



**2023 POLICY MANUAL**

# **POLICY MANUAL**

## **I. ADMINISTRATION**

### **A. Mission Statement**

Our mission is to foster a spirit of joy in a fun, safe, and medically sound urban recreational environment that builds self-esteem, independence, and friendships for children living with (& beyond) cancer and their siblings.

### **B. Philosophy**

Our philosophy is that children touched by cancer should have the same opportunity as healthy children to experience joy, meet new friends, and live as “normal” a life as possible, removing focus from their disease to the fun and carefree things in life. A summer camp, planned and administered with the special needs of these children in mind, provides the ideal setting for giving them this opportunity.

Camp provides opportunities to learn and acquire knowledge from other children who have undergone similar experiences. This shared experience improves coping skills and enhances their self-image.

Activities are planned with a focus on team building and achieving a sense of accomplishment, which boosts their self-confidence and sense of independence. Creativity is promoted with art projects, working with friends to write and perform camp songs and skits, and participating in art therapy. For children touched by cancer, the camp experience is an important source of strength and support that is truly therapeutic, with benefits lasting throughout the year and beyond.

### **C. Objectives and Goals**

1. To provide campers a safe camping environment supervised by a well-trained staff at no financial cost to their families.
2. To provide the medical expertise and close monitoring required, which is not generally available at regular summer camp programs.
3. To offer a wide variety of new and fun experiences with an emphasis on building life skills through activities that promote team building.
4. To provide each child the opportunity to develop a self-sufficient attitude and self-esteem derived from looking after oneself.

5. To promote an increased level of self-care or self-monitoring as recommended by their physicians that will give them a greater sense of responsibility for themselves as their ages and abilities allow.
6. To provide the opportunity to make friends with others who understand their situation, and the chance to learn from others who share similar health experiences, thereby coming to understand ways to cope with their difficulties or limitations.
7. To assure parents that their children are in a safe, secure and well-supervised program by giving them all necessary information and support.
8. To treat the children with cancer the same as children without cancer, giving them the opportunity to play, sing, dance and just be a kid.

#### **D. Organizational Structure**

CKAKC is governed by a Board of Directors (the “Board”), with various standing and *ad hoc* committees established from time-to-time. The Board appoints the Officers to the camp, the positions for which are as follows:

- Chairman;
- Vice Chairman;
- Treasurer;
- Secretary;
- Executive Director;

All Board members and all Officers volunteer their time, with no paid positions, except for the Executive Director. The responsibilities of these various positions are laid out in the camp’s Operating Agreement, which is available for inspection upon request.

In addition to the Board of Directors and the Corporate Officers, the camp’s day-to-day activities, especially while camp is in session, is overseen by a Camp Director and related staff.

#### **E. Anti-Discrimination Policy**

CKAKC does not discriminate on the basis of race, religion, gender, age, ethnicity, nationality, disability, sexual orientation, gender identity, marital status, or any other protected status under federal or state law.

## **F. Sexual Harassment Policy**

CKAKC recognizes that a person's right to freedom from discrimination includes the chance to work in an environment free of harassment. Offensive speech and conduct are inappropriate and damage the positive relationships necessary to run our program. Harassment creates an intimidating, hostile, or offensive environment and may unreasonably interfere with a person's performance, negatively affecting their camp experience.

Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks about a person's gender identity, sex, sexual orientation, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (derogatory remarks, demeaning jokes, slurs, or threats), physical harassment (assault, unnecessary touching, blocking movement, physical interference with movement), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and conduct of a sexual nature. The victim usually believes, or is led to believe that they must let the conduct continue in order to remain at camp.

We encourage any camper or staff member who has questions about discrimination or harassment to speak with their immediate supervisor or the Camp Director. Anyone who is found to have harassed someone else will be subject to discipline, including termination. Disciplinary actions will be determined at the discretion of the Camp Director. We encourage anyone exposed to harassment to report it to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the Camp Director. No retaliatory action will be taken against persons who make a good faith report of harassment. To ensure that reports are managed promptly and confidentially manner, uninvolved persons will not be told of such complaints.

## **G. Dress Code Policy**

Our goal at camp is to create a community where everyone feels welcome and accepted. For this reason, CKAKC has a dress code for all campers and staff members. We ask that everyone dress modestly and appropriately. Please review your camper's attire each day for items that might offend or embarrass another camper in any way. In a large community, any offensive item can cause discord between campers. This applies to campers of all ages.

The following are general guidelines:

- Undergarments should be worn and covered appropriately.
- Shorts should be a reasonable length, so that camper may sit, stand, bend, and run comfortably.
- Shirts should be long enough to cover the midriff.

Clothing that is **not** accepted at CKAKC includes form-fitting clothing; see-through tops or bottoms; advertisements for alcohol or tobacco products; offensive slogans or symbols,

or those that may offend ethnic, minority, religious, or other groups; shirts that show your belly button; or extremely low pants.

