



# Volunteer Manual

*We cannot hold a torch to light another's path without brightening our own.*

— Ben Sweetland

# Welcome!

Thank you in advance for volunteering for Camp Bob! We are excited that you will be here this summer because your presence is important and a blessing to all those you will encounter. Thank you for taking the time to give of yourself to these campers. Volunteering benefits both the receiver and the giver, and we hope you find this to be true at Camp Bob.

The main objective of your time at camp is to HAVE FUN! You will have some responsibilities as a volunteer and you will learn some things about these campers, the counselors, the environment and yourself. You probably have many questions at this point, most of which likely will be answered by this manual or along the way. Regardless, do not hesitate to find me or the nearest Camp Bob Team Member at any time if you need help or have a concern.

Everything you do or don't do, say or don't say, here at Camp Bob may have an affect on the life of a child. It may be something as simple as a smile or as little as a knowing look. Please remember that as you interact with these wonderful children.

I hope Camp Bob is as rewarding for you as others have found it to be. Remember that you too are away at summer camp and we could not do this without you. SO HAVE FUN!

God bless,



David Griffin  
Camp Bob Director

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## **Camp Bob**

Located in the Blue Ridge Mountains of North Carolina, Camp Bob is a traditional Christian summer camp for disadvantaged, at-risk or homeless children. An outreach program of the Kanuga Conference Center, Camp Bob served nearly 800 children last year and had more than 200 volunteers just like you who dedicated one week of their time to these campers.

All of the camp programs focus on increasing self-esteem and providing a positive growth experience. Communities and organizations from all over the Southeast sponsor children in their area to attend Camp Bob for weeklong sessions. The youth typically attend at no cost and are recruited from mentoring programs, local clubs or under-resourced public schools.

We often use the terms at-risk or disadvantaged youth for the camper population that attends Camp Bob, but no term will fully describe the difficult lives these children actually lead. While the population can be challenging and different, in most ways they are just children who, for whatever reason, might not otherwise get to attend camp. It is a rewarding experience because the campers really appreciate your efforts. The majority of the campers are between 8 and 12 years old.

## **Kanuga Conferences, Inc.**

Kanuga Conferences, Inc., affiliated with the Episcopal Church, is a year-round conference center that also operates two co-ed summer camps, one of which is Camp Bob. Kanuga sits on 1,400 acres of land, most of which is undeveloped, leaving beautiful areas for exploration, relaxation and fun. During the summer, many people make use of the hiking trails, lakes, fields and facilities of Kanuga. Although Camp Bob has its own campus, many times we are sharing resources with the other camp and guests at the Conference Center. We even share food services, maintenance and housekeeping with the rest of Kanuga. Camp Bob is just one part of the whole of Kanuga.

## **Bob Campbell Youth Campus (Camp Bob)**

Camp Bob is the oldest camp facility on property. It was the original Camp Kanuga, started in the 1930s. Since then, it has housed a number of different programs, most recently the Wildlife Federation's summer camp. The camp was renovated extensively in 1998, due largely to the generosity of Bob Campbell, the camp's namesake. The Wildlife Federation ended its lease with Kanuga and Camp Bob was born. This year will mark the ninth summer-long program, although Kanuga first started doing these types of camps in 1987.

During the rest of the year, another Kanuga program, the Mountain Trail Outdoor School, uses Camp Bob for its environmental and outdoor education programs. The campus has most of what we need for our programs including Ned Ball pond for fishing and swimming, basketball courts, low and high ropes courses, volleyball courts, a dining hall, an office and plenty of cabin space. We take great pride in the campus of Camp Bob because it is a beautiful area. Please help us keep it clean by picking up trash and encouraging campers to do the same. Thanks!

*With everything we do or every decision we make at Camp Bob, we ask ourselves  
"Does it adhere to our mission?"*

## **Camp Bob Mission Statement**

Camp Bob's Mission is to inspire faith, hope and love in God's children through a positive Christian summer camping experience.

### **Program Emphasis**

Camp Bob's focus is the children we serve.  
We hope to instill these three Christian virtues  
in all who visit Camp Bob.

