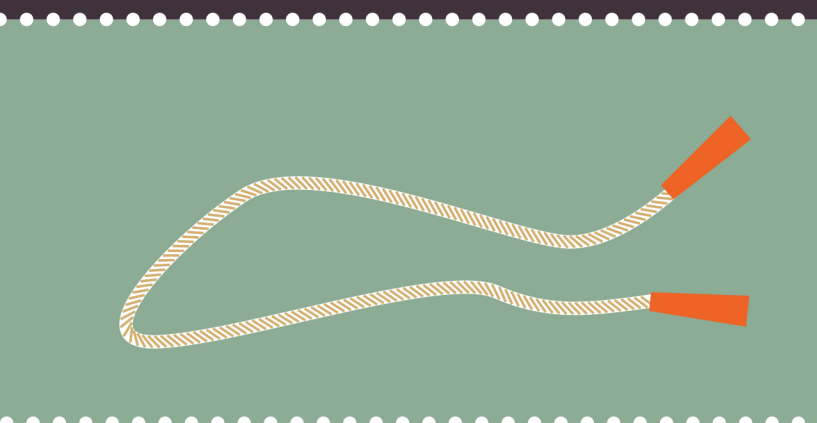


Day Camp Handbook

A complete how-to-guide for local church directors and staff



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A complete how-to-guide for local church directors and staff

The Day Camp Handbook was created at the request of the Adventist Association of Camping Professionals and the North American Division Camp Committee.

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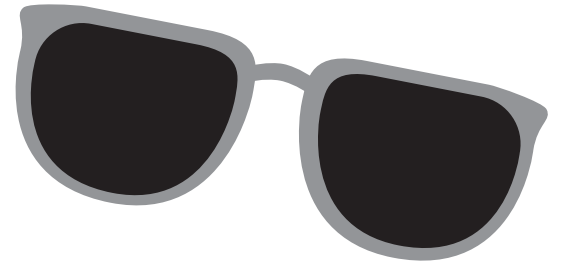


Table of Contents

INTRODUCTION TO DAY CAMP MINISTRIES	4	DAILY SCHEDULE & ACTIVITIES	36
Definition & Mission of Day Camps	4	Schedule Options.....	36
Objectives of Day Camp Ministries.....	4	Schedule Breakdown.....	37
Purposes of a Day Camp.....	5	Including Campers with Disabilities	40
GETTING STARTED	6	PREPARING REGISTRATION & MARKETING RESOURCES	42
Determining the Needs of Your Community	6	Day Camp Forms.....	42
Choosing a Site	6	Parent Information Packet	43
Developing Your Planning Calendar.....	8	Marketing & Promotion.....	44
DAY CAMP FINANCES	10	APPENDIX	46
Developing a Budget	10	Books	46
Camp Staff Employees & Volunteers	11	Organizations & Websites.....	46
Fundraising Guidelines.....	11	Sample Forms	47
STAFFING YOUR CAMP	14	Day Camp Volunteer Staff Application	48
Developing Your Day Camp Team.....	14	Checklist for Day Camp Planning (Sample)	50
Quality Staff Characteristics.....	16	Day Camp Staff Job Descriptions (Sample).....	51
The Hiring Process	17	Parent/Guardian/Camper Sign-in & Sign-out Form (Sample)	53
TRAINING YOUR STAFF	20	Parental Medical Consent to Treat Form (Sample).....	54
Staff Job Descriptions & Expectations.....	20	Parental Consent to Participate & Transport Form (Sample).....	55
Program Training & Team Building.....	21		
Policies & Procedures.....	23		
SAFETY AND SECURITY PROCEDURES	26		
Staff & Camper Safety.....	26		
Day Camp Insurance	31		
Transportation & Water Safety.....	31		

Introduction to Day Camp Ministries

Since its beginning, Seventh-day Adventist Camp Ministries has offered children and youth of all denominations a positive environment where they can discover more about God, themselves, and their world. The camp setting provides a great environment for the study of the Bible and nature. It also offers an opportunity to learn how to develop wholesome social relationships and experience positive recreational activities.

In the current economic environment, people are careful with resources. Faith-based organizations have the power to bring a day camp to their community for the benefit of all. While Vacation Bible School is irreplaceable, day camp can have a powerful impact too because it lasts all day.

Day camps provide a great opportunity for local churches to reach out to their community's children and youth. Day camps are generally held on a Monday through Friday schedule. Some camps are scheduled for only one week, while others may last for several weeks. Day camp means that campers go home each night. This feature allows for camps to impact children and youth who may not have access to an overnight camp experience.

DEFINITION & MISSION OF DAY CAMPS

DEFINITION OF DAY CAMPS

(NORTH AMERICAN DIVISION CAMP MINISTRIES)

Day camps are conference, church, or school-sponsored ministry-focused events for young people. The sessions are the responsibility of the sponsoring entity. Each entity operates and staffs the day camp which may take place at a church, school, park, or other appropriate location. Day camps are designed to provide creative, recreational, and educational opportunities in a group environment which contributes to each camper's mental, physical, social, and spiritual growth. Campers go home to parents/guardians each night, except for an occasional overnight.

STATEMENT OF MISSION—NORTH AMERICAN DIVISION CAMP MINISTRIES

The North American Division Camp Committee (NADCC) provides an intentional Christian environment committed to strengthening each camper's relationship with God and all His creation through scripture, nature, and recreation.

OBJECTIVES OF DAY CAMP MINISTRIES

It is important that the objectives of a church or school's day camp be clearly developed and understood by all who work together to make it happen. The objectives should focus on the core reasons for facilitating a day camp ministry and the impact that all intend to make through it.

1. To uphold Jesus' example while helping young people get to know Him as their Best Friend.
2. To assist the local Adventist church and school in their work to reach and help families in the community to know Jesus.

3. To help young people grow socially, physically, mentally, emotionally, and spiritually.
4. To help staff grow closer to Jesus, develop their leadership skills, discover career pathways, and strengthen their intergenerational relationships.

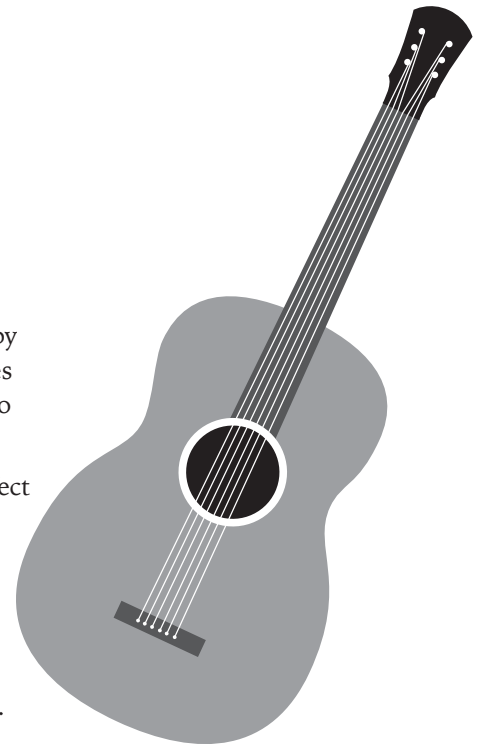
PURPOSES OF A DAY CAMP

With a distinctive emphasis on recreation, worship, group games and activities, young people enjoy daily activities and field trips which are planned and hosted by a nurturing and caring day camp staff. The Christ-centered environment promotes proper social, physical, mental, emotional, and spiritual development and can also foster opportunities for community outreach.

1. Day camp offers programming for young people grades 1–10. It’s the perfect time to provide a wide range of activities that involve fun and spiritual elements. If possible, try to offer three camps:
 - a. Adventurer Camp, grades 1–4
 - b. Junior Camp, grades 5–7
 - c. Teen Camp, grades 8–10

If this is not possible, combining different age groups may be appropriate.

2. Day camp is cost effective. You do not need a large facility to host a day camp. Registration fees can cover most expenses, with possible assistance from the local church and conference camp ministries department. Equipment needs are minimal. Staffing needs depend on the number of campers, the size of the facility, and the activities planned.
3. Day camp brings the camp experience to young people in their own neighborhoods. Here, you have the potential to reach and teach more children and youth about Jesus, including those whose families do not attend your church.
4. Day camp provides employment opportunities for youth and young adults ages 16 and older. Young people involved in day camp ministry have opportunities to train for leadership and service. In some conferences, they can earn a scholarship to an Adventist academy or college.
5. Day camp builds community bridges to young people and blesses their families. Campers from the community can join an Adventurer Club or Pathfinder Club, enroll in an Adventist church school, and may become church members. Day camp ministry offers the church or school opportunities to practice creative evangelism in their community.
6. Day camp gives young people an opportunity to meet new people and make friends. This will benefit the campers by giving them opportunities to interact with and understand different people. Helping campers strengthen their abilities to get along with others and appreciate everyone’s differences are integral parts of social and spiritual training.
7. Day camp contributes to the social physical, mental, emotional, and spiritual development of young people. Activities are intentionally planned and designed to build and strengthen campers to grow in all these areas. Service projects and care for others are an integral part of day camp ministries.



NOTE

Staff who directly supervise campers must be 18 years or older.





Getting Started

It is important to begin planning for your day camp six months to a year in advance. It is best that you take the time to plan effectively and develop your planning calendar. Anything that is worth doing well takes time to develop. The order of planning is very important. Start with assessing and determining the needs of your community. Then determine the site location that will work best based on your community needs. Finally develop your planning calendar so that you do not miss any items. The success and effectiveness of your day camp is directly related to your planning. Lets get started!

DETERMINING THE NEEDS OF YOUR COMMUNITY

What do you know about the community around you? What are the needs of the parents and children in your community? What are the goals of your local church? These are the questions you need to ask before planning a day camp program in your church, your school, or your community. Make sure you address these questions.

- How does the day camp fit into the local Seventh-day Adventist church or school's overall mission? Discuss this with your pastor, church board, and local conference.
- What are the needs of area residents? Talk to community residents, take surveys, and check with community agencies. It is especially important to obtain input from local church members and their children.
- What other organizations within the community offer day camps? You need to find out if you're duplicating something already in place, just around the corner from your church.
- Are there niches in summer programming that aren't being filled in your community? Examples might include art, crafts, music, drama, computer, gymnastics, basketball, soccer, football, and baseball camps.

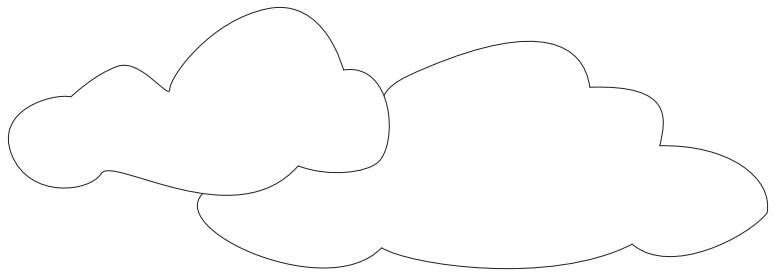
CHOOSING YOUR SITE

The site chosen for the day camp must be a safe and clean environment. Parents and caregivers should feel comfortable leaving their children there. The camp site should provide shelter, safety, places for recreation, and restroom facilities. Below are some factors to consider when choosing a site.

SHELTER

Your site should feature a shelter big enough for all the children and staff. There are several places in your community that could serve as an appropriate location, such as:

- Churches
- Schools
- Campgrounds
- Farms
- Outdoor education centers
- Parks
- Community buildings



- Civic group buildings
- Conference centers
- Private property
- Undeveloped public land (tents/canopies could be used to provide shelter)

SAFETY

The safety of the site must be a high priority. The area should have easy access but not be near main streets or highways. All areas must be clearly visible, clean, and in good repair. Qualified persons should conduct a complete site inspection. Some factors to consider include:

- Clearly marked and well-lit fire exits
- Approved smoke detectors that have been inspected before camp starts
- Fire extinguishers that have been inspected yearly
- Proper lighting
- Easily accessible doors and crash bars leading to the outside
- Proper ventilation
- Signs or barriers for places where campers could slip, trip, or fall
- Shelter in case of storms, rain, tornadoes, etc.
- Facility in good repair
- Access to an AED machine
- Recreation

Having adequate space for recreation, whether indoors or outside, is important when choosing your site. This may include:

- A large gymnasium
- Ball fields or soccer fields
- Parks with covered areas
- A lake with a swimming area with lifeguards
- A public swimming pool with lifeguards

A lake or a swimming pool nearby also adds to your programming choices. If a lake is used, a certified lifeguard should check out the waterfront to ensure it is safe for swimming. See Chapter 4 for additional water safety protocols.

