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# CAMPmanual

Prepared for: 2016 Camp Staff and Cabin Leaders

Updated: May-2016

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# WELCOME

Dear Leader,

Welcome to camp, thank you for pouring into the lives of campers.

The purpose for summer camp is to facilitate the greatest week of a camper's year, and maybe their life. We want campers to experience spiritual transformation in the context of nature with friends and mentors who follow Christ, and to grow in their faith and love for Jesus. *You play an important role as Camp Staff or Cabin Leader to help us accomplish these goals!*

You could choose many ways to spend your time this week, but you made the choice to invest a week with a handful of campers who desire a growing relationship with their heavenly Father. There are various philosophies about the best way to accomplish this. We feel it is imperative that each camper witness a vibrant relationship with Christ, modeled in front of them.

During this week, lead well and live like Jesus. As you lead your campers, let them catch you enjoying camp, praying for them, worshipping beside them, and getting into God's Word. Allow them to see you modeling a Christ-like attitude. Speak highly of others, show patience, share kindness, and demonstrate the fruit of the Spirit. Be real and speak blessings into and over the lives of campers as the Holy Spirit directs you.

A week at camp is challenging and rewarding; you will be stretched. We know that together with God's help we can accomplish our goal of seeing lives transformed by Jesus. If there is any way that we can serve you, please inform me or a member of the leadership team.

We're grateful and honored that you are here.

May God bless you, strengthen you, and use you beyond your expectations,



David Bauchspies and the SD Summer Camp Team

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# SummerCampGuide

## Paperless Staff

Other than your lanyard/schedule, color wristband, and a list with the names of your campers, we want you to be paperless! Please leave this manual in your room. Items that you may need during the day can be found in the folder pockets and posted around the campus (i.e. maps, KP lists, recreation schedules, etc)

## Filling In Gaps

Hopefully you received a digital copy of this guide prior to arrival. In the event you did not receive this document, or if you did not have time to review the information inside, please take a few moments to familiarize yourself with the contents.

Once you know the basics of what's inside you can use this guide as a resource when you have questions.

Our goal is to make the process of acclimation to our camping environment simple and easy. We understand that you may be adjusting to a new camp culture, our hope is the information contained here will help to fill in the gaps.

If you have any questions, please do not hesitate to approach the Camp Life Director.

