christ with each camper in a way that will produce significant spiritual growth.

Personal Counseling (Applies to All Staff)

Defined:

1. Personal counseling is an understanding between persons which results in changing of personality.
2. Christian counseling always leads to Christ. Your personality, your special gifts and talents are God-given, and are a means to demonstrate the power and richness of personal relationship.

Guidelines for Counseling:

1. Remember you are working with INDIVIDUALS--even though part of a group.
 - a. Learn their names--fix their faces. Be able to call each by his/her first name within the first day. If you don't you will be greatly handicapped, and kids quickly sense that you do not really care very much about them.
 - b. Treat each one as an individual--don't try to force your will on a camper. All people are different (emotionally and socially, among other things). They will not all respond the same, even in similar situations.
 - c. Have a sympathetic understanding of the varied home back-grounds from which your campers have come. Some may be involved in predicaments, though not apparent on the surface. Never assume that all is well with any one of your campers until you have become confident through personal acquaintance.
 - d. Have a genuine love and personal concern for each camper under your care and make it the point of your week to spend some time with each one. **Don't fail to find time to pray** for each camper.
 - e. Be alert and sensitive throughout the week to the needs of individuals--those who are lonely, those under conviction, and those ready to yield to Christ, but lacking understanding of a practical solution to their circumstances, etc.

2. **Be available.** Don't appear so busy and rushed or important that your campers feel they should not bother you. Be willing to spend much time with them, taking the time to listen if a counseling situation arises.
3. **Be a good listener.** Become thoroughly familiar with the problem before you dole out advice. Many times simply "talking it out" will help the camper to find the solution him/herself without your actually having told him. Get interested, but not to the point of unnecessary probing.
4. **Talk their language.** When talking about spiritual matters, avoid trite terminology and ambiguous terms. "Saved," though biblical, may imply a drowning situation to an indifferent camper who has had little contact with spiritual matters. Frame truths in understandable words. Use familiar terms to explain the unknown.
5. **Don't seem shocked** upon learning some things from an individual. Give encouragement using one of the best devices to put a camper at ease: the true fact that "you are not the first one" to face such a problem or temptation. Let them know "you can win the victory, many others have."
6. **Don't pretend** to have the answer when you do not. Frankly admit your limitations and offer help in finding the answer and perhaps arrange for an appointment with the Camp Director, speaker, or another of the leaders.
7. **Be practical in your counsel!** If the camper is not a Christian, endeavor to lead him/her to trust Christ as Savior. If he/she is a Christian, help him/her see the need of confession and repentance; but realize the burden and frustration of the problem, with its practical implications, may still face the person and need practical help. He/she will be asking, "what now?"
8. **Never be argumentative.** The consistency of your own life and the reality of your testimony will prove to be of far more value.
9. **Let your goal** be always to attract kids to the Christ of the cross and to the life of dependence and growth available in Him. Endeavor to be more than evangelistic. Lead Christians into a deeper life with the Lord.

THE COUNSELOR AND STAFF MEMBERS AS REAL PEOPLE

It is important, first of all, that the counselor be a "real" person. Since you are a key person in this camp, be sure that you honestly evaluate yourself in light of the Scriptures. As a counselor in a Christian camp, you must know Jesus Christ as your personal Savior and be assured of this. To be a "real" person, you must be transparent, so that the love of Christ will be evident in all you think, say, and do. To be open and honest with yourself, as to your capabilities and weaknesses, will help make you capable of being open and honest with your campers. Galatians 5:22-26 relates to us the spirit in which we should live if Christ has changed our lives:

"The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires. If we live by the Spirit, let us also walk by the Spirit. Let us have no self-conceit, not provoking one another, no envy of one another."

THE COUNSELOR AND STAFF MEMBERS AS FRIENDS

1. Although the campers in your group will vary from week to week, it is important that you be a friend to them. Matching names with faces is one of the first tasks. Be yourself and be a friend.
2. To be a friend, you must be personable and treat the campers like individuals as much as possible. Love these young people as much as you can. You will soon discover that children can be demanding, active (to the point of your exhaustion!) and at times trying on your patience. These are the times when we need to especially depend upon God for love, patience, and concern for these young people! Do your best to resist the tendency to classify campers into two groups: "...those I like and those I dislike. You love each person because you can accomplish little for any whom you do not love. The unlovely are our greatest challenge." (Mattson's Camping Guideposts, p. 22) Be open and not shocked with what they say. They need you!
3. Although you must be loving and kind, be sure to be firm and provide discipline (with love) when needed. Rules are necessary for the smooth and consistent running of the camp and the campers may see how far they can go in "stretching" the rules. Make sure that, as their friend, you occasionally remind the campers of what is expected of them. Combining firmness with love is not an easy task; it takes time and experience to develop. One of the basic needs is to "win the right to be heard."

THE COUNSELOR AND STAFF MEMBERS AS EXAMPLES

The counselor cannot be a good example unless he/she is a friend. You will discover that the way in which you live is as important (and usually more important) than what you say. Be enthusiastic and positive; campers usually gain least from the activities that are least interesting to their counselor. Your attitude, whether positive or negative, will quickly spread to your campers. Do your best to be positive about such matters as the Bible study, scripture memory work, recreation, handcrafts, and learning camping skills.

Children will quickly note how you treat other counselors and staff members. Your friendly treatment of the staff and a sense of unity will do much to promote a good spirit in the entire camp.

If you are concerned or dissatisfied with any phase of the camp program, the best procedure is to discuss it privately with the Camp Director and not with other staff members in the presence of campers.

Have some knowledge of every activity in which you have some responsibility, so that when campers need assistance, you will be able to help quickly and willingly. At the same time, if you are not sure of the specifics of some activity (such as handcrafts), don't be afraid to ask for help from some other staff member.

THE COUNSELOR AND STAFF MEMBERS AS SPIRITUAL GUIDES

There may be many opportunities during camp to speak with many campers concerning their relationship to Christ. Your role is one of guidance rather than pressure, of a friend who feels free to share the love of Christ with the young camper. It is important with youngsters of this age not to force the issue, since it might be easy for them to respond merely to please you. But it is still your responsibility to make sure that they understand the plan of salvation and the difference Christ's love has made in your life. One of the top priority goals of Camp Horizon is to present Jesus Christ to our campers through word and deed. As a counselor, you are a friend who wants to introduce Christ to each camper.

Regarding Decisions:

1. Your goal this summer is not "decisions" but rather changed lives.
2. Your place is one of **Guidance**, not pressure, in helping a child make a decision for Christ. Whenever a decision is forced or superficial, far more harm than good will be done.
3. Help him/her see his/her need, and then point him/her to God's provision for this need.
4. Let all counsel be biblical based--not just emotionally or experientially based. Intellect, will and emotions must all be converted to Christ and His way.
5. When he/she is ready, have the camper pray aloud first and then you lead in prayer. Be sure to set a **definite time** for the next contact with him/her.
6. Remember, we may have the privilege of "planting a seed" and watering and cultivating, but it is **always** the Holy Spirit who "brings the increase," and who prompts and effects lasting fruitbearing decisions.

