



# Volunteer Policies and Procedures

2026

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# Welcome

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Thank you for volunteering for Camp Hope! We have no doubt that this will be a fun, exhausting, memorable and ultimately life-changing week. Our mission is to provide a fun and safe experience for these amazing kids. We rely on you to make that happen. This manual includes all of the information you need to know to help these campers, and you, have a safe and amazing week. It is a requirement that you review it prior to camp. With your help this will truly be the best week ever! Welcome to the Camp Hope family. We truly could not do this without you.

The Camp Hope Planning Committee



## Contact Us

**Feel free to reach out with any questions or concerns.**

**Bryan Wohlwend, Chairperson**

[camphope@kymel.org](mailto:camphope@kymel.org)

**Gail Moeder, KyMel Liaison**

[gmoeder@kymel.org](mailto:gmoeder@kymel.org)

**Dr. Andy Bukaty, Medical Director**

[drandy@kymel.org](mailto:drandy@kymel.org)

Don't forget to make sure your application is up-to-date before camp. You can access your forms at any time by visiting [Ultracamp](#).

# A History of Hope

Camp Hope began as a dream of a special individual who wanted to give children with cancer a safe haven in the summer to be kids, a camp of their own. In 1983, Donna Brown, "Ma" Donna, established the first Camp Hope. Her vision was inspired over time as a parent of two children with cancer. Even though her son, Kyle, died in 1971 from a brain tumor and her daughter, Melani, in 1984 from leukemia, she never gave up hope for a camp for kids with cancer to become a reality.

The first Camp Hope took place near Salina, at Adda Walden in 1983. In 1984, Camp Hope changed locations to Camp Aldrich, next to the Cheyenne Bottoms north of Great Bend, where it continues today.

Thanks to Donna, and many dedicated volunteers, Camp Hope has been the highlight of many children's summers. Camp Hope was a program of the American Cancer Society for 31 years. In 2013 the American Cancer Society's strategic priorities shifted, thus necessitating Camp Hope begin a transition that would eventually result in a new non-profit called KyMel, Inc. KyMel is named in honor of "Ma" Donna's children, Kyle and Melani.

The theme of Camp Hope has always been letting kids be kids, allowing them to forget about cancer to enjoy a fun-filled week of activities with friends. The week is packed with a variety of activities and has several traditions that are carried on from year to year. A daily newsletter keeps everyone up to date on the latest news at camp as well as funny stories about campers and volunteers. An annual yearbook documents the week of fun.

While the goal of Camp Hope is to give children a way to temporarily forget about cancer, the camp feels it is important to honor the legacy of the Camp Hope family. Thus in 1991, Melani's Garden was designed as a beautiful way to reaffirm the existence and importance of those campers and volunteers who have died and ensures their memory will live on. In honor of "Ma" Donna, a bench with her name was placed at Melani's Garden in 2000. In 2013 a second bench was added to recognize the 31 years of support from the American Cancer Society.

Ma Donna passed away in January 2021 but her legacy, Camp Hope, continues to inspire hope in children with cancer. Even though some things have changed over the years, some never will. Camp Hope will continue to include rainbows of colored T-Shirts, a few bald campers, and lots of smiles on campers' faces as they live with, through, and beyond the cancer experience.



"Ma" Donna

## Mission Statement

It is the mission of Camp Hope to provide a normal, active, and safe camp experience where children can celebrate life with, through, and beyond the diagnosis of cancer.



**KYME<sup>L</sup>®**

Camp Hope is hosted by KyMel, Inc, a 501(c)(3) whose mission is to provide connecting experiences for families on the cancer journey. KyMel is named in honor of "Ma" Donna's children, Kyle and Melani. More information can be found at [kymel.org](http://kymel.org).

# What to Expect When You Arrive

## Check-In

- The first step will be to check-in where you will get your nametag and go through medical screening.
- Volunteers and campers will be expected to complete all necessary paperwork online prior to arrival at camp. Upon arrival at camp, a member of the medical team will review the medical part of the application (medical history, medications, allergies, labwork, etc) and update it as necessary.
- All participants will be screened for communicable diseases, such as lice, scabies, and illness.
- Initial temperatures are recorded to verify no fever upon arrival to camp.
- Medications will be collected and kept in their designated locked storage areas.

## Orientation

All volunteers are required to participate in orientation. This process will begin when the volunteer manual is distributed for review to all volunteers. It is expected that all volunteers read the manual prior to arriving at camp. You will sign a document indicating that you have reviewed the manual.

On-site orientation will occur at camp prior to arrival of the campers. It will begin Saturday afternoon and conclude by noon on Sunday. Orientation topics will include, but are not limited to, an introduction to the purpose and mission of Camp Hope, a review of Camp Hope policies and a review of emergency procedures. See Appendix for list of topics covered. Time will be included for team building. Volunteers will also receive job-specific orientation. Orientation is mandatory for all volunteers. In the rare circumstance that a volunteer is unable to attend, arrangements can be made to complete the orientation either prior to arrival at camp or immediately upon arrival before assuming their duties.

## Medications

Upon arrival at camp you will turn in all of your medications so that they can be kept safely locked in a provided cabinet. We recommend bringing them to check-in. A few things to note:

- You will have 24/7 access to your medications.
- You are responsible for your own medications. They will not be dispensed by our medical team. You do not need to disclose what medications you are taking unless they could interfere with your ability to do your assigned job at camp. If that is a possibility, you may discuss it in confidence with our medical director.
- You will be given a private storage locker.
- Refrigerated lockers are available if needed.
- Please let the medical staff know if you have controlled substances as these will be locked more securely for you.
- Emergency medications (i.e. albuterol, Epi-Pens) may be kept on your person with approval of the medical staff.
- Volunteers who are sleeping in non-camper areas may keep their personal medications provided that the sleeping facility is kept locked and is never accessible to campers.



## Luggage and Packing

Once you have checked in you will be given your cabin assignment. You may then head to your cabin with your luggage. A sample packing list is in the appendix of this manual. Please remember that space is limited so all attendees are restricted to one large (29") suitcase.

# Brief Job Descriptions and Definitions

**Activities:** The activities team plans, organizes and runs all of the activities at camp.

**Accreditation:** Camp Hope is accredited by the American Camp Association (ACA). In order to maintain accreditation, we are required to follow a peer-reviewed set of safety and governance standards. Many of the policies in this manual are mandated by the ACA.

**Assistant Camp Director:** This person assists the Camp Director and assumes those duties if the Camp Director is unavailable

**Camp Director:** The camp director is the boss for the week. This person oversees the running of camp and has the final say in camp-related decisions.

**Houseparent:** The “moms and dads” for the week. They directly supervise the campers and help with day-to-day tasks such as hygiene.

**Kitchen:** This hard-working team cooks all of our meals! Please stay out of their way.

**Logistics:** This team helps behind the scenes, such as making sure there is water at all of the activities.

**Medical:** The medical team consists of doctors, nurses and pharmacists. The doctors and nurses are available to help with first aid, medications and medical emergencies. They carry backpacks with first-aid supplies. Only a member of the medical team can dispense medications to a camper

**Mental Health:** The mental health team is available to assist with any significant mental health concern. They can assist or provide guidance if a camper is having a behavioral problem for instance.

**Planning Committee:** The planning committee works hard all year to develop camp. At camp, the committee serves as oversite of the functioning of camp and will convene if there is an issue that rises above the level of the Camp Director.

**Chairperson and Liaison:** They are here to represent the interests of the KyMel board and help oversee camp from behind the scenes.

Full job descriptions can be found in the appendix of this manual.

## Traditions

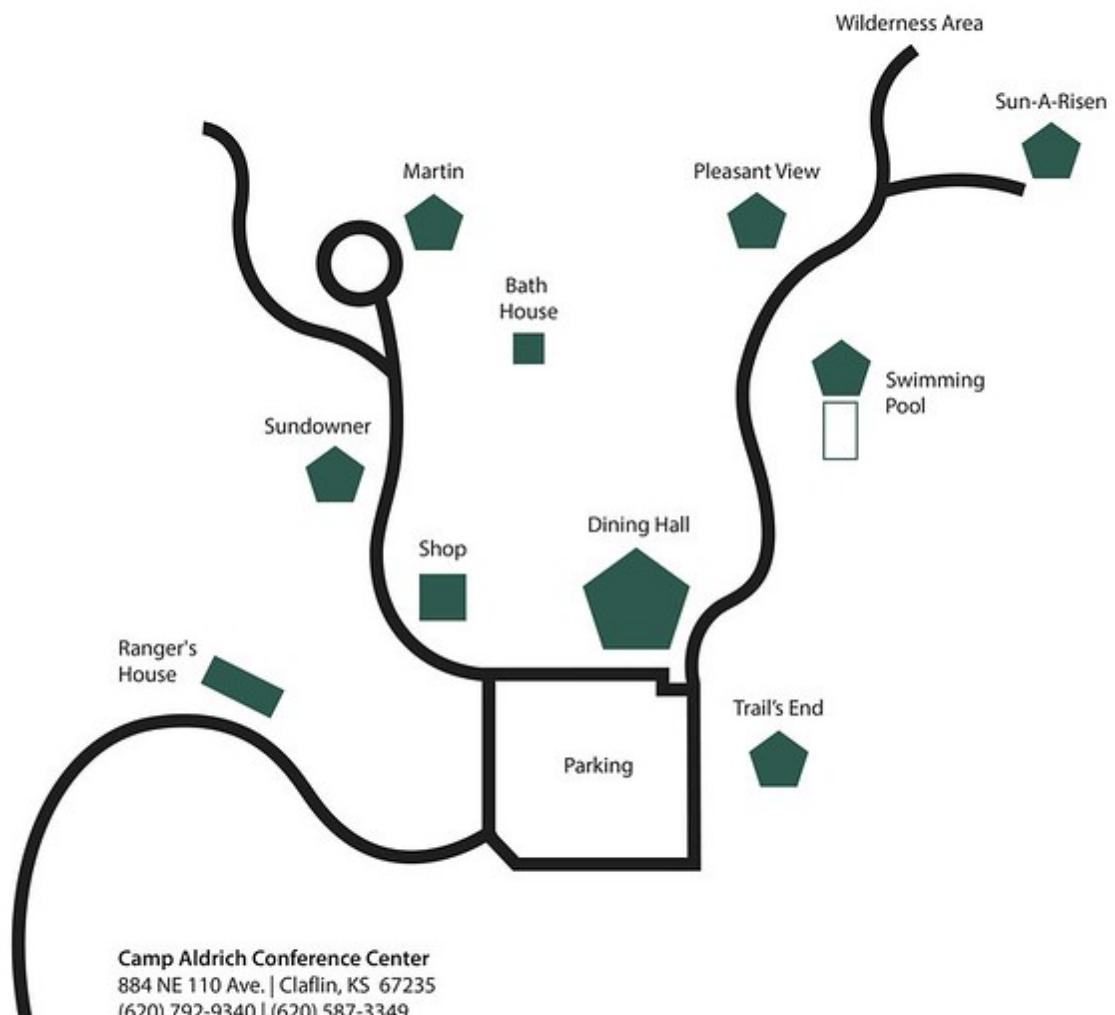
**Dear Abby:** Dear Abys are short poems written by volunteers and campers that are then sung at meal times. Ask an older volunteer for more information or help writing one.

**“I Shall Prevail”:** This is the official Camp Hope song. Originally a poem written by camper Garrett Porter, it was later set to music. See page 49 for the lyrics and a sample of the song.

**The King:** The King is a long-standing tradition at camp where we welcome the new volunteers. It is kept top secret! It is a highlight of the week for the campers. Nothing embarrassing or dangerous will happen and participation is 100% optional. If you do not feel comfortable participating, simply let a member of the leadership team know.

**The Dance:** Each year on the last night of camp we have a themed dance. While it is encouraged, dressing in costume is not required.

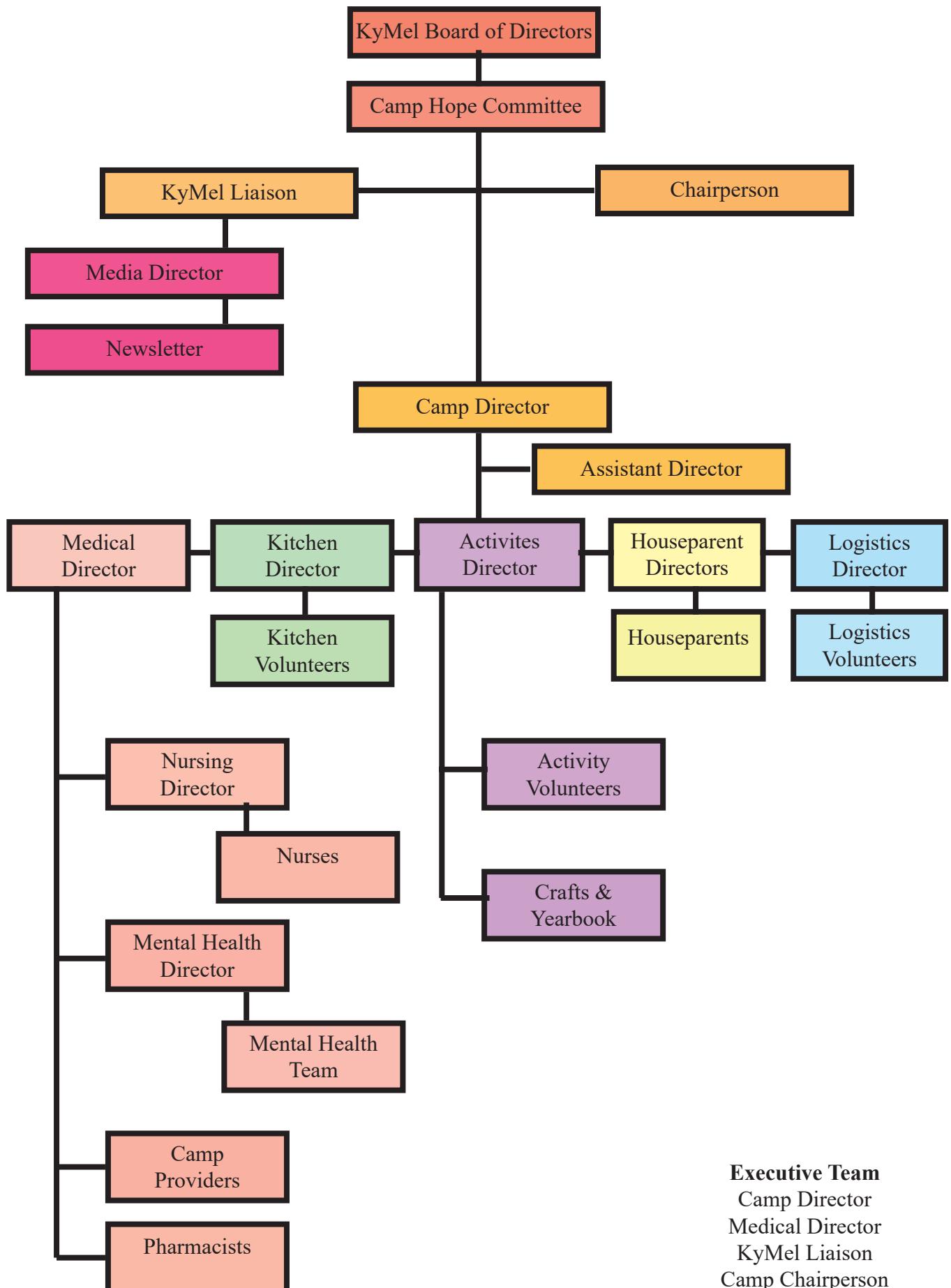
# Map of Camp Aldrich



## Mail

There is no mail delivery at Camp Aldrich. If you need something mailed to you while at camp you should have it sent to Camp Hope, P.O. Box 1529, Great Bend, KS 67530

# Leadership Hierarchy



**Executive Team**  
Camp Director  
Medical Director  
KyMel Liaison  
Camp Chairperson

# General Policies

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## Professionalism

As a volunteer for Camp Hope you are not only acting as a role-model for the campers but you are also representing Camp Hope and KyMel to the community-at-large. As Camp Hope relies on the volunteer and financial support of others, we expect a high level of professionalism from those representing us not only during camp but throughout the year.

As a volunteer, we expect you to take responsibility for your own personal conduct. We expect you to:

- Follow all policies and procedures as outlined in this manual
- Refrain from using profanity
- Model good behaviors for the campers, such as always wearing your nametag
- Remember that there is a time and a place for romance and camp is neither the time nor the place (i.e. “no love at camp”)
- Fulfill your assigned duties at camp, be a team player and always be on time

In addition, you are not allowed to accept gratuities of any form from campers, parents, or any agency or organization for work done as a volunteer of Camp Hope or KyMel, Inc.

Ultimately the success of Camp Hope now, and into the future, depends on you.

## Statement of Inclusion

KyMel, Inc seeks to foster an environment that is caring, respectful, and encourages acceptance of individual differences of all within its volunteer base and campers. KyMel, Inc actively promotes and recognizes principles of fairness and equity. All are welcome regardless of race, ethnicity, religion, age, gender identity and expression, sexual orientation, socioeconomic status, family structure, ability, and all other identities represented among our diverse membership. Volunteers and campers are expected to use person first, positive and respectful language during all interactions, and will address individual by their preferred pronoun.

## Anti-Discrimination Policy

It is the policy of KyMel, Inc that discrimination against anyone based on race, color, religion, sex, age, creed, status of marriage, sexual orientation, gender identity, national origin, or physical disability will not be tolerated. Exceptions are where specific age, sex or physical requirements are a bona fide volunteer qualification.

## Sensitive Issues

Camp Hope expects all volunteers to refrain from, and monitor for, discussion of inappropriate and potentially sensitive topics. Topics include, but are not limited to, smoking, drugs, tattoos, body piercings, sexuality, dating, religion, horror stories, politics, and divorce. In addition, it is recommended to not discuss the personal lives of volunteers with campers. We also expect volunteers to avoid conversations regarding the campers’ illnesses unless prompted by the camper.

## Benefits

By accepting this opportunity you are recognizing that this is a volunteer position with KyMel, Inc and that the position does not come with pay or benefits.