# SDAG Summer Camp

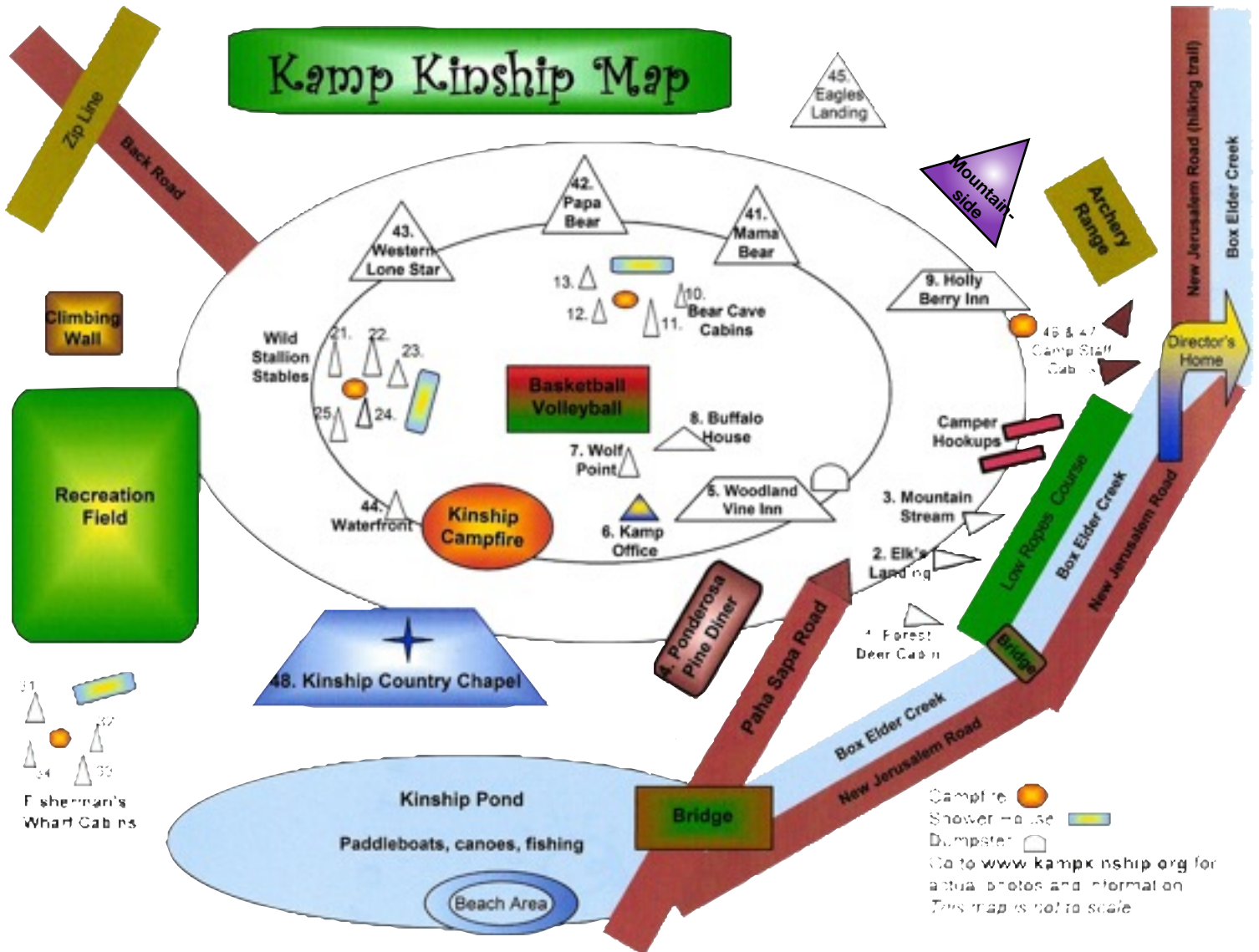
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## MAP



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# BANK

## How it Works

Once campers arrive they will be provided the opportunity to deposit their money into the camp bank. Campers will be assigned “cash cards” equal to the amount deposited. When a purchase is made from the snack shop the card will be punched to show only the remaining amount.

## Offerings

Opportunity will be provided during all camps to support missions. Campers can deposit cash or simply give an amount from their bank card.

## Snack Shop

Snacks and beverages are available for purchase from the Kamp Kinship snack shop. This snack shop will be open for most camps during a time designated during the afternoon as well as following the evening service.

We would like to ask the Cabin Leader’s help with the following situations;

- Campers spending too fast. It’s not uncommon for campers to spend their wad of cash right away. If you notice this, please help them understand that once their money is gone they will go the rest of the time without.
- Campers missing money. Should a camper report that their money has been stolen, please help them find the bank to deposit the rest and then notify the Camp Life Director for further investigation.

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# NURSEmedications

## First Aid

Should a camper need first aid, please send someone to immediately find the nurse and instruct them to come right away. All medical personnel have a radio and can be reached by finding other staff members with radios. Please do not attempt to move a sick or injured camper.

## Medications

All medications, regardless of the age of the camper, should be turned in to the nurse upon arrival to the campground. Cabin Leaders should not administer any medication (even pain relievers). With the exception of Albuteral Inhalers (or similar) or EpiPens, no medications of any kind are to be carried with the camper.

We realize campers may be embarrassed for the reason they have the prescription. Care will be taken to protect the privacy of the campers. However our policy stands that all medications must be turned in and administered by our nursing staff.

## Sickness

Please do not play the role of doctor for your campers. If they are not feeling well for any reason, please help them find their way to the camp nurse for evaluation.

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# MORNINGdevotions

## Kids Camp

We encourage the color team leaders to utilize the different activities around the camp for regular short faith-building lessons. Additionally, a chapel service is scheduled just before lunch.