We ask both our campers and staff to keep attire tasteful, respectful, and appropriate for a children's camp. You will be asked to change your outfit if your attire does not meet these standards.

## **H. Reporting Child Abuse/Neglect**

CKAKC creates a community that fosters emotional growth, tolerance, acceptance, and trust. Appropriate, non-sexual, welcomed touch is permitted at CKAKC, but inappropriate, sexual and/or unwanted touching is not.

Child abuse is the mistreatment of a child under the age of 18 by:

- a parent or their romantic partner;
- an immediate relative or someone living in their home;
- a caretaker such as a babysitter or daycare worker; or
- any person responsible for the child's welfare, such as a health care provider, educator, coach or youth program volunteer.

The mistreatment can either result in injury or put the child at serious risk of injury. Child abuse can be physical (*i.e.*, bruises or broken bones), sexual (*i.e.*, fondling or incest), or mental (*i.e.*, emotional injury or psychological illness).

Neglect is the failure of a parent or caretaker to meet "minimal parenting" standards for providing adequate supervision, food, clothing, medical care, shelter or other basic needs. The following are some behavioral symptoms often observed in children who have suffered from child abuse or neglect:

- Extreme fear/anger towards a specific individual
- Loss of trust towards adults in general
- Increase in acting out or antisocial behaviors
- Loss of self-esteem that affects schoolwork and relationships
- Withdrawal or isolation of self, engagement in fantasy or age inappropriate behavior
- Cries easily for no reason
- Develops severe problems in adolescence, such as anorexia or attempted suicide

Among the "mandated reporters" under Illinois law are the "director or staff assistant of a . . . recreational or athletic program or facility personnel." 325 ILCS 5/4. While not necessarily binding, as a matter of practice, we consider it reasonable to conclude that CKAKC personnel would be considered "mandated reporters." Thus, if you have reasonable cause to believe a child known to you in your professional or official capacity may be an abused child or a neglected child, you must immediately report or cause a report to be made to the Illinois Department of Children and Family Services. By "causing a report to be made," you may immediately inform the Camp Director, who shall take

immediate and appropriate next steps to comply with the law and seek remedy to the problem.

If you are not sure whether a report is warranted, discuss the details with the Camp Director, who will possess a copy of the Manual for Mandated Reporters. Likely, a call will be placed to the Child Abuse Hotline for advice. These workers have special training in determining what constitutes child abuse and neglect under Illinois law. In some instances, this may be done before telling the child's parent about the report, as this could endanger the child and/or hinder the response in some cases. For more information, visit <http://www.state.il.us/dcfs/child/index.shtml>.

## **I. Safety**

All camp personnel are responsible for the safety of campers and are empowered to make decisions in emergency situations to ensure safety.

Cabin Counselors are responsible for enforcing the following safety rules:

1. Campers should never be left alone or unsupervised. Volunteers must never be alone with a camper. Counselors must know where their campers are and what activity their campers are engaged in at any time during the camp week. See a camper alone? Stop and ask, "Where should you be and who is your counselor?"
2. Footwear should be worn outside of cabins, except at the pool.
3. On an off-site trip, campers must always gather as a cabin group, and leave "camp" and board buses together with their counselors. Counselors will check their campers onto the bus with a member of the transportation team. Buses will not leave until all cabins have reported. For the duration of the field trip, counselors are responsible for head counts at regular intervals and maintaining appropriate behavior on and off buses.
4. If an activity requires safety equipment, this will be properly fitted and supervised by the person directing the activity.
5. Campers are not allowed out of cabins after "lights out" unless a counselor grants permission and are escorted appropriately.
6. Please use common sense safety and precautions with bunk beds.
7. Photo identification cards will be issued to all campers and personnel at the beginning of the week. Counselors are charged with the responsibility to ensure that campers in their cabin have and wear their identification card.
8. Volunteers are not allowed to leave "camp" without the permission of the Camp Director or his designee.

9. Visitors are only allowed at camp with the Camp Director's approval. They will be escorted by a volunteer at all times. If you see a stranger at camp without an accompanying volunteer, please politely ask them to come with you so you can make introductions to the Camp Director.
10. All campers are expected to exhibit appropriate behavior and cooperation during all activities, and all volunteers are responsible for helping campers maintain that appropriate level of behavior. If camper behavior is inappropriate, it is the responsibility of the volunteer present to take corrective action.
11. Under most circumstances, campers are expected to participate in all camp activities. If persistent problems along these lines exist, please inform the Mental Health Specialist.

If it is necessary to discipline a camper – never physically – try to do so with the support of other personnel. Never issue a consequence to a camper out of anger; rather, the goal is to ensure cessation of the inappropriate behavior and encouragement of appropriate behavior. If possible, redirect the camper and calmly address the issue(s) in private, but with the support of other CKAKC personnel, using appropriate and acceptable language. Physical restraint may be used only as reasonable to prevent a camper from hurting oneself or another, and not as a disciplinary measure. The Camp Directors, Mental Health Specialist and other personnel are available resources to address persistent problem.