RESTROOM ACCOMMODATIONS

The American Camping Association provides the following restroom facility recommendation:

Toilet facilities should have one seat for every 30 females, and one seat for every 50 males. There should be one washbasin or equivalent per 30 persons with a minimum of two basins for each toilet facility designed to serve more than five persons at the same time. If the facilities do not have enough toilets, you could rent some portable toilets as well.

You'll also want to be sure you are meeting local and state codes for these facilities.



DEVELOPING YOUR PLANNING CALENDAR

DETERMINE DATES OF OPERATION

Operating a day camp is not a last-minute decision. It requires lots of advance planning. The dates of operation for a day camp should be set nine to ten months in advance, or at least by early fall. Consider the following dates when planning:

- Ending and starting of school
- Holidays
- Vacation Bible School dates
- Availability of facilities
- Operating dates of other day camps in the area

CHURCH/SCHOOL BOARD APPROVAL

After all options have been thoroughly researched, it is time to submit a proposal to the local church or school board for approval. Because day camps are a ministry of the local church or school, all planning must be approved by church board or school board action and recorded in the board minutes. Any changes or updates to the day camp calendar, schedule, or plans must also be presented and approved by the board and recorded in the minutes.

Board approval gives official authorization for day camp participants to be transported and involved in off-premises activities and allows for insurance coverage to be available for campers. Also, this enables day camp staff to have insurance coverage for injuries through the church's/conference's liability insurance up to the policy limitations.

STATE AND PROVINCE REQUIREMENTS

Some states and provinces require that camps (including day camps) be registered and receive a permit before starting operations. Check with your local county, state or province to determine if this is a requirement in your area.

CONFERENCE SUPPORT

In most cases the local conference youth ministries department will give guidance to your day camp operation. There are items that the conference may be able to assist you with in your planning:

- Advertising to other churches and schools in your area
- Insurance questions about coverage and limitations for campers and staff
- Finding experienced day camp staff with licenses and certifications necessary for activities
- Day camp staff training and resources
- Parental Consent & Transportation forms for taking minor campers to off-premises activities
- Possible financial assistance from conference evangelism funds
- Get connected to the Association of Adventist Camp Professionals (AACP) where you can network with other day camp directors from around the North American Division
- Learn about and get accredited with the American Camping Association (ACA) which brings public credibility to your day camp ministry

SUGGESTED TIMELINE

There are tasks that need to be accomplished throughout the year so that you are ready to launch your camp on time. In the Appendix you will find a Checklist for Day Camp Planning (Sample). Use this sample as a guide for you to develop your planning calendar.





Day Camp Finances

A budget is a way to express a program's intentions in monetary terms. The budget should be used to measure how effectively the day camp is managed and how well the program's goals and objectives are carried out within fiscal guidelines.

DEVELOPING YOUR BUDGET

The first step in the budget process is to review the budgets from other day camps operated within the conference. Your local conference treasurer can help you look over these budgets and create a realistic plan for your day camp. If this is not doable, consult with a church member who has experience working with budgets and finances. Your local church or school treasurer, as well as your conference youth director, can give guidance.

A typical day camp budget would include most—if not all—items listed below:

INCOME

CHURCH SUBSIDY

- Conference subsidy—check with the conference youth ministries director
- Registration fees based on your projected number of campers (for example, you expect 50 and the fee is \$150 for a week, so your total income from fees would be \$7,500)
- Donations
 - Evangelism—check with your conference evangelism coordinator for availability of conference evangelism funds
 - Church offering
 - Local government programs for summer childcare
 - Donors (corporate and personal)

EXPENSES

SITE COSTS

- Staff compensation and related costs
- Transportation costs
- Office supplies
- Insurance (health and liability)
- Marketing and promotion
- Camper t-shirts
- Camp staff shirts
- Field trip admission fees
- Recreational and safety equipment
- Crafts
- Food (snacks and/or meals)
- First aid and medical supplies
- Rainy day activity supplies
- Contingency



NOTE

Consult with your local conference on requirements for use of vehicles and insurance coverage. 15-passenger vans are not to be used or rented for any transportation purposes.

EXPENDITURES

There must be an internal system to control expenditures. It may include prior approvals, authorization to purchase supplies, use of purchase orders, and other procedures. The church board should assign a qualified person from the church membership to oversee the control of expenditures.

CAMP STAFF EMPLOYEES & VOLUNTEERS

Depending on the number of staff and weeks you operate your camp, staff compensation could be the largest expense item in your budget. Two options are available when considering staff: volunteer staff and hired staff. Depending on the tasks and the needs of your day camp, you may have both types of staff.

VOLUNTEER STAFF

If camp is planned for only one or two weeks, staff members may be willing to volunteer their time. It is important to consult with your conference treasury department to determine if you may give volunteer staff a small honorarium or token gift at the end of camp to thank them for their hard work and dedication. This is an extremely important issue, and you do not want to assume you can provide compensation in any form for volunteers without direct counsel from your conference treasury department.

HIRED STAFF

In some cases, camp is planned for up to six weeks. Many camps hire their staff for a specified number of weeks. This involves an employment contract that will need to be approved by your conference payroll department. Your state's labor laws will determine the maximum hours your staff can work and the minimum wages they must be paid. Payment must be processed by the local conference treasury department. Check with your conference treasurer for more direction.

In some cases, camp staff may be eligible to receive additional scholarship funding from a Seventh-day Adventist academy, college, or university of the staff members' choice. Your conference treasury department will be able to let you know the details of how this may work for your conference.

FUNDRAISING GUIDELINES

Fundraising campaigns can be a good source of income for developing your day camp ministry. A strong fundraising program should be implemented. Here are a few guidelines to follow:

PURPOSE FOR FUNDRAISING PROJECTS

Fundraising projects could be used to:

- Acquire camper sponsorship funds—involve church members and community residents to sponsor campers
- Purchase camp equipment—invite individuals to provide or sponsor the purchase of equipment needed for your day camp
- Sponsor field trip expenses or events

Eventually you do not want to depend on fundraising projects to balance the camp budget. Your day camp is a ministry that should be funded by sources other than fundraising.



GUIDELINES FOR FUNDRAISING PROJECTS

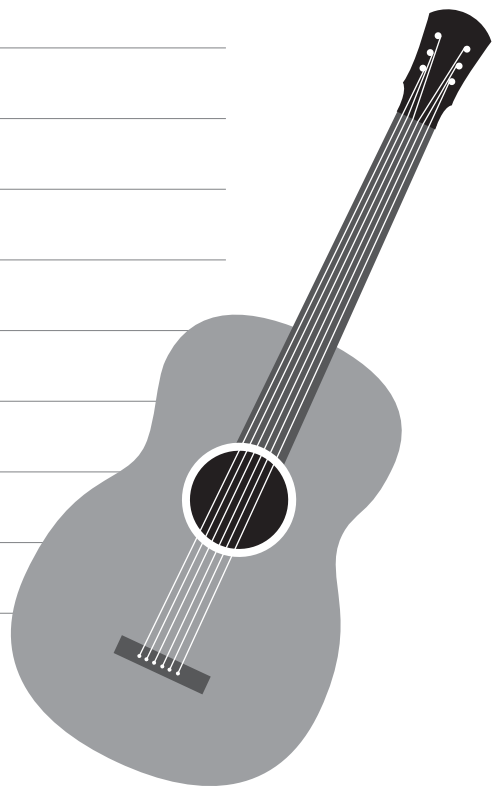
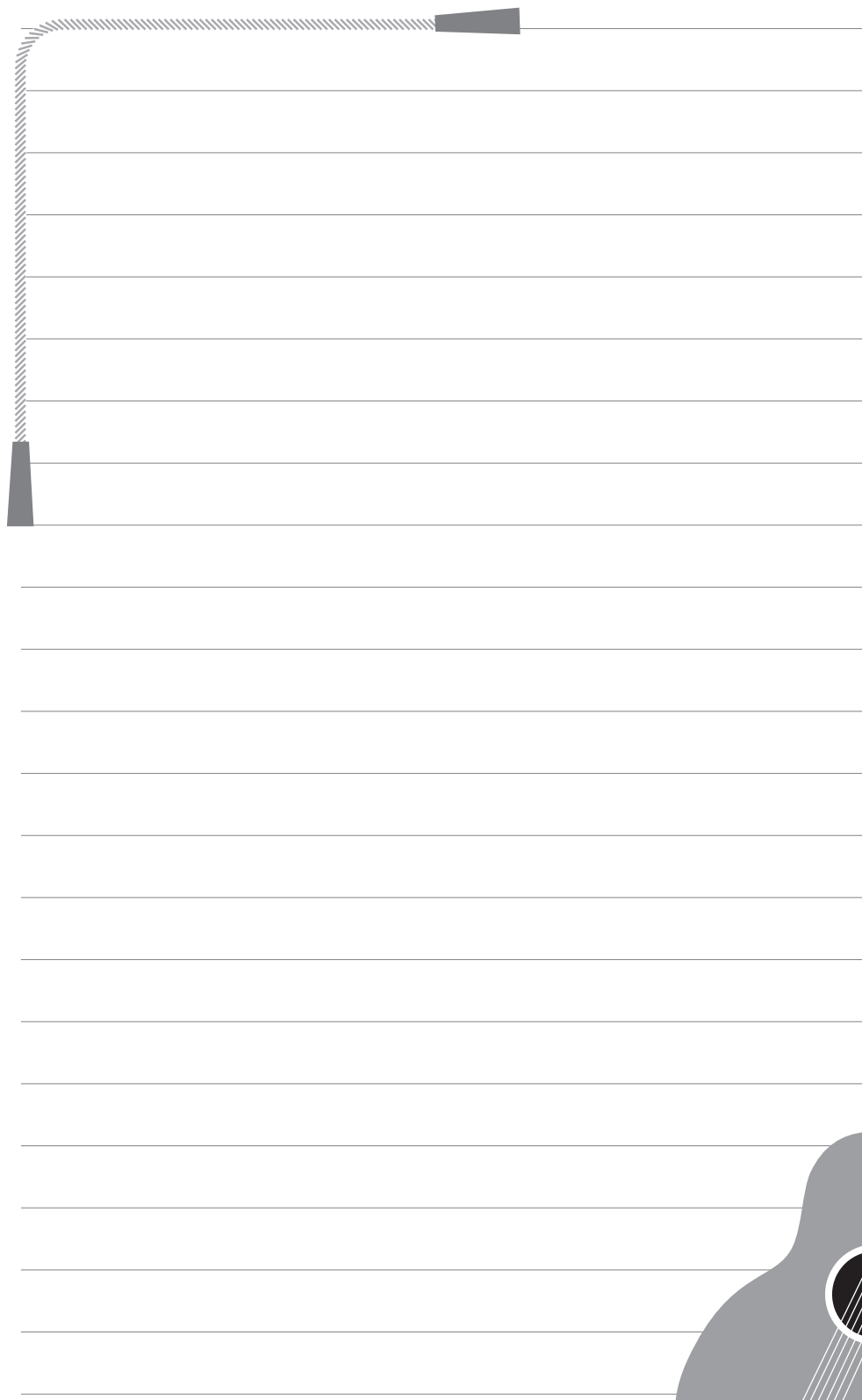
- Obtain church board approval for all fundraising projects.
- Decide if selling selected food products will violate health principles supported by the church.
- Provide incentives for the young people in your church to be involved, in the form of small prizes, ribbons, awards, etc. for selling a certain amount in the fundraising campaign. Make the goals reasonable that all can reach.
- Set up goals and work toward them. Stop selling items while they are still selling well. It is better to have people still wanting a product than for you to be left with inventory.
- Organize to distribute some type of commodity or service
- Introduced new ideas and projects to keep donors interested.
- Don't overburden your church members with campaigns – this is not the purpose of your day camp.