## Merge, Middle School & High School

Each morning time has been provided for youth groups and youth pastors/leaders to have devotions together. Please refer to the schedule for the appropriate timeframe.

Youth pastors will have the opportunity to select the location for their group devotion during the daily staff meeting. We ask that no group use the same location twice to allow other groups to use that location.

In the event a youth pastor does not have a devotional prepared we will have a selection of options available for you to help lead your group during this time.

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# CABINclean-up

## Process

Breakfast is served for one hour each morning. During this time campers should have enough time to eat and clean up their cabins for inspection. Some campers may wish to eat before they clean. Other campers may wish to wait for the line to go down and clean first. Regardless of the time campers eat, the breakfast time should be used to clean up rooms, bathrooms, and grounds surrounding the cabins.

## Inspection

Rooms will be inspected each day. Rooms that have not been adequately cleaned will be sent back prior to lunch to clean. Cabins awarded as the cleanest will be awarded points for their team and dismissed first for lunch.

## Themes

Some cabins or groups of cabins will make use of themes, decorations, and notes to the judges. This is not required but may be utilized in the judging process to determine the winner in the event of a tie that results from being the cleanest. No cabin is required to do any additional work other than putting clothing in bags, straightening beds, and picking up trash in the cabin and the surrounding areas. Bathrooms and showers should also be cleaned by campers that use those facilities.

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# FAMILY/COLORteams

## The Teams

The camp has been divided into up to eight color teams (also called family teams at some camps). These teams will be together for recreation rotations and other times during the week. Campers and staff should wear their color bands throughout the week.

Divisions may not be equal in size as attempts have been made to keep church groups together as much as possible. This may not be possible for larger groups.

## Color Team Leaders (aka Team Parents)

Each color team will have at least one male and one female team leader (adult) who will help ensure campers transition to the different events on schedule and help maintain a high level of morale.

Some Cabin Leaders not serving as color team leaders may be asked to assist with different recreation activities. The recreation director will seek volunteers as needed.

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# POINTSsystem

## How it works

Points may be awarded for the following elements of camp:

- Recreation activities
- Team spirit
- Cabin cleaning awards
- Other miscellaneous items

Points are awarded to teams by the Activities Director. Points are not deducted for inappropriate behavior or for a lack of performance during events. Points are used to inspire positive behavior; discipline issues are not handled with points.

## Awards

The following awards are used at camp.

- Clean Cabin Award: Bonus points and first in line for lunch
- Daily points leader: S'mores or treat around the camp fire after the evening service
- Weekly points leader: Late-night celebration following the Thursday service (not at all camps).

## Bonus Points

Occasionally the activities director will have miscellaneous items that will earn additional points during the week. For some ideas of how your team can earn additional points, please see the Camp Activities Director.

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# DRESScode

## Disclaimer

The dress code enforcement works best when done prior to departing the cabin for the day/service. Please do your best to be with your campers during this time who you feel will struggle making wardrobe decisions on their own.

## Process

Should a camper's attire not line up with the dress code below, gentle conversation and/or correction should come from their cabin leader only. We appreciate your understanding of this process and willingness to help out. Should there be a concern you feel needs to be addressed, please bring this to the attention of the Camp Life Director for them to manage.

## The Code (4 "S's")

- **Shirts** - Should be sleeved and cover all undergarments and skin from the neck to the waistline.\* Deep cut V-necks without an appropriate shirt underneath are not permitted.
- **Shoes** - Athletic shoes should be worn during activities of the day as the terrain is rough and open toed shoes or sandals allow for greater risk of injury.
- **Shorts/Skirts/Pants** - A good rule of thumb here is to have them rise no further than 2" (width of three fingers) above the kneecap when standing comfortably. Uncovered, skin tight clothing is not appropriate at any time, i.e. yoga pants, leggings, stretch skinny jeans (guys or girls). During activities, leggings or yoga pants may be worn under athletic shorts.
- **Swimwear** - Swimwear should be modest. We ask that cover-ups be worn to and from the swimming area. Ladies that have a two-piece suit must wear a dark colored shirt over their suit. Gentleman should wear board-style shorts.

