CCIW OUTDOOR MINISTRIES

SUMMER CAMP

DIRECTOR & COUNSELOR HANDBOOK

For Camps of the Christian Church (Disciples of Christ)

In Illinois and Wisconsin



Revised 2017

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ACKNOWLEDGEMENTS

This is the seventh edition of the CCIW CAMP DIRECTOR & COUNSELOR HANDBOOK.

Arvil Bass, Shalom Camp Director and then chair of the CCIW Youth Committee put the first edition together, in 1988. To him is owed a great debt of gratitude, as much of the material in this current edition is adapted from the previous printing.

Sources for the printing of this handbook include similar publications from the following church entities:

BECKY LEWIS, MARTHA HERRIN, AND REV. BECKY SUNDQUIST

CHRISTIAN CHURCH IN ILLINOIS AND WISCONSIN

CHRISTIAN CHURCH IN KANSAS

CHRISTIAN CHURCH IN NORTH CAROLINA

CHRISTIAN CHURCH IN OKLAHOMA

CHRISTIAN CHURCH IN THE UPPER MIDWEST

NORTHWEST REGIONAL CHRISTIAN CHURCH

UNITED BRETHREN CHURCH

UNITED CHURCH OF CHRIST

VALUED COLLEAGUES

STATEMENT OF VISION AND PURPOSE

Christian Church (Disciples of Christ) in Illinois & Wisconsin Outdoor Ministries Mission Statement

We provide a sacred place, and we promote multi-site ministries that seek to develop our children, youth and adults into fully devoted followers of Jesus Christ who value their identity as Disciples in community through nature.

CCIW Summer Camping Program Mission Statement

As members of the CCIW Camping Program, We promote a place where youth discover and build on the foundations of their faith in God, Christ, and the Holy Spirit within the context of acceptance and nurture in a 24-hour-a-day community.

Camp Director, Counselor, and Counselor-in-Training Covenant

We believe…

- That each person is a child of God, made in image of God, and a part of the body of Christ
- That God calls each person to live in covenant with God and with one another
- That this covenant invites us to recognize our worth and the worth of others
- That through this covenant we are called to recognize our gifts and to use these gifts to care for and minister within community
- That throughout the camping program a community is formed each week in a unique manifestation called from the larger community of the local, regional, general, and universal church.
- That each of us as Regional staff persons, directors, counselors and counselors–in-training (CITs) are called to accountability within this community.

Because we believe this we covenant to…

- Act in accordance with the policies set forth by the Christian Church in Illinois/Wisconsin regarding expectations and behavior of individuals call by God through the local and regional manifestations of the church to further the nurture and discipleship of CCIW youth through the camping programs.
- Surround our ministry with prayer for ourselves and for those with and to whom we minister.

Signed: _____

Date: _____

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A STATEMENT OF PHILOSOPHY FOR CHURCH CAMPING

As members of the CCIW Camping program, we promote a place where youth discover and build on the foundations of their faith in God, Christ, and the Holy Spirit within the context of acceptance and nurture in a 24-hour-a-day community.

Church camping is an integral part of the church's total program of Christian education and nurture. The purpose of CCIW Outdoor Ministries Program is to provide a special setting where young people and adults may experience the presence of God in nature and in a special kind of Christian community. This experience will let them go home with a stronger sense of what it is to be a Christian, with stronger skills at maintaining their spiritual life, with stronger commitment to living out their faith in everyday life.

Camp does not compete with the local congregation. It is a support to the congregation's efforts to sow the seeds of Christian commitment in their youth. Camp encourages and assists a young person to declare faith in Christ. Usually the public confession of faith and baptism takes place in that young person's local congregation, with the guidance of the pastor and other spiritual leaders of that congregation. Camp is not intended to *replace* anything that happens in the local congregation.

CAMP AND THE CHRISTIAN CHURCH IN ILLINOIS AND WISCONSIN

The camping program in the CCIW began in 1925. Currently, most of the region's camps are located at Camp Walter Scott in Dieterich, Illinois, which was purchased in 1962 and Pilgrim Park in Princeton, IL; however, we also offer camps in other locations around the region (please note annual listing of camp sites).

Camps are vital components in the region's youth ministry program, and are a support and identity system, which links local church youth with other youth and other programs of areas and the region. The region has ultimate responsibility for the program, including scheduling camps, promoting, recruiting, and training camp directors, determining content and basic format, and developing a program that has consistency, accountability, and continuity. The Regional Staff (designate) and the Outdoor Ministries Committee are the primary organizers and policy makers of the camp program.

The foci of the CCIW camps are:

1. Content studies of a Biblical and church based nature.
2. Personal spiritual development and faith sharing.
3. Building community and interpersonal relationships.
4. Leadership development.
5. Discerning God in nature; seeing our place in nature, being aware of human impact on the environment.

These are developed through the total camp experience in a variety of settings, intentionally structured to provide consistency, security, continuity and community for the campers.

CHILD PROTECTION AND SEXUAL MISCONDUCT POLICY FOR YOUTH CAMP PROGRAMS SPONSORED BY THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN ILLINOIS AND WISCONSIN

*Adopted by the Regional Board on February 24, 2001

I. **PROTECTION**

A. The Christian Church in Illinois and Wisconsin is committed to protecting youth in its care from physical, emotional, and sexual abuse.

B. This protection begins with the selection and training of Camp Directors, Counselors, and other campsite staff employed by the Region.

C. Adults supervising campers will exercise all reasonable care to assure the safety and well being of those in their charge.

D. In an effort to fulfill legal and moral obligations, any paid camp staff person [see II. A. Leadership Position for the list] will follow established procedures for reporting all incidents of abuse.

E. A plan of response will be followed in all reported cases.

II. RECRUITMENT, SELECTION AND TRAINING OF LEADERSHIP

A. Leadership Positions: Any paid or volunteer director, counselor, counselor in training, chaplain, manager, cook, lifeguard, maintenance or clerical worker, member of any Regional committee or commission having responsibility for camp facilities or programs, or member of the Regional Ministerial Staff.

B. All persons in leadership positions serving in the camping program for the Christian Church in Illinois and Wisconsin shall be subject to a bi-annual screening program (**Background Check**).

C. All persons in leadership positions must complete an application form, providing all requested information.

D. Any person found to have been convicted of a sex crime or a crime against persons as defined under the laws of any state or federal government will be ineligible to serve in the camp program. Persons charged but not convicted of such offenses will be investigated in further detail and reevaluated.