MANAGING FUNDRAISING DONATIONS

- Prior to fundraising projects, a budget should be created and guidelines developed on how funds received will be allocated.
- The IRS does not allow for a donor to specify a tax-deductible gift directly to a specific person. All direct donations must be given toward the general fundraising budget and not to individuals.

FUNDRAISING IDEAS

- Bake sales
- Yard cleanup
- Bike-a-thon
- Run-a-thon
- Walk-a-thon
- Car washes
- Fun runs
- Church yard sales





Staffing Your Camp

The stories told in the Gospels about how Jesus chose His disciples should give all people hope that God can use anyone. Working with children and youth in a day camp ministry is a calling, just like Jesus walking beside the Sea of Galilee and calling fishermen to become “fishers of men” (Matthew 4:19b, NIV). You have the privilege of calling young people to become disciples of Jesus by answering invitation to become day camp staff and following in His footsteps.

THE KEY TO SUCCESS

Developing an excellent staff is the key to the success of any day camp. Camp will not be the same without committed and adequate staff. Parents are as concerned about the quality of staff as they are about the safety of the planned activities and the location of the day camp site.

A solid, committed, and spiritual staff will make a big difference in the quality of your day camp. Be deliberate and careful about your hiring process, using much prayer and consideration on who you invite to become your staff.

Children and parents need to know from the very first meeting with the staff that they can trust them to give proper care and instruction in the weeks to come. Nothing instills confidence in parents like a well-organized team.

DEVELOPING YOUR DAY CAMP TEAM

SUGGESTED STAFF POSITIONS

After developing a proposed budget, the next important step is to consult with your local conference camp ministries department to determine which staff positions are needed. Day camps vary in their staffing needs based on the number of campers and types of activities. Your camp could include the following:

HIRED STAFF

- Director
- Assistant director (depending on the size of the camp)
- Business manager/treasurer
- Counselors
- Secretary
- Safety director/specialist
- Meal/snack coordinator
- Lifeguards (if there is a water activity)
- Craft coordinator
- Music/worship leader
- Videographer
- Drama instructor
- Drivers (who are at least 21 years of age with a clean driving record)
- Social media specialist
- Healthcare provider (You must have a registered nurse or physician on-site daily. This person may be a volunteer depending on their availability.)

VOLUNTEER STAFF

Volunteers can be a large contributor to your camp staff by assisting, teaching classes, and providing support to the full-time staff. Volunteers are expected to follow the same procedures as your paid staff. Some camps that only run for one to two weeks may be entirely staffed by volunteers.

PASTOR

Involve your pastor in planning and implementation of your day camp. The pastor can help you with volunteer and paid staff recruitment, as well as planning the spiritual activities. He or she can also assist with the music, conduct worship, and serve as a spiritual mentor to the staff and campers.

STAFFING YOUR CAMP

Listed below are several resources where you can find staff members:

- Church members. Recruit staff from your local church or other churches in the area. In most cases, your staff will come from these sources. You will find some great people to hire.
- Teachers. Some day camps rely on teachers who have many skills that can be applied in a day camp setting.
- College students. Recruit at your local Seventh-day Adventist college/university. The chaplain can connect you with students who may be a good fit for your day camp. You can also check with your union youth director and ask if they have scheduled a time for camp directors to recruit and interview potential staff on campus.
- Academy/high school students. Recruit at your local academy and with those who attend the local public high school. Remember, these students should be at least 16 years of age and any staff in charge of supervision must be at least 18.
- Some conferences operate several day camps within their territory. In this case, they will hire a staff and move them from place to place.

HOW MANY STAFF DO I HIRE?

The following staff/camper ratios are recommended by the American Camping Association, YMCA, and Adventist Risk Management. You can realistically plan on hiring 8-12 staff based on an enrollment of 80 per day.

- 1:6 children grades 1-4
- 1:8 children grades 5-7
- 1:10 children grades 8-10

There are exceptions to these ratios when considering off-site excursions.

MINISTRY TEAMS

Once your staff is selected, organize them into ministry teams to visit and promote the day camp at churches in the area. Ministry teams can also plan and conduct worship services throughout the summer.



NOTE

Refer to chapter 6 Safety & Security Procedures, Camper Supervision for more details.



QUALITY STAFF CHARACTERISTICS

POSITIVE ATTITUDE

Quality staff members are enthusiastic and optimistic. They adapt well to new situations. If it rains all week and campers get restless, they don't waste time complaining. They find ways to make the situation fun and lift the spirits of the campers with songs, stories, and creative group games. When asked to do custodial duty, they do it with a willing spirit.

TEACHABLE SPIRIT

Quality staff members are eager to learn and willing to try new ideas. Instead of insisting that things go their way, they listen, learn, and ask questions. When asked to help with praise time, class instructions, or something new, they jump right in and do their best.

RESPONSIBLE ACTION

Quality staff members take responsibility for their actions and don't play the blame game. They take care of the people and equipment entrusted to them. They always show up on time and follow through with all assigned tasks. They are prepared for camp activities and actively participate. At the end of the day they make sure everything is accounted for and in good order before storing the equipment away.

ABILITY TO WORK WELL WITH PEOPLE

Quality staff members are friendly and love people—especially children. They are patient and encourage others. They demonstrate flexibility with different personalities. When faced with disobedient campers, a distressed parent, or a disagreeable staff member, they respond with love and sensitivity rather than anger.

PROACTIVE HABITS

Quality staff members see what needs to be done and they do it without being asked. They are aware when materials need to be picked up around the day camp facility. When campers look restless after lunch or during other breaks, they begin an activity that involves everyone.

MATURE JUDGEMENT

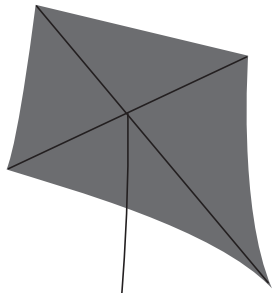
Quality staff members know what is appropriate and act accordingly. They realize that camp council (worship time) is not a place to be funny. They do not talk about their personal issues with campers or talk negatively about other staff members. They are careful of what they say and do and are aware of how their remarks and actions may affect other people. They use good judgment when called upon to make quick decisions.

AWARE OF SAFETY

Quality staff members are aware of safety issues. Day camp must be a safe place for the campers, and staff members must be aware of what makes camp safe. This includes all areas of camp, from the activities planned to personal conduct in front of campers.

NECESSARY SKILLS AND CERTIFICATIONS

Quality staff members have the skills and abilities needed at your particular day camp. During the interview process, ask potential staff members what certification or verified skills they have that are needed at your day camp. This could include first aid and lifeguarding certification or skills in the areas of archery or crafts.



CHRIST-CENTERED LIFESTYLE

Quality staff members let Christ be the Lord of their lives. To them, camp is a ministry, not just a job. Their commitment is made evident daily by their love for others and their lifestyle. They have active devotional lives.

SEVENTH-DAY ADVENTIST LIFESTYLE

Quality staff members are loyal to the Seventh-day Adventist Church's guidelines for living. Their deportment, dress, language, and forms of entertainment meet the standards of the Adventist Church. They are role models and they represent Jesus Christ as well as the Seventh-day Adventist Church.

THE HIRING PROCESS

APPLICATION FORMS

Potential staff need to fill out an application form listing the positions for which they are applying. The form needs to collect enough information for accurate screening. Your local conference can assist you with this application. They may already have an application you can adapt to your program. It will be helpful to applicants if you provide a list of job descriptions. Be sure to follow the conference application process.

REFERENCES AND RECOMMENDATION FORMS

On the application form, provide a place where prospective staff can list three or four references and their contact information. Follow the conference procedures for obtaining references. The recommendation forms should be completed and returned to a designated person.

INTERVIEWS

No staff should be hired without an interview. It is preferable that you conduct the interview in person. Be sure to review the application before the interview. This will help you get better acquainted and determine what type of questions to ask.

Consult with your local conference treasury and/or human resources departments about a form they might use in the interview process. They can direct you about questions you should and should not ask. Listed below are a few sample questions:

- Why would you like to work at day camp?
- What are your strengths and weaknesses?
- How do you deal with stress?
- What type of student are you?
- What motivates you?
- Describe your work habits.
- How would you relate to a camper who seems lonely?
- Do you consider yourself to be a good friend?
- Describe your relationship with God.
- A camper talks back to you and begins arguing. How would you handle that?
- How do your friends describe you?
- Define a value and how you have demonstrated it in your life.
- What would a role model for the Seventh-day Adventist Church look like, and how do you fit that model?
- At the end of camp, how would you like to be remembered?



NOTE

See the Appendix for a Sample Application Form



Encourage prospective staff members to ask you questions as well. They may want to know what the job requires, schedule, compensation, and how you manage the day camp.

BACKGROUND CHECKS

Background checks are required before any staff members are hired. Camps utilize Adventist Screening Verification when hiring staff. For more information go to: www.nadadventist.org/asv. Consult your local conference human resources representative or treasurer on how background checks should be processed.

USE OF VOLUNTEERS

You should always be grateful for the time and effort volunteer staff members provide to the day camp ministry. Though grateful, you should never allow such sentiments to cloud your otherwise sound judgment on matters of volunteer screening. Screening of volunteers is essential for the safety and security of the campers and the integrity of Adventist day camps.

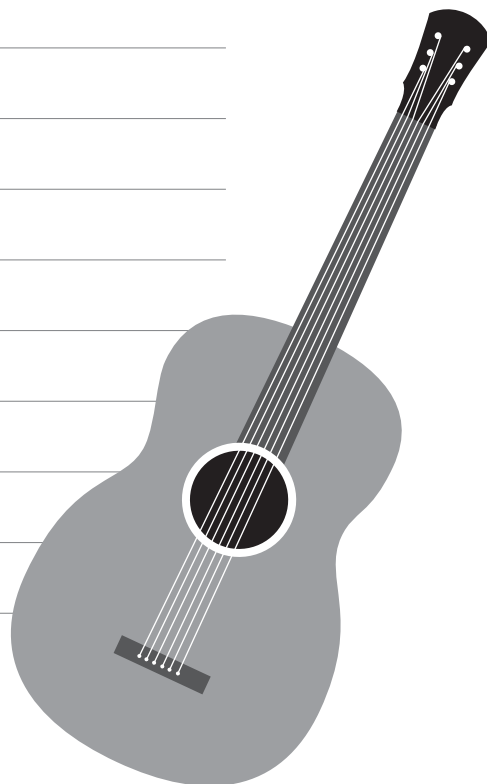
Screening all staff is not just a matter of conducting background checks, but instead is multi-faceted and comprehensive. It includes job applications, reference verification, and criminal background checks. In addition, volunteers should meet the “six-month rule,” meaning they have been known by your church for a minimum of six months.

INTERVIEWING VOLUNTEERS

Volunteers should be interviewed as though they are applying for a paying job because the stakes are just as high. The same interview questions can be used for volunteers and paid staff.

STAFF EXIT INTERVIEWS

After camp is over it is very important for the camp director to hold staff exit-interviews. The intent of this interview is to debrief anything that needs addressed or affirmed. This allows for the director to learn from the staff how the entire camp experience went for them. It gives opportunity to learn what could be done better next time. Also, it opens opportunities for looking forward and finding out if the staff member would be interested in participating again as camp staff. Positive affirmations can lead to continued mentoring between the camp director and staff members and develop, life-long relationships.





Training Your Staff

Your site is selected, a schedule for camp is in place, and staff are hired. What's next? It is time for staff training. All hired and volunteer staff are required to attend staff training. This might be done over a weekend before camp starts. It is important to give yourself enough time to prepare the staff for the summer ahead. This may be the most important event of your day camp since the success of staff training will determine the success of your camp. Staff training should cover the following areas.

STAFF JOB DESCRIPTIONS & EXPECTATIONS

JOB DESCRIPTIONS

Everyone should understand what is expected from their position. Make sure job descriptions are thorough and specific. Staff need to be aware of your expectations.

JOB PARAMETERS

This includes the number of hours with reporting and ending times. Other items such as how and when they will receive payment and terms for dismissal should be addressed.

