



## Summer Camp General Policies - 2025

A smoothly running program requires discipline and clear guidelines. These help us work together efficiently and minimize misunderstandings. We are all expected to abide by these guidelines.

**ACA National Standards Review:** A staff member is assigned annually to review ACA standards and make any necessary changes before the summer camp season, review Sunset Lake's policies and procedures to ensure compliance, and gather the necessary information to document compliance at the start of, throughout, during the summer camp season, as well as year-round.

**Activities:** All activity areas (e.g., waterfront, challenge course, BMX, mountain biking, horses, archery, etc.) are the responsibility of the director/instructor for that area. Use of any activity is only permitted with the director/instructor's prior approval and must include adequate supervision by a trained and/or certified staff member (e.g., a certified lifeguard is required for all waterfront activities). Staff participation in camp activities should not interfere with or detract from the campers' experience. Horseback riding and waterfront activities after dark are not permitted.

**Appearance:** Our dress code applies equally to both men and women. Our appearance should never hinder our ability to point others to Jesus.

- **Cosmetics:** Makeup should not be time-consuming. If you choose to wear makeup, please keep it natural. This is not a drag show. Nail polish may be worn, but artificial nails are not allowed for safety and efficiency.
- **Clothing:** Clothing should be modest and in good taste. T-shirts with inappropriate words or graphics, as well as clothing that is revealing or suggestive, are not permitted. Shorts must be longer than your fingertips. Tank tops with wide shoulder straps are allowed. Workout/yoga pants and thick leggings may be worn. Tights, thin leggings, or workout pants may be worn with a long shirt, dress, or skirt that meets the length guidelines for shorts.
- **Jewelry:** To maintain a safe, hygienic, and professional work environment, only stud earrings and wedding/engagement rings are allowed. All other jewelry and piercings must be removed before starting your shift.
- **Swimsuits:** Only modest one-piece or two-piece swimsuits are permitted. Bikinis and speedos are not allowed.
- **Tattoos:** All inappropriate tattoos (such as those with profanity, nudity, or images of violence) must be covered.



**Authority:** The Summer Camp Director of Sunset Lake has ultimate authority over all personnel and activities on the grounds. The Director may delegate specific areas of authority to the Assistant Director, Village Directors, and year-round staff.

**Availability:** All staff members are expected to support the overall ministry needs of the camp, regardless of primary work assignments. Job assignment changes will be coordinated through the Summer Camp Director and the affected Department Director. Staff members may not be reassigned without the approval of their Department Director.

**Bullying:** Bullying is any intentional act that causes harm, committed by one or more persons against another. It occurs when there is an imbalance of power between the bully and the victim. Bullying takes many forms, including:

- Physical: Punching, hitting, shoving, stealing personal belongings, or invading personal space after being asked to stop.
- Verbal: Name-calling, hurtful teasing, taunting, unwanted nicknames, and gossiping.
- Relational: Exclusion, humiliation, blackmail, and manipulative friendships.

Sunset Lake is committed to creating a friendly environment where everyone belongs. Any act of bullying between staff and/or campers is a serious offense and will be addressed immediately.

**Cafeteria Conduct:** To maintain a pleasant dining environment, please refrain from shouting, sitting on tables, and engaging in food or water fights. Footwear is required. Campers and staff are encouraged to take what they want but to eat what they take to avoid food waste. Access to the kitchen, cooler, and freezer is restricted to authorized food service staff. Those with dietary restrictions should consult with the kitchen staff daily for meal options.

**Camper/Staff Relationships:** Staff members must always maintain professional boundaries with campers. Staff should never be alone with a camper. Romantic or sexual relationships, or the appearance of such relationships, between staff and campers are strictly prohibited and will result in immediate dismissal. Physical contact with campers should be limited to brief, appropriate interactions (e.g., a high five or brief side hug), and staff must exercise extreme caution and professional judgment, considering the potential for misinterpretation.

