

# Family Warrior Weekend



Camp Twin Lakes



2015

Volunteer Notebook

This notebook belongs to:

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# Who are we?

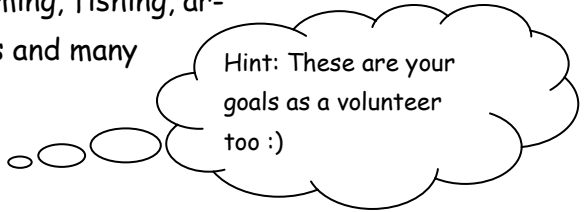
Family Warrior Weekend is brought to you by:



## Program Overview

Family Warrior Weekend is a two-three-day, two-three-night residential camp for families and Warriors who are effected through service in Iraq and/or Afghanistan from September 2001-present. This can be a physical or physiological diagnosis of Traumatic Brain Injury, Post Traumatic Stress Disorder, Amputation, Spinal Cord Injury, Depression, Anxiety and many more.

Family Warrior Weekend offers participants the excitement and fun of a traditional camp in addition to the unique advantages of an environment and staff responsive to their unique situation at home. Families enjoy a weekend of adventure while being able to just be, without the worry of the regular pressures of having all the pressures at home, and letting them know that there are lots of other families out there just like them! Participants are encouraged to explore a variety of interests including swimming, fishing, archery, boating, rock climbing, and arts and crafts, health and wellness and many more!



Hint: These are your goals as a volunteer too :)

## The goals of Family Warrior Weekend:

- Increase participants awareness of their community
- Build his/her confidence
- Teach life skills and resources and that participants can continue to use in their daily lives
- Foster friendships
- Have fun and be kids (adults too)!

## Family Warrior Weekend is designed to:

**Give** family's who are experiencing difficulty transitioning out of the military, dealing with transition and feeling that others do not understand their situation.

**Provide** an environment to promote the growth of self-esteem, self-reliance, emotional development and creativity.

**Promote** and **encourage** an appreciation and greater personal understanding of the environment and natural surroundings by supporting campers' active participation in outdoor camping programs.



# Camp Twin Lakes

## MISSION:

We provide places and paths for children with serious illnesses and life challenges to experience the joys of childhood and growth in their confidence and capabilities.

## VISION:

Camp Twin Lakes will be a vital statewide network of closely aligned partners that are united in providing year-round camping and other transformative experiences that deeply impact our children and support their families throughout childhood.

## ABOUT US & HISTORY

Camp Twin Lakes is a network of camps providing life-changing camp experiences to thousands of children with serious illnesses, disabilities and challenges each year. We collaborate with nearly 60 different special needs organizations (our Camp Partners) to create customized programs that teach our campers to overcome obstacles and grow in their confidence and capabilities. Camp Twin Lakes is thrilled to provide programs at various state-of-the-art facilities throughout the state of Georgia, including overnight camps in Rutledge, Winder and Warm Springs, day camps in Atlanta, children's hospitals, and more.

Prior to Camp Twin Lakes' opening in 1993, special needs groups in Georgia lacked adequate facilities to hold their camping programs. Today, Camp Twin Lakes partners with these organizations to provide customized programs, medical care and services for each group of campers.

The children can take part in the many joys of camp—swimming, canoeing, campfires and sleeping under the stars—without compromising their medical care. While at Camp Twin Lakes, campers gain self-esteem, self-awareness and independence by participating in recreational, therapeutic and educational programs in a supportive, nurturing, fully-accessible environment.

Since its opening, Camp Twin Lakes has welcomed more than 45,000 children and volunteers. Each year, thousands of campers and volunteers from nearly 60 different camp groups head to Camp Twin Lakes—Rutledge, Will-A-Way and Dream for weeklong summer sessions and fall and spring weekend retreats.

Like every other young boy and girl who goes to camp, here they will swim, dance, fish, canoe, play outdoor and indoor team sports, do arts and crafts, act, ride horses, and sing around a campfire. They will play. They will grow. And for this short period, a time they will remember their entire lives, they will be free to be children.

A national model for camps serving special children, Camp Twin Lakes is accredited by the **American Camp Association**.

# Contents



## Important Note:

THANK YOU!! We appreciate all of your time and efforts to make it to training today, and also the time you set aside to help us at camp. We are looking so forward to having an awesome team of volunteers to make Family Warrior Weekend 2014 an exciting and memorable experience for not only the participants but the volunteer staff as well. If you have any questions about anything, please do not hesitate to ask. We are here to help you!

## Arrival Details:

Please be at camp promptly at **8:00 am** Friday. We ask that you check in at the dining hall and then drop bags off at your lodge and unpack.



# Staff/ Volunteer Code of Ethics

1. Staff/ volunteers understand and embrace the mission of Family Warrior Weekend and of Camp Twin Lakes and willingly and knowingly accept the concept that the focus and goals of the Camp are directed to the campers.
2. Staff/ volunteers will never leave a camper unsupervised.
3. Staff/ volunteer will never be alone with campers or a camper, except when assisting with personal hygiene or toileting which is permitted by specific individual Family Warrior Weekend policies or in an emergency.
4. Staff/ volunteers will not abuse campers including:
  - Physical Abuse            strike, spank, shake, slap
  - Verbal Abuse            humiliate, degrade, threaten
  - Sexual Abuse            including inappropriate touching
  - Mental Abuse            hazing, negative manipulation
5. Staff/ volunteers will use positive guidance techniques including redirection, anticipation of and elimination of potential problems, positive reinforcement, support and encouragement rather than competition, comparison, criticism, or humiliating discipline techniques.
6. Staff/ volunteers must treat with confidence and respect personal information they learned from campers, subject to the policies on reporting abuse and neglect, as referenced elsewhere in this manual.
7. Staff/ volunteers will treat with the utmost respect and confidentiality all patient/ camper information that is received during pre-camp or camp briefing sessions. This information is protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA). [PHI definition: Information that is oral or recorded in any form or medium that relates to the past, present or future physical condition of an individual.]
8. Staff/ volunteers will treat campers of all ethnic, religious and cultural backgrounds with respect and consideration.
9. Staff/ volunteers will portray a positive role model for campers, including but not limited to, maintaining an attitude of respect, loyalty, patience, honesty, courtesy, tact and maturity. Positive Participation with the campers is paramount to the success of each camp!
10. Staff/ volunteers will not use profanity or discuss adult subject matter in the presence of campers.
11. Staff/ volunteers will adhere to the dress code for Camp. T-Shirts with advertisements for beer, alcohol, and tobacco products should not be worn. Likewise, clothing with degrading or offensive language should not be worn. Clothing should be modest.
12. Staff/ volunteers will not use, possess or be under the influence of alcohol or illegal drugs during Camp or while on Camp property.
13. Staff/ volunteers are prohibited from having firearms or other weapons while at Camp.
14. Staff/ volunteers must be free of health or psychological conditions that might affect camper's health.
15. Staff/ volunteers will comply with the outlined activities and expectations of their defined roles at Camp and all required activities prior to Camp which support their roles.
16. Staff/ volunteers are prepared and willing to assist and support campers to meet personal daily needs.
17. Staff/ volunteers will accommodate and be sensitive to the developmental differences and abilities of individual

18. Staff/ volunteers that do not have a pre-existing relationship with a camper will not fraternize with campers (babysitting, phone calls, private lessons, contact through the Social Networking Sites, etc.) outside of Camp supervised activities or the Camp setting. Any exception to this policy requires written approval in advance from the partnering organization's Camp Director. Additionally, the partnering organization's Director must be made aware of any pre-existing relationships. Contact with campers outside of the camp setting includes face to face contact as well as correspondence through phone calls, letter, emails or virtual social networking sites. Any contact with former campers who are 17 years or younger must likewise be approved by the partnering organization's Camp Director. For those campers who turn 18 within 12 months of the date camp took place, contact must also be approved by the partnering organization's Camp Director. For Camps that serve individuals 18 years and older, all contact outside of the camp setting must likewise be approved by the Camp Director. This contact is discouraged, regardless of the camper's age, based on the counselor/ camper relationship. Likewise, at those camps that serve campers 18 and older any contact with graduating campers within 12 months of the camp date must be approved.
19. If requested by the Camp Director, volunteer/ staff will provide that person with access to any websites maintained or controlled by the volunteer/ staff person, including any personal websites, blogs and social networking sites.
20. Staff/ volunteers will not offer gifts or money to campers or their families.
21. Staff/ volunteers are required by Georgia State laws to report any suspected abuse or neglect of a child to the Camp Director so that it may be reported to the authorities.
22. Staff/ volunteers will not make personal disclosures to camps with an attempt to influence individual beliefs, values, or lifestyles.
23. Staff/ volunteers will adhere to the outlined policies, procedures and standards of Camp Twin Lakes.
24. Staff/ volunteers must agree to provide all criminal and other background check information requested of them and must meet qualification standards established by the Camp New Hope.

Staff/ volunteers must comply with the Code of Ethics throughout placement with the Camp and affiliation with the partnering organization. Compliance with the Code of Ethics is a condition of continued involvement with the Camp. I understand that violation of the following standards will be regarded as engaging in unethical behavior that is grounds for immediate termination of roles and responsibilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**In addition to the above, I agree to the following:**

- To watch for signs of stress in myself and others as a way of maintaining a safe environment at camp.
- To help other staff who seem at risk for hurting or abusing campers.
- To alert a Support Staff Member or the Camp Director promptly when more supervision, intervention, or support is needed.
- To seek help myself if I feel at risk for hurting, over-stimulating, or abusing a camper.

I am attesting to the fact that I have read, understand, and accept the guidelines, regulations, and standards given in this document. I also agree to abide by any other rules and policies of Family Warrior Weekend and Camp Twin Lakes that have been or will be given to me. It is completely understood that my failure to comply with any of these rules, guidelines, and regulations may subject me to disciplinary action up to and including immediate dismissal from camp, disqualification from further involvement with Family Warrior Weekend, and the filing of criminal or civil charges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Staff Policies and Procedures



1. **Assignment:** The camp administration shall be sole judge regarding the assignment to areas, units, cabins and supervisors.
2. **Evaluations:** An evaluation at the end of the camping season will be written and will be the official record for all reference requests.
3. **General Facilities (Use of):** During off hours, staff may use camp facilities and supplies if the use does not interfere with the camper program. Specialty facilities and supplies can be used only with the specialist's permission. The waterfront areas, the pool, the arts & crafts room, ropes course, archery range and mountain bikes may only be used with the permission of the Camp Director.
4. **Meals and Dining Hall:** Meals are served on time according to the schedule established. Please be on time. There is no late or general take-out service. There is take-out service only for children who cannot leave the medical lodge. The Nursing Director must make arrangements for this service 30 minutes prior to the start of a meal. Please do not stand on the tables and chairs. Staff members are responsible for setting the proper example in the dining hall. Campers and staff are responsible for serving themselves and cleaning up their tables and around their tables after each meal. Food fights will not be tolerated.
5. **Living Conditions:** All staff with the exception of married staff or staff who have made special arrangements may be housed in with camper groups. All staff when not directly in their assigned area may be asked to do any and all tasks which would improve the function of the group.
6. **Photographs:** Family Warrior Weekend is hereby granted to use any individual or group photographs taken at camp showing staff members in camp activities for public relations purposes.
7. **Telephones:** The Camp Twin Lakes phone number is 706-557-9070. Messages can be left on extension (&\*@#&). Messages will be given to the User Camp Director. For calls out of camp—arrangements should be made with the User Group Camp Director.
8. **Transportation:** Staff members are not allowed to leave camp without the permission of the Camp Director or Medical Director. Staff members who drive to camp will be expected to park in areas designated by Camp Twin Lakes Staff. LIT's who drive to camp must turn keys into the LIT Director upon arrival at camp. Vehicles must be driven by their owners only. Campers are not allowed to ride in staff cars except in case of extreme emergency. Emergency vehicles are provided at camp in case of accidents. Staff and campers are not allowed to ride in any vehicles not designed for passengers. This includes backs of pickup trucks or wagons where seats are not attached to the vehicle.
9. **Tips:** Camp policy does not allow the acceptance of tips, gratuities, or gifts to the staff from parents or guardians.
10. **Training:** Staff orientation is a vital part of the job. Orientation will be held at Camp Twin Lakes prior to the start of the camp.
11. **Visiting within the Camp:** No co-ed visitations are permitted in any of the sleeping quarters or at campsites.
12. **Camper Information:** Personnel information received at camp is confidential. Staff members are prohibited from contacting campers or their parents outside of activities sponsored by the Scott Rigsby Foundation, Camp Twin Lakes, Family Warrior Weekend or any other partners.
13. **Smoking is not permitted at any Camp Twin lake's sponsored activity.**
14. **Golf Carts:** When assigned, only authorized staff as assigned by the User Camp Director may drive the golf carts. All authorized drivers must be 18 years of age with a valid driver's license, take the CTL drivers orientation and must sign and agree to all rules governing the use of the golf carts. No golf carts can be driven into the gym at any time.
15. **Laundry:** The laundry is available for emergency (camper) use only. The laundry is available for NO other use. The laundry is not for staff member's clothing. Arrangements for use must be made with the User Group Camp Director. Only those authorized staff may use or be in the laundry.
16. **Housing:** It is the responsibility of all staff and campers to keep their living quarters neat and clean at all times. Living quarters will be inspected periodically. Air conditioning is pre-set. Should changes be necessary, please do not do it yourself. Contact the User Group Camp Director. Moving furniture around inside the cabin or from cabin to cabin is not permitted. NO FOOD IS PERMITTED IN THE