#### **J. Confidentiality**

All camp personnel must respect the confidential nature of all campers' names, addresses, diagnoses and other medical information, and telephone numbers before, during, and after camp. During camp, the camper's medical information will only be discussed as needed. All personal and medical records will be kept in the possession of the medical staff.

At the beginning of the week of camp, the Camp Director and Medical Director will verify that all campers have a parental consent on file to allow photographs, video and/or interviews used for publicity through various media outlets. For those campers whose parents have not granted consent, the Camp Director shall so inform the Counselors and appropriate personnel to ensure protection of the camper from the exposure. Only the Camp Director has the authority to introduce any camper to the media.

Campers will be informed that they are under no obligation to discuss their medical or any other personal information with the media. They may do so if they desire and their parent or guardian have signed the appropriate consents.

#### **K. Out-of-Camp Relationships with Campers**

A special bond forms between campers and Counselors and other volunteers. CKAKC discourages personal relationships with campers outside of camp; however, the camp also recognizes that sometimes these out-of-camp relationships are healthy, satisfying, and

productive for all participants. Therefore, CKAKC's policy with respect to establishing and/or maintaining out-of-camp relationships with campers is to obtain written permission from the camper's parent or guardian, with a copy to the camp's office, before any out-of-camp communication is made.

#### **L. Internet Communication/Social Media Policy**

CKAKC recognizes that the Internet, when used wisely, provides many safe and positive ways to stay in touch with friends from camp. The camp views Internet venues as a means of self-express, which the camp views as generally favorable. What our volunteers do privately, during their own time, is their business. However, once a volunteer identifies himself or herself as associated with CKAKC in social media or uses the camp's name, logo, or any official photograph or text, all subsequent communications are reflective of the camp and its volunteers. Therefore, all volunteers must agree to abide by the following guidelines, which have been established to ensure that CKAKC remains an emotionally and physically safe environment for all staff, volunteers, campers and families.

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

I agree to be respectful of the camp, its program, the campers and its employees.

2. As a camp employee/volunteer, I agree to be respectful of the camp, its program, the campers, and its employees in all communications in my emails, IMs, profile, blog, social media, and other Internet sites. As such, I agree to the following:
  - a. I will not use obscenities, profanity or vulgar language.
  - b. I will not engage in harassment or intimidation.
  - c. I will not post comments that are derogatory with regard to any individual's race, religion, gender, age, ethnicity, nationality, disability, sexual orientation, gender identity, or marital status.
  - d. I will not use sexually explicit, suggestive, humiliating or demeaning comments.
  - e. I will not post photographs that compromises anyone's privacy or that is used to demean, humiliate or otherwise embarrass anyone.
3. As a camp employee/volunteer, I agree not to use a social networking profile, group page, weblog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment or intimidation.
4. I recognize and accept the camp's policy on out-of-camp contact with campers, which is that the camp discourages such contact without written consent from the parents,



with a copy to the camp office. Furthermore, I will not share any contact information (including but not limited to cell phone number, email address, AIM, weblog address or social networking site) with a camper unless the parent and Camp Director are fully aware of this exchange, the parent gives express permission for such contact, and I take full responsibility for it. I understand that the camp takes no responsibility for securing this permission.

5. Once I identify myself as a staff member at camp, the general public may see me as a spokesperson of camp. I therefore understand that as a condition of volunteering at CKAKC I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including but not limited to termination of my services.

Each prospective volunteer must sign an acknowledgment of agreement to this policy as a condition to being accepted as a volunteer.

### **M. Insurance Coverage**

In consultation with its insurance advisor, and as may be required by vendors, it is the policy of CKAKC to purchase insurance to cover its exposure to risk in a variety of contexts and circumstances.

## **II. GENDER INCLUSION POLICY**

CKAKC is committed to providing a safe, fun, supportive, and inclusive camp experience for children living with (& beyond) cancer and their siblings. We strive to achieve equal access for all of the campers that attend our programs.

- This Gender Inclusion Policy guides both staff and volunteers (hereafter referred to as “staff”).
- This Gender Inclusion Policy supports everyone at camp (hereafter referred to as “campers”).
- Definitions of terms used are provided as an appendix at the end of this policy.
- This Gender Inclusion Policy uses the phrase “gender-expansive” as an umbrella term for individuals who broaden their own culture’s commonly held definitions of gender, including expectations for gender expression, identities, roles, and/or other perceived norms. Gender-expansive individuals include those with transgender and non-binary identities, gender non-conforming, as well as those whose gender is seen to be stretching society’s notions of gender. Gender-expansive does not imply any specific sexual orientation.