**Events Attendance:** All staff members not on a day off are required to attend and participate in all general camp events, including camp council, rec time, evening program, Sabbath activities, Saturday evening program, Sunday morning dismissal, and staff meetings. Counselors will sit with their assigned units, and campers should remain seated until dismissed. Counselors may not leave their assigned area during this time without permission from their Village Director. After each event, counselors (or class instructors before a class) must escort their campers to the next scheduled activity.



### **Camp Office**

- The office hours are:
  - Sunday 09:00 a.m. to 12:00 p.m.  
03:00 p.m. to 05:30 p.m.
  - Monday - Friday 09:00 a.m. to 12:00 p.m.  
02:00 p.m. to 06:00 p.m.
- Messages will be checked daily during recreation and after campfire.
- To maintain a professional office environment, access to the office area is limited to year-round staff and office staff. For office needs or to speak with year-round staff, please visit the office window and speak with a receptionist.
- Staff mail will be delivered daily to mailboxes in the staff lounge. Outgoing mail may be left at the camp office.

**Camp Store:** Staff may make purchases during store hours, paying at the time of purchase or using a store charge account. Unpaid store charges will be deducted from monthly paychecks.

**Camp Vehicle Use:** Only authorized drivers may operate camp vehicles due to insurance requirements. Authorized drivers must complete a Driver's Questionnaire and Driver Orientation. To transport campers, drivers must be at least 21 years old and receive clearance from the Summer Camp Director/Office Manager. To drive a camp vehicle off-grounds without campers, drivers must be at least 18 years old and have a valid driver's license. Vehicles must be operated safely and within posted speed limits. The camp speed limit is 10 MPH on the grounds. Golf carts and the mule (when available) require check-out at the shop with permission from the Summer Camp Director, Assistant Director, or Maintenance Director. After use, these vehicles must be returned to their designated parking spots, and keys returned to the shop.

**Cell Phone Use:** To help us all stay focused on our campers and our work, we ask that personal cell phone use be limited to your days off and off-duty time in the staff lounge. Don't share your phone with campers.

### **Computer and Electronics Policy:**

- Camp Computers: Sunset Lake provides staff access to computers for email and appropriate web browsing.
- Personal Computers: Staff members may bring personal computers to camp, but use is restricted to work purposes, email, and casual web browsing. Due to limited bandwidth, downloading and streaming videos are prohibited. Personal computers must be kept and used in the Staff Lounge unless permission is granted by the Camp Director. Sunset Lake is not responsible for any loss or damage to personal computers.
- General Computer Use: Computers (personal or camp-provided) may not be stored or used in staff or camper cabins. Using any computer for watching movies (other than PG-



rated) or playing video games is prohibited and will result in the loss of computer privilege

- Accessing inappropriate or pornographic content on the internet using any device, whether personal or camp-owned, is strictly prohibited and will jeopardize employment with Sunset Lake.

**Communication Philosophy:** Effective communication is crucial for a successful camp season. While the hectic pace of summer can make it challenging, prioritizing clear communication is essential for the smooth operation of all camp activities.

**Communication Channels:** The primary communication channels for the camp are listed below:

1. **General Staff Meetings:** These occur every Sunday, Monday, Wednesday, and Friday. With the exception of Sunday, they begin at 7:15 a.m. On Sundays, they are held at approximately 10 a.m., after campers have left. Staff meetings are mandatory. Departmental directors are responsible for keeping records and reporting to the director those who are not present. Staff members who are habitually late or absent are subject to the three-stage discipline process. Staff meetings will be held in the gym.
2. **Departmental Meetings:** Your department may choose to meet before activities or at a designated time to go over departmental needs. See your director for more information.
3. **Director's Meeting:** This meeting occurs each Monday, Wednesday, and Friday morning at 7 a.m. in the gym. Other meetings may be called as needed. This group will handle personnel issues, financial matters, weekly camp operations, and the spiritual atmosphere of the camp. The directors serve as the camp's core leadership team, so it is essential that this group remains unified around the camp's mission.
4. **Staff Circle:** This nightly meeting, set aside for affirmation and prayer, occurs at the end of each night program. Although this meeting is not required, it is perhaps the most important time of the day. The Village Directors will coordinate a time for their counselors to connect daily in a similar fashion.