#### ***Faith:***

in others, self and most importantly, God

#### ***Hope:***

in our homes, communities and world

#### ***Love:***

in our hearts, shown through our actions

## **The Camp Bob Counselor Team**

Camp Bob has approximately 20-25 team members, lead by Director David Griffin, who oversees the program and day-to-day operations at Camp Bob. Other administrators can help with various issues. We have an Assistant Director/ Waterfront Director. There also are two Head Counselors and the Chaplain/Volunteer Director (a person who helps you the volunteer).

The core of the team is the counselors. Most counselors have been through at least one year of college and are studying education, social work, youth ministry or another related field. The counselors arrive in mid-May for an intensive training period that includes learning about the different program areas, building teamwork and learning techniques for working with these campers.

The Camp Bob team can always be your first resource if you have problems or questions. As noted earlier, Camp Bob is a part of the larger Kanuga organization, which means we often have other Kanuga personnel working around camp as well.

## **VOL-UN-TEER**

1. a person who voluntarily undertakes a service or duty

## **CAMP BOB VOL-UN-TEER**

1. a doctor, minister, teacher, advisor, parent, friend, mentor or coach who voluntarily undertakes a service or duty to campers

## **Volunteer Responsibilities**

As a volunteer counselor, you can have a significant impact on the campers. You can do this in numerous ways:

- 1) You can be a positive role model.
- 2) You can help children build healthy relationships with others.
- 3) You show that people and communities care.
- 4) You can help prevent problems and conflicts.
- 5) You can be a mentor, friend and counselor.
- 6) You can make a difference in a child's life.
- 7) You can share personal testimonies of your life and faith in Christ and God.
- 8) You will be challenged and have fun!

As a volunteer counselor you will be expected to:

- 1) Live and interact in a cabin with 10-15 campers. Volunteers will have a semi-private living space at one end of the camper's cabin.
- 2) Participate in daily activities with the campers.
- 3) Supervise, entertain and lead children in activities during unstructured time, such as before and after meals.
- 4) Remain at camp for the duration of the camp.
- 5) Communicate with and act as a support for the Camp Bob Counselors and campers. This may include but is not limited to assisting with group control, providing a physically and emotionally safe environment, communicating specific needs, asking questions, reinforcing camp rules and being enthusiastic about camp.
- 6) Build a caring community in your cabins and throughout camp.

This may seem like a lot of hard work and responsibility, and it is. Don't fret! You will have support from other volunteers in the cabins, Camp Bob Counselors and the whole Kanuga community. We are all here for the same reason – the children!

# Volunteer Guidelines

## SEXUAL HARASSMENT AND CHILD ABUSE

**Harassment:** Camp Bob and Kanuga Conferences are committed to providing an environment that is free of harassment. In keeping with this commitment, Camp Bob maintains a strict policy prohibiting unlawful harassment. The term “harassment” includes, but is not limited to verbal, graphic, or physical conduct which relates to an individual’s race, color, religion, gender, national origin, age or disability. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. All forms of harassment will not be tolerated. This policy prohibits harassment in any form, including verbal, physical, psychological and visual.

**Child Abuse:** Camp Bob and Kanuga Conferences are committed to providing an environment that is free of child abuse and maintain a strict policy prohibiting any kind of child abuse. Child abuse is the mistreatment or neglect of a child resulting in injury or harm. If a volunteer suspects child abuse, please contact the Camp Director immediately. It is North Carolina law to report suspicion of child abuse. Do not engage in an activity exclusively with one child. Find another adult to be present with you and the child.

When talking with a child about possible abuse, ALWAYS:

- Listen carefully to your camper’s fears and be supportive
- Praise the child for telling you about the experience
- Control your reaction. Do not let the child see you upset.
- Respect the child’s privacy. Take the child to a place where you cannot be overheard by the other children but seen by others. Never allow yourself to be totally alone with a child.
- Respect the child’s privacy and only discuss the matter with the administrative staff, not the other counselors.

