

2025

Camp HONOR Staff Manual



— ARIZONA —
BLEEDING
DISORDERS
Formerly Arizona Hemophilia Association

Introduction

Camp HONOR is organized by the Camp Committee comprised of volunteers and the staff of the Arizona Bleeding Disorders. All our camp staff are volunteers like you, who have given up their week to make a difference in the life of a child. The experiences the camper has at camp create memories for a lifetime. Thank you for taking the time out from your busy day-to-day to be with our community. The endeavor you are about to embark upon is going to be a rewarding and challenging one.

This manual is an integral piece of your tool kit during the week of camp. The other pieces are composed of your staff training which will be completed onsite, **June 23, 2025**. Please read and familiarize yourself with this manual. You are responsible for knowing and adhering to the policies, procedures and information contained within this manual.

Mission

The mission of Camp HONOR is to enrich the lives of children affected by an inherited bleeding disorder by providing life-changing camp experiences that are exciting, empowering, and educational, in a physically safe and medically sound environment.

Vision

At Camp HONOR our vision is that our campers will embrace our camp values and one day take personal responsibility for their own lives and become strong advocates for their own care.

Values

Honesty, Respect, Responsibility, Community, Independence

Summer Camp Goals

Through a camper-centered program that focuses on the premise of keeping campers and staff safe, respected, and loved, we intend to empower our staff and campers to achieve these goals.

At Camp HONOR we strive to:

1. Develop medical independence.
2. Teach life skills.
3. Enhance self-worth and self-confidence.
4. Foster memorable friendships.
5. Create a community of peers facing similar situations.
6. Provide mentoring and leadership opportunities.
7. Empower campers to gain acceptance of their medical condition.
8. Educate campers to become self-advocates for medical care.
9. Provide the highest quality medical care that is non-intrusive to camp life.

Philosophy

You may often hear us refer to Camp HONOR as a “legacy camp”. This means once you are a part of the Camp HONOR family, you are always a part of the Camp HONOR family, and we want you to come back year after year. If it were not for Camp HONOR, most children with a bleeding disorder in Arizona would not know another child with a bleeding disorder or HIV. Due to the medical conditions and family finances, many of our campers would not be able to attend a summer camp at all. We believe that a chronic condition affects the entire family. We invite siblings to attend as well. Camp also provides a great opportunity for siblings and other children from our unique community to learn more about bleeding disorders and how to help. Our philosophy is to provide our campers with a normal camping experience by providing them with traditional camping activities in a safe environment.

Camp HONOR CABIN COUNSELOR Job Description

QUALIFICATIONS:

1. At least 18 years of age
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
3. Ability to physically and mentally assist in taking care of 6 to 8 campers 24 hours a day, each day camp is in session
4. Ability to accept supervision and guidance
5. Ability to creatively plan and facilitate an activity as assigned

REPORTS TO:

The Counselor Lead/Unit Head

JOB RESPONSIBILITIES:

1. To live in the cabin with campers serving as a leader, supervisor, and role model.
2. To help campers have a safe, happy, and empowering experience.
3. To be an active member of creating and sustaining a positive, nurturing, and respected culture for campers and staff.
4. To ask for help or seek assistance when confronted by a difficult camper, volunteer, or staff scenario.
5. To provide opportunities for campers to experience success during camp through experience, including planning, executing, and evaluating activities.
6. To develop and enhance positive interaction between campers and staff.
7. To empower campers to problem solve on an individual and group basis.
8. To empower campers to set and achieve new goals for mental and physical growth and development.
9. To clearly develop goals and expectations with campers and review with them on a regular basis.
10. To help each camper meet the goals established by camp as presented in camp manual.
11. To provide supervision and assistance in all aspects of campers' daily lives including but not limited to:
 - Program areas
 - Meals/camper dietary needs
 - Cabin clean- up
 - Camper hygiene
 - Prompt** attendance at all activities and evening events
 - Rest hour
 - Taking of scheduled medications
 - Cabin chat/ bedtime activities
 - Lights out
12. To help organize, lead, and take part in all cabin/unit activities including but not limited to mealtime, unit meetings, cabin chat, rainy day activities, cheers, and songs.
13. To communicate any camper behaviors that affect the well-being of the camp experience to assigned Unit Head: this includes but not limited to - homesickness, bullying, perverse behavior and fighting.
14. To provide assistance in handling all camper related issues including but not limited to homesickness, discipline, disclosure, and medical needs.
15. To instruct campers in emergency procedures such as fire and severe weather drills.
16. To do a thorough clean-up of cabins at the end of the session.
17. To adhere to and implement the policies and procedures of Camp HONOR.
18. To fully participate in all staff training, all staff meetings, and perform any other duties deemed necessary by the Camp Director.

**Camp HONOR
PROGRAM STAFF
Job Description**

QUALIFICATIONS:

1. At least 18 years of age
2. Ability to accept supervision and guidance
3. Ability to communicate and train staff and campers in safety regulations and emergency procedures
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activities in the program area
5. Physical ability to perform all duties and responsibilities related to the program area including but not limited to first aid and rescues
6. Must have relevant experience in particular program area
7. Cognitive and communication abilities to plan and conduct the program to achieve camper development objectives
8. Must have necessary certification (i.e., Lifeguard)

REPORTS TO:

Camp Director

JOB RESPONSIBILITIES:

1. To be responsible for the care and safety of campers and staff in the program area.
2. To be an active member of creating and sustaining a positive, nurturing, and respected culture for campers, staff, and volunteers.
3. To develop and implement age/skill appropriate activities and provide necessary instruction to campers and/or staff.
4. To enforce all camp rules and regulations relating to your program area.
5. To ask for help or seek assistance when confronted by a difficult camper, or staff scenario.
6. To be responsible for knowing and adhering to the policies and procedures contained within the camp manual.
7. Pre and post - camp inventory of all program supplies and equipment.
8. To actively participate in and help facilitate all other day and evening programs as required by the Program Director.
9. To evaluate the current season and make recommendations for equipment, supplies, and programs for the following summer season.
10. To actively participate in camp activities when not in designated program area.
11. To actively support unit cabin counselors with supervision and management of campers.
12. To participate in all staff training, attend all staff meetings, and perform any other duties deemed necessary by the Camp Director.

Note: Specific responsibilities for the individual program areas will be outlined.

**Camp HONOR
COUNSELOR LEAD/UNIT HEAD
Job Description**

QUALIFICATIONS:

1. At least 18 years of age
2. Ability to accept supervision and guidance. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
3. Visual and auditory ability to identify and respond to environmental and other hazards
4. Physical ability to perform all duties and responsibilities including but not limited to first aid and rescues
5. Ability to creatively plan and facilitate an activity as assigned

REPORTS TO:

Camp Director

JOB RESPONSIBILITIES:

1. To be responsible for the care and safety of campers and staff in the program area.
2. To be an active member of creating and sustaining a positive, nurturing, and respected culture for campers, staff, and volunteers.
3. To develop and implement age/skill appropriate activities and provide necessary instruction to campers and/or staff.
4. To enforce all camp rules and regulations.
5. To ask for help or seek assistance when confronted by a difficult camper, or staff scenario.
6. To be responsible for knowing and adhering to the policies and procedures contained within the camp manual.
7. To actively participate in and help facilitate all other day and evening programs as required.
8. To evaluate the current season and make recommendations for equipment, supplies, and programs for the following summer season.
9. To actively participate in one's own unit's activities.
10. To actively support unit cabin counselors with supervision and management of campers.
11. To participate in all staff training, attend all staff meetings, and perform any other duties deemed necessary by the Camp Director.

THE OFFICIAL CAMP HONOR STAFF PACKING LIST

___ **Watch with Alarm** (please bring a watch and alarm clock so as not to rely on your cell phone)

___ **Clothing**

- ✓ 1 – Clean shirt for every day of Camp
- ✓ 2 – Shirts you get MESSY in
- ✓ 2 – Pairs of long pants
- ✓ 4 – Pairs of shorts
- ✓ Enough socks and underwear to get you through the week
- ✓ 2 – Sweatshirts
- ✓ 1 – Rain jacket
- ✓ 1 or 2 - Hats
- ✓ 1 – theme related costume (30th Birthday, Pump It Louder)

___ **2 pair - Closed-toe shoes** (due to very rocky terrain) – 2 pair (one to get wet)

___ Chapstick

___ Water bottle

___ Modest **ONE-PIECE** swimsuit, water shoes

___ **Shower Shoes or flip flops**

___ **Shower caddy** w/shampoo, conditioner and soap or body wash

___ **Sunscreen and Insect Repellant**

___ **2 towels**

___ **Pillow**

___ **Sleeping Bag**

___ **Headlamp or Flashlight**

___ **Electronics**

Please do not bring TVs, DVD players or personal gaming systems. Digital cameras are a must. If you bring your cell phone, portable music players, iPods, they must remain in the “off” position while you are on duty with your Campers. They will be confiscated if in use while you are with campers.

___ **Personal Items**

You may want to bring something small from home to let the Campers know more about you.

Dress Code

Please be aware that camp has a dress code. If you come with inappropriate clothing items, you will be asked to change into clothes from our camp store. This is including but not limited to: offensive clothing items, spaghetti strap shirts, midriff exposing shirts, and short shorts. For tank tops please follow the 3-finger rule where the strap needs to be 3 fingers width apart. Tennis shoes should be worn most of the day. Flip flops and/or shower shoes should only be worn in the showers. We encourage that the bathing suits brought be one piece or tankinis. PLEASE PACK APPROPRIATELY BECAUSE YOU WILL BE ASKED TO CHANGE AND/OR BE ASKED TO LEAVE CAMP IF WEARING ANY OF THE LISTED ITEMS.