This policy provides staff guidance for ensuring a safe and inclusive environment for all campers and equal access to all programs and activities.

This policy addresses many situations that might arise when serving a gender-expansive camper. Staff should focus on making a positive impact on every camper who comes to

CKAKC. A gender-expansive camper should be welcomed as any other camper, and staff should strive to create the best possible experience for them. CKAKC is committed to working with campers on a case-by-case basis to ensure the greatest possible inclusion.

This policy cannot anticipate every situation that might occur. Questions regarding the application of this policy should be directed to the Camp Directors.

## **A. GENERAL GUIDELINES**

### **Meeting the Needs of Gender-Expansive Campers**

As a general guideline, meeting the needs of gender-expansive campers should be addressed on a case-by-case manner.

If appropriate, staff should have conversations with gender-expansive campers and their Caregivers regarding how CKAKC can best meet their needs. Staff should use open-ended questions to assess how camp can be helpful. For example:

- “What would be helpful to make your experience positive?”
- “What can we do to help you feel more welcome here?”
- “How would you like me to refer to you?”

Staff should seek to find options and ways to accommodate the camper’s needs, while being honest and realistic about facility or programmatic limitations.

### **Names/Pronouns**

Campers have the right to be addressed by their self-identified names and pronouns. CKAKC will not tolerate the intentional and/or persistent refusal to respect a camper’s gender identity.

### **Facility Accessibility**

Access to gendered cabins should be on the basis of gender identity. Sex assigned at birth, physical characteristics, and/or presentation should not dictate the use of gendered cabins.

Cabin assignments will be made on the basis of gender identity. In the case of non-binary gender identity, campers will be asked to select a cabin gender in which they feel most comfortable. For the privacy and safety of all campers, private restrooms and showers will be made available upon request for any camper who would like to use one. All available options should be presented in an unbiased way, and staff should work with each camper to identify their preferences.

No camper will not be required to use an alternative cabin because they are gender-expansive.

### **Conflict Resolution, Code of Conduct, Discipline**

Staff should prevent/mitigate behavioral issues and manage problematic behaviors in positive ways. While the camp administration manages every situation on a case-by-case basis, the basic behavior management framework includes:

- Set clear expectations with campers on the first day of camp.
- Use positive behavior management strategies to maintain expectations consistently throughout the session.
- Communicate with Caregivers about challenges and strategies for overcoming them.

Staff should also inform the camper that any harassment or discrimination against them regarding their gender- expansive status will not be tolerated. Explain to the camper how to report any harassment or discrimination they may feel have been directed toward them.

If staff are unable to prevent a camper from harming other campers (physically or emotionally) or CKAKC's community/culture, the camper will be in breach of the Camp Code of Conduct, and the camp administration will have the ability to dismiss the camper from the program, and they may not be permitted to return to CKAKC.

Any staff member who violates the Gender Support Policy will be subject to corrective action, up to and including termination of employment.

### **Resource Staff for Gender-Expansive Campers**

The Camp Coordinator is available to provide advice on questions or issues related to gender-expansive campers.

### **Communication and Promotion**

Efforts should be made to raise awareness that CKAKC is a gender-expansive inclusive and welcoming space in a way that is considerate of all campers. To that end:

- Information should be included in the Caregivers Guide and FAQs indicating how staff support gender-expansive campers.
- Staff should use language that aligns with the gender-expansive community.
- When addressing groups and campers, staff should use gender neutral or non-gender-based words. For example, rather than “boys and girls” or “ladies and gentlemen,” staff should use words like “friends,” “campers,” “folks,” etc.

### **Records**

To the extent that CKAKC is not legally required to use a camper’s legal name and gender markers on official documents, the name and gender by which the camper identifies shall be used. In situations where CKAKC is required by law to report a camper’s legal name or gender markers (e.g. criminal background checks), this information should be collected and considered confidential information. Only those staff with a “need to know” will be able to access this information and will not be disclosed without the consent of the camper.

Registration forms should be designed to accurately and respectfully document gender and names in a way that is both affirming for campers and meets CKAKC 's medical and legal needs. Each camper will have as much control as possible over who will have

access to legal names and gender markers beyond the Camp Directors, Administrators, and Medical Team.

### **Prior to Camp**

- Staff should work in partnership with the Caregivers, camper, and assigned staff to identify needs and to find possible alternatives. For example: staff should consider sleeping arrangements, places to change and shower, and use of restrooms or any other traditionally gendered spaces. Staff should ask open ended questions and let the camper and their Caregivers be the guides. Example: “What would help you feel welcome and safe?”
- Staff should arrange a discussion with the camper before they arrive about their expectations and boundaries. Examples: “Do you want others campers and staff to know? What do you expect from your staff? What types of questions/topics of discussion are off limits?” Staff should emphasize that they are there to support the camper and nothing regarding the camper’s gender-expansive status will be shared without the camper’s permission.
- A camper’s gender-expansive status will be treated as confidential information and only disclosed by the camper and known to staff with a need-to-know basis.

