

VOLUNTEER STAFF TRAINING CHECKLIST

As the Dean for your camp, you are responsible for providing training for your volunteer staff. In order to protect both the liability of your staff and the welfare of the campers, it is crucial that the following items be reviewed with each of your staff prior to the beginning of camp. If a staff member arrives late following your review with your staff, be sure that each late arrival receives training for any items he/she may have missed. After reviewing the items with your staff, place a check at the appropriate item. Please return this completed Check List to the Site Manager prior to registration.

POLICIES AND PROCEDURES

- ___ On Site Crisis Management Plan
- ___ Substance Abuse Policy and Procedures
- ___ Severe Weather Plan
- ___ Policy and Procedure for Reporting Suspected Child Abuse
- ___ Missing Person Procedures
- ___ Procedures for Early Release of a Camper
- ___ Counselor Practices That Help Maintain Social Safety
- ___ Discipline and Behavior Control at Camp
- ___ Camp Closing Procedure

STAFF ONLY TOPICS

- ___ Expectations of staff (both responsibilities and behavior)
- ___ Facts About Home Sickness / Strategies for Handling Homesickness
- ___ Review guidelines for staff taking breaks (No camper is to be unsupervised at any time)
- ___ Guidelines for staff socializing "after hours"
- ___ Staff curfew
- ___ Male-Female relationships of counselor to counselor, and counselor to camper
- ___ Policy for staff making phone calls (Campers are not to be using the phones)
- ___ Need for counselors to monitor that each camper is taking showers each day
- ___ Need for counselors of elementary age campers to check daily for possible bed wetting
- ___ Procedure for handling difficult campers
- ___ Who the Designated Drivers are for your camp
- ___ Guidelines for staff leaving campus (Any staff leaving campus for any reason at any time of the day should notify the Dean in advance of his/her leaving).
- ___ Comments from the nurse about health care - All injuries and illnesses are to be reported to the nurse; campers with unusual health problems needs to be communicated not only to the assigned counselor, but also to the entire staff

GUIDELINES FOR COMMUNITY LIVING

- ___ Maintaining the cleanliness of cabins, showerhouses and the campus
- ___ Appropriate dress for staff and campers
- ___ No food in any cabins or lodges
- ___ Expected general behavior of staff and campers
- ___ Procedure for securing money brought to camp
- ___ Respecting boundaries of male and female cabins (Unless there is an emergency, no one of the opposite sex should at any time enter someone else's cabin, including counselors)
- ___ Review expected dining room manners for staff and campers

PROGRAM DETAILS

- ___ Review procedures for registration
- ___ Review cabin assignments, and assignments of Family Units
- ___ Review your Daily Schedule
- ___ Review theme and Bible study details
- ___ Plans for rainy day programs
- ___ Plans for evening recreation

MISCELLANEOUS TOPICS

- ___
- ___
- ___
- ___
- ___

I acknowledge that prior to the beginning of camp, I have reviewed each of the items checked above with each of my volunteer staff, either collectively or individually.

Signature of Dean

____/____/____
Date