The AZBD is not responsible for unlabeled lost items.

If you have any questions or concerns or would like to ask about other items you wish to bring, please contact the Camp office at (602) 955-3947 or by email at Vickie@Arizonahemophilia.org.

Camp HONOR at Prescott Pines

DIRECTIONS

**855 E. School House Gulch Rd.
Prescott, AZ 86303**

Traveling from the North:

- Follow I-17 S
- Take exit 278 for Highway 169 toward Prescott
- Turn right on AZ 69 N, continue for approximately 15 miles
- Merge on to Gurley St.
- Turn left of S. Mt Vernon Ave., continue approximately 3.5 miles
- Turn right on E. School House Gulch Rd.

Traveling from the South:

- Follow I-10 W to I-17 N to AZ-69 in Cordes Lakes
- Take exit 262 towards Mayer. Keep left to continue toward AZ-69N
- Continue on AZ-69, merge to E. Gurley St
- Turn left of S. Mt Vernon Ave., continue approximately 3.5 miles
- Turn right on E. School House Gulch Rd.

MEDICAL OVERVIEW AND POLICIES

Medical Overview

What is hemophilia?

Hemophilia is an inherited blood clotting disorder. Hemophilia is usually found in males; however, females are carriers. Someone with hemophilia will bleed longer, not faster than someone without hemophilia. Bleeding episodes are usually characterized by bleeding into muscles, joints, and soft tissues. Treatment consists of an infusion of clotting factor (the portion of the blood that is missing or not functioning) that is necessary to form a stable clot.

What is an Infusion?

People with hemophilia treat their bleeding disorder by replacing the proteins that are missing in their blood. The procedure, called infusion (or self-infusion if you can do it yourself) consists of mixing the powdered medication (factor) with sterile water, and injecting this solution into a vein. Much like starting an IV or getting a blood draw for a blood test, this procedure requires the use of a tourniquet and the disposal of the needle into a sharp's container.

Are there other bleeding disorders I should know about?

Camp HONOR welcomes children of the bleeding disorder community. Hemophilia is the most prevalent bleeding disorder at camp. Another bleeding disorder we encounter at camp is von Willebrand disease, which affects both males and females and is most often characterized by bleeding from the mouth, or nose, bruising, and heavy menstrual cycles for females. During orientation, we will discuss the different types of bleeding disorders, their different levels of severity, and what you will need to know in order to work with your campers.

What is HIV?

HIV stands for Human Immunodeficiency Virus. HIV is the virus that causes AIDS, Acquired Immunodeficiency Syndrome. HIV weakens the body's immune system making it difficult to defend against disease. HIV is only spread by blood-to-blood contact or from a mother to her child in the womb. It can NOT be spread by kissing, hugging, sharing a cabin, sharing a bathroom, eating at the same table, swimming in the same pool, etc.

What are Universal Precautions?

Universal Precautions are guidelines established by the Centers for Disease Control that are intended to prevent exposure to any blood or body fluids. They are designed to prevent possible transmission of viruses that might be carried in these fluids. We will discuss standard precautions and how to protect yourself further during the staff orientation.

Do I need medical experience?

No, you do not. It is the responsibility of the medical professionals, the volunteer doctors and nurses who come to camp, to provide care and treatment for our campers. It is your responsibility to notify them if you see problems or have concerns or questions about your campers. We will cover the basics of bleeding disorders, HIV, and other medical needs present at camp during orientation so you can best work with your campers.

MEDICAL POLICIES AND PROCEDURES

1. Our camp has registered nurses and licensed physicians/nurse practitioners assigned to the infirmary. The infirmary is available 24 hours a day, and the infirmary staff are there to provide necessary medical care to campers and staff. The medical staff is also responsible for educating the campers and the staff regarding bleeding disorders, HIV, standard precautions and general health and safety issues.
2. No medication, not even aspirin, is allowed in the cabins. For the health and safety of our campers, all staff bunking in camper cabins must turn in all their medications to the infirmary (campers turn their meds in, too). These medications and supplements will be stored in the infirmary, and you will be able to come to the infirmary and get them. Staff are responsible for taking their own medication – the medical staff will NOT remind you. All medications and supplements, including Tylenol, cough drops, aspirin, birth control, etc., will be collected with one exception: staff members (and campers) needing inhalers may keep their inhaler with them.
3. Staff or campers suffering from an illness or injury will be provided with necessary care in the camp infirmary. The infirmary has sleeping quarters in which to recover from an illness.
4. Any staff (or camper) exposed to a communicable disease (e.g., chicken pox, measles, etc.) within two weeks prior to camp must call Becky Garcia at 602-933-0186.
5. As required by the ACA, staff members must provide a record of their health history, (e.g., date of last tetanus shot, physical restrictions, and present medications) to Camp HONOR.
6. All outside medical care costs will be the responsibility of you and your insurer.

CAMP PROGRAM

The Camp Program

CAMP ROUTINE/TYPICAL DAY

Cabins follow a daily schedule designed specifically for their age group. The morning begins with breakfast, followed by cabin cleanup and then it is off to your morning sessions. After lunch and singing, there is rest hour followed by afternoon sessions. A typical day will include a variety of activities.

The evenings are all-camp programs like a talent show, game, or scavenger hunt. In the middle of the week, the camp in designated age-appropriate groups may sleep out under the stars on an overnight. Below is a typical schedule, keep in mind, the schedule may change and look different when you get to camp.

AM	PM
6:30 Wake-up & Polar Bear	1:00 Rest hour
7:00 Morning Infusions	2:30 Session III
7:45 Prep for Morning/Clean Up	4:00 Session IV
8:00 Breakfast	6:00 Dinner
9:00 Session I	7:00 Evening Program
10:30 Session II	9:00 Cabin Chat/Camper lights out
12:00 Lunch	10:00 CIT Curfew
	11:00 Staff Curfew

CABIN SCHEDULES

At camp, you will receive your cabin schedule that has all the camp activities already planned. We do this ahead of time to make sure that every cabin gets to participate in everything Camp HONOR has to offer. We also want every staff member to have the opportunity to make his or her cabin experience special. That's why there will be some blank hours in the week for "cabin time", where counselors can plan their own fun. It's a great time to share some of the skills and abilities you bring to camp. If you need assistance, there will be plenty of people to help you come up with ideas for cabin time at camp.

DINING HALL PROCEDURES

Camp HONOR will be serving its meals "cafeteria style."

Each cabin will be assigned "lodge setup" during the camp session. When it is your cabin's turn, plan to be in the dining hall 15 minutes prior to the meal to help prepare.

At the end of the meal, we often make announcements or hand out information. Please keep the campers seated until everyone is dismissed. We will go table by table dismissing campers, having them clean up their area. The cabin that set up will stay behind to clean up the dining hall. Taking our time dismissing campers helps avoid accidents or injury.

THEME (30th Birthday, Pump It Louder)

As a staff member, we depend on you to help reinforce the theme and embrace it throughout the week. When our staff supports the theme, the theme is more likely to get infused into the camp climate for the week. Plus, if the counselor doesn't embrace it, why would the camper? Camp HONOR will supply some materials that support the theme, but feel free to get creative in bringing your own items to show the spirit.

ACTIVITIES

The daytime schedule is filled with fun activities for the campers. At each area, there will be a specialist who has planned and will run the activity. Counselors are encouraged to participate in activities with campers, help supervise, but have fun with their campers. Activity sizes are small, usually limited to one or two.

Each activity has stated goals and objectives. We will review these objectives at staff orientation but suffice it to say that the activities are designed to teach skills and enhance camper's self-esteem.

"The CAMP STORE"

Some children arrive at camp with insufficient clothing or bedding for the week, Camp HONOR collects items throughout the year and distributes them to campers at our "free store." Counselors should determine which of their campers need articles such as toothpaste, swimming suits, etc. Please make a list with your campers at the beginning of the week. Be sensitive to the fact that giving this merchandise to campers is essentially a charitable gift, and that kids have their pride. Treat the experience as something that the camp just does if you forgot to bring something. Also, be sensitive to fashion. The kids care about what they look like. Do not force them to wear something they don't like.

COUNSELOR-IN-TRAINING PROGRAM

There will be a CIT Program for campers who are ages 16 - 17. The goal of the program is to train assistant counselors in leadership skills, counseling techniques and outdoor skills, so that they will be ready to work in a cabin with younger campers during the week. This program combines the fun of summer camp with the responsibility of being a counselor, the best of both worlds. **CITs are still CAMPERS!** CITs, though they are training to be counselors, are technically still campers and it is up to our camp staff to supervise them and provide them with guidance. CITs may sleep in the cabins along with cabin staff and campers. CITs are a tremendous help to us around camp but should never be put "in charge" of campers or left alone to supervise campers on their own.

EVENING PROGRAMS

The evening programs bring our cabins together for a theme-based activity infused with a mixture of fun and education. As a staff member you may be assigned a character or a part to play. Here is a brief summary of this year's evening program, so that you can plan to bring supplies or costumes that might enhance the experience.

Tuesday Night – Unit Activity

Wednesday Night – Overnights

Thursday Night – Dance Party

Friday Night – Pinecone Ceremony

Camp Traditions

GOLDEN PINECONE

The American Camp Association requires that we keep our cabin floors clean and clear during the week. Keeping a clean cabin is a way to create a cabin structure that all ages can be successful within. When properly prompted our campers enjoy taking pride in their cabin. The Golden Pinecone takes this pride a step further. The Golden Pinecone is awarded multiple times during the week to the cleanest cabin that day.