E. All persons in leadership positions at a CCIW camp must complete a child protection-training event offered by regional ministerial staff, the regional committee responsible for camp programs, or the director of the program. This training will include a discussion of potential criminal sanctions related to sexual and physical abuse of minors, and of the general requirements of the Illinois Abused and Neglected Child Reporting Act. Camp workers will follow the requirements of that law in all cases.

F. All persons in leadership positions at a CCIW camp are Mandated Reporters in the state of Illinois.

III. REPORTING PROCEDURES

A. Anyone observing or receiving report of possible physical or sexual abuse (children or adults) shall immediately inform the Director of the observation or report.

1. Those persons observing or receiving a report are required to file a report to Illinois Department of Children and Family Services.

B. Any allegations regarding paid campsite staff will be reported to the Camp Manager who will function in the roles otherwise assigned in this policy to the Director.

C. The Camp Director shall immediately inform the Camp Manager and inform Regional Staff within 12 hours.

D. The Regional Staff person shall notify the Regional Minister and President within 12 hours.

IV. RESPONSE TO ALLEGATIONS

A. All allegations will be taken seriously. The director will immediately separate the alleged perpetrator from the child and then present to the accused the allegations as part of the director's investigation.

B. The director shall immediately seek to determine whether reports or suspicions are under the purview of the Illinois Mandated Reporters law, and if they are, shall see that the requirements of that law are followed. **The Illinois Department of Children and Family Services' hotline number is 1 (800) 252- 2873 (1-800-25-ABUSE).**

C. The director shall treat the accused with dignity and shall relieve the accused of his or her duties until an investigation is completed. In the case of a child, the director shall call regional staff and parents, and that child may be sent home.

D. The director shall require that an attorney be present when any person is being questioned by an investigative agency.

E. If the director or camp manager, in consultation with legal counsel, determines that the threshold of legal reporting has not been reached, but that the person has nevertheless breached the Region's definitions of *Sexual Harassment* and *Sexual Misconduct* contained in "**Guidelines for the Review of Ethical/Sexual Misconduct by Ordained or Licensed Church Professionals of the Christian Church (Disciples of Christ) in Illinois and Wisconsin,**" adopted by the Regional Board on September 18, 1998, the Director may immediately dismiss the volunteer staff and declare that person permanently or temporarily ineligible to participate in Regional camping events, and may report such action to those persons who recommended the staff person. The Director may recommend the dismissal of a paid staff member. The Regional Staff may immediately dismiss the volunteer staff or strongly recommend the dismissal of the paid staff member. Camp workers who are ordained or licensed ministers are subject to the entirety of the above-named policy on ministerial ethics, and allegations against them that do or do not reach the threshold of reporting to governmental authorities will be handled under the terms of that policy or any policy that may be adopted to replace it.

F. The camp director will prepare detailed written records of any allegations or suspicions of child abuse, detailing who made reports or observations, and in what manner, and the details of actions taken to separate the alleged perpetrator from the child. If the complainant is an adult, the director shall secure from that person a written, signed statement of the allegations. If the complainant is a youth, the director shall secure from that child a written, signed statement of the allegations (in consultation with regional staff and parent or guardian.) These reports will be kept in the office of the Regional Ministerial Staff responsible for the camping program.

G. The director will notify the Regional Staff member responsible for camps of such reports within no more than 12 hours after receiving the report.

H. The Regional Staff responsible for camps will inform the Regional Minister and President of such reports, as soon as practicable, as well as the Region's corporate attorney and insurance carrier.

VI. Reporting Accidents and Behavioral Situations

A. Please report any accidents or misbehavior of any camper or camp staff to the CCIW Regional Staff for the Outdoor Camping Program.

1. Notify Regional Staff.
2. Within twenty-four hours, please send a written account of the event by using the incident report form located on the CCIW website. Please mail this form to:

   CCIW Regional Office
   401 W. Jefferson
   Bloomington, IL 61701
3. If a camper or member of the camp staff has been asked to leave, it is important to immediately notify the Regional Office.
   i. The Camp Director(s) will also be appraised of this issue and a list of name(s) will be mailed or emailed to them.
   ii. The offenders will not be able to attend or counsel at any of the other camps during this particular year.

VII. Reducing the Risk of the Following: Suicide, Hazing, Or Physically Threatening Campers Or Camp Staff

A. **Suicide**

1. If a camper or any member of the camp staff should make a comment or threat about potentially harming himself or herself or another individual, please do the following:
   i. Take the threat or comment seriously. Do not leave the person alone.
   ii. Please report immediate to the individual Camp Director(s).
   iii. Immediately notify site manage/camp host and regional staff in charge of camping program.
   iv. Please call parents, guardians, or next of kin, and minister to inform them of what has occurred!
   v. Please call the proper authorities: police, ambulance, professional counselors, etc. to the campground.
   vi. The professional counselors will be asked to speak with the other campers and staff. There will be a list of professionals on file in the Camp Managers and Camp Directors office.

A. **Hazing or Pranks**

1. Hazing and pranks are harmful to the life, growth and well being of our campers and camp staff.
2. Pranks will not be tolerated at any of the CCIW Outdoor and Theme Camping Programs. This is a safety issue! We have been charged to help protect our campers and staff from abuse and threat, promote an environment that uplifts, what it means to be in covenant with God through the outdoor ministry program, and teach our campers and staff what it means to respect themselves and others.
3. If this policy is not followed:
   i. The camper's parents and their minister will be called.
   ii. The camper will immediately be sent home and not allowed to attend a CCIW Outdoor and Theme Camping Program the following year.
   iii. This same rule applies to any member of the CCIW camp staff!

VIII. IMPLEMENTING GUIDELINES

A. All paid and volunteer staff is expected to hold to the highest moral principles, and as well, to avoid behavior, which may create suspicion of immoral activity when none exists.

B. The "rule of three" will apply at all times when adults are with campers in any vehicle, building, closed room or other secluded space. This means that if an adult is present with a camper, at least one other adult or at least one other camper must also be present.

C. Adults will not shower with campers, and will exercise due modesty in changing clothing in sleeping areas.

D. While hugging is an important and long-standing part of camp experience, any hugging involving adults with campers must be done in full public view and in a manner that does not suggest or imply sexual intent.

E. Camp staff (paid or volunteer) is not to touch campers or allow them to be touched by campers in any manner that might be construed as indicating or satisfying sexual desire by either party, or both.

F. No camp staff (paid or volunteer) is to have physical contact with a camper that causes injury, or that is done in a rude, insolent or angry manner.