CREATING A COMMUNITY GROUP

Our primary objective at Camp Horizon should be to make the total camp experience relate to the Gospel of Christ. This does not just happen. Here are a couple of things that help in that regard:

1. **Commitment**: Every camper must be helped to realize from the very outset of camp that he/she has a great personal responsibility for his/her own experience and for his/her fellow camper.
 - a. When your group accepts this type of Christian responsibility for one another, the routine of daily camp activities takes on a sense of great importance. Counselor and campers together will see that "what" activities we participate in is not as important as "how" we work together in those activities.
 - b. Commitment to become a better Christian and to help fellow campers provides the most effective basis for counseling by helping the individual and the group ask, "How am I doing on my commitment?" This opens the entire camp experience to the process of supportive fellowship, earnest prayer and study, and confession and forgiveness. The Gospel must be worked out in relationships.
2. **Communications**: Campers who are trying to learn about Christian discipleship together need to have frequent opportunities to communicate. For only through communicating can the group, including the counselor, express their desires, needs, and dreams out of which decisions emerge. No commitment can exist without decision.
3. Acceptance and worth can only be fulfilled in meaningful relationships with others.
 - a. We have great obligation placed upon us. We hold the power of fulfillment.
 - b. When a person turns us off by irritating or offensive behavior, what he/she really needs is love. This is contrary to our nature.
 - c. A Christian is one who has experienced this in Christ.
 - d. A Christian is obligated to love the unlovable. This is the meaning of grace: Accepting one as he/she really is.
4. People must experience love before they can change or grow. Our most common error as Christians is our belief that what unhappy people need is advice. Their first need, and the real test of our Christian maturity, is our ability to love them as they are. Giving advice or good counsel before we express love is a form of rejection. It is a fact of our humanity that being loved is the only experience which can free us to become what we ought to become.

DISCIPLINE

What is discipline?

1. **Discipline is not synonymous with punishment.** Broadly, it is a person's entire training by which he/she learned to choose for himself/herself constructive behavior and worthy goals. Discipline at camp is the camp's entire contribution toward this end.
2. **Discipline is always preventive.** Even when it includes correction and punishment, it prevents further misbehavior.
3. **Discipline is a 24-hour-a-day task** for the counselor. He/she himself/herself must be disciplined because he/she is communicating formally and informally, by example, the Christian way of life as it is expressed through this camp.

Techniques for dealing with attitude and conduct:

1. **Prevent behavior problems from arising by:**
 - a. showing sympathy and an understanding of problems.
 - b. having a genuine liking for campers.
 - c. showing no favoritism.
 - d. employing democratic methods.
 - e. having faith in campers to accomplish tasks and to do the right thing.
 - f. being fair in decisions.
 - g. having a sense of humor.
 - h. remembering that if campers are busy doing things they enjoy, problems will not usually arise.
2. **Principles for handling behavior problems.**
 - a. Get behind the act--that is, find out the reason for the act. Be interested, not so much in what was done, but why it was done.
 - b. Create a sense of responsibility--not fixing the blame.
 - c. Moralizing doesn't help.
 - d. In trying to bring a camper to some desirable decision, the method of questioning should be: Don't you think that....?
3. **Methods to solve problems of discipline if they arise.**
 - a. "Big stick" method--used only when all others have failed. It creates rebellion and lasts only while the counselor is around.
 - b. Person-to-person talks without lecturing. Discuss with the camper possible reasons for his conduct and consequences of his behavior.
 - c. Group pressure--the group, under counselor guidance, works out its own solution.
4. **If punishment has to be use, as a last resort, keep in mind:**
 - a. Punishment should follow the offense as soon as possible and be related to the "offense."
 - b. Never use physical punishment. You can be held responsible if there is personal injury.
 - c. Keep cool.
 - d. Never deprive camper of food except for snack shack.
 - e. If punishment is deprivation, deny something he/she likes to do very much.
 - f. Performance of extra work duties may be employed.
 - g. Punishment should be fair in type and amount.
 - h. Campers should be aware of reasons for fairness of punishment.

5. Most behavior problems arise around two kinds of personalities:

- a. The camper who withdraws, known as the introvert. The counselor should find ways of releasing his/her energy.
- b. The camper who wants to run the cabin, the extrovert. Find ways of helping him/her harness his/her energy.
- c. Don't overlook the "middle-of-the-road" campers.

Please review the camper discipline policy for specific discipline guidelines.

Summer Camp Discipline Policy

General Policy Statements

- 1) Disciplinary actions by counselors or staff are reported to the directors.
- 2) Disciplinary actions must fall within the guidelines of this policy.
- 3) Disciplinary actions must be as private as possible to avoid public embarrassment.

Procedure for common disciplinary problems

Examples

Failure to obey counselor, instructor, or administrative staff
"Horseplay", rowdy behavior, rough play
Out of bounds
Uncooperative behaviors: Refusal to participate in activities, etc
Verbal: Outbursts (anger), Swearing, Name Calling, etc.

- 1) 1st offence: Verbal Warning by counselor or instructor (privately if possible)
State what actions will be taken for repeat offence
Each category of common offence is treated separately

- 2) Repeat offence(s): Choose actions from the following guidelines.
The punishment should match the offence (some creativity is allowed).
If their actions caused a mess, they must clean it up.
If the action was physical, the discipline should be physical (i.e. pushups)
If the action was verbal (i.e. an outburst of anger), a quiet time would be best.
If the action offended another camper, perhaps that camper could be served

Examples:

Supervised "Time-Out" (No more than 10 minutes for each offence)
Up to 10 push-ups (no more)
Up to 10 sit-ups (no more)
Service for those offended (make their bed, do their assigned chores, etc)

- 3) Continual offences and/or refusal to accept disciplinary action.
Conference with Directors
Issue an Administrative Verbal Warning
Option to call parents on first Conference
Must call parents if there is a second Conference with Directors
Discuss disciplinary measures with parents and reach an agreement

Procedure for severe disciplinary problem

Examples

- Sneaking out after lights out
- Fighting / Kissing
- Destruction of property (camp or personal)
- Raiding of Cabins
- Use of electronics (cell phones, games, etc)

1) First offence

- Conference with Directors
- Issue an Administrative Verbal Warning
- Option to call parents on first Conference
 - Discuss disciplinary measures with parents and reach an agreement
- Restitution or repair
- Option to separate problem campers
- Option to replace a craft activity with a service opportunity
 - Weeding, moving bricks, moving dirt, etc. NO POWER TOOLS
- Option to replace Snak-Shak with a service opportunity
 - (they must be able to get a drink if you replace snak-shak)
- Option to send home for severe offences (i.e. life-safety issues) [no refund]

2) Repeat offence

- Conference with Directors
- Must call parents if there is a second Conference with Directors
 - Discuss disciplinary measures with parents and reach an agreement
- Replace a craft activity with a service opportunity
 - Weeding, moving bricks, moving dirt, etc. NO POWER TOOLS
- Restitution or repair
- Option to separate problem campers
- Option to replace a craft activity with a service opportunity
 - Weeding, moving bricks, moving dirt, etc. NO POWER TOOLS
- Option to replace Snak-Shak with a service opportunity
 - (Campers must be able to get a drink if you replace snak-shak)
- Option to send home for severe offences (i.e. life-safety issues) [no refund]

Additional Guidelines per the board of directors - October, 2004

- Zero Tolerance for aggressive or violent behavior.
- Multiple unrelated offenses should be considered grounds for dismissal.

CHARACTERISTICS OF CHILDREN AND YOUTH

JUNIORS (8 - 11)

Physical

They are developing better coordination. They work and play hard. They are apt to overdo. There is great interest in competitive activities. They have difficulty calming down after a strenuous game or exercise. They may work or play until they become exhausted. They make a sharp distinction between work and play.

They need to participate in organized sports. They need proper rest and food. These are generally healthy, happy years. They need to have games made out of work. Boys especially need to "let-off-steam" and may become aggressive. Tension release may come through fine motor movements such as fiddling, running hands through hair, or shuffling feet.