### Signs of Abuse:

- If a child makes a comment to you suggesting they have been abused or harmed
- If a child has physical evidence of abuse or repeated injuries such as bruises, cuts, burns, abrasions, lesions or welts
- If a child confides in you about a suicide attempt or is suggesting harm to themselves
- If anyone brings a situation to your attention, such as observation of verbal or physical abuse
- If a child is unusually withdrawn, angry, depressed or aggressive
- If a child exhibits extreme behavior, such as being overly compliant or aggressive, clinging not wanting to separate, or being afraid to go with a specific person
- If a child shows signs of or reports sexual abuse, or has a sexually transmitted disease

### **Volunteers Shall Never:\***

- 1) Use physical punishment or any action administered to the body such as, but not limited to:
  - Rough handling, shaking or using excessive exercise as punishment
  - Forcing child to assume an uncomfortable position
  - Restraining movement by tying
  - Enclosing into a confined space
- 2) Be verbally abusive, including using threats, belittling remarks, humiliation or embarrassment or frightening the child.
- 3) Force, withhold or substitute food
- 4) Give any child the authority to punish another child
- 5) Place any child out of visual/hearing distance, in the dark or in an unventilated area
- 6) Punish a child for a toileting accident

\*All of these are grounds for dismissal and will be enforced. As well, further appropriate actions will be taken.

**Procedures:** As a volunteer, you are responsible for documenting and reporting any harassment or abuse to the Camp Bob administrative team. The person to whom the report is made will ensure that the report is passed expediently to an appropriate supervisor. Any supervisor to whom an allegation is made will investigate the allegation and in turn promptly report the allegation and any associated developments to the President of Kanuga Conferences. Camp Bob will take seriously any allegations or suspicions of child abuse and will report such allegations or suspicions to the police and/or state agencies for investigation.

### **ALCOHOL POLICY**

We work with children. Illegal (including underage consumption) or improper use of alcohol will not be tolerated. No alcoholic beverages are permitted at the Bob Campbell Youth Campus. Volunteers should **NOT** consume alcoholic beverages at any time during your stay or prior to work responsibilities or discuss personal use of alcoholic beverages in the vicinity of campers. To do so are grounds for dismissal.

### **ILLEGAL/PRESCRIPTION DRUGS**

We work with children. The use of illegal drugs and the misuse of prescription drugs will not be tolerated.

### **SMOKING**

We work with children. No smoking is allowed at the Bob Campbell Youth Campus. Volunteers are expected to set an example for the campers.

***Camp Bob administrators at any time may take disciplinary action or terminate volunteer service of any person who does not adhere to the above guidelines.***

# **Better Living at Camp**

(AKA Volunteer Rules)

These are some basic rules for living at Camp Bob:

1. Everyone, including counselors and volunteers, are to stay on the camp grounds unless leaving for camp events or previously notifying the Camp Director.
2. Volunteers are to know where their campers are at all times. (Make a roster check often, if only in your mind.)
3. Report any injuries to the Camp Director or Camp Nurse. Camp Bob Counselors will have medical kits with them at all times to take care of minor injuries.
4. Absolutely NO FOOD OR DRINKS in cabins. Food is a BIG invitation for unwanted animals to visit your cabin.
5. Counselors and volunteers must wear name tags for identification at all times.
6. During your free time from 10:30 p.m. -12:00 a.m., volunteers must stay in designated areas and check in and out with the Camp Bob counselor member on duty in your cabin. Please realize campers and other guests at Kanuga are trying to sleep, so please keep you conversations at a low volume. Out of respect for others, quiet time at Kanuga is 10:30 p.m.
7. Intimate volunteer relationships are discouraged and should never be displayed or discussed around campers. Absolutely no Volunteer/ Counselor contact relationships allowed! Absolutely no Volunteer/ Camper contact relationships allowed!
8. No males in or around female cabins. No females in or around male cabins. **NO EXCEPTIONS.**
9. Volunteers are prohibited in and around the Camp Bob Counselor housing. **NO EXCEPTIONS.**
10. Keep camp picked up and clean. Work together.
11. Report any serious violation of rules to the Camp Director immediately. These include but are not limited to:
  1. Smoking, drinking or use of drugs
  2. Possession of weapons of any kind
  3. Sneaking out of cabin after hours
  4. Fighting or threatening others
  5. Being in or around the cabin area of the opposite sex
  6. Stealing

## Arrival

Arrival time is usually mid-afternoon, with the first meal being supper. As the children arrive, they will be guided through the check-in process. The check-in time is, to say the least, hectic. Your group may not be the only one here at Camp Bob for the week, so please take some time to get to know the other groups' children and volunteers, as you may be sharing cabins with them.