G. All staff persons are subject to a background check. This report is on file at the Regional Office and each person has an opportunity view and to respond to any information.

RULES FOR SUMMER CAMPS USING WALTER SCOTT CAMP

*Adopted 1996 by the Camp Management Committee

1. Each Director will assign the following:
    A. One group per day to clean the shower and toilet facilities. Camp Walter Scott furnishes supplies.
    B. One group for each meal to put salt, pepper, ketchup, mustard, etc. on tables before meals and remove them after. They are to wipe off the tables and sweep the Dining Hall after each meal.
    C. Each living area should be cleaned up daily and refuse deposited in the proper containers.

2. All vehicles are to be parked in the designated area except camps on the north side of the lake. They can have one vehicle for emergency purposes. Driving back and forth will not be allowed except as negotiated between the director and the camp manager for the purposes of facilitating the program.

3. Any group who uses the Dining Hall or the Beach for evening activities should leave the area the way you found it. Chairs and tables should be set up for the next meal.

4. The Infirmary should only be used for health reasons. An adult must accompany youth in the room. The “Rule of Three” is to be observed.

    The following health rules are to be observed by all camps in the CCIW Camping and Conference program:

    1. All campers must have completed health forms by the time they register for camp.

    2. Any camper found with lice must call a parent or guardian to inform of the infestation; the parent and/or guardian must pick the child up from camp. The camper will not be allowed back to camp for the remainder of the camp week (even if he/she has been deloused).

    3. While in the health office, all campers must be accompanied by at least 1 counselor and 1 other person (in accordance to our ‘rule of three’) policy. At no time may a camper be left alone in the health office, even if they are resting.

    4. If a child is running a temperature or has gotten sick, they must be contained in the health office for xxx minutes prior to returning to the camp population (once the temperature has returned to normal); to prevent spreading the illness to other campers. If a camper has remained ill or a temperature for xxx minutes; the parents must be notified and the child will be sent home.

    Campers who are on daily medication(s) should bring their medicines to camp. The staff will administer the medicine. **A complete and detailed note including types of medicines and dosages should be sent with the child and given to the Director upon registration.** The medicines should be given with the note to the Director upon arrival at camp. The staff will not rely upon the word of the camper. If there are any questions, the parents will be called for clarification. No camper will be permitted to take any form of medication unless there is an explanation and permission from the parents/guardians.

5. T-shirts will be distributed at time chosen by director and camp manager. Their cost is included in the registration fee. There will be no other "camp store" sales at Walter Scott. Check with management of other sites regarding their "camp store" practices.

6. One banner of good quality and workmanship, 3’x 5’ may be hung in the Dining Hall.

7. **The kitchen and manager's office are OFF LIMITS** to all members of a camp at all times. An office is provided for camp directors.

8. Your group is responsible for leaving the facilities as clean as possible. The camp manager or his/her designee will inspect the campgrounds before the end of the event to see that it is clean and all equipment is in place. Your group will be billed for any lost or broken equipment, unfinished cleanup before departure or other damages that occur during your stay.

9. All pre-camp and post-camp meals will be billed at the regular rate and the 15-person minimum will be observed.

10. Do not cut down any tree for firewood. There is plenty of firewood from trees already down. Fires may be built only in designated areas, watched carefully, and put out before the last person leaves the area or goes to bed. Five-gallon buckets of water must be taken to any shelter area before a fire is built.

11. The lifeguard will be in charge of all waterfront activities and equipment. Life jackets are required in all boats. Any person using a boat without a life jacket will be sent home. Any camper using boats without knowledge or supervision of an adult will be sent home. Any person swimming without the lifeguard present will be sent home.

12. Any child found with lice must have a phone call to the parent(s) and asked to leave for the duration of the camping week.

13. Pets are not permitted on the grounds.

14. Fireworks, weapons, hazardous substances, alcoholic beverages and illegal drugs are not permitted. Any person violating this rule will be asked to leave.

15. Meals are served cafeteria style or buffet style with large camps. Please tell the cooks if you do not want some food items. We do not want to waste food. Milk, tea and fruit-based drinks are available at all mealtimes and at other times during the day. **The Kool-Aid type drinks are not allowed in any carpeted area of the dining hall.** After you are finished eating, please return your tray to the window by the dishwasher. Place paper in the wastebasket, your silverware in the appropriate pan and stack your tray. Food and drinks may not be taken outside the Dining Hall.

16. **Absolutely no smoking by anyone on the campgrounds during youth camp season!!! This has always been Regional policy!!!!**

(Site Rules for Contract Facilities Will Be Provided to Those Directors Concerned at Least 90 Days before Their Event(s).)

Basic Behavioral Rules for CCIW Summer Camp Program Campers and Staff

Our mission to provide a whole and healthy camp community during the youth camping program.

1. All youth camps are smoke free.

2. We promote a culture of dignity and respect for all persons and property. Camp staff is to refer to training guidelines for Safe Conduct.

3. Appropriate attire is required for campers and staff during their time at camp. Shoes are to be worn in the dining hall.

4. Camp phones are available for use in case of emergency.

5. Upon arrival, any visitor is to check in at the camp office.

6. Campers who have driven themselves **must turn in their keys to the camp director** once they have unloaded their vehicle and moved it to the designated parking area.

7. **No food of any kind is permitted in sleeping areas.**

8. **Fireworks, weapons, hazardous substances, alcoholic beverages, and illegal drugs are not permitted by anyone.**

9. **Technology and Media.** The camp is not responsible if these items are lost, damaged, or stolen. These items may detract from the camping experience. All staff reserves the right to confiscate media items until the end of the Camp Week.

10. At no time can a visitor visit a camp. (Exceptions: Center Stage Camp worship at visiting churches. Visitors may not participate in any other camp activities.) If a visitor is a volunteer, please follow the CCIW VOLUNTEER POLICY as noted in this Handbook.

** In the event that a camper is found breaking these rules, it will be immediately reported to the Director, Camp Manager, and Regional Staff Person. A Regional Staff Person will make a phone call to the parent or guardian, and their minister or supporting congregation, before any action is taken.*

Camp Week

Each camp provides a unique spiritual experience and camper attendance is necessary to protect the covenant of the camp. In extreme circumstances in which a camper must arrive late or leave early, the director must contact the Regional Office and the Regional Staff. No camper may leave camp and return to camp. At JYF, CHI RHO and CYF Camps, camp is Sunday through Saturday. Campers must be dropped off on Sunday beginning at 4:00PM and picked up at 10:00AM on Saturday. (All other camps follow a different schedule, but must apply and notify parents/guardians a beginning and ending time where parents must drop off or pick up campers.)