PINECONE CEREMONY

This solemn closing event takes place around a campfire. Each camper and staff member will be given a pinecone on their way to the ceremony and are encouraged to make a dedication before adding their pinecone to the fire. Staff are encouraged to dedicate their pinecones to the kids and the fun that they have had, and campers are encouraged to dedicate their pinecones to fond memories they have of camp. These are guidelines but this ceremony can be a very personal thing.

All Camp Photo

We will distribute to counselors Camp HONOR T-shirts for all the campers. The shirts make a wonderful display for our group picture, and it may be the only clean shirt campers have to wear home!

FIRST-TIME INFUSION

For the patient with a bleeding disorder, learning the practice of self-infusion is of the utmost importance in their transition to independence and adulthood. The practice of self-infusion is a priority at treatment centers around the world. At Camp HONOR, we are committed to assisting our campers who are infusion dependent in mastering the skill of self-infusion through daily infusion workshops, one-on-one instruction with a hemophilia nurse, and encouragement from other campers and staff members. Self-infusion is a choice, of course, and no camper is forced to practice. We do encourage them, however, because camp is such an ideal learning environment for those kids who might be scared or hesitant to poke themselves. They are enveloped in a community of their peers who are tackling the same skill, and this can provide a child with a bleeding disorder a sense of belonging. They end up really wanting to learn and to help others learn, which is what Camp HONOR is all about.

BIG STICK AWARD

This award is given to campers who successfully infuse on their own for the first time. This is a big deal at camp and is celebrated by everyone.

STRAIGHT ARROW AWARD

The Jeremy Storms Straight Arrow award is presented at Camp HONOR each year to the camper who best displays the courage, spirit, and cooperation that Jeremy demonstrated as a camper and CIT.

Jeremy Storms loved Camp HONOR. As a hemophiliac, he attended from its very beginning until the year he passed away in 1996. He loved the fun, fellowship, and challenges. He always demonstrated respect for the camp staff. He was diligent in his efforts in the events and in the encouragement of others. One of the things Jeremy loved at camp was archery. The arrow on the award is a symbol of that love.

CABIN CHAT

Cabin Chat is one way that we unwind and put closure on the day. It is designed to give each camper an opportunity to grow personally and feel that their opinions are valued. It's a way of debriefing the day and assessing how the group is coming together and how individual campers are doing.

How a cabin chat works:

- One person talks at a time - a good way to effectively set this up is to have a "talking stick" of some kind that only the person who holds speaks. A stuffed bear is also a useful tool.
- No laughing at what is being said, unless of course it is a joke.
- Campers can **pass** on a question if they do not want to answer.
- Everything that is said STAYS WITHIN THE CABIN - Confidentiality is important!!

Staff Guidelines for Cabin Chat:

- Do not ask a camper questions after he/she has responded. This is **not** a time to probe for information.
- Redirect conversation - when needed. If the topic is getting too serious or inappropriate, redirect to a lighter topic.
- Try to keep to a time limit - the more talkative campers may begin to monopolize the conversation.
- The campers must feel that cabin chat is a safe place:
 - It's important that guidelines are set, agreed to & followed.
 - It's also important that the guidelines are enforced - so that the campers will develop trust and comfort.
- Start out simply and work up to more "in-depth" topics. Be aware of and sensitive to the comfort levels of your campers.

- In selecting topics, be age appropriate and take into consideration what is going on in the group at this time. Be sensitive to cultural differences and language barriers.

After the campers are ready for bed:

- They can sit in a circle.
- Lay on beds - (Helpful hint - if they fall asleep, they are already in bed!!)
- Find "their - own" place in the room.

Staff should create a relaxed atmosphere:

- Battery operated candle or flashlight.
- Play relaxing, instrumental music on CD player or clock - radio.
- Bright lights should be turned off.

Cabin Chat can be introduced in a variety of ways:

- By posing a thought-provoking question to which, each camper responds. (Variation - let campers write topics down and pick one out of a hat.)
- By asking each camper to relate one thing that sticks out of their mind from the day.

Always end the cabin chat in a positive fashion!!!

Topic Suggestions - It is important to gauge the group and not set up a topic that is too serious or can cause over emotional responses. *Knowing the group is crucial.* Also begin the week with less serious topics that avoid overwhelming children or making them feel uncomfortable.

- My favorite food is...
- Highs and lows of the day?
- Of all of the animals in the world, which one do you prefer and why?
- What do you like about camp? Dislike?
- If you inherited 1 million dollars - what would you do with it?
- What is your favorite movie?
- Who is your hero and why?

EMERGENCY PROCEDURES

First Aid and Emergency Care

Camp HONOR healthcare staff are responsible for first aid and emergency care of our campers. Health care staff should be notified immediately if there is any injury or emergency. The healthcare office contains emergency medical equipment and general first aid kits. High risk areas will be staffed by infirmary staff.

Introduction

Fire Procedure

Fire mitigation

Adverse Weather Conditions

Monsoon Season

STAFF POLICIES

SUPERVISION OF CAMPERS

Cabin Counselor Supervision – Cabin counselors must accompany campers to all activities, evening programs, the infirmary, and the bathroom (in other words - EVERYWHERE). We stress supervision of campers at all times. We stress accountability (knowing where your campers are) at all times. It is the counselor's duty to guide their campers through the routine (meals, scheduled events) and the non-routine (homesickness, troubled relationships) of camp life. Cabin counselors bunk in the cabins with their campers. Cabin counselors eat all meals with their campers making sure that their campers are served first.

Program Staff Supervision - Program staff's primary obligation is to plan and run his or her specific specialty area, leaving cabin counselors available to interact with their campers at that activity. In the evenings, program counselors/directors will be assigned duties and responsibilities for running the evening programs.

STAFF POLICIES

These are the standards that all staff must agree to conduct while at Camp HONOR. Please read these rules and regulations carefully and fully familiarize yourself with them. They are designed to help each staff member to better understand what to expect from their week at Camp HONOR. You will be responsible for conducting yourself according to these rules:

1. Campers always come first. All activities and decisions should be camper centered.
2. Supervision of campers will be in such a manner as to promote their independence, individuality, dignity, and safety.
3. Staff will treat ALL camper information as confidential and utilize such information in a professional manner at all times.
4. Safety is our number one priority. Staff is expected to follow safety requirements to ensure the safety of the campers at all times.
5. Staff is responsible for the health and safety of all campers. Staff members are our first line of contact with the campers. They can observe health habits, eating habits, frequency of bathing, etc. and must supervise and notify camp officials if there is any concern about the health or welfare of a camper.
6. Camp HONOR is a drug and alcohol-free camp. All forms of alcoholic beverages, marijuana, and narcotics both illegal and prescription are prohibited. All such substances are prohibited on the grounds including items stored in personal vehicles. Staff may not be under the influence of any of these substances at any time during camp. Failure to adhere to this policy will constitute grounds for immediate dismissal. Below is a list of narcotics and other prohibited mind-altering substances that are not allowed at camp. This list is not meant to be exhaustive but merely to serve as an example: Medical Marijuana in any form, Alcohol, Opium, Oxycotin, Oxycodone, Hydrocodone, Hydromorphone, Fentanyl, Buprenorphine, Levorphanol, Codeine, Lorcet, Lortab, Norco, Oncet, Procet, Vicodin, Xodol, Zydone. Additionally, staff who are prescribed Ativan, Valium, clonazepam, Xanax, and other forms of benzodiazepines may be allowed at camp at the discretion of the medical director. Please feel free to contact the AZBD office (602-955-3947) with any questions or concerns.
7. Smoking is permitted during nighttime, off-duty only. Campers should never see a staff member smoking and all smokers must mask the smell of their smoke. Tobacco products may not be stored in the cabins. This includes the use of vaping products as well as chewing tobacco products.
8. Gratuities offered by campers' parents should not be accepted. You might suggest that a donation be made to the Arizona Bleeding Disorders.
9. **Camper disclosure of any child abuse (sexual, physical, emotional, neglect) or suicidal thoughts must be reported to the Counselor Lead/Unit Head immediately. See section on Child Abuse, page 41.**
10. Abuse of campers by a staff member is strictly forbidden. Disregard of this policy will constitute grounds for immediate dismissal and will be reported to local authorities. Any staff member observing the behavior of another, which is considered abusive to others, must report this to the Unit Head.
11. Staff members are expected to act as appropriate models for campers at all times.