## CABINS.

17. **Pets:** Pets are not permitted within the campgrounds at any time. Visitors (parents or guardians) should be reminded in writing not to bring their pets to camp on drop-off or pick-up days. Exceptions are Service animals or Therapy Dogs with proper certification/identification.
18. **Graffiti:** Graffiti is not permitted. Please help keep Camp Twin Lakes buildings and grounds free of graffiti. Campers and staff who would like to leave their names should use a standard board for such purposes. Please see the User Group Camp Director for boards and permission. Sidewalk chalk can be used- as long as it is used on the sidewalks only and not the cabin or building walls/posts/or porches.
21. **Security:** To provide the proper security for all campers and staff: (1) The main camp gate will be closed at all times and only registered participants and guests will be provided entry to the campgrounds. (2) All participants and guests must wear permanent name badges while on the campgrounds.
22. **Valuables:** Camp Twin Lakes is not responsible for loss or damage to personal property.
23. **Camp Furnishing:** Please do NOT move furniture within the buildings or from building to building or room to room without permission from the Camp Twin Lakes Director. Benches have been provided in the recreation building for your convenience. NO CHAIRS are permitted to be moved from any one building to another or used outside.
24. **Personal Sports Equipment/ Staff Members are Responsible for All Personal Items Brought to Camp:** The use of all personal sports equipment (skate boards, bikes, skates, roller blades, etc.) are permitted only under the supervision of the User Camp Director. Campers must sign a waiver for such use and must agree to use the equipment in a safe and controlled manner with the proper safety equipment. Please see the User Group Camp Director for this waiver form. The use of firearms and archery equipment are not permitted on the campgrounds at any time.
25. **Program Areas:** The program areas of Camp Twin Lakes can only be used when supervised. Arrangements for the use of these areas are made by the User Camp Director and must be reviewed in advance with the CTL Program Director. The following specific programs areas can only be used when supervised by a Camp Twin Lakes staff member. **Arrival and Departure Process:** Unloading will be done in front of the lodges Luggage should be taken to the appropriate room.
26. **Check-In Sheet:** Upon arrival, please note all issues of concern and pass that information on to User Camp Director.
27. **Check-Out:** Reverse of check-in procedure
28. **Staff Lounge Area:** The staff lounge is in the dining hall and is for staff evening use only. It is not for campers or camper's programs. It is the responsibility of the Family Warrior Weekend staff to clean up after themselves.
29. **Lodge/ Infirmary:** No food or drink can be served in the lodge except for infirmed children. The infirmary must be kept clean at all times..



- 35. Discrimination and Sexual Harassment:** Family Warrior Weekend has a strong commitment that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. Sexual harassment is any unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- 36. Thermostats:** Damaged thermostat covers or thermostats that have been tampered with will result in a fine up to \$250 to the user group. It is the goal of Camp Twin Lakes to reduce costs and conserve energy where possible.

## Cause for Immediate Dismissal

The highest levels of caring for our children is expected at all times. It is an important challenge and responsibility. The following will not be tolerated and will be treated as a job misconduct and cause for immediate termination from camp.

1. Staff members who use alcoholic beverages, marijuana, or any illegal drugs or substances while at camp and camp training.
2. A staff member using medication which affects his or her ability to perform his/her job responsibilities and thus jeopardizes the safety of the children.
3. Staff members who are unable to satisfactorily grasp the objectives of Family Warrior Weekend who display inability to control their anger, or who fail to comply with the rules and regulations of Camp Twin Lakes.
4. The misuse of supplies, equipment, vehicles or buildings.
5. Employees who use poor judgment in driving at any time.
6. Employees who maintain a negative attitude.
7. An employee who strikes a child, uses abusive language, obscene gestures, displays obvious or unfair favoritism or is injurious to a child's emotional needs or neglectful of his physical safety.
8. Gambling among staff.
9. Voluntary discontinuance or abandonment of required duties during employment period agreed upon in the contract and/or refusal to change assignments for the best interest of camp.
10. Co-ed visitation in sleeping quarters or campsites.
11. Insubordination, disrespect, use of profane language, and/or disloyalty to supervisory staff.

## Personnel Dress and Conduct

Counselors, Unit Directors, and Specialists are at camp to benefit the children placed in their care. Appropriate conduct is expected of all staff members during staff training and camp. Appropriate camp attire is expected of all staff members at all times. Clothing should be conducive to camp atmosphere and counselors should remember that they are being viewed as role models at all times by campers.

The following items are not allowed in camp:

- Clothing/products advertising alcohol
- Clothing/products advertising tobacco
- Clothing/products advertising drugs or drug paraphernalia
- Clothing/products offensive to ethnic, minority, or religious groups
- Bikini bathing suits (tankinis are okay)



# Visitors to Family Warrior Weekend

All campers and camp staff are required to wear a name tag at all times. All campers should be notified of this requirement. All visitors to Family Warrior Weekend will also be given name tags for the duration of their stay. Persons In the Camper Area that are seen without a name tag should be directed to the main office and staff should notify the Camp Director, Medical Staff or a Unit Director. All visitors to Family Warrior Weekend must have prior approval from the Camp Director. Unauthorized persons on camp grounds will be asked to leave and the Camp Twin Lakes Director will be notified immediately.



**WEAR THIS**

**NOT THAT**



# Internet Safety and Privacy Policy

Family Warrior Weekend exists to offer a safe, positive camping experience for families who experience issues after service in Iraq or Afghanistan . Just as our participants trust us to keep them and their child safe during camp, they also expect us to protect their privacy and keep them safe even after camp ends. *Therefore, camp counselors and volunteers should never post camper photos or identify campers by name on the internet.*

This includes blogs, personal web pages, photo sharing sites such as snap chat, Instagram, SnapFish, Snapchat and Flickr, and social networking sites such as Facebook and Twitter. We know our dedicated camp counselors would never do anything intentionally to hurt a camper, Sadly, some people who use the internet do not have the children's best interests at heart and might try to contact our campers through these types of sites. Please assist us in keeping our campers as safe as possible and leave all picture-taking up to Camp Twin Lakes staff, and keep fellow counselors accountable as well.



## Rule of 3's

For the protection of not only the campers but also the volunteers and staff, we uphold the "Rule of 3's" at Family Warrior Weekend . Be sure not to be alone with a camper at anytime. There should always be 3 people traveling together at the minimum. This could be 2 campers and 1 staff or 2 staff and 1 camper. Please as a rule always abide by the power of 3.



## One last thing...

The main reason we ask you to abide by all of these rules is because *your behavior is a direct reflection of Family Warrior Weekend* and affects whether or not campers and parents will be interested in future attendance. Keeping this in mind, though, showing up with a good attitude about camp, and maintaining it throughout the week is the most important thing we can ask of you! We want you to have fun just as much as we want campers to have fun, because your excitement about camp will rub off on the campers! Please remember how much we appreciate you and please don't hesitate to contact us if you have any issues with our standard procedures.

# Family Warrior Weekend Cell Phone Policy

Family Warrior Weekend Staff & Volunteers ARE permitted to have cell phones at camp, HOWEVER...

Cell phones are ONLY to be used:

- On break times
- In case of an emergency
- AWAY from campers (out of earshot & eyesight!!!)

Campers SHOULD NEVER HAVE ACCESS to your cell phone!!!

# EMERGENCY PROCEDURES



## In the Event of Fire—CODE RED

All cabins are equipped with smoke sensors. The Dining Hall, Gym and Med lodge are equipped with a sprinkler system and fire extinguishers. In case of a grass fire, move all children to the Dining Hall. Counselors should take a head count and remain with their cabin group.

In case of a fire in the Dining Hall, have the cabin groups leave the building by cabin out the nearest available exit. Take campers to the ball field and take a head count. Please note: Evacuation plans are posted in every building at camp.

In case of fire in a cabin, remain with the campers while safely removing them from any immediate danger. Go to another cabin (a safe distance from the fire) and call the Med Lodge (ext. 300) by phone. The Camp Director should also be notified.

There are fire extinguishers in every building at camp. Only after the campers and staff are safe should anyone attempt to douse a fire. The Med Lodge staff should inform other cabins through the intercom system to evacuate. If the conditions are not conducive to **fire spread**, only the campers in the affected cabin and those in the two neighboring cabins. If the conditions are conducive to fire spread, all campers and staff should move to the Dining Hall.

In the event fire occurs in a building or cabin, all campers and staff should be familiar with the exit sign. If cabin doors are blocked by fire, a section of a window should be removed in order to exit the cabin.

In the event of fire, all campers and staff should report to the ball field unless fire threatens the road. The director will communicate an alternative exit route via the emergency warning system. At the ball field, all campers should be accounted for and remain quiet.

The Camp Director will coordinate with the CTL Director to determine if the Fire Department and/or the Georgia Forestry Unit should be called.

Please take time to review the evacuation plans posted in all buildings and locate the fire pulls (In gym, Dining Hall, and Med Lodge) and extinguishers. Within the cabin, keep in mind that you will more than likely use the front door to evacuate. If this door is blocked, head toward the back door or go through the windows.

## Weather Emergencies

**Tornado Watch:** Weather conditions indicate that a tornado could be coming.

**Tornado Warning: CODE BLACK**—The National Weather Service reports that a tornado has been spotted in the area

During a **tornado watch** an announcement over the intercom will instruct everyone that they need to end the activity immediately and head to their cabin. Groups on nature hike, mountain bikes, and horses will be notified by walkie-talkies and will be given specific instructions.

During a **tornado warning** everyone must move to shelter immediately. An announcement over the intercom will notify that such action should be taken. You will move immediately to the closest, strong inner structure, away from possible blowing debris. If you are at the pool, move to the bathroom hallway and bathrooms in the gym; if you are near the cabins, move to the cabins as quickly as possible and get in the center of the bathroom areas. If time allows, grab mattresses and cover the group. If you are at the Arts & Crafts, move to the bathroom and hallway. If you are in any other building, move away from any glass and into the strongest inner structure and cover your group with mattresses if available. Due to the amount of glass in the dining hall, it is not a recommended place to be; the only acceptable places for cover within the dining hall are the restrooms. If you find yourself and your group in an open area, move toward the best possible depression (trench, etc.) and lie down there. Keep in mind that you need to keep your group from panicking; keep track of who is in the group; use good common sense. Always try to anticipate rather than react.

## Severe Weather

Severe thunderstorms may occur. In case of lightning, swimming and all outdoor activities will be cancelled. Do not allow campers to go outside when it is lightning. If you are outdoors, seek shelter in a building. If severe weather comes and you are not near immediate shelter, seek a low-lying area and lie flat. Avoid large open spaces and trees. Lightning will seek tall objects, so stay away from lone trees and hilltops.

## Severe Lightning Storms—CODE GRAY

1. Campers are not to go outside.
2. When in buildings, turn off all electrical appliances.
3. Turn off all unnecessary lights.
4. Do not stand near light fixtures, switches or receptacles.
5. If caught outside, do not stand under tall trees. Find shelter under small trees that are grouped together, and not spread apart.
6. After storms, always be sure to check your cabin thoroughly for lightning damage to the building, light fixtures and plumbing fixtures, both inside and outside.

## Intruders

Unfamiliar person on the camp property may include someone who is lost and in search of directions or person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Persons should be questioned to ascertain who they are and why they are here.

Do not antagonize an intruder. Be polite, give assistance if possible, accompany the person to the camp office, or ask them to leave. This is private property and is not open to the public. Observe to be certain that the person leaves the site. Be observant as to the make, model, and license number of the car.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should always stay with the campers, keeping them away from the situation. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person. If you see or suspect an intruder in camp at night, immediately notify the Camp Director.