Staff should determine how the topic will be addressed with other campers. Example: If a cabin mate wants to know why a camper uses a separate restroom, how will that be answered?

### **Arrival at Camp**

- If a camper arrives and identifies differently from what is indicated on their forms, staff should let them know that camp is an inclusive and welcoming place for them. Staff should let them know that they are welcome to move to a cabin that reflects their self-identified gender, as long as the camp administration receives permission from their Caregivers. Example: “Your caregivers registered you with [boys cabin/girls cabin], and they might have expectations about you staying in that camp. We want to do everything we can to make you feel safe and comfortable, and we also need to make sure your caregivers aren’t upset after the fact. I’d be happy to talk to them about switching your cabin. Is that something that would be helpful?”
- Aside from seeking the caregiver’s permission to change a camper to another cabin, staff should not discuss gender with the caregivers without permission from the camper.
- Staff should start introductions by explaining what pronouns are and how they are used. Staff should set an expectation that campers always use self-identified names and pronouns as a way of respecting each other. Staff should then lead a name game that gives campers the option to indicate their self-identified pronouns and invites campers to share “any other information that will make you feel comfortable in this space.” Staff should end with something fun, like “and if you could have any super power, what would it be?” Staff should start with themselves to role model how to answer the prompt. Example: “Hi, my name is Casey. My pronouns are they/them/theirs. One thing I want to share is I went on a long hike yesterday and am a bit sore, so I would appreciate your patience with me if I am moving a little slower today. If I could have one super power, it would be flight so I wouldn’t be so sore

today!” Sharing personal information – even just sharing a name – can be a scary experience. Staff should affirm and thank campers for sharing.

- Once a camper identifies their name and pronouns, staff should intentionally use the camper’s self-identified pronouns in front of other campers to affirm how the camper wants to be addressed. Examples: Kristin and Robin would introduce each other on stage by saying “This is Kristin, and she is awesome!” and “And this is Robin, and he is awesome!” Also, in every day speech, it is easy to add in pronouns. Example: “Oh yes, I know Taylor. They came to camp last year, and they are awesome!” Staff should use a camper’s self-identified pronouns at all times, including when the camper is not present. Staff should also correct others when the camper is not present. Example: “Jane goes by they/them/theirs.”
- Cabin contracts should cover respect for personal space and personal questions, as an extension of teaching concepts of boundaries and consent. Gender-expansive campers will likely face a lot of probing questions, so addressing this as a general rule is important. Example: “Each one of us comes to camp with a variety of life experiences. Listening to each other’s experiences is a great way to learn. But no one has to share anything that makes them feel uncomfortable.” Staff should explain that when others choose to share, the expectation is to treat the information with respect and confidentiality.

### **OTHER SUGGESTIONS FOR WORKING WITH CHILDREN AND TEENS**

- A gender-expansive camper may or may not share their gender identity with a group. Staff should respect the camper’s decision and follow their lead. Staff should remember that a camper may be out to one group but not to another. Staff should consider asking about settings the camper is out in. Examples: “Is this something you want me to hold in confidence? What name and pronouns do you want me to use when [at camp, with Caregivers, etc.]?”
- When contacting the caregivers of a gender-expansive camper, staff should be aware that the camper may not be out as gender-expansive to their caregivers. Staff should avoid using gender pronouns, unless the camper has been consulted first to determine an appropriate way to reference their gender identity. Example: “What name and pronouns do you want me to use when speaking with your family?” If staff is unable to ask, they should talk about the camper without using pronouns or gender indicators. Example: “I am calling about Tyler’s behavior. Today Tyler...,” rather than, “I am calling about your son's behavior. Today he...”
- If a camper has caregivers who do not accept their gender identity, staff should find ways to affirm the camper’s gender identity, while working with and showing respect for the Caregivers’ perspective.
- Staff should be mindful of how gender identity may be seen, perceived, and even reacted to differently within different cultural groups and generations.
- A camper may mention having a gender-expansive Caregiver. Staff should follow the camper’s lead, letting them lead the discussion and treating it as confidential information.
- Staff should be alert for disrespectful comments. Staff must model and insist on an inclusive environment. Explain to the camper how to report any harassment or discrimination they may feel have been directed toward them.