Mental

They like oral questions better than written ones. They want to know the "why" of everything in nature. They are eager to develop their understanding. They are drawing general conclusions. They enjoy real life stories and love to read. They are developing a great interest in facts.

They need to use oral games in reviewing their work. They need to become interested in science. They need their questions answered as they are asked and be guided in finding their own answers. They need a consistent example. A counselor teaches more by living than by his/her words. They need to be given good books to read, including missionary biography stories. They need to have facts brought out when they are being taught. Keeping a booklet on Bible facts of special interest may prove helpful.

Social

They like to be recognized. They enjoy the smile of encouragement. They are becoming more independent. They are not innately honest, truthful and considerate. They want to be one of the gang.

1. They need to have the counselor pay special attention to them. The counselor needs to encourage them.
2. They need to know that, in spite of their wrong, their counselor loves them, and above all, that God loves them and wants to redeem them from sin.
3. They need to have "gangs" of which they can be a part.

For the most part boys and girls play separately. There is exclusion of the opposite sex in play. The adult is rarely included or referred to in their play. However, they do enjoy a group game supervised by an adult.

Emotional

They are coming into the realm of more positive emotions. They may say that they hate certain subjects, but they try to do them anyway. If they are apprehensive about a subject, they must not be forced so that they "go to pieces" and refuse to participate at all.

They may be impatient and quick-tempered, but these responses are short-lived. They may cry only if they get mad enough or really hurt. They need loving understanding.

They can be persistent in doing things on which they have set their mind. They are capable of developing passions for certain activities. They may be critical of parents and siblings. They may show embarrassment easily. They are loyal and devoted to close friends. They admire members of their own sex, either of their own age or someone older. This is the beginning of hero worship.

1. Counselors need to display good manners and behavior.
2. Care must be taken not to cause embarrassment by criticism or awkward social situations.

They are easily impressed by what they are told. Strong feelings prevail; definite signs of empathy exist. They may swing from one extreme emotional reaction to another--from shyness to boldness, from a "don't care" attitude to a sensitivity to criticism and a desire to please.

Spiritual

Eight-year-olds are realists. They often show a marked lack of interest in God and religion. With some, interest in Sunday school and church decreases, and in others, a true religious feeling persists and grows. There is a need for stimulating interest in God, in the Bible, and in Sunday school.

When taught about salvation, they know they are sinners and need a Savior. They are sincere when they accept Christ. They need to be shown and taught how to come to Christ. They need adult guidance as they grow in their spiritual lives.

They desire love and security. They are learning the relationship of Bible standards to their own lives. They need love and security from their counselors. They need to know that God loves them and they can be secure in Him. They need to learn scripture passages that relate to their everyday living and apply them to their daily situations.

JUNIOR HIGH (12 - 14, YOUTH CAMP)

Physical

Great physical changes take place that distinguish the adult from the child. Body growth is rapid. This transition takes place sooner in girls than in boys. Girls may be about a year ahead of boys in mental ability and in interest. In general, the early adolescent enjoys very good health. He/she is a heavy eater and abounds in energy which at times leads to extreme fatigue. Rapid growth causes a lack of coordination and often embarrassing awkwardness. Complexion problems often appear that can become a great source of concern.

The early adolescent needs to understand his/her own pattern of growth and not compare himself/herself to others. He/she needs to learn to control his/her rapidly changing body; to find worthwhile activities for his/her abounding energy; to acquire accurate and helpful information about sexual development and to obtain a Christian attitude toward sex; to cultivate interests beyond himself/herself; to learn not to worry about physical awkwardness during the time of rapid growth. There should be opportunity to change position frequently during periods of study or assembly.

Mental

The 12-year-old is capable of a little abstract thinking. There is an increase in conceptual thinking and the use of ideas. The 13-year-old can become intensely engrossed in study, has a great interest in facts, and the experimental understanding of things. He/she possesses a great imagination, likes writing stories, wants to try new things, and tries to evaluate life. The 14-year-old is able to deal with ideas and abstract terms. He/she has an amazing intellectual curiosity and power, but is inclined to accept and reject blindly. His/her vocabulary is growing rapidly. He/she is idealistic in desires to improve the world. He/she likes human interest stories and will read and do research when he/she becomes interested.

The junior high schooler's needs are: opportunity to help plan and organize activities according to ability; to be allowed to express their own opinion; read good books, biographies, stories of Christians in other lands and God's opportunities to work around the church and in the community; opportunities to judge what is right and wrong; to learn to evaluate opinions and decide what is right; and to integrate the things he/she is learning.

Social

The 12-year old still holds to the social order of his/her childhood. He/she likes organized group activity with his/her own sex but admits interest in the opposite sex. However, his/her interests are wide and he/she will enthusiastically participate in many activities. By 13, he/she becomes more aware of the social world around him/her. Authority now tends to reside in the peer group rather than in adults. He/she begins to withdraw from his/her parents. There is an unevenness in his/her friendships of the same sex and a seemingly a lesser interest in the opposite sex (at least outwardly). Girls tend to have one or two close friends, while boys still prefer the small gang.

The 14-year-old becomes less withdrawn and tends to be more friendly, frank, and communicative, and has a more mature attitude towards adults. He/she has a variety of friends, enjoys the gang, and becomes very sensitive to deviations from the group's standards. He/she is anxious to be popular with his/her peers and is interested in organized social groups.

He/she needs: To feel that others approve of him/her; Help in obtaining a sense of self-confidence; To feel secure in the peer group and yet be able to stand for his/her own convictions; To be understood and appreciated by his/her parents; Opportunities to increase his/her knowledge of the world; To understand and adopt Christian standards in his/her conduct with the opposite sex; Increasing opportunity to make his own decisions and to learn to take the consequences; Constructive social groups that he/she can join.

Emotional

The early adolescent often experiences an emotional upheaval during this period due to rapidly changing interests and physical growth. The 12-year-old has abounding enthusiasm for anything. He/she is usually good natured and will listen to reason. He/she begins to take responsibility, but dislikes homework. He/she usually respects the feelings of others. The 13-year-old tends to withdraw and search for self within himself/herself in order to understand himself/herself. By 14, ambitions tend to rise and fall. His/her love and loyalty easily turn to worship.

He/she needs help in his/her search to understand himself/herself. He/she needs worthwhile channels for enthusiasm and acceptable outlets for his/her extreme feelings. He/she needs to have the sense of right and wrong firmly established. He/she needs the sympathetic understanding of his/her counselor and a feeling of security.

Spiritual

The 12-year-old thinks a lot about God and religion. This is a responsive age and the peak age for conversion. The 13-year-old often finds himself/herself in a period of doubt and is even shocked by his/her doubts. He/she begins to think of God as a spirit who has little to do with daily life. God KNOWS, replaces God SEES. Religion has an important place in his/her life so that he/she attends Sunday school and church on his/her own accord. The 14-year-old is gathering his/her own concepts of right and wrong. However, his/her conscience does not plague him/her. He/she doesn't worry about what he/she has done, but does try to fix the wrongs. He/she is less concerned with death, but is curious about what God is like, why there are so many churches, why suffering, and the like. He /she is interested in youth groups and social activities and responds strongly to church influences. He/she needs to know the facts concerning Jesus Christ, the gospel, and the beliefs of the church; to know the certainty of God and how God relates Himself to daily life; sympathetic answers to questions and duties; to understand something of the history of the church; to formulate his/her own moral and ethical conduct according to the scriptures; and to join actively in the youth groups and the membership of the church.