STAFF AS ROLE MODELS

Let your staff know how you expect them to behave between each other and what is appropriate behavior between staff and campers. Staff members must remember that they will be role models for the campers.

ATTIRE FOR STAFF AND VOLUNTEERS

Staff dress should reflect the highest quality of professionalism. Their overall appearance must be always clean and neat. Many camp directors opt for matching t-shirts for all staff members and volunteers to wear each day at camp. Here are some basic guidelines.

1. Any slogans or graphics must be in line with the beliefs of the Seventh-day Adventist Church.
2. We recommend one-piece swimsuits for women and swim trunks for men.
3. Shorts should be modest in length. Pants and shorts should be either khaki, navy, black, or blue denim.
4. Shoes must be worn at all times. Because of safety concerns, flip flops are not recommended footwear.
5. No jewelry (rings, necklaces, bracelets, earrings, etc.) is allowed to be worn during camp hours. Medical alert identification jewelry is acceptable. This is not only a simplicity issue, but even more so a safety issue when involved with activities.
6. Staff members' name tags should be visible at all times.
7. Decisions regarding appropriate attire should be addressed by the director and assistant director. Any areas not clear should be discussed with either the director or designated assistant. It is preferable for a female director or assistant director to speak with female staff or volunteers if there is an issue with attire and a male director or assistant director to speak with a male staff or volunteers about issues with attire.



NOTE

See Sample Appendix for Day Camp Staff Job Descriptions

PERSONAL DEVOTIONS

The main quality required for participation in a day camp program is a living relationship with Jesus. Camp workers cannot share something they don't have.

It is important that each staff member be intentional about planning their own devotional time, whether it be in the morning before work or sometime in the evening. A meaningful devotional and prayer life is vital to always keep the channels of communication open between heaven and your program.

OFF-DUTY TIME

One of the advantages of day camp is that the evenings are free for the staff. Whatever activities are chosen for the evening, it is important that each staff member gets their rest. Even off-duty team members need to represent God and the program. Making wise choices adds to the confidence parents place in camp staff.

ELECTRONICS

Each day camp should have a set policy for the use of electronics. Cell phones, laptops, and other technology should not interfere with ministry. Any recording done via cell phone needs to be monitored.

LOSS OF PERSONAL ITEMS

Any loss of personal items of staff will be the responsibility of staff members. Emphasize the importance of keeping personal items in a safe place.

STAFF MANUAL

Staff orientation and training should be supplemented by a manual specific to your day camp. This ensures that everyone understands the rules and policies and can review them as needed. Work with your local conference to create a manual for your staff. Permission is given to utilize any part of this manual to create your own specific *Day Camp Staff Handbook*.

PROGRAM TRAINING & TEAM BUILDING

PROGRAM ACTIVITIES

Take time to teach your staff any skills or activities that will be used in the camp program. Make sure that staff have the proper certification for the activities they teach or supervise, such as lifeguards for water activities. It is very important that each staff member has current CPR and First Aid certification. For other types of activities, ensure staff have the appropriate documented experience to lead out. Make sure staff are familiar with the songs, games, and activities campers will experience. Practicing these songs, games, and activities with the staff would be a vital part of your staff training. You should also take time to discuss general organization of the activities.

TEAM-BUILDING ACTIVITIES

During staff orientation, be intentional about team-building exercises. Your conference youth director can provide you with resources for team-building activities. You can search online for team-building exercises. Also, you can visit the American Camping Association website at acacamps.org to find a plethora of books on these activities. Team building can include assigning staff to work together cleaning, painting, preparing the outdoor area, etc., and should also include some games, requiring staff members to have fun working together to achieve a common goal.



PERSONAL GROWTH OF DAY CAMP STAFF

Working at day camp will be a test of faith and a blessing for many staff members. Following God's guidance is not always easy. It is especially important that staff members maintain a close connection with Him. As camp director, you can encourage your staff to do this in a variety of ways.

STAFF JOURNALING

Keeping a journal of thoughts, impressions, dreams, prayers, and day-to-day experiences is an invaluable personal exercise. It helps staff remember events from busy days, look at their feelings, and plan their actions for upcoming days. Most importantly, a written record allows staff to look back and see how God was leading in ways that weren't obvious at the time.

MODELING LOVE

When Jesus was asked which is the greatest commandment, He replied, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'"

Keeping staff members focused on the greatest commandment, being in love with God, will make your day camp a vibrant, godly place. This goal will guide thoughts and actions to be more Christlike. Modeling God's love is a goal for all camp workers.

CONNECTING SPIRITUALLY

Below are several suggestions to maintain and grow in God's love. Share these suggestions with staff members and encourage them to be accountable to each other in their spiritual growth.

- Pursue consistency. Be relentless in making time for God in your busy schedule.
- Find an accountability partner. Check in with someone you trust and respect about your struggles and blessings following Jesus.
- Return to basics. When you're in a spiritual rut, remember the way you felt when you first discovered God's love for you.
- Pursue variety. Don't try to copy someone else's spiritual walk. Your relationship with God is unique.

Spiritual activities for personal time:

- Journal about meaningful Bible passages and spiritual themes
- Seek periods of solitude
- Pray through a passage of Scripture
- Exercise outdoors in nature
- Sing and listen to Christian music

These activities will direct attention to God and strengthen the ability to "abide in Christ" (John 15).

STAFF SHARING THEIR FAITH

Help your staff experience spiritual growth through activities such as:

- Meaningful staff worships
- Giving staff worship assignments
- Allowing staff to choose prayer partners

- Keeping a running prayer request and answer journal
- Studying a devotional book

POLICIES & PROCEDURES

This covers procedures for routine tasks such as signing children in or out and handling paperwork. It also encompasses policies outlining camp rules for staff and campers, including practices to safeguard the environment. Be sure to consult with your local conference treasury, human resources, and youth departments to finalize policies and procedures.

CRISIS COMMUNICATION

If an accident, disaster, or incident occurs involving your day camp, it may draw the attention of the media. You need to be prepared to handle such situations. In the case of such an event, work with the local conference communication department to be prepared to dialogue with the media and to craft a response statement.

DISCIPLINE TECHNIQUES

Based on an understanding of children’s developmental levels, individual needs, and behaviors, simple and understandable guidelines and procedures should be established so that expectations and limitations are clearly defined.

Discipline should be positive, based on praise and encouragement. If there is a need to apply discipline to a child or children, this should be in a gentle and boundary-based approach, setting limits and making guidelines clear from the beginning.

POSITIVE DISCIPLINE

Following are ways you may provide positive discipline to obtain behavioral modification:

- By temporarily separating or removing the child or children from the current situation where an improper behavior has occurred. This is also called “time out.” (Adult supervision must be provided as needed.)
- By redirecting the kids from the situation that is encouraging misbehavior.
- By providing and explaining appropriate behavior guidelines and specific redirection.
- Stay positive. Focus on good behavior and provide affirmation by praising, reinforcing, encouraging, and coaching the children.
- When addressing a child, talk to them at eye level to make sure you have their attention.
- You may say: “What you are doing is...” and “What you need to do instead is...” Ask, “What can you do to solve the problem?”
- Set realistic, age-appropriate guidelines for behavior.
- To obtain a modification in their behavior, have a conversation with the group of children about the positive and negative consequences of misconduct. Have children involved in finding solutions and setting up guidelines and consequences for misbehavior. Set up a system to hold them accountable to the and each other.

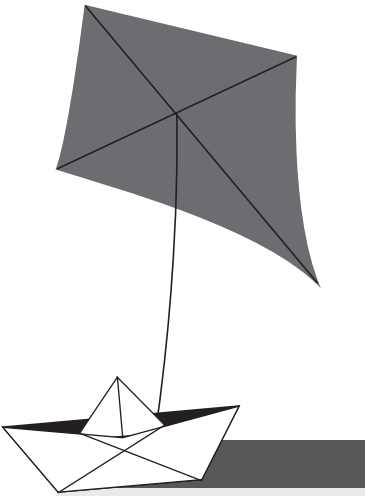
NEGATIVE DISCIPLINE

Following are disciplinary methods that should never be used.

- Camp staff may NOT, under any circumstances, use physical punishment such as hitting, spanking, pinching, or shaking.



- In all dealings with campers, camp staff should strive to respond positively as opposed to reacting negatively.
- Camp staff must refrain from:
 - Isolating children for long periods of time with no adult supervision.
 - Confinement in closets, boxes, or similar places.
 - Binding to restrain movement of mouth or limb.
 - Humiliation or verbal abuse – the most common abuse of children.
 - Deprivation of meals or other program components.



NOTE

Short-term restrictions on the use of play equipment or participating in specific activities are permissible, but the consequence must fit the infraction.

PHYSICAL VIOLENCE

One of the ways that camp staff can help prevent altercations among campers is by providing appropriate supervision of those campers under their care. Make sure that camp staff understand and are trained on how to separate and comfort the participants. Furthermore, any staff member who encounters an altercation should seek the assistance of their supervisor or administrative staff.

When dealing with challenging campers, camp staff should call for backup so that other staff can supervise the group while the staff deals with the issue. Physical violence between campers must be stopped immediately. Staff should make every effort to redirect the campers into the main program or more constructive activities.

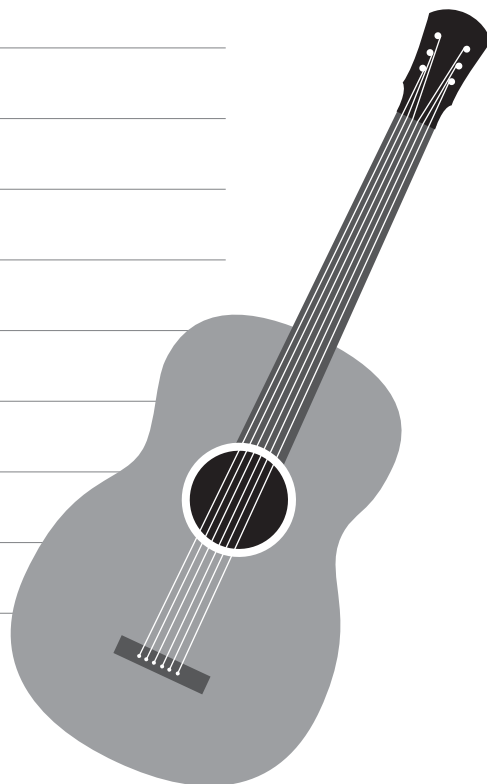
CAMPER BULLYING

It is vital that camp staff be aware of the signs of bullying in the ministry they are serving. For instance, campers who bully can be of any size, any age, any grade, any gender. It is also important that camp staff know how the bullied (bully-victim) is perceived as different from other peers. For instance, if they are overweight, disabled, wear glasses, are new to camp, are weak, depressed, anxious, or less popular. Therefore, educate your camp staff about the different types of bullying and how they can help bullies and their victims. Remind them that providing a safe environment means protecting campers from being verbally put down or socially excluded.

Learning how to get along with others at camp is part of the experience. The kind actions and good manners of your camp staff toward peers and campers set the tone for the environment. Remind them of this important responsibility and the fact that kids will respond to their example more quickly than to a reprimand.

For more information on bullying issues, go to:

- The North American Division Youth Safety website at adventistyouthministries.org/safety-resources
- Adventist Risk Management website at AdventistRisk.org
- The American Camping Association website at www.acacamps.org and search for “bullying”





SAFETY AND SECURITY PROCEDURES

GETTING STARTED

It is important that both campers and staff are safe while participating in the activities involved in your day camp. Here are some important areas that each staff member must consider when planning and supervising activities.

STAFF & CAMPER SAFETY

In legal terms, when you have “care, custody, and control” of minors, this responsibility carries a duty to be careful, reasonable, and cautious. Remember that you represent something much larger than yourself. You represent the church as an organization. That means your choices and actions are being made as a representative of the church. The standard of care that you have assumed can be described by the question, “What would a reasonable person do?” This is why it is important to follow the guidelines of the church in how we conduct our activities.

STAFF SAFETY TRAINING

To help you keep kids and staff safe, the North American Division and your conference have established a child protection program dedicated to raising awareness and prevention of the mistreatment of kids in your day camp.