12. For the protection of all campers, staff and visitors, Camp HONOR prohibits any isolated moments between an adult and children inside any closed room, vehicle, bathroom, showering stall or any area that could be considered private.
13. For the protection of all campers, staff and visitors, Camp HONOR prohibits any isolated moments between an adult and children inside any closed room, vehicle, bathroom, showering stall or any area that could be considered private.
14. Staff members may only leave the camp premises for scheduled camp activities. If a staff member must leave camp, permission must be obtained from the camp leadership.
15. Firearms and weapons of any kind are strictly prohibited on the camp premises.
16. Camp HONOR is a non-denominational camp and staff members are asked to refrain from sharing their personal religious beliefs with campers.
17. Camp HONOR does not discriminate on the basis of race, sex, age, handicap, religion, National origin or any other basis prohibited by applicable law.
18. Staff members must file an incident report within two hours after any incident or accident.
19. Staff housed in cabins with campers must turn in all medications (including all over the counter and herbal medications) to the health center for storage and dispensing at camp.
20. At no time may any staff take individual campers off grounds without Camp Director approval.
21. Personal vehicles are not to be used for camper transportation unless authorized by the Camp Director.
22. Use of golf carts is not permitted without prior approval from the Camp Director. Approved staff must complete on-site training and adhere to the golf cart policy.
23. All visitors on the grounds must be escorted by an appropriate staff member. Anyone not escorted should be reported to camp leadership immediately.
24. Camp HONOR is not responsible for damaged/lost/stolen personal items. It is strongly recommended that whenever possible all valuables be left at home.
25. Phone calls may be made from camp (collect or calling card to your own account) during a staff member's free time. Phone messages will be taken for staff members and will be delivered at the earliest convenience. Please note that it is difficult to have outside communication because of the expanse of camp. Cell phones can only be used during the staff member's free time. Campers should not see staff members on their cell phones. At no time may a camper use a staff member's cell phone or electronic device without approval of Camp Director or Medical Staff.
26. Unless otherwise assigned, all staff must attend all general and evening staff meetings.
27. Appropriate attire must be worn at all times. Clothing appropriate for working with children is required. Ex: shirt and closed toe shoes must be worn, no mini shorts, no tanks that expose too much, no bikinis or exposed midriff. PLEASE SEE PACKING LIST DRESS CODE DESCRIPTION.
28. In case of emergency, the Camp Director may restrict anyone from leaving camp.
29. It is the camp's policy to provide staff members with at least two hours per day free from assigned camp responsibilities. Scheduled breaks must be coordinated with Unit Heads so that campers will not go unsupervised. If a staff member needs a break, they need to make sure there is adequate coverage in the cabin. There should never be just one counselor or CIT alone with the campers during the day in case a camper has an emergency or needs to use the restroom. One counselor (not CIT) should stay back in the cabin during our staff meetings.
30. The Arizona Bleeding Disorders/Camp cannot reimburse staff for gas, food, beverages, travel expenses, or damage to personal property. We cannot reimburse you for personal food brought up to camp.
31. Staff are expected to attend the entire week of camp, including orientation. Exceptions can only be made by the Camp Director.
32. Camp HONOR will only hire staff as volunteers. If a special service requires payment (staff training personnel, medical staff member, lifeguard, etc.), options will be explored by the Camp Director and the Arizona Bleeding Disorders.
33. All staff members are expected to be in their own cabin or previously arranged sleeping assignments by 11:00p.m. CITs must be in their cabin by 10:00p.m. If staff members are found out past curfew, this may be grounds for disciplinary action.

34. It is required that each cabin have at least one counselor stay with the campers in the evenings while the other counselor(s) attend the staff meeting. This does not include CITs.
35. **Staff should refrain from discussing private aspects of their personal lives such as relationships/sex, alcohol, drugs, and other adult material. If a camper wants to discuss these things, please refer them to the Infirmary.**

SOCIAL NETWORKING POLICY

We know that the internet, when used wisely, provides many safe and positive ways to stay in touch with your friends from camp. We view Internet venues as your right to self-expression and generally have a favorable regard for them. What you do privately, on your own time, is your business. **Once you identify yourself as a Camp HONOR camp staff** in a social networking profile, website, group page or weblog, however; **or use the camp's name, logo or any Camp HONOR camp photograph or text**, everything and anything that you post or say in that medium can then be seen as a reflection of camp. That is why we require you, as a condition of your volunteer agreement, to observe the guidelines below. We established these guidelines to assure that camp remains an emotionally and physically safe environment for all staff, employees, campers, and families. Please refrain from posting on social media while at camp.

- 1) As camp staff, before I...
 - a. use the camp's name or official camp logo or camp photograph;
 - b. add a link from my group page, profile or other site to the official camp website;
 - c. include text or photographs that are the property of camp;
 - d. include photographs of campers or other staff members; or create a camp "group page" with the above items...

...I must request and receive **prior written approval** from the Arizona Bleeding Disorders.
- 2) As camp staff I agree to be respectful of the camp, its program, the campers, and its staff in all communications in my e-mails, IMs, profile, blog or other Internet sites. As such, I agree to the following:
 - a. I will not use obscenities, profanity, or vulgar language.
 - b. I will not engage in harassment or intimidation.
 - c. I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation or disability.
 - d. I will not use sexually explicit, suggestive, humiliating, or demeaning comments.
 - e. I will not post photographs that compromise anyone's privacy or that is used to demean, humiliate, or otherwise embarrass anyone.
- 3) As camp staff I agree not to use a social networking profile, group page, weblog, or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment, or intimidation.
- 4) I recognize and accept the camp's policy on out-of-camp contact with campers, which is that the camp discourages such contact. Furthermore, I may not share any contact information (including, but not limited to cell phone number, e-mail address, AIM, weblog address or social networking site) with a camper unless the parents are fully aware of this exchange, give expressed written permission for such contact, and take full responsibility for it. I understand that the camp takes no responsibility for securing this permission.
- 5) Once I identify myself as a staff member at camp, which is to say as an employee or volunteer of the camp, the general public may see me as an ambassador or spokesperson of camp. I therefore understand that is a condition of employment that I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my volunteer agreement.

SUBSTANCE USE POLICY

It is the policy of Camp HONOR to provide a working environment as free from the use of non-prescription drugs and alcohol as possible. All volunteers are expected to adhere to this policy and to assist in educating other volunteers and the general public about the risks of substance abuse.

The sale, purchase, use, possession, or reporting to work under the influence of intoxicants, and prescribed and un-prescribed controlled substances is prohibited while at Camp HONOR on camp property. The sale, use or possession of equipment, products and materials which are used, intended for use, or designed for use with both non-prescribed and prescribed controlled substances is also prohibited while at Camp HONOR on camp property.

Any volunteer may be requested to undergo a blood test, urinalysis, "breathalyzer" test or other diagnostic test where there is a reason to believe, in the opinion of the Camp Director, that a volunteer is under the influence of intoxicants, drugs, or narcotics while at Camp HONOR on camp property.

Where there is reason to believe that an employee is under the influence of intoxicants, drugs, or narcotics, or is in possession of drugs or intoxicants, the employee may be required to submit to a search by Camp HONOR representatives of his/her person and/or any property (including vehicles) brought onto camp property.

Any volunteer refusal to submit immediately to a search or drug test may result in disciplinary action up to and including discharge.

DISCIPLINE AND DISMISSAL OF STAFF

In cases of inadequate staff performance at any time during the camp session, the camp will provide a short probationary period for improvement using a Staff Improvement Plan. A written and oral evaluation of work will be given prior to probation, and if, in the opinion of the camp administration, there has not been sufficient improvement, the staff person may be dismissed without further notice.

Camp HONOR also reserves the right for immediate dismissal of a staff member in certain instances. These instances include, and are not limited to:

1. Insubordination
2. Physical or verbal misconduct toward a child or another staff member
3. Use of illegal drugs, prohibited narcotics and prescriptions or alcohol
4. Leaving campus without permission

Process for Dismissal of Staff Member:

1. The individual who learns of the inappropriate staff behavior must immediately inform the Camp Director.
2. If not yet notified, the Camp Director will then notify the appropriate Lead/Unit Head or Leads/Unit Heads.
3. If the behavior is of a medical or social work nature, the appropriate Camp HONOR staff will be notified.
4. All accounts of the behavior will be documented on a Camp HONOR Incident Report Form.
5. Only the individuals necessary for the decision-making process will meet to discuss whether the issue is cause for probation or immediate dismissal.
 - a. In the case of immediate dismissal:
 - i. The Camp Director and Camp Administrator will excuse the staff member from their duties.
 - ii. The decision will be explained to the staff member in private.
 - iii. The staff member will be escorted to their cabin to pack their belongings (no campers should be on site).
 - iv. They will be immediately escorted off the camp premises. If they did not drive their own vehicle, a camp Director will escort them back to the nearest greyhound bus terminal.
 - b. In the case of probation:

- i. The Camp Director and supervising Director, Lead/Unit Head and any necessary medical or social working staff will meet with the staff member and discuss their Staff Improvement Plan with them.
 - ii. The staff member and Camp Director must sign the plan.
 - iii. If the staff member does not agree with the plan of action, they will be immediately dismissed from their duties at Camp HONOR.
 - iv. If the staff member continues the wrong behavior, the probation plan will be void, and immediate dismissal will be necessary.
6. All resolutions must be documented by all staff administration members participating in the decision-making process.

ACCIDENT/INCIDENT REPORTING

GUIDELINES FOR REPORTING ACCIDENTS AND INCIDENTS

Accident and incident reports should be filled out for all happenings (both staff and camper) - anything which requires deliberate attention of staff in order to maintain a safe environment.

Examples of accidents/incidents include, but are not limited to:

- fall/accident which requires medical attention for camper or staff.
- camper fight which involves physical or emotional stress.
- missing property or money (camper or staff)
- allegations or admonitions of child abuse
- lost camper – any incident of time unaccounted for!
- any water rescue or assist (camper or staff)
- defiant behavior, including staff insubordination
- parent contact by phone or in person
- observation of policies not being followed or enforced
- stranger seen on camp property
- any behavioral intervention (contract, consequence, time out)

Accidents and incidents may not always involve campers. Any incident or accident that happens on camp must be documented, regardless if campers are on camp. Such times include but are not limited to: intercessions, late night activities, volunteer work parties.

Procedure:

- Forms are located in the Staff Lounge, Camp Manual, and Infirmary Front Desk.
- Staff member(s) who responded to/involvement in the accident/incident is responsible for filling out form.
- Turn form into the Camp Director.