VARSDTY (15 - 18)

Physical

Middle adolescence is the time when youth approach their full physical growth. He/she begins to overcome adolescent awkwardness. Bodily changes due to sexual development are near completion and his/her physical maturity is progressing. Rigorous competitive sports and the development of skills are good with this group.

Mental

Youth in this group begin to act from a more mature point of view and exercise mental initiative. There is the urge to create, and he/she is capable of following things through on his/her own. The success of many great individuals has resulted from their carrying through in later years the ideals formulated at this time.

During middle adolescence, an individual is beginning to pull together somewhat of a philosophy of life out of the confusion of earlier years. He/she may listen more often to adult opinion and reasoning because his/her own experience has already proved the wisdom of following mature advice.

Social

This age is a time of marked social development. Youth begin to emerge further from the "uncivilized" stage and begin to accept the ways of society, and is in turn accepted by society. The natural rebelliousness of the earlier changing years begins to balance out into a more understanding attitude. Interest in the opposite sex develops further and sometimes they begin to "go steady." Although a few marry at this time, they usually prove too immature to shoulder the full responsibilities of marriage and adulthood.

EVENING DEVOTIONS

Each senior counselor is responsible for leading the evening devotions each night with his/her campers. The junior counselors should actively participate in the preparation and leading of these devotions. Counselors are encouraged to allow their junior counselor to lead devotions at least once during the week, and the counselor should assist the junior counselor in his/her preparation. However, the counselor should not thrust this upon the junior counselor if they are not ready for this responsibility.

The material selected for the evening devotions is left entirely to the discretion of the senior counselor. However, it should have some pattern and continuity throughout the week. You may wish to follow the theme established by the speaker during the morning Chapel time, utilize a devotional guide developed by other Christian teachers, or develop your own set of devotionals.

Guest speakers in cabin devotions sometimes make devotions seem special, but when you have a guest speaker every evening you undermine your own authority. Your campers may see you as a spiritual peer rather than a spiritual leader. Most campers are led to faith in Christ by their counselor and following evening devotions. You need this time to develop a trusting relationship with your campers. The board has approved a policy that you may only have a guest speaker once per week per cabin. Joint devotions with another cabin count as a guest speaker.

LEADING A CHILD TO CHRIST

MODEL I

Step 1 to this discovery is realizing God's plan--Abundant Life.

God loves you and wants you to experience peace and abundant life. The Bible says:

"For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life." John 3:16

"...I am come that they might have life, and that they might have it more abundantly." John 10:10b

Since God planned for us to have peace, and abundant life right now, why are most people not having this experience?

Step 2 is acknowledging Man's Problem--Separation.

God created man in HIS own image and gave him an abundant life. He did not make him as a robot to automatically love and obey Him, but gave him a will and freedom of choice.

Man chose to disobey God and go his own willful way. Man still makes this choice today. This results in separation from God. The bible says:

"For all have sinned, and come short of the glory of God." Romans 3:23

"For the wages of sin is death (separation from God); but the gift of God is eternal life through Jesus Christ our Lord." Romans 6:23

Man through the ages has tried to bridge this gap in many ways, without success. There is only one remedy for this problem of separation.

Step 3 is recognizing God's Remedy--The Cross.

Jesus Christ is the ONLY answer to this problem of separation. When Jesus Christ died on the cross, He paid the penalty for our sin and bridged the gap from God to man.

"God is on one side and all the people on the other side, and Christ Jesus, Himself man, is between them to bring them together." I Timothy 2:5, Living Letters

"But God commendeth (showed) His love toward us, in that, while we were yet sinners, Christ died for us." Romans 5:8

"Jesus saith unto him, I am the way, the truth, and the life; no man cometh unto the Father, but by me." John 14:6

"For by grace are ye saved through faith, and that not of yourselves; it is the gift of God; not of works, lest any man should boast." Ephesians 2:8-9

God has provided the ONLY way...man must make the choice.

Step 4 is Man's Response--Receive Christ.

We must trust Jesus Christ and receive Him by personal invitation. The bible says:

"Behold I stand at the door and knock (Christ is speaking); if any man hear my voice, and open the door, I will come in to him." Revelation 3:20

"But as many as received Him, to them gave He power to become the sons of God, even to them that believe on His name." John 1:12

Is there any good reason why you cannot receive Jesus Christ right now? What you must do:

1. Admit your need (I am a sinner).
2. Be willing to turn from sin (repent).
3. Believe that Jesus Christ died for you (on the cross).
4. Through prayer, invite Jesus Christ to come in and control your life (receive Him as Savior and Lord).

What to Pray:

"Dear Father, I know that I am a sinner and need your forgiveness. I believe that Christ died for my sin. I am willing to turn from my sins. I now invite Jesus Christ to come into my heart and life as my personal Savior. I am willing, by God's grace, to follow and obey Christ as the Lord of my life."

God's Assurance--His Word:

Did you sincerely ask Jesus Christ to come into your life? Where is He right now? What do you have? The bible says:

"Behold, I stand at the door, and knock; if any man hear my voice, and open the door, I will come in to him, and will sup with him, and he with me." Revelation 3:20

"He that hath the Son hath life (right now); and he that hath not the Son of God hath not life. These things have I written unto you that believe on the name of the Son of God that ye may know that ye have eternal life, and that ye may believe on the name of the Son of God." I John 5:12-13

MODEL 2

1. Guidelines before the invitation. Bible truths he must understand:
 - a. God's love - John 3:16, Romans 5:8
 - b. Only Son of God - Galatians 4:4
 - c. Sinners - Romans 3:10, James 4:17, Isaiah 53:6
 - d. Precious blood - Hebrews 9:22, I John 1:7
 - e. Ever-living Savior - I Corinthians 15:3-4
 - f. Let Him be Savior - John 1:12, John 5:24, Romans 10:9-10

2. Guidelines during the invitation:
 - a. Make it clear - use an invitation verse such as John 1:12, John 3:16, Revelation 3:20
 - b. Make it brief - complete your message before the invitation.
 - c. Make it personal - "You" - never say "is there a boy or girl here today?"
 - d. Make it voluntary - "If today you know that you need Jesus..."
 - e. Make it definite - make clear the response you expect them to give you now.

3. Guidelines after the invitation:
 - a. Counseling the child to receive Christ.
 - (1) Counseling according to his/her need with the scriptures:
 - (a) If he/she came for salvation, show him/her through the Word that he/she can be saved, and lead him to the Savior. John 3:16
 - (b) If he/she comes to confess sin, show him/her I John 1:9 and have him/her pray, confessing to the Savior.
 - (c) If he/she comes wanting assurance of salvation, show him/her I John 5:10-13 or Romans 10:13, and pray with him/her.
 - (d) If he/she comes wanting to give his/her whole life to the Lord, show him/her Romans 12:1 and 2, and pray with him/her.
 - (2) Use the Word of God (keep open the Bible whenever possible).
 - (3) Trust Christ to show His love through you to a child.
 - (4) Ask questions which he/she must answer with a phrase or sentence, not just "yes" or "no."
 - (a) Why did you come?
 - (b) Why do you want Jesus to be your Savior?
 - (c) How do you become a Christian?
 - (d) Why did Jesus need to die?
 - (e) How do you make Jesus your Savior?
 - (f) What would you like to tell Jesus?
 - (5) Don't rush him/her. Trust the Holy Spirit to show you why this child came to you.
 - (6) Let the child pray in his own words to receive Christ. "What would you like to tell Jesus?"

