

GENERAL INFORMATION FOR STAFF

This is just a reminder of a few of our Summer Camp Staff guidelines. You can view, download, and/or print the entire staff manual and policies from our website as well as director's themes and other resources.

<http://www.camphorizon.org> "Summer Staff Forms" Password: *campstaff (lower case)*

ARRIVAL TIME

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

SNACK SHACK CREDIT

Each person serving on staff will receive credit in our Snack-Shack which allows you to enjoy soda and/or sweets during the scheduled Snack-Shack time each day. This credit is not to be used for anyone other than you and may not be used to purchase non-consumable products sold in the Snack-shack. Any portion of the weekly credit not used will be forfeited. (J/Y/V: \$12/wk; Training Camp: None)

TRANSPORTATION

Transportation to/from Camp Horizon is your responsibility, but we will help find someone in your area to share a ride with if possible. If you wish to utilize the South Florida Van the cost is \$20 (Round Trip), you must register through Camp Horizon. If you use the SF Van we encourage you to come on Saturday and leave Sunday when there are not campers on the van (if at all possible).

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.

VISITORS

It is not practical to have visitors during the program days of camp. Regulations require that we know who everyone is on the property and why they are here. Because this is a safety and security issue **all planned visits must be cleared through the Administrative Camp Director. No overnight visitors allowed.**

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. Planned outings with family members must be during normal night-out time. See the "Staff Night Out Policy" online or call and we will mail you a copy. This policy was reviewed and clarified for summer 2008.

DRESS CODE (General Guidelines)

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

SHIRTS: Shirts must cover the midriff at all times. Girls: Please do not wear shirts 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.

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.

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.

THIS MAY BE YOUR ONLY WRITTEN CONFIRMATION

EMAIL QUESTIONS OR CHANGES IN YOUR SCHEDULE TO

info@camphorizon.org