If you are arriving separate from the group, try to arrive before the children get here so you can help the check-in process go as smoothly as possible. Arriving before the children also may give you some time to and orient yourself to the campus.

Once the children have been assigned to cabins, with your assigned counselor, take your cabin group to the cabin. Try to make mental notes of who is in your cabin. Keep in mind they will be excited and distracted. Everyone will want to shoot basketball or talk to his or her friends or ask you what is going to happen next. Go with the flow. Try to keep everyone as organized and together as possible. Check-in will happen very fast. Have fun!

1. Once you get to your cabin, have your campers select a bed and drop off their personal belongings. **Do not** let campers swing or climb on the bunks.
2. Once campers are settled in to their bunks, take time to learn a few things about your campers (i.e. names, hometowns, ages, hobbies, etc.).
3. The cabin group will gather with a Camp Bob Counselor to do cabin orientation, cabin rules and talk a little about the week.
4. Shortly, the bell will ring and each cabin group will come to Perry Pavilion for a Welcome introduction by the Camp Director and other Administrative Team members.
5. Next your cabin group will go around camp to learn about the dining hall and camp rules, get water bottles, play games and have fun before the evening meal.

## Homesickness

Every homesick camper is an individual case and needs individual attention. There are a few things you can do to help prevent and treat homesickness:

1. *Discuss what the camp will be like before you leave or on the bus ride.*
2. *Know their names and use them. Help them feel at home in the cabin; for most this is the first time away from homes.*
3. *Try to catch homesickness early.*
4. *Keep the camper busy with new interests and activities.*
5. *Help the camper understand that being homesick is nothing to be embarrassed about. (Maybe you were homesick once too? You could tell them about that time).*
6. *Help the camper make it to "the next meal" or "the next fun activity." Once a child has made it "this far," he/she can go all the way!*
7. *If a camper continues to be homesick, please inform a Camp Bob Team Member.*
8. **Never** *promise a camper that he/she can go home or call a parent. Most of the time, promising either one of these or actually calling home only worsens the problem. However, please do not tell them "you cannot go home or call home." Homesickness is real and should be handled on a case by case basis. Severe cases should be handled by the Camp Bob administrative team.*

## Narrative Schedule

Hopper Duty: A cabin responsibility on a rotating basis  
Set tables properly  
Lead prayer and Pledge of Allegiance.  
Announce who will get food by using a game called “trick”...you will see.  
Sweep dining hall after meal

Flag Raising: A cabin responsibility on a rotating basis (usually the hopping group)  
Raise the flag and lead the Pledge of Allegiance

Breakfast: Announcements are made for morning activities and reward tickets are collected

Chapel: We call this Morning Shine. This will be directly after breakfast, a time of songs, skits and fellowship.

Camp Clean Up: Each cabin group returns to their cabin to clean it up and is assigned one other Camp Bob duty. Inspections take place during the day and rewards for the cleanest cabin are given at lunch.

Cabin Activities: Throughout the week your cabin will rotate through a variety of activities before and after lunch, such as:  
Swimming                      Talent Show / or Carnival Preparation  
Canoeing  
Cooperation Course  
Tie Dyeing T-Shirts  
Archery  
Cabin’s Choice

Lunch: Announcements are made for the afternoon activities and reward tokens will be collected

Rest Period: Campers, counselors and volunteers, unless otherwise approved by the Camp Bob Director or Assistant Director, are to be in their cabins resting. Naps are encouraged, but quiet games, letter writing and reading are acceptable.