This program trains your staff and volunteers about abuse prevention, neglect, predators, bullying, boundaries, and respect. All camp staff are required to comply with the background screening and training requirements of your conference. Contact your conference youth director to make sure that you are following the appropriate steps so your campers are safe.

Your conference may have additional policies that you should follow to protect children, but the North American Division Code of Conduct provides the following as minimum guidelines: https://adventistyouthministries.org/files/safety-guidelines/cpp_nad_youthchildrenministryvolunteercodeofconduct_arm-2.pdf

- Two-Adult Policy—Have two adults present for all activities.
- Open Door—Discourage private or one-on-one contact and encourage an open-door policy in all situations. Where an open door is not possible, station a second adult at the door.
- Volunteer Screening—Have all volunteers complete a volunteer information form, check their references, and, if required by law, do a police background check.
- Six-Month Policy—Require a waiting period of six months for newly baptized or transferring members who have indicated a willingness to work with children.
- Training—Provide regular training for teachers and volunteers to help them understand and protect children and how to nurture their faith.

Camp directors should consult with the conference to ascertain conference procedures and requirements, including local legal requirements for individuals working with children. Additional resources are available from Adventist Risk Management at www.AdventistRisk.org.

SUPERVISION

Proper and adequate supervision of your campers is one of the most important elements of keeping children safe. Therefore, it is imperative to always provide appropriate adult supervision for the number of campers in your group. A general rule of thumb is two adults for every eight kids. Each adult should know and understand his or her role in supervising. Each adult should focus on their supervisory duties and set aside distractions.

For all activities, consider the following:

- Do you have enough qualified supervision for this activity?
- Do you have enough supervisors for the size and maturity of the group?
- Are the supervisors qualified for the activity? Some activities need specialized knowledge and skills.
- Know where each person is at all times. Some campers will want to explore and investigate new surroundings. The parents and guardians of your campers have entrusted you to be responsible for their children, so take that responsibility seriously.

If there are plans to take campers on off-site excursions, plan for additional supervisors. You will need to determine your staff-to-camper supervision ratio and make sure you have enough qualified staff and volunteers to assist. Also, you will need to organize the campers into a three-person buddy-system and stay together with their adult supervisor at all times.

Some activities may require qualified supervision. For example, if campers are going to be swimming, are there lifeguards at the swimming area? If riding horses, are the guides certified? Remember that a reasonable person organizing activities for young people for a church would ensure that lifeguards are present for a swimming activity. In the event of an injury or death, these are the questions that will be asked in court, and it is important that we take all reasonable steps to ensure the safety of those in our care.

CLOTHING

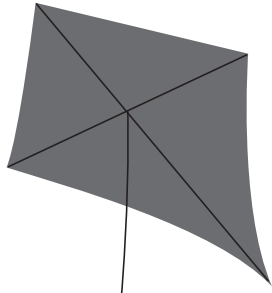
It is important that children and camp staff wear proper footwear and clothing. This will ensure that campers and staff will safely participate in the camp's activities. Work with parents or guardians to ensure proper attire for campers is always provided.

EMERGENCIES

Emergencies require a calm, thoughtful response. A fire in the building, an intruder, or an allergic reaction require staff who handle the situation in a calm, professional manner.

In an emergency, each staff member must know his or her role. Below are examples of scenarios you should run through in staff meetings, designating tasks and clarifying procedures. Consider posting or providing flipcharts with safety protocols for each staff and volunteer.





- **Fire:** Child safety is paramount. Evacuate the campers to a designated location in an orderly fashion and call 911. Know where the fire extinguishers are and how to use them. Post your evacuation plan in a place where everyone can easily find it. It is important that you have regular fire drills, especially the first day of camp. It is also advisable to keep a log of your fire drills, which confirms that fire drills are conducted.
- You may partner with your local police and fire departments to provide training to your staff and campers.
- **Allergic Reaction:** Administrator is notified and 911 is called. Campers' allergies must be documented, along with emergency contact information, during registration. For a link to the Consent for Medical Treatment Form, see the resources at the end of this chapter.
- **Weather Emergencies:** Plans should be in place on what to do in case of weather-related emergencies such as storms, hurricanes, and tornadoes.
- **Accident Reports**
Staff should complete accident reports for campers' minor injuries such as cuts, scrapes, or bruises. If these types of accidents occur, report needs to be filled out and sent to the child's parent or guardian, detailing what happened and the measures taken to remedy the situation.

Keep a log to record any time a camper comes to the nurse or first aid provider. This would apply even for small cuts and scratches.

If an emergency happens at camp, the director needs to write a report and submit it to the conference. Accident reports can be obtained from your local conference.

SAFETY PLANNING

A positive attitude about safety is at the heart of preventing injuries and incidents. You will need to use logical thinking and common sense in anticipating risks and appropriately responding. When safety and security precautions are overlooked, accidents are more likely to happen. Take time to plan ahead and think through an activity so there is less chance of an accident. Instruction on safety and security, effective and qualified supervision, and keeping your activities and surroundings safe can prevent accidents and incidents.

Everything we do involves some amount of risk. Understanding how much risk your organization is willing to take is important for leaders making plans for camp activities. Understanding what can be done to control risk is key to conducting activities safely. When there is any question about the safety of an activity, staff should consult with the camp director.

The safety of everyone in a group is the most important consideration. It is your duty as a camp director to use the highest degree of care. You must not assume the campers are safety conscious. Because of their lack of experience and maturity, they need guidance and support from adults.

When planning, take into consideration the safety of the environment, equipment, staff, and campers:

- Do we have a safe environment? Whether you are meeting indoors or outdoors, camping, or engaging in activities in your community, consider the security and safety of the area where you and your campers will be meeting.
- Do we know how to identify hazards that may cause slips, trips, falls, burns, etc.? For example, is the location clean, free of clutter, in good repair, and free of hazards?
- Is the equipment that will be used for different activities up-to-date, or does it need repair?
- During outdoor activities, how can we prevent participants from becoming fatigued and overheated? How do we keep staff and campers hydrated?
- Do we have the right tools and Personal Protective Equipment (PPE) and are they in good condition? For example, when canoeing, campers and adult supervisors should wear personal flotation devices that are in good condition, the right size, and worn correctly. Other activities may require gloves, glasses, or helmets.

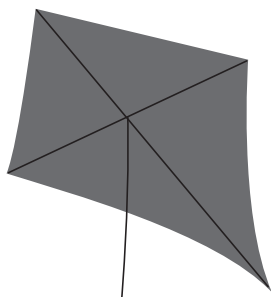
CHECK-IN / CHECK-OUT POLICY

Strangers are not the ones most likely to kidnap a child. Most abducted children are kidnapped by someone they know. One place where children are vulnerable to be approached and slip away with a familiar friend is when being dropped off or picked up at your church, school, camp, or ministry activity. Any minor is under the supervision of their parent or guardian until checked into a ministry activity and after being checked out of a ministry activity. While at your activity, the minor is under your supervision.

A defined check-in/check-out procedure protects children from disappearing or leaving with the wrong person on your watch. A thorough check-in/check-out process should include:

1. Trained Staff
 - Make sure that you have properly screened and trained your volunteers and employees.
 - Each employee must complete a background check and child protection training before working with children or youth.
 - Each volunteer should fill out an information form, including references which are checked by you before being approved.
2. Drop-off and Pick-up Point(s)
 - There should be designated drop-off and pick-up point(s) where children and youth enter and exit your ministry or activity.
 - These locations must be staffed with enough members to adequately handle the number of children and adults.
 - No child or youth is allowed to leave without being checked out by their authorized guardian.
3. Permissions, Emergency Contact Information, and Authorized Adults





Before checking a child or youth into your ministry or activity you need:

- A signed release form from the parent/guardian giving their child permission to attend.
- A signed medical release form including health and allergy information for the child giving you permission to provide emergency medical treatment for the child.
- Primary and secondary emergency contact information for the child.
- Names and contact information of the people authorized to pick up the child. Once checked in, only authorized people should be allowed to check the child or youth out. Request picture ID when the child is picked up.

4. Defined Check-in / Check-out Methods

Your procedure should record the child or youth's name, time of check-in/check-out, and name of the person who checked them in/out. This method could be as simple as recording information on a piece of paper and giving each child a number or wristband. Only people with the matching wristband or number can check the child out. Some other methods are electronic software, smartphone applications, or pagers that can also alert guardians when their child needs to be picked up. Select the method that works best for your ministry.

5. Emergency Response Plan

Your ministry should have a plan of how to respond, and practice what to do if a child goes missing and if someone tries to take a child by force. You can find emergency planning resources and practice tools at www.AdventistRisk.org. Local law enforcement can provide good counsel and guidelines on how to proceed.

**This information was gathered from the ARM article [Child and Youth Check-in/Check-out Policy](https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Safety%20Resources/English/IFS_CheckInCheckOut_NAD-CAN-EN.pdf) https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Safety%20Resources/English/IFS_CheckInCheckOut_NAD-CAN-EN.pdf*

VISITORS & INTRUDERS

A procedure must be established for greeting anyone unknown to the team. A verification process (calling the pastor, head elder, head deacon, or deaconess) to identify an unknown person is essential.

In addition to addressing the intrusion of unauthorized persons, a day camp should also consider how to address both invited and "surprise" guests. Local law enforcement can also give you good counsel on how to adequately secure your facility.

COMMUNICATION SYSTEM

Set up a communication system for the camp. This could include cell phones, radios, walkie-talkies, air horns, whistles, megaphones, a bell system, etc.

Emergency phone numbers should be posted in an appropriate location. Here is a list of numbers to include:

- 911
- Fire and police departments
- Hospital
- Camp nurse or physician

- Ambulance
- EMT services
- Poison control center
- Conference youth director and treasurer
- Pastor
- Head elder

Make sure systems are in place for times when groups leave the day camp area or for remote sites away from the main camp.

EMERGENCY ARRANGEMENTS

Before camp begins, make arrangements with your local or state fire officials and medical emergency services. Have them visit the site, and ask them to assist you to plan the procedures to follow in the event of an emergency.

DAY CAMP INSURANCE

Before you do any activity with your day campers, make sure that you are covered by appropriate insurance. When your camp registers with the conference, make sure that your ministry will be covered by the church or school's liability insurance. Please note that some of the activities may not be covered by that insurance. It is your responsibility to be sure you know what activities are covered by the church or school's insurance policy. Work with your conference to learn more about what is or is not covered and what further coverages may be available.

Do not assume that because something is covered by insurance it is safe to do. Our standard of care should be whether we can do an activity safely, and whether it is covered by insurance. We must take responsibility for our actions and if you are not comfortable with an activity (even if it is covered by insurance), you should choose not to do it. Make sure that you do not engage in activities that are not covered by insurance.

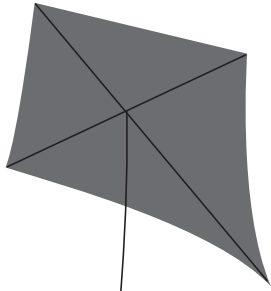
TRANSPORTATION & WATER SAFETY

TRANSPORTATION SAFETY

Not everyone who volunteers for church or school trips is eligible to drive. Drivers must meet the following requirements:

1. Complete the volunteer screening process and background check.
2. Be 21 years or older.
3. Have a valid and current standard or higher driver's license rated for the type of vehicle they will drive.
4. Drivers must be in good physical condition, with glasses or contact lenses, if necessary.
5. Drivers must obey all local, state, and federal traffic laws.
6. Have an acceptable driving record during the previous three years with no more than two traffic citations and no at-fault accidents while driving any vehicle.
7. Provide a photocopy of their current vehicle insurance card to the church office.
8. Provide proof that the automobile they will be driving is insured in compliance with local state law.





9. While operating a vehicle, drivers must give full attention to their duties without interference or distraction, such as using a cell phone, eating, etc.
10. The number of riders shall not exceed the seating and safety belt capacity.
11. Open trucks or open pickups shall not be used to transport people.
12. The use of trailers, moving vans, and 15-passenger vans are prohibited for use in transporting people. When driving campers, verbal communication must be always available between driver and all passengers.
13. When motor homes are used to transport people, seating capacity shall be adhered to strictly.
14. Each vehicle shall have two adults at least 21 years of age when transporting minors.
15. Be sure to take extra cash in case of a breakdown. Travel in a group as much as possible.
16. Each vehicle must carry the Parental Consent & Medical Release forms for each child in the vehicle.
17. Make sure all vehicles are well-maintained.
18. Work with your local conference treasury and/or human resources departments to make sure all drivers and vehicles are properly insured.