Camp Director will ensure that:

One copy is placed in camper/staff file with medical report if necessary.

Copy sent to Medical Director, if appropriate

Camp Director & Camp Administrator informed, if necessary

Lead/Unit Head is informed, if not already involved.

Medical- If medical care has been provided by the Medical Team, a Medical Report will also be filled out by the medical staff member who performed the care.

Medical and Accident/Incident forms must be completed within 2 hours of the incident or accident.

Accident/Incident Report Form FM 01

Developed by the *American Camp Association*®
(Fill out 1 on each incident or person)

Camp Name _____ Date _____

Address _____
Street & Number City State Zip

Name of Person Involved _____ Age ____ Sex ____ Camper Staff Visitor
Last First Middle

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor) _____

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. _____
2. _____
3. _____

Type of Incident Behavioral Accident Epidemic Illness Other (describe)

Date of Incident/Accident _____ Hour _____ a.m. p.m.
Day of Week Month Day Year

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury? Yes No If so, what activity? _____

Any equipment involved in accident? Yes No If so, what kind? _____

What could the injured have done to prevent injury? _____

Emergency procedures followed at time of incident/accident _____

By whom? _____

Submitted by _____ Position _____ Date _____ Phone number _____



CAMPER BEHAVIOR

Guidelines for Dealing with Camper Behavior

Chain of Command

Stage 1: Staff Level

- *Disruptive Behavior*: Use proactive strategies that work for you and each individual camper.
- *Breaking of Camp Rules*: Depending on severity, the Unit Head should be informed right away.

Stage 2: Unit Leader Level

- *Continuous Disruptive Behavior* - runs around, leaves the group, picking fights, added hostility including striking other campers or staff, not responding to your techniques.
- *Breaking Camp Rules* - has broken a camp rule more than once.
 1. Approach Lead/Unit Head with all the information before involving the child in the discussion.
 2. Campers are given the choice between behaving appropriately and remaining in the program or behaving inappropriately and having to be removed. The unit head and or staff member will explore the feelings surrounding the behavior and discuss what needs to take place in order for the camper to remain in the program. **Give campers alternatives to their behavior.**

Stage 3: Camp Director

Behavior- when the Lead/Unit Head feels the safety of the child or others is jeopardized.

Physical fights between two campers, destruction of personal and camp property, harmful to animals, hitting an adult.

The Lead/Unit Head will approach the Camp Director with all the information, and discuss what approach should be taken, keeping in mind the best interest of the camper and camp.

Note: Our objective is to keep campers at camp - campers only choose to leave camp when no other option exists.
Sending a camper home rests solely at the discretion of the Camp Director - IT IS NOT TO BE USED AS A THREAT AT ANY OTHER LEVEL.

CAMPER RULES

There are three Camp Rules for all campers to follow:

- 1) No Physical Violence – Hugs and High Fives are the way to go.
- 2) No Killer Statements – Hurtful words can ruin a camp experience, so we always use Builder Statements.
- 3) No Unsupervised Activities – Camp is always more fun when we are together.

REASONS FOR CAMPER DISMISSAL

Camp HONOR reserves the right to send a child home from camp at any time if we feel they are posing a threat to themselves, fellow campers, staff, or impairing the Camp HONOR mission. Events that cause for immediate dismissal from camp include and are not limited to:

1. Fighting or any violence toward another camper.
2. Possession of an illegal substance (drugs, alcohol, tobacco, etc.)
3. Leaving campus or your designated group without permission for any reason
4. Breach of Behavior Contract established at or before Camp HONOR

MANAGING BEHAVIOR

Overview

Children require attention, interest, and time in order to keep them emotionally and physically safe. Staff members must consider the children at camp their priority throughout the entire week.

A. Pro-Action

- ⇒ The concept of Pro-Action is the foundation upon which we build our guidelines. Many problems can be prevented:
- by establishing a caring relationship with the children.
 - by providing outlets for the children's energy and attention.

Children usually focus on one thought or activity at a time. Therefore, if campers' attention and energy are focused on a positive activity, there is less chance they will become engaged in negative activity.

When problems do occur (and they will - in spite of all of your hard work), here are two methods of dealing with the situation:

B. Redirection

- ⇒ Redirection - distracting the child's attention from an undesirable activity to another interesting but acceptable pastime. This is more effective than insisting a behavior stop without offering an interesting alternative. The child also feels less controlled, frequently being completely unaware of your leadership in the situation.

C. Intervention

- ⇒ Intervention - directly addressing the problem with the child, often in a one-on-one situation.

The sequence in which Pro-Action, Redirection and Intervention are listed is significant. This model illustrates the foundation role that prevention plays in the relationship.

The majority of one's time should be spent in Pro Action; next, Redirection; and lastly, Intervention.

The most effective interaction with a child involves the least amount of control from the adult and encourages a more positive and healthy relationship.

PRO-ACTION

Prevent problems by establishing a caring relationship with the children and by providing positive outlets for their energy and attention.

Establishing a caring and active relationship with a camper will often prevent many conflicts. Then, if problems do develop, the camper and the staff member will already have a history of positive interaction and communication, which will assist in the intervention process.

Staff members who provide positive outlets for the children's energy and attention will prevent problems from arising and will have a highly rewarding summer. However, staff members who attempt the "low energy plan" will find camp less appealing as they pay for their lack of prevention with hours of intervention.

You can pay me now, or you can pay me later- Invest in your campers from the time they arrive!

Pro-Action Hints

1. Listen to Your CAMPERS!

- Children feel valued and respected when we listen to them. Open communication during positive times will ease the challenges of communicating when situations are difficult, and emotions are charged. **Always be open to the children approaching you even when it is not convenient.**
- If holding a conversation with a child is difficult for you, remember it is easier to talk about things that we like. Ask the child questions about a favorite music group, movie star, or television show. Ask about school, sports, camp, etc. Most importantly, listen.
- Validate their feelings and match their excitement.

2. Role model appropriate behaviors

It is a known fact that children will do what we do before they do what we say. Demonstrating the desirable behaviors that you want children to emulate will help to avoid those undesirable behaviors, as well as avoid a child saying, "But you did it."

3. Play with your campers!!!

- Keep children busy with fun, but appropriate activities, **especially during non-structured time**. Play with them when you don't have to. Use down time to establish a relationship. Our job is to play with kids do not baby-sit them.
- Provide structured, **entertaining activities while in transition from one activity to the next**. For example: Shoe golf, tossing around football; Follow the leader; Singing songs; Unit Cheers (non-devaluing and non-competitive).
 - a. **Keep children occupied during times in the cabin**. For example: Play games - use board games or make up your own. Prepare for evening program or stage day. Do age-appropriate activities like coloring, friendship bracelets, or necklaces. Campers / counselors can teach one another songs, cheers, and dances. When all else fails, use those back pocket games!
 - b. **Keep children occupied while waiting for evening programs or meals** by playing games like Black Magic, Johnny Whoops, Charades, Ah So Coh, Screaming Viking, Rock Paper Scissors, or singing.
 - c. **Humor** - laugh and tell non-devaluing jokes. Be silly and goofy when appropriate. *Know the difference between sarcasm vs. humor.*

4. Supervise your campers at all times

- Leaving campers physically unattended or even removing your focus from them is asking for problems and risking unsafe situations. *Interacting with your campers and being alert will prevent most problems.* Planning and anticipating possible problems will help to prevent conflicts. For example: When selecting seating for the dining hall or for evening programs, place campers in conflict on opposite sides of you. Choose seating that will allow you or your co-counselor to whisper quietly to each child or to touch them gently on the shoulder. **If you are sitting next to a staff member during mealtime... what is wrong with this picture?**

There are several types of coverage that can be used- one-on-one coverage, having three children for each counselor, Zone Defense and the Traveling pack.

5. Be consistent

- Being predictable and consistent in your interactions with the children will help them know what to expect from you. This gives them a feeling of safety and control over this new environment called camp.

ESTABLISH AUTHORITY EARLY ON

It will be in your best interest to be stricter with campers at the beginning of the session. It is much more difficult to reinforce rules once they have been relaxed than to relax rules once they have been strictly reinforced. This is Not a Myth! But a lesson learned well...a camper will not often understand why you are being firmer as the week progresses and will often blame the counselor for becoming “mean” or unfair.

*Do not be afraid to say, “No, this is not acceptable behavior.” **They will respect you for it later.***

6. Establish a “Cabin Code of Living”

Cabin rules are useless unless the children understand what the rules are. On the first day of camp, it is important to establish the cabin rules as a group. Give the children guidelines and then have them establish the rules; the rules then become the choices of the campers, not just the adult. Inherent in the guidelines should be the issues of safety and courtesy. For example, asking the question, “What does it take to have a safe cabin?” could result in several rules given by campers. *Establishing the rules as a group will ensure that both the child and the adult agree as to what is considered acceptable behavior.* Asking campers to sign their cabin rules can be very powerful.

7. Establish routines

- Routines are established chains of events. One event always follows another. When the first action takes place, the children (once they know the routine) will know what to do next without being told. Routines also save the counselors from having to constantly direct the children through everyday tasks. *The counselor then becomes more of the leader and less of the controller.* **Be certain that as a cabin, all staff are on the same page regarding the routine established. Children will know when you are not and can take advantage of that.**
- “Bedtime” routines are probably the most important, and “leaving the cabin” routines are a close second. Establishing strong routines for each of these events will make the cabin easier to manage. Routines will also be helpful when waking up, using the bathroom and while in the dining hall.
- An example of getting the campers ready to leave the cabin might go as follows: “Who has their swimsuit and clothes ready for the pool?” Later - “This is your 5-minute warning. Let’s get our shoes on.” “This is your 3-minute warning.” Walk around and check that everyone has their shoes on. “This is your 30-second warning” Then call out “Let’s all meet out on the porch.” One counselor stands outside, passes out nametags, and counts each camper and high fives them as they come out. Smile, be silly, and thank them for being on time. The other counselor stays inside and assists the remaining children.