## Sexual Harassment Policy

Sexual harassment is the unwarranted and unwanted action of an individual against another individual involving sexual overtone. KyMel, Inc will not tolerate verbal or physical conduct by a volunteer which harasses, disrupts, or interferes with another volunteer's performance or which creates an intimidating, offensive, or hostile volunteer setting. Camp Hope is opposed to sexual harassment in a volunteer setting and such harassment is against the law.

Sexually harassing conduct in a volunteer setting or elsewhere, whether committed by supervisory or non-supervisory staff or volunteers, is prohibited. Such conduct may include, but is not limited to:

- Sexual flirtations, touching, advances, etc.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- The display in a volunteer setting or elsewhere of sexually suggestive objects or pictures, including nude photographs.

It is important to note that sexually harassing conduct also includes:

- Explicitly or implicitly making submission to the conduct a term or condition of an individual's volunteering.
- Using submission or rejection of the conduct as a basis for volunteerism decisions.
- The conduct substantially interferes with the individual's volunteer performance or creates an intimidating; hostile, or offensive volunteer setting.

Any volunteer who believes that the actions or words of any fellow volunteer constitutes unwelcome harassment has the responsibility to report this behavior, preferably in writing, as soon as possible to the Camp Hope Committee Chairperson, the KyMel Liaison or camp director.

All complaints of harassment will be investigated promptly in a confidential manner. In all cases, the volunteer will be advised of the investigation conclusions. Any volunteer who is found, after the investigation, to have engaged in harassment of another volunteer or camper will be subject to appropriate disciplinary action, including discharge from camp.

## Drug and Alcohol Policy

- Camp Hope has a zero tolerance policy for tobacco, illicit drugs and alcohol.
- Volunteers are never allowed to use, possess, be under the influence of, or provide minors any illegal drugs, alcohol or tobacco products. while on camp property, in camp vehicles, on camp trips or anytime while camp is in session.
- Banned products include tobacco, alcohol and any illegal or illicit drugs. This includes chewing tobacco, vaping and e-cigs.
- Any violation of this policy will result in immediate dismissal from camp.

# Transgender/Gender Non-Conforming Volunteers & Campers

KyMel, Inc promotes inclusivity and believes that everybody has the right to feel safe and welcomed. This guideline outlines the steps we have taken to respect the gender identity of campers and volunteers.

## Definitions

*Gender Expression:* How a person expresses their gender through their outward presentation and behavior, such as through clothing, hairstyle, and mannerisms.

*Gender Identity:* This is a person's deeply-felt sense of being male, female, both or neither, regardless of the gender they were assigned at birth.

*Gender Non-conforming:* A person whose behaviors or gender expression fall outside of what is considered typical for their assigned sex at birth.

*Sexual orientation:* A person's sexual or romantic attraction to a specific gender or genders. This is different from gender identity.

*Transgender:* A person whose gender identity is different from their assigned gender at birth. FYI, this word is an adjective. Using it as a noun or verb can be offensive.

- **Confidentiality**

Information about a camper or volunteer's gender identity will be kept confidential. The information will only be shared on a need-to-know basis like any other piece of protected medical information.

- **Documentation**

Applicants to any KyMel activity may register based off their gender identity. If they are not able to register based off their gender identity for whatever reason then they may confidentially inform camp leadership prior to camp or the Camp Director upon arrival.

- **Pronouns**

Campers and volunteers will be addressed by the requested name or pronoun that corresponds to their gender identity. Nametags will correspond to their requested name.

- **Restroom Accessibility**

Campers and volunteers will have access to the restroom that corresponds to their gender identity. The facilities at camp do not include any single stall restrooms thus anybody who desires extra privacy should talk to the Camp Director to develop a plan.

- **Cabin Assignment**

Camp participants will be assigned to sleeping quarters based off their gender identity. Sleeping arrangements are determined based off of the gender picked during camp registration. If the participant is unable to register for camp based off their gender identity they should notify camp leadership as quickly as possible so that appropriate sleeping arrangements can be made.

- **Showers**

Campers and volunteers may use the shower that corresponds to their gender identity. The bathhouse has individual shower stalls with curtains to help with privacy. It is already camp policy that campers and volunteers shower at separate times whenever possible. Anybody who desires a more private shower may request that to the Camp Director.

- **Privacy in Cabins**

Through the use of room dividers or other means, a private space will be made available in all sleeping areas for anybody who desires extra privacy when changing clothes.

- **Dress Codes**

Camp participants will be permitted to dress in a manner consistent with their gender identity however the Camp dress code remains applicable for everybody.

- **Bullying and Safety**

Camp prohibits any and all forms of bullying. If at anytime a camper or volunteer feels unsafe or bullied they should immediately report it to the Camp Director.

- **Camp Activities**

In general, camp activities are not gender-specific. If a gender-specific activity does occur then the camper or volunteer may participate in the activity that aligns with their gender identity.

# Confidentiality Policy

All personal records pertaining to campers and volunteers are kept at camp for the purpose of operating a proper and safe camp program in accordance with the guidelines set forth by the American Camp Association and KyMel, Inc. All personal and medical records are kept in the camp office and/or medical office and are considered confidential. Information will be released on a need-to-know basis, under the discretion of the medical staff, the KyMel Liaison, and/or the Camp Director.

It is expected that all camper and staff personal information is treated as confidential. All volunteers will be HIPAA trained and will be expected to follow HIPAA laws. Information is not to be shared with anyone outside the camp, including members of the press, friends, acquaintances, visitors, or campers. This holds true whether camp is in session or not. A breach of confidentiality could result in dismissal from camp, not being allowed to volunteer in the future and in some cases legal action (if there is violation of federal privacy laws/HIPAA).

While all volunteers are expected to keep information pertaining to campers and/or fellow Staff members confidential, there are times where it is acceptable to share information. Volunteers may always bring up concerns to their supervisor or medical staff. In addition, volunteers may pass on relevant information to fellow volunteers watching the campers if knowing that information is essential to safely supervise (a “need to know” situation).

We do not release photographs, names, or contact information without written permission. The publicity release and consent form signed by each camper’s parent or guardian allows photos taken at camp to be used in publicity regarding camp by designated staff members only. Volunteers may not post pictures of campers or volunteers on social media, or elsewhere, without the consent of the Camp Hope committee and the legal guardian of the camper. This holds true whether camp is in session or not. Camp Hope does not publish volunteer, staff or camper/family address lists.

# Media Policy

Media must check-in upon arrival and wear a media badge at all times. The media volunteer, who will arrange any interviews with campers and volunteers, will accompany the media. The KyMel liaison will inform the media volunteer of any camper or volunteer who has not signed a Publicity Release Form. When media are present, volunteers are to continue with their assigned responsibilities. See emergency guidelines for additional media guidelines.

Outside of the week of Camp Hope, volunteers should not act as representatives of Camp Hope without approval. If you are approached by the media to do a story, contact the Camp Hope media liaison for further guidance. If you want to contact your local media about a story, that too must go through the Camp Hope media liaison first. This is to protect the privacy of our campers and to ensure that only authorized people are representing the interests of Camp Hope and KyMel, Inc.



# Volunteer-Specific Policies

## Volunteer Selection

Individuals interested in volunteering for Camp Hope are required to complete an application and submit it by the stated deadline. Once the application is received in the office, the Camp Hope committee reviews the application. KyMel is responsible for processing criminal background checks and checks with the National Sex Offender Registry for each volunteer applicant. We also screen all new applicants, and returning applicants every 5 years, through their state child abuse database and include a regional background check.

If an issue arises with the background check, KyMel will notify the KyMel Liaison and Committee Chairperson, who will review the situation and present it to the KyMel board of directors as needed. Once reviewed they will then notify the volunteer of the concern and inform the volunteer that he/she may no longer be eligible to be considered for Camp Hope depending on the issue with the background check. If the background check is clear, an appropriate Camp Hope committee member will phone only new volunteers to interview them and to review expectations of Camp Hope volunteers. Three personal references are mailed on behalf of the potential volunteer requesting feedback on the ability of the potential volunteer to perform as a volunteer at Camp Hope.

The Camp Hope committee reviews each application, accompanying references (new volunteers only), previous camp performances or volunteer experience, and feedback from the reference forms (new volunteers only). In addition, information about past Camp Hope volunteer performances is considered when making selection decisions regarding returning volunteers. This information is obtained from the observations/evaluations of volunteer performances obtained during camp. The committee will choose volunteers based on the needs of the camp using the above information as a guide. If selected, the volunteer is notified via e-mail regarding the selection and camp assignments. Each new volunteer is assigned a mentor who is an experienced Camp Hope volunteer. Applicants who are not selected as volunteers are also notified via e-mail.

## Volunteer Evaluation

During camp, all volunteers are observed by members of the Camp Hope committee. If performance issues arise during camp, a member of the Camp Hope committee will visit directly with the volunteer regarding the feedback. If improvement is not noted, the volunteer may be asked to leave camp early. If performance issues are noted after camp is over, the committee chair or member of the committee will call the volunteer directly and visit about the issue.



# **Volunteer Discipline**

Volunteers are always required to follow all Camp Hope policies and procedures . Violation of these policies may result in immediate dismissal from Camp.

If a volunteer is noted to be in violation of a camp policy, is believed to be endangering the safety and well-being of the campers or volunteers or is believed to be disparaging the reputation of Camp Hope then this will be reported to the Camp Director. The Camp Director in conjunction with the Camp Hope Chairman and KyMel liaison will discuss the incident with the volunteer then decide if that volunteer can remain at Camp. Dismissal from camp is at their discretion. A dismissed volunteer may request a review by the full Camp Hope committee. That committee meeting would be held as quickly as possible but the volunteer in question will not be allowed to have any camper or volunteer interaction pending their decision. The decision of the committee is final.

## **Volunteer Time-Off**

Volunteers are required to attend all of orientation and be present the entire week of camp, unless otherwise noted in the manual. There is no guaranteed time off during the week. We do recognize however that there are sometimes situations which arise. If a volunteer feels like they need time off from camp they may make a formal request for leave. Examples of requests that will be considered include family/medical emergencies, acts of nature, special events, etc. All requests will be reviewed by the committee. Requests are NOT guaranteed as the committee must weigh many factors and ultimately the safety of the campers is of utmost importance. Requests will be evaluated in the order they are received. You will receive notification of the committee decision as quickly as possible. In the case of an emergency that requires a volunteer to leave camp immediately, they must notify the camp director.

Exceptions to the above include medical volunteers who are required to attend a minimum of 3 days, kitchen volunteers whose schedules are determined by the kitchen director and volunteers who are working on camp business off-site (i.e. riding the buses to/from camp). Anybody not present for orientation will receive training at a different time. If volunteers are given time off, it is expected that they return to duties at the specified time.

## **Daily Quiet Time**

Each day there is a “quiet time” in order to allow the campers to rest. Volunteers may rest during that time as well as long as their assigned duties are completed. Check with your department lead to make sure there is nothing they need you to do before going to quiet time. Keep in mind that many volunteers do continue to work during quiet time and thus your area of rest may be used for other activities and preparation.

## **Dress Code**

- Keep your personal appearance neat. Please leave torn shirts and jeans, T-shirts with inappropriate messages, etc., at home. Underwear should never be seen peeking out from under clothing.
- Guideline for the length of shorts for females is “fingertip length”.
- High heel and platform shoes should ONLY be worn for the dance.
- All campers and volunteers will wear sunscreen when outdoors.
- Appropriate one piece or tankini bathing suit may be worn.
- Inappropriate tattoos must always be covered. The Camp Director may determine appropriateness of the tattoo.

# Camp-Specific Policies

## Supervision of Campers

Campers must never be left alone and appropriate ratios must be maintained at all times. One hundred percent of the ratios must be staffed by persons 19 years of age or older.

Camper: volunteer ratio requirements:

- 5:1 - All camp activities. Any activities that include the entire camp population.
- 5:1 - All group activities
- 4:1 - All high-risk activities, specialized program activities and off-site trips.
- 1:1 - Should be avoided. (see below)
- In case of an emergency, notify the Camp Director or KyMel Liaison and use your best judgment on meeting the ratios.
- Exceptions to the above ratios may occur only during scheduled staff meetings.

A minimum of 2 volunteers MUST be with a camper during the following times:

- use of the bathhouse/shower facilities
- during discipline
- when sleeping
- when in the medical facility (including isolation)
- swimming and aquatic activities will always have a minimum of 2 volunteers present, in addition to certified lifeguards

In the rare instance where one-on-one interaction is required (i.e. a camper requests a private conversation) you must remain within visual range of other volunteers. The benches at Melani's Garden can provide a private, yet appropriate, setting. In addition, if privacy is necessary (i.e. due to a medical procedure) a second medical provider or volunteer should be within auditory range.

- If you find yourself in an unexpected 1:1 situation move immediately to another location.
- Campers should never be in a 1:1 situation to prevent bullying and other concerning situations.
- If a need arises in which a camper needs to be alone (i.e. they need to use the restroom), follow the "rule of three"---make sure there are at least 3 people going (2 volunteers/1 camper). Volunteers may remain outside the door provided they are within auditory range

Some campers require a higher level of care. In those instances the ratios will be:

- 1:2 Campers who require constant supervision will be assigned 2 volunteers to assist them at all times.
- 2:1 Campers who require a close, but not constant, supervision.
- 3:1 Campers who require occasional extra assistance

The houseparent directors and medical directors will work with the camper's guardians to determine the level of care needed.

Custody disputes between parents or adoption cases can result in an attempt to remove a camper from camp. Parents must sign a form indicating who will pick up the child from camp and parents must inform the Committee Chairperson or KyMel Liaison if a child will be late to camp or picked up early by a different person. The Committee Chairperson or KyMel Liaison will verify the instruction if someone comes to pick up a camper. Identification will be required.

No one should ever leave camp without approval of the Committee Chairperson or KyMel Liaison. Campers should never be allowed to leave camp with an adult during the camp session unless the Committee Chairperson or KyMel Liaison has previously notified the campers' volunteer houseparents and/or guardians about the arrangements. Follow Camper Release policies if this should occur.

# **In Loco Parentis**

“In place of the parent”. Remember this week parents are trusting you with the care of their child. Your primary job is to keep them safe. You are there to be their supervisor, not buddy, so it is okay to tell a camper “no”. Always approach a situation as if the parent/guardian is there watching and ask yourself what would they do!

## **Personal Equipment**

- Weapons including, but not limited to, guns, ammunition, and knives are not allowed at camp except for law enforcement officers. If weapons are brought to camp, they will be turned in to the Camp Director and locked up. Weapons will be returned to the volunteer (or to the parents/guardians if a camper) at the end of camp. Please note that knowingly bringing a weapon to camp could result in dismissal.
- Personal property, which is non-dangerous, may be kept in the cabin with the approval of the houseparent. This would include belongings such as fishing poles, golf clubs, and musical instruments. The owner is responsible for the safety and upkeep of these items.
- Electronic devices, including computers and tablets, should not be brought to camp. If a camper brings these items they will be turned over to the Camp Director or KyMel, Inc Liaison for the duration of the camp. If a volunteer brings them they must know that Camp is in no way responsible for loss, damage or theft of the items.
- Personal audio devices (IPods, MP3 players) are allowed in the cabins only.
- Money will not be needed at camp. Campers who bring money will turn it over to the Camp Director and it will be returned at the end of camp.
- Animals, other than for those used in camp activities and service animals, are not allowed at camp.

## **Cell Phones**

Camp Hope strives to be a cell phone-free zone as much as possible. Campers will turn their cell phones in at the beginning of camp to the Camp Director or KyMel Liaison. Campers may be granted cell phone use only at the discretion of the Camp Director.

Volunteers should only use their cell phones for official camp business. Any cell phone use for personal reasons should be reserved for off-times. Please set a good example for the campers.

If a camper is requesting to call home, please notify a Houseparent Director.

## **Personal Vehicles**

Cars are to remain in the designated parking area except to load and unload campers. Volunteers may not drive their own vehicle without permission from the KyMel Liaison or Camp Director to off campus Camp activities. KyMel Inc is not responsible for any volunteer who is driving their own vehicle. Campers who drove themselves to camp are not allowed to drive for off-camp activities. The bus will provide transportation for campers when needed.

## **Cameras**

Cameras are not allowed in bathrooms, shower houses and cabins. Any violation of this policy will result in confiscation of camera. Disposable cameras are highly encouraged.

# Social Media Policy

Camp Hope recognizes the prevalence of social media. Because of the adult-minor dynamic in your role as a volunteer, we always expect you to abide by the following rules:

- You should never be on social media during camp. You may access your personal accounts only during off-times.
- You may NEVER post any information about a camper on your personal page. This could violate federal privacy laws. If you have a picture or story you think should be shared on social media, please give them to the Media Director. The director will make sure it is appropriate and will confirm that we have written parental permission to share.
- Do NOT post any information about fellow volunteers without their specific approval.
- Camp Hope maintains a private and public Facebook page. Only committee-designated people may post anything about campers or other volunteers on these pages. If you have a picture or story you would like to share, give it to the Media Director.
- While Camp Hope cannot control what you post on your private accounts, please be aware that what your actions may still reflect upon the reputation of Camp. To parents, campers, volunteers and donors you represent Camp, even when Camp is not in session.
- Camp Hope prohibits any interaction with campers on social media, even when camp is not in session. This is for your protection. If you want to remain in contact with campers, we recommend going through their guardians at all times (i.e. “friend” the parents, not the kids). Of note, this rule also applies to other methods of contact (i.e. text messaging).
- Failure to abide by these rules can have serious consequences. You may be dismissed from camp and in certain cases we might be forced to report you for violation of federal privacy laws (HIPAA).



## Visitor Policy

Those wanting to invite relatives or friends to visit camp need to check with the Camp Hope Media Director first. A few rules about visitors:

- Visitors must be approved before camp. Request this by emailing us at [camphope@kymel.org](mailto:camphope@kymel.org)
- Visitors are not allowed at off-site camp activities.
- Visitors are restricted from attending a few Camp Hope activities, including the Talent Show and dance. Other activities may be restricted at the discretion of the Camp Director.
- Each visitor must check in with the Media Director upon arrival to camp and must wear their Guest badge while at camp.
- The Media Director will review Camp Hope privacy and confidentiality policies, visitor policies, and the camp philosophy with visitors upon arrival. They must agree to follow Camp Hope policies and maintain the confidentiality of campers and volunteers.
- Visitors may stay no more than 4 hours and no later than 8 p.m.
- Visitors may stay for no more than one meal.
- Visitors may not participate in activities designed for the campers.
- Visitors may not stay overnight on the camp grounds.
- Camp volunteers are to be helpful and courteous to visitors at all times. If a volunteer feels a visitor is interfering with camp operation, that should be reported to the Camp Director.