## Kidnapping

Staff members should refer all visiting persons (stranger or known) to the Camp Twin Lakes Office and Kids Serve II Camp Director. All visitors must check in and obtain a visitor's badge. Under NO condition may a camper be removed from camp without the permission of the Kids Serve II Camp Director. Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp.

The Kids Serve II Camp Director has sole responsibility and authority to release their campers, volunteers and staff. The Camp New Hope Director will verify that the camper is released only to the legal guardian or their authorized designee. All requests to pick up campers or staff must be directed to the Kids Serve II Camp Director. Should a camper be taken from camp without the direct knowledge and approval of the Kids Serve II Camp Director, notify the director IMMEDIATELY!

## Missing Person—CODE YELLOW

The conduct and type of search depends on the set of circumstances surrounding the incident. The following steps are offered as general guidelines to follow in the event a person is determined as lost/ missing.

**Prevention:** Within a cabin, each counselor should be assigned to an particularly aware of the presence of the number of campers. Adjustments should be made when a counselor is away from the group. Any staff member seeing a camper away from their group or activity without supervision should personally escort the camper to the group, activity or to another staff member who can do so.

**Procedure:** When a camper is discovered missing, the counselor should notify the Family Warrior Weekend/Kids Serve II Camp Director immediately. The Family Warrior Weekend/Kids Serve II Camp Director will inform their Med Lodge Team and senior staff as well as the CTL's Management Team of this issue, and the following information should also be provided:

Camper's name, age, cabin number, description of camper's clothing, location last seen, length of time missing, what has already been done to find them and any other pertinent information.

The lead counselor for the cabin of the missing person will send one of their counselors assisted by the management team to search in the most likely area for this camper: their cabin (maybe hiding under bed), the last activity area, dining hall, med lodge, etc.

If the camper is not found within 5 minutes, the Camp Twin Lake's Camp Director or Program Director will announce that the Lost Camper Plan is in effect. There will be repeated announcements on the P.A., which means everyone must go to the Dining Hall, excluding the Camp Twin Lakes program staff. Cabin groups should sit down at their regular tables; counselors should take a head count and leave one counselor in charge of the table. All other counselors should report to the Camp Office to help with the search. Explain to the group what has happened and ask if anyone has seen camper or has any relevant information to share.

## BOMB Threat—CODE BLUE

Definition: A device present in camp or on the premises, which may or may not have exploded

1. All staff and campers are to go to the ball field. The entire camp is to remain in this area until notified all is clear or other information is given.
2. Staff should look for unusual or suspicious noises, devices, packages or disturbances while evacuating the main areas of camp.
3. Protect face and head from flying debris with arms, backpacks, etc.
4. Once in the evacuation area—no walkie-talkies, cell phones or other electronic devices are to be used for any reason.

## Notice of Evacuation

The need to evacuate the campsite will be determined by the Meriwether County Sheriff's Department (760-672-4941). They will notify all occupants in the danger areas of the need to evacuate. Each year CTL will notify the Meriwether County Fire Department, Barrow County EMS, and the Barrow County Sheriff Department in the writing of the anticipated schedule of use for the facility. Included in this annual notification will be the name(s) and contact telephone number for the facility in the case of evacuation.

## Accounting for Population

At the time an Emergency Assembly is called, all camp participants will gather in the Dining Hall. The Kids Serve II Camp Director and the CTL Director will check to determine if all participants and staff are accounted for. In the case that a participant or staff member is missing, the CTL Program Director will organize a search using the Missing Person Procedure.

Once the population is accounted for or, at the appropriate time, the Camp Twin Lakes Director or his designee will instruct the population on the situation and how to proceed with the evacuation.

## Utility Failure

A power loss may occur from the sources inside or outside the camp. Be sure everyone knows that the wires and electrical equipment substations and large green transformer boxes are dangerous and off limits. There are battery-operated safety lights in all cabins. The intercom phone will not work if the power is off to the entire camp. Stay put. The administrative and maintenance staff will come to you with instructions. In case of an Electrical Fire, assemble and evacuate all campers and notify the Kids Serve II Camp Director. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Downed power lines are extremely dangerous. Stay clear and don't touch them. Remove any campers from the area and notify the Kids Serve II Camp Director.

## Transportation—Cars

Campers do not ride in staff cars except with special permission from director and in an emergency. Cars owned by staff members are only to be driven by their owners.

## In the Event of an Accident On Site

Send for help. If at all possible do not leave injured party alone without an adult. If a second staff member is not available, send a pair of campers to get help.

Contact the Health Hut by using the call box in any cabin or find a CTL staff member with a walkie talkie. They will decide whether to call 911. If you cannot get in touch with anyone in the Med Lodge, call 911 and notify the CTL director and your camp director. If you call 911, please make sure you are speaking with a MERIWEATHER COUNTY dispatcher.

A responsible adult should remain at the scene of the accident with the injured party.

While waiting for help, provide first aid/ CPR as you feel is important and appropriate.

- Remember the ABC's of first aid—Airway, Breathing and Circulation—and be prepared to ACT. Do not attempt to move the patient if there is suspicion of spinal injury unless it is to provide needed rescue breathing or CPR.
- First Aid for Shock-Injury-related shock or traumatic shock may be caused by severe injuries of any type. Any victim of severe injury should always be treated for shock.
- Symptoms: Pale skin; moist or clammy skin; victim is weak; rapid pulse; deep or irregular breathing; thirst; nausea; dilated pupils.
- Treatment: Raise victim's legs up so that they are higher than their heart and head. Then maintain their body temperature; if they are hot, shade them. If they are cold, cover them with blankets.

## In the Event of an Accident Off Site

Phone 911 immediately and camp to notify director(s) and crisis management team to go into action. Give injured person(s) immediate attention. A responsible adult should always remain with the injured party. Any other staff should attend to campers.



# Camp Will-A-Way

## Phone Directory—20134

To make an outside phone call, dial 99 and then your number.

To dial any of these numbers from inside camp dial 9 and the last 4 digits.

Main office: 770-867-6123  
Office Line 2: 770-867-1390  
Fax and DSL: 770-867-6130  
Pool Area: 770-307-2956

To call, dial the 3 digit extensions below. To transfer calls, press the link/transfer button and then dial the 3 digit number.

Office: 221 or 6123  
Kitchen: 222  
Josh: 227  
Ashley: 223  
Luke: 224  
Doc 1 mobile: 228  
Doc 2 mobile: 229

### Base Stations:

There is a base station located in the camp office and the med lodge. These can be used to contact all the cabins and activity areas.

To use the base station, press the code below and the "p" button. The speaker will sound and then you press the "transmit" button to speak. To end the call, press "c".

The codes for each area are as follows:

001	Yellow 1
002	Yellow 2
003	Yellow 3
004	Yellow 4
005	Red 1
006	Red 2
007	Red 3
008	Red 4
009	Green 1
010	Green 2
011	Green 3
012	Green 4
013	Blue 1
014	Blue 2
015	Blue 3
016	Blue 4
017	Staff 1
018	Staff 2
019	Staff 3
020	Creative Arts
021	Arts and Crafts
022	Dining Hall
023	Pool
024	Boat Dock
025	Archery
026	Adventure
027	Sports Field
028	Climbing
029	Front Gate



# HIPAA Procedures

## What is HIPAA?

HIPAA stands for Health Insurance Portability Act. HIPAA is a federal law that sets a national standard to protect medical records and other personal health information.

## When did HIPAA become a law?

Congress passed this legislation in 1996. Some parts of the law are currently in effect, however, medical facilities, including special needs camps, must be in compliance with HIPAA patient information regulations by April, 2003.

## Is HIPAA applicable to all health care providers?

Yes. HIPAA applies to hospitals, physicians, insurance companies, laboratories, dentists, ambulatory surgery centers, business offices, special needs camps, etc.

## What is considered "health information"?

Any information, whether oral, written, or electronic (computer). Information can be related to past, present or future physical or mental health conditions.

## What is Protected Health Information (PHI)?

The following is considered protected information about patients: addresses, dates, telephone/fax numbers, social security numbers, medical record numbers, patient account numbers, insurance plan numbers, vehicle information, license numbers, medical equipment numbers, photographs, fingerprints, e-mail/ Internet addresses.

## What is TPO?

TPO stands for: Treatment, Payment, Operations. HIPAA allows us to share patient information for the purpose of TREATMENT (providing care to patients), PAYMENT (getting paid for caring for patients), and OPERATIONS (normal business activities). However, if the use of the information does not fall under one of these categories, the hospital must have the patient's signed consent before sharing the information with anyone.

## Does this impact patient information volunteers have access to?

Yes. The camp should provide "sensitive" volunteer service areas with specific training and requirements regarding HIPAA.

## Important information for volunteers to note:

- Protecting the confidential health information of patients is the responsibility of everyone involved in the treatment and healing process., including volunteers.
- Be sensitive to patient confidential information. If it is information you wouldn't want shared about you, do not share it with others.
- Think before you talk about patient-specific information.
- Keep information to yourself if you overhear or see patient confidential information that you don't need when volunteering.
- Do not talk about campers specifically outside of camp.

# Camp Twin Lakes Abuse Policy

The Official Code of Georgia 19-7-5 mandates the reporting of child abuse when anyone has cause to believe or cause to suspect that a child has been abused. Camp New Hope volunteers and staff members must make the required report if they have reasonable cause to suspect that a person under 18 years of age has:

- an injury or death inflicted by other than accidental means
- been neglected or exploited by another person
- been sexually assaulted or exploited by any person

The law provides immunity from liability for reporting abuse and/or neglect when the report is made in good faith. The knowing and willful failure to make a report is a crime.

In conjunction with the above law of Georgia, any counselor or medical personnel who suspects child abuse should immediately inform the Director of Family Warrior Weekend, Kate Lipton. The Camp Director will then contact all persons involved with the reported concerns. If there is cause to believe or cause to suspect that a child has been abused, the Camp Director shall report or cause a report to be made. A staff member who makes a report to the Camp Director shall be deemed to have fully complied with the law.

## Definitions:

Note: abuse may include, but is not limited to, the following:

**PHYSICAL ABUSE:** A non-accidental injury sustained by a child due to the acts of a parent or caretaker.

**SEXUAL ABUSE:** A person's employing, using, persuading, indulging, enticing or coercing any minor who is not the person's spouse to engage in any sexual act which included physical contact in any act of apparent sexual stimulation or gratification of another person. Abusive behaviors may include but are not limited to exhibition, sexualized kissing, fondling, oral, rectal, or genital intercourse.

**NEGLECT:** A condition in which a parent or caretaker responsible for a child disregards inadvertently or deliberately fails to provide for the essentials in the development of a child's physical, social, intellectual, and emotional capacities.

**MEDICAL NEGLECT:** A form of neglect involving the absence or omission of essential medical care or services that harms or seriously threatens to harm the physical or emotional health of a child. Medical neglect may include but is not limited to the withholding of medically necessary treatment in life-threatening situations.

**EMOTIONAL ABUSE:** Emotional abuse is a failure to give a child the love and attention necessary for him or her to grow into a secure, mature individual. It includes verbal abuse or excessive, aggressive behaviors that place unreasonable demands on a child to perform above his or her capacities.

## Abuse Indicators:

### Physical Abuse:

- *Bruises and welts:* unexplained bruises/ welts on face, lips, mouth, torso, back, buttocks, thighs, ears, head; can be in various stages of healing; can be clustered, forming regular or unusual patterns; human bite marks
- *Burns:* burns resulting from cigars, cigarettes, immersion, electrical burns (electrical burner, iron, etc.); rope burns on arms, legs, neck or torso; splash burns
- *Unexplained lacerations or abrasion:* to mouth, lips, gums, eyes, back of arms, torso, legs or genitalia
- *Fractures, skeletal injuries, head trauma, internal injuries:* less obvious, unexplained, history not consistent with injury

### Neglect:

- *Indicators:* failure to gain weight with no medical reason; poor feeding, nutritional deprivation; failure to provide adequate supervision; emotional maltreatment; poor hygiene and/or inadequate clothing; abandonment; constant fatigue or lack of energy; omission of essential medical care or services which harm or seriously threaten to harm the physical or emotional health of a child

### Sexual Abuse:

- *Indicators:* difficulty walking or sitting; torn, stained or bloody underclothing; pain or itching in genital area; bruises or bleeding in genital area; venereal diseases

# Safe Touch Guidelines for Camp Staff

adapted from Friedman, 2004; ACA/Johnson *For Their Sake*, 1992; Thurber, 2001, and Ditter, 1994, 2003

All people like to feel safe, both physically and emotionally. Part of our job as camping professionals is to help our campers feel safe, even if they do not have that feeling all the time at home or at school. Understanding how to provide safe touch and protect children from unwelcome touch is a requisite step to helping our campers feel safe. Children and adolescents are, each in their own way, sexual beings. They are curious and easily over-stimulated. As one of the adults at camp, you are responsible for setting appropriate limits around touch, regardless of what a camper may express. You are also responsible for setting a positive example for campers, in your self-expression, your interaction with fellow staff, and your interactions with campers.