VEHICLE INSPECTION

It is required that drivers always do a vehicle safety inspection prior to transporting campers and staff. If there are any items that need attention or repair do not use the vehicle until maintenance has been completed. See resources at the end of this chapter for a link to the Vehicle Pre-Trip Inspection Form.

15-PASSENGER VANS

The use of 15-passenger vans is prohibited for use in transporting people. This includes vehicles rented and/or owned by a camp staff or volunteer.

WATER SAFETY

Water sports and other high-risk activities require greater levels of experience on the part of leaders, increased levels of monitoring and protection, and additional control measures on the part of leaders and campers alike. To reduce the potential for accidents, it is crucial that:

- All participants have achieved any mandatory prerequisites before they are allowed to participate in water sports or high-risk activities sponsored by the church or school.
- A safety orientation is provided to all participants before the activity is undertaken and verification is made that all campers have the appropriate signed parent/guardian permission form on file before they are allowed to participate in said activity.
- All participants (including volunteers) in water-related sports (except swimming) are always required to wear personal floatation gear, without exception.
- When using a river, lake, or swimming pool, ensure that water-safety personnel and lifeguards with current lifesaving/CPR certifications are always present.

- All appropriate safety gear required for specific high-risk activities will always be mandatory, without exception.
- Teach children that swimming in open water is not the same as swimming in a pool. They need to be aware of uneven surfaces, river currents, ocean undertow, and changing weather.
- Participants who refuse to follow established safety rules and practices are to be removed from the activity.

SWIM TESTS

Be sure to clearly define swimming areas for beginner and advanced swimmers.

SWIM TESTS SHOULD ALWAYS BE GIVEN BEFORE ANY TYPE OF WATER-RELATED ACTIVITY, WHETHER IT BE IN A SWIMMING POOL OR LAKE.

BOATING SAFETY TIPS

- Appropriate licenses and safety protocols must be followed.
- A certified lifeguard/s should check out the waterfront to ensure it is safe for swimming or boating.
- Always have your campers and staff wear life jackets approved by the U.S. Coast Guard while on boats around open bodies of water or when participating in water sports.
- Follow guidelines included in the water safety list.

For more information on swimming and boating safety, visit <https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2016/may/are-you-ready-for-some-fun-in-the-water>

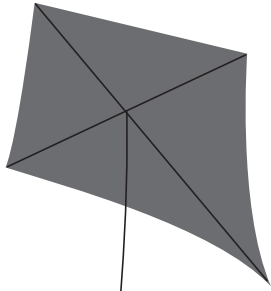
RESOURCES FOR RISK MANAGEMENT

- *Crisis Communications Weathering the Storm: A Handbook for Camps and Other Youth Program* by Marla Coleman and Jessica Coleman
- *Risk and Crisis Management Planning: A Workbook for Organization and Program Administrators (Third Edition)* by Connie Coutellier
- *Adventist Risk Management*—www.AdventistRisk.org
- *Child and Youth Check-in/Check-out Policy*—https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Safety%20Resources/English/IFS_CheckInCheckOut_NAD-CAN-EN.pdf
- *Transportation Safety*—<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2016/august/three-questions-you-need-to-ask-before-hitting-the>
- *Is it Worth the Risk?*—<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2015/january/is-it-worth-the-risk>
- *Youth Supervision Guidelines*—https://adventistyouthministries.org/files/safety-guidelines/youth-supervision_info-sheet_eng.pdf

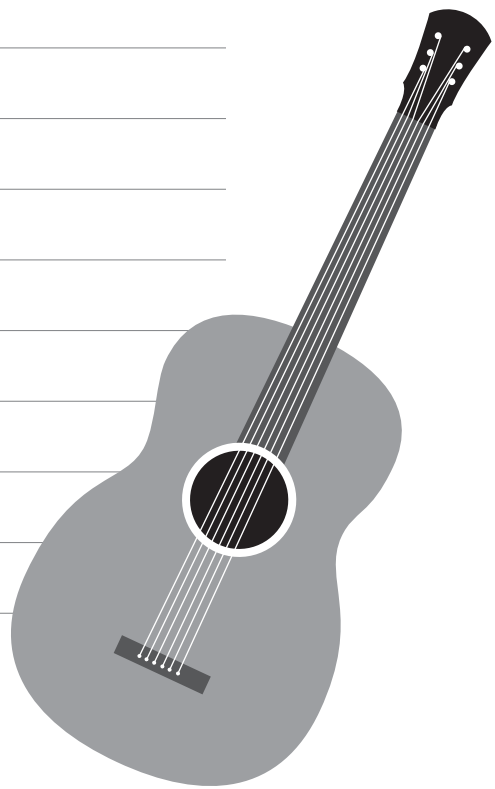
RESOURCES FROM NAD YOUTH SAFETY

- *Code of Conduct*—www.NADYouthSafety.org
- *Protection and Supervision*—<https://adventistyouthministries.org/safety-resources/protection-supervision>





- Consent for Medical Treatment of Minors Authorization Form—
https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/ConsentMedTreatment_MinorsAuthorization_NADENG.pdf
- *Trips and Transportation*—
<https://adventistyouthministries.org/safety-resources/trips-transportation>
- Vehicle Pre-Trip Inspection Form—https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Safety%20Resources/English/FRM_VehiclePreTripInspection_ALLEN.pdf
- *Quick Tips on Transportation Safety*—<https://adventistyouthministries.org/files/safety-guidelines/QuickTipsOnTransportationSafety-ARM.pdf>
- *Water Sports & High Risk Activities*—https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/WATER-SPORTS-High-Risk-Activ_0720.pdf
- *Youth Trips! Where Are the Rules?*—<https://adventistyouthministries.org/files/safety-guidelines/YouthTripsRules.pdf>





DAILY SCHEDULE & ACTIVITIES

One of the most important planning items is developing the daily and weekly schedule. The schedule is what determines whether campers will arrive and depart on-time according to their families' summer schedules. It will determine whether the day camp staff will survive throughout the week. Based on the activities there may be need of breaks for rest and recovery, not only physically but also mentally and emotionally. Therefore, it is very important that the schedule and activities be developed with much input and reviewed by key staff prior to advertising and implementation.

SCHEDULE OPTIONS

SAMPLE SCHEDULE #1 9:00 A.M.–4:00 P.M.

8:00–8:30	Staff Worship
8:30–8:45	Mix 'n' Mingle/Group Games
8:45–9:00	Line Call
9:00–9:30	Camp Worship
9:30–10:00	Activity Period #1
10:00–10:30	Activity Period #2
10:30–11:00	Activity Period #3
11:00–11:30	Activity Period #4
11:30–12:00	Activity Period #5
12:00–12:45	Line Call / Lunch
12:45–2:00	Quiet Time / Unit Time
2:00–3:00	Afternoon Events: Various Recreational Activities
3:00–3:45	Closing Activities
3:45–4:00	Lost & Found / Final Line Call
4:00–4:30	Camp Clean-up
4:30–5:00	Staff Meeting

SAMPLE SCHEDULE #2

7:00–7:30	Opening Duties
7:30–8:00	Staff Worship
8:00–8:30	Meet 'n' Mingle
8:30–9:00	Camp Worship
9:00–9:45	Group Games
9:45–10:30	Activity Period #1
10:30–10:45	Morning Snack
10:45–11:30	Activity Period #2
11:30–12:15	Activity Period #3
12:15–12:45	Lunch
12:45–1:00	Lunch Clean-up
1:00–1:45	Group Games
1:45–2:30	Activity Period #4
2:30–3:15	Activity Period #5
3:15–4:30	Activity Period #6

4:30–5:30 Quiet Games, Camp Clean-up,
Closing Activities, and Camper Pick-up
5:30–6:00 Staff Closing Duties

UNIT ROTATIONS

Depending on the age ranges, each class can be taught multiple times as the various units rotate through in their daily schedule.

	Activity Period #1	Activity Period #2	Activity Period #3	Activity Period #4
UNIT A	Nature	Music	Crafts	Bible
UNIT B	Bible	Nature	Music	Crafts
UNIT C	Crafts	Bible	Nature	Music
UNIT D	Music	Crafts	Bible	Nature



NOTE

The classes mentioned are not necessarily exhaustive. They can be replaced with any other activities.

SCHEDULE BREAKDOWN

STAFF WORSHIP

Staff worship sets the tone for the entire day. This is a great time for the staff to build their relationship with the Lord and each other. By spending a moment with God, each staff member will receive encouragement, strength, wisdom, and power. It is good to begin with songs of worship and praise that move into a time of prayer.

You can either lead worship each morning, assign staff to lead worship, or ask the church pastor or another guest to lead worship. Make sure worship is personal and relevant. Start and end with prayer, either in small groups or as a whole.

Worship is also a good time to verbally appreciate each staff member. This can be done in an informal way by sharing positive experiences, expressions of gratitude, and group affirmation. Words of encouragement should be personal, upbeat, and based on something that recently happened.

WELCOMING CAMPERS

Meet 'n' Mingle is a time to help the campers feel welcomed and accepted into the camp setting. It also gives parents/guardians confidence that their children will be happy and well cared for. Staff members should take the initiative and greet the arriving campers and parents. Explain what campers need to do before they ask (i.e., get in a unit, put backpacks on the table). Organize indoor and outdoor games. As more campers show up, include them in the activities. Counselors should take attendance and enthusiastically describe the planned activities.

Learning names and family information reinforces staff members' caring. People appreciate being addressed by name, and this will help everyone get to know each other faster. The campers also need to learn the names of the other kids at camp.

CAMP WORSHIP

Camp worship is a meaningful experience that fosters a closer relationship with Jesus. It must be planned, prepared, and have a definite purpose. It should involve campers with singing, praise, and prayer. Choose a theme song or a theme topic for the week. Valuable life lessons can be taught through stories and skits. Invite the camp pastor to speak. Give a health or nature nugget. Make all talks and prayers short, upbeat, and to the point. You can even give units time to spend in small group Bible study.



ACTIVITIES

Activity periods are times when camper units participate in typical camp activities. These activities may include games, crafts, nature study, Bible activities, music, aquatics, life skills, camp craft, and storytelling. Units rotate from one activity to the next. In some settings, campers may be given a menu of activities, selecting those that are of particular interest to them.

Pathfinder Honors and Adventurer Awards are a good source for many of these activities. You can also adapt Vacation Bible School materials. Check with your local Adventurer, Pathfinder, and Vacation Bible School leaders to make sure you will not duplicate their plans.

The best use of videos is for education, not entertainment. Day camp provides a great opportunity for campers and staff to discover simple, fun activities without videos and electronic games. Providing non-media activities requires more effort and planning but brings great relationship rewards.

RAINY-DAY ACTIVITIES

Rainy-day activities can be a challenge, but they don't have to be with good advance planning. Assign these activities to a rainy-day activities coordinator, and with good planning, the campers won't know the difference! Notice the many ideas that can help make a rainy day a real adventure.

Keep a box of equipment and supplies on hand for use only on rainy days, and decorate it to add an air of mystery and surprise. The contents should be appropriate to indoor activities and could include the following:

- Table games not used at other times
- Pencils and paper for quizzes and games
- Crayons, watercolors, and other art supplies
- Nature flashcards
- Balloons for games
- Soap bubbles and wands
- Table tennis balls, marbles, etc.
- Paper plates, soda straws, and other craft supplies
- Shelf paper, newsprint, and aluminum foil
- Clothespins, toothpicks, and pipe cleaners

In addition to a special box of supplies, designate a collection of costumes for use only on rainy days. If you have adequate space, you might also consider acquiring some indoor versions of outdoor sports equipment. Nerf and Whiffle balls can be used indoors in simulations of outdoor games. Some games are even designed for indoor use, including rubber darts, shuffleboard, hopscotch, four square, and jump rope. Some popular indoor activities include the following:

- Indoor Olympics or track meet
- Scavenger hunts
- Talent shows
- Puppet shows
- Arts and crafts that are different from typical activities
- Storytelling and singing
- Production of a camp newspaper

FIELD TRIP SUGGESTIONS

If you'd rather spend your time indoors but off-site, some indoor field trip destinations may not require advanced reservations. If you have transportation available, call local museums, skating rinks, and planetariums for a fun adventure on a rainy day.