Exceptions may be made by the KyMel Liaison, Camp Director, or the Camp Hope Committee Chairperson.

# Pranks

Pranks are a common occurrence at Camp Hope. When done in safe way, they can be fun and help foster a sense of community amongst age groups. However, they can also lead to injury, misunderstanding, hurt feelings and destruction of property if not supervised appropriately. Camp Hope has the following procedure in place for pranks. Failure to follow this policy can result in immediate dismissal from camp.

- All pranks must be approved by the Camp Director. If the Camp Director is not available, then approval must come from the Assistant Director or Camp Hope committee chairperson.
- The houseparents of those being pranked must be informed; they can address any concerns with the Camp Director
- Nothing can be done that could endanger the safety of a camper or volunteer (i.e. you cannot tie them to a bed)
- No personal property can be touched
- Nothing can be done that could damage Camp Aldrich property
- Nothing messy can be used inside the cabins or on personal property (i.e. shaving cream)
- All Camp Hope policies must be enforced (i.e. gator/golf cart safety)
- The following items cannot be used around, on, or in structures/buildings:
  - Shaving cream (it destroys paint)
  - Silly string
  - Anything that is potentially destructive or damaging to structures
- All pranks must be cleaned up by the group who performed the prank

The Camp Director has the final say on whether a prank is too messy, dangerous, or destructive and the Director's decision is final.

# Dining Hall Procedures

- All campers and staff will remain in the dining hall until the announcements are completed for each meal. Please help keep the campers quiet for announcements.
- Each table must be cleaned before being dismissed from the dining hall.
- Cleaning consists of:
  - Throwing away paper products.
  - Placing plates, cups and silverware in the designated area
  - Placing silverware in the designated area.
- Campers and staff are expected to conduct themselves in an acceptable manner in the dining hall (i.e., no food throwing, normal tone of voice, use of table manners).

# Facilities and Grounds

- Please report any maintenance problems immediately to the KyMel Liaison or Facilities Director. Do not assume it has already been reported.
- All cabins and outdoor activities will have filled water jugs near the activity.
- Beware of barbed wire, poison ivy/oak, snakes, and cactus.
- All off-limits areas will be marked with signage.
- No activity areas, such as the pool, may be used unless appropriate supervision is present

## Fire Pit Safety

The Camp Aldrich Ranger or their designated employee is responsible for building and starting the bonfires and for extinguishing bonfires. Camp Hope volunteers need to adhere to the following rules during the planned fire events.

- Keep your distance from the fire pit to guard against being burned by random sparks from the fire.
- Keep the area around the fire pit clean and clear. Dry paper, grass, leaves, or pine needles can easily catch on fire if collected around the fire pit.
- Keep flammable liquids and materials away from the fire pit. Heat alone can cause the liquids or materials to catch on fire.
- Always have a medical volunteer with a backpack at the site or the fire event.
- ALWAYS keep a fire extinguisher or hose near to use in case of an uncontrolled burn.
- Never leave campers unsupervised. Children tend to not realize the danger in fire and may be fearless when it comes to getting close to the fire.
- Always keep campers at a safe distance from the fire. Guard against campers walking or playing around the fire.
- Notify the Camp Ranger when the fire activity is over so that the Ranger may safely extinguish the fire.

## Flammable and Explosive Materials Policy

- Flammable and explosive materials, including gasoline and kerosene, are to be labeled accordingly and kept under lock and key in the camp designated storage area, away from the program area. Only properly trained Camp Aldrich personnel are allowed to handle materials.
- Poisonous materials, bleach, and cleaning products that are used throughout the camp will be kept locked in storage in the back of the kitchen. Materials used for dishwashing purposes are stored on a shelf above sinks in the washroom. Campers are not allowed in either area without supervision.

## Emergency Vehicle

The medical vehicle will be designated solely as an emergency vehicle and will not be used for other camp purposes. The vehicle will be in good working condition and will always have at least three-quarters of a tank of gas in it while on camp.



# Water Safety

In general, Camp Hope will:

- Monitor weather conditions and work with appropriate vendors to insure weather conditions are safe prior to the activity
- Provide all volunteers and campers with orientation to rules and boundaries for each site
- Confirm any facility and equipment are in good repair and that rescue equipment is readily available
- Ensure camper access to the facilities is limited when not in use

## Pond

- The pond near Camp Aldrich is only used for fishing. No swimming is allowed.
- There will be a certified life guard on duty at the pond as well as certified Fish and Wildlife staff.
- A member of the medical staff will be on roaming duty at all times when there is an event at the pond. This person will not participate in the activities but will be in charge of keeping an eye out for the safety of all participants.
- A flotation device will be taken to the pond for emergencies.
- If someone falls into the pond, the person on duty will be responsible for attempting a rescue of that person.
- Volunteers will contact the Medical Director, Camp Director, KyMel Liaison immediately.
- Ensure the safety of all other campers. Make sure that they are moved away from the pond. The volunteer and the person on duty should remain at the pond to handle the emergency. All other volunteers should take the campers to the dining hall area.

## Swimming Pool

Specific rules are posted at the swimming pool.

- Swimming is only allowed when a lifeguard is on duty.
- Only those in swimming attire are to be in the water.
- No playing, sitting, pulling or standing on the rope.
- Running, wrestling, towel fights, shoving or throwing others into the pool is not allowed.
- Glass containers of any kind are not allowed.
- The use of sunscreen is mandatory and should be reapplied during water breaks.
- 10 minute water breaks are mandatory on the hour.
- The Camp Ranger and his authorized personnel have the authority to close the pool whenever the safety or welfare of the swimmers is in jeopardy.



## Waterpark

- Campers and volunteers must follow all safety rules as posted at the Water Park. Volunteers accompanying campers are expected to assist in enforcing rules.
- Campers must always be supervised at the changing room.
- Any unfamiliar person needs to be reported immediately to the Camp Director.
- All parked wheelchairs being used in the pool area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.
- If severe weather approaches (thunder and lightning) all campers and volunteers must leave the water area immediately as directed by the water park staff. Camp Hope volunteers will be responsible for accounting for all campers who have vacated the water area.
- The Activity Director will do a final check of the facility to verify that all campers and volunteers have boarded the bus. The Activity Director will issue the all clear to the Camp Director

# Kitchen Protocols

- Only kitchen personnel will be in the kitchen when the meals are being prepared except for staff members when necessary.
- The kitchen supplies are “off limits” for any thing other than meals unless requests are made through the staff.

## Food Storage

- Food storage room floor may only be used for paper products and cases of food.
- Food storage room shelves may be used for any other non-refrigeration required food item, including open items that must be stored in sealed containers.
- All refrigeration required food must be stored in the walk-in refrigerator.
- Frozen items will be stored in the walk-in freezer.
- Thawing of frozen perishable foods must take place in the walk-in refrigerator.

## Food Preparation

- Cold foods - as menu items are prepared, they will be put back into walk-in refrigerator until food service line is set up for service.
- Salad bar - these items are kept on ice while setting up and during food service.
- Hot foods - as menu items come out, they will be transferred to serving dishes and kept in food warmer under appropriate temperatures.
- While preparing meals, use only clean/sanitized utensils and equipment.
- In food preparation area, keep a marked container of bleach water to sanitize food prep services after each use.

## Cleaning

- Wash and rinse wash water to be at least 100o F (use thermometer to check) and the last rinse will be bleach water (1/4 cup for half a sink full of water - adjust appropriately).
- All dishes are to be air-dried.

## Garbage

- After every meal, all garbage containers in the kitchen area will be emptied.
- All trash containers in the dining hall and kitchen will be leak-proof and securely covered or tied when not in use.



# Camper Arrival and Departure Procedures

## Camper Arrival

Campers and volunteers will park and unload all vehicles in the parking lot by the dining hall.

Upon arrival of campers by personal vehicle at camp:

- Activity volunteers will assist with the unloading of the luggage and tagging the luggage with the camper's name.
- Activity volunteers will direct campers into the dining hall for registration.
- Activity or Logistic volunteers will transport luggage to the cabins while the campers are registering.

Upon arrival of campers by bus at camp:

- Luggage will be tagged at the bus check-in site
- Activities or Logistic volunteers will unload and transport luggage to the cabins while the campers finish registering in the dining hall.

Many campers' medical conditions preclude their camp arrangements from being finalized until the last minute. The Medical Director and KyMel Liaison will make every effort to be flexible to make it easier for children to attend at the last moment with personal physician approval.

On arrival day, a final camper attendance roster will be compiled and checked against the camper enrollment list. The KyMel Liaison will contact the parent or guardians of all campers who no-show to verify that the camper's absence from camp is correct. The Houseparent Director and KyMel, Inc Liaison will make revisions in cabin assignments. Updates will be made in all written records before the end of the first full day of camp.

## Camper Departure

Upon departure of campers by personal vehicle (not a camp vehicle) from camp:

- Vehicles of those individuals coming to pick up the campers will be parked in designated areas only.
- Volunteers will direct drivers to parking areas.
- Parents/guardians will be directed to the dining hall.
- Activity volunteers will transport luggage from the cabins to the dining hall parking lot.
- Parents/guardians and campers must check out with the medical staff and KyMel, Inc staff before leaving.

Upon departure of campers by bus from camp:

- Activity or Logistic volunteers will transport luggage from the cabins to the dining hall parking lot
- Volunteers will load the luggage on to the appropriate bus; care will be taken to make sure the luggage is on the correct bus and every piece of numbered luggage is accounted for.

Campers will only be allowed to leave with persons designated on proper forms or if previous arrangements have been made by the parents/guardians with the Camp Director or KyMel, Inc Liaison. The designated person will contact parents who are late in picking up their children.

In the event that there is an emergency or change in the time or location of the bus drop-off or pick-up, parents will be notified via email, text message or phone call.

# Transportation Guidelines

Camp Hope may provide transportation for campers at the following times:

- Arrival and departure from camp for the week on a charter bus.
- School bus for all off-camp scheduled activities such as bowling.
- Personal Vehicles for transporting campers/volunteers into town for a non-life threatening medical problem
- Gators and golf carts to transport campers with special needs around camp

## General Policies

- All transportation methods will require at minimum one designated Camp Hope volunteer
- The policies and procedures of the bus companies will take precedence over any Camp Hope policy.
- All vehicle riders will wear appropriate restraint devices, when available, including seat belts and/or booster seats in compliance with state law.
- Passenger seating limits will be followed and all riders must have a seat.
- Drivers are responsible for following all state traffic laws.
- When transporting campers in wheelchairs, the campers shall be secured by seat belts in the wheelchair and the wheelchair will be in the locked position to the vehicle, if the vehicle is able to accommodate wheelchairs. If vehicles are unable to accommodate wheelchairs, the campers will be placed in the vehicle and buckled in using the seatbelt. The wheelchair will be stored in the trunk or storage area of the vehicle.
- In the event that a vehicle has to make an emergency stop on the highway, the volunteers in charge will use their judgment in determining whether campers should remain in the vehicle. For extended emergency stops, flare and hazard lights will be used and campers moved to a safe location away from traffic areas.
- The camp chairperson will maintain a list of passengers at camp or in each vehicle (except gators/golf carts).

## Rules for Riders

- All riders must remain seated at all times.
- Hands and feet must be kept inside the vehicle at all times
- If seatbelts are available, they must be worn.
- Do not disturb the driver at any time while the bus is in use.
- Remain quiet and calm. No loud or unruly behavior is tolerated.
- All exit doors must remain accessible at all times.
- The use of personal devices such as iPods are allowed, but headphones must be used. These devices will be turned over to the Camp director upon arrival at camp as well. KyMel, Inc is not responsible for any lost or damaged items.
- The driver is in charge at all times.
- Every bus will have a Camp Hope adult volunteer riding it who will be responsible for medications and emergencies.

Failure to follow the rules could result in the bus being forced to stop and the offending camper removed. That camper's parents will then be responsible to come and pick them up immediately

## Camper Unloading and Loading

Campers and volunteers will park and unload from vehicles in a safe area, free from traffic. If it is necessary to unload people on the side of a road, only unload on the side away from traffic. Volunteers will make sure that all participants are safe and away from traffic. If the vehicle needs to make an emergency stop, try to find a safe area to stop.

- Upon arrival and departure of campers by buses, vans, or cars:
- Volunteers will supervise the loading and unloading of all campers and volunteers on and off the vehicles.
- The Camp Director or a designated staff person will do a roll call before departure.

## **Rider Orientation**

- Prior to any off-site trip, all participants will be oriented by the Camp Director with the following:
  1. Acceptable and proper behavior while in the vehicle including all rules
  2. Acceptable and proper behavior while at the site including manners.
  3. Evacuation Procedures, when applicable

## **Charter Bus For Arrival and Departure**

- Every bus will have at least one Camp Hope lead volunteer riding in it who will be responsible for medications, emergencies, passenger orientation to the rules, and ensuring proper restraints.
- Campers will be checked in/out prior to the bus leaving thereby confirming that all passengers have a permission to treat form completed as well as up-to-date demographics and medical forms.
- The lead volunteer will communicate with a member of the Camp Hope planning committee prior to departure (coming to camp) and after arrival (leaving camp) to confirm all campers are accounted for and to update any problems.
- The lead volunteer will be responsible for following the emergency procedures below.

## **School (or other) Bus for Off-Camp Activities**

- The Camp Director supervises every scheduled off-camp trip.
- A member of the medical staff will be in attendance with each vehicle on all trips.
- A 5:1 camper to volunteer ratio must be in effect in any vehicle except for buses. Exceptions to this ratio may be necessary for medical reasons. A cell phone and walkie-talkie will be available if multiple vehicles are used.
- The medical staff will have all health information and permission to treat forms for campers and volunteers. A list of all attendees and which bus they are on will be kept by the Camp Chairperson.
- When more than one vehicle will be transporting campers on any off-site trips, all vehicles should be kept a safe distance apart. Convoy travel procedures should be used. All vehicles will attempt to stay together during travel. If any vehicle must pull off of the road to stop, all vehicles will ensure that a safe spot is found.
- In the event of an accident, the medical volunteers will assume authority and provide direction to other volunteers.

## **Personal Vehicles (when transporting campers/volunteers)**

- In general personal vehicles should only be used for urgent, non-emergent concerns.
- Only pre-approved vehicles/drivers may transport campers or other volunteers. Preapproved drivers:
  - Will have their driving record reviewed within 4 months
  - Will have a valid driver's license
  - Will provide maintenance records if asked and allow their vehicle to be inspected at camp
  - Will only drive vehicles their license allows and for which they have experience driving
  - Will undergo training prior to camp starting
- Vehicles will only be refueled when campers are not present
- There should always be at least 2 volunteers in the vehicle including one medical; the non-driver will be responsible for following emergency procedures below.

## **Emergency Procedures**

In the event of a major injury or accident, stay calm and evaluate the scene. Do not panic.

- Make sure the scene is secure and campers are safe and call 9-1-1
- If there are injuries, do not move the victim. Perform basic first aid per your skill level.
- If able, designate another volunteer to supervise the uninjured passengers.
- Notify the Camp Director and/or KyMel Liaison when safe to do so.
- The Camp Director or KyMel Liaison, Medical Director or Committee Chairperson will be responsible for contacting the camper's parents or guardians.
- Gather all necessary information. What happened? How? When? Where? Who saw the accident? Where was the volunteer? Campers? Fill out an incident report and return it to the Camp Director or the KyMel Liaison.
- Follow other emergency procedures outlined in this manual

## **Gators and Golf Carts**

These are to be used for transporting campers and supplies. Some of these are reserved only for campers with special needs. Safety procedures must be followed at all times. Every rider must have a seat. Do not drive quickly or recklessly. Using these is a privilege which can be revoked at any time.

## **Trip Leader**

All trips to/from camp will have at least one designated Trip Leader per bus. This trip leader will be trained on Camp Hope policies, including behavior management. They will be responsible for:

- Accounting for all passengers using the provided list of participants
- Ensuring all rules are followed, including the use of restraint devices
- Ensuring all appropriate camper:volunteer ratios are maintained at all times
- Managing camper behaviors and discipline using camp policies as outlined in this manual.

## **Off Site Activities in Public Areas**

Camp Hope may take campers and volunteers to activities in the nearby city of Great Bend. Examples of such activities include bowling, miniature golfing, meals, teen nights and the waterpark.

In general, all Camp Hope policies apply even when off site. Off site activities will maintain all required camper: volunteer ratios and will always have a member of the medical team present. In addition, one volunteer will be designated the Trip Leader, which may be the Camp Director or their designee. The member of the medical team will have immediate digital access to all camper and volunteer demographic/medical files including permission to treat forms.

Local EMS will be immediately available by calling 9-1-1 for any medical emergencies.

Communication among camp volunteers will be by cell phone and/or radios. The trip leader and medical volunteer will always have a cell phone so that they can be contacted immediately by camp personnel or local authorities if needed (i.e. approaching inclement weather). Camp emergency policies, such as missing person, will be maintained unless superceded by the safety procedures of the facility (i.e. tornado shelter).

There will always be at least one volunteer who remains at Camp Aldrich. This volunteer will maintain communication with the Trip Leader via cell phone on an as-needed basis. The volunteer at camp, trip leader and the medical volunteer on the trip will have access to:

- Full roster of participants
- Planned departure and return times; any changes will be relayed via cell phone
- Planned route; any changes will be relayed via cell phone
- Plans in case of inclement weather
- Volunteer manual outlining camp leaderships
- Contact number for Camp Aldrich and the KyMel Liaison
- Insurance Documents

In the event a camper or volunteer is unable to continue with the activity, the Executive Team will determine next steps. This may include:

- Medical or Mental Health Emergency: Call 9-1-1 or take participant to local ED
- Minor Illness or Mental Health/Behavioral Concern: Evaluate on site by a member of the medical/mental health team to determine if participant may remain at the activity; if unable to remain at the activity then may return to camp provided all ratios are maintained. All camp protocols will be followed.
- Other Concerns (i.e. family emergency): Will be handled on a case-by-case basis with a final plan being a joint decision amongst the executive team and the volunteer or camper guardians

# Camper Interactions

Understanding today's camper is important; however, it is also vital to understand behavior management. Children want to be well liked and belong, and they want your approval. They imitate the behavior of those who are important to them, without judging whether the behavior is positive or negative. Volunteers need to be sure that their individual behavior is worth being copied.