The following guidelines are general recommendations. The policies at your camp and the laws in your state may be different in important ways, so always consult with your camp director.

## **Reporting: *What should you do if you think a camper has been abused or neglected?***

- The law defines camping professionals as “mandated reporters” of suspected abuse and neglect.
- If you witness or hear about an instance of questionable or clearly abusive or neglectful behavior, consult immediately with your camp’s director. The law does not require you to have proof, only to have a *suspicion* that inappropriate touch or abusive or neglectful behavior may have occurred.
- Signs of possible abuse or neglect include; (a) injuries with a sketchy explanation; (b) precocious sexual knowledge; (c) public sexual behavior or sexually provocative behavior; (d) injuries to places on the body normally covered by a bathing suit; (e) withdrawn or aggressive behavior not reliably attributable to another cause (e.g., homesickness); or (f) the person tells you about an instance where he was touched or treated in an unsafe manner.
- If a camper asks, “Can you keep a secret?” the best response is, “I’ll do my best to keep our conversation private, but if I have concerns about your safety or the safety of someone else, I will involve a few other people in order to keep you safe.”

## **Safe Touch: *What are the safest and most welcome kinds of touch?***

- You are the adult, so it is always your responsibility to set safe and appropriate limits.
- Short hugs and touching campers on the hand, shoulder, or upper back is fine.
- Generally, it protects you to be in the company of other adults when touching a child.
- Never touch a camper against his or her will or if he or she expresses discomfort.
- Beware of over-stimulating a child with tickling, wrestling, or other physical activity. It is generally wise to keep playful physical touch to pats on the upper back, high-fives, handshakes, or a hand on the shoulder. These touches are unlikely to over-stimulate a child.
- Never touch a child’s body on a place that is normally covered by a bathing suit, *unless for a clear medical necessity (e.g., you need to apply well-aimed direct pressure to stop severe bleeding), and then only with the supervision of another adult.*
- A more conservative “no-touch zone” is *waist-to-knees*. Only the child himself, his primary caregivers, or a medical professional should touch a child anywhere in the waist-to-knees zone.
- If you need to touch a camper near a place normally covered by a bathing suit: (a) explain what you’re going to do [e.g., “In just a minute, I’m going to check the safety of your climbing harness.”]; (b) demonstrate on yourself [e.g., “Here’s how I’m going to check that the loop is doubled back.”]; and then (c) ask permission [e.g., “Can I check your harness now?”].



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**Discipline: *What kind of discipline is permissible or forbidden?***

- Discipline, especially 1:1 conversations, should be done in view of other staff
- Never use abusive or derogatory language with campers
- Never hit, poke, or shake a child, or use any kind of physical discipline
- Never haze campers or use abusive or humiliating initiation rites

**Coverage of Activities: *How can you protect yourself from a false accusation?***

- If you need to touch a camper (for example, to position a water-skier in the water or to fasten a safety harness on a climber), first explain the contact, then demonstrate on yourself, then ask permission. (See "Safe Touch" section above.)
- Some camps use double adult coverage during changing or showering times. Always have your campers within earshot and talk with them so they know you are present.
- Almost all camps use double adult coverage during overnights.
- Carefully supervise physical activities, such as pillow fights, that can become over-stimulating. (Note that some camps do not allow pillow fights and other rough-housing.)

**Cabin / Bunk / Group Living: *What needs to be monitored on a daily basis?***

- Acknowledge campers' natural curiosity about sex and their bodies. Never shame them, but do redirect explicit questions and steer conversations in an appropriate direction. For example, if a camper asks, "Are you a virgin?" you might say, "I know you're curious about me, and that's OK, but my social life is personal." Or, if a camper says, "I've gone to third base. Has anyone else in the cabin gone that far?" you might say, "It's OK to be curious about other people, but talking about your exploits is not an appropriate topic at camp. Let's change the topic."
- Respect campers' spiritual or religious convictions regarding sexuality and sexual practices. As a rule, acknowledge differences of opinion and steer the conversation to a safer topic.
- Do not share sleeping bags or beds under any circumstances.
- Gently set limits with children who physically cling or hang on you. Instead of rejecting a camper who clings on you, suggest an alternative [e.g., "How about a high-five?"].
- Be aware of campers who may develop a crush on you; again, gently set limits.
- Do not give back rubs unless another adult is present and clothes are on. (Note that many camps do not allow back rubs or any other kind of massage. This may be forbidden altogether.)
- Younger children should be encouraged to change their own clothes as much as possible.
- Censor your campers' music and movie selections and explain your reasoning for not playing CDs or DVDs with strongly sexual, violent, crude, or otherwise inappropriate themes.

**Staff Relations: *What's appropriate when it comes to staff-staff interactions?***

- Always model the kind of touch and interaction with fellow staff that would be appropriate between campers or between a camper and a staff member. Good leadership-by-example helps ensure that campers emulate safe touch with each other. (Note that a considerable amount of inappropriate intimate behavior occurs between campers, so your example is very important.)
- Do not perform "wedgies," "purple nuckles," "credit card checks"—or other questionable acts that involve touching genitals, anus, buttocks, or nipples—on campers or in the presence of campers. Save that kind of goofing around (which may be OK among consenting adults) for time off.
- Staff sleeping together during an overnight (or anywhere around campers) is unacceptable.
- Staff sharing their romantic or sexual lives with campers—verbally or otherwise—is unacceptable.



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### Sunscreen and Hydration:

- Sunburns during childhood can lead to skin cancer as adults.
- Many medications also make children more sensitive to sun exposure.
- It is imperative that campers use sunscreen when outdoors.
- Apply the sunscreen one hour before exposure, especially before going to the pool or waterfront. Make sure to apply in the mornings before breakfast and again at rest period.
- Also, make sure the campers drink plenty of water throughout the day.
- If you suspect camper is dehydrated, contact the Med Lodge ASAP.

### Staff Illness or Medical Needs:

- Family Warrior Weekend medical staff will provide first aid, emergency care and care for minor injuries or illness for staff during camp.
- **If the medical staff determines a staff member is too ill to fulfill their camp responsibilities or could expose campers, they will be asked to leave camp.**
- Staff members are responsible for supplying any medications they may personally require.

### Safety Tips:

- Wash your hands frequently, for your own protection and the protection of other campers and staff.
- Shoes must be worn at all times... it's a safety issue. Be a role model, all staff must wear shoes too.
- **Only Camp Twin Lakes Staff and Medical Staff are authorized to administer First Aid.**
- American Camping association (ACA) regulations require that all medications accessible to campers but be stored in the infirmary.



# CTL Camp Clean Up for Check-Out



## Cabins and Cabin Areas

All cabins swept out completely

All beds, mattresses, and furniture should be in original locations (*should not have been moved*)

All *decorations, signs, posters, stickers, staples, pins, and clothes lines* should be removed and thrown away  
(Trash bagged and left **OUTSIDE** the cabin)

ALL Sidewalk chalk removed from porches and buildings-

Any and all damage reported to CTL director.

## Activity Areas/Buildings (Gym, Pool pavilion, Creative Arts, Arts & Crafts and teepees)

1. *All* chairs and benches stacked against the wall or storage room.
2. *All* floors swept (Including Pavilion)
3. *All* garbage (leftover projects, etc.) placed in the appropriate container
  - a. If you have left over arts and crafts supplies that you would like to donate to another camp, please place them neatly in on the shelves in arts and crafts.
4. *All* **refrigerators** and other appliances (microwaves) cleaned out completely
5. *All* **games** return
6. Any and all program equipment removed (if owned or leased by partner group) or replaced to appropriate area
7. Report any and all damage to CTL Director

### **Infirmary/Med Lodge**

All rooms (sleeping and medical) swept out

Any Non-CTL Equipment, whether owned or leased by the partner placed in breezeway, ready for pick-up.

Arrangements made for pick up of all equipment. (PLEASE do NOT remove any CTL EQUIPMENT such as O2 and wheelchairs)

All **refrigerators** and other appliances (microwaves and ovens) cleaned out completely

All dirty/soiled linens should be washed, folded and place in the appropriate closet. Laundry facility cleaned.

Other items as requested by the CTL Assistant Medical Director.

### **Storage Areas**

Swept out and all Partner Group Materials removed.

### **Dining Hall**

After last meal, please clean tables as per usual procedure, then stack all chairs on outside wall and thoroughly sweep under tables.

Remove any decorations and place in appropriate container

### **Grounds**

All garbage picked up and place in an appropriate container

ALL WAGONS/PIECES placed in front of GYM

Return any lost items to campers or lost & found in the Dining



## **Counselor**

*General Description:* Under the direction and supervision of the Camp Director, Medical Director, and the Unit Director, the camp counselor will assist in the implementation, direction, and maintenance of an excellent camping program of care and enrichment for children in a safe, healthy, and fun environment.

*Know How:* This position requires the ability and desire to relate constructively to children and the practical know-how in providing a safe, caring atmosphere for children.

### *Requirements:*

1. Minimum age of eighteen
2. Participate in interview/screening process
3. Attend staff training/orientation

### *Job Segments:*

1. Work with Unit Director to implement camp curriculum
2. Provide direct supervision, support, and encouragement to campers
3. Insure constant supervision of children, cleanliness, and safety of surrounding environment
4. Aid in the selection of age- and medically-appropriate activities for children
5. Use positive reinforcement consistently for appropriate interaction and behavior from children and peers
6. Attend staff meeting during camp week when required
7. Communicate daily with Camp Director, and Unite Director about any needs, activities, and issues of concern
8. Assist in the evaluation of campers and counselors
9. Actively participate in the teaching of skills in specialty areas and assist the specialist working with the cabin group at an specific time
10. Conduct him/herself in compliance with the policies, practices, and procedures of Family Warrior Weekend, Kids Serve II Camp
11. Be responsible for his/her group at all times
12. Make sure that each camper showers and changes clothes daily
13. Be responsible for getting cabin group to activities and meals on time
14. Be responsible for distributing cabin's medicine and working with medical staff to promote, encourage and supervise health practices related to sickle cell
15. Complete all necessary forms and evaluations
16. Work with co-counselor and other staff members as a team

**What do I do if someone gets sick or if there is an emergency?**

*Contact the Health Hut by using the call box in any cabin or find a CTL staff member with a walkie talkie. In addition, ropes and climbing wall have walkie talkies that may be used to call down to the main office for further assistance.*

**Will someone from CTL always be available if I need them?**

*There will always be someone in the office from breakfast until 10 pm. For "after hours"*

**What are the phones in my cabin for?**

*These are for emergencies. You can call the med lodge or administration or we can call you if we need to let you know something. The phones do not call outside of camp.*

**Why don't the cabin doors lock?**

*It is a State Fire Code that the doors not lock, so that in case of a fire, everyone will be able to get out of the cabin safely. If the door lock does operate, please let your director know, as we need to fix it! there are small electric alarms on the front and back doors that you can activate to alert you if the door is opened in the middle of the night.*

**What is the relationship between Camp Twin Lakes and the partner groups?**

*CTL works together with a different partner group each week throughout the summer. The partner groups are responsible for providing cabin staff, medical staff, and sometimes different evening activities and educational programs. Camp Twin Lakes provides program staff for certain activities, kitchen staff to prepare and serve meals, maintenance staff to care for the facility and other staff to help facilitate the relationship between Camp Twin Lakes and their partners throughout the summer. Both Camp Twin Lakes and the partner camps work hard to raise money to send kids to camp. Camp Twin Lakes values each of its partnerships and we are made stronger by using our collaborative efforts to benefit the campers we serve.*

**What can I do to make the camp experience more enjoyable for the kids?**

*Remember camp is about the kids having fun; they look forward to this week all years. Be sure to be there for them, have a positive attitude, and use encouragement! Campers are looking for a positive role model who cares about them. Take the time to get to know each and every camper you are caring for.*

**How many CTL staff members will be at each session?**

*This will depend on the activity. Most activities will have at least 2 staff there to lead the session. Horseback and the ropes course may have more.*

**Is the CTL staff just there to run activities?**

*No! They are full-time summer staff that is more than willing to help if there is ever a problem. If they cannot help with the situation they will contact someone who can.*

**What if it is raining or storming when it is time for me to go to an activity?**

*Most activities will continue if there is rain. However, if there is constant lightning and thunder, the activity will be cancelled. CTL staff will try to implement substitute activities in order to keep the campers entertained. In the case of bad weather it is important for the counselors to keep a positive, flexible attitude and be willing to help facilitate any substitute programs. CTL staff members or your Camp Director will inform you of any changes to the schedule and appropriate substitute activities.*

# Conversations & Interactions with Campers

## **WESTI**

**Warm smile:** no one has ever invented a better way to make a connection!!

**Eye contact:** it must be one-on-one! If you're talking to a group, make sure to take a second to really see each one of them individually.