As campers are dropped off at the beginning of camp, please confirm who will be picking up the camper. When a camper is being picked up on Saturday by another person other than the one confirmed on the registration forms, please use the following procedure:

1. Contact parent/guardian to confirm the camper is being picked up by the person.
2. Complete the waiver that the camper has been picked up by an alternate person

STAFF DESCRIPTIONS

Camp Director

The Camp Director is the spiritual leader of the camp week. This person will work closely with a team comprised of the regional staff, the Camp Manager, and the camp counselors. The team's mission is to provide a Christ-centered experience for campers. These lessons are learned through your attitude, experience, knowledge, and spiritual leadership in action. It is the responsibility as Camp Director to have oversight of the counselors, organization of the camp week (before, during, and after the camp), and to be knowledgeable of all that is required of them. The age requirement for directing a CCIW Camp: Minimum 25 years old.

Camp Counselor

Counselors serve as positive adult role models of faith, spiritual leadership, nurturing behavior and respect for persons, property, natural environment and rules. Counselors are to be on duty 24 hours a day at camp and participate in all activities with the campers to their ability. Counselors support the Director(s) and other counselors in providing a growing experience for campers (i.e. camper behavior, discipline problems, faith, and all other camp situations). All camp counselors must apply through the CCIW Regional Office, be invited by the camp director, and approved by the Regional Staff. The age requirement for counseling at a CCIW Camp: Minimum of 18 years old. 4 years older than the oldest camper.

Counselor-in-Training (CIT)

All Counselors-in-Training (CITs) may serve at Beginner, JYF, or Chi Rho camps. CITs must be 14-17 years of age and follow the following process: *1.) Apply to become a CIT, 2.) Be invited by a camp director, and 3.) Be approved by the Regional Staff.* All CITs are required to complete the application prior to April 15th.

This position is designed to help CITs become trained in the position of counselor. CITs are to maintain the responsibilities of regular counselors; however, counselors and directors are to assume responsibilities of mentoring CITs. In addition, CITs will assist counselor in family group, special camp activities e.g., talent night. CITs will abide by all camp guidelines, participate in all camp activities while serving as a spiritual mentor to the campers; perform any other tasks as assigned by counselor or director.

CITs DO NOT: have authority as counselor, have special privileges, have authority to make decisions except under guidance of counselor, and have responsibility for direct supervision of campers.

Camp Program Director

The Camp Program Director will assist, advise, counsel, and support the outdoor ministries program in all ways possible. Responsibilities will include but not limited to:

- Work on site during the summer camping program
- Recruit directors and select curricula in consultation with the Outdoor Ministries Committee
- Assist directors with staff recruitment and training
- Oversee camper registration
- Serve as a liaison with management of all facilities used in the camping program
- Keep records and reports for the region
- Promote the total camping program

Camp Host

The Camp Host will work with the regional staff and directors rather than campers or counselors when problems arise. The director, likewise, will deal with the Camp Host concerning any requests, problems, etc., not with the cooks, lifeguards or other resident personnel.

The camp staff at Camp Walter Scott will participate in counselor orientation at camp; provide equipment, and supplies to enable programs scheduled by the director.

*This description may not apply to managers of other sites. Be sure to contact the site manager for information and coordination well before your camp to discuss specific needs of your program.

Outdoor Ministry Committee

The Outdoor Ministry Committee shall perform the following tasks:

A. Visioning and planning: They shall create a strategic plan for this ministry to be presented to the Regional Church Council, including yearly updates.
B. Support and Resource the Ministry: Communicate the vision and goals of this ministry in creative and compelling ways to CCIW congregations and groups. Promote DMF giving and fundraising to support this ministry along with the other ministries of the CCIW. Prepare a budget, set fees, hire staff, recruit volunteers.
C. Nurture and Develop a Community of Disciples: by providing Curriculum, training, policies and procedures for our Camping Ministry.
D. Care for our Sacred Place (Camp Walter Scott) by maintaining and improving the facilities, developing priority projects, scheduling workdays, and contracting with vendors. Camp Walter Scott exists primarily to serve the summer Camping program. In, addition, the ministry of the camp facility is to offer sacred space for others to encounter God and nature.
E. Recruit, Support and Encourage volunteer teams in 5 areas:
    1. Facility upkeep/Work Days
    2. Camp Operations
    3. Directors and Counselors, CIT's and Interns
    4. Promotion
    5. Fundraising within our covenantal agreements.
F. Consult with the Regional Minister and President and Officers of the Region as needed or required by the Constitution and Bylaws.

Volunteers

Camp volunteers are defined as Kitchen helpers, entertainment personnel, or any other unpaid volunteer position. Those persons seeking to volunteer at a CCIW camp must follow the CCIW Volunteer Policy:

- Sign the “Volunteer Waiver Form” provided by the CCIW Region
- Volunteers will not supervise campers at any time.
- Volunteers will not be overnight guests at any of our camps, without first having a background check.
    - Please call the Registrar at the Regional Office (309) 828-6293 one-month prior to the scheduled camp visit.
    - You will be asked for your full name, address, birth date, and social security number.
    - This is the necessary information for a background check.

GETTING THE JOB DONE

Meetings

Directors are expected to attend the director's orientation meeting for camp held in the spring of each year and the evaluation meeting the fall following the summer camp season. Any director failing to attend these two meetings may result ineligible to direct camp.

Directors will contract with your volunteer staff for at least two staff meetings before camp. One meeting is the required regional training and the final meeting is one day prior to camp. Further meetings are at the director's discretion.

Staffing (Counselors)

Each congregation is expected to make available potential adult counselors for each event in which their children or youth participate because the Camp and Conference Program is a part of the congregation's program and greater lasting benefit comes to the campers (conferees) when an adult counselor goes with them from their congregation.

This counselor should be a mature committed Christian. He or she is expected to attend the pre-event training session and be available for resident participation for the full term of the event. The names of potential counselors are to be supplied to the director at least four months before the event. The director will select the number needed for the staff from among those made available by the congregations. All counselors/staff must provide updated insurance information to the regional office.

The director (in conversation with regional staff) may find it necessary to limit the number of children or youth that register from a congregation that does not provide adequate counselors. An expected ratio is one counselor for each six (6) registrants. Any additional staff must be upon approval of camp director and regional staff. Completed staff rosters must be submitted to the Regional Office by April 1, using the form provided in this *Handbook.*

Background Check

Per state law*, All CCIW volunteers who work with youth must receive a background check.* All background checks occur every two years. The Regional Office will contact those individuals who require a background check.