## **B. EXAMPLES OF HELPFUL AND NOT HELPFUL BEHAVIORS**

### **Helpful Behaviors:**

- Respect a camper's:
  - Self-identified name and pronouns.
  - Self-identity. For example, if someone tells you they identify as a woman, they are a woman whether or not they look/seem like a woman to you.
  - Privacy. Don't ask inappropriately personal questions of a gender-expansive camper, like "What do your genitals look like?" or "How do you have sex?" Or "What was your sex assigned at birth?"
- Be honest about your level of understanding and your preparedness (or not) to be an ally.
- Educate yourself and others.
- Interrupt conversations that are exclusive or otherwise inappropriate.
- Pronouns might be one of the most stressful areas for those who are learning to be allies to gender-expansive campers. Language is deeply ingrained and hard to change. It takes conscious effort and practice. However, that stress is not comparable to the discrimination faced by gender-expansive campers, and that effort is minimal considering the positive impact that being seen and affirmed as one's authentic gender can have. It is okay to make mistakes, but don't make them bigger by dwelling on them. Simply apologize and move on. If you are unsure of someone's pronouns, you can ask respectfully in private. Always share your own to help normalize this question, and start making a habit of asking everyone their pronouns rather than just campers who present in a way you perceive as ambiguous.
- As staff of CKAKC, we are guided by our values of Family and Community that embrace diversity and connection to each other. We must treat each person with dignity and respect regardless of their gender identity or expression.

### **Behaviors to Avoid:**

- Making assumptions:
  - Try not to assume anything about the gender of anyone.
  - If a camper has identified as gender-expansive, don't assume identity, pronouns, medical gender- transition status/plans, and/or sexual orientation.
  - Don't assume all campers who are lesbian, gay, or bisexual inherently understand what it means to be gender-expansive or that all gender-expansive campers share the same perspective.
- Focusing on gender. Gender may or may not be a big part of a camper's personal identity. Avoid treating the gender of a camper as their whole identity.
- Interrogating. Not every gender-expansive camper is an expert on gender or on gender-expansive issues. Even if they are, they might not want to be explaining gender-expansive issues 24/7.
- Coming to a gender-expansive camper to work out your discomfort around gender-expansive issues.
- Commenting on a gender-expansive camper's "passing" or "not passing" as the gender with which they identify. Not all gender-expansive campers want to be seen as male or

female. Commenting on someone's passing reinforces stereotypes and suggests that blending in with the dominant gender culture is expected.

- Telling a gender-expansive camper how hard their life must be. Empathize with their situation, but don't pity them.
- Allowing space for religious opposition or personal objections. Talk about our core value of respect, without going into religious beliefs or personal beliefs. All individuals are to be treated with dignity and respect regardless of their gender-expansive status.

### **III. FINANCIAL POLICY**

Funding for CKAKC comes from donations received from individuals, corporations, service clubs, foundations, and fund-raising events. Funding may be in the form of cash donations or in-kind donations from vendors.

CKAKC is provided at no cost to the families of the children attending – it is completely free to them.

The tracking of revenues and expenditures shall be the responsibility of the Treasurer, with oversight and coordination from the Chairman and Executive Director. CKAKC may employ certified public accountants or other tax professionals in the preparation of financial statements and tax returns. Once year-end financial statements have been prepared, with projected revenues furnished by CKAKC's Fund-raising Committee, a budget for the following year's camp will be developed by the Programming Committee, with final approval of material expenditures for camp approved by the Board.

### **IV. PROGRAM POLICY**

#### **A. Programming Committee**

The Board of Directors has formed the Programming Committee for the purpose of planning and administering camp. The Programming Committee will:

- Conform to the CKAKC Operating Agreement which mandate that the majority of the members will be Board members.
- Assign duties to its members for camp planning who will assume the responsibility to recommend purchases of goods and services within an approved budget, and to monitor such expenditures.
- Personal expenditures for camp purposes will require prior approval from the Camp Director to be eligible for reimbursement.
- Be responsible for accepting and reviewing applications for all volunteer positions at camp and making selections based on the process outlined in this Policy Manual.

- Be responsible for assuring a background check is conducted for all full and part-time camp staff.
- Be responsible for creating a Master Schedule for camp.
- Be responsible for training camp volunteers.
- Review and analyze all post-camp evaluations from campers and volunteers for reporting to the Board, and provide report to the Board within 90 days after the end of camp.
- Request that each member make a written report about their area of responsibility, including contacts, contracts, expenditures, self-evaluation, and suggestions for improvement.
- Re-evaluate these rules annually and alter as necessary for the betterment of the program.

**B. Camper Admission Criteria**

1. Campers will generally be from seven (7) through seventeen (17) years old. Campers will be limited to attending CKAKC for a maximum of two (2) years. After two (2) years of attending CKAKC, campers will be placed on a waiting list.
2. Campers will be children who have been touched by cancer, whether or not under current treatment.
3. The Medical Director, in consultation with the medical staff, will make selection determinations.
4. Campers that have not adhered to an acceptable code of conduct may not be invited to return to camp for a second year, at the discretion of the Camp Director.