As a camp leader you can encourage good behavior in a number of positive ways:

- Establish a caring relationship with campers by opening lines of communication and encouraging a camper to come to you if there is a problem.
- Praise campers to encourage positive behavior. When volunteers praise positive acts and ignore negative ones, the message is sent that campers must behave in a positive way to gain attention.
- Create an atmosphere at camp that is full of cooperation and fun.
- Show respect for the campers by calling them by their preferred names and using language that is easily understood; do not intentionally embarrass or ridicule campers/volunteers; do not use intimidation or belittling to correct behaviors
- Provide explanations for actions you take and speak with the campers at eye level

Good behavior management helps the camper know his or her limits, helps the staff deliver a quality program, provides opportunity for all the campers to have your attention, helps the camp provide a safe experience and meets the expectations of parents. If you feel like a camper needs a modified activity for any reason (i.e. developmental level), notify the Activity Director.

## Understanding Behavior Cues

If a camper is misbehaving try to understand why the child's behavior is a problem. The camper may have a personality trait, behavior that irritates you or other campers or it may be a clue to a bigger problem. This problem may or may not be known by the child. Some are overt actions such as teasing or bullying, using obscene language, and showing off. Some may be reactions to you, other campers, or the camp environment. These include fear, crying, stubbornness, and acts of retaliations. If you are unsure about why a camper is behaving in a certain fashion, please speak to the Camp Director, Medical Director or Mental Health Director.

## Suggestions for behavior management

- Discuss with camper expected and unexpected behavior.
- Be observant, listen and try to anticipate problems.
- Discuss appropriate ways to manage behavior.
- Discuss inappropriate behavior such as shouting, cussing, or name calling.
- Reinforce appropriate behavior such as compromise, cooperation, and respect for others.
- Discuss with group the schedule for the day or week.
- Be sure the group gets enough sleep at night and rest during the day.
- Encourage the camper to try new things and use positive phrases instead of complaining.
- Help the camper understand the consequences of his or her actions.
- Remember, as volunteers, we need to be role models in showing respect to others and being excited about the camp program.

If you are experiencing problems with a camper's behavior, follow these steps:

- Implement suggestions for behavior management.
- Inform the houseparent of the problem and steps you have taken to address the issue.
- The houseparent should talk to the head houseparent. If appropriate, the Camp Director will be informed and will determine the seriousness of the issue and if the three strikes policy should be implemented.

# Unique Challenges For Youth with Cancer

You should note that campers may face additional challenges due to their cancer treatment

- Processing speeds of thought and decision making can be affected
- Concentration and memory issues may become apparent
- Organizational deficits may occur
- Motor skills can be negatively impacted
- Over compensation/reaction with difficulties and/or frustrations
- Deficiencies can lead to feelings of not being connected or “part of”

As a Camp volunteer you should recognize these unique challenges and respond accordingly

- Be prepared to give campers extra time to respond and compensate to them/their reactions, and act accordingly
- Realize that our actions and words may not elicit the same response from a camper the next day
- Realize campers may “improve” each year or even during the week
- Work at finding balance in saying “no”
- Continue communication with other staff regarding campers in order to be proactive in our interactions
- Endeavor, in all things Camp Hope, to celebrate the process with campers, not just the results.

## Camper Hygiene

Primary supervisory responsibility for the daily care, including hygiene, of campers is entrusted to Camp Hope houseparents. Keep in mind that staff from other areas (facility, activities, medical etc.) may be called on to help with that responsibility. Circumstances that may call for that help could be maintaining required camper to volunteer ratios, special need campers, specific camp activities, etc. For the purposes of this protocol/procedure statement hygiene will be defined as showering, oral hygiene, general body cleanliness and toileting issues. During houseparent orientation hygiene responsibility and expectation, along with possible scenarios and identified special need campers are discussed.

- It is the expectation that campers complete daily hygiene.
- Daily general hygiene times are designated in the morning and evening; in the morning so as to have hygiene completed prior to breakfast and in the evening so as to have hygiene completed prior to lights out.
- These times will be monitored by staff while maintaining appropriate camper to volunteer ratios whether in the cabins, shower houses or pool house.
- With regards to special situations, i.e., scheduled camp activities such as off site fishing, color run, shaving cream “fights”, etc., staff will monitor completion of camper hygiene upon completion of the special activity again in compliance of camper to volunteer ratios.
- Special need campers, as defined by their medical/mental/physical condition, have already been assigned a volunteer for one on one assistance. As hygiene needs arise, including toileting needs, additional volunteer help will be called to maintain camper to volunteer ratios. If the need is medical in nature medical staff will be summoned.
- Camp Hope provides ADA compliant bathrooms and shower stalls for campers and volunteers.
- Camp Hope provides hand sanitizer and 3 in 1 soap; staff and campers are made aware of this and where soap and sanitizer is located. Hand sanitizer is located in the dining hall at all times. Before each meal, as campers and volunteers enter through one door, a minimum of two staff are stationed at the door with sanitizer to ensure everyone cleans their hands before entering the dining hall.
- Bedwetting: Discreetly change the child’s bed while the campers are otherwise engaged. Don’t draw attention to the camper or the problem among the other kids. Notify the Houseparent Director to arrange laundering of the bedding.

# Camper Discipline

Camp Hope believes in teaching campers the skills that enable them to think clearly and make thoughtful decisions by considering the advantages and disadvantages of different options which help lead to a feasible solution to the problem at hand. Interventions which enhance problem-solving and decision making skills are associated with improved outcomes. Our camp experience provides a variety of hands-on experiences that encourage critical thinking, problem solving, innovation, creativity, and collaboration.

We take a similar approach to discipline. A few key points:

- Physical discipline is never allowed.
- Our first intervention is SODAS
- We use a 3-strike policy
- We trust our volunteers to handle routine and minor issues. However, if you are unable to manage a difficult situation, the issue is severe (i.e. bullying), it is escalating despite intervention, or you just need help then please notify your supervisor.

## SODAS

One social problem-solving method that can be modeled and taught to the attendees of Camp Hope is SODAS (Situation, Options, Disadvantages, Advantages, Solution). SODAS has been shown to be effective in working with youth and young adults by helping a young person be empowered and self confident, better able to get along with others, better able to develop and maintain friendships and intimate personal relationships, more likely to create positive outcomes, and more likely to improve their quality of life.

The camp volunteer will work with the youth campers to assist him or her with describing the current situation as clearly as possible. Once the Situation is defined, a brainstorming process is applied to identify as many Options (i.e., approaches, actions) as possible to respond to the situation. This process should be free of judgment and discussion of the value of each Option. The purpose of brainstorming is simply to identify Options, not to pass judgment on them or discuss their feasibility or value. Research has shown that this approach results in better quality options and more creative ideas. The next steps involve listing with the young person all the likely advantages and disadvantages related to each option. After the young person has identified the Advantages, and Disadvantages of each Option, he or she selects the most appealing Option as the Solution to the Situation.



### **Three Strikes Policy**

If the above SODAS does not alleviate the concerns then the Three Strikes Policy will be implemented. The Three Strikes Policy will be reviewed at the beginning of each camp with all of the campers and volunteers. Only the Camp Director determines if behaviors warrant a strike. The seriousness of inappropriate behavior may warrant an automatic third strike.

#### **First strike**

- Issued when camper's actions/words are deemed inappropriate and/or camper has violated a camp rule or policy.
- Camp Director will complete an incident form.
- Camper may be asked to call parent/guardian.

#### **Second strike**

- Issued if inappropriate behavior occurs a second time; the camper is required to call his/her parents/guardians and inform them that the camper may be sent home.
- The Mental Health Director will become involved.
- The Committee Chairperson and KyMel Liaison are notified of Second Strike.
- The Camp Director completes an incident form.

#### **Third strike**

- Issued when inappropriate behavior occurs a third time.
- The camper, Camp Director and all involved volunteers will discuss the situation.
- The camper's parents/guardian will be called.
- The Camp Director will explain the situation to the parents and the parents will be asked to come to camp to pick up their child immediately.
- The KyMel Liaison will release the camper only to the person or persons designated by the parents/guardian.
- The Camp Director completes an incident form.

## **Camper Code of Conduct**

All campers are required to sign a camper code of conduct prior to arrival at camp. A copy of this form can be found in the appendix.



# Medical Policies and Procedures

There should always be a member of the medical team immediately available thus we do not anticipate any non-medical volunteer needing to provide medical care unless in an emergency situation while waiting for a member of the medical team to respond.

No volunteer should be away from camp with a camper; if that situation arises the volunteer must have a camp walkie-talkie with him/her in case of emergency.

Any volunteer may call 9-1-1 if they deem a situation emergent.

## Non-Medical Volunteer Role in Routine Health Care

The camp director and members of the medical team are charged with the overall supervision of routine health care of the campers. However, all volunteers have an integral role in the supervision of campers' health care needs. Expected duties are:

- Managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition, hygiene).
- Observing for and reporting to the designated member of the medical team or medical director any signs and symptoms of illnesses or injuries that may be present among the campers.
- Participating in routine preventative duties such as applying sunblock and bugspray and performing tick checks.
- Making sure campers are dressed appropriately for the weather, including wearing hats when in the sun.

We do not expect, nor want, non-medical volunteers to be managing true medical conditions. However situations may arise when it is unavoidable. Remember:

- Medical volunteers are immediately available and do not hesitate to call for help if needed. Medical volunteers should be called for any medical need.
- If you will potentially come in contact with bodily fluids (vomit, blood, etc) then make sure to wear gloves and a mask if needed.

In addition, Camp Hope has mental health staff available should you need help with any mental health concerns. (See additional policies on abuse and suicide later in the manual).

Non-medical volunteers are not permitted to distribute any medications, including over-the counter (i.e. Tylenol). Violation of this policy is grounds for immediate dismissal from camp.

Specific policies and procedures pertaining to maintaining or reporting health care concerns are described in the Camp Hope Policy and Procedure Volunteer Manual and the Camp Hope Medical Manual. Camp Hope has established policies for most medical situations including common situations such as bedwetting. Ask a medical volunteer for the policy if needed.



## Access to Emergency Care

Camp Hope is located approximately 20 minutes from the University of Kansas Hospital-Great Bend, a regional trauma center, at 514 Cleveland St., Great Bend, Kansas. That hospital is always available to the campers/volunteers from Camp Hope for emergency medical and psychiatric health care. Camp verbally notifies this facility that camp is in session to make them aware in case we need to use their services. The phone number is 620-792-8833.

If emergency transport should be necessary from the camp location or in-town activity, the appropriate Emergency Medical Service (EMS) will be notified and utilized by calling 911. EMS should arrive within 20 minutes regardless of location. Local EMS in Claflin and Great Bend will be notified verbally the dates of camp prior to camp starting.

At least one member of the medical team will carry a cell phone in order to call for emergency services if needed. A medical staff person will accompany any camper if they need to go to the ED. This person will have online access to the camper registration so that their personal oncologist/physician can quickly be contacted per the ER protocols.

Access to emergency dental care is available at Rosenberg Family Dentistry, Great Bend, KS. Their phone number is 620-792-4205. If unavailable campers will be taken to the ED.

## Access to Routine Health Care

The medical director and/or mental health director may use their professional judgment to recommend evaluation at Great Bend for non-emergent conditions as well. In addition to the University of Kansas Hospital-Great Bend, St. Rose has an urgent care available for non-emergent needs.

Camp Hope will also maintain a medical and mental health staff at camp that will be on-site 24 hour/day while camp is in session. This team will consist at minimum of one physician, one mental health therapist and one pediatric nurse. Camp Hope will strive for additional team members throughout the week as well with a goal ration of 1 medical volunteer per 7 campers. The medical members of this team will all be BLS certified at minimum and will always have access to basic first aid supplies. There will always also be an easily accessible AED available. All health team members will have active licenses to practice in the state of Kansas.

## Medications

Non-medical volunteers should never dispense any medications to campers. This includes prescription and over-the-counter. Never. All medications, prescription or otherwise, must be kept locked at all times unless prior arrangements have been made with the medical director. This includes volunteer medications. There are over-the-counter medications available for your use. While you do not need to see a member of the medical staff to access them, we do request you inform staff immediately if you are feeling unwell.

## Universal Precautions

Any volunteer responding to a medical situation should use universal precautions such as gloves or CPR masks when needed. This includes using gloves when cleaning up any bodily fluid such as vomit.

# Major Accidents and Injuries

In the event of a major injury or accident, stay calm and evaluate the scene. Do not panic.

- Call for help from a member of the medical team or call 9-1-1 if the situation appears life-threatening.
- Survey the emergency scene. Make sure neither you nor the victim are in any danger and that it is safe to touch the victim.
- Stay with the victim.
- Do not move the victim unless he/she is in more potential danger.
- Delegate another volunteer to be in charge of the other campers; make sure the other campers are safe and out of the way.
- Notify the Camp Director and KyMel Liaison .
- If you come into contact with the media, DO NOT SPEAK to them or allow anyone else in the group to do so. Refer them to the KyMel Liaison who will handle the media. Do not give out any information to anyone other than camp personnel or the authorities. Do not make any oral or written statements, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or any other persons involved.
- The Camp Director or KyMel Liaison, Medical Director or Committee Chairperson will be responsible for contacting the camper's parents or guardians.
- Gather all necessary information. What happened? How? When? Where? Who saw the accident? Where was the volunteer? Campers? Fill out an incident report immediately and return it to the Camp Director or the KyMel Liaison.

## Proper Lifting Technique

The following is promoted and encouraged among all campers and volunteers.

- Keep a wide base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other.
- Squat down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle.
- Keep good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- Hold the load as close to your body as possible, at the level of your belly button.
- Use your feet to change direction, taking small steps.
- Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move.
- Set down your load carefully, squatting with the knees and hips only.

Keep in mind:

- Do not attempt to lift by bending forward.
- Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.

## Bat Protocols

Bats are common at Camp Aldrich and are very helpful in keeping the mosquito population controlled. It should be noted that one cannot contract rabies by simply being in close contact with a bat nor by being in contact with bat guano (feces). The following situations would necessitate implementing the bat exposure protocol (see below):

- If a person awakens to find a bat in the room
- If you find a bat in a room with an unattended child who is unable to tell you if they were bit
- If you see a bat near a person with a disability who may not know if they were bit
- A confirmed bat bite

### Bat Exposure Protocol

- If there is a suspected bat exposure, notify the Camp Director, KyMel Liaison and Medical Director
- Take note of all campers or volunteers that have been exposed.
- If there is a known bite/wound, cleanse the wound with soap and water.
- Contact the Barton County Health Department (BCHD) at 620-793-1902 to notify of exposure as soon as possible and within 48 hours. The state Epi hotline is also available at 877-427-7317 with any questions. The Camp Director has emergency contact information for the health department staff if needed. Camp Hope will work with BCHD in implementing rabies post-exposure prophylaxis if needed.
- Close the cabin(s) where the exposure occurred for the duration of camp. KyMel Liaison will arrange new sleeping arrangements.
- The camp will work with the Barton County Health Department (BCHD) in arranging for a professional animal control person to catch the bat(s), if needed. If such person is unavailable, the Camp Director will ask the Camp Ranger, or another designated person, to attempt to catch the bat(s). If this person is Camp Hope personnel, they will follow the bat-capture protocol (see below). Camp Hope will work with the BCHD in arranging for rabies testing as necessary.
- Inspect all other cabins to insure there is no evidence of bats.
- Notify all affected families.
- If post-exposure rabies prophylaxis was initiated, Camp Hope will work with BCHD to insure appropriate follow-up is arranged for Camp Hope campers and volunteers upon the end of camp.

### Bat Prevention Protocol

- Camp Aldrich should insure that all cabins have been sealed between September and April.
- Camp Aldrich should insure that all cabins have been appropriately bat-proofed prior to Camp Hope. This includes repairing/sealing any holes, screening all vents, replacing any damaged or poor quality window screens, and replacing damaged boards.
- Each cabin should be inspected for evidence of bats in the spring and again one week prior to Camp Hope. This inspection can be done by the Camp Ranger or someone appointed by the Camp Hope committee.
- The inspector should notify the KyMel Liaison immediately of any evidence of bats
- Campers and staff will be educated about the presence of bats during orientation. They will be instructed to notify the Camp Director immediately if any bats are seen in the sleeping cabins.



# Mental Health Policies and Procedures

Camp Hope has a mental health team on-site 24/7 to help address any urgent mental health needs. Non-mental health volunteers are allowed to try to address minor mental health concerns (i.e. homesickness). Any mental health emergency, or any situation where the volunteer feels like they need help, should be immediately reported to a member of the mental health team.

## Bullying

As a camp volunteer we rely on you to not only help identify and prevent bullying but also to intervene when it occurs. Bullying can have significant physical and emotional consequences for our campers and it can escalate quickly if nothing is done to stop it. Camp Hope has a ZERO tolerance policy for bullying.

### The Warning Signs of Bullying

- Unexplained damage or loss of clothing and other items
- Evidence of physical abuse (bruises and scratches)
- Loss of friends; changes in friends; lack of friends
- Reluctance to participate in activities
- Unusually sad, moody, anxious, lonely, or depressed
- Problems with eating or sleeping
- Headaches, stomachaches, other physical complaints
- Thoughts of suicide or revenge

### The Warning Signs Someone Is a Bully

- Gets into physical or verbal fights
- Have friends who bully others
- Are increasingly aggressive
- Blame others for their problems
- Don't accept responsibility for their actions
- Are competitive and worry about their reputation/popularity

### What You Can Do to Prevent Bullying

- Monitor for signs of bullying. Identify campers you feel might be at risk and watch them closely.
- Be available. Make campers feel comfortable talking to you if they have concerns.
- Take bullying seriously and stop it if it occurs.
- Be a good role model. Be respectful to other volunteers and campers.
- Report it. Make sure the camp director knows of the incident.

### If You see Bullying Occurring:

- Intervene immediately to stop it
- Remain calm
- Listen carefully and show support
- Don't tell the campers to "work it out" themselves
- Ask for details and tell them you can help
- Notify the Camp Director who will help them develop a response strategy
- Follow up with the camper to make sure the bullying is not continuing

# Child Abuse and Neglect

As a Camp Hope volunteer you may unfortunately be exposed to children who are being abused. Below are some general signs of child abuse and neglect. This list is by no means exhaustive. If you suspect a child is being abused notify the Camp Hope Mental Health Director or Medical Director. Do not try to investigate the situation yourself. Report any concerns you may have even if you aren't sure. Don't worry about being wrong.