Camper Ages

Most events in Illinois/Wisconsin follow the pattern:

Grandparents & Me – Youth completed grades K-5 & Grandparent(s)
Beginners—Youth who have completed grades K-2.
JYF--Youth who have completed grades 3, 4 and 5.
Chi-Rho--Youth who have completed grades 6,7, 8.
CYF --Youth who have completed grades 9-12.
Center Stage—Youth who have completed grades 8-12.
Post High -- Young adults between the ages of 19 and 30.

Promotion of Camps

All CCIW congregations will receive camp registration forms in the Spring Congregational Mailing. Additional promotional materials will be made available through CCIW News, Mass E-mails/Constant Contact, YouTube, Facebook, etc. All promotions of camps are to be handled through the Regional Office.

Camper Registration

Campers will obtain a camp registration form from their local congregation, the CCIW website (www.cciwdisciples.org), or the Regional Office in Bloomington. The completed form and fees must be sent to the Regional Office. The office will make and send copies of the forms to the specific campground. Directors of camps will be sent the original forms.

Camper Registration Deadlines

The registration form/health record and the full fee should be sent by April 30 to the Regional office at Bloomington.

A $25.00 late fee applies if the registration is accepted from May 1-May 15. The decision to accept late registrations is made by the Regional Staff (Program Director) in conjunction with the Camp Director. The final camper registration date is May 15 (post-marked). Any registrations accepted after this date, will be placed on a waiting list. Once a camper is placed on a waiting list, *substitutions may be made (subject to the approval of the director and Regional Staff--in keeping with the facilities).*

The deadline is two weeks prior to scheduled camp for the following camps: Camp Work Week, Family Weekends, Clergy Family Camp, & Post-High Weekend No late fees are assessed for these events.

This policy is designed to give you, the director time in which to adjust your personnel and plan the small group arrangements that are part of the camp experience. **The director CANNOT waive any fee--that is Regional staff responsibility.**

Camp Scholarships

Scholarship money is available to those campers who seek additional monetary support. An application will be made available for the CCIW Website. Cost should not be a factor for a camper attending camp.

Refunds

Refunds will be will be at the approval of the regional staff based on the following scenarios:

A **Full Refund** (minus the processing/program fee and late fee) will be refunded if cancellation is made more than **two weeks** prior to the camp.

A refund will be forfeited if a cancellation is made within the two weeks prior to the camp.

**A partial refund will be made if extreme circumstances (e.g. accidents, illness, family death) make it necessary for the camper/conferee to leave after the event has begun. It is necessary for the director to keep the portion of the registration fee designated to cover program costs. The remaining amount will be pro-rated according to the number of days the participant must miss.

Camper Letters & Camp Promotion

The office will send to each camper an automated letter of confirmation four weeks before the start of the camp. Each director will need to provide the office with the camper letter (.pdf format) by April 1. Directors should devote some time each spring to promoting camp. Newsletter articles, bulletin flyers and even personal visits to congregations are encouraged.

Curriculum

Directors are to use the curriculum provided to them by the Outdoor Ministries Committee (represented by the Regional Staff) unless they present alternative curriculum for approval to the Outdoor Ministries Committee by January 1 of each year.

Financial Responsibilities

All camp events are expected to be self-supporting according to regional policy. **Each director has $20.00 per camper for program costs.** This program fee is expected to pay for all craft expenses, pre-camp meetings, counselor expense in traveling to and from camp, and all postage and copy expenses incurred at the Regional Office for your camp. Directors cannot exceed his/her budget.

The regional office will collect **$15.00 per camper** which will cover the cost of the camp picture, camp t-shirts, camp mailings, director meetings, trainings, background checks, etc.

Directors are expected to complete the Financial Report form located in this *Handbook* and submit it to the regional staff prior to leaving camp. Financial report packets will also be distributed during the Spring Training. Each packet will contain all necessary vouchers, reports, and detailed directions.

Ordering Curriculum Materials

The region will purchase a reproducible package of curriculum materials. The camp director will receive a copy of the full curriculum, electronically. It is your responsibility to reproduce the curriculum for staff and campers in a timely fashion. Keep track of copying costs and include them in your program budget.

Other Supplies

Please keep careful receipts of all the supplies ordered for the camp and include them with your director's voucher for the camp. This will result in faster processing and clearer reports at the end of the camp season. Some basic supplies are provided. You are responsible for securing any other craft and activity supplies. (Food from camp supplies, used for craft or "activity" purposes, will be charged to your program.)

Accident Coverage

Your camp is covered for every person while they are at camp for an accident or on-site illness by a special policy from the United Church of Christ Insurance Board. *This is secondary coverage and will pay all expenses beyond what the camper's family insurance pays.*

In the event an accident or illness occurs, consult with the Camp Manager immediately. Should hospital treatment be required, take the camper's original health form with parents' signature and primary insurance information to the hospital and be sure the hospital understands the camp's insurance is secondary coverage and fill out the necessary information.

The Camp Host and/or director are responsible for getting the injured camper to the hospital -- not counselors or other campers. However, directors should not travel alone with a child. Take another adult.

Directors at other sites should obtain current Health Claim forms from the Camp Office. Regional staff should be notified immediately of any accident, illness, and abuse of camp rules. A written report (Incident Report) should be kept on file in the Regional Office within 24 hours of any occurrence.

Reports You Need to Make

1) Staff Roster (April 1)
2) Financial Report, including camp offering (Last day of camp)
3) (2) Director's evaluations -- counselors and camp week (Last day of camp)
4) Counselor's Evaluation (Last day of camp)
5) Any Incident Reports (within 24 hours of any occurrence/turned in on last day of camp)
6) Camper's Evaluation (Last day of camp)

TIME LINE MODEL

Your event will better reflect the quality leadership you have to offer if you build a specific time line (with deadlines) for your event, then trust your wisdom. You may need to vary this model for your circumstances, **but everyone NEEDS do the bold print items.**

- **FALL - Begin to recruit your staff for next year.**
  - Secure from the Regional office copies of the Counselor/Director Application Form and ask each person to complete it. Regional Staff will distribute these forms to Pastors through regional mailings and regional website.
  - Recruit an adequate number of men and women based on the number of campers you expect to have. The regional staff will provide Camper Goals and Staff goals to help plan for staff. *It is better to recruit too many than too few. Recruit with the understanding that some people may be on standby. Negotiate clearly so that people do not "waste" vacation times from their jobs, etc. Include on your staff at least one clergy and a variety of lay people from a variety of congregations.*