 - b. Counseling the child after he/she receives Christ.
 - (1) Question him/her to see if he/she knows what God has done for him/her when he/she prayed.
 - (a) What did Jesus do for you?
 - (b) How long will He be your Savior? (Heb. 13:5)
 - (c) What happens if you should sin? (I John 1:9)
 - (d) How do you know you are a Christian? (I John 5:12)
 - (2) Help the child realize that Jesus didn't come into the heart that is red and pumps blood, but the "real you" that makes you feel sad or happy, love or hate.

- (3) Put the child's name in the scripture verse, and have a word of prayer thanking the Lord for being his/her Savior.
 - (4) Ask him/her to tell another Staff Member or a Christian camper what Christ has done for him/her.
 - (5) Share at Leaders' Prep; Note it on evaluation for follow-up.
- c. Instruction for growth.
- (1) Read the Bible (repeat your bible verses for little ones).
 - (2) Pray every day.
 - (3) Tell others about the Lord Jesus.
 - (4) Attend a Sunday school and church where the Bible is loved and taught.
- d. Evaluation of leading a child to Christ.
- (1) Did the child see his/her NEED of Salvation?
 - (2) Did the child understand the WAY of Salvation?
 - (3) Did the child RECEIVE Salvation?
 - (4) Was the child led into the ASSURANCE of his/her Salvation?

References, reading, and devotion materials are available in the library.

EVALUATIONS

Evaluation Procedures

Campers are evaluated each week by their counselors. The forms will be distributed early in the week with information about each camper printed on them. Copies can be made for the counselor to keep.

The form must be thoughtfully and prayerfully completed. Allow yourself time to get to know each camper--the "Getting to Know You" sheet handed out each week is a big help.

It is important to have a personal interview with each of your campers. This can be done informally and unnoticed by the others. Find out about the camper's salvation, Bible knowledge, and church attendance. This information is invaluable in organizing effective follow-up after the week of Camp is over.

We especially need you to identify campers who were saved at Camp; those who need encouragement or help in attending church; and those in Varsity who are potential staff material. It is better to focus on a few campers in these categories rather than turn in skimpy evaluations on all the campers.

Allow at least one full day to fill out the forms, as time allows. In other words, start by Friday morning at the latest!! Work together with your co-counselor or junior counselor--make it a training ground for him/her.

When complete, turn the forms in to the Camp Office. They will be kept confidential and forwarded to the assembly in the camper's area or to his/her church if he/she attends regularly. Many of the assemblies use the camper evaluations to follow up on the summer experience, and get the young person involved in the assembly. The staff committee also uses them for recruiting future staff. So complete them carefully!!

At the bottom of each evaluation form may be a small note about their past camp experience. You can add a small note about the camper that might be helpful to their next counselor or cross out items that no longer pertain to the camper.

PLEASE RETURN WEEKLY PACKETS AND CAMPER EVALS TO THE OFFICE ON SATURDAY

SECTION IV

***CAMP PROGRAM
CAMPER HEALTH & SAFETY
FORMS & SCHEDULES***

COMPETITION

Camp Horizon has long maintained a tradition of team competition. This aids us in achieving our objectives. Specifically, competition allows us:

1. To provide adventure and excitement.
2. To encourage enthusiastic participation.
3. To allow an outlet for excess energy.
4. To provide a special and memorable experience.
5. To promote unity within the cabin group.
6. To allow staff to model good sportsmanship and leadership under stress.

Concerns

We must be careful in using team competition. The following will eliminate the negative side of competition:

1. Seek a higher motivation in leading your campers in Bible memory work or some team effort. Internal motivation such as a sense of achievement is more lasting than external motivation like team points.
2. Do not allow campers to develop negative attitudes or feelings toward members of other teams. Be positive-minded in a competition.
3. Avoid the "win-at-all-cost" mentality. Play for the fun of it even if you've already lost.
4. Do not allow bickering over minor interpretations of rules or judges decisions.
5. Help campers evaluate their week of camp based on how much fun they had and the challenges experiences, not on whether they won or lost.

Awards

The winning team traditionally enjoys a special ice cream sundae with all the toppings. All other campers get ice cream also.

POINT SYSTEM

Points are tallied by the Program Director and announced periodically. The points are structured so that there is usually a chance to win even if a team is behind on the last day. Points are earned in the following four areas:

1. Bible Memory. Daily verses and blocks are assigned by the speaker. They may be learned from KJV, NASB, or NIV. Cabin verse points and individual block points are awarded as follows:

Cabin Verse Points

Entire Cabin learns verse500 points
At least half the cabin250 points
At least 1/4th of the cabin100 points
Less than 1/4th of the cabin0 points

Block Points

First place team 1000 points
Second place team 750 points
Third place team 500 points
Fourth place team 250 points

The entire block must be said without review and without prompting by more than one consecutive word.

The first block in any given day consists of three consecutive verses for Junior Camp or five for Youth and Varsity Camps. The second block that day consists of the First block followed by three (or five) more verses. The third block starts with the first and second blocks followed by the three (or five) more verses. All blocks from then on must contain three sets of three or five verses. Example: the fourth block consists of block two, three and four. This forces the camper to review and to learn more than just the minimum for each block.

2. Cabin Clean-Up. The nurse inspects cabins in the mornings, and a perfect cabin is worth 500 points. A chart will be posted each week showing your cabin's points, broken down as follows:

Bathroom150 points
Personal gear (neatness)100 points
Beds 50 points
Floor 50 points
Lights out, trash emptied 50 points
Porch, grounds, clothesline50 points
Camper Role (by counselor)50 points

3. Crafts. Craft instructors can award points for bulls eyes and other special achievements. These points must not be allowed to eclipse team and verse points!! There is a limit of 50 points per camper per craft and 500 points per team per day for craft points.
4. Games. The Program Director will organize special game time and other activities with points resulting to the winner. The speaker may also choose to hold drills or other competition for points.

Competition can be fun, so let's enjoy it; but don't get caught up in it.

CAMPER HEALTH AND SAFETY

MEDICAL AND EMERGENCY PROCEDURES

Emergency Phone Numbers:

All Emergencies911
Ambulance911
City Police and Fire911
Sheriff911

Medical Procedures:

1. All nurses will have a copy of the Camp Horizon Nursing Policies handbook, which gives details of correct procedure, and required paperwork and record keeping for the Camp nurse.
2. All-summer staff members and counselors must check any medications in with the Nurse upon arrival. This is to avoid medications being kept within camper's reach, and also informs the Nurse of any medication you are using in case of an emergency.
3. All campers check in with the Nurse at registration. The Nurse will inquire of any recent illness and allergies, and will collect any medication in the camper's possession. This includes both prescription and non-prescription medications.
4. The medications are then given out by the Nurse at meal times and be time unless specifically ordered otherwise.
5. The Infirmary will be open only following each meal for the treatment of routine scrapes, stings, and non-emergencies such as headaches or minor stomach aches. Homesick campers are especially to be discouraged from seeing the Nurse at any other times.
6. If the Nurse is not at the Infirmary or in the Nurse's quarters next to it, he/she will be found at the scheduled activity. Otherwise, a note will be posted on the Infirmary door showing whereabouts.
7. In case of a major accident or illness requiring medical attention, contact both the Director and the Nurse. They will jointly determine what action should be taken.