\*If a camper needs additional help in understanding appropriateness at camp a good rule of thumb is: If they can not fully participate in a worship service (worship & altar response) without revealing what should be hidden they may be more comfortable in different attire. Please help campers with clothing choices prior to their arrival at the chapel.

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## PRE-SERVICEprayer

### Required?

Pre-service prayer is not required, but is highly recommended. Campers will get more during the evening services if they take some time to wait on the Lord and make a mental transition from the activities of the day. Preservice prayer *and* preparations made in the cabin can help facilitate this.

### Location

Unless otherwise announced, pre-service prayer will take place in the chapel.

### What to Bring

We recommend being ready for the evening chapel service when you arrive for pre-service prayer. Bring your Bible, a journal or notebook, and something to write with.

### NOTE:

Campers will not be allowed into the chapel if they are not there for prayer. All campers will be asked to exit the chapel between prayer time and the transition to the service.

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## CHAPELservices

### Kids Camp

Kids camps employ a variety of service elements. From worship, speakers, and dramas; to activities, games, crafts, and snacks. Not all programs will be used every day or during a given camp season. Leaders are asked to pay close attention to what is happening and be ready to assist with helping the campers keep up with what is going on.

### Merge, Middle School & High School

Worship, preaching, and other elements of this camp will take place in the chapel.

### Altar Response

During altar response it is important that all leaders are ready to respond to pray with campers. If you have campers that do not respond it is still appropriate for you to approach them with a question such as, "Is there anything I can pray with you about?" or "What is God doing in your life this evening?"

### Seating

Each cabin leader is responsible for ensuring that their campers are present at the evening service. We ask that you help us with our seating by keeping your group together in the assigned section. Please help us keep campers out of the balcony.

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# FACILITYconcern

## Instructions

Please use this form to report any facility concerns or request cleaning supplies. Bring the completed form to the Assistant Camp Director who will pass the information along to the campground manager.

**Building:** \_\_\_\_\_ **Room/Location:** \_\_\_\_\_

Please describe the facility concern in detail. If applicable, please describe what caused the facility concern.

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# FACILITYconcern

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Please use this form to report any facility concerns or request cleaning supplies. Bring the completed form to the Assistant Camp Director who will pass the information along to the campground manager.

**Building:** \_\_\_\_\_ **Room/Location:** \_\_\_\_\_

Please describe the facility concern in detail. If applicable, please describe what caused the facility concern.

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# CAMPERdiscipline

## Three Steps

Campers refusing to comply with our guidelines for camp will first be given a warning from camp leadership. If the activity continues, a call will be made home, the third offense may result in dismissal from camp.

## A Cabin Leader's Job

Though discipline may be part of the role you play as a Cabin Leader, we hope your entire time is not taken up with discipline issues. We do realize that campers come from a variety of backgrounds, and thus respond to authority in a variety of ways. **Should you encounter a situation where you feel your camper is not responding to your requests and instructions, please notify the Camp Life Directors immediately.** They will work with you and the camper regarding this issue.

Please do not wait until you have become frustrated and angry with the camper. Getting into shouting matches and feuds only elevates the situation.

## Authority

Remember the level of authority and power you have with your campers. You cannot force them to eat, but you can provide an environment that is more conducive to eating. You cannot force them to sleep, but you can provide an environment where sleeping will occur naturally (lights off, quiet, etc.)

Staff & Cabin Leaders are not permitted to assign penalties or punishments (taking away points, extra cleaning, loss of meals or snack shop, etc.) All consequences for discipline related issues shall be handled by a member of the Camp Leadership Team.

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# ROPEScourse

## Zip Line

The zip line is located just beyond the ball field and the Horse Stables cabin cluster. Campers should wait patiently for their turn and as quickly as possible remove the harness once their turn is over. Staff will need to assist campers in putting the harness on as well as helping to retrieve campers once they come back across the valley.

All campers and staff must adhere to the instructions of the Zip Line facilitator. Campers not listening to the safety instructions will lose the privilege of using the zip line.