Staff Recruitment -- Suggestions

1. Ask the people *you want* to be on staff, and ask them early.
2. Ask people who were on the camp's previous staff.
3. Choose staff that can live with and relate to the age group that you are directing.
4. Recruit staff that has skills and gifts that can enrich your program and who will provide a positive adult role model of faith and spiritual leadership. Seek at least one who is a nurse or competent first aid provider.
5. Choose staff *early* so that they can list it as a priority and arrange their schedules around it.
6. Recruit key ministers and lay people whose presence will aid in recruitment of campers.
7. Choose staff according to a mixture of age, gender, and ethnicity.
8. Communicate expectations:
   - -Responsibility to Campers
   - -Staff meetings and training
   - -Time commitments before camp
   - -Preparation and evaluation time
   - -Publicity
   - -Understand that Staff will be dropped if the number of campers is too low
9. **Send a completed staff roster to the Regional Office by May 15.**

- **January - April**
  - **Begin preparing a schedule.** (Reflect on what was done last year and feedback that was given. Evaluations from the previous year are kept in the Regional Office.)

CCIW CAMP SCHEDULE

Each Non-Themed Camp Must Follow These Components
Hourly Schedule Can be developed by Director & Staff

Morning Session	Afternoon Session	Evening Session
Wake-Up/Breakfast	Lunch	Dinner
Cabin/Camp Clean up	F-O-B	All Camp Activity
Morning Worship	Afternoon Recreation	Small Group Interest
Morning Watch	Keynote	(crafts, labyrinth, vespers, campfire, camp news)
Family Group	Family Group	Campfire
Morning Recreation	God @ Work	Vespers
	(Mission, Prayer Partners, Nature Walk, etc.)	Directors Camp Circle
		Cabin Devotions
		Lights Out

Evening Bed Times

BEGINNERS – In sleeping quarters @ 8:45pm; Lights out @ 9:15pm
JYF – In sleeping quarters @ 9:00pm; Lights Out @ 9:30pm
CHI RHO & 8th GRADE– In sleeping quarters @ 10:00pm; Lights out @ 10:30pm
HIGH SCHOOL CAMPS – In sleeping quarters @ 11:00pm; Lights out @ 1130pm

- **Prepare materials (Camper Letter & What to bring list) for automated letter to campers.**
- As a guide, use the Sample Letter and Things to Bring List found at the back of this handbook.
- Help promote camp through director mailings to pastors, visits to churches, contacting previous year campers, attending area events where possible. (The Regional office can give some help with addresses and permit mailing.)

- **Spring Camp Director Meeting (February/March)**
  - Directors are to attend the director's orientation meeting for camp held in February/March of each year, and the evaluation meeting in the fall following the summer camp season. Directors should be in contact with your volunteer staff for at least two staff meetings before camp.
  - During this meeting directors will cover curriculum, discuss any new policies, ask questions, and prepare for summer.

- **Spring Summer Camp Director, Counselor, and CIT Training**
  - All summer camp staff members are to attend this training.
  - This training will include worship, Safe Conduct training, curriculum training, and a staff meeting.

- **April 15-May 15**
  - **Set up your camp budget ($20.00 per camper…remember all camp copies, program supplies, mileage, 1 staff meal, etc.).**
  - **Arrange for crafts / supplies** you will need for camp.
  - Regional Office will send a printout of campers; indicate to office whether or not you will accept more campers.

- Things to do before your first staff meeting:
  - Set dates in advance to avoid as many conflicts as possible.
  - Provide curriculum in advance so that you can expect people to have gone through it before the meeting
  - Send a letter reminding staff when, where and how long the meeting will be, and include a reply card for their response.
  - Go over camp curriculum, schedule of activities, etc.

Sample Meeting Agenda

1) Open the meeting with a prayer.
2) Spend some time doing group building--find out who people are, use some group building exercises from the curriculum you are using.
3) Share some history of the campground and your particular camp. Explain the camp history, the campers who will be coming to camp, and what the youth expect from camp.
4) Announce the counselor pairings. Allow sometime for co-counselors to get to know one another and to share expectations of what they hope to accomplish. Have them write those expectations down on a sheet of paper.
5) Using a sheet of newsprint or a flipchart, record all of the expectations from each group of counselors. Discuss whether all the expectations are realistic, and agreeable to all. Have the counselors and you as director(s) sign it as your group covenant for the camp.
6) Deal with the curriculum, going through the general theme and learning for each day. Present your action plan for each day's learning.
7) Go over each day of the camp schedule, pointing out hour-by-hour what will happen. Try to give the staff a picture of what a day at camp will look like. Help the staff understand how everything that happens at camp is curriculum.
8) Allow an hour for co-counselors to:
   -Develop a list of needed supplies
   -Put together their initial plan for working with the curriculum
9) Provide for each person:
   -Directions to camp and car pool suggestions
   -A "What to Bring" list
   -Instructions on when to arrive at camp, what to expect, etc.
10) Have each person complete an expense voucher for the staff-training meeting.

Do not forget: the expenses for this meeting are part of your camp budget.
You may want to make copies of the vouchers for your own consideration before sending them in for processing.

- **1 Month Prior**
  - **Call the Camp Manager** to discuss your specific plans and needs for the camp. Review the published menu. Special meals can be requested if they fit within cost parameters. Determine the time your staff will arrive at camp on Saturday. **Sunday lunch is provided.**
  - **Send the site manager/camp host and program director a copy of your schedule and detail of plans before you talk on the telephone.**
  - **Collaborate your schedule with your fellow directors if you are sharing the campground with another camp.**

- **2 Weeks Prior**
  - Complete groupings of campers into small groups with counselors.
  - Finalize other last minute details with staff.

- **One Day Prior**
  - **Arrive at camp and hold final counselor's meeting. Directors must arrive first.**

Sample Agenda – ON SITE Staff Meeting

- Go over camper registrations and groups, especially noting health needs.
-Watch the child safety video and have volunteer staff document that they have watched and understand this video.
-Review the week's schedule in detail
-Review the rules for camp at your site (Walter Scott rules elsewhere in handbook).
-Introduce the site manager and allow him time to cover expectations of campers/counselors
-Cover the small group/counselor assignments, group task assignments and health forms for each camper.
-Set up tables for the opening meal of camp.
-Allow time for co-counselors to meet.