**Shake their hands, Stoop down if you need to:** a REAL handshake!!!

**Tell them how you feel:** "I'm so glad to finally meet you!!" "I was hoping you'd come back this year, this is awesome!!"

**Introduce them to someone else:** help campers connect to each other by making introductions.

# Case Studies of Language and Culture

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**Case Study #1** Blaine and Sam are best friends at camp. They have invited another 12-year-old camper, Josh, to play lacrosse with them. When they go to find Josh in his cabin, they find him putting on his pink “Double Bubble” T-shirt. “A pink T-shirt?” asks Sam. “Dude, that’s so gay.”

- What social dynamics are at play here?
- What cultural forces outside of camp contributed to this remark?
- Having overheard this exchange, how can you reshape camp culture?

**Case Study #2** Jared and David are both leaders-in-training at Camp Driftwood. On their way down to the waterfront for lifeguard duty with their campers, Jared turns to David and points at his tank-top. “Sweet wife-beater,” he remarks. “Perfect for a hot day,” answers David, flexing a little to show off.

- What social dynamics are at play here?
- What cultural forces outside of camp contributed to this remark?
- What might be the effect on the campers in the vicinity?

**Case Study #3** As you approach your cabin for rest hour, you overhear some of your campers talking to Pat, whose parents happen to be lesbian. “What do you mean you have two mothers?” asks one camper. “Everyone has *one* mother and *one* father. Didn’t you take *any* sex ed in school?” You pause, wondering how best to manage the conversation once you enter the cabin.

- What social dynamics are at play here?
- What cultural forces outside of camp contributed to this remark?
- What’s the message you’d like to convey? How will you do that?

**Case Study #4** Robin and Chris have been spending a lot of time together, both at scheduled activities and at free time. They’re buddies during general swim, they sit together and draw after dinner, and yesterday they went canoeing together. Today, Robin came back to the cabin with a crafts project for Chris. “That’s so gay,” says one of their cabin mates. “Homo,” whispers another kid.

- What social dynamics are at play here?
- What cultural forces outside of camp contributed to this remark?
- Having overheard this exchange, how can you reshape camp culture?

## **Where is the Bright Red Line??**

Appropriate:



Borderline Appropriate:



Clearly over the Bright Red Line:

# What is PTSD?

Post-traumatic Stress Disorder is a psychological reaction to experiencing an event that is outside the range of normal human experience.

## TRIGGERS:

1. Sights
2. Sounds
3. Smells
4. Powerful emotional states (rage, adrenalin rush, grief)
5. Anniversary dates
6. Media exposure to war related activities
7. Music
8. Significant Losses
9. Authority conflicts
10. Someone coming up behind me
11. Kids
12. Screaming, crying

**Body Memories** –You may notice some of these changes

1. Gut tightening
2. Blood pressure rising
3. Sweating
4. Muscle tension
5. Nausea
6. Tremors

**Sleep Problems** – If they need to walk the perimeter, stay up during the night

## PTSD do and don't

- a. Do not go up behind the person without telling them of your approach.
- b. Do respect the persons personal space (physical - do not touch unless a hand is extended to shake. Emotional - do not ask questions about the war experience
- c. Do not lecture about smoking.
- d. Do not share your opinion about the war.
- e. Do not get in political discussions.
- f. Upon meeting the person, thank them for serving and leave it at that.
- g. If someone looks like they are having a flashback (checks out, eyes may focus on something in the distance, gently talk about something meaningless (ie, Joe, "What is your favorite football team? ). There is no need to go into a huge conversation, but you are gently bringing back to the here and now.
- i. Allow them to sit where their backs to the wall and they can see the door.

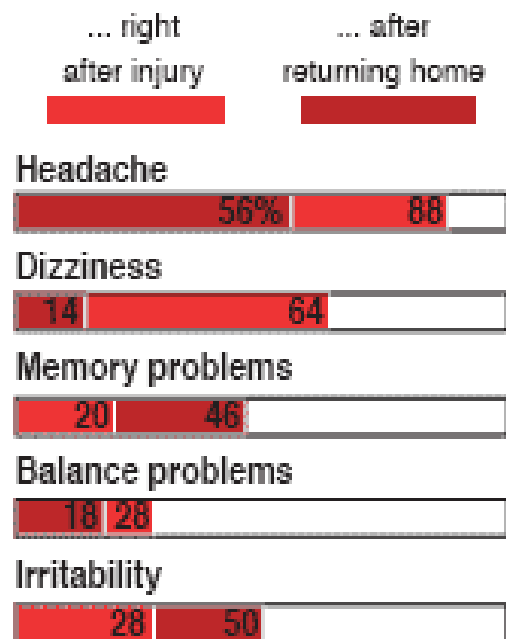
annual survivors  
nightmares  
hippocampus avoidance  
emotional  
anxiety risk fear  
accidents  
traumatic experience  
biochemical Psychological  
counselling health problems prefrontal cortex  
post traumatic stress disorder medication indicators  
irritable  
horror PTSD  
Feeling difficult  
neuroendocrinology  
emotional numbing illnesses disorder  
hypervigilance trigger  
psychological trauma helplessness  
traumatic event numbing  
trauma flashbacks  
anxious memories  
avoidance thoughts avoid  
drug addiction thinking  
distressing dreams  
alternative  
disturbance  
difficulty concentrating

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# Troop brain injuries

The Army has begun brain-function tests on soldiers before war to give doctors critical data for treatment if a soldier returns with a traumatic brain injury.

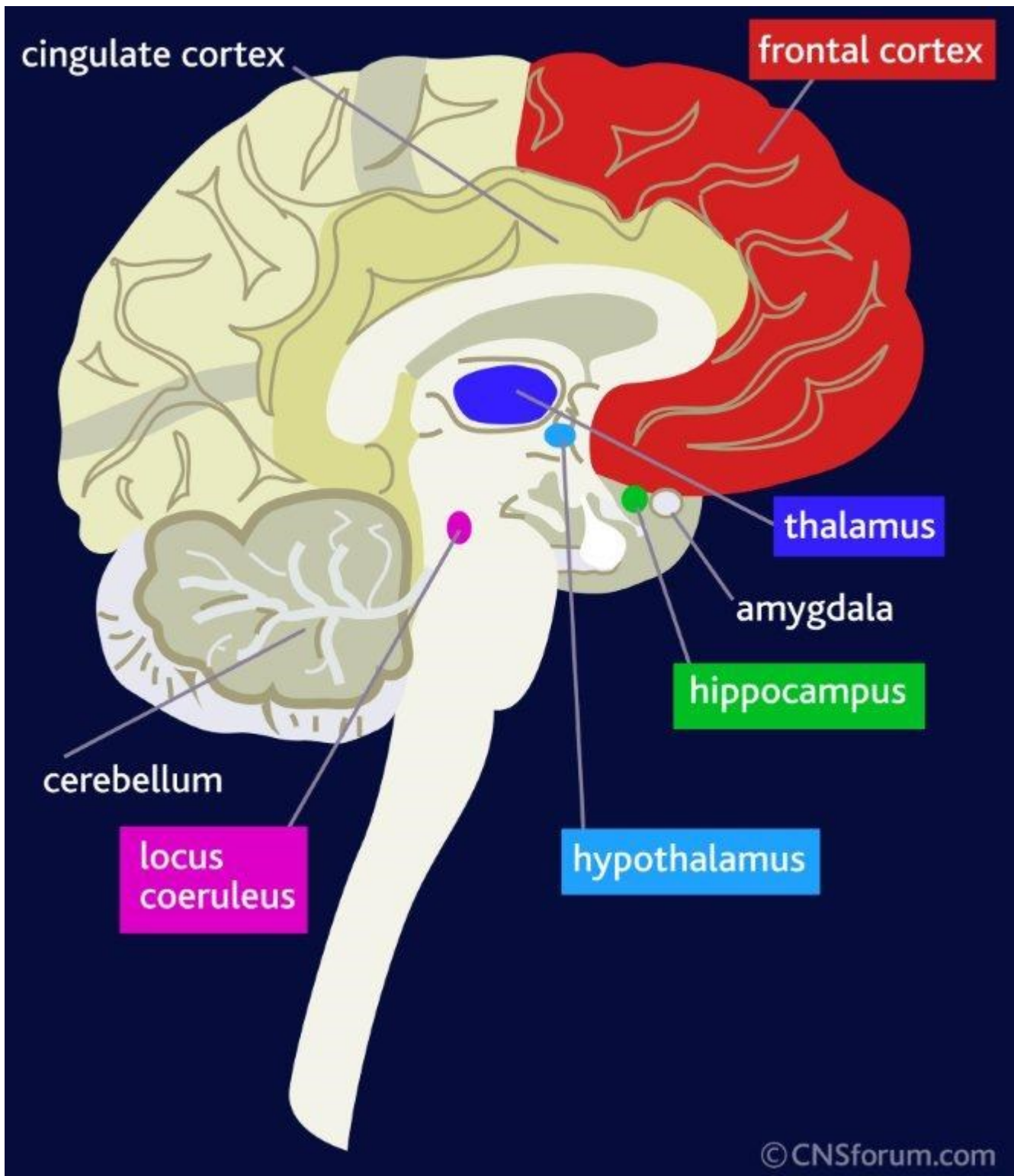
## Symptoms of soldier brain injuries ...



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SOURCE: Walter Reed Army Medical Center AP





## PTSD

Flashbacks

Avoidance

Hypervigilance

Nightmares

Re-Experiencing  
Phenomenon

## TBI

Headache

Sensitivity to  
Light or Noise

Nausea

Vomiting

Vision Problems

Dizziness

Irritability

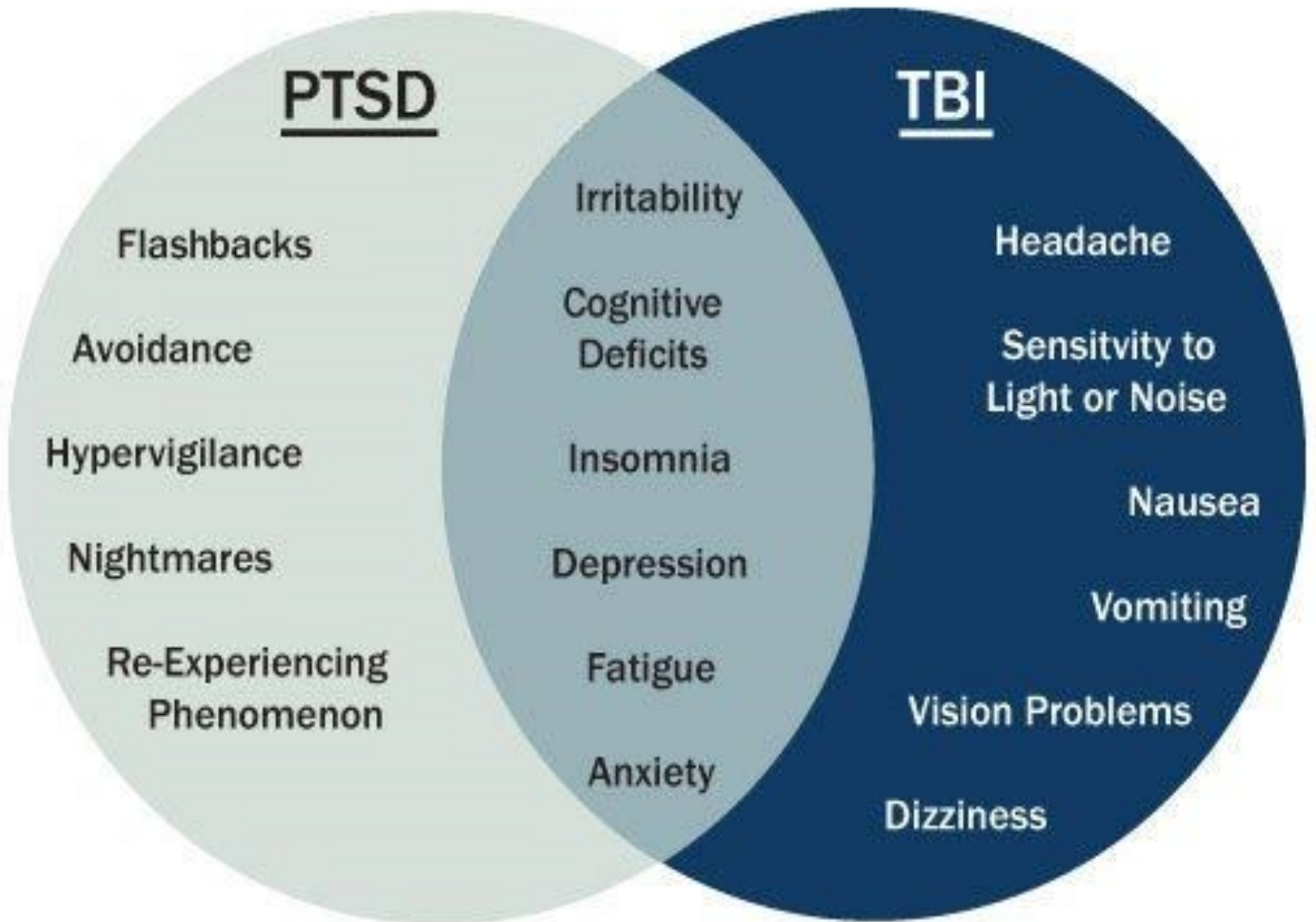
Cognitive  
Deficits

Insomnia

Depression

Fatigue

Anxiety



## Kids Perspective

### **Pre-Mobilization:**

Soldier/Service Member becomes detached from family and loved ones  
Not watching news/or Watching news ALL of the time  
Spouse is usually very on edge  
Family recoils and only socializes with friends/family who understand

### **Service Member's Deployment**

Children pick up extra duties around house to help, especially the eldest.