## Climbing Wall

No camper is allowed on the climbing wall at any time without proper supervision and the use of a provided climbing harness.

Staff are asked to assist campers with their safety gear.

## Low Ropes

Color teams will be able to use different low ropes elements during the day. Please help ensure that no camper is unsupervised on any of the low ropes elements. Additionally, a trained staff person should assist in teaching how to best use each element. If you have any questions about this, please contact the Recreation Director.

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# MEALtimes

## Serving Line

We expect 200-275 people at each camp. The serving line can take some time. Each cabin should decide whether they will stand in line or wait for the line to go down before getting their food. During each meal when the line goes down a siren, bell, or horn will be used to notify the remaining campers that they should make their way to the cafeteria. Only one signal will be used for each meal. Campers and staff are advised not to miss meals. Once the line has been closed no more people will be served.

## Dining

Please wait in line and eat with your campers. Meal times are great for connecting.

## Missing a Meal

It is not advised that campers or staff miss a meal. Please ensure that all campers remain healthy by eating something during each mealtime.

## Hydration

During recreation activities please make sure your campers are drinking plenty of water.

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# GROUPreflection

## When Is It?

Following the evening service campers will be given approximately 45-60 minutes for the snack shop and to hang out at the bon-fire. When you hear the signal or a member of camp security asks you to return to your cabin please ensure you have all of your campers together and then begin your group reflection time.

## Purpose

The goal of the group reflection time is to help reinforce what God did in the lives of the campers that day. It is a great time to ask the following questions:

- What was the best part of the service for you this evening?
- What was one thing that the speaker said that really made sense for you?
- Was there something that you heard that you have a question about?
- What is one thing that you can do when you get home to put this lesson into practice?

If you would like additional resources, please see a member of the executive staff for some resources and ideas for the group reflection.

## Duration

Group reflection should last 20-30 minutes. After it's over and you have prayed together, it's time for the campers to get ready for bed.

## NOTE:

It's easy for the group reflection time to get very deep and begin discussing theological questions. It is not our goal to squelch these questions if they are honest and truly searching. However, we would caution you from getting into debates with campers about issues and spending the group reflection time on just one camper's questions and thoughts. Do your best to draw in every camper to participate in the group reflection time.

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# CABIN LEADER meeting

## When Is It?

Cabin Leader meetings take place in the morning when campers will be occupied in other activities. Please refer to your camp schedule for the specific time and location of this daily meeting. We will address items for the coming day, pray together, and celebrate all of the great things God is doing at camp.

## Purpose

The CL meeting provides time to give direction for the coming events of the day as well as offer spiritual support and creative ideas to help you be a success during camp. Should you have questions not answered during the meeting, please be sure to ask a member of the leadership team.

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# KITCHENpatrol (KP)

## What Do We Do?

**KP Rotations:** Will be the first in line for the meal assigned. After eating your cabin will assist with cleaning trays, doing dishes and removing trash. Please report to the kitchen supervisor/manager for specific KP duties while in the kitchen. Please be advised that no campers under the age of 14 should be in the kitchen at any time unless they are supervised for KP and doing only the following duties: dry dishes, sweep, mop, help refill napkin holders, wipe tables. KP campers should be assisted by their cabin leader.

**Additional Cleaning Duties:** During the morning cabin clean up after breakfast, campers should make their way to the assigned location to clean. Some cabins may not have additional cleaning. Please refer to the KP schedule posted around camp and in the front pocket of your Staff Manual. This cleaning will be supervised by the cabin leader. Please follow the cleaning instructions posted. All cleaning supplies and equipment are located in or around the area being cleaned and should be returned following the cleaning.

**Friday Additional:** After cleaning your cabin and being cleared by the dorm captain or Camp Life Director, campers and their accompanying Cabin Leader should make their way to the assigned location to pick up trash and clean the area. If no instructions or supplies are nearby, please find your needed supplies in the chapel.

## Can I Trade?

Yes. If you have a scheduling conflict or feel unable to complete the assigned KP duties feel free to negotiate a trade with another cabin. After finding a cabin willing to make the change, please notify the Camp Life Director. If you feel you have exhausted all of your trading options, please ask the Camp Life Director for Assistance.