**C. Parental Consents**

1. A parent or legal guardian must complete the camp application and sign the indicated waivers for activities, publicity, and emergency medical treatment for campers.
2. If a camper does not arrive at camp, the Camp Director or his/her designee will attempt to contact the camper's parent or legal guardian to verify the absence.
3. Campers are not released to persons other than those named by the parent or legal guardian on the Camper Application unless:



- a. the parent or legal guardian has made prior arrangements with the Camp Director;  
OR
  - b. a parent or legal guardian makes a telephone arrangement at camp and some member of the staff can verify the authenticity of the caller.
4. Parents or legal guardians are responsible for prompt pick up of their children after camp.

#### **D. Accidents and Illness**

1. All accidents and illnesses are called to the attention of the medical staff. The Medical Director or designee will determine the level of medical care needed and take all appropriate steps to ensure that such care is given and received, which may require the use of a local hospital. (*See* Section XI. Medical Policy below).
2. The Medical Director will determine whether the camper's parent and/or legal guardian should be notified (depending on the severity of the accident or illness), and whether attendance at camp should continue.
3. The Crisis Management Protocol and the medical practices contained therein will be used as a training guide for all campers and staff.
4. An Incident Report Form (*see* Appendix F) will be utilized to report all accidents and injuries. The Programming Committee will annually review and analyze all incidents, make recommendations to reduce risk at future camps and modify procedures and implement changes as recommended. Outside advisors who have expertise in the topic may be utilized to advise the Programming Committee in reducing risk and maintain the safety of campers and volunteers at CKAKC.
5. Staff witnessing accidents or incidents that threaten the safety and well-being or danger to campers or staff are required report to the Camp Director, who will determine whether the level of seriousness and take appropriate action.

#### **E. Public Relations**

1. Publicity directly related to the execution and administration of camp or requested during the week of camp shall be referred to the Camp Director or his designee. Media representatives are allowed at camp only at specified or pre-arranged times and at the discretion of the Camp Director.
2. Photographs or videos of campers should only be used for personal purposes and not shared publicly or on social media absent consent from the camper's parent or legal guardian.

## V. PERSONNEL

### A. Camp Director and Administrative Staff

In addition to the Board of Directors and the Corporate Officers, the camp's day-to-day activities, especially while camp is in session, is overseen by a Camp Director and related staff. These positions are as follows:

- Assistant Camp Director;
- Medical Director;
- Mental Health Specialist;
- Program Director;
- Art Director;
- Music Director;
- Administrator; and
- Head Counselor;

### B. Personnel Policies and Procedures

By establishing policies and procedures, the camp can communicate expectations of volunteers so that all personnel will know how to conduct themselves. At bottom, the policies are designed to ensure that the camp runs smoothly with little administrative friction, thereby enhancing the experience for the kids.

1. All volunteers (full or part-time) are required to complete and return by the published deadline:
  - Volunteer application, completed in its entirety;
  - Volunteer Health Information;
  - Background check form; and
  - Review and indicate agreement by returning signed copy of these policies, procedures and rules.
2. Selection of volunteers and their positions within the camp is the responsibility of the Camp Director and Assistant Camp Director based on the applications, interviews, personal references, qualifications and past oncology camping experience.
3. All volunteers are required to commit to service for the entirety of the planned camp, which includes arriving early for training and camp set-up. Fifteen hours of training will be provided and required for all volunteer staff. Exceptions to this will be rare and based on a written request. Acceptance of an alternate training program as outlined by the Camp Director may be required.
4. A limited number of part-time volunteers may be invited, at the discretion of the Camp Director, to assist with camp activities. These part-time volunteers will be required to complete the application in its entirety, have a background check and

complete the mandatory training. Exceptions (for example, special guests at one event) will only be approved at the discretion of the Camp Director.

### **C. Staff and Counselor Rules**

#### 1. Staffing

- Camper/Counsel Ratios:

- Activities at Camp: 3:1
- Transport and Activities Outside of Camp: 2:1
- Campers Needing Close Supervision: 2:1
- Campers Needing Constant Supervision: 1:1

- Transportation: Medical Staff on every vehicle transporting campers

- Medical Team

- Physician and Two Staff Nurses on Day Duty
- One Staff Nurse on Night Duty (lights out to wake up)

2. At meal times, every counselor assigned to a cabin is required to sit with their campers.
3. Campers must never be left alone at any time. No counselor is alone with a camper at any time.
4. Volunteer is never allowed to use, possess, be under the influence or provide minors any illegal drug, alcoholic beverage, smoking or tobacco products during training or while camp is in session. Volunteers are held responsible for unacceptable and unlawful behavior. Any violation of this policy will constitute immediate dismissal.
5. No volunteer is allowed to leave the Hilton Hotel without notifying the Camp Director or Assistant Camp Director.
6. Volunteers must follow and enforce the camper discipline policy.
7. Volunteers may not allow any camper to make telephone calls or use any electronic devices. Any camper needing to use a telephone should be directed to speak with the Camp Director.
8. Volunteer cell phones and all other electronic devices must be shut off and kept away from campers. Volunteers may use their cell phones during their downtime and away from the presence of campers. An emergency contact number will be given to you before camp so your loved ones can reach you in the event of an emergency. This policy does not apply to Administrative Staff who needs a cell

phone and/or other communicative device as part of the his or her duties, as determined by the Camp Director.