**Curfew:** We have a curfew mainly for our staff so they can get the rest they need for another day of work. Fatigue can quickly lead to problems. Therefore, camp administration will enforce the evening curfew.

Staff members should be in their villages by 10:30 p.m. and in their cabins with lights out by 11:00 p.m. Permission to be out after curfew must be obtained from the Director or Assistant Director and communicated to the night watchman on duty. Any staff member going into town after the night program must return by 10:30 p.m. The gate is locked at 10:45 p.m.



Should the night watch approach you, remain calm and do not run. Communicate with the night watch and immediately return to your cabin if you are out after curfew. This will help reduce suspicion and maintain trust.

The night watchman will ensure all staff members are in their assigned areas by curfew. If a staff member is not found within 20 minutes, the Camp Director, Associate Director, or Assistant Director will be contacted. Each morning, the Camp Director will receive a written list of staff members who were out after curfew. Staff members who are out after curfew without permission will be subject to the camp disciplinary process.

**Dating:** We encourage dating and appreciate seeing healthy relationships flourish. Staff members should be mindful of avoiding situations, intended or unintended, that could lead to questions or criticism. Romantic relationships must not interfere with assigned work responsibilities. As this is a co-ed camp, staff members must be discreet and reserved in their public dating interactions. Staff dating must not become a spectacle for campers. Staff members are to refrain from public displays of affection (PDA) due to their influence on campers.

Always prioritize camp responsibilities. Keep your eyes on the belay, not your beloved. Staff members under 18 years of age are not allowed to establish dating relationships while at camp. This policy does not restrict friendships. It acknowledges that staff members under 18 are minors. While friendships with members of the opposite gender are encouraged, dating relationships are not allowed for staff under 18.

**Devotions:** The spiritual health of each staff member is vital to the mission of Sunset Lake. The summer camp program is intense and, at times, stressful. Do not allow the pressure of the daily routine to crowd out time spent with God. It is amazing what He can provide when we find time to be with Him. Carving out a sliver of time in the day to study and pray can transform our outlook for the rest of the day.

**Diversity:** Because we live in a society rich in cultural diversity, it is important to be respectful of each other and our cultural differences. Each summer, Sunset Lake hosts campers from a variety of economic, social, and cultural backgrounds. Therefore, please be respectful and open to all of these differences.

**Drugs and Alcohol:** Sunset Lake is a drug- and alcohol-free zone. The use of alcohol, cannabis, tobacco, or any other illegal substance is prohibited both on and off camp during the term of employment. Violations will result in immediate dismissal.

**Emergency Leave:** In the unfortunate event of a death or major crisis in the family of an employee, leave will be granted with respect to individual circumstances at the discretion of the camp director.



**Environmental Issues:** As an employee of Sunset Lake, you have been entrusted with the care of the natural environment. Be kind to our planet—we only have one to live on. If you see a piece of trash on the ground, dispose of it properly. Walk or drive only on maintained trails and roads. Camp vehicles should be driven solely on existing camp roads. Please do not trample or disturb the undergrowth. Do not remove or damage any tree for any reason without prior approval from the Camp Director or Associate Director.

**Fires:** No open flame is permitted except in program activities, under supervision, and at designated sites. This includes all lighters, candles, matches, firecrackers, etc. Smoking is not allowed anywhere on Sunset Lake Camp property. Playing with any fire equipment or firefighting apparatus within the camp is against camp regulations. All fire hoses must be kept in their designated positions and may not be used except with direction from the Camp Director or in case of a fire. All of this equipment must remain intact to avoid problems should a fire break out in camp. Campers may not have matches or lighters in their possession. Candles are not allowed in the cabins. Firecrackers and other fireworks are forbidden.

**Firearms / Weapons:** Possession of firearms or weapons of any kind by campers or staff members is prohibited.

**Gratuities:** Sunset Lake prohibits camp personnel from accepting monetary or expensive gifts. Each camper has the right to be respected on their own merit. If a person insists on giving a gratuity, suggest a donation to the worthy camper fund.