All Camp Emergencies (Fire, Storm, Lost Camper):

1. **Five blasts of the horn will indicate an emergency.**
2. The air horn will be blown at the waterfront to recall all boats from the water.
3. The fire department will be notified immediately (911) in case of fire or lost camper.
4. Assemble 100 feet in front of your cabin, regardless of where you were when the horn sounded. The staff should assemble in front of the staff building.
You must react calmly and without panic.
In case of inclement weather assemble in the gym if it is safe to do so.
5. You will be informed of the type of emergency whether fire, storm or lost camper.
6. Count your campers and staff members to determine if any are missing. If so, determine where they were last seen.
7. Report the status of your cabin or staff group to the Director.
8. If the entire cabin or staff group is accounted for, they will proceed as directed by the Director or his assistant.

Note: Campers are not to enter burning buildings for any reason. Burning buildings will not be entered to rescue objects, animals or possessions!

9. All injured persons are to be treated by the Nurse and those assigned to assist the Nurse.

FORMS & SCHEDULES

THESE FORMS AND SCHEDULES ARE FROM 2008

THEY ARE FOR TRAINING & REFERENCE ONLY

ACTUAL CURRENT FORMS WILL BE IN YOUR PACKET

ROUTINE DAILY SCHEDULE

SUNDAY

Before Registration

Everyone

Worship is followed by a staff meeting & lunch. Staff Picture after lunch

Registration (1:30 - Orientation)

Counselors

1 Counselor is always in the cabin. Settle the campers and you can begin the getting to know you sheets.

1 Counselor is at the gym to greet campers. – You can trade off.

Going over the camper policies and establishing your cabin policies can be done anytime after your cabin roster is complete

Orientation – Sunday Evening

Program Staff / Craft Instructors

You may be asked to do a skit or talk about your craft activity.

Counselors

You will distribute your camper's "Craft Signup Cards". Make sure that you have one for every camper and that extras are given to the Director.

No one leaves the chapel until all cards are accounted for and signup sheets are verified.

MONDAY - FRIDAY

Kitchen: Your rest hour is the craft after the camper's rest hour

Counselors & Program Staff: Your rest hour is the same as camper rest hour. Use it!

See the "Daily Counselor Reminders" - Make sure that you rest during your craft off!

SATURDAY

Counselors

Get up early and get the campers packing. If you are moving out – you can pack too!

Luggage goes on the porch. South Florida Van luggage goes in the middle.

When the breakfast horn blows, one counselor takes the campers to the meal, the other is joined by a program staff member to finish cabin cleanup.

After breakfast take all campers to the gym for pickup. Meet and greet parents.

Make sure your campers get everything they brought plus awards and craft items.

Program / Support Staff

Your assignment may be posted as early as Friday, or as late as 6:45 am on Saturday.

You are expected to begin your role on or before 7:00 am.

Everyone

After campers leave (about 10:00) the counselors join a Saturday Team.

The goal is to have most jobs done by lunch.

NO PERSONAL LAUNDRY FROM 7:00 – 2:00PM

Lost and found clothing is to be washed, folded, and labeled before staff can use the washers.

Point Sheet

Cabins:	1 & 10	2 & 9	3 & 8	4 & 7	
Team Name:					CC = Cabin Clean-up A = Archery R = Riflery V = Verse & Block Act. = Activity D.T = Daily Total
Sunday	Act. _____ Misc. _____	Act. _____ Misc. _____	Act. _____ Misc. _____	Act. _____ Misc. _____	Verse & Block
Running Total					
Monday	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	Verse : Block :
Running Total					
Tuesday	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	Verse : Block :
Running Total					
Wednesday	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	Verse : Block :
Running Total					
Thursday	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	Verse : Block :
Running Total					
Friday	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	CC _____ A _____ R _____ V _____ Act. _____ Misc. _____ D.T _____	Verse : Block :
Running Total					
Grand Total					

Nugget List

	<i>Breakfast</i>	LUNCH	SUPPER
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Please sign up for one nugget first. You may have a second opportunity after everyone has signed up.

CABIN CLEANUP POINTS

Cabin _____

Week _____

Item / Point Value	Mon	Tue	Wed	Thu	Fri	Sat
BATHROOM Shower: Clean, curtain closed, soap dish clean Floor: Clean, swept or mopped, fairly dry Mirror: Clean and polished Toilets: Clean, all flushed Window sill: Clean and curtains uniform 150 POINTS						PASS
PERSONAL GEAR (neatness) Suitcases: closed and in uniform position Lockers: closed, organized, no wet clothes or towels 100 POINTS						PASS
BEDS Pillows uniform, sheets tucked, wrinkles out 50 POINTS						PASS
FLOOR Free of dust, swept clean, 50 POINTS						PASS
LIGHTS out, TRASH empty 50 POINTS						PASS
PORCH, GROUNDS, CLOTHESLINE Outside door closed, Grounds free of debris, walls swept Clothesline: neat and orderly, no clothes on ground Doormat is clean, porch is swept 50 POINTS						PASS
CAMPER'S ROLE (Assigned by Counselor) This is to be completed by the counselor. Full score is awarded only if the counselor does not have to assist campers in performing their role. 50 POINTS	50	50	50	50	50	
BONUS POINTS OR PENALTIES						
TOTAL POINTS						

COMMENTS

SUNDAY: No Formal Inspection Today
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY: Counselors must stay until the cabin passes inspection.

CABIN CLEANUP ASSIGNMENTS

NAME	MON	TUE	WED	THU	FRI
1.	Sweep cabin floor	Trash in front of cabin	Clean toilets	Empty waste baskets	Dust window sills
2.	Sweep porch	Trash on and around lockers	Straighten clothesline	Clean sinks	Sweep bathroom floor
3.	Clean mirrors	Sweep cabin floor	Trash in front of cabin	Clean toilets	Empty waste baskets
4.	Clean shower stalls	Sweep porch	Trash on and around lockers	Straighten clothesline	Clean sinks
5.	Dust window sills	Clean mirrors	Sweep cabin floor	Trash in front of cabin	Clean toilets
6.	Sweep bathroom floor	Clean shower stalls	Sweep porch	Trash on and around lockers	Straighten clothesline
7.	Empty waste baskets	Dust window sills	Clean mirrors	Sweep cabin floor	Trash in front of cabin
8.	Clean sinks	Sweep bathroom floor	Clean shower stalls	Sweep porch	Trash on and around lockers
9.	Clean toilets	Empty waste baskets	Dust window sills	Clean mirrors	Sweep cabin floor
10.	Straighten clothesline	Clean sinks	Sweep bathroom floor	Clean shower stalls	Sweep porch
11.	Trash in front of cabin	Clean toilets	Empty waste baskets	Dust window sills	Clean mirrors
12.	Trash on and around lockers	Straighten clothesline	Clean sinks	Sweep bathroom floor	Clean shower stalls

“Getting To Know You”

Cabin
Counselor

Grade:
Buddy:

Where were you born?

What adults live with you? Mom; Dad; Grandparent(s); Other: _____

What other people live with you? Sisters _____ Brothers _____

Other: _____

Where do you go to school?

What do you do for fun (hobbies)?

What kind of pets do you have? (What are their names?)

What is your favorite song / CD / music group / T.V. Show?

What do you think is special or unique (one of a kind) about you?

Have you ever been to a summer camp before?

What are you looking forward to doing at camp this year?

Do you attend Sunday School? No, Yes, at _____

How often? Almost every Sunday Once in a while Hardly ever

If you were to die today, would you go to Heaven?

Yes - Definitely; Yes - I am pretty sure; I don't think so I don't know

If God asked you why he should let you into His heaven, what would you tell Him?