Some campers may disclose abuse to you. If this occurs, listen to the camper's story and support them. Try to keep track of the details but do not feel obligated to ask questions. Once the conversation is over, inform the camper that you must notify the medical or mental health director. If the camper asks that the information not be disclosed, inform them that you want to help him/her and to do so means you must inform them of the situation. If this seems to upset the camper and there is a concern about flight risk/injury risk, do not leave the camper alone and call for help.

## Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn't seem to be attached to the parent or caregiver.
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

## Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and "on alert," as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

## Warning signs of neglect in children

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.

## Warning signs of sexual abuse in children

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn't want to change clothes in front of others or participate in physical activities.



## Suicide

Any symptomatic behavior needs to be considered serious, dealt with carefully and discussed with the Medical or Mental Health Director immediately. The KyMel Liaison and the Camp Director will be notified by the Medical Director. Make it clear to the camper that talking about thoughts and feelings is okay. Express concern, listen attentively, be empathetic and not judgmental and don't promise confidentiality. Stress that suicide is a permanent solution to a temporary problem, and remind them that there is help and things will get better. Most importantly, DO NOT assume you can help the camper by yourself.

# Homesickness

Homesickness is a common problem at camp. Techniques that can help include:

- Keep the camper busy and involved in activities. Distraction!
- Help them write a letter home.
- Do not say you will let them call their parents. That should be a last resort.
- Have consistent nighttime routines for the week (as much as possible)

The information below is what parent's are provided before camp regarding homesickness:

When a child leaves home, it can be tough on both youngsters and parents. Helping your child cope with homesickness is essential to his or her success in new environments.

The American Academy of Pediatrics offers the following guidelines on how parents can help their children adjust to new settings, including camp.

- Involve your child in the decision to spend time away from home to increase your child's perception of having control over the situation.
- Let your child know that homesickness is normal and offer coping strategies such as:
- Spending time with friends to distract the child from thoughts of homesickness (Camp Hope is FULL of activities to help with this too!)
- Doing something to feel closer to home, like writing a letter or looking at a family picture
- Talking to someone who can make you feel better
- Thinking positive thoughts
- Trying not to always think about loved ones at home
- Arrange two to three-day overnight trial runs at a friend's or relative's house so that your child can learn to feel comfortable using coping strategies. Ideally, the child should not call, but can write home. Provide pre-addressed envelopes and paper.
- Encourage your child to make new friends.
- Be enthusiastic about the new experience.
- Mark the period on a calendar, so your child can see that the time away is not an eternity.
- Never promise that you will pick your child up if he or she does not like the new experience; it expresses doubt in his or her ability to cope.

The Camp Hope staff is there to help your camper enjoy every minute of camp. The activities staff will help make sure your child is involved from the minute they arrive! We also encourage you to write to your camper often at the address provided on the parent packet. And as always, feel free to call us with any concerns!

Adapted from Arti Allam, 2007 American Academy of Pediatrics. AAP News PARENT PLUS.



# Emergency Policies and Procedures

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While we never expect to have a dangerous situation arise at camp, we should always be prepared. Know your surroundings. Be alert. The following policies are designed to assist however nothing can cover every situation so always use your best judgment to keep yourself and the campers safe.

## General

- Local authorities (i.e. police, fire, EMS, hospitals) are notified at least a week prior to camp starting the dates camp will be in session.
- The camp will work with the Camp Ranger to review annually the safety and security of the campsite and to identify and define acceptable solutions to any security problems.

## Rapid Response Team

Camp Hope has a Rapid Response Team in place to quickly address situations that arise at camp. Please note however that this never replaces your instincts. Should you feel like a situation warrants an emergency response you may always call 9-1-1.

- Prior to camp, a rapid response team will be created. This team will consist of the Director, KyMel Liaison and Committee Chairman at minimum. Other members may be added at the Camp committee discretion if they have skills that could be of benefit. In addition, area law enforcement (Great Bend and Claflin) will be notified that camp is in session.
- When this team is activated, the Assistant Director role will be to assure the continued routine functioning of camp while maintaining a heightened vigilance should the situation escalate.
- In the event the Director is unavailable, the Assistant Director will be on the team and the Activities Director will assume the role of Assistant Director.
- This team will have a pre-determined method of quick and private communication (different radio channel, cell phone app, etc.).
- This team can be activated at any time if there is suspicious activity at camp
- If the RRT is activated, the Camp Ranger and 9-1-1 will be immediately notified.
- The RRT does not replace 9-1-1. Any volunteer may call 9-1-1 at any time should they deem it necessary.

## Important Numbers

• AMBULANCE/FIRE/SHERIFF	911 OR 620-793-1920
• University of Kansas Hospital-Great Bend	620-792-8833
• Direct Line to Lab	620-791-6237
• Medical Park Pharmacy	620-792-1221
• Camp Aldrich Dining Hall	620-786-7458
• Rosenburg Family Dentistry	620-792-4205

# **Emergency Communication Procedure**

- Every activity will be staffed by someone with a cell phone and/or walkie-talkie for emergency communication.
- The Camp Director, KyMel Liaison, Committee Chairperson and the Medical Director have cell phones available at all times.
- No one will be allowed to use cell phones during an active evacuation unless authorized to do so.
- The Camp Director, KyMel Liaison, Committee Chairperson, all medical staff, Camp Ranger, and designated volunteers will carry the two-way walkie-talkies that will be set to Channel 2. This is not the normal channel but is in direct communication with the Camp Ranger.
- The KyMel Liaison will be responsible for contacting and remaining in contact with the KyMel board of directors.
- Parents and guardians of campers will be notified by a member of the Camp Hope planning committee if needed.
- Only the Camp Chairperson, KyMel Liaison or Media Liaison may communicate with media.

For an emergency that warrants an ambulance, the fire department, or the Sheriff, call 911 immediately. Once the appropriate responder has been called, please notify the Camp Director, who in turn will notify the Camp Ranger. Emergencies may be reported via cell phone or from one of the camp phones, which are located:

- Dining hall kitchen

## **Evacuation Procedure**

The Camp Ranger will notify the Camp Director and KyMel Liaison if an evacuation of the camp is required. The camp will be in contact with the Sheriff's Department as to the procedures to follow and the location the camp will go to.

- The Camp Director or other designated person will sound the emergency signal. All campers and volunteers should begin emergency procedures immediately and head to the dining hall parking lot. Stay in radio communication on channel one until advised otherwise.
- If an evacuation is necessary, the Camp Director, KyMel Liaison, or Camp Ranger will provide instructions including vehicle assignments. All persons will be divided up and loaded into camp and staff vehicles and transported to a safe area.
- In the event that the main road leading into camp is blocked or inaccessible and an evacuation is necessary, the following alternative evacuation procedure will be followed:
- The Camp Director or KyMel Liaison will notify proper authorities, including the Camp Ranger.
- If the Camp Ranger provides an alternative plan, his/her plan will be followed.
- In the event that Highway 156 is blocked or is inaccessible, the Camp Ranger or other public authority will advise the camp on proper evacuation procedures.
- The Medical Director and Head Nurse and other medical personnel will ensure that all medical forms, prescription drugs, and emergency supplies will be transported to the evacuation site.

## **Incident Reports**

All volunteers/staff are required to complete a written incident report for any accidents, emergencies and "near misses" that they witness, regardless of whether harm or injury occurred. Volunteers may ask their department chair for an incident report at any time. All incident reports are reviewed immediately by the executive team at camp (Camp Director, Camp Chairperson, Board Liaison and Medical Director) who will make recommendations for any necessary immediate changes to camp. The full camp committee will review all incident reports at the first meeting following camp and also make recommendations as needed.

# Active Shooter

In the unlikely event of an active shooter situation at camp, you should be aware of our official Camp Hope policy. Our policy is Run, Hide, Fight. This policy was developed with direct input from law enforcement. Always be aware of your surroundings and have an escape plan in mind.

- If you see a shooter, immediately start yelling and screaming “Active Shooter! Gun! Active Shooter!” Do not try to negotiate or talk with the shooter.
- Someone with a walkie-talkie should broadcast “Active Shooter. At (location). Gun. Active Shooter. At (location).”

## RUN

- Upon hearing the warning, everyone should RUN.
- Tell your campers to run. Run away from the shooter location. Run as far as you can. Do not worry about where you are running to, just run as far away as possible. A set meeting place will not be pre-determined in order to avoid people running towards the shooter and to prevent us being congregated in one location. Once the situation has ended, the local police will help us re-gather. You can also call the authorities to let them know of your location once safe.
- Run in a zig-zag way to make yourself a harder target
- Run even if you are not in the same location as the shooter. Do not go to lockdown. Run.
- Make every attempt to gather your campers and stay as a group. If danger is imminent, just yell RUN and get to safety. The campers will follow your lead.
- If a camper is unable to run, assist them in whatever means necessary (gator, carry, etc) but if unable to run then assist them in hiding.

## HIDE

If running is not possible, then HIDE.

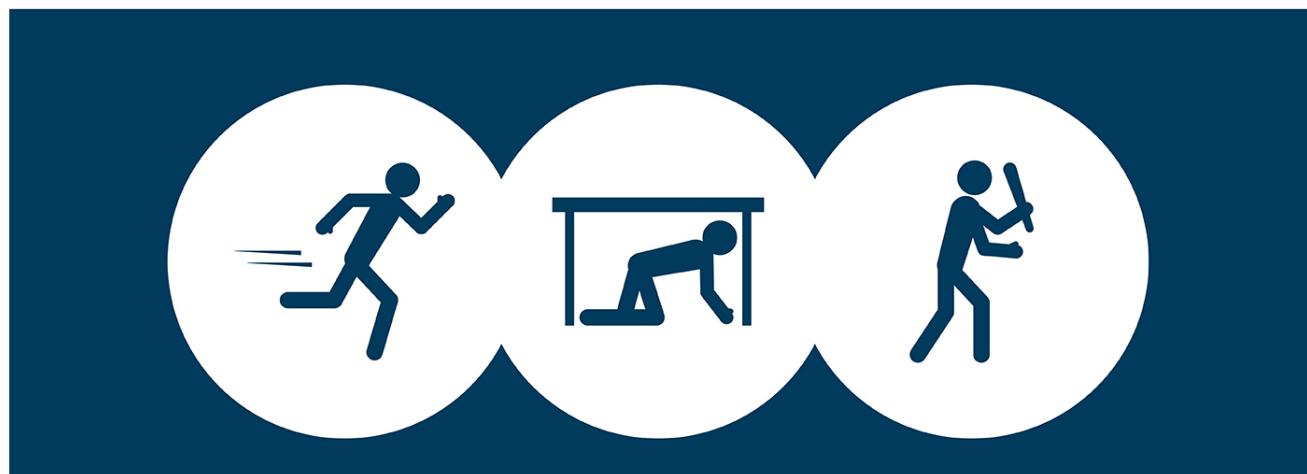
- Hide outside the shooter’s view
- Block entry to your hiding place and lock all doors if possible
- Silence all cell phones, walkie-talkies or other noisy devices

## FIGHT

If you are not able to run or if your hiding place has been discovered, FIGHT.

- Use anything available to fight. Fire extinguishers. Bug spray. Suitcases. Anything you can throw or hit with.
- Barricade doors and windows with tables, beds and anything you can find.

While we never expect this to happen, it is good to be prepared. Start thinking now about what you would do in such a situation. Your mindset will help decide the outcome. Be prepared.



# Intruder

Anybody not wearing a Camp Hope badge (camper, volunteer or visitor) is considered an intruder until proven otherwise. There are 3 situations to consider. Is the person:

- An innocent intruder (i.e. someone from the media or camp visitor who hasn't been checked in yet)
- A suspicious intruder (you see someone wandering the camp ground you don't recognize, someone enters the dining hall asking odd questions); any unauthorized vehicle or persons on camp property
- An immediate threat (an active shooter or someone making threats to camp)

## **Innocent Intruder**

- If the situation seems safe and legitimate, you may ask the person what purpose they have at camp and then notify either the Camp Director/Assistant Director or the Media Director.

## **Suspicious Intruder**

- The Camp Director should be notified immediately. If unavailable, notify the Assistant Director. They will then mobilize the Rapid Response Team who will notify the director and call 9-1-1.
- The Camp Director, or their designee, will then notify the volunteers of suspicious activity via radio. At this point volunteers should make sure all campers are accounted for and be very aware of their surroundings. Houseparents should be ready for a roll call. Plan an escape route at that time. Try not to alarm the campers but be vigilant and be ready to take action.
- Do not approach the person. If they approach you, let them know that someone will be there soon to assist them. Try to observe the make, model, and license plate of his/her vehicle and note any distinguishing characteristics of the intruder.
- The Director, or a member of the RRT, will assess why the person is there, explain to the person that they are on private property and assist as needed. If they do not have official business the Director will politely ask them to leave. If they do not leave, the Camp Ranger will escort them off the property.
- If the suspicious person is unable to be located and was not visualized leaving camp, the Camp Ranger and/or members of the RRT do a sweep of the camp with a master key. They will lock each building once it is deemed clear.

## **Immediate Threat**

- If at any time the intruder poses an immediate threat to camp, follow the Active Shooter Policy and call 9-1-1

## **Nighttime Intruder**

- If an intruder is suspected at night, notify the Camp Director, or Assistant Director, immediately. The Camp Director will contact security (when available) and activate the Rapid Response Team. Quietly inform other staff members in your cabin of the situation. If you feel that the campers are at risk, notify the volunteers in the cabins to lock the cabin doors.
- If you feel that there is an immediate threat, follow the Active Shooter Policy.

## **Off-Site Intruder**

- During an off-site trip, ensure that the buddy system is always used and that campers are supervised at all times. If someone is behaving inappropriately or suspiciously, gather the entire group together. Notify the Camp Director/Assistant Director
- If a camper encounters an unfamiliar person on camp, he/she should immediately inform a volunteer. Campers should never be alone at any time. Teach them to never approach the stranger.

## Fire

- In the case of any type of fire an alert will be placed over walkie-talkie. The alert will announce the location of the fire and further instructions. Unless otherwise noted in the instructions, proceed immediately to the basement of the dining hall for roll-call. Following roll call everyone will gather upstairs in the dining hall. If the location of the fire makes the dining hall inaccessible an alternative meeting location will be provided via walkie-talkie. You must pay attention to walkie-talkie instructions at all times.
- Volunteers should use their best judgement in picking the safest evacuation path to reach the meeting area. If the group is unable to reach the meeting area then move away from the fire as quickly and safely as possible. Contact the Camp Director by walkie-talkie to relay your group's exact location and head count.
- If the fire is in a cabin or building a volunteer should lead the evacuation immediately. Lead the campers away from the fire (upwind or downhill). Another volunteer should immediately radio that there is a fire and which building the fire is in. The Camp Director will then announce the meeting location and everyone should proceed to that location. The KyMel Liaison will contact the Camp Ranger. Other volunteers should only attempt to contain the fire if it is absolutely safe to do so and only after ensuring the campers are safe and monitored. Use a rake, shovel, water, or fire extinguisher. Use good judgment and do not risk injury to yourself, campers or other staff.
- Keep calm at all times and work together to keep the campers calm as well.
- Fire is unpredictable thus no single protocol will work in every situation. Use your best judgement in planning an evacuation route for yourself and the campers.

## Missing Person/Kidnapping

- If a camper is taken from camp without the expressed and direct approval of the Camp Director, immediately notify the Camp Director who will notify the KyMel Liaison. Get a description of all persons involved if possible (make, model and license plate of the vehicle, hair color and style, clothes, height, weight, etc.) The KyMel Liaison or Camp Director will call 911.
- If a camper is discovered to be missing, notify the Camp Director who will notify the KyMel Liaison immediately.
- Remain calm and ensure that at least one volunteer stays with the current group of campers.
- Determine where and when the camper was last seen. Try to find out any information about the situation that the camper was last in. Discover, if possible, the state of mind of that camper. Was he/she depressed or angry, threatening to run away? Did he/she tell anyone where he/she was going; was he/she near any dangerous surroundings?
- Do a search of the immediate area. Enlist the help of other volunteers who are not supervising campers. Check the camper's cabin or tent site, all bathrooms, the shower house, and the dining hall. Ask people if they have seen the camper or know where he/she is.
- Check with the camper's friends to see if they know where he/she may be or if he/she may have said anything recently.
- If necessary, the Camp Director will supervise an all-camp search. If the camper is not found within 20 minutes, local search and rescue authorities will be contacted. The parents of the camper will be notified by the KyMel Liaison or Committee Chairperson at the same time.
- Ensure that the other campers are safe, supervised, and cared for. Keep them involved in their activities. Do not allow campers to try to search for the camper. Make sure that other campers do not leave the area without a volunteer.
- Complete an incident report and return it immediately to the Camp Director.

# **Tornado/Severe Thunderstorm Warning**

When the National Weather Service issues a tornado warning for Barton County, the Barton County Sheriff Department notifies the Camp Ranger and Camp Hope. Volunteers will use the following guidelines:

- Everyone should take cover by going to a shelter area. The location of shelter area is posted near the entrance of each building on bright yellow paper. The shelter area for all buildings is the basement of the Dining Hall.
- When away from camp, if at all possible, get campers into buses or other protected areas to wait out the storm. Vehicles are extremely risky in a tornado. There is no safe option when caught in a tornado in a car, just slightly less-dangerous ones. If the tornado is visible, far away, and the traffic is light, the driver may attempt to move out of its path by moving at right angles to the tornado. Seek shelter in a sturdy building, or underground if possible. If unable to find a safe place outside the car, stay in the car with the seat belt on (if available). Put your head down below the windows; cover your head with your hands and a blanket, coat, or other cushion if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.
- If no shelter is available, keep campers away from open areas or tall trees, avoid moving about, and sit or kneel until it is safe to resume activities.
- When a tornado is directly threatening the Camp Aldrich area, the siren will blow.
- All houseparents will check a list of those campers under their supervision and will immediately take campers to the dining hall basement. Houseparents will give their name lists to the Houseparent Director who will check off all names against the master roster. A designated volunteer will be responsible for making a sweep of all buildings to assure that no one is left behind.