Camper Choice: This activity period provides campers the opportunity to participate in an area of interest and skill development. It also allows the campers meet and work with campers that are not in their activity groups.  
Activities could include      Performing Arts                      Arts & Crafts  
   Sports                                      Dance  
   Outdoor Living Skills                      Climbing  
   Nature Studies                              Step Class  
   Cooking                                      Other

Flag Lowering/ Dinner: We lower the flag for the day and fold it properly, and then go to dinner.  
Evening announcements are given after the meal and reward tokens are collected

Cabin Time: This is free time for your cabin group. You must work with your counselor and group to choose how to spend your time. You must supervise your group. You may choose from time in your cabin, board games, field games, bouldering, a short hike, basketball, volleyball, early cabin devotion, etc.



Evening Program: All campers, counselors and volunteers will be involved in an evening activity with their cabin cluster or the whole camp. Evening programs include

- Campfires
- Cookout with Large Group Games (Capture the Flag, etc.)
- Guest Performer
- Talent Show
- Carnival
- Campout/Cookout
- Other

Cabin Devotions: A Camp Bob Counselor will lead a meaningful Christian-based closing of the day for his/her campers. Feel free to assist in this when you felt lead to do so.

Lights Out: Campers should be in their beds and quiet for the night, usually by 10:30 p.m. On/Off Duty begins. All volunteers and counselors should be back in their assigned cabins by midnight – NO exceptions. You will need your rest.

## Sample Camp Bob Volunteer Week At A Glance

	Mon	Tue	Wed	Thu	Fri	
7 a.m.	Travel to Camp Bob!					
		Wake up bell	Wake up bell	Wake up bell	Wake up bell	
		Clean up	Clean up	Clean up	Clean up	
8 a.m.		Flag raising	Flag raising	Flag raising	Flag raising	
		Breakfast	Breakfast	Breakfast	Breakfast	
9 a.m.			Morning Shine!	Morning Shine!	Morning Shine!	Cabin Clean Up
			Cabin Clean Up	Cabin Clean Up	Cabin Clean Up	Load buses
10 a.m.			Camper Choice I	Camper Choice I	Camper Choice I	Buses leave
						Travel home
11 a.m.						
			Camper Choice II	Camper Choice II	Camper Choice II	
12 a.m.						
			Lunch	Lunch	Lunch	
1 a.m.						
			Nap	Nap	Nap	
2 a.m.			Activity I	Activity I	Activity I	
3 a.m.		Kids start arriving	Snack	Snack	Snack	
		Settle in cabins	Activity II	Activity II	Activity II	
		Make kids at home				
4 a.m.		Play games				
	Cabin contracts					
	Large Group Welcome!	Activity III	Prep for Cookout/ Campout	Activity III		
5 a.m.	Pick up water bottles					
	Pick up t-shirts					
	Dining hall orientation					
6 a.m.	Flag lowering	Flag lowering	Leave for Cookout/ Campout (1/4 of staff are on campout to sleep out overnight)	Flag lowering		
	Dinner					
7 a.m.	Cabin meetings					
		Evening Program		Evening Program/Talent Show		
	Opening Campfire					
8 a.m.			Cookout volunteers return to cabins			
	Back to cabins					
9 a.m.				Closing Ceremony		
	Devotional	Devotional	Devotional			
	Lights out	Lights out	Lights out	Devotional		
10 a.m.				Lights out		
	Off till 12 a.m.	Off till 12 a.m.	Off till 12 a.m.	Off till 12 a.m.		
12 a.m.	Back in cabin	Back in cabin	Back in cabin	Back in cabin		

## **A Little More About the Activities**

The camp day is busy with many activities. Here is a brief description of the different activities you will teach or assist with during the week. The key to any of these activities is for the campers to be excited about them. That excitement starts with you.

### **Fishing/Critter Catch and Release**

Fishing/Critter Catch and Release usually take place at Ned Ball Pond. This activity uses spinning reels as well as cane poles for fishing and nets and buckets for catching salamanders, frogs, crawfish and other things. There is a good chance the campers will get wet and dirty for this one. You may need to help bait the hooks, take fish off the hooks and keeping a watchful eye on campers over a large area.