No News/ or Only News

Kids (especially teens) can have feelings of abandonment, but feel guilty feeling this way because their parent is gone to protect all of Americans and serve their country.

Even though they are very Patriotic and will say that "my dad is a hero for serving his country" they can feel that they were left behind.

Everyone is on egg shells

### **Upon Service Member's Return/ Mobilization**

Whole family is walking on egg shells

SM on edge

SM treat all chores like missions, a task at hand, a goal needing to be accomplished and they need to be completed immediately

Kids feel the emotional detachment from SM and become detached as well, learning to only show anger, no other emotions.

Kids are treated as though whatever they may be going through is secondary to SM needs/ issues.

Kids are dragged to appointments for SM and always need to sit quietly.

SM teaches children that "you need to be prepared at all times because you never know when you have to be ready for a fight."

Kids are discouraged from being kids (jumping, yelling, being playful, crying-sign of weakness) because it can be a trigger for SM.

Other triggers- Cook outs/BBQ, spaghetti, the color red, women/children screaming/ crying,

Patriotism very big. Anything with the American flag needs to be treated with respect (tshirt, hat, etc). SM feels that they fought for this flag and it shouldn't be disrespected.

Children need to have their feelings (all feelings- anger, sadness, etc) validated and that it's healthy and okay to feel.

# **PTSD Nightmare**

**You PTSD are not my friend  
I hope that one day this nightmare ends  
I have lost my dad due to you  
I see that stare in his eyes  
The hatefulness  
The craziness  
That is within him  
Thanks to you PTSD  
I want to run  
I want to hide  
In the blink of an eye the person i know is gone  
He's filled with anger  
He screams  
We cry  
At that moment I don't know why  
I don't understand what he went through  
I am only a child  
He turns to us filled with this evil  
He can't break me though  
I am already broken  
I shutdown  
I am sad I want to cry  
Stupid PTSD I HATE YOU  
You've messed up my family  
Taken my dad  
I don't think I can take another moment in this battle  
I just wish he would go get help  
But for now i live in this nightmare**

## **Turbo Talk Show**

- Which is better: ice cream in a cone or a dish?
- If you had an extra hour every day, how would you spend it if you had to do that same thing every day?
- What is your favorite TV show?
- If you could have a singer's voice, who would you pick?
- If you won 10 million dollars, what would you do with it and why?
- If you could walk around for a day in someone else's body, whose would it be and why?
- What would you say is one of your proudest achievements in life so far?
- If you could live at any prior time in history, when would it be and why?
- What is the one invention you couldn't live without?
- What's one of your favorite childhood memories?
- What is one of the best toys you had as a kid?
- If you went to outer space and only could bring one personal object with you, what would it be?
- What are some of the things that make you most happy?

# Camp Twin Lakes Behavior Management Policies

- Corporal punishment, hazing, or any other type of discriminatory or abusive behaviors is not permitted and will result in immediate dismissal from programs and facilities.
- Any illegal behaviors will be reported in accordance with local, state and federal laws.
- Camp Twin Lakes reserves the right to change and/or modify behavior plans if they feel the safety or wellbeing of an individual is at stake.
- Camp Twin Lakes reserves the right to remove individuals from program and/or facilities if they deem a behavior problem or the repetition of a behavior problems is not fitting for the CTL camp environment.

## **Time-Tested Strategies:**

1. Be the kind of person you want your campers to become—obey the rules yourself!
2. Know as many campers as possible by name. Know something about them. Build relationships.
3. Be friendly. Always show interest in what individual campers are doing and their progress.
4. Remember that “one pat on the back is worth two slaps in the face.” Praise good qualities and actions.
5. Be sure that a sense of humor is extremely valuable. Use it frequently.
6. Maintain your poise at all times. Don't let the campers “get to you.”
7. Never take misbehavior personally. It is a choice the camper is making.
8. Always remember that every child has needs; his behavior will give you clues as to what those needs are.
9. Keep in mind that misbehavior is seldom willful. Try to find the cause.
10. Try to see the camper's side of the situation. Discuss it with them until you understand.
11. Distract, distract, distract! One of the best methods to control behavior is to keep them busy!
12. Show your disapproval of behavior through your speech, facial expression, and action.
13. Being close when you note a potential problem can keep it from actually occurring.
14. Enlist other leaders (peers or staff) to provide role models.
15. Allow natural consequences to occur if the results are NOT too severe.
16. Withholding privileges or taking away something a camper likes is usually effective.
17. Sending a child to “time out” allows time to cool down and think about behavior change.
18. Have a group meeting to discuss and resolve generalized problems.
19. Remain with your campers during meals and free time.
20. Avoid getting campers over-tired, keyed-up or tense.

## **Two Things to Keep in Mind:**

1. Your campers are not mini-adults. Expect them to want to have fun and be active.
2. Expect your campers to test their limits; they still, however, want and need limits.

# Family Warrior Weekend Behavior Policy: Positive Discipline

It is very important to remember that in addition to all the things campers bring to camp in their suitcase, they bring their background in the form of learned behavior. When working with campers and dealing with challenging behaviors, it is important to keep a few things in mind:

1. Campers come to camp to *have fun*. They look forward to this week all year. Though consistent challenging behaviors need to be addressed, your main priority is to make the experience fun for them.
2. Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around.
3. Other times, giving the camper attention or affection, which may have been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity, if it is at his or her own physical, emotional and intellectual level, is enough to correct the situation.
4. Give all challenging behaviors one warning (using common sense). Again, this week is something campers look forward to all year and counselors should anticipate them being extra excited and active.
5. Keep an open mind and be as patient as possible with your campers.
6. Please enforce the rules to help ensure that camp is a fun and safe place for everyone. You will be more successful at effectively enforcing the rules if it is done from the beginning of camp. If you let a camper get by with an inappropriate behavior one time, it is more difficult to control later.
7. If a problem behavior persists with a camper please alert the Camp Director. It is better to notify the Director early on. If you wait, a problem that seems minor at the time can get out of hand.
8. Think of any behavior issues you run into at camp as a learning experience for both the camper and yourself.

## Understanding the "Why" Behind the Behavior

Behavior problems surface for many reasons. A camper may be seeking out attention or acting out due to being lonely or frustrated. If you can identify the reason for the behavior, you will know better how to handle it. Here are some common roots for behavior problems:

- A desire for recognition/ attention: it may be better to be infamous than to be unknown.
- Frustration: unsatisfied needs or desires often cause children to "lash out."
- Homesickness: being scared and nervous often causes frustration.
- Illness/ exhaustion: no one is at their best when they are sick or tired.
- Conflicts with another camper/ staff member: this causes people to become defensive.
- Outside conflicts: problems with family, friends, etc., can follow campers to camp.
- Established behavior patterns: lessons learned at home won't be forgotten at camp.



# Positive Discipline 101

- The goal is to be kind yet firm and maintain a respectful tone.
- Children will do better when they feel better, not when they feel worse or belittled.
- The goal of discipline is to see behavior problems as an opportunity to teach, not something to make children suffer for.
- The goal of all behavior is to find belonging and significance.
- Children learned and become equipped for life from a system that promotes their responsibility rather than leaving it all to adults.
- It is better to focus on what the camper is doing *right* rather than what they're doing *wrong*.
- Telling a camper what to do rather than what not to do tends to be a lot more constructive. ("Walk Please" rather than "Stop Running!")

## Positive Discipline:

### IS:

- a way of dealing with behavior that is kind and firm
- allowing child's input in decisions
- high expectations for behavior
- adult follow-through to hold children to agreements
- providing children opportunities to develop responsibility and accountability
- recognizing there are reasons children do what they do, and responding accordingly

### IS NOT:

- letting children have their way
- giving children more power than adults
- letting children set all the standards
- hoping children will follow through
- adults make all rules, decide who is guilty and punish them
- using a cookie-cutter approach to discipline or punishments and rewards





# Turning the Negative... Positive!

## Suggested Plan of Action for Dealing with Challenging Behavior

1. Give a warning for the first offense.
2. Without drawing unnecessary attention to the camper exhibiting the behavior, ask them to step to the side and talk to them about it.
3. Tell them what behavior you noticed and ask if the camper thinks that behaving in that way might make camp less fun for themselves or other campers.
4. Offer some suggestion and then allow for them to choose more appropriate ways act (see the positive choices listed on the following page)
5. Allow them to identify their personal goal that you two can agree on. (Goals should be able to be met within the next 12 hours)
6. Allow camper to write his or her new behavior goal on paper and you two both sign it.
7. Check back with camper at the end of the allowed time period to see if they achieved their goal. If they didn't achieve it, graciously repeat the process with them.
8. If problem persists, seek help from Unit Director or Camp New Hope Director.

## Example of Appropriately Dealing with Challenging Behavior

You notice one of your campers, John Doe, making fun of his group members during archery whenever they don't make the target. While making sure that your other campers are well-supervised, quietly ask John to step to the side with you. While making sure that you are within eyesight and earshot of other Camp Twin Lakes staff or volunteers, address this behavior with John. You could say something like "I noticed that your comments towards your group members were not very respectful and I don't think they are things that you would like having someone else say about you. Do you think that this might be helping or not helping your group member's chances at enjoying archery?" After giving him some time to think about these questions and respond to you, brainstorm together about a good goal. Maybe in John's case, he can set the goal to give 3 compliments to other people before dinner time. Ask him to write down this goal and both of you sign it. At dinner, ask John (not across the table or loud enough for others to hear) if he achieved his goal. If he didn't, be gracious and suggest he try again tomorrow and report to you at lunch. Remember to be friendly during every phase of this process and think of it as a learning experience!




# Positive Choices

Offer these as suggestions for more positive ways of dealing with frustrations and conflict. We left a couple of empty spaces so that you and your cabin group can collaborate on ways that you all use at school and home when you're frustrated or in conflict. Feel free to write them in the blank spaces and illustrate them. This can be posted in your cabin.

Share and Take Turns




Ignore It



Walk Away



Talk It Out




Use an "I" Message


**I Message Sentence Starters**

- I want ...
- I feel ...
- I would appreciate it if ...
- I think ...
- I need ...
- I expect ...
- I wish ...

Apologize



Take 3 Deep Breaths



Ask them nicely to Stop



Count to Ten to Cool Off




Move to Another Seat



Offer Your Help



Go Back and Try Again



Do it Tomorrow



# A Few Non-Negotiables

## The Bully or Show Off

To deal with these children, you first need the child's confidence in you as a leader. To do this, you should not be dominating, overly critical, or too demanding on the child's performance. To maintain this child's confidence, praise good behavior—instead of only criticizing bad behavior. Discuss with the child the rights of others and courtesies due them. Let him/her know others will be more accepting if this behavior is turned more positive. Demonstrate compromise in your actions for the child to learn.