8. Use Cues

- Cues are ways of letting the campers know what is coming without specifically telling them each time. Cues are pre-established signals that save the campers and us from repetitive explaining. For example, children have been taught that when we raise our hand, (“hang loose”) it means that it is time to be quiet. When the counselor calls out, “Huddle-up” or “On your beds”, it means to get in close together or sit at the edge of your bed so that the cabin group can talk. Cues allow the campers to know what to do and what to expect. It is another way for the counselors to be consistent and predictable.
- **Cues only work if they are used consistently and frequently.**

9. Reinforce positive behavior - POSITIVE REINFORCEMENT - it works.

Public praise of appropriate and desired behavior will go a long way in preventing undesirable behaviors. Star charts, reward spinners, and token jars not only allow opportunities for campers to be recognized by their counselors, but also promote campers recognizing campers!

10. Work as a Team

Being united with your co-counselors is vital. Constant (we mean all the time) communication will lead to a positive experience for all. If you are not united, the children will be able to split the team and you will both end up carrying 100% of the load instead of sharing it.

11. Establish a Sense of Common Purpose

Cabins get along better and have fewer behavior problems if the group has a common identity or mission. Themes are so helpful for this. Appropriate slogans or mascots are also great ways to meet this goal. Involve your Unit Head in this endeavor; they'll want to be a part of it too 😊

REDIRECTION

Distract the child's attention away from an undesirable activity to an acceptable, but interesting one.

Redirection is taking a child's attention from an inappropriate activity to an appropriate one. Remember that it is difficult to focus on more than one thought at a time.

Redirection is more effective than verbally insisting a behavior stop without offering an interesting replacement. For example: Instead of telling a child to "stop" when he starts to pick on a peer, point out the lizard right by his foot. The insults are often forgotten, as the child becomes interested in the lizard. **Do something silly to draw attention to you.** Start a conversation that will be of interest to the child. This "distraction with a purpose" is usually done without the child being aware of the redirection. As a result, it feels less controlling to the child.

Redirection calls for a counselor to be a comedian, song leader, magician, and recreation leader.

Redirection Techniques

1. Planned Ignoring

Ignore harmless attention seeking behavior. This means that you do not give any kind of reinforcement:

Do not say anything to the camper

Do not look at the camper

Do not display an emotional reaction

Do not talk about it later with the camper

Give the camper praise and specific attention during periods of acceptable behavior

2. Signal interference/prompting

These include eye contact, hand gestures and body posture. It can also be done with a verbal cue. "It's about that time to get ready for bed."

3. Proximity Control

Standing near a camper who is having difficulty, giving a quiet touch on the shoulder, or a whisper in the ear so the camper can "save face." An additional shot of affection may also be just what the camper needs in order to gain control.

4. Hurdle Hop

A camper may not be able to begin or complete a task without some assistance. Example: Help the camper make the bed during cabin clean up.

5. **Give choices (especially choices with limits)**
Campers respond better to having a choice and feeling they have control in the situation. Whenever possible, make the choices a win-win situation. "You can stand quietly where you are, or you can stand quietly next to me. It's your choice." **Rephrasing the threat- "If you don't stop standing in the canoe, you're going to have to sit on the dock for ten minutes." Try this instead: "You can either stay seated in the boat, or we can go back to the dock and sit. It is your choice."**
6. **Structuring Incentives**
Also known as Give and Take, this is the practice of giving children a reason to comply with a request or need. For example: "If we are quiet and listen to the rules, we can get into the pool more quickly."
7. **Reassure/friendly challenge**
When campers are reluctant to pitch in or uncertain of their performance/ cooperation
"I'll bet you can scrape the plates faster than the table next to us."
8. **Tolerate some annoying behavior - kids are kids!**
The more you monitor campers' behavior, the more mistakes they are going to make. At times, it may be beneficial to tolerate some annoying behavior, allowing the camper to release tension, anxiety, and excess energy- As long as the behavior is not UNSAFE or disruptive. **It is helpful to remember that some behaviors are typical for the campers' mental functioning and developmental stage. And KIDS are KIDS!**
9. **Activity restructuring - This is a hit with younger kids - their attention span is about 15 minutes.**
Activities wear out very quickly with some campers. If we insist on pushing activities after a camper's interest is gone, we should expect to see deterioration in behavior. In this situation, staff should consider redirecting or changing the activity. This can be done with an individual camper or the entire group if necessary. **Also, deterioration in behavior often results when a camper faces new and challenging situations. Remember that the challenges of any activity should be in line with the camper's skill level.**
10. **Regrouping**
A shift in the makeup of the group can sometimes have a drastic effect on camper behavior. By changing the pairing of campers for an activity or switching the staff assigned to the camper, you can eliminate inappropriate behavior. Sometimes a change of face goes a long way in avoiding undesirable behavior.

UNDERSTANDING OUR CAMPERS

AGE CHARACTERISTICS

6 to 9 Years Old

Physical

- Heart and lungs are small; digestive system is large
- May be losing and gaining teeth
- Brain and nervous system growth are significant (girls mature faster)
- Occasionally, 8 to 9-year-old girls have started puberty
- Fine motor skills are lacking
- Have little energy reserve, will play hard and then fall apart; not physically aware of when they are tired

Mental & Social

- Working on self-esteem and belonging
- Sense of reality is not firmly based
- See the world in simple do's and don'ts
- Transitioning from singular free play to organized play
- Has respect for parental type authority
- Thinking is less centered on self
- Easily distractible
- Learning problem solving skills
- Impulsive, restless, magical thinking, hero worship/idolization, dramatic
- Taking in large quantities of facts
- Beginning of group/team play
- Curious, adventurous, and helpful
- Some empathy for others has developed
- Needs honest, age appropriate answers to questions
- May eat limited types of foods
- Rest is very important
- Little concept of how "germs" are transmitted
- Not unusual to experience stress as stomach pains

What the Campers need from YOU, their Counselors

- Lots of support in accomplishing the most basic hygiene tasks; showers with soap, teeth, elimination of waste, blowing nose, cleaning ears
- Help applying sunscreen and bug sprays, hats and T-shirts
- Reminders to change and remove wet clothes
- Reminders to wash hands appropriately
- Oversight to keep nails routinely clipped
- Reinforcement to stay hydrated, 2 to 4 quarts of water a day... depending upon temperature and humidity

Play

- Use of large muscle groups, running, jumping, throwing...
- Collections of anything
- Building things
- Imaginative play

6 to 9 Years Old continued...

Rainy Day Play

- Any variation of Storytelling including having each camper add a line and build on each other's ideas (stay away from scary stories)
- Simon Says
- Memory games with cards or objects
- Any variation of sock ball; soccer, basketball, hockey, baseball
- Stunt and talent
- Who's inside... have a camper hide their eyes and another get under the covers in a ball; then the person has to guess "who's inside" by the feeling of the covers

9 to 12 Years Old

Physical

- Transitional time just before puberty or right at the beginning of puberty
- Increase in large muscle coordination and strength but fine motor skills are still lagging
- May not be aware of their own strength when rough housing
- May have "growing pains" (muscle aches) at nighttime
- Brain closer to adult size
- Girls started puberty; may have had their first periods

Mental & Social

- Strong Memory
- If this is their first time at camp, campers in this age group will be more prone to homesickness
- Thinking in concrete manner
- Increased ability to listen and pay attention
- Sense of belonging to a "gang"
- Speed, strength, accuracy increased
- Adventurous
- Little concept how "germs" are transmitted
- Adult companions important
- Beginning to explore morality, religious beliefs, appreciation, empathy and sympathy
- Afraid to be alone at times
- Moodier than their younger counterparts
- Bouts of anger may be out of proportion to the cause
- May argue about everything
- It's EASIER to start with clear, fair, and firm boundaries and lighten up over time!

What these campers need from Counselors

- Support in accomplishing basic hygiene tasks
- Support with sunscreen and bug spray
- Encouragement to be less self-conscious in group showers
- Reminders to wash hands appropriately
- Reminders to stay hydrated, 2 to 4 Quarts of water a day... dependent upon temperature and humidity

9 to 12 Years Old continued...

Play

- Group games, not necessarily team sports
- Challenging, adventurous, exploring activities
- Can come up with creative rules when playing games
- Concept of community service beginning to be understood
- Likes to collect things
- Hiking, camping out, interest in animals
- The goal of camp is to HAVE FUN!