- Factories, bakeries, pet stores, and TV and radio stations
- Transportation facilities: ferries, train stations, airports
- Public agencies: city halls, courthouses, humane societies, post offices, fire stations, police department, libraries, and wildlife services
- Nature and ecology facilities: farms, bird sanctuaries, dams, wildlife refuges, fossil beds, recycling centers, state parks, outdoor education centers, and weather stations
- Recreation and education facilities

THEME DAYS

To keep the camp routine from becoming too predictable, incorporate theme days such as hat day or backwards day. A weekly theme could focus on a holiday such as Independence Day.

MEALS & SNACKS

In most day camps, each camper brings their own lunch. Some provide meals as part of the camp ministry. Depending on the setting, staff may either bring their own lunch or assign someone to prepare all staff lunches. Make sure the lunch area is set up before the campers arrive. Choose a location that will be easy to clean up. Staff should eat and interact with campers. You may wish to provide beverages and a morning or afternoon snack, or ask campers to bring their own snacks to be eaten at a designated time. If you are providing snacks and/or meals, make sure the person in charge of food preparation is aware of any camper or staff food allergies.

REST & RELAXATION

Quiet time is an opportunity for younger campers to rest. This is a good setting for a story or rest period. Older children can enjoy supervised free time or prepare for the afternoon event.

CLOSING ACTIVITIES

End the day with wrap-up activities. Campers should be involved in general camp pick-up. Then, in an all-camp setting, review the day and affirm positive behavior. Make announcements for the next day and build enthusiasm for upcoming events. Unite all lost and found items with their owners. End with a spiritual note by sharing an important lesson learned or a thought to remember, and then have closing prayer. Give the campers and staff a chance to say goodbye to each other.

STAFF MEETING

A staff meeting should take place after the camp facility has been cleaned and prepared for the next day. This staff meeting is the time to talk about what worked, what didn't work, and what changes should be made. Look at the next day's activities and make necessary assignments. Verify supply and equipment needs. Trade camp stories. Close with a time of thanksgiving and prayer.



END OF CAMP PROGRAM

At the end of the week, conduct a closing program. This gives parents/guardians, friends, relatives, and church members the opportunity to see what their children learned at camp. Everyone can celebrate camper accomplishments and successes. It also gives church members the chance to connect with others from the community. This program can be held in the evening so parents can attend or as a special church service.

This closing program can include favorite camper songs, camper interviews, staff appreciation, devotional thought by the camp pastor, camp video or slideshow, and prayer. It should include an opportunity for campers and parents to make commitments to Jesus. Decision cards with contact information should be used for continued follow-up. Also, the next events that church has planned for young people should be promoted with personal invitations to participate.

INCLUDING CAMPERS WITH DISABILITIES

When you learn that a child with a disability will attend your day camp, you might initially feel overwhelmed. Don't worry; often simple changes to an activity are all that is needed. Campers can generally tell you when they require assistance; and if they can't, their parents or guardians can. Remember that parents or guardians are not looking for you to discredit a diagnosis or to offer a "cure" for a condition; rather, they are looking to you to welcome and include their child as you would any other camper. Additionally, the other campers and staff watch you to see how you act, so make sure you treat children with disabilities with the same openness and ease that you show all campers.

Do's

Be sure to include all campers in all discussions and conversations.

- Speak directly to the camper, not to other adults or staff. Give opportunities for the camper to advocate for themselves.
- Ask the camper how they would prefer to complete a task.
- Foster independence and creativity.
- Focus on all campers' strengths.

Recognize that a camper's physical challenges do not indicate mental challenges.

- Request a copy of the camper's Individual Educational Plan (IEP) to discover what academic or activity-based accommodations may be needed (if they have an IEP).
- Ask about the camper's special mobility or adaptive equipment needs.
- Empower the camper to share about their mobility equipment to staff and fellow campers.
- Expect reasonable participation and behavior from all campers.
- Be flexible.

Take extra care in planning for the safety of campers with disabilities.

- Ensure all day camp facilities are ADA accessible.
- For campers who are Deaf, be sure the safety features include flashing lights for emergencies such as fires or danger areas.

PLANNING INCLUSIVE ACTIVITIES

At times, you will need to provide accommodations for or modifications to activities for campers with disabilities to participate. This may mean some creative thinking on your part. You may want to assign a “buddy system,” not to inhibit or burden campers but to learn from each other. Remember that the point is for all activities to be fun, meaningful, and inclusive for all campers.





Preparing Registration & Marketing Resources

Registration is where the camping experience begins for campers and their families. Because of the importance of having information in writing and signed by the parent or guardian, many forms need to be completed. These forms ensure the safety of each camper and protect the camp from any unnecessary liabilities. These forms must be filled out and properly stored for each day camp session. Check with your conference treasury and/or human resources departments to determine what forms are required. Below is a description of a few suggested forms. Sample forms are also included in the appendix.

DAY CAMP FORMS

CAMPER REGISTRATION APPLICATION

Camper registration forms help you know how many campers to expect and other pertinent information about each camper. The following vital information can be found on these forms. A sample form is in the appendix.

- Name, age, and grade in school
- Address and phone number
- Names of parents or guardians
- Emergency phone numbers
- Signature of parent or guardian
- Names of other people authorized to pick up or drop off each child
- Permission to use photos and videos taken at camp for promotional purposes
- Permission to participate in all on-site and off-site activities

PERMISSION TO TREAT & MEDICAL CONSENT FORM

Part of the registration procedure includes a permission to treat form. Both campers and staff must have this form on file. These forms should be kept by the camp nurse and should always be readily available in case of emergencies. Parents and guardians must include campers' allergies and medications on this form. A sample form is in the appendix.

PARENTAL PERMISSION TO TRANSPORT FORM

A parental Consent to Participate and Permission to Transport Form must be completed and submitted by a parent or guardian for each camper if they are going to be transported from the day camp location for any reason. They must include: date of trip and times, location, release statement, and signature of parent or guardian. Campers should never participate in activities of which their parents/guardians are unaware.

Signed forms must be carefully filed in a secured location. Consult your local conference treasury, human resources, or youth ministries departments for copies of forms used by your conference. A sample form is included in the appendix.

CAMPER DECISION CARDS

It is important to develop a decision card for campers to use at the end of the week. The items listed and questions on the card should be developed based on the theme of the camp. Of course, decisions for Jesus or baptism are always included. During worship times each day, or at the end of camp family day, campers can fill out these cards marking any decisions that have been made throughout the week. The cards should be collected and shared with the local church or school for continued follow-up.

BRING APPROPRIATE FORMS TO OFFSITE EVENTS

Camp staff must bring copies of appropriate forms to all offsite activities, so they are readily accessible in cases of emergency.

PARENT INFORMATION PACKET

Parents/guardians appreciate your communication with them. It lends credibility to the program and adds professionalism to the day camp operation. Listed are ideas to include in parent information packs.

- Family handbook and/or information packet
- Camp website and FAQs
- Philosophy and objectives of the camp
- Typical activities
- Specific rules and guidelines campers must follow
- Camp attire requested or required
- Flyers for special events: field trips, family day, birthday celebrations, etc.
- Discipline procedures
- Drop-off and pick-up procedures
- First aid and emergency procedures
- Daily schedules
- What to bring: lunches, sunscreen, swimsuit, towel (remember to label everything)
- What NOT to bring: toys, valuables, money, guns, video games, knives
- Cell phone guidelines: camp administration should have clear-cut rules and expectations concerning use of cell phones
- Who to contact at the church or school where day camp is to be held

INFORMATION TO GIVE DURING CAMP

- Special activities during session: field trips, going to a public swimming pool, amusement park, etc.
- How the camper is doing
- Reminders about End of Camp Family Day



MARKETING & PROMOTION

DEVELOP A UNIQUE FOCUS

It is important to develop a distinct identity for your day camp. The camp's focus will set it apart from other day camps in the community. Whether it's art, sports, learning, or a combination, uniqueness is what you promote to the community. The location and facility can also play a significant role in determining your focus.

Look for a marketing professional in your church or community who can assist you in promoting your day camp. You can also consult your local conference communication director.

ESSENTIAL INFORMATION

Most camps conduct their major advertising by producing attractive brochures or flyers. These items are then distributed throughout the community and in local churches and schools. What do parents look for in a brochure? The YMCA suggests including the following:

- The mission, philosophy, and activities
- Benefits of the camp
- The camp's location, address, website, and telephone number
- Age ranges of campers
- Number of campers per session
- Type of staff training
- Camper-staff ratio
- Provisions for campers with special needs
- Session dates
- Fees and financial information
- Deadlines for registration and any early registration discounts
- Items the campers need to bring
- Extra-cost items
- Transportation arrangements, including arrival and departure times
- Health and safety measures, such as available medical facilities, required physical examinations, staff safety preparedness, and safety equipment

WHERE TO ADVERTISE

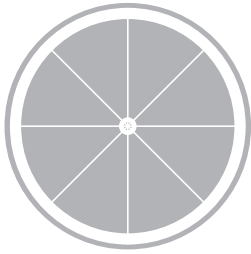
- Social media
- Local church website
- Local area churches
- Adventurer Clubs
- Pathfinder Clubs
- Youth groups
- Rotary clubs
- Business associations
- Local government offices
- Schools and school associations
- Homeschool associations
- Local church bulletin
- Local church school
- Conference email list
- Newspaper
- Banners in front of your facility
- Radio and TV public service announcements
- Direct mail

- Posters on display in churches, grocery stores, offices, etc.
- Camp fairs
- Word of mouth

Many communities have camp fairs. At these camp fairs, youth organizations and other camps set up exhibits so families can see what is available for their children. These fairs are a great way to promote your day camp to the community. You can learn about these fairs by calling the Chamber of Commerce or city offices and checking to see what is available online to promote your camp.

Probably the cheapest and most effective way to promote your camp is through those who have attended your camp in the past. Nothing advertises like the positive, enthusiastic testimony of parents and children who have participated in your unique day camp.





Appendix

BOOKS

Come Together: Group-Building Activities that Foster Closeness and Community by Steve Case, 2016. AdventSource

Day Camp Fundamentals: A Guide for Day Camp Directors, Volunteers, and Staff, 2016. YMCA of the USA. <https://www.ymcade.org/wp-content/uploads/2017/12/YMCA-Day-Camp-Fundamentals.pdf>

Day Camps from Day One: A Hands-On-Guide for Day Camp Administration by Connie Coutellier, 2004. American Camping Association.

Team & Teamplay by Jim Cain & Barry Jollifee, 2010. Kendall/Hunt Publishing Company.

ORGANIZATIONS & WEBSITES

AdventSource

www.AdventSource.org

Books, games, group activities resources, Adventurer and Pathfinder resources, Vacation Bible School resources, many resources that can be adapted to day camp ministry.

Association of Adventist Camping Professionals (AACP)

www.adventistcamps.org

Association of Adventist Camping Professionals holds an annual convention every year at one of our conference centers. The usual date is right after the holidays.

American Camping Association, Inc. (ACA)

www.aca-camp.com

Books, educational materials, and seminars for all types of camping and outdoor activities. ACA has an ACA Day Camp Online Course that answers the why, who, what, when, where, and how of starting a day camp.

Canadian Parks/Recreation Association (CP/RA)

www.activeliving.ca

Christian Camp and Conference Association (CCCA)

www.ccca.org

Many Seventh-day Adventist camp professionals are associated with CCCA. They conduct a yearly convention that is outstanding.

Christian Camping International (CCI)

www.cciusa.org

Many Seventh-day Adventist camp professionals are associated with CCI. They conduct a yearly convention that is outstanding.

ULTRA Camp

www.UltraCamp.com

This is a Seventh-day Adventist organization that can help with online registration.

Group Publishing

www.GroupPublishing.com

Magazines, books, videos, and events with a Christian theme.