### **Swimming**

Swimming also takes place at Ned Ball pond in the roped off swimming area. During this time, campers will have the opportunity to swim freely under the supervision of our trained lifeguards. If there is no lifeguard on duty, swimming is prohibited in the lake. Before swimming begins, every swimmer must take a swim test. Those who are not good swimmers will wear a lifejacket. There is also a beach area for those who do not want to swim. **Safety is a must in this activity.** All campers should wear shoes down to the waterfront area. Please make sure that campers change out of their wet bathing suits directly after swimming.

### **Canoeing**

This takes place a short walk from camp at the 30-acre Kanuga Lake. Campers will have the opportunity to go out onto the lake, two or three to a canoe. This is time for campers to explore the lake, learn how to canoe or develop their canoeing skills. All participants will properly wear lifejackets while in a canoe or near the water. Although it is entirely possible to stay dry during this class, many campers find themselves wet by the end. Have them dress appropriately.

### **Tie Dyeing T-Shirts**

This takes place outside Perry Pavilion or Andrew's Hall. Each camper will receive one white t-shirt to tie dye. There are many different designs you can make with the dye. Encourage your campers to be creative.

### **New Games**

New games are a great way to get everyone in your group involved. The games are fast paced and fun. You will have time to play a variety of games that may include tag games, icebreakers and more. *Closed-toe shoes are necessary for safety reasons. Please encourage your campers to bring a water bottle!*

### **Cooperation Course**

Workings together, respecting each other and solving problems as a team are all objectives for this activity. Campers may accomplish given tasks on our low elements course; in order to do this, they must solve the problems as a team. This is a great time to work on or emphasize social skills with your group. Your participation in this activity is imperative, but don't give away all the answers. Let them figure some stuff out on their own. A little conflict within the group is good for growth.

### **Talent Show Preparation**

This will be your group's time to practice an act for the talent show at the end of the week. In the past, groups have done theatre improvisation, singing new and old songs, dancing, skits and storytelling. The focus is on getting the campers to be creative with performing and working on being comfortable in front of an audience.

### **Carnival Preparation**

Carnivals are always a blast. This activity time will be used for your group to create one or two booths for the carnival at the end of the week. You will need to make a sign or banner to advertise your booth and come up with an activity that the campers can participate in to win tickets. Some popular booths have been the "toilet toss," telegrams, the wedding booth, balloon pops, etc. Encourage your campers to come up with their own special booth.

### **Climbing**

Climbing takes place at the Buddy Carter Climbing Tower. Campers learn about trying new things, setting goals and may learn to overcome a fear of heights in a safe environment. Campers will be shown how to use all the equipment and taught the necessary safety commands. Different climbs offer unique challenges. Closed-toe shoes must be worn and a water bottle is recommended. This activity is usually two hours.

### **High Ropes**

Although most of our groups do not use the high ropes course, a few of the older age groups will. There are some physical challenges involved with high ropes, but most of the challenges are mental. Encouragement and positive support are the focus of this activity, as well as goal setting and challenging yourself. Campers must wear closed-toe shoes and bringing a water bottle.

### **Archery**

This activity gives the campers an opportunity to try something new and to develop specific skills. Safety is a must in this activity. At the range, equipment must be handled carefully and rules strictly enforced. You can play target games and competitions once every camper has practiced a few times.

**For health and safety please remember that all counselors, volunteers and campers are expected to wear shoes with a heel strap or closed-toe shoes for all activities. Flip-flops are allowed only in the cabin.**

**Campers will be given a water bottle. Please help them take care of it and bring it with them to all activities**

**Have fun!**

## Closing Procedures

The last day can be as hectic as the first. All the children that did not want to come now do not want to leave. Buses are honking their horns, ready to get on the road. Hugs and good-byes abound. In this busy time, please remember a few things:

1. Gather all your personal belongings and take them home with you.
2. Help the children gather all their personal belongings and take them home with them. *It is nearly impossible to return forgotten items.*
3. Leave the cabin as clean as possible, piling sheets, pillow cases and towels separately in the common room, sweeping and emptying the trash.
4. Know that you have made a significant impact on a child's life!