9. Personal vehicles may not be used for camp business or to transport campers.
10. Use of volunteer's personal equipment, such as sports equipment or musical instruments, is permitted on the condition that volunteers assume the risk of loss or damage, with the camp assuming no such responsibility.
11. All medications of volunteers, whether prescription or over-the-counter, must be stored with the medical staff. Exception granted by the medical staff if sufficient assurance is provided that medications are kept in a locked or otherwise safe location if a volunteer is not lodging with campers. It is the responsibility of the volunteer to follow through with the agreed arrangement.
12. There is a time and place for romance, and camp is neither the time nor place. Inappropriate intimate behaviors between volunteers or campers will not be tolerated and will be grounds for immediate dismissal.
13. Evaluations of volunteers shall be done with this information remaining on file and accessible to the interview/selection committee in following years.
14. CKAKC hereby agrees to indemnify and hold harmless any volunteer from and against any and all claims, losses, liabilities and expenses, including reasonable attorney's fees, suffered or incurred by the volunteer (collectively, "Claims") if the volunteer is named in a legal action or threatened with legal action arising out of or related to the volunteer's actions while attending Camp Kids Are Kids Chicago. Notwithstanding the foregoing, the Camp Kids Are Kids Chicago, shall not indemnify or hold harmless any volunteer for any reckless, willful, or wrongful acts or omissions by the volunteer which give rise to such Claims.

#### **D. Volunteer Discipline Policy**

It is the responsibility of all volunteers to be informed of the program policies and rules as outlined in this Policy Manual and their respective job description. As a condition of participating at camp, all volunteers will indicate their personal integrity and agreement by signing the *All Volunteer Personnel Policies and Procedures*.

All discipline matters concerning staff are handled by the Camp Director. If the situation involves a Counselor, the Head Counselor will be consulted. Infractions are handled in a discreet manner, with a thorough explanation of why the inappropriate behavior is unacceptable.

A camp volunteer may be terminated for, but not exclusively, the following reasons:

1. Use of alcohol, tobacco, and recreational or illegal drugs.

2. Abusive behaviors or language.
3. Inappropriate physical contact with campers or other camp staff.
4. Gross insubordination.
5. Any action that endangers the health and safety of campers or staff.

If termination is being contemplated, the volunteer's conduct will be evaluated by a small, select team consisting of the Camp Director, Assistant Camp Director, and others who directly supervise the volunteer. If the volunteer is asked to leave, the volunteer must gather his or her and will be escorted from camp immediately.

#### **E. Other Guidelines and Policies**

The camp and its campers are visible to others throughout the City of Chicago, so please be aware that our volunteers – you – represent our camp and serve as role models for our campers. Be helpful and courteous to visitors and the public at all times. If you feel camp operation or policies are being jeopardized, report the situation to your supervisor or the Camp Director. Avoid gossip and report your concerns to Administrative Staff directly without discussing it among peers.

1. *Name Tags*: All volunteers and campers will wear their name tags throughout the week.
2. *Laundry*: All campers and volunteers should bring enough clothes to last the week. There is not a washer/dryer available to the staff. Counselors should notify their supervisor in the event laundry services are needed in the cabins.
3. *Appearance*: Personal appearance should be neat. Casual clothes are certainly acceptable, but “not too casual and not too bare.” If you have any question about whether any clothing is acceptable, it probably isn't. Keep in mind the urban environment of this camp and dress accordingly. Tattoos must always be covered unless a dispensation is given by the Camp Director.
4. *Visitors*: Relatives or friends are not to be invited to visit camp.
5. *Camp Maintenance*: Please report any maintenance issues to the Administrative Staff.
6. *Timeliness*: Please be on time to everything. We stress the importance of this to our campers. A smoothly run program depends on the cooperation of everyone.
7. *Cabin and Camper Appearance*: Take responsibility for your campers' personal cleanliness and appearance, especially daily showers and clean-up before meals. Encourage campers to take responsibility for their personal self-care, but maintain a supervisory role. Keep your sleeping quarters clean. Instruct your campers to properly care for their belongings, to keep floors and bunks neat.

8. *Appropriate Relationships:* All staff and volunteers will maintain friendly, supportive and professional relationships with the campers and other volunteers. We will have zero tolerance for inappropriate intimate behaviors or sexual relationships between volunteers and campers (or other volunteers) while at camp. The focus of all staff should be directed towards the well-being, needs and interests of the campers rather than on other staff or themselves. Remember, “camp is for the kids.”
9. *Thanks:* We appreciate your willingness to volunteer. You are making a difference in the lives children touched by cancer.