CAMP HORIZON

JUNIOR / YOUTH CAMPER EVALUATION

«Record_ID»

«First_Name» «Last_Name»

«Address»

«City», «State» «Zip»

«Primary_Church»

Age: «Age» Birthdate: «Birth_Date»

Use the appropriate scale for each question

CABIN/GROUP ENVIRONMENT

	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
	Always	Usually	Sometimes	Rarely	Never
Obeys counselor / staff					
Participation (games & work)					
Leadership Skills					
Homesickness					
Overall attitude (social)					

SPIRITUAL AREAS

Sunday School Attendance					
Do parents (guardian) attend too?					
Spiritual growth observed					
General Bible knowledge					
Response to devotions / chapel					
Participation in group discussion					
Overall attitude (spiritual things)					

To the best of my knowledge this camper (choose one):

- This camper made a profession of faith in Christ as Savior this week on _____ (Day)
- This camper was counseled for assurance (was saved before they arrived this week).
- This camper has a clear testimony and I believe they came to camp saved.
- This camper does not have a clear testimony and/or does not show the fruit of the Spirit, but they profess to be saved.
- I don't believe that this camper is saved.
- I didn't get to know the camper well enough to determine their spiritual state (I don't know).

The camper's local church may help by:

Other comments:

Counselor's signature: _____ Date: _____

«Counselor»

See notes on back of this form; Short Eval Note (36 Characters: _____)

Former Eval Notes: «Evals»

CAMP HORIZON

VARSITY CAMPER EVALUATION

«Record_ID»
«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

«Primary_Church»
Phone: «Home_Phone»
Age: «Age» Birthdate: «Birth_Date»

Use the appropriate scale for each question CABIN/GROUP ENVIRONMENT	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
	Always	Usually	Sometimes	Rarely	Never
Obeys counselor / staff					
Participation (games & work)					
Leadership Skills					
Reaches out to other campers					
Overall attitude (social)					

SPIRITUAL AREAS

Sunday School Attendance					
Do parents (guardian) attend too?					
Spiritual growth observed					
General Bible knowledge					
Response to devotions / chapel					
Participation in group discussion					
Overall attitude (spiritual things)					

To the best of my knowledge this camper (choose one):

- This camper made a profession of faith in Christ as their Savior this week on _____ (Day)
- This camper was counseled for assurance (was saved before this week).
- This camper has a clear testimony and I believe they came to camp saved.
- This camper does not have a clear testimony and/or does not show the fruit of the Spirit, but they profess to be saved.
- I don't believe that this camper is saved.
- I did not get to know this camper well enough to determine their spiritual state. (I don't know)

The camper's local church may help by:

Staff Potential

Did this camper show an interest in being on staff? Yes No
 Would you recommend this camper for staff next year? Yes No
 Camper/Staff: Did they represent camp well this week? Yes No

Counselor's signature: _____ Date: _____
«Counselor»

See notes on back of this form | **Short** (36 char) Eval Note: _____

Camper Eval History: «Evals»

Daily Schedule

Varsity Camp

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – Leaders Prep & Prayer					
7:30 – Rise & Shine					
8:00 – Cabin Clean-up					
8:30 – Flag Raising, Prayer, Devos					
8:45 – Breakfast					
9:30 – Chapel					
10:40 – 11:40 – Activity One	A	B	C	D	A
11:45 – 12:45 – Activity Two	B	C	D	A	B
1:00 – Lunch					
1:45 – Rest Hour					
2:45 – 3:45 – Activity Three	C	D	A	B	C
3:45 – Snak Shak / Free Time					
4:45 – 5:45 – Activity Four	D	A	B	C	Banquet Prep
6:00 – Supper					
6:50 – Flag Lowering					
7:00 – Evening Activity					
8:10 – Snak Shak					
8:45 – Chapel					
9:45 – Prepare for bed					
10:00 – Devotions					
10:30 – Lights Out					

TWO HORN BLASTS

08:20 Flag Raising (10 minutes before)
 08:40 Breakfast (5 minutes before)
 09:00 Chapel (no horn – straight from breakfast)
 10:40 No horn to start Craft A
 11:40 End of Craft A (NO HORN to start Craft B)
 12:45 End of Craft B

12:55 Lunch (5 minutes before)
 2:35 End Rest Hour / Craft Three (10 minutes before)
 3:45 Snak Shak / Free Time
 4:35 End of Snak Shak / Craft Four (10 minutes before)
 5:50 Supper (10 minutes before)
 Evening Horns as announced

In General: Even though the horn blows 10 minutes before an activity, they should be there within 5 minutes so that they are ready to start on time.

VARSAITY CAMP

SUNDAY SCHEDULE

You may have cereal & milk or toast for breakfast, but must clean it up yourself.

Coffee and Juice are also available.

9:00 a.m.	Worship
10:15 a.m.	All Staff Meeting
11:15 a.m.	Brunch
12:00 p.m.	Staff Picture [Speaker and Director Pictures]
1:00 - 1:30 p.m.	Early Registration (Bunny Camp and Van Pool)
1:30 - 3:30 p.m.	Registration and Swim Test
4:00	Camper Orientation
After Orientation	Cabin Free Time / Open Gym
6:00 p.m.	Supper
6:45 p.m.	Evening Activity
8:00 p.m.	Snak Shak
8:35 p.m.	Flag Lowering
8:45 p.m.	Chapel
9:45 p.m.	Prepare for Bed
10:00 p.m.	Devotions
10:30 p.m.	Lights Out

SATURDAY SCHEDULE

7:00 a.m.	Rise and Shine Cabin Clean-Up; Pack all personal gear
8:30 a.m.	Breakfast (1 Counselor goes to meal with campers)
9:00 a.m.	Check out/Bus leaves for South Florida
9:00 - 10 00 a.m.	Open Gym for campers waiting for pick-up
12:45 p.m.	Lunch (May be moved up as early as 12:00)
11:00 p.m.	Staff Curfew (common areas are closed)
11:45 p.m.	Staff Lights Out

Daily Schedule

Youth Camp

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – Leaders Prep & Prayer					
7:30 – Rise & Shine					
8:00 – Cabin Clean-up					
8:30 – Flag Raising & Prayer					
8:45 – Breakfast					
9:30 – Chapel					
10:40 – 11:40 – Activity One	A	B	C	D	A
11:45 – 12:45 – Activity Two	B	C	D	A	B
1:00 – Lunch					
1:45 – Rest Hour					
2:45 – 3:45 – Activity Three	C	D	A	B	C
3:45 – Snak Shak / Free Time					
4:45 – 5:45 – Activity Four	D	A	B	C	D
6:00 – Supper					
6:50 – Flag Lowering					
7:00 – Evening Activity					
8:10 – Snak Shak					
8:45 – Chapel					
9:45 – Prepare for bed					
10:00 – Devotions					
10:30 – Lights Out					

TWO HORN BLASTS

08:20 Flag Raising (10 minutes before)
 08:40 Breakfast (5 minutes before)
 09:00 Chapel (no horn – straight from breakfast)
 10:40 No horn to start Craft A
 11:40 End of Craft A (NO HORN to start Craft B)
 12:45 End of Craft B

12:55 Lunch (5 minutes before)
 2:35 End Rest Hour / Craft Three (10 minutes before)
 3:45 Snak Shak / Free Time
 4:35 End of Snak Shak / Craft Four (10 minutes before)
 5:50 Supper (10 minutes before)
 Evening Horns as announced

In General: Even though the horn blows 10 minutes before an activity, they should be there within 5 minutes so that they are ready to start on time.

YOUTH CAMP

SUNDAY SCHEDULE

You may have cereal & milk or toast for breakfast, but must clean it up yourself.

Coffee and Juice are also available.