## Camper Rules (just so you know):

1. All campers must stay on the camp grounds. The camp area is defined as the woods around the camp within sight of at least one camp building.
2. Campers should stay with or let their counselors know where they are at all times.
3. Report any injuries to your counselor or the Camp Nurse.
4. Absolutely NO FOOD OR DRINK in cabins.
5. Campers must wear name tags for identification.
6. Campers may not leave the cabin without a counselor after lights out.
7. No fighting, arguing or name calling among campers.
8. No boys in or around girl's cabins. No girls in or around boy's cabins. NO EXCEPTIONS.
9. Keep camp and your cabin picked up and clean.
10. No throwing rocks.
11. Absolutely NO
  - ▶ Drinking, smoking or use of drugs
  - ▶ Possession of any type of weapon
  - ▶ Sneaking out of cabin after hours
  - ▶ Fighting or threatening others
  - ▶ Being in or around the opposite sex's cabin area
  - ▶ Stealing

# **Steps to Success: A Reward Plan**

## **What is Steps to Success (STS)?**

Steps to Success (STS) is a way of focusing on the positive rather than the negative. Negative behaviors should be discussed and taken care of, but positive behaviors should be praised and encouraged as well. STS plans to do just that.

STS uses a point system in which campers earn tickets according to their positive behavior throughout the week. As the campers continue to exhibit positive behavior, it will be the duty of their cabin counselor to reward them with tickets. Therefore, the cabin counselors will need to carry the tickets with them and hand them out when they see something good.

The campers will then hold onto their tickets until the next mealtime, at which time the Youth Ministry/Volunteer Director (YMVD) will collect all the reward tickets. We will then establish a preset goal that the campers must meet in order to receive their special rewards. For example, if by the end of the week 1000 tickets are collected, then the camp will have an ice cream social.

There will also be points, or steps, along the way in which other smaller rewards will be earned. Let's say that one of the steps is to get 250 tickets. When the camp as a whole reaches that point, there will be an extra 30 minutes free time for that day. Then at 500 tickets, the camp may receive the opportunity to have a massive slip 'n' slide party. This will continue in intervals until the final goal has been reached.

## **How do I know when to reward?**

That's easy. Reward a camper when you see them going the extra mile to help out or lend a hand. The ultimate person who decides when to give reward tickets is YOU. The idea is to reward good behavior, so do just that. Remember that you WANT them to reach the big reward, but you also want them to WORK for it. You will inevitably come across some campers who tend not to act as positive as other campers. When situations like this occur, remember that sometimes you just have to look a little deeper. The goal is to reward the entire camp and to involve everyone. On average, it's best that each camper earns about two tickets per day. Some will earn more and some will earn a lot more. That's all right, because that's what you want!

## **How will the campers know how many tickets they've collected?**

Before each meal, the totals will be charted in at least two places for easy viewing. To make it fun, it's best to use a chart that catches the camper's interest. STS will be using a mountain and a climber to display how many tickets have been collected. As more tickets are earned, the climber moves up the mountain. The steps of smaller rewards will be displayed as well as the summit, which shows the ultimate reward for that week's great behavior.

### ***So Counselors need to...***

1. Reward positive behavior by giving the campers tickets.
2. Have them turn the tickets in to the YMVD at the beginning of every meal.
3. Make sure they check the charts and get them excited.

## Camper Misconduct Tips

Most of the discipline problems you encounter will be matters of poor conduct or attitude that can usually be settled by means of a subtle warning or light reprimand. **Remember that it is easier to start out enforcing the rules than to try enforcing the rules after they are being broken.** Work with the Camp Bob Counselor in your cabin to resolve issues as quickly as possible. Here are some tips:

**BE FRIENDLY:** Try to establish a friendly relationship between yourself and the campers. At the same time, maintain a clear distinction between your role as a responsible adult and your role as a friend. See that this distinction is respected.

**Be Firm But Fair:** Show no favoritism. Never turn the group against an individual by ridiculing or criticizing him or her in the presence of others.

**Be Understanding:** Try to resolve any personal conflicts as quickly as possible. Do not allow past problems to keep you from giving a camper the praise he or she deserves.