In group activity make a special effort to place this child in competition with others of equal or greater strength and ability. Essentially, the bully or show off requires understanding and patience combined with placement of the child in groups that lend to his/her development of leadership traits in honest competition with other children.

## Fighting

Serious fighting often evolves from what starts out as just "fooling around." Keep a close eye on such horseplay to keep it from getting out of hand. When a fight breaks out, separate the combatants AT ONCE. Let your voice show calm, mature authority. Attempt to give them time to cool down. Watch facial expressions to indicate less tension. Disallow any angry verbal exchanges, and physically remove combatants to a "safe distance" from each other if necessary. Fights that involve serious contact (hitting, kicking, biting, punching) require both combatants to visit the nurse, who will check for bruising and internal injuries. An incident report should be completed. Once combatants have regained composure, try one or more of the following:

1. Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual "shake hands and make up" plan.
2. Hold a face-to-face hearing where each participant describes his/her version without interruption from the other. Attempt to help each see the other side, then reconcile differences, make up, and forgive.
3. Allow the individuals to discuss the situation between themselves privately IF you are sure the anger has dissipated. You can help mediate if they wish.
4. Invoke a logical consequence if clear provocation can be established or if this is a repeat offense. (See the Camp Behavior Management Policy)

## Stealing

Prevent stealing by establishing an atmosphere of trust within all members of the group. Discuss openly the need to respect each other's property. Establish group rules as campers feel a need to protect individual's property and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open unnecessarily. If stealing still occurs:

1. Give the offender opportunity to return the article anonymously, without punishment.
2. Be sure that you may need to play detective if the item is not returned and the offender is still not identified. Be cautious in seeking group cooperation in order to avoid the offender being ostracized.
3. If you have evidence to identify an offender, deal with the camper privately. Give him/her a chance to make restitution and make a plan together to avoid repeat behaviors.
4. If evidence is lacking as to the offender's identity, try handing out sheets of paper to each member of the group. Have them write either "I did not take it," or "I did take it and I'm sorry," and sign their name. Give them the opportunity to secretly place the papers in your custody. Deal with the offender privately at a later time.
5. If the problem persists, follow camp procedures and inform the camp director.

Remember: If someone "flips their lid" and is visibly angry, don't "flip your lid" back and mirror the person's anger. Rather, model how well you can remain calm and keep composure.

# Preventing Bullying

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Preventing bullying has four components: Tone, Expectations, Presence, and Example. Together, these four preventive approaches will dramatically reduce the incidence of bullying behavior at your camp, school, or youth program. Most of your energy should be directed toward creating a culture of kindness, rather than punishing misbehavior. When you do encounter bullying behavior, refer to the intervention strategies in Part II.

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## Warm Tone

Bullying prevention begins with setting a warm tone at your camp, school, or youth program. This warmth may or may not stand in stark contrast to what a young person is used to at home, in their neighborhood, or in other organizations. Nevertheless, your sincere, gentle, and welcoming presence establishes an atmosphere where that warmth is reciprocated. Intentionally create opportunities for children and adolescents to participate in this warm and welcoming mood by facilitating introductions, playing name games, and involving everyone in some fun, non-competitive activities.

## Firm Expectations

As early as possible after everyone's arrival, make a point of explicitly stating your standards for good behavior. Explicitly describe what you mean by kind behavior and what you mean by unkind behavior. Give examples of friendship and of bullying so that all young people—both new and returning—are clear about the distinction. Then, explain exactly what you expect: That people will use their words to work things out; that everyone will be included in activities, and that people will speak up and be “upstanders” not bystanders when they see someone being mistreated or left out. Mention the consequences for misbehavior so young people have a fair warning.



## Vigilant Presence

After setting a warm tone and explicitly stating your expectations for prosocial behavior, you must closely supervise young people. Some misbehavior is bound to occur, and you should be ready to respond. Far less bullying will occur if you make your presence known than if you supervise intermittently or from a distance. Most young people know how to treat each other kindly. Most are excellent at resolving conflicts peacefully. Your mere presence helps to motivate them to use the prosocial skills they already possess. And, when you see them falter, provide some social coaching that teaches good behavior.

## Kind Example

Your best teaching tool is your own example. Lengthy lectures often fall on deaf ears, but when young people see you assisting your peers on the staff, they'll do the same with their peers. Let young people hear you resolve some minor conflicts with other staff by using your words. Let them see you help out other staff with various duties. And let them witness you sticking up for someone who may feel mistreated or excluded. Your kind example will inspire the same good behavior among the young people you serve.

Notes:



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Please use with  
permission until  
→ 12/31/11 ←

# Cabin Chats

**Cabin Chat** is an activity for the end of each day to allow all campers and staff an opportunity to share with each other. Each person around the circle is allowed to share or not to share. All campers should be allowed to express themselves freely; no one should be allowed to interrupt anyone else. You may need to review these simple guidelines before the first cabin chat and remind the campers during subsequent chats. You can ask them if they remember the guidelines in order to include them. You may want to talk to them about what is said in the cabin chats stays in the cabin chats- i.e. Confidentiality.

It is important that counselors do not try to make the decisions take on a "deeper" or more "meaningful" tone. Your experience may allow you to be empathetic with the group, but it is inappropriate to share in depth your own experiences. Answer honestly when it is your turn, but try very hard not to dominate or share in detail or length your own experiences. The chat will become exactly what it is meant to be with gentle guidance/ facilitation from you, not control.

Cabin chats may draw out the shy participant and allow all to become quiet and reflective. Because of the intimacy, cabin chats should be limited to the staff and campers assigned to a specific cabin chat.

You can use an object, "talking stick", magic wand, the "ace", "king", "queen" from a deck of cards, or other item to pass around, and participant with the object should be the only one speaking. A flashlight may be used to provide special environment.

Suggested topics for cabin chats:

- The best thing about today was...
- My favorite thing about camp was...
- If I had 3 wishes it would be...
- Something good in my life right now is...
- If I were an animal, I would be\_\_\_\_\_
- The color that describes me best is...
- My favorite (sport, TV show, camp activity, movie, song, hero, etc.) is...
- One of my most treasured possessions is...
- I am thankful or grateful for...
- The hardest thing about having sickle cell has been...
- The best thing about having sickle cell has been...
- The changes that sickle cell has made in my life are...
- The talent I am most proud of is...
- When I grow up, I want to be...
- Name three things you love.
- If I could do anything in the world, I would...
- Most people don't know I...
- If I could go anywhere in the world, I would go to...
- People seem to like me because...
- When I look at the sky I think...
- Some things I like to think about when I go to sleep are...
- Someone I really admire is... because...
- These are the qualities of a good friend...
- The one special moment that stands out in my life is...
- I like to pretend...



# Games for those JUST IN CASE times throughout the week

## Question Game

Best for 4 or more players... the more the better. All players sit in somewhat of a circle, situated so that each player can easily face the person to his left and right. Somehow decide who will go first and whether you will go clockwise or counterclockwise. To keep it simple, I will describe it counterclockwise. The first player faces the person to his right and asks that person a question. That person does not answer the question he was asked, but instead asks the NEXT person a question. The next person asks the person after him a question, and so on. Players should look at the person who is asking them a question, or who they are asking a question.

A person is "out" if they do one of a few things after being asked a question:

1. answers the question asked— EVEN if the answer is in the form of a question
2. does not IMMEDIATELY ask the next person a question
3. laughs
4. makes a statement instead of a question
5. repeats a question that was very recently asked

There is not minimum or maximum length for questions.

When a person is "out" they are not asked any questions, nor do they ask any questions, until the game is over.

When there are only two people left, they ask each other questions back and forth.

Play continues until all players are out, the last one remaining being the winner.

Variation: people can ask a question to whoever they like.

## Gotcha! (Grab the Finger or Cheese)

This is a handy icebreaker and attention-grabber. It is a stimulating group activity to get people together, focused, challenged, having fun and getting excited for other activities. It may be particularly useful for when campers arrive to fill 5-10 minutes. Also, it works with any size group and in indoor or outdoor settings.

1. Participants stand in a circle, arms out to the side. Left hand palm up, right index finger pointing down and touching on neighbor's outstretched palm.



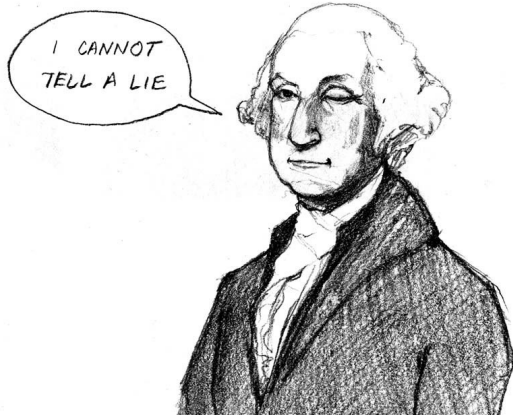
2. "When I say the word 'go', do two things: grab the finger in your left hand, and prevent your right finger from being grabbed.

1...2...3... [add suspense]...GO!"

3. Repeat several times.

4. Tom Leahy advises "put big energy, and you own style to it. It never fails to grab everyone's attention and bring them immediately to the present. Provides perfect off the bus spark for the day. Good for 10 minutes."





## 2 Truths & a Lie

This is a different kind of get-to-know-you activity which engages and challenges each group member in a fun way. It is particularly useful as an ice-breaker. For large groups (e.g. 30+) it is best to split into smaller group sizes.

1. Hand out cards or paper and pens.
2. Explain that in this activity each person needs to write two truths and a lie about themselves and then we will try to guess each other's lie. The goal is to: a) convince others that your lie is truth (and that one of your truths is the lie) and b) to correctly guess other people's lies.

3. Allow approximately 5 minutes for writing—this isn't easy for a lot of people and there will be a lot of scribbling out, etc. The slower people will probably need to be urged along to "put anything you can think of" down. Allocate 5-8 minutes.
4. Announce that we will now walk around and chat to one another, like a cocktail party, and ask about each other's truths and lies. The goal is to quiz each about each statement to help determine which are the truths and which is the lie, while trying to convince other people that your own lie is a truth. At the end we will cast our votes and find out the truth.
5. Emphasize that people should not reveal their lie, even if it seems others might have guessed.
6. Allow 10-15 minutes of conversation time.
7. Gather together in a circle. Start with one person who reads their three statements aloud (to remind everyone). Then read the statements again, stopping to allow a vote for each one, e.g. "I am Turkish" Who thinks that is a lie? [Vote] "I am vegetarian" Who thinks that is a lie? [Vote] "I have a metal pin in my right leg" Who thinks that is a lie? [Vote] Okay, my lie was "I am vegetarian." The facilitator will need to help each person out, especially initially until the basic format is understood. The facilitator may add drama and reinforcement, etc. for correct guesses, tricky statements, etc.
8. The exercise can be run competitively, e.g. count up how many correct guesses of other people's lies and take away the number of people who correctly guesses your own lie. Highest score wins!

## All My Neighbors

A fun, moving-around activity that breaks, the ice, pumps up energy and loosens people up. It works well in small or large groups (12-60 people).

*Supplies: something to use as a place marker for each individual (a name tag, a napkin, a not card)*

Directions:

1. Ask participants to form a shoulder-to-shoulder standing circle and then have each person take a step back. Give each participant a place holder which they should place at the feet.
2. Leader takes place in the center of the circle and says "This activity is similar to the game of musical chairs. As you'll notice, there is one less place than people in the group because I am in the center of the circle. I'll begin in the center of the circle, but my task is to try and find a place on the outside of the circle and have someone end up without a place. The way I'm going to do that is the make a statement that is TRUE for me. For example, if I am wearing tennis shoes, I might say 'All my neighbors who are wearing tennis shoes.' If that statement is also TRUE for you, you must come off your place and find another spot in the circle. I could also say something like 'All my neighbors who love to swim,' and if that's true for you n the outside of the circle, you must move and find a new place. You may not move immediately to your right or left, and you may not move off your space and return to it in the same round. We need to do this safely—no running, or pushing people out of your way. Also, your statements must be kept *appropriate*. Now I'll start."



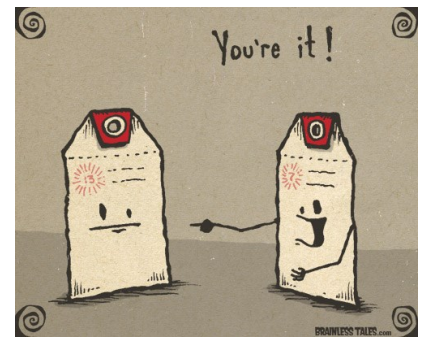
## Pairs Tag

This is a wonderfully active way to begin a workshop or raise energy. The group size simply depends on the amount of space, but can be for more than 10 people. Usually takes 5-10 minutes.