## **Utility Failure**

- If the water system fails, the Camp Director should be notified first and then he/she will contact the KyMel Liaison and then he/she will contact the Camper Ranger. The Camp Ranger shall assess the situation and handle all repairs.
- If a power outage occurs, the Camp Director should be notified first and then he/she will contact the KyMel Liaison and then he/she will contact the Camper Ranger. If a downed power line occurs, make sure everyone stays clear of the line and no one attempts to touch it.
- If an electrical fire occurs, sound the emergency alarm and follow the fire procedures. Never use water on an electrical fire. Use a fire extinguisher or baking soda located in the kitchen. Try to turn off the circuit breaker.



# Appendix

# Camp Hope Planning Committee

Mike Aylward, Hoisington, KS  
Logistics Director

Pam Brown, Chanute, KS  
Assistant Kitchen Director

Alice Boutz, Bel Aire, KS  
Mental Health Director

Eric Boutz, Wichita, KS  
Houseparent Director

Amanda Bretches, Kansas City, MO  
Activities Director

Andy Bukaty, DO, Fairway, KS  
Medical Director

Jaime Cockerham, Kansas City, KS  
Media Director

Lorraine Davis, RN Wichita, KS  
Nursing Director

Sara Fanous, Memphis, TN  
Child Life Specialist

Chianna Hemken, Larned, KS  
Camp Director

Carol Losew, Wichita, KS  
Arts and Crafts Director

Gina McGowan, Ellsworth, KS  
Houseparent Director

Gail Moeder, Great Bend, KS  
KyMel Liaison

Kyle Morris, Topeka, KS  
Assistant Activities Director

Tasha Pounds, RN Overland Park, KS  
Nursing Director

Rick Rein, Salina, KS  
Assistant Director

Judy Wagner, Apple Valley, CA  
Yearbook/Photography Director

Camelle Wassenberg, Larned, KS  
Kitchen Director

Bryan Wohlwend, MD, Kansas City, MO  
Chairperson



# KyMel, Inc Board of Directors

Dr. Bryan Wohlwend, Kansas City, MO  
President

Gail Moeder, Great Bend, KS  
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Dan Kopshinsky, Olathe, KS  
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Eric Giovanni, Kansas City, MO

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Katie MacDougall, Kansas City, MO

Jason Schmitt, Beloit, KS

Dr. Allison Taber, Kansas City, MO

Tim Uryasz, Kansas City, MO

Judy Wagner, Apple Valley, CA

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Dalton Risner, Minneapolis, MN

## Emeritus Members

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Sue Lunsford, Ponca City, OK  
Justin McGinnis, Wichita, KS  
Ken Miller, Salina, KS  
Leta Nelson, McPherson, KS  
Janelle Hilger, Kansas City, MO

# Goals of Camp Hope

## **Goal: To provide campers with a safe, supervised camping experience**

Outcome Objectives:

- Maintain ACA accreditation
- Maintain volunteer to camper ratios per ACA standards.
- Orient all volunteers to the policies and procedures of camp.
- Have a least one physician on site 24/7 while camp is in session.
- Keep all medical protocols up-to-date and have them reviewed annually by an oncologist
- Keep all policies and procedures up-to-date and reviewed annually by the committee

## **Goal: To provide a fun, interactive camping experience for youth who have, or have had, cancer**

Outcome Objectives:

- Have at least 50% of campers/families and volunteers complete a post-camp survey about the experience
- Provide a variety of activities designed to have campers interact with each other
- Provide a variety of activities that are either designed, or easily adapted, to allow participation of youth with special needs

## **Goal: To provide a camp setting where all campers feel supported, safe and respected**

Outcome Measure:

- Campers will complete the ACA Camp Connectedness questionnaire while at camp with the goal being that 75% of campers ages 10 and up report feeling an increase feeling of connectedness as a result of participating in Camp Hope.

## **Goal: To increase a camper's ability to develop positive relationships, as the benefits of a positive support system for youth with chronic illnesses are well known**

Outcome Measure:

- Campers will complete the ACA Friendship Skills (detailed version) while at camp. The goal will be that 50% of campers ages 10 and up show an improvement in their ability to build and maintain friendships because of their experience at camp.

Our volunteers play an active role in making sure we meet these goals. You can help by:

- a. Be present and develop relationships
- b. Observe and listen to the campers; show authentic interest in their thoughts and opinions
- c. Ask questions
- d. Check-in with campers at least once daily
  - How are they doing?
  - Is there anything challenging at camp for them?
  - What is their favorite part of the day?
  - Do they need anything?
- e. Ask age-appropriate questions to small groups to stimulate discussion and face-to-face interaction
- f. If one camper seems to not be engaging, try personally asking them and another camper (one you think could become a friend) to play a game or activity, just the three of you.
- g. Point out acts of kindness you witness and provide positive reinforcement; encourage campers to point out acts of kindness
- h. Volunteers are there to supervise, not be a buddy; be sure to enforce the policies in this manual.

# Camper Code of Conduct

Prior to Camp Hope, it is expected that each camper and parent or guardian review and sign the following Camper Code of Conduct:

Before every sporting event, the coach, players, and officials review the ground rules. Likewise, Camp Hope has its own “ground rules” that all campers are required to follow. The rules are needed so that all participants can have the best camp experience possible.

The parent(s) or guardian(s) of each camper is (are) required to read/discuss the following ground rules with their child. A form stating that this has occurred must be signed and returned with the camper application before the child can attend Camp Hope.

1. I will cooperate with my houseparents, other volunteers, and camp staff members in all camp activities.
2. I will be responsible for my actions and behavior so that they do not interfere with the enjoyment of the camp by other campers and volunteers.
3. I will listen and be quiet when others are talking because I want them to do the same for me.
4. I will represent my family and the KyMel Inc’s Camp Hope positively at all times while at camp.
5. I will be respectful of camp property and the property of other campers and volunteers. Camp Hope is not responsible for lost items. Please keep this in mind when deciding what to bring to camp (e.g., jewelry, CDs, money, electronic equipment).
6. I will follow the rules established by the camp facility and Camp Hope, including:
  - The use of tobacco, drugs, or alcohol of any kind while at camp is not allowed.
  - Campers are not to leave the campground unattended once they arrive at camp.
  - Campers are not permitted to drive vehicles at camp.
  - Guideline for the length of shorts is “fingertip length”
  - High heel and platform shoes should ONLY be worn for the dance.
  - Cell phones will be turned in at the beginning of camp to the Camp Director or KyMel Liaison. Camper may request to use their cell phone under the supervision of their houseparent to call home. Campers may see volunteers using their cell phones, however they can only be used by volunteers during their OFF HOURS or for Camp Hope use.
  - Campers are to return to cabins at night with houseparents and to remain in the cabin after lights out.
  - Swearing, lewd jokes and language, and suggestive clothing are not permitted at camp.
  - Animals, except approved service animals, are not allowed at camp.

Camp Hope cannot schedule around certain behavior problems. Campers who cannot control themselves and follow the rules of Camp Hope may be subject to corrective action or three strikes policy.





## Suggested Clothing and Equipment for Camp

### LUGGAGE LIMIT – ONE large suitcase per person (up to 29”)

\*\*LABEL ALL ITEMS YOU BRING TO CAMP\*\*

✓	ITEM(S)	✓	ITEM(S)			
	Hat (for sun protection)		1 flashlight with extra batteries			
	1 warm jacket		1 sweater or sweatshirt			
	2-3 pairs of jeans*		6-7 shirts			
	6 pairs of shorts		1 raincoat or light jacket			
	2 pairs of closed toe shoes		2 pairs of pajamas and a robe			
	7-9 pairs of socks		9 pairs of underwear			
	1 appropriate one piece or tankini bathing suit <b>(NO BIKINIS PERMITTED)</b>		1-2 towels for swimming or swimsuit cover up			
	Toiletry articles – soap, toothpaste and toothbrush in plastic containers		Towels and washcloths			
	Sunglasses (if desired)		Laundry bag or pillowcase for dirty laundry			
	Pillow, sleeping bag or blankets and sheets (one bag is allowed for this in addition to large suitcase)		Sunscreen will be provided, unless special type is needed.			
	Insect repellent will be provided, unless special type is needed.		Large drinking mug or cup (for water)			
	Reading material		Disposable camera recommended			
	Musical instrument/sheet music (if performing in the talent show)		<b>Dance Costume</b>			
	Medications (if needed)		Earplugs/sleep mask for sleep			
	<b>*Long pants are required for some activities, such as fishing! We also do get cool temps*</b>					
<b>*Packing Hint for Younger Campers*</b>						
Individually bag clothes by day. Label each bag Monday, Tuesday, etc. Large ziplock bags work well. Helps out the houseparents and the kids know what to wear each day.						

In order to help prevent injuries at camp, the Medical Committee has implemented the following guidelines for appropriate footwear at camp:

- Flip-flops/Swim Shoes will be allowed **ONLY** at the pool, shower-house and water park.
- Sandals/Clogs will be allowed during quiet activities (i.e. crafts, board games) and the dance.
- Tennis Shoes/Athletic Shoes will be **REQUIRED** for any physical activity including running, sports, long walks, fishing, etc.
- It is highly recommended that socks be worn with shoes to prevent blisters.
- We also recommend bringing two pairs of tennis shoes in case one gets wet, dirty, etc.

Please be aware that inappropriate footwear may prevent you from participating in many of the fun camp activities, so please pack accordingly.

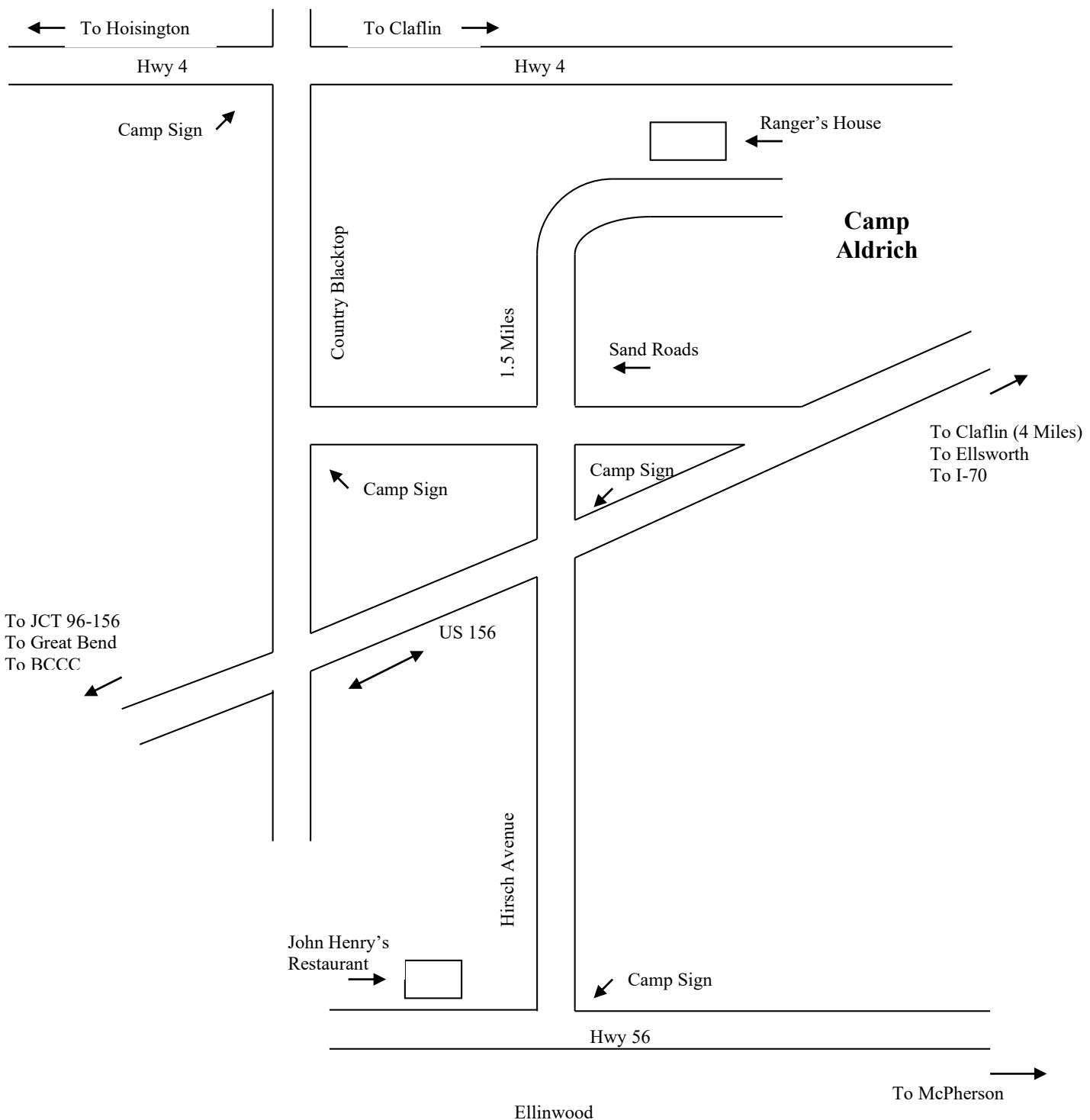
Please keep in mind that Camp has a dress code. Please, no spaghetti straps, plunging necklines, short shorts, clothing with offensive language/symbols or bare midriffs. **Remember the 3 B's: No bosoms, bellies or bums!**

\* KyMel, Inc is not responsible for lost, stolen, or damaged items.

\*\*\* All clothing and other items need to have names clearly written on or attached to them. \*\*\*

**2026 Dance Theme: Touch the Sky**

# Directions to Camp Hope



**Camp Aldrich Conference Center**  
**884 NE 110<sup>th</sup>**  
**Claflin, Kansas 67525**  
**620/786-7458**

Do not send mail to this address. It will not be delivered!

# Orientation

Orientation is vital to having a safe, fun camp experience. All volunteers will have orientation prior to campers arriving. We expect volunteers to arrive at camp having read this manual and completed any pre-camp assignments. Topics during volunteer orientation will include, but is not limited to:

- General Camp Overview
  - Camp mission and goals
- General Policies
  - Personal device policy
  - Drug/Alcohol/Smoking policies
  - Social Media Policies
  - Sexual Harrassment Policy
  - Diversity and Inclusion
  - Discipline Policies and Volunteer Rights
  - Confidentiality and HIPAA
  - Privacy
  - Media Policy
- Camp Facilities and Environment
  - Overview of potential hazards and camp boundaries
  - Overview of environmental programs (i.e. recycling)
  - Respect for the camp
  - Rules and Safety for specific activities (i.e. pool, fishing)
- Camper Supervisor
  - Ratios and exceptions to standard ratios
  - Campers with special needs
  - Avoiding 1:1 situations and what to do
  - Camper Discipline Policies
- Medical Policies
  - Medications locked at all times
  - Emergency medication and PRN medications
  - Personal rights to confidentiality
- Mental Health (led by Mental Health Director)
  - Trauma and Trauma Responses, including coping with death
  - Grief and common mental health issues faced by campers
  - Handling minor emotional crisis (until mental health specialist arrives)
  - Empathetic responses
  - Bullying
- Vehicle Safety
  - Bus Rules
  - Gators/Golf Carts
  - Driver Training (for applicable volunteers)
- Active Threat Training and Rehearsal\*
- Missing Person Training and Rehearsal\*
- Fire and Tornado Training and Rehearsal\*
- Specific Departmental Training led by department leaders

\*Prior to camper arrival volunteers will be trained on how to respond and what steps that need to be taken in order to ensure camper safety. Campers and volunteers will then participate in mock drills of the above situations. Following the drills, campers and volunteers will have an opportunity to debrief and ask questions about the processes. Mental health volunteers and Camp Leadership will be available should individuals want to discuss any concerns outside of the large group setting.

# I Shall Prevail

by Garrett Porter

I shall prevail, I'm gonna climb,  
One step, one block, one mile,  
One day at a time.

I shall prevail, I'm gonna win,  
And now is the date and the time,  
And the place that I'll begin,  
I shall prevail, I shall prevail.

I shall prevail and you shall too,  
Reach out! Take my hand!  
Together we'll journey through  
All the (CLAP) hardship and pain,  
the feeling you're alone,  
We'll transform with our love  
into the joy of eternal hope,  
We shall prevail, we shall prevail.

We shall prevail, we're gonna climb,  
One step, one block, one mile,  
One day at a time.

We shall prevail, yes, we're gonna win,  
Cause whatever it takes, that's what (CLAP) we're gonna give,  
We shall prevail, we shall prevail.

CAMP HOPE!



## Dear Abby

Song leader sings the Dear Abby, such as:

Dear Abby, Dear Abby  
I have something to say

Reading this manual really showed me the way  
I learned all the rules and I feel very wise  
I must tell Barb this to get me a prize.

Signed, Camp Hope volunteer

Then the camp responds:  
Dear Camp, Dear Camp  
You have no complaint

You are what you are and you ain't what you ain't

So listen up buster and listen up good

Stop wishing for bad luck and knock on wood (pound on table twice)

Signed, Dear Abby

# Volunteer Job Descriptions

## Job Requirements

All volunteers need to perform the following essential functions:

- Uphold the policies and procedures of KyMel and Camp Hope including all safety regulations and emergency procedures.
- Pass a background check.
- Possess the qualities of integrity and adaptability and be of good character.
- Have the desire, willingness and ability to work and communicate with children and volunteers in a camp setting.
- Provide necessary instructions to campers.
- Observe camper behavior and assess its appropriateness.
- Apply appropriate behavior management techniques.
- Use visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
- Be physically able to assist campers and volunteers in an emergency.
- Be physically able to participate in camp activities.
- Be physically able to maneuver throughout camp on own accord.
- Attend staff meetings during camp.
- Accentuate the positive in all campers and fellow volunteers.
- Report all accidents and illnesses to the assigned member of the medical staff immediately.
- Remember that activities are for the campers. Volunteers are there to engage with campers, and to assist with and teach the activities.
- Be able to live in a group situation such as a cabin and be comfortable in group settings and noisy environments (i.e. dining hall)
- Be able to adapt to fast-changing, sometimes stressful, situations
- Must be at least 19 years of age

## General Volunteer Duties

- Attend orientation sessions and be responsible for knowing and implementing the Camp Hope policies and procedures.
- Assist campers in learning new skills, developing new hobbies, and experiencing the adventure of camp in a safe environment.
- Work with medical staff to safeguard the campers under your care.
- Know the Camp Hope rules and procedures thoroughly and follow them.
- Be enthusiastic at all times and be ready to enjoy your day—and to help the campers to enjoy theirs.
- Remember that activities are for the campers. Volunteers are there to assist and teach the activities.
- In order to prevent communicable diseases, campers and volunteers must sleep head to toe in the cabins.
- 11:15 p.m. lights out applies to all volunteers no matter the work assignment, unless prior approval is obtained from a supervisor.
- Actively participate in camp activities and participate in all activities with assigned campers.
- Be courteous to your fellow volunteers.
- Carry out established roles in enforcing camp safety regulations.
- We expect you to enforce all camp rules.
- Learn indirectly from campers what it is like to live with, through, and beyond cancer.
- Know your limitations and be ready to request help, in any form, when necessary.