**Guests:** Please inform the Director in advance if you are expecting guests. All guests must register with the office upon arrival. Guests may not stay in staff rooms without prior permission and are never allowed to stay in cabins with campers. If guests plan to eat at camp, they must purchase a meal ticket from the office. Camp guests are expected not to hinder staff members in any way with the regular fulfillment of their assignments.

Former staff are always welcome to visit Sunset Lake, and we encourage you to do so. To ensure a smooth visit, please arrange your visit in advance with the Summer Camp Director. For our out-of-state guests, overnight lodging may be available for one night at no cost, and meals will be provided. While we prefer day visits for our Washington State guests, all visitors must sign in at the office, display a visitor sticker, and, if interacting with campers, have a current background check and permission from the Summer Camp Director.

**Guest Lodging & Meals:** Arrangements for overnight guest stays must be made in advance with the office. Guest accommodations are subject to room availability.

Please purchase meals before or after Sabbath hours. Regular meal rates are as follows:

Breakfast      \$8.00



Lunch \$8.00

Supper \$8.00

**Health Examinations:** If there is any question regarding an employee's physical fitness, the camp reserves the right to require a health examination at any time during employment. The examination will be conducted by a physician at a clinic of the camp's choice and at the camp's expense.

**Hospitalization and Medical Coverage:** Each employee is covered by Workers' Compensation. Sunset Lake Camp is responsible for the medical expenses of any injury sustained while the employee is performing their job responsibilities. Our Workers' Compensation plan is state-insured. These claims are initiated at the medical provider's office. Please list the employer as Western Washington Corporation of Seventh-day Adventists (not Sunset Lake). Staff must provide the Department of Labor and Industries with their personal mailing address, as correspondence will be directed to them, not the Conference Office or Sunset Lake Camp.

If you are sick or injured due to job-related work for more than four days, you will be placed on Workers' Compensation, which provides two-thirds of your regular pay. If you are sick for more than one day, the second day will be considered an unpaid day off. If a staff member is sick for three or more consecutive days due to illness, they may be requested to take a leave of absence, which will be compensated at Workers' Compensation pay. However, if the sickness or injury is not job-related, the leave of absence will be without pay.

Sunset Lake provides no insurance coverage for non-work-related sickness or injuries. Any doctor or hospital visits related to general sickness or injury must be billed through your personal health care coverage.

**Laundry Service:** The Camp Laundry Provider will post a schedule for regular laundry service. The camp laundry is not available for personal use without permission from the laundry supervisor. Please properly mark all garments prior to your first scheduled laundry day. Always thank your laundry staff.

**Leaving Camp:** Permission must be obtained from the Camp Director or Assistant Director when leaving camp for activities other than your day off. A sign-out/sign-in sheet is located at the office and must be filled out any time (including days off) you leave and return to the camp property.

**Lodging:** All staff members are expected to sleep in their assigned areas unless specific arrangements have been made with the Camp Director or Assistant Director. Each staff member is expected to maintain clean and neat living quarters at all times. Periodic inspections of living



quarters will be conducted. At the end of the summer, a cleaning fee will be charged to those who leave unclean living areas.

All sleeping areas are considered private and off limits to campers and other staff. At no time should a staff member be in the sleeping quarters of the opposite gender. This prohibition includes jokes or pranks. Failure to comply will result in immediate dismissal.

**Lost & Found:** A box labeled “Lost and Found” is located in front of the gym. Lost items from morning classes and afternoon activities can be placed there for campers and staff to search. At the end of each week, when parents pick up their campers, the box will be emptied onto a table for campers and parents to retrieve any unclaimed items. Lost articles not claimed by the end of the summer will be donated. Please help your campers retrieve as many of their belongings as possible before leaving camp.