**Be Careful:** Never threaten a child with physical punishment.

**Only Use Punishment as a Last Resort:** Assigning simple chores, such as sweeping the floors or wiping tables, often can be a strong enough deterrent to solve minor discipline problems. **When considering any other punishments as disciplinary action, always consult with a Camp Bob team member.**

**Keep Them Busy:** A busy camper is a well behaved camper. If the camper is bored or uninterested, he/she will find something to do – usually something you would rather them not do. Keep their minds, bodies and souls busy doing or thinking as much as possible.

**For any serious problems as listed below, inform the Camp Director immediately.**

1. Smoking, drinking or use of drugs
2. Sneaking out of the cabin after hours
3. Fighting or threatening others
4. Being in the opposite sex's cabin area
5. Stealing
6. Possession of any type of weapon

***Most importantly, LISTEN. Give the campers the time to explain the situation in their own words. They may never have had that opportunity.***

# Camp Bob Emergency Procedures

If you or a camper is sick or injured during the day, please let Camp Bob Personnel know. Camp Bob Counselors will always have a First Aid kit with them while in the field. Kanuga has a nurse on property, although he/she is not always in the office. During free time, you can also stop by the office to see if the nurse or an administrator is available.

If you or a camper is sick or injured in the evening, during the night or in the morning before breakfast, seek out the closest Camp Bob person. If no staff is immediately available, go to the Camp Bob office and page **an administrator**. The pager number is listed by the phone on the desk. Enter in **249** and then press the **#** key. If you do not get a response shortly, call David Griffin's cell phone: (828) 337-0560. His cell phone number also is by the phone.

## If there is a life-threatening emergency, immediately call 911, then call

- ▶ **David Griffin (828)337-0560 or the**
- ▶ **Kanuga Front Desk (828)692-9136**

### Definition of a 911 emergency

- \*A serious accident, incident or fatality
- \*Electrical injuries
- \*Possible drowning
- \*Vehicle collisions with injuries
- \*Serious or violent crime committed
- \*Fire or explosion

### Call 911 if the victim...

- \*Is or becomes unconscious
- \*Has difficulty breathing
- \*Has chest pain or pressure (heart attack)
- \*If severe bleeding does not stop
- \*Is vomiting blood
- \*Appears to have been poisoned
- \*Has injuries to the head, neck or back
- \*Has severe burns

### Information for a 911 call:

1. You are at the Camp Bob Office at Kanuga Conference Center.
2. The number is 692-9136, extension 249.
3. Your name.
4. What happened and how many people are involved.
5. The condition of the victim.
6. What help or first aid is being given.

\*\*\*DO NOT hang up until after the operator hangs up.\*\*\*

As with anything, PREVENTION is the key to success. You have the right and responsibility to stop any activity that you feel is unsafe. This includes program time, cabin time and mealtime.

One of the most common problems during the camp day is a camper **not drinking enough WATER**. This can cause problems ranging from headaches, stomachaches, heat exhaustion, dizziness and many other things. Please encourage campers to drink water all day long. This will help everyone stay healthy while at camp.

## Other Information

-There is a phone on the inside of the Camp Bob Office for phone calls **out**. There is not an easy or reasonable way to receive messages or phone calls at camp. Please use your common sense and keep all outside calls limited and short.

- Campers should not use the phone to make calls unless it has been approved by a Camp Bob Administrator first.

-If someone from home needs to reach you *in an emergency*, he/she needs to call the main Kanuga number: (828) 692-9136. If someone calls for you with an emergency, it is important that they give your name and say that you are a VOLUNTEER AT CAMP BOB. If this information is not given, you may not receive the message.

-The mailing address for Camp Bob is:

Name  
Camp Bob  
P.O. Box 250  
Hendersonville, NC 28793

Mail is not always reliable or speedy here. Trying to receive mail may not be possible while you are here.

-You are about 15 minutes from downtown Hendersonville, N.C. Hendersonville is accessed by Interstate 26 (Asheville, Spartanburg, Columbia, Charleston) and Highway 25 (Greenville, S.C.). There is a hospital and an airport close by.

-Summer weather here is variable, with highs typically in the 80s and lows in the 50s. Rain is always expected.

***Again, thank you for being a volunteer at Camp Bob. Your presence has been a blessing to all those you have encountered!***



**David Griffin**  
**Camp Bob Director**