- **Morning of Camp!**
  - Worship
  - Make final preparations for arrival of campers. Have someone ready to greet campers who arrive ahead of schedule (some always will). Have your entire staff ready to receive campers half an hour before the announced arrival time.
  - **Before your campers arrive, have a group hug with your staff. Know that there are many people in the region praying for the success of your camp!!!**
  - Greet arriving campers; begin forming groups and move into quarters.

- **First Day of Camp**
  - Camp Sign In begins. **HAVE A GREAT WEEK OF CAMP**

- **Last Day of Camp**
  - **Complete cleanliness review of camp.**
  - Have counselors' complete evaluations and vouchers.
  - **Have campers complete evaluations.**
  - **Campers Sign Out and Released with Parent Signature**
  - **Directors file evaluations, financial reports, expense vouchers and other relevant material prior to leaving camp.**
  - Go home and relax, confident in a job well done.
  - **By this time, mail in evaluations, financial reports, vouchers, and other relevant material to Regional office in Bloomington.**

- **September-October**
  - **Attend Directors' Evaluation and Planning Meeting.**

- **Camp Reunions**

- Camp reunions are a great way to keep campers connected after the camping season. Please remember all camp reunions must be in conjunction with the CCIW Regional Office. Contact the Regional Staff and the Regional Office to coordinate a camp reunion. Keep in mind that youth are encouraged to participate in CCIW Regional Assembly, CCIW Youth Summit, CCIW Youth Retreats (for each age level), the Christian Church (Disciples of Christ) General Assembly, and other CCIW sponsored youth activities.
    - Non-CCIW sanctioned reunions to be youth generated and organized. Any adult participating in a youth generated reunion holds on own personal liability.

CAMP DIRECTIONS

Pilgrim Park UCC Outdoor Ministries
26449 1340 N Avenue
Princeton, IL 61365
Phone: 815-447-2390

Pilgrim Park is located in North Central Illinois, about two hours southwest of Chicago, one hour east of the Quad Cities and one hour north of Peoria. It is just south of Interstate 80. The main entrance is from Illinois 29. The back entrance is from US 6.

I-80 from the west: Take exit 61 onto I-180 South, and go 2 miles. Take the first exit, US-6, and turn left (east) onto US 6, crossing over the Interstate. Go about 2 miles and turn right (south) onto County Road 2625E. The turn is well marked with a brown and white highway sign, CHURCH CAMP >. This gravel road runs straight for a mile, and then makes several sharp turns. Travel 2.3 miles to the main entrance to Pilgrim Park, which will be on your right and go through a stone gateway.

I-80 from the east: Take the Ladd/Spring Valley exit, Exit 70, and turn left (south) onto IL-89. Cross over the Interstate and go to the stop sign. Turn right to go westbound on US 6. Go nearly 7 miles and turn left (south) onto County Road 2625E. The turn is well marked with a brown and white highway sign <CHURCH CAMP. This gravel road runs straight for a mile, and then makes several sharp turns. Travel 2.3 miles to the main entrance, which will be on your right, and go through a stone gateway.

IL 29 from the south: Go about 2 miles northeast of Bureau Jct. and turn left (west) onto County Road 1285 N. This turn is well marked with a brown and white highway sign <CHURCH CAMP. Go about 150 yards and turn right to go north on 2650E. Travel 1 mile down this gravel road. The entrance is directly in from of you as you get to the bottom of a steep hill.

US 6/IL 89 from the southeast: Turn left (west) onto IL 29. Go about 7.5 miles (about 2 miles past the second road to DePue) and turn right (west) onto County Road 1285N. This turn is well marked with a brown and white highway sign CHURCH CAMP >. Go about 150 yards and turn right to go north on 2650E. Travel 1 mile down this gravel road. The entrance is directly in front of you as you get to the bottom of a steep hill.

Camp Walter Scott
15290 E 300th Ave
Dieterich, IL 62424-3019
Phone: 217-739-2332

From Effingham: Take US 45 South to the Mason-Eberle Road. Turn East (left). Walter Scott will be on your left about 1.5 miles.

From Flora: Take US 45 North to the Mason-Eberle Road. Turn East (Right). Walter Scott will be on your left about 1.5 miles.

From I-57 South: Take the Mason-Watson Exit #151. Follow SR 37 North to US 45 (about 5 miles). Take US 45 South to the Mason-Eberle Road. Turn East (left). Walter Scott will be on your left about 1.5 miles.

SAMPLE CAMPER LETTER

(Director should provide a letter specific to your camp.)

John Doe
123 Main Street«ADDRESS»
City, IL 12345

Dear John,

You are about to begin a most exciting and helpful experience in your growing up as a Christian. I am happy that you can be with us at Camp. No doubt, there will be others whom you know attending, and you are sure to make new friends.

With this letter is a list of things you will want to bring with you to make your week at camp a happy one. Plan to come prepared for a wonderful week.

(This information must be included in your letter!) Camp is a seven (7) day camp; beginning on Sunday and ending on Saturday. No camper may arrive late or leave earlier than the camp dates. The camp will begin for you at 4:00 PM and will conclude at 10:00AM. Please do not arrive before the starting hour, and be sure to inform your parents not to come after you before the ending hour. In order to preserve the camp covenant and the camping experience, no camper may leave and return to camp.

Mail will be picked up and delivered every day at camp. Letters from your parents and friends should be addressed this way:

John Doe, Camp Name
Place
Address
Address

The camp telephone number, <u>for emergency use only</u>, is (111) 222-3333.

We are looking forward to seeing you at camp.

Your friends,

Camp Directors

Phone Number and/or E-mail Information

SAMPLE THINGS TO BRING-CCIW REGIONAL CAMPS

(Your Director Should Provide You a List Specific for Your Camp)

(Mark everything with your name)

What to Bring

- Bible in a modern translation
- Paper & Pen
- Toiletry Items (soap, toothbrush, toothpaste, shampoo, etc.)
- Pillow
- Air mattress or foam pad (For Camp Walter Scott-the beds are plywood with no mattress)
- Bed roll (sleeping bag or blankets & sheets)
- Towels & washcloths
- Swimming suit
- Plenty of play clothes for a week
- Bag for dirty clothes
- Rain coat or poncho
- Comfortable shoes Hat or cap
- Flashlight and extra batteries
- Insect repellent
- Water Bottle

OK but not required…

- Stationary or Postcards & stamps
- Camera

DO NOT BRING!!!!!!!!