**Movie Policy:** Televisions or other dedicated video players are not allowed at camp. The use of computers for watching movies or TV shows is limited to the staff lounge area and permitted only during free time. Please use headphones, as others may be working. The camp movie policy limits all movies shown to a PG or TV-PG rating. To conserve limited internet bandwidth, please refrain from downloading or streaming videos.

**Personal Conduct:** By working at Sunset Lake, employees agree to adjust their personal habits and actions to align with the customs, policies, and values of the Seventh-day Adventist Church, both on and off campgrounds.

**Personal Effects:** Camp Insurance policies do not cover the loss of staff members' personal belongings. Please keep this in mind when deciding what to bring to camp. This includes, but is not limited to: sports equipment, clothing, phones, electronic equipment, computers, and vehicles.

**Personal Music Players:** Personal music players with headphones may be used only in staff quarters and in a manner that does not disturb neighboring guests, staff, or the camp program. Counselors may play recorded stories or quiet music in their cabins. Appropriate music is also permitted in the kitchen, laundry room, and office. As a Christian camp, staff members are expected to exercise discernment in their listening choices. Music that conflicts with the values of Sunset Lake or the Seventh-day Adventist Church, in either style or content, should not be brought to camp.

**Pets:** Except for year-round staff, no pets are allowed at Sunset Lake Camp.

**Pranks and Practical Jokes:** Pranks and practical jokes of any kind are prohibited at Sunset Lake. While they may seem harmless, these actions pose a serious risk to staff safety, morale, and



unity. This creates a negative environment that affects campers. Any staff member who disrupts or hinders the camp program, or who alters, damages, or destroys personal or camp property, will be held financially responsible and subject to additional disciplinary action.

It is important for staff members to have a good time and enjoy the fun of camp life, but at appropriate times and places. Regular social activities will be provided for the staff. In addition, staff members are encouraged to find ways to affirm their fellow staff. "Warm Fuzzies" (located in the office), anonymous gestures of kindness, and other creative means of encouragement are appropriate alternatives to pranks.

**Purchases:** All camp purchases must be approved through a purchase order signed by the Director. Purchases made without proper approval will not be reimbursed. Each department director is responsible for purchasing the necessary items for their department. To minimize town runs and reimbursement challenges, online shopping is strongly encouraged. Please check with the office for payment options. Purchases should be made in quantities sufficient for the entire summer, and departmental town runs should be limited to no more than once per week.

**Registration Day:** This is the day for our camp's public relations. All staff members are expected to contribute to its success. Some campers may be sad about leaving home and will need comfort. Others will be excited to be at camp and will need a warm welcome. Parents will have mixed emotions and will need information. Staff and counselors are to wear the Sunday camp uniform.

**Safety:** For your safety, helmets are required at all times for activities including, but not limited to: biking, rollerblading, scooters, and skateboards.

**Social media:** For the safety of both campers and staff, we ask that staff do not befriend campers on social media platforms. Additionally, staff should never post pictures of campers on their personal social media accounts. We encourage staff to share those pictures and accompanying stories with the camp photographer or marketing director for use on the camp's official social media sites.

**Staff Cars:** All staff cars must be registered with the office. Staff cars must be parked in the staff area. Personal cars are not to be used for camp or camper transportation except in an explicit emergency.

**Staff Clothing:** Uniforms and the times to wear them are listed below.

- Friday evening service is a time for staff and campers to wear their dressy attire. Examples include clean pants, button-up shirts, sundresses, and denim jackets. Dressy casual or dressy attire is encouraged but not required.
- Sabbath - Clothes designed for active outdoor wear.



- Sunday - Staff t-shirt & clean jeans, or appropriate-length jean shorts, and staff jacket if cold.

**Sunset Lake Grapevine:** Gossip is one of the most destructive elements within a camp staff. If you have an issue with another staff member, address them directly. If that doesn't work, talk with your department director or camp administration. Follow the principles outlined in Matthew 18. If someone approaches you and begins to gossip, interrupt them and redirect the conversation. Remember to pray for each member of our summer team.