Rainy Day Play

- Card games of all kinds
- Charades
- Paper airplane folding competition
- Any form of sock ball: basketball, hockey, baseball
- Stunt and Talent
- Scavenger hunts
- Fortune telling
- Storytelling

12 to 14 Years Old

Physical

- Wide range of differences in growth pattern, especially difficult for the “late bloomer”
- Wide range in sexual development
- Moving towards abstract thinking
- May have physical growing pains at night
- Rapid growth requires more sleep
- May revert to uncoordinated movements because of rapid growth

Mental & Social

- Working towards individuality but wanting not to be “different” from peers
- Rebellious; Creative mischief
- Self-doubt
- Adventurous; feeling of invincibility
- Little middle ground – either loves or hates everything
- Strong need for community
- Peers take on major importance
- Switch to hanging out, fooling around, sitting around
- Developing a sense of sexual identity
- It is not unusual for same sex experimentation
- Wide range of feeling towards the opposite sex

What these campers need from Counselors

- If a camper has a chronic illness, evaluate their level of managing their illness with the Infirmary
- Reminders for basic hygiene tasks (especially deodorant) but for the most part, they are self-directed
- Beginning of the invincible stage with risk taking behavior making it difficult to convince them to wear sunscreen and t-shirts
- Sensitivity in supporting campers who are “shower shy” if their physical development is behind their peers
- Reminders to stay hydrated, 2 to 4 Quarts of water a day... dependent upon temperature and humidity

12 to 14 Years Old continued...

- Awareness of possible drug and alcohol experimentation
- Be familiar with your camp policy surrounding sexual issues, know when to ask for help

Play

- Need firm, fair, and clear boundaries
- Team sports take on importance
- Wide range of physical strength
- Physical challenges

Rainy Day Play

- PLAY MAFIA!!!! THEY LOVE IT!!!
- Any form of card game or sock ball; paper airplane competitions
- Hide in plain site (hide 20 common things around the cabin and give list to campers to find – could work as individual game or as teamwork)
- Upside down Theatre (draw eyes on chin, cover upper part of face and hang upside down on bed... they can sing or do comedic acts)
- Mad Libs
- Ping Pong Soccer (ping pong is “blown” with deep breaths between 2 goals)

14 to 16 Years Old

Physical

- For girls most of growth has taken place
- For boy’s large growth continues; increase in muscle mass and strength
- Not always aware of own strength
- Requires considerable amounts of sleep... 10-12 hours; sleep patterns are usually distorted

Mental & Social

- Separating from family, bonding with peers
- Developing self-concepts “Who am I”?
- Wide range in moods
- Experimentation, pushing boundaries
- Abstract thinking/problem solving possible
- Feeling of invincibility increased creativity
- Think they are the center of their world
- Lapses in sympathy and empathy
- Gang or herding instincts
- Typically, self-conscious about all aspects of their world
- Hero worship (may not be “healthy heroes”)
- Taking on responsibility

What these campers need from Counselors

- Capable of managing for themselves and educating others about personal chronic illness
- Risk taking and feeling of invincibility may lead to dangerous behaviors; may make it difficult to convince them to wear sunscreen, t-shirts
- Reminders to stay hydrated, 2 to 4 Quarts of water a day... dependent upon temperature and humidity
- Awareness of possible drug and alcohol experimentation
- Guidance for appropriate behavior regarding a wide range of sexual and physical development and exploration
- Understanding that sleep/wake cycle for teens is often very difficult in the camp environment

14 to 16 Years Old continued...

Play

- Open for new experiences; broadening types of adventure
- Team sports, group games; community service activities, working with younger campers

Rainy Day Play

- All forms of card games, sock ball or ping pong soccer, paper airplane competitions, mad libs, trivial pursuit

Homesickness: “Missing Home”

Typical Factors Influencing Homesickness

- ✓ Over-attachment between camper and parent
- ✓ Attachment to friends back home
- ✓ Longing for trappings of home- TV, IPOD, etc.
- ✓ Attachment to pets
- ✓ Lack of experience in a camp setting
- ✓ Lack of privacy in cabin
- ✓ Being unaccustomed to work and to sharing
- ✓ Lack of friends at camp
- ✓ Lack of skills in camp activities
- ✓ Being sent to camp against their will
- ✓ Fear of ridicule, the dark, or rough cabin- mates
- ✓ Physical factors - such as constipation
- ✓ Absence of someone to depend on and fear of trusting staff
- ✓ Noticeable physical disability or feeling different.
- ✓ Unwillingness to adapt to camp routine.

Campers may not call home. Sending a camper home is NOT an option for staff to mention.

➤ MISSING HOME IS CONTAGIOUS:

If a camper is sobbing or extremely homesick, subtly remove them from the group.

What to look for:

- the camper who is not participating
- the camper who is having trouble integrating into the group
- the camper who makes frequent trips to the Body Shop
- the camper who displays a lack of appetite
- the camper who spends a lot of time alone
- the camper who is easily frustrated
- the camper who is easily distressed
- the camper who makes numerous references to home
- the camper who states, “I wanna go HOME!”

How to Treat “Missing Home”

Effective remedies will be based on direction given by the camper.

1. Be alert to catch it early. Be watchful especially during the evening hours and down time.
2. Help camper focus on CAMP.
3. Find the child’s “Island of Competence” and allow opportunities for them to demonstrate that skill.

4. Share schedule and structure of session with the camper. It helps in easing anxiety.
5. Find interests and activities that appeal to the camper and keep him/her busy.
6. Look for possible physical symptoms, such as indigestion or constipation.
7. Do not ridicule shame or belittle a camper missing home. Let them know that this is a common experience for persons away from home for the first time.
8. Write a letter home with the camper or draw a picture of the family to keep with them or hang by their bed.
9. **Be careful not to over nurture homesickness. This can lead to smothering the camper.**

Precautions against Accusations of Sexual Abuse or Exploitation

NO ISOLATED MOMENTS

For the protection of all campers, staff, volunteers and visitors, Camp HONOR follows a strict “No Isolated Moments” policy that prohibits any isolated one to one interaction between an adult and child inside any closed room, vehicle, bathroom, showering stall or any area that could be considered private.

Child Abuse is a serious criminal offense.

As a staff member with the responsibility of caring for children, you may be placed in a sensitive situation, making you vulnerable to charges of child molestation. **Sexual exploitation should not be confused with physical contact, that are true expressions of affection.**

TAKE THESE SIMPLE PRECAUTIONS:

- **A staff member should not be alone with a camper or group of campers where they cannot be observed by other staff.** If a staff member needs to speak with a camper alone, the staff member shall move the camper away from the group and stay in sight.
- **Have another staff member present when supervising showers.**
- **When camper is lying down on a bed, never lay down beside them. Always sit up with at least one foot on the ground.**
- **Do not ask or allow a camper to climb in bed with you, even if they are extremely homesick.**
- **Campers have the right to reject displays of affection (hugs, arms around them) if they feel uncomfortable about them.** Not every child comes from a background in which affection is openly displayed. Respect each camper’s wishes. *A safe rule of thumb is to allow the child to initiate any physical contact as often as possible.*
- **Protect your own privacy.** Keep your private life private. There will be a natural curiosity about boyfriends and girlfriends, personal relationships and with some of the older campers, sexual activity. You should use common sense in discussing sensitive subjects with your campers. **Friendly reminder: If you would not have this conversation with the camper’s parent present, then you should not be having this conversation.** Also be cautious when discussing details of your own private life within the earshot of campers. There are no secrets at camp.
- **Respect the privacy of the child.** Do not become intrusive or more curious than is necessary to monitor the health and safety of the child.

- **Allow the campers to put on their own sunscreen, whenever possible.** Always have other campers/staff present when applying sunscreen to campers.

APPROPRIATE PHYSICAL CONTACT DEFINED

Do not underestimate the power of touch. Appropriate touch can convey friendship and concern. Inappropriate touch can result in a multitude of problems, especially when working with children who have been physically and sexually abused. A child's response to physical contact can range from being defensive to being clingy and demanding. It is up to you as the adult in the situation to establish appropriate boundaries regarding physical contact.

PHYSICAL CONTACT GUIDELINES

Appropriate

- Sitting beside children
- Lightly and briefly patting a child on the back or arm.
- Holding hands or interlocking arms (When age appropriate.)
- Gently ruffling a child's hair
- Combing, brushing, or braiding of hair (Don't share combs or brushes)
- Hugs - if requested or initiated by camper (When hugging a child, make sure you are leaning to their level or for smaller children drop to your knee before hugging.)
- Slow Dancing "Ball Room Style" or swing dancing (handheld twirls)

If you see a child withdrawing or pulling away, provide less physical contact and respect the child's greater need of body space.

Inappropriate

- Playing rough (wrestling or hot hands)
- Piggyback rides
- Picking a child up (unless for medical or safety purposes)
- Pulling arms, pinching, hitting
- Swinging a child by arms or legs
- Placing hand on the back of a child's neck to guide
- Forcing a hug on a child.
- Allowing a child to lie down beside you on the bed
- Back rubs
- Kissing the child **anywhere** on their face or body
- Physically guiding children where you want them to go
- Slow dancing "eighth grade style"

When determining whether or not a certain type of contact is appropriate, you must consider the age of the child. What is appropriate for a seven-year-old may not be acceptable for a twelve-year-old.

DEFINITIONS OF CHILD ABUSE

Physical Abuse

This form of abuse involves physical injury to a child, including poisoning, where it is known or suspected that the injury was deliberately inflicted.

Sexual Abuse

This is the use of children by others for sexual gratification. It can take many forms and include rape and other sexual assaults, allowing children to view sexual acts or to be exposed to or involved in pornography, exhibitionism, and other perverse activities. It is the involvement of dependent, developmentally immature children and adolescents in sexual activities that they do not fully comprehend and to which they are unable to give informed consent.

Emotional Abuse

The hardest to detect is the adverse effect on the behavior and emotional development of a child caused by persistent or severe emotional ill treatment or rejection.

Neglect

Neglect involves the failure to provide the care, food and physical conditions including protection from danger, which will allow a child to develop normally. Children can be neglected intentionally or unintentionally. Unintentional neglect may be due to an insufficient awareness and understanding on the part of the parents/guardians of their children's health, nutritional or developmental needs.