# Activities Volunteer

## Desired Qualifications:

- Ability to direct group and/or individual activities.
- Serve as a positive role model in interacting with others.

## Responsible To:

Activity Director

## General Responsibility:

Ensure that the campers' needs are met and participate in camp programs.

## Specific Responsibilities:

- Initiate and participate in assigned activities during the camp.
- Coordinate with Activities Director, Camp Director, and houseparents for any possible changes in procedure or schedule.
- Always work with or inform house parents regarding discipline or any other decisions concerning the campers.
- Have all campers assist with the clean up of arts/crafts supplies and other equipment used for activities (balls, clubs, etc.)
- If a houseparent leaves a child in your care, the child is to remain in your care until you are notified otherwise by the child's houseparent.
- Assist campers in respecting others, working together, and developing a sense of group identity.
- Learn indirectly from campers what is like to live with, through, and beyond cancer.
- Report all accidents and illnesses of campers to the medical staff assigned to your activity.
- Discuss any problems with the Activity Director.
- Keep your groups at a maximum of 5 campers to 1 volunteer ratio. This means if you intend to take a group of campers anywhere, make sure you have adequate supervision.
- Each person chosen as an activity volunteer will be asked to lead or assist with activities.
- All safety regulations will be established by the volunteer in cooperation with the Camp Director and Activity Director. As appropriate, all hazards will be reported by the Activity Director. The medical staff will review all health considerations relating to the activity.
- Assist the houseparents and help monitor campers during activities



# **Creative Volunteer**

## **(Crafts, Newsletter, Photography)**

### **Desired Qualifications:**

- Ability to direct group and/or individual activities.
- Serve as a positive role model in interacting with others.
- At least 19 years of age.

### **Responsible To:**

- Department Lead (Newsletter/Media Director, Photography/Yearbook Director, Crafts Director)
- Activity Director

### **General Responsibility:**

Ensure that the campers' needs are met and participate in camp programs.

### **Specific Craft Responsibilities:**

- Be able to teach campers how to do a craft project and assist them when needed
- Be able to multitask as there are multiple craft projects happening at one time
- Monitor crafts to make sure volunteers are not taking crafts that are only for campers.

### **Specific Newsletter Responsibilities:**

- Have an "ear and eye" for stories that campers' parents will enjoy reading.
- Ability to take newsworthy photos that show campers enjoying camp activities.
- Good writing skills and ability to write concisely.
- Help ensure all campers are represented in the newsletter
- Work with houseparents and other volunteers to collect stories and pictures for the newsletter.

### **Specific Photography Responsibilities:**

- Have experience in photography
- Have a good eye at capturing memories
- Work with houseparents and other volunteers to make sure all campers are getting included in photographs

### **Other Responsibilities:**

- Initiate and participate in assigned activities during the camp.
- Be willing to work wherever needed in activities when asked.
- Coordinate with Department Director, Activities Director, Camp Director, and house parents for any possible changes in procedure or schedule.
- Follow all other Activity Volunteer Responsibilities



# Houseparent Volunteer

## Qualifications:

- Understand the developmental needs of children.
- Serve as a positive role model in interacting with others.
- At least 21 years of age.

Responsible To:  
Houseparent Director

General Responsibility:  
Assume the parental role for campers attending Camp Hope.



## Specific Responsibilities:

- Protect the physical, emotional and social needs of assigned campers.
- Work with at least one other houseparent in a cabin group.
- Learn the names of each camper in the cabin group.
- Supervise the daily care of campers.
- Instruct campers in emergency procedures.
- Stay with your group at all times. If some of your campers are to be away from your group, know where they are and under whose supervision at all times.
- Return to the cabin after the evening has ended and stay with the campers.
- Report behavioral issues to the Head Houseparent who in turn will report the concerns to the Camp Director as necessary.
- Work with medical staff to safeguard the campers under your care.
- Take responsibility for your campers' personal cleanliness and appearance, especially daily showers and clean up before meals.
- Please make sure that campers shower, brush their teeth and change clothes every day.
- Keep sleeping quarters clean.
- Instruct your campers to properly care for their belongings, to keep cabin and bunk areas neat, and to empty the trash on a daily basis.
- Rotate duties (e.g., putting kids to sleep, waking them up, taking them to showers, supervising campers, playing with them).
- Be considerate and respectful of other HP's in your group and share the work load equally.
- If you have a conflict with one of the other HP's in your group, attempt to resolve it between you. If unable to do so, bring the issue to the Director of HP's.
- Remember campers' parents. Set up a time when you and your campers write a letter home.

## Houseparent Role in General Camp Activities

Remember, you are the campers' parent for the week. Houseparents will be broken down into teams and each team will be assigned a specific group of children, based on age, to supervise for the week. You and your teammate(s) are responsible for these campers at all times unless otherwise noted. You should work with your team to delineate roles and to provide coverage when needed (i.e. your shower time).

## Houseparent Role in Routine Health Care

The Camp Director and members of the medical team are charged with the overall supervision of routine health care of the campers. However, house parents have an integral role in the supervision of campers' health care needs. House parents are charged with managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition, hygiene). House parents are responsible for observing for and reporting to the designated member of the medical team or medical director any signs and symptoms of illnesses or injuries that may be present among the campers.

# Kitchen Volunteer

## Qualifications:

- Desire to work in the food service area.
- Ability to read menus, weights, and measures.
- Ability to work well with others.
- Ability to accept supervision.
- Physical ability to meet assigned task.
- Knowledge and experience with kitchen equipment.
- Ability to assess condition of food.

Responsible to  
Kitchen Director

## General Responsibilities:

Assist in the preparation of the camp food service.

## Specific Responsibilities:

- Assist workers in preparing foods by performing any combination of the following tasks:
  - prepare vegetables
  - prepare poultry and meats
  - prepare breads
  - stir and strain soups and vegetables
  - weigh and measure foods
  - carry cooking equipment, including pots and pans
  - store foods
  - clean utensils and areas
  - distribute food and supplies
- Assist in any area of kitchen or dining hall, as requested by kitchen Director.
- Help unload and store supplies
- Help move supplies around kitchen.
- Report to kitchen at 6:45 a.m., ready for a long, tiring, but rewarding day!
- Carry out assignments as made by the head cook.
- The first obligation is to do your assigned duties in the kitchen. Your time spent with the campers is important but your obligation in the kitchen must be met first.
- The kitchen should be a pleasant, happy place. Each person must be served with a loving and caring attitude. Mealtime should be a happy time!
- Kitchen volunteers are encouraged to participate in activities after all kitchen duties are completed.
- Implement or follow policies and procedures.
- Use kitchen equipment safely.
- Operate electrical and mechanical equipment.
- Maintain appropriate inventory of food and supplies.
- Operate dishwasher while maintaining appropriate temperature.
- Determine cleanliness of dishes, food contact surfaces, and kitchen area.



# Logistics Volunteer

## Qualifications:

1. Ability to work well with others.
2. Serve as a positive role model in interacting with others.
3. Ability to lift and move large items.

## Responsible To:

Logistics Director

## General Responsibility:

Assist in preparation and tear down of daily camp activities.

## Specific Responsibilities:

- Participate in assigned activities during the camp.
- Coordinate with Activities Director, Camp Director, and house parents for any possible changes in procedure or schedule.
- Discuss any problems with the Logistics Director.
- Be ready to assist wherever needed. Duties can include making sure activities have enough water, running the AV equipment, monitoring walkie-talkies and more. Consider this the “behind the scenes” duties which are vital to the success of camp.
- Perform all other duties as assigned.



# Media Volunteer

## Qualifications:

- At least two years in a previous Camp Hope role.
- Possess a knowledge of Camp Hope history and procedure;
- Have an interest in working with journalists from various forms of media (i.e. television, newspaper, radio)

## Responsible to:

Camp Director (during camp)

Camp Hope Committee Chair (during planning)

KyMel Liaison

## General Responsibility:

- Coordinate and monitor the visitations of local journalists who will be reporting on Camp Hope in various forms of media.
- Provide a camp newsletter for all campers and volunteers.

## Specific Responsibilities:

- Work with the KyMel office to make sure media are invited to report about Camp Hope and to get their visits to camp scheduled.
- Work with the KyMel office to provide each visiting media person with a folder of basic information about Camp Hope and KyMel for journalists to use in their reports.
- Ensure that each visiting media person checks in and always wears the designated media badge .
- Inform each visiting media person of campers and volunteers who have not signed Publicity Release forms and therefore should not be interviewed or photographed.
- Accompany visiting media persons the entire time they are on the camp grounds or assign another Camp Hope committee member to accompany the visiting journalist.
- Inform the visiting media persons that campers are not to be questioned about their cancer, that the focus of the reports should be on their camp experiences.
- Ensure that a daily newsletter of camp activities and reports is provided to every camper and volunteer each day of camp and a minimum of two times during the rest of the year.
- Work with the KyMel to provide communications to volunteers and campers via email when requested.
- In case of an emergency, the camp media person will not speak or give any information to visiting media, will carefully monitor the visit so other volunteers or campers do not speak to the visiting media about the emergency, and will refer the visiting media to the KyMel, Inc liaison for information.

Jamie Cockerham  
Media Director



# Mental Health Volunteer

## Qualifications:

- Hold a professional license in the state of Kansas in a mental health field such as psychiatrist, psychologist, social worker, child life specialist, professional counselor, etc.
- Experience with children and young adults is desirable.
- Ability to originate, update, and/or monitor mental health needs, implement a mental health crisis plan, and maintain documentation.

## Responsible to:

Mental Health Director, Houseparent Coordinator (when applicable)

## General Responsibilities:

- Be available to help identify campers in need of mental and/or social support, develop plans specific for those campers, and/or provide extended support to those campers when needed.
- Be available to intervene in a mental health crisis for selected individuals in the camp.

## Specific Responsibilities:

- Communicate with the Medical Director, Mental Health Director, and Houseparent Coordinator regarding campers in need of special mental and/or social health support.
- Help identify, coordinate, and carry out plans of action regarding specific campers who need extra mental and/or social health support.
- If assigned to a specific camper with mental and/or social health needs, provide close support to him/her throughout the week while maintaining clear communication with the appropriate supervisory personnel, such as Medical Director, Mental Health Director, and Houseparent Coordinator.
- Monitor and intervene in any identified potential crisis situation involving a camper.
- Coordinate with Medical Director and Mental Health Director in a crisis situation to ensure proper care of the camper.
- Make necessary reports of suspected abuse, harm to self, or harm to others to the appropriate authorities.
- Complete documentation of any crisis situation or intervention to be kept in the camper or volunteer confidential file.
- Follow-up with camper parent as needed during and after a crisis situation.
- No provider will be expected to do anything outside of his/her scope of practice.



# Child Life Specialist

## Qualifications:

- Must be a Certified Child Life Specialist (CCLS), through the Child Life Certification Commission, a subsidiary of the Association of Child Life Professionals
- Experience with children and young adults is desirable.
- Ability to originate, update, and/or monitor social and emotional needs of campers and maintain documentation

## Responsible to:

- Mental Health Director, Houseparent Coordinator (when applicable)

## General Responsibilities:

- Be available to help identify campers in need of emotional/or social support, develop plans specific for those campers, and/or provide extended support to those campers when needed.
- Be available to support mental health specialist in mental health crisis

## Specific Responsibilities:

- Communicate with the Medical Director, Mental Health Director, and Houseparent Coordinator regarding campers in need of special mental and/or social health support.
- Help identify, coordinate, and carry out plans of action regarding specific campers who need extramental and/or social health support.
- If assigned to a specific camper with mental and/or social health needs, provide close support to him/her throughout the week while maintaining clear communication with the appropriate supervisory personnel, such as Medical Director, Mental Health Director, and Houseparent Coordinator.
- Coordinate with Medical Director and Mental Health Director in a crisis situation to ensure proper care of the camper.
- Make necessary reports of suspected abuse, harm to self, or harm to others to the appropriate authorities.
- Complete documentation of any crisis situation or intervention to be kept in the camper or volunteer confidential file.
- Follow-up with camper parent as needed during and after a crisis situation.
- No provider will be expected to do anything outside of his/her scope of practice.



# Nurse

## Qualifications:

- Licensed in Kansas either as a Registered Nurse or a Licensed Practical Nurse.
- Current BLS certification.
- Experience with children and young adults is desirable.
- Ability to originate, update, and monitor healthcare; maintain records; and implement the health care plan.

## Responsible to:

Head Nurse

## General Responsibility:

Maintain the individual healthcare regimens as previously prescribed by camper's personal physician.

## Specific Responsibilities:

- Be aware of any known medical problems the campers might have and be prepared to deal with medical problems.
- At least one member of the medical staff must be available at all times and be equipped with a first-aid backpack and walkie-talkie.
- Notify houseparents and activities volunteers of any medical problems, as information is available.
- Follow Camp Hope medical protocols.
- Dispense medications as directed by a camp physician or per established medical protocols
- Will not be responsible for giving chemotherapy, unless licensed to do so and comfortable doing so
- Assist with basic first-aid
- Assist with routine medical needs, such as dressing changes and injections
- Other job-related duties as assigned.



# Pharmacist

## Qualifications:

- Licensed in Kansas as a pharmacist.
- Experience with children and young adults is desirable.
- Ability to originate, update and monitor healthcare and maintain records as it pertains to medications.

## Responsible to:

Medical Director

## General Responsibility:

- Active member of medical staff.
- Work with the medical director to supervise health care plan as prescribed by camper's personal physician.

## Specific Responsibilities:

- Be aware of any medications the campers are taking and be available as a reference for the medical staff regarding potential side effects, interactions, allergic reactions or other adverse reactions of the medications.
- Will not be responsible for dispensing medications to campers unless directed to do so by the medical director. Should not dispense any prn medications without approval of medical director.
- Participate in all activities. During times when no pharmacist is needed, may assist the activities volunteers.
- Help collect and discuss medications at check-in of the campers at the beginning of camp.
- Assist with the organizing and preparation of medications on a daily/nightly basis.



Lisa Sobba  
Pharmacist



Mollie Bretz  
Pharmacist

# **Physician/Nurse Practitioner/Physician Assistant**

## **Qualifications:**

- Licensed in Kansas as a physician.
- Current BLS certification.
- Experience with children and young adults.
- Ability to originate, update and monitor healthcare; maintain records; and implement the health care plan.

## **Responsible to:**

Medical Director

## **General Responsibilities:**

- Active member of medical staff.
- Implement medical protocols.
- Work with medical director to supervise health care plan as prescribed by camper's personal physician.

## **Specific Responsibilities**

- Be aware of any known medical problems the campers might have and be prepared to deal with medical problems.
- At least one member of the medical staff must always be immediately available and be equipped with a first-aid backpack and have immediate access to a walkie-talkie.
- Will not be responsible for giving chemotherapy, unless comfortable doing so, but may be asked to give other medications as directed by the Medical Director.
- Participate in all activities.
- Notify house parents and activities volunteers of any medical problems, as information is available. Camper and volunteer privacy must be maintained thus only share medical information that is needed to insure camper/volunteer safety and well-being and only on a need-to-know basis.
- Follow Camp Hope medical protocols.
- Be ready to assist in any medical emergencies.
- Assist in the routine health care of campers.
- Be ready to examine campers for health problems and assist with diagnosis and treatment when needed



# Directors

## General Duties

Camp Hope department directors are responsible for evaluating the volunteers in their department and making sure they are following all Camp Hope guidelines and code of conduct. They should also ensure that the volunteers are fulfilling all duties as outlined in the volunteer manual. They should be positive role models for their volunteers, encourage positive interactions with campers and be available for any questions or concerns. They will also be available to resolve disputes.

Directors should observe all volunteers throughout the week. If any concerns develop, the directors are tasked with meeting with the volunteer to communicate the concerns and suggest areas for improvement. These discussions should be documented on the Volunteer Observation form, which will be reviewed prior to volunteer selection the following year. Any urgent concerns should be taken to the Camp Director.

## Activities Director

### Qualifications:

- At least two years in previous Camp Hope role in activities or have a similar role in other camps.
- Ability to supervise volunteers.
- Desire, willingness, and ability to work with children of all ages in a camp setting.
- At least 25 years of age.
- Be a member of the Camp Hope committee.

### Responsible To:

Camp Director (during camp)

Committee Chair (during planning)

### General Responsibility:

- Develop and implement the Camp Hope activity schedule.
- Oversee the Activities Volunteers

### Specific Responsibilities:

- Review and develop activity schedule in conjunction with Camp Director and Committee Chairperson & KyMel Liaison.
- Review activity schedule with medical director prior to camp to insure camper safety at activities.
- Coordinate with Camp Director, Houseparent Director and Medical Director for any possible changes in schedule.
- Assign activity volunteers to each daily activity.
- Be aware of activity volunteer and camper interactions.
- Recognize and report special needs and concerns of campers
- Implement Camp Hope policies and procedures as they relate to activities of camp and fulfilling the camp's mission.

Amanda Bretches  
Activity Director



# Assistant Activities Director

## Qualifications:

- At least two years in previous Camp Hope role in activities or have a similar role in other camps.
- Ability to supervise volunteers.
- Desire, willingness, and ability to work with children of all ages in a camp setting.
- At least 25 years of age.
- Be a member of the Camp Hope committee.