Directions:

1. Instruct each participant to find a partner and go stand by him/her. Explain that, as a group, we are going to play a game of tag, with three significant modifications:
  - One person in each pair is "it"
  - Each "it" is only chasing after his/her own partner, and
  - there is NO RUNNING—this is a "walking only" game When any "it" tags his/her partner (gently above the waist and below the neck in non-sensitive areas), the tagged individual must spin around in place two time—this avoids endless "tagbacks" - and then give pursuit to his/her partner

*Note: Although participants will initially for get the game is "walking only", or will creatively reinterpret what the word "walking" means, verbally remind participants throughout play to walk. If necessary, simply say "STOP." All tags should be above the waist and below the neck for safety. The facilitator should position him or herself in the exact middle of the playing areas. There should be lots of "swirling" around the facilitator as well as ducking and hiding behind others. Anyone with shoulder injuries may want to sit this one out.*



## Wink

This is a chasing activity which works best with larger groups (16-30). Make sure campers are physically warmed-up.

Directions:

1. Form a circle, all gazing in one direction, then sit (on the ground or in chairs)
2. Every second person is designated as a catcher. Catchers watch the backs of the person who is in front, who are runners. Runners maintain eye contact with the winker, who is in the middle of the circle.
3. When the winker winks at a runner, the runner gets up as fast as possible and tries to get away—running a full lap. The runner behind the winker but be alert and try to catch the runner. (Very similar to "duck duck goose")
4. If the chaser catches the runner, the runner becomes the winker. If the runner out-runs the chaser, the chaser becomes the winker.

## 1-2-3-Look

This is a very simple game that can include the entire group. It can be hard if the circle gets too big, but it can still be done. This is a quiet version of "Scream Machine." Not a game of skill, just fun!

Directions

1. Everyone closes their eyes and lowers their heads, the leader calls out 1-2-3-look!
2. As the leader calls "look," the campers look at one specific person. Make sure you instruct them that they cannot change who they look at, because if you and the other person happen to be looking at each other then you are both out.
3. Continue bringing the chairs in closer and closer and eventually you'll be left with two people.





# What should I bring to Camp?

A Smile!



Shorts/pants—1 for ea day plus 2 extra



Shirts—1 for each day plus 2 extra



2 pair of long pants



Socks for each day of camp



Underwear for each day of camp



Swim Suit (tankinis okay) Weather permitting



Pajamas



Rain Jacket

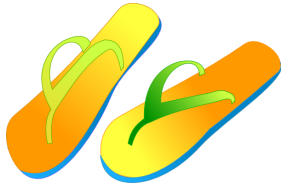


**Sweat Shirt and coat (camp gets colder at night!)**

Closed-toe shoes



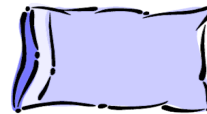
Shower shoes



LINENS- sleeping bag or sheets/ blankets for twin beds

**\*\*BRING FOR CAMP AT WILL-A-WAY\*\***

Pillow and pillow case



2 bath Towels



1 beach towel



Washcloth



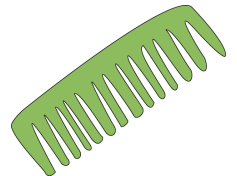
Laundry Bag



Toothpaste and toothbrush



Comb



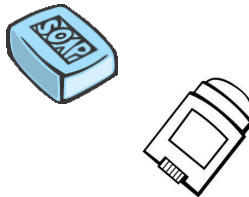
Brush



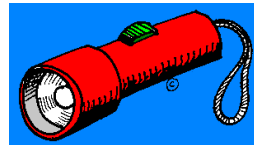
Shampoo/ Condi-



Soap/ Deodorant



Flashlight



Wrist Watch



Alarm Clock (one per cabin)



Bug Repellent (lotion or wipes only)



Sunscreen (lotion only)



Water Bottle

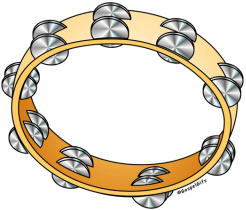


Backpack





If you play a musical instrument, you are welcome to bring it if it is portable and does not require electricity or amplification.



Lastly, please remember to bring your Family Warrior Weekend Volunteer Manual :)



## What Should I *Not* Bring to Camp?

- Food
- Matches
- Knives (even pocket knives) or any kind of weapon
- Gameboys, portable Playstations, or other handheld electronic games
- Discmans, iPods, mp3 players or stereos
- Bikinis
- Squirt Guns
- Shirts with objectionable messages
- Jewelry or other valuables
- Sports equipment (bikes, bows, skates, etc.)
- **Cellphones**—allowed to be checked only during staff breaks, must be hidden away otherwise
- Balloons— camp is Latex-free!

# CAMP VOLUNTEER PLEDGE

## Internet Safety and Privacy Policy

Camp exists to offer a safe, positive camping experience for Families who have served in Iraq/Afghanistan. Just as our families trust us to keep their kids safe during camp, they also expect us to protect their privacy and keep them safe even after camp ends. **Therefore, camp volunteers should never post camper photos or identify campers by name on the internet.**

This includes blogs, personal web pages, photo sharing sites such as SnapFish, SnapChat and Flickr, and social networking sites such as MySpace and Facebook. We know that our dedicated camp volunteers would never do anything intentionally to hurt a camper. Sadly, some people who use the Internet do not have the children's best interests at heart and might try to contact our campers through these types of sites.

Camp photos will be posted on our secure website exclusively for counselors, parents, and campers to view and share. If you would like to post your camp photos on this site, please send them to your camp director. They'd love to see them!

## CONFIDENTIALITY

By volunteering for Camp, you have obligated yourself to carefully refrain from discussing any patient's condition or personal affairs. Do not pass on information to other campers and visitors unless you have been given permission to do so by the Camp Director. In addition, all information seen or heard regarding campers and their families, directly or indirectly, is completely confidential and is not to be discussed, even with your family.

Your job as a volunteer requires that you govern yourself by the highest of ethical standards. This includes not asking for clinical information about a camper, nor seeking free clinical advice for yourself or your family from doctors/ staff. Failure to recognize the importance of confidentiality is not only a breach of ethics, but could potentially involved legal proceedings.

It is my intention to volunteer and meet or exceed all standards and expectations outlined for me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## In addition to the above, I agree to the following:

- To watch for signs of stress in myself and others as a way of maintaining a safe environment at camp.
- To help other staff who seem at risk for hurting or abusing campers.
- To alert a Unit Leader or the Camp Director promptly when more supervision, intervention, or support is needed.
- To seek help myself if I feel at risk for hurting, over-stimulating, or abusing a camper.

I am attesting to the fact that I have read, understand, and accept the guidelines, regulations, and standards given in this document. I also agree to abide by any other rules and policies of Camp Breathe Easy and Camp Twin Lakes that have been or will be given to me. It is completely understood that my failure to comply with any of these rules, guidelines, and regulations may subject me to disciplinary action up to and including immediate dismissal from camp, disqualification from further involvement with Camp Breathe Easy, and the filing of criminal or civil charges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Directions to Camp Twin Lakes– Will-A-Way**

210 S. Broad St., Unit 5, Winder, GA 30680

770-867-6123

### **From Atlanta (approx. 1 hour):**

Take I-85 North to exit #106: Hwy 316 East toward Athens/Lawrenceville. Travel 21 miles and turn left onto GA-81.

Travel 3.1 miles and the entrance to Fort Yargo State Park will be on the right.

Once through the main gate, take the first left at the guard station. (Just let them know that you are going to Camp Twin Lakes- you do not need to pay.)

Then take the first right onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

### **From Athens (approx. 30 minutes):**

Take Epps Bridge Parkway to GA-316 W/US-29 N.

Travel 9.3 miles and turn right onto Hog Mountain Road/US-29/GA-53. Travel 4.6 miles and turn left on S. Broad Street/GA-81.

Travel .6 miles and the entrance to Fort Yargo State Park will be on the left.

Once through the main gate, take the first left at the guard station. (Just let them know that you are going to Camp Twin Lakes- you do not need to pay.)

Then take the first right onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

### **From Augusta (approx. 2.5 hours):**

Take I-20 West to exit #172: US-78/GA-17 toward Thomas/Washington.

Travel 21.6 miles and turn left at N. Bypass E. Continue to follow GA-10/GA-17/US-78. Travel 42.2 miles and turn left to merge onto US-29 South

Travel 6.3 miles and take exit #1: US-29 S/US-78 W/GA-16 W toward Monroe/Atlanta. Turn left at Epps Bridge Road/Epps Bridge Parkway. Continue to follow US-29.

Travel 12.7 miles and turn right onto Hog Mountain Road/US-29/GA-53 Travel 4.6 miles and turn left on S. Broad Street/GA-81.

Travel .6 miles and the entrance to Fort Yargo State Park will be on the left.

Once through the main gate, take the first left at the guard station. (Just let them know that you are going to Camp Twin Lakes- you do not need to pay.)

Then take the first right onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

# Directions to Camp Twin Lakes—Camp Dream

**Address:** 6135 Roosevelt Highway  
Warm Springs, Georgia 31830

## **FROM ATLANTA**

Take I-85 south towards Montgomery, AL. Exit south at Exit 41 onto Highway **27A** (Exit 41) and proceed south passing through Moreland, Luthersville and Greenville. Roosevelt Warm Springs Institute for Rehabilitation is on the right just before the City of Warm Springs. Turn into the second entrance which is on the right. Once you turn on to the campus, follow the signs for Camp Twin Lakes and Camp Dream. You'll keep on the main road until it ends/veers to the right after passing Georgia Hall. Turn Right, then keep straight, which will take you to the entrance of Camp Dream! Driving time from Atlanta: 1 hour 30 minutes.

## **FROM MACON**

Take Highway 74 west towards Thomaston and continue on Highway 74 to Woodbury. At Woodbury, take Highway 85A southwest to Warm Springs. Proceed through the City of Warm Springs and turn right onto Highway **27A**. Roosevelt Warm Springs Institute for Rehabilitation is approximately 1/4 mile on the left. Turn into the second entrance which is on the right. Once you turn on to the campus, follow the signs for Camp Twin Lakes and Camp Dream. You'll keep on the main road until it ends/veers to the right after passing Georgia Hall. Turn Right, then keep straight, which will take you to the entrance of Camp Dream! Driving time from Macon: 1 hour 20 minutes.

## **FROM COLUMBUS**

Take Highway 27A (Manchester Expressway) northeast to Warm Springs. Proceed through the City of Warm Springs and turn left at the traffic light, continuing north on **27A**. Roosevelt Warm Springs Institute for Rehabilitation is approximately 1/4 mile on the left. Turn into the second entrance which is on the right. Once you turn on to the campus, follow the signs for Camp Twin Lakes and Camp Dream. You'll keep on the main road until it ends/veers to the right after passing Georgia Hall. Turn Right, then keep straight, which will take you to the entrance of Camp Dream! Driving time from Columbus: 45 minutes.

## **FROM LAGRANGE**

Take Highway 109 east to Greenville and Highway **27A** South to Warm Springs. Roosevelt Warm Springs Institute for Rehabilitation is on the right just before the City of Warm Springs. Turn into the second entrance which is on the right. Once you turn on to the campus, follow the signs for Camp Twin Lakes and Camp Dream. You'll keep on the main road until it ends/veers to the right after passing Georgia Hall. Turn Right, then keep straight, which will take you to the entrance of Camp Dream! Driving time from Lagrange: 30 minutes.

## **FROM ALBANY**

Take Highway 19 north to Thomaston, and turn west onto Highway 74 to Woodbury. At Woodbury, take Highway 85A southwest to Warm Springs. Proceed through the City of Warm Springs and turn right onto Highway **27A**. Roosevelt Warm Springs Institute for Rehabilitation is approximately 1/4 mile on the left. Turn into the second entrance which is on the right. Once you turn on to the campus, follow the signs for Camp Twin Lakes and Camp Dream. You'll keep on the main road until it ends/veers to the right after passing Georgia Hall. Turn Right, then keep straight, which will take you to the entrance of Camp Dream! Driving time from Albany: 2 hours 30 minutes.

## **FROM FT. GORDON & AUGUSTA**

I-20 W / GA-402 W via the ramp on the LEFT toward ATLANTA. Take the I-285-BYP S exit, EXIT 67A, toward ATL AIRPORT / MACON. Merge onto I-285 W / GA-407 W. Merge onto I-85 S and follow directions from Atlanta to Warm Springs.



**Camp Twin Lakes**  
Where Young Spirits Soar