- FIREWORKS OR OTHER HAZARDOUS MATERIALS,
- TOBACCO
- ILLEGAL DRUGS
- ALCOHOL

THESE ARE ABSOLUTELY FORBIDDEN. PARENTS WILL BE CALLED IMMEDIATELY TO COME AND GET THEIR CHILD IF THESE ITEMS ARE DISCOVERED. NO PART OF THE CAMP FEE WILL BE REFUNDED.

MEDICATIONS

All campers must bring medications, whether prescribed or over the counter, in their original containers. Parents are required to leave clear instructions about any medication the child is to receive. All medications are to be placed in the care of the first aid staff and kept in the first aid room. We will not countermand physicians' instructions with regard to any prescribed medication. The child's physician must authorize any changes in a dosage, frequency, etc., of medication in writing.

MONEY

Most CCIW Regional camps do not require any additional money. Please refer to the letter mailed to you for your camp for special instructions. All camps will have a time for receiving an offering.

The Christian Church in Illinois - Wisconsin
Together Making Disciples of Christ

Camp Name:

Date:

OUTDOOR MINISTRIES PROGRAM DIRECTOR AND CAMP DIRECTORS REVIEW OF SUMMER CAMP

Directions: Use these questions to help describe your summer camp experience.

1. How would you describe your organization and planning of this year's camp? Think about your daily schedule, being prepared, your use of materials, and use of the campground.

2. How well did you communicate with your counselors & CITs? How well did you communicate with your campers? How well did you communicate with campsite staff and regional staff?

3. Describe your experience with the camp curriculum training and observing your staff using the curriculum during the camp week?

4. Describe your camp week. What are some things that went extremely well? What did you have to change? Was the change effective? Did any counselors/CITs surprise you this week? In what way?

5. How would you describe the relationship between counselors and campers? Use specific examples.

6. In what ways did your make sure your counseling staff did not get burnt out. How did you support their needs?

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OUTDOOR MINISTRIES PROGRAM DIRECTOR REVIEW OF CAMP DIRECTOR(S)

TO BE SUBMITTED TO OUTDOOR MINISTRIES – PROGRAMMING TEAM

Name of Director(s): _____ Date: _____

Name of Camp: _____ Site: _____

Directions: Please provide strengths and areas to improve according to each category.

Leadership (decision making and willingness to delegate)

Flexibility (able to adapt to needed changes)

Organization (daily schedule and preparedness)

Relationship with Campers (concern for camper's welfare, interaction with campers)

Safe Conduct Policy (understanding of and ability to execute policy)

Relationship with Counselors (works well with the counselors)

Interaction with Site Managers and Site Employees

Spiritual Leadership

Other questions:

What improvements or changes do you think are needed in the director's counseling staff?

Describe an example(s) of the camp director's effective or ineffective leadership.

Would you be comfortable having this director direct camp next year?

If so, here are some goals and objectives for next year. Here are things that were great!

CCIW SUMMER CAMP DIRECTOR EVALUATION OF SUMMER CAMP

Camp Preparation

1. How well prepared did you feel you were?

2. What could the Regional Staff and Regional Office have done better in helping you prepare and execute your week of camp?

3. How well did the Regional Staff and Regional Office communicate with you before camp started? How can they improve?

During Camp

4. What activities or situations do you feel the campers responded to best, enjoyed most, or found most meaningful?

5. What activities or situations did they respond to the least, or find least enjoyable or meaningful?

6. What activities or situations did you find most meaningful or enjoyable?

7. Least meaningful or enjoyable?

8. What activities do you think might be added or removed from camp next year?

9. How well did the counselors communicate with you during camp, and how can they improve?

Camp Experience

10. How did you enjoy your camp experience?

11. How did your expectations match up with what you actually experienced?

12. Given 11 months rest and recuperation, would you like to work with this camp again next year?

13. What did we forget to ask? This may be the most important question of all. You may have something you wish to tell us or even ask us that do not fit in any of the categories above.

CIT Evaluation

14. How well did your CIT deal with the campers:
    a. on a personal level

    b. in a group situation

15. How well did your CIT deal with you and your co-counselor?

16. How well did your CIT handle his/her responsibilities?

17. Would you recommend your CIT for camp next year?

CCIW SUMMER CAMP COUNSELOR EVALUATION

Camp Preparation

1. How well prepared did you feel you were?

2. What could the directors have done better in helping you prepare?

3. How well did the directors communicate with you before camp started, and how can they improve?

During Camp

4. What activities or situations do you feel the campers responded to best, enjoyed most, or found most meaningful?

5. What activities or situations did they respond to the least, or find least enjoyable or meaningful?

6. What activities or situations did you find most meaningful or enjoyable?

7. Least meaningful or enjoyable?

8. What activities do you think might be added or removed from camp next year?

9. How well did the directors communicate with you during camp, and how can we improve?

Camp Experience

10. How did you enjoy your camp experience?

11. How did your expectations match up with what you actually experienced?

12. Given 11 months rest and recuperation, would you like to work with this camp again next year?

13. What did we forget to ask? This may be the most important question of all. You may have something you wish to tell us or even ask us that do not fit in any of the categories above.

CIT Evaluation

14. How well did your CIT deal with the campers:
   a. on a personal level

   b. in a group situation

15. How well did your CIT deal with you and your co-counselor?

16. How well did your CIT handle his/her responsibilities?

17. Would you recommend your CIT for camp next year?

CCIW SUMMER CAMP COUNSELOR-IN-TRAINING (CIT) EVALUATION

CAMP PREPARATION

1. How well prepared did you feel you were?

2. What could the directors have done better in helping you prepare?

3. How well did the directors communicate with you before camp started, and how can they improve?

DURING CAMP

4. What activities or situations do you feel the campers responded to best, enjoyed most, or found most meaningful?

5. What activities or situations did they respond to the least, or find least enjoyable or meaningful?

6. What activities or situations did you find most meaningful or enjoyable?

7. Least meaningful or enjoyable?

8. What activities do you think might be added or removed from camp next year?

9. How well did the directors communicate with you during camp, and how can we improve?

CAMP EXPERIENCE

10. How did you enjoy your experience with this camp?

11. How did your expectations match up with what you actually experienced?

12. Given 11 months rest and recuperation, would you like to work with this camp again next year?

13. What did we forget to ask? This may be the most important question of all. You may have something you wish to tell us or even ask us that did not fit in any of the categories above.

Finally, evaluate your role as a CIT:

14. How well did you deal with the campers:
    a. in one-to-one situations

    b. in-group situations

15. How well did you communicate with your counselors?

16. Were you given appropriate responsibilities? Not enough? Too much?

17. Was this good training for you? How can we improve it?