## When Do I Have It?

Please see the schedule located in the front pocket for your assigned time.

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# LETTERShome

## Make Contact

We encourage campers to write home or and/or journal about their camping experience. By the time a camper arrives home they will have so many memories they may not know where to start sharing. A letter can help this process. Please use down time or free time to help kids write a brief note or letter home.

## Postage & Envelopes

Envelopes and postage can be obtained for the standard USPS rate in the snack shop. Should you need additional information for assistance with this, please contact the Assistant Camp Director.

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# LIGHTSout

## When Is It?

Most nights at camp will provide about 45-60 minutes of free time following the official dismissal of the evening service. During this time the snack shop will be open. When the Camp Life Director signals the time to return to the cabin, all campers and staff should assist in notifying the campers that it is time for the final events of the day.

## First Things First

Once you have returned to the room three things should happen right away...

- Verify all of your campers have returned
- Inform night security if any campers are missing and you do not know their location (i.e. nurse's station)
- Begin your group reflection (see section on Group Reflection)

## Ready for Bed

After a 20-30 minute group reflection time campers should make their final preparations for bed. Night security will be around during this time to help you transition from group reflection to lights out. After about 15 minutes your campers should be ready for bed, in their own bed, and the lights will be turned off.

## Lights Out

Night security will make their third round to offer assistance to any rooms that are not listening to the instructions of the Cabin Leader.

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# PREPARE for departure

## Packing Up

We recommend all campers begin cleaning up and packing their belongings on **Thursday** evening following supper or immediately following the group reflection. We find this makes the Friday morning final cleaning and packing up much more efficient. Campers that have not packed on Thursday should wake up **early** to get this done on Friday morning.

## Loading Out

After all campers have packed they should move all of their belongings to the staging location assigned by the Camp Life Director. Most often church groups will have one location while campers arriving on their own will place their belongings in the foyer of the chapel where they will wait for their ride to come.

Please instruct your campers to be very careful where their belongings are placed as often times more than one vehicle or trailer is nearby and the packing of luggage can get confusing.

## Clearing the Cabin

After all luggage is out, the floors swept, trash removed, and the bathrooms have been cleaned the dorm captain should be notified. All campers should remain in the area until the dorm captain has inspected the room, bathroom, showers, and surrounding areas. Once the dorm captain has verified that everything is cleaned all campers will be released to the next scheduled event of the final morning.

Groups that have extra KP on Friday morning should then make their way to that location for their additional cleaning responsibility.

|                       |                                       |  |
|-----------------------|---------------------------------------|--|
| <b>SDAGSummerCamp</b> | PO Box 91750<br>Sioux Falls, SD 57109 | tel (605) 367-3402   |
|                       |                                       | fax (605) 367-3212   |
|                       |                                       | <a href="mailto:info@sdsouthernsummercamp.com">info@sdsouthernsummercamp.com</a> |

# MISCELLANEOUS

## What If I Have a Question?

We realize that not every situation is covered here. Should you have other questions, or if situations arise that you need assistance with, please contact the Camp Life Director.

## Parking/Traffic

When loading in and out we ask that all traffic flow in a clockwise manner around the campground.

After vehicles have been unloaded they all need to be parked across the bridge by the lake. This is a protection in the event there is a fire emergency, all emergency rescue vehicles need to have access to the campgrounds. Thank you in advance for your cooperation.

## Leaving the Grounds

All campers and staff should remain on the grounds for the duration of the camp. Should an emergency arise where it is essential to leave the grounds, please discuss this situation with the Camp Life Director prior to your departure.

## Electronic Devices

We ask that all participants of the camp (campers and staff) leave electronic devices at home or locked in their vehicle during the duration of the camp. If you would like more information regarding this policy, please contact a member of the leadership team.

The exception to this is for the purpose of the programming of camp events (i.e. video editing, video presentation, service preparation).

## Public Displays of Affection

Campers and staff should refrain from public displays of affection during the week of camp. We would ask for your assistance in helping to enforce this with campers.