9:00 a.m.	Worship
10:15 a.m.	All Staff Meeting
11:15 a.m.	Brunch
12:00 p.m.	Staff Picture [Speaker and Director Pictures]
1:00 - 1:30 p.m.	Early Registration (Bunny Camp and Van Pool)
1:30 - 3:30 p.m.	Registration and Swim Test
4:00	Camper Orientation
After Orientation	Cabin Free Time / Open Gym
6:00 p.m.	Supper
6:45 p.m.	Evening Activity
8:00 p.m.	Snak Shak
8:35 p.m.	Flag Lowering
8:45 p.m.	Chapel
9:45 p.m.	Prepare for Bed
10:00 p.m.	Devotions
10:30 p.m.	Lights Out

SATURDAY SCHEDULE

7:00 a.m.	Rise and Shine Cabin Clean-Up; Pack all personal gear
8:30 a.m.	Breakfast (1 Counselor goes to meal with campers)
9:00 a.m.	Check out/Bus leaves for South Florida
9:00 - 10 00 a.m.	Open Gym for campers waiting for pick-up
12:45 p.m.	Lunch (May be moved up as early as 12:00)
11:00 p.m.	Staff Curfew (common areas are closed)
11:45 p.m.	Staff Lights Out

Daily Schedule

Junior Camp

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – Leaders Prep & Prayer					
7:30 – Rise & Shine					
8:00 – Cabin Clean-up					
8:30 – Flag Raising & Cabin Prayer					
8:45 – Breakfast					
9:30 – Chapel					
10:40 – 11:40 – Activity One	A	A	A	A	A
11:45 – 12:45 – Activity Two	B	B	B	B	B
1:00 – Lunch					
1:45 – Rest Hour					
2:45 – 3:45 – Activity Three	C	C	C	C	C
3:45 - 4:05 – Snak Shak <u>Free Swim</u>	Boys <u>Girls</u>	Girls <u>Boys</u>	Boys <u>Girls</u>	Girls <u>Boys</u>	Boys <u>Girls</u>
4:05 - 4:25 – Free Swim <u>Snak Shak</u>	Boys <u>Girls</u>	Girls <u>Boys</u>	Boys <u>Girls</u>	Girls <u>Boys</u>	Boys <u>Girls</u>
4:30 - 5:30 – Individual Cabin Time					
6:00 – Supper					
6:50 – Flag Lowering					
7:00 - 8:00 – Evening Activity					
8:10 - 9:10 – Chapel					
9:10 – Prepare for bed					
9:35 – Devotions					
10:00 – Lights Out!					

TWO HORN BLASTS

08:20 Flag Raising (10 minutes before)
 08:40 Breakfast (5 minutes before)
 09:25 Chapel (OR - no horn – straight from breakfast)
 10:40 No horn to start Craft A – straight from chapel
 11:40 End of Craft A (NO HORN to start Craft B)
 12:45 End of Craft B

12:55 Lunch (5 minutes before)
 2:35 End Rest Hour / Craft Three (10 minutes before)
 3:45 Snak Shak / Free Swim
 4:05 SWITCH (Lifeguard can announce switch) NO HORN
 4:30 Individual Cabin Time NO HORN
 5:50 Supper (10 minutes before)
 Evening Horns as announced.

In General: Even though the horn blows 10 minutes before an activity, they should be there within 5 minutes so that they are ready to start on time.

JUNIOR CAMP

SUNDAY SCHEDULE

You may have cereal & milk or toast for breakfast, but must clean it up yourself.

Coffee and Juice are also available.

9:00 a.m.	Worship
10:15 a.m.	All Staff Meeting
11:15 a.m.	Brunch
12:00 p.m.	Staff Picture [Speaker and Director Pictures]
1:00 - 1:30 p.m.	Early Registration (Bunny Camp and Van Pool)
1:30 - 3:30 p.m.	Registration and Swim Test
4:00	Camper Orientation
After Orientation	Cabin Free Time / Open Gym
6:00 p.m.	Supper
7:00 p.m.	Evening Activity
8:05 p.m.	Flag Lowering
8:10 p.m.	Chapel
9:10 p.m.	Prepare for Bed
9:35 p.m.	Devotions
10:00 p.m.	Lights Out

SATURDAY SCHEDULE

7:00 a.m.	Rise and Shine Cabin Clean-Up; Pack all personal gear
8:30 a.m.	Breakfast (One Counselor with each cabin) / Program Replacement
9:00 a.m.	Check out/Bus leaves for South Florida
9:00 - 10 00 a.m.	Open Gym for campers waiting for pick-up
12:45 p.m.	Lunch (May be moved up as early as 12:00)
11:00 p.m.	Staff Curfew (common areas are closed)
11:45 p.m.	Staff Lights Out

Counselor Reminders For Leaders Prep

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Sunday:</p> <ul style="list-style-type: none"> All cars on the chapel side of the road. Staff photograph after lunch in uniform. <p>Camper Evaluations:</p> <ul style="list-style-type: none"> START TODAY Finish by Saturday Morning. <p>Cabin photos</p> <ul style="list-style-type: none"> TUESDAY <ul style="list-style-type: none"> -- Think about it today Cabin Rest Hour Two photographers Be ready, Be Safe No Roof Shots - etc. No bare skin (shirts - etc) Don't get too complicated but be creative. <p>Staff Ski Times</p> <ul style="list-style-type: none"> Snak-Shak only Those who have not had a turn this week go first, then those who did not ski the day before, then everyone else. Staff may ski first - Staff Rats may ski only if there is time. Average run is 3 minutes, or 3 tries to get up. <p>Lock your doors!</p>	<p>Banquet Prep</p> <ul style="list-style-type: none"> Awards Skits (spiritual) Special Music Etc. <p>Canoe Trip Prep</p> <p>Begin to get your List Ready today. We have enough canoes to take most of your campers. Please allow all campers that desire to go on the trip to sign up (unless there is a discipline problem).</p> <p><u>Junior:</u> No Trip</p> <p><u>Youth:</u> They leave after chapel and are back during Rest Hour. They will miss their two morning crafts.</p> <p><u>Varsity:</u> They will leave after chapel and return just before supper. They will miss ALL of their classes.</p>	<p>Canoe Trip Prep</p> <p>Verify in each class which ones want to go. Turn in your final list by <u>Supper</u>.</p> <p>Move Cars:</p> <ul style="list-style-type: none"> All cars to the lake side of the road. <p>Change Mop Heads</p> <ul style="list-style-type: none"> Counselors please take off old mop heads and put them in the dirty rag bucket. 	<p>Canoe Trip</p> <p>You will get a list.</p> <p>Banquet Prep</p> <p>Talk to your campers about banquet and campfire. Discourage the concept of "dating" and encourage them to sit with groups of friends.</p> <p>Talk with your campers about testimony time</p>	<p>Prepare your craft areas for next group.</p> <p>Finish your Camper Evals</p> <p>Get luggage tags for those riding the South Florida Van (or other group bus) during lunch today.</p> <p>Finish craft awards, etc.</p> <p style="text-align: center;"><u>S A T U R D A Y</u></p> <p>Turn in keys, staff manuals, and any other camp property</p> <p>Pick up your staff and cabin pictures from the registrar.</p> <p>Put Lost and Found items on the benches around the Dining Hall.</p> <p>Get going early! 1-Counselor stays with campers. The other cleans with a program staff or "stamper".</p> <p>South Florida Van (or other announced group bus) luggage goes in the middle of the porch with luggage tags in place. All other luggage goes in front of your door.</p>