## Responsible To:

Activities Director

## General Responsibility:

- Work with the Activities Director to develop and implement the Camp Hope activity schedule.
- Oversee the Activities Volunteers
- Be able to step into the Activities Director role if needed

## Specific Responsibilities:

- Assist the Activities Director in developing the activity schedule
- Coordinate with the Activities Director with any changes to the schedule
- Work with the Activities Director to ensure activities are properly staffed and be willing to lead an activity as needed if the Activities Director is otherwise occupied.
- Be aware of activity volunteer and camper interactions.
- Recognize and report special needs and concerns of campers
- Implement Camp Hope policies and procedures as they relate to activities of camp and fulfilling the camp's mission.

Kyle Morris  
Assistant Activity Director



# Assistant Camp Director

## Qualifications:

- A minimum of a bachelor's degree.
- At least two years in previous camp supervisory role.
- Ability to supervise volunteers and campers.
- At least 25 years of age.
- Be a member of the Camp Hope committee.
- Possess leadership qualities.

## Responsible To:

Camp Hope Director

Camp Hope Committee Chair (during planning)

## General Responsibility:

- Orient and supervise volunteers and campers.
- Coordinate all activities and events.
- Be able to step into the Camp Director role if needed

## Specific Responsibilities:

- Work with the committee to organize, prepare and conduct the volunteer orientation and all staff meetings.
- Provide volunteers with the support needed to carry out their duties.
- Assist director in supervising all programs and special activities.
- Work with director to provide verbal instructions and leadership to all individuals in attendance at Camp Hope.
- Ensure that all policies, procedures and activities with the KyMel Camp Hope and American Camp Association standards are enforced.
- Be responsible for making decisions regarding camper or volunteer behavior.
- Communicate and work with all individuals in attendance at Camp Hope.
- Be responsible for maintaining safety and implementing emergency procedures.
- Work with the committee to facilitate and supervise the opening and closing of Camp Hope.



Rick Rein  
Assistant Director

# Camp Director

## Qualifications:

- A minimum of a bachelor's degree.
- At least two years in previous camp supervisory role.
- Ability to supervise volunteers and campers.
- At least 25 years of age.
- Be a member of the Camp Hope committee.
- Possess leadership qualities.

## Responsible To:

Camp Hope Committee Chair

## General Responsibility:

- Orient and supervise volunteers and campers.
- Coordinate all activities and events.

## Specific Responsibilities:

- Work with the committee to organize, prepare and conduct the volunteer orientation and all staff meetings.
- Provide volunteers with the support needed to carry out their duties.
- Supervise all programs and special activities.
- Provide verbal instructions and leadership to all individuals in attendance at Camp Hope.
- Ensure that all policies, procedures and activities with the KyMel Camp Hope and American Camp Association standards are enforced.
- Be responsible for making decisions regarding camper or volunteer behavior.
- Communicate and work with all individuals in attendance at Camp Hope.
- Be responsible for maintaining safety and implementing emergency procedures.
- Work with the committee to facilitate and supervise the opening and closing of Camp Hope.
- Respond to emails/communication with the committee throughout the year in a timely manner.



Chianna Hemken  
Camp Director

# Houseparent Director

## Qualifications:

- Desire, willingness, and ability to work with children of all ages in a camp setting.
- Ability to supervise volunteer houseparents.
- At least two years in previous Camp Hope role as a houseparent.
- At least 25 years of age.
- Be a member of the Camp Hope committee.
- Understand developmental needs of children.

## Responsible To:

Camp Director (during camp)

Camp Hope Committee Chair (during planning)

## General Responsibility:

- Supervise houseparent volunteers

## Specific Responsibilities:

- Work with KyMel Liaison to assign houseparent volunteers to age groups and cabins.
- Be aware of houseparent and camper interactions.
- Supervise the care received by campers from houseparents.
- Understand and report special needs and concerns of campers.
- Meet with parent/guardians at arrival and departure of camp.
- Enforce camp policies, especially as related to camper interactions.
- Serve as a volunteer houseparent when needed.



Gina McGowan  
Houseparent Director



Eric Boutz  
Houseparent Director

# **Kitchen Director**

## **Qualifications:**

- Experience in a camp or institutional food-service setting.
- Supervisory skills.
- Training and experience in cooking for large groups.
- Physically able to implement food service essential functions.
- A member of the Camp Hope committee.
- Knowledge of equipment operation.

## **Responsible to:**

Camp Director (during camp)  
Committee Chair (during planning)

## **General Responsibility:**

- To plan, direct, and supervise camp's food service.

## **Specific Responsibilities:**

- Supervise and coordinate kitchen staff volunteers.
- Supervise dishwashing program, including the supervision of appropriate water temperature.
- Plan menus and monitors dietary needs of campers and volunteers.
- Supervise pantry and storeroom.
- Supervise preparation of food.
- Approve orders, and help receive and store food and other supplies.
- Determine cleanliness of dishes, food contact surfaces, and kitchen area.
- Implement policies and procedures for kitchen.
- Facilitate or supervise the lifting, unloading or moving of food supplies and dishes.
- Operate electrical and mechanical equipment and kitchen equipment safely.
- Maintain appropriate inventory of food and supplies.
- Assess condition of food.

# Logistics Director

## Qualifications:

- At least two years' experience in the role of logistics management or operations at Camp Hope or a similar role in other camps.
- Ability to supervise volunteers.
- Desire, willingness, and ability to work with campers and volunteers in a camp setting.
- At least 25 years of age.
- Be available during the off-season to address issues as they arise.
- Serve on the Camp Hope committee, or have a designated representative on the committee

## Responsible To:

Camp Director (during camp)

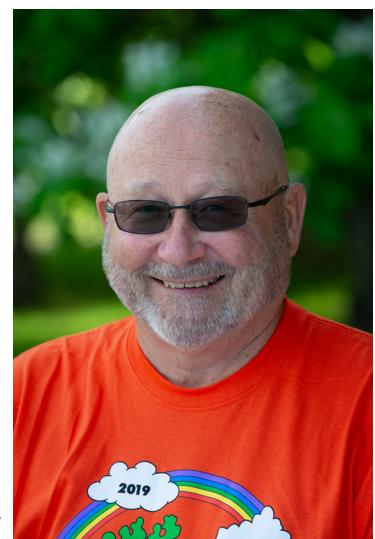
Committee Chair (during planning)

## General Responsibility:

- Coordinate the planning and implementation of policies, procedures, and responsibilities to meet the needs associated with the facilities or operations of the camp and camp.

## Specific Responsibilities:

- Review and implement the Camp Hope Committee Timeline/Job Responsibilities. List for responsibilities specific to "Camp Logistics."
- Review activity schedule in conjunction with Activity Director, Camp Director, Committee Chairperson & KyMel Liaison for implications for the Logistics Committee.
- Coordinate with Activities Director, Camp Director, and house parents for any possible changes in procedure or schedule pre/during camp.
- Be responsible for the complete orientation of the volunteers with "Logistics" responsibilities.
- Know and follow the policies and procedures for Camp Hope, as presented in the Policy Manual and oversee the same for Logistics Volunteers.



Mike Aylward  
Pre/Post CampLogistics Director

# Medical Director

## Qualifications:

- Licensed in Kansas as an M.D. Or D.O..
- Current BLS certification.
- Current Advance Life Support and Trauma Certifications
- Must have three or more years of experience in field of practice.
- Experience with children and young adults is desirable.
- Ability to originate, update, and/or monitor health care; maintain records; and implement the healthcare plan.
- Must have prior or current leadership experience in the healthcare setting.
- Must be 25 years or older.
- Must have at least two years experience at Camp Hope.
- A member of the Camp Hope committee.
- Must be available 24 hours a day via pager or on site.

## Responsible to:

Committee Chair

## General Responsibilities:

- Be the health manager for all individuals in the camp.
- Supervise the health and cleanliness standards and help provide adequate physical health conditions in the camp.

## Specific Responsibilities:

- Ensure that each volunteer and camper have on file a health history and examination form as required.
- Supervise the health screening systems for arriving campers and volunteers.
- Conduct and maintain inventory of supplies including placing orders and receiving supplies as necessary.
- Establish appropriate medical routines and protocols including record keeping, disposal of medical waste, managing and safeguarding medications and utilizing approved standing orders.
- Lead specific areas of volunteer training pertaining to camp health and safety, use of universal precautions, and infection control.
- Keep incident reports that may be used for risk management assessment.
- Prepare summary and evaluation of camp including inventories, camper reports on health problems, and make recommendations for the following year.
- Ensure the supervision of medical staff.
- Monitor and evaluate camp procedures, facilities, and conditions and modify accordingly to create more healthful conditions.



Dr. Andy Bukaty  
Medical Director

# Mental Health Director

## Qualifications:

- Hold a professional license in the State of Kansas in a mental health field such as social worker, professional counseling or marriage and family therapy.
- Must have three or more years of experience in field of practice.
- Experience with children and young adults is desirable.
- Ability to originate, update, and/or monitor mental health needs; implement a mental health crisis plan; and maintain documentation.
- Must be 25 years or older.
- Must have at least two years experience at Camp Hope, unless exception made by committee
- Must be available during off-season to address questions as they arise and be available for meetings when needed
- Must be available 24 hours a day via pager or on-site during camp.
- A member of the Camp Hope committee.

## Responsible to:

Committee Chair (planning stage of camp)

Medical Director (during camp)

## General Responsibilities:

- Be available to intervene in a mental health crisis for all individuals in the camp.
- Supervise the mental health standards and help provide an appropriate camp environment that promotes health and wellness.

## Specific Responsibilities:

- Coordinate with the medical director regarding mental health concerns identified on camper and volunteer applications.
- Monitor and intervene in any identified potential crisis situations.
- Coordinate with the medical director in a crisis situation to ensure proper care of the camper or volunteer.
- Make necessary reports of suspected abuse, harm to self or harm to others to the appropriate authorities.
- Complete documentation of any crisis situation or intervention to be kept in the camper or volunteer confidential file.
- Keep incident reports that may be used for risk management assessment.
- Follow-up with camper parent as needed during and after a crisis situation.
- Prepare summary and evaluation of how mental health crisis were handled and make recommendations for the following year.



Alice Boutz  
Mental Health Director

# Nursing Director

## Qualifications:

- Licensed in Kansas as a Registered Nurse.
- Current CPR certification.
- Experience with children and young adults is desirable.
- Ability to originate, update, and monitor healthcare; maintain records; and implement the health care plan.
- Must have three or more years of experience in field of practice.
- A member of the Camp Hope committee

## Responsible to:

Medical Director

## General Responsibilities:

- Be an active member of the medical staff.
- Implement medical protocols.
- Work with Medical Director to supervise and orient members of medical staff to Camp Hope medical protocols.

## Specific Responsibilities:

- Work with Medical Director to annually review medical protocols.
- Work with Medical Director to review medical protocols with all members of the medical staff.
- Set up a system for health screening for arriving campers and staff.
- Assist Medical Director in conducting and maintaining inventory of supplies.
- Check and issue medical packs.
- Assist Medical Director in training pertaining to camp health and safety, universal precautions, and infection control.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Function as a Camp Nurse.



Lorraine Davis, RN  
Nursing Director

Tasha Pounds, RN  
Nursing Director



# Committee Leadership Positions

## Committee Member

### Qualifications:

- High school graduate.
- At least 19 years of age.
- Minimum of three years Camp Hope experience as a camper or volunteer.
- Have an assigned camp responsibility that requires camp committee membership.

### Responsible To:

Camp Hope Committee Chair

### General Responsibility:

- Share in the responsibility of planning, directing, and supervising all camp activities to fulfill the Camp Hope mission.

### Specific Responsibilities:

- Ensure that all policies, procedures and activities are consistent with KyMel, Camp Hope and American Camp Association standards.
- Attend Camp Hope committee meetings.
- Actively participate in the planning of Camp Hope.
- Attend Camp Hope and actively participate in camp activities and assume responsibilities associated with assigned roles.
- Actively promote and positively represent for KyMel's Camp Hope.
- Be willing to respond in a timely manner to communication and emails regarding Camp Hope.

# Committee Chairperson

## Qualifications:

- A minimum of a associate's degree.
- Possess planning and organization skills.
- At least 25 years of age.

## Responsible To:

KyMel, Inc Board of Directors

## General Responsibility:

- Facilitate the planning, implementation and organization of camp programs and activities.

## Specific Responsibilities:

- In conjunction with KyMel staff and Camp Hope committee, develop and review the volunteer policies and procedure manual.
- Work with KyMel staff and committee to obtain and maintain accreditation.
- Participate in the recruiting, interviewing, selecting and orienting of all volunteers.
- Organize and prepare paperwork.
- Conduct camp planning meetings.
- Communicate with Camp Hope committee. Ensure distribution of planning information to all committee members.
- Work closely with groups hired to provide programs at camp.
- Ensure that all policies, procedures and activities are consistent with KyMel, Camp Hope and American Camp Association standards.
- Further the knowledge and education in camping by attending professional seminars, classes, or conferences.
- Be willing to respond in a timely manner to emails regarding Camp Hope.

Dr. Bryan Wohlwend  
Chairperson



# KyMel Liaison

## Qualifications:

- Member of the KyMel Board of Directors

## Responsible To:

KyMel Board of Directors

## General Responsibility:

- Share in the responsibility of planning, directing, and supervising all camp activities to fulfill the Camp Hope mission.

## Specific Responsibilities:

- In conjunction with KyMel staff and Camp Hope committee, develop and review the volunteer policies and procedure manual.
- Work with KyMel staff and committee to obtain and maintain accreditation.
- Participate in the recruiting, interviewing, selecting and orienting of all volunteers.
- Organize and prepare paperwork.
- Conduct camp planning meetings when the chair is unavailable.
- Communicate with Camp Hope committee. Ensure distribution of planning information to all committee members.
- Work closely with groups hired to provide programs at camp.
- Ensure that all policies, procedures and activities are consistent with KyMel, Camp Hope and American Camp Association standards.
- Further the knowledge and education in camping by attending professional seminars, classes, or conferences.
- Be willing to respond in a timely manner to emails regarding Camp Hope



Gail Moeder  
KyMel Liaison

# Tips for Supervisors

Thank you for being one of the leaders at camp! It can be hard to “be the boss” but here are some tips to help.

1. Understand the goals and expectations of your job, and the expectations of those you are supervising.
2. Be a good role model. The volunteer and campers are looking up to you!
3. Have good organizational and time management skills. Camp gets crazy and it is easy to become overwhelmed!
4. Practice good self-control and emotional balance. You will get tired and frustrated but try not to let it show otherwise you’ll lose the respect of the volunteers you are supervising.
5. Ask for help. We are a team!
6. Remember that camp comes first. Our job is to host a fun, safe experience. Sometimes that means having to tell a volunteer (or camper) no, even ones who are your friend.
7. Your decisions must be in the best interests of the camp. Sometimes these decisions may be unpopular with the other volunteers. Do not take it personally. You are doing your job.
8. Treat everyone equally! You may be supervising your best friend but they do not get special treatment.
9. Treat others as you want to be treated. There is reason that is called the Golden Rule.
10. Maintain open communication with your team. Talk with them when things are going right..and when things are going wrong.
11. Praise your volunteers when you see them doing something good!
12. Be approachable.
13. Deal with conflict. Hoping it just “goes away” usually doesn’t work. Address the conflict and work through it and remember you can always seek help.
14. Be honest. It is hard to lead without trust.
15. Give constructive feedback. Part of your job is to evaluate the volunteers. They can’t improve if you don’t help them! We want to have the best volunteers who come back every summer.
16. Remember that leadership is not a position, it is a relationship.
17. We are a team. Jump in and help, even if it isn’t your official job (of course make sure your job is handled first!)

Adapted from “Skills for First-Time Supervisors: Actively Grow into your Supervisory Role” by Dianne Tyrell, CCD, MA Ed



# Tips on Working with Kids

## The General Principles

- Provide clear expectations.
- Understand that people don't always act like you want them to.
- Be supportive 100% of the time.
- Be a good role model.
- Provide frequent rewards.

## What Makes Them Click

### **5-to-6 year-olds**

- Prepare kids for the day, verbally share the schedule. Using first-then-next language can be very helpful. "First we will eat breakfast, then we will have picture rotations and crafts, next we will eat lunch."
- Allow kids to have a choice in activities. If preferred activity isn't available, remind them when it will be available. "I know you want to go swimming, but the pool is closed until after quiet time. After quiet time we will go swimming."
- Don't assume the kid just isn't listening. Younger kids have slower processing speeds and may need a few seconds to think.
- If home sick, remind them when they will go home or see their parents. Plan together for exciting activities or things they might be looking forward to. Visual count downs like a paper chain or calendar can be helpful.
- It's important to recognize emotions for all ages, but it is extremely important to verbalize for younger kids that you see them and state how they are feeling. Make sure basic needs are met (hungry, hot, thirsty, tired). Sometimes this age needs a break and grown ups have to be the one to identify that.

### **7- to 8-year-olds**

- They want your approval.
- They avoid punishment and seek rewards.
- They respond to concrete language.
- Say, "I like it better when you . . ."
- Say, "Thanks for . . ." (desired behavior)
- "When I say, 'go!'"

### **9- to 12-year-olds**

- They respond to moral reason.
- They support social order.
- They want your approval and recognition.
- "I know you didn't mean to . . ."
- "You and I both know that . . ."
- "I don't want the other kids to get the wrong idea."

### **Teens**

- They are peer group-oriented.
- They seek independence from adults but value strong adult support.
- They respond to appeals to help as partners.
- They seek equalizing relationships.

### Some Specific Responses

- Stonewalling - “Since you’re not ready to talk about it, I will decide.”
- Unworkable Solution - “I’m not willing to try that because \_\_\_\_\_. Do you have another idea?”
- Promises, Promises - “That will help a lot. What consequence would be fair if you forget?”
- Disrespect - “I will talk to you about it if you can talk respectfully or you can take a time and cool off – you decide.”
- Blaming Others - “I’m not interested in fault-finding. I’m interested in solutions.”
- Denial - “What are your ideas for solving the problem?”

### A Few Bad Ideas

- Giving orders
- Listening only to favorites
- Putdowns
- Forcing people to do things they don’t want to do
- Embarrassing anyone
- Expecting miracles A Few Good Ideas
- Encouraging others
- Building self-esteem
- Participating
- Listening carefully for feelings as well as content
- Being appropriate
- Not letting problems go on too long

Please Remember: When in doubt, ask someone for help!



**Connecting Experiences**  
for families on the cancer journey