**Supervisory Training:** Staff involved in the supervision of other staff and or campers should be aware of the following:

- Always look for positive behavior and affirm staff and campers who complement each other.
- Take time to understand the job you are supervising and know what elements make that job successful.
- Try to keep personal/emotional feelings separate from your professional observations.

General items to keep in mind when evaluating a staff member:

- Are they on time for their assignments?
- Do they finish assignments on time?
- Is their work area neat and clean?
- Are the campers or other staff happy with their performance?
- Ask other staff in a positive reference about their job performance.
- Conduct one-on-one staff member evaluations without the presence of others.
- Try to point out three positive things about a staff member for every item that is not so positive. Remember the Golden Rule.
- Also, remember to fill out your Staff Evaluation sheets and turn them in promptly.

The following will help identify inappropriate staff behavior:

- If behavior damages physically, emotionally, or spiritually.
- If behavior causes property damage.

**General Staff:** G-staff includes anyone who is not directly responsible for a cabin of young people. Aside from their primary responsibilities, G-staff should be flexible and available to substitute for counselors or other G-staff. A nighttime program substitute list will be created at the start of each week to cover those involved in the evening program and will be shared with the staff.

**Telephone Calls:** Personal staff phone calls are limited to time off periods only. Campers are not allowed to use the phone without permission from a Village Director or Camp Director. A staff



member will be present when a camper makes the phone call. Encourage campers to send cards and letters instead—a great rest-period activity.

**Time Off:** Please follow these work guidelines:

1. Each staff member will have a scheduled day off each week. We encourage you to use your 23-hour break to fully disconnect from camp. Respect your fellow staff members' time off as well. Skipping your day off is not advisable, as it will hinder your ability to perform your duties during the rest of the week. Please remember that your off-camp conduct must reflect the values and standards of Sunset Lake Camp. Exceptions to the scheduled day off will be made for weddings, special family events, or other unavoidable circumstances. These exceptions must be requested at least two weeks in advance from the Department Director, Scheduling Manager, and Camp Director. Days off begin at the close of the nighttime program and end at the following day's nighttime program line call.
2. Each staff member will be given two hours off per day. For counselors, this will occur after camp council until the lunch line call. For support staff, this will most often occur from lunch until afternoon activities. Kitchen staff will have to flex this time into other parts of the day. Off-camp trips must be approved by your department director.
3. From time to time, a department that has worked diligently or completed a demanding task may take a short break, provided this is coordinated with their department director and the Camp Director and does not negatively affect camp operations.

**Waterfront Policy:** Absolutely no swimming or water activity is allowed without the direct supervision of Sunset Lake's certified lifeguards. Certified lifeguards must be present and attentive at all times, with rescue equipment readily accessible. Certified lifeguards and water safety observers must be out of the water when participating staff members are under the age of 18 or when more than 15 staff members are participating. Please make arrangements with the Waterfront Director before your desired waterfront activity time. Personal watercraft are for rescue purposes only and will be operated by waterfront staff aged 16 and older.

**Wedding Policy:** If you have been invited to or are participating in a wedding that will take place during the camp season, please inform the Camp Director of the dates as soon as possible so that appropriate accommodations and substitutes can be arranged. Wedding attendance will count as a day off. If more than one day is necessary, then the extra days will be deducted from your wages, calculated as one-sixth of your weekly pay per day.

## **Work Ethic**



**Philosophy:** Staff members work best and are most productive in an environment of respect, trust, positive reinforcement, and fun. While productivity is important, the true measure of a supervisor is not solely what was accomplished at the end of the day, but whether the staff under him or her have grown and developed in their skills, work habits, and personal lives. We are running a summer ministry program where the lives of both campers and staff can be transformed.

**Policy:** Department directors have the primary responsibility to ensure that their staff members have work to do and are performing their tasks in a timely and efficient manner. Issues of punctuality, work ethic, and attitude must first be addressed by the department director. If the issue persists, the Camp Director should be consulted.

If a staff member is not needed for a period of time in their department, the department director will communicate with the Assistant Director to temporarily reassign that staff member to another area of responsibility. The Assistant Director will collaborate with other department directors to find available work.