NAD Youth Safety Resources

www.NADYouthSafety.org

Resources for volunteers, protection and supervision, trips & transportation, abuse prevention, available in English, Spanish, and French.

NASCO Arts and Crafts

www.enasco.com

A wide variety of craft supplies and equipment.

S&S Arts & Crafts

www.swww.com

Arts and crafts supplies, toys, games, and sporting equipment.

YMCA of the USA

www.ymca.net/index.jsp

Youth Specialties

www.youthspecialties.com

Youth ministry programs and activity ideas with a Christian focus.

SAMPLE FORMS

1. Day Camp Staff Application Form (Sample)
2. Checklist for Day Camp Planning (Sample)
3. Day Camp Staff Job Descriptions (Sample)
4. Parent/Guardian/Camper Sign-in Sign-out Form (Sample)
5. Parental Medical Consent to Treat Form (Sample)
6. Parental Consent to Participate & Transport Form (Sample)



DAY CAMP VOLUNTEER STAFF APPLICATION



Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Age _____ Date of Birth _____

Last Year of School Completed (circle one) 7 8 9 10 11 12 College 1 2 3 4

School Address _____

School Phone _____

Date of Application _____ Social Security # _____

IN CASE OF EMERGENCY

Contact Name _____

Relationship _____

Phone _____ Alternate Phone _____

Address _____ City _____ State _____ Zip _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are you a Seventh-day Adventist Church member? Yes No
2. Name of church and conference where your present church membership is held: _____
3. Have you ever attended a Seventh-day Adventist Church camp? Yes No Years _____
Location: _____
4. Have you ever worked at a Seventh-day Adventist Church camp (counselor/staff member)? Yes No
Years _____ Locations _____
5. Any other experience related to this position (daycare/camp work/school)?
Please list positions and responsibilities: _____

6. References (name, telephone, email):
 - a. _____
 - b. _____
 - c. _____
7. Your Present Health: _____ Excellent _____ Good _____ Fair _____ Poor
8. Do you have any type of physical condition that would prevent you from participating in high-energy activities outdoors as well as indoors? Yes No If yes, explain _____

9. Will an academic scholarship plan work for you? Yes No If no, explain _____

10. Where do you plan to attend school next year?

11. What talents and/or abilities are you willing to offer to the program?

12. Do you have any health limitations that could hinder you from fulfilling the job functions of any specific positions?

13. Have you ever been convicted of any crimes? Yes No If yes, explain _____

14. Do you enjoy working with children? Yes No

15. Do you have any previous church work experience with children or youth? Yes No

16. Do you have any current certifications?

- Approved volunteer status with background check through your church or conference
- First Aid / CPR / AED (current certification)
- Youth Mental Health First Aid (previous or current certification)
- Food Service Handlers Permit (county or state)
- Lifeguard (previous or current certification)
- Water Safety Instructor (previous or current certification)
- Commercial Driver's License (bus driver)
- Ropes course (previous or current certification)
- Other certifications not listed above (please specify)

Signature _____ Date _____

Checklist for Day Camp Planning (Sample)

JANUARY

- Obtain church/school board approval
- Prepare budget and projected enrollment
- Arrange for leadership staff
- Begin work agreement with returning staff
- Work on a list of site needs

FEBRUARY

- Review budget and projected enrollment
- Hold first family open house to promote day camp
- Conduct staff interviews and hiring
- Update website and social media
- Finalize health care personnel (nurse, doctor, etc.)
- Arrange for necessary transportation
- Produce marketing material—brochures, flyers, posters, etc.
- Post information on the church website

MARCH

- Distribute marketing material to area churches, schools, and neighborhood centers
- Review staff applications and finalize staff, in coordination with conference human resources practices
- Order supplies such as crafts, t-shirts, recreational equipment, etc.
- Arrange for any field trips
- Prepare spiritual programming components
- Develop camper decision cards to be followed up with parents by pastors/teachers following camp
- Implement planned marketing steps (mail, online, personal)
- Host First Aid/CPR/AED certification training for staff
- Develop day camp staff manual

APRIL

- Continue budget and enrollment review
- Send applications to former and potential campers
- Hold in-person staff meeting for local staff
- Host First Aid/CPR/AED certification training for staff if needed
- Order first aid supplies
- Implement planned marketing
- Advertise scheduled field trips

MAY

- Continue budget and expenditure review
- Finalize staff training schedule
- Set up camp banner or sign
- Continue promoting camp in local churches and schools
- Host staff orientation, including a representative from Adventist Risk Management or conference safety specialist
- Send pre-camp information to parents and caregivers

JUNE—JULY—AUGUST

- Operate camp
- Hold exit interviews with each camp staff

AUGUST

- Provide follow-up for camper decision cards to pastors/teachers
- Finish and file paperwork required by state, conference, or church/school
 - Camper applications
 - Medical information forms
 - Permission to treat forms
 - Field trip permission forms
- Take inventory of day camp supplies and properly store everything for next year
- Develop your Day Camp Evangelism Report and share with your church, conference, union, and division

SEPTEMBER—FEBRUARY

- Begin planning another exciting day camp

Day Camp Staff Job Descriptions (Sample)



DAY CAMP DIRECTOR

QUALIFICATIONS AND RESPONSIBILITIES

- A member in good standing with the Seventh-day Adventist Church
- At least 21 years of age
- Previous leadership responsibilities in camp ministries
- Secure conference and church approval for day camp operation
- Secure and select a suitable facility for day camp
- Involve all staff in the organizational process
- Involve the local church congregation in day camp special events
- Coordinate with the local conference youth/camp ministries department
- Ensure necessary equipment and supplies are available
- Share God's redeeming love for everyone
- Model Christian leadership principles in everyday life

KEY ACTIVITIES AND TASKS

- Work with the local church and conference to prepare a camp budget and make other necessary financial arrangements
- Prepare a schedule of events and list individual responsibilities
- Conduct staff meetings daily
- Coordinate promotional materials
- Organize morning and evening camper and staff worships
- Lead out in line calls and camp council (worship)

WHO TO REPORT TO

- Local pastor, youth pastor, school principal, or designated administrator
- Conference treasurer and/or human resources representative
- Conference youth/camp ministries director

DAY CAMP TREASURER

PRIMARY RESPONSIBILITIES

- Collect camper fees at registration
- Keep record of incoming and outgoing funds on appropriate forms
- Care for all camp money during camp week
- Prepare and give a financial report to the director

KEY ACTIVITIES AND TASKS

- Collect receipts and prepare a suitable method to retain them
- Keep petty cash

WHO TO REPORT TO

- Day camp director or church administrator

DAY CAMP COUNSELOR

QUALIFICATIONS

- At least 16 years of age
(any staff in charge of camper supervision must be at least 18 years old)

PRIMARY RESPONSIBILITIES

- Be responsible for a group of campers called a “unit” during line calls— help campers be present, in line, quiet, and following directions
- During classes and activities, stay with unit, keep them occupied with the activity, and assist the instructor
- Help with lunch distribution, eat with the campers, and supervise clean-up
- Make sure campers have proper swim attire and sunscreen before swimming
- Meet all staff and unit appointments on time
- Make sure campers treat one another appropriately

KEY ACTIVITIES AND TASKS

- Aid instructors during classes
- Participate in all staff meetings
- Participate in games and activities and encourage camper participation
- Assist in supervision of games, pool/lake, and other recreational activities

WHO TO REPORT TO

- Day camp director

DAY CAMP TEACHER / INSTRUCTOR / ACTIVITY LEADER

QUALIFICATIONS

- At least 16 years of age
(any staff in charge of camper supervision must be at least 18 years old)

RESPONSIBILITIES

- Plan classes or activities
- Meet all class, activity, and staff appointments
- Teach or lead out in your assigned class or activity

KEY ACTIVITIES AND TASKS

CLASS/ACTIVITY RELATED RESPONSIBILITIES

- Prepare necessary materials and equipment
- Care for and organize needed materials and supplies
- Involve all campers in classes or activities
- Incorporate spiritual lessons in class and activities

NON-CLASS/ACTIVITY-RELATED RESPONSIBILITIES

- Participate in staff meetings
- Encourage all campers to participate
- Supervise games, swimming, and other activities
- Class preparation

WHO TO REPORT TO

- Day camp director

Parent/Guardian/Camper Sign-in & Sign-out Form (Sample)



CAMPER SIGN-IN / SIGN-OUT SHEET

Month/year _____

Child's name (Please Print) _____

Authorized signers: _____
(print name) (signature)

(print name) (signature)

Date	Person signing child in	Time	Person signing child out	Time

Parental Medical Consent to Treat Form (Sample)

AUTHORIZATION & CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)

YOUR ENTITY'S (CONFERENCE) STATEMENT

I, _____, am the parent or legal guardian of _____, a Minor. I hereby give my consent and authorization for medical care rendered to the Minor, including emergency and non-emergency diagnostic procedures and surgical and dental care. I further voluntarily consent and authorize _____ (hereinafter "Caregiver") to administer treatment for any basic injuries or illnesses experienced by the Minor. If the injuries or illnesses experienced are more serious, I consent to and authorize the Caregiver to take appropriate measures, including summoning emergency medical personnel and the authority to issue consent for necessary medical care as deemed by any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. This includes any X-ray, anesthetic, blood transfusion, medication, or any other medical treatment. In making medical decisions on my behalf for the benefit of the Minor, I direct the Caregiver to attempt to contact me. Additionally, I authorize the health care provider to discuss in full with the Caregiver any medical information that is required to help the treatment of the Minor. I acknowledge that no guarantees have been made to me as to the effect of such examinations or treatment on the condition of the Minor and that I assume financial responsibility for such medical care. It is understood that this authorization is given in advance of any such medical treatment, but it is given to provide authority and power on the part of the Caregiver in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

Signed, this ___ day of ___, 20___

This authorization is effective through ___ / ___ / ___

Printed Name of Parent/Legal Guardian

Printed Name of Witness

Signature of Parent/Legal Guardian

Signature of Witness

Primary Phone of Parent/Legal Guardian

Work Phone of Parent/Legal Guardian

MINOR'S HEALTH INFORMATION

Minor's Full Legal Name _____

Home Address _____ City _____ State _____ Zip _____

Health Insurance Carrier _____

Health Insurance Policy # & Group # _____

Medications _____

Allergies _____

Date of Last Tetanus Shot _____

Other Pertinent Medical History _____

Parental Consent to Participate & Transport Form (Sample)

Name _____ Age _____ Birth Date _____ M F
Address _____ Phone _____
City _____ State _____ Zip _____
Church _____ Grade in School _____
Parent/Guardian(s) Name _____
Parent/Guardian(s) Name _____

EVENT PARTICIPATION & TRANSPORTATION

I understand that I am required to give my consent before my child can participate in this event. By signing this form, I hereby represent that I am the parent or guardian of the child listed below and that I consent to my child's participation in this event, including transportation to and from the event (if applicable).

Event Name: _____ Event Date: _____
Event Location: _____

YOUR ENTITY'S (CONFERENCE) STATEMENT

I, on behalf of myself, my spouse, next of kin, executors, heirs, assigns, or anyone else who might claim or sue on my or my child's behalf, fully release and agree not to sue the _____ Conference of Seventh-day Adventists and release any of its agents, employees, and/or volunteers from any and all liability, including but not limited to any claims, losses, or liabilities due to death, personal injury, disability, property damage, medical expenses, and/or theft, that may arise from or relate to my child's participation in the event, including transportation to and from the event and any provision of medical care.

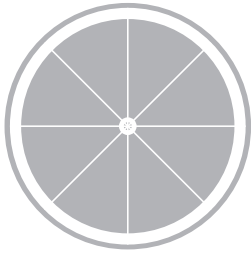
Parent/Guardian Signature

Date

Parent/Guardian Name—Please Print

Cell or Daytime Phone

Nighttime Phone



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Summer is a great time for ministry! The parents in your neighborhood are looking for activities for their kids. This complete how-to guide is for churches that want to conduct a Day Camp for the kids and youth in the community. Included are sections on finances, staff, safety, and schedule ideas. You'll find everything you need to launch your Day Camp ministry.



YOUTH & YOUNG ADULT MINISTRIES
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