DISCLOSURE

What do you do when a camper discloses, or you suspect abuse?

If you suspect a child may have been abused or a child discloses to you that they have been abused (at home or while at camp), **we have a legal obligation to report following these steps:**

1. *Just listen. **Please don't ask any questions. Just listen.***
2. *Afterwards write down what you heard.*
3. *Report to the Camp Director or Lead/Unit Leader immediately.*
4. *Camp Director and psychosocial professional may need to follow-up with camper to obtain further information.*
5. *Camp Director or psychosocial professional will report the incident to the authorities if appropriate.*
6. **Do Not Discuss with Other Staff Members!!! Confidentiality Is Crucial!!!**

In the case of confirmed abuse of a camper by a staff member, the staff member will be terminated immediately, and Camp HONOR will prosecute to the fullest extent of the law.

Talking About Child Abuse with a Camper

This is general advice on how to deal with a disclosure of abuse.

1. *Listen*

- Listen to what is being said - without displaying shock or disbelief. Be careful not to be an "emotional listener."

2. *Reassure*

- Reassure child but only so far as is honest and reliable (**don't make promises you may not be able to keep like "Everything will be okay now"**) Say, *"I am glad you told me. I believe you"*
- **Do not promise confidentiality** - you have a duty to report. Explain, if you feel comfortable, to the child that you will need some help to deal with what they have told you.
- **Reassure that there are people whose job it is to help children exactly like you**

3. *React*

- **Do not interrogate for full details or ask leading questions. *It could be detrimental to the case.***

4. *Record*

- **Make some notes right away**, recording actual words used, statements, observable behavior, date and time of conversation.

HEALTH AND WELLNESS

First Aid & Injury

Camp HONOR healthcare staff is responsible for first aid and emergency care of our campers. All staff will be provided with a fanny pack containing first aid and standard precautions equipment. Health care staff should be notified immediately if there is any injury or emergency.

Sun Exposure & Burn Prevention

Exposure to the sun can cause sunburn and heat exhaustion. Prescott is at a higher elevation than Phoenix and Tucson so while it may not seem as hot, we are at greater risk for sun exposure. Make sure that you and your campers have sunscreen applied multiple times throughout the day to avoid sunburn. Most campers may forget to reapply sunscreen, so it is important for you to bring sunscreen with you and to remember to reapply it on the campers throughout the day.

Diet & Hydration

A healthy diet and good hydration are essential to maintaining adequate energy levels during a long, hot and active summer at camp. Our kitchen staff will provide the necessary elements of a healthy diet – it's up to you to make good choices.

Eating a moderate amount of a wide variety of (preferably unprocessed, or lightly processed) foods, including a “rainbow” mix of vegetables and fruits, plus whole grains, beans, and nuts, is beneficial for optimum health and a resilient immune system. Using that as your basic dietary prescription, remember *this is **CAMP!*** - “Fun foods” are part of the equation – just don't allow them to occupy the base of your personal food pyramid. And don't forget that a good breakfast is truly the most important meal of the day – it is vital to replenish energy stores depleted by 8-12 hours of overnight fasting.

The adult human body is approximately 60% water by weight, and it is easy to become dehydrated during an Arizona summer if you don't program yourself to take in adequate amounts of fluid (i.e., primarily water). Dehydration results in increased fatigue and headaches are a common complaint. The old rule of thumb, “eight glasses (eight ounces each) of water a day” still applies, but this amount may not be enough if you are losing lots of water (and some electrolytes) in your sweat. Other fluids (fruit juices, milk, tea, coffee, etc.), and foods high in water content (fruits and veggies) *do* count toward your daily total, but not as much as pure water. Remember caffeine is a weak diuretic (increases urine output), so a 12 oz. cola will not be as effective in replenishing body water stores as 12 oz. of water. Relying *only* on your thirst mechanism to tell you when to drink will mean you're constantly playing catch-up. How do you know if you're taking in enough fluid? It's easy: When your “tank” (body hydration status) is “full”, the excess free water is released by your kidneys in the urine. If you are adequately hydrated, you should be passing *large* quantities of *clear* urine several times a day. Your kidneys and other homeostatic mechanisms have an easier job of maintaining fluid and electrolyte balance if you're well-hydrated, so give your kidneys a break! A good habit to develop is drinking a glass or two of water first thing in the morning when you get up. Keep your water bottle handy and use it often.

Sleep & Rest

Getting adequate amounts of sleep and rest can be a real challenge during a week at Camp HONOR. The average person requires 7-8 hours (or more) of sleep at night in order to function at their optimum level the next day. For most of us, the physical demands of being a counselor or staff member at Camp HONOR for the week are greater than we encounter during the rest of the year. There will certainly be times when you're “burning the candle at both ends”, for instance staying up later than usual to finish an important project, and then getting up early for the Polar Bear Swim.

When you've built up a chronic sleep deficit, you must eventually pay back at least part of your sleep debt by getting extra sleep, in order to feel your best. So, take advantage of any opportunity to get a good night's sleep, and put it in the bank. And don't forget Rest Hour. The kids won't always want to take a nap, but if you can squeeze in even a 15-20 minute "power nap" a few times a week, it will make the rest of your day easier.

Disease Prevention

The best way to optimize your chance of staying healthy (and not getting sick) is to maintain a strong immune system and avoid preventable contact with disease-causing germs (typically viruses). A strong immune system requires steady attention to the areas discussed above – diet and hydration, sleep and rest, and exercise and physical fitness. But even with a competent immune system we are all still susceptible to a timely encounter with a nasty germ. There are over 200 viruses that can cause the "common cold" and getting sick with one does not confer immunity to catching a cold caused by another.

The single best disease-prevention measure you can practice this week is to **wash your hands** frequently throughout the day – after using the bathroom, before eating, and after handling anything contaminated by body fluids, even if you were (properly!) wearing gloves. Proper hand washing means lathering all surfaces of both hands for at least 20 seconds before rinsing. If soap, water, and a sink aren't available, use hand sanitizer. By being a good role model for the children under your care, you will be protecting not only yourself, but also our campers, many of whom have compromised immune systems. One person becoming ill can start an epidemic, but we can all help prevent the spread of illness by practicing simple measures such as hand washing.

Camp HONOR Substance Use Policy

It is the policy of Camp HONOR to provide a working environment as free from the use of non-prescription drugs and alcohol as possible. All volunteers are expected to adhere to this policy and to assist in educating other volunteers and the general public about the risks of substance abuse.

The sale, purchase, use, possession, or reporting to work under the influence of intoxicants, and prescribed and un-prescribed controlled substances is prohibited while at Camp HONOR on camp property. The sale, use or possession of equipment, products and materials which are used, intended for use, or designed for use with both non-prescribed and prescribed controlled substances is also prohibited while at Camp HONOR on camp property.

Camp HONOR is a drug and alcohol-free camp. All forms of alcoholic beverages, marijuana, and narcotics both illegal and prescription are prohibited. All such substances are prohibited on the grounds including items stored in personal vehicles. Staff may not be under the influence of any of these substances at any time during camp. Failure to adhere to this policy will constitute grounds for immediate dismissal. Below is a list of narcotics and other prohibited mind-altering substances that are not allowed at camp. This list is not meant to be exhaustive but merely to serve as an example: Medical Marijuana in any form, Alcohol, Opium, Oxycontin, Oxycodone, Hydrocodone, Hydromorphone, Fentanyl, Buprenorphine, Levorphanol, Codeine, Lorcet, Lortab, Norco, Oncet, Procet, Vicodin, Xodol, Zydone. Additionally, staff who are prescribed Ativan, Valium, clonazepam, Xanax, and other forms of benzodiazepines may be allowed at camp at the discretion of the medical director. Please feel free to contact the Arizona Bleeding Disorders with any questions or concerns.

Any volunteer may be requested to undergo a blood test, urinalysis, "breathalyzer" test or other diagnostic test where there is a reason to believe, in the opinion of the Camp Director, that a volunteer is under the influence of intoxicants, drugs, or narcotics while at Camp HONOR on camp property.

Where there is reason to believe that an employee is under the influence of intoxicants, drugs, or narcotics, or is in possession of drugs or intoxicants, the employee may be required to submit to a search by Camp HONOR representatives of his/her person and/or any property (including vehicles) brought onto camp property.

Any volunteer refusal to submit immediately to a search or drug test may result in disciplinary action up to and including discharge.

I understand these terms and agree to adhere to the above policy.

Name (printed)

Date

Signature

Acknowledgment of Receipt

Staff Manual – 2025

As a volunteer of Camp HONOR, you are required to acknowledge by signing below that you have read the Staff Manual and will abide by it. It is the policy of Camp HONOR to protect the confidentiality of all campers' medical records, both written and otherwise, for legal, moral, and ethical reasons. Disclosure by a volunteer of the contents of any camper record or the unnecessary dissemination of any information regarding a donor or a camper is grounds for dismissal.

The AZBD is required by its insurance company to complete a background check on all Camp HONOR volunteers. By signing below, you consent to the Association to run a background check.

Your personnel information is also confidential and is to be held in strict confidence by you and Camp HONOR.

The policies in the manual may be changed as it is deemed to be appropriate by management.

I, _____, acknowledge that I received a copy of the Camp HONOR Staff Manual. I have read and agree to abide by all the rules and procedures described in the manual.

I understand that should I elect not to abide by the contents of the policies and procedures I have read and acknowledged my volunteer commitment could be terminated.

Printed Name

Signature

Date

