

# **HARRISBURG AREA CONFIRMATION CAMP**

POLICIES AND PROCEDURES

***The purpose of the Harrisburg Area Confirmation Camp is to provide an experience of the community of the Church in which young men and women (teen-agers) have opportunity to reflect together, with the guidance and supervision of adult lay persons and professional church workers, upon the meaning and implications of the sacrament of Holy Baptism.***

## Editor's Notes

For the purposes of this manual:

The word camper with a lower case "c" refers to all youth who are enrolled in the four curricula of the Harrisburg Area Confirmation Camp.

The word camper with an upper case "C" refers to the eighth grade year.

The word staff with a lower case "s" refers to Counselors and Staff.

The word Staff with an upper case "S" refers to the adult Staff.

This manual includes policies and procedures for the Harrisburg Area Confirmation camp as well as the policies of the Lutheran Camping Corporation. **It is important to understand that none of the policies of the Harrisburg Area Confirmation Camp are meant to supercede or overturn those of the Camping Corporation.**

The policies of the Lutheran Camping Corporation can be identified by an (\*) at the end of the first line of the heading on the page.

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## **CONGREGATIONAL STAFF REPRESENTATION**

Members of the staff, counselors and campers are expected to remain at camp for the duration unless called away by an actual emergency. Campers from congregations sending no staff to camp will be assigned to another member of the Confirmation Camp Staff for purposes of accountability.

## **MEDICATION POLICY**

All Campers, GGPs, MBCs, LTs, and Counselors will turn over all medications to the camp nurse who will dispense the proper dosages at the proper times during the week.

## **DISCIPLINE COMMITTEE**

A committee to deal with the infraction of camp rules shall be established each year for the week of camp. The director shall serve on this committee, and he or she shall appoint at least two other persons (one female, one male) to serve on the committee.

## **DELINQUENT PAYMENT RULE**

Congregations owing money to the Harrisburg Area Confirmation Camp may not return to camp until the outstanding balances are paid in full.

## **VOLUNTARY DISCLOSURE FORM**

All Harrisburg Area Confirmation Camp staff members, counselors, or others who have responsibility for the youth of the camp must complete a Voluntary Disclosure Form prior to camp.

## **BUDDY SYSTEM POLICY**

The "Buddy System" policy requires that no camper is alone with a camp staff member, and that no minor age camp staff member is alone with an adult staff member. This means that a camper interacts with two or more staff members, or two or more campers interact with one staff member. Given the nature of the camp, if one on one interaction is needed it would be advisable to do this in a very public place that allows a degree of privacy for confidential conversation.

**MISSION STATEMENT  
OF THE  
LUTHERAN CAMPING CORPORATION  
OF  
CENTRAL PENNSYLVANIA**

In partnership with the congregations of the Lower Susquehanna Synod we strive to proclaim to all persons the Gospel of Jesus Christ in accordance with the guidelines for Outdoor Ministry established by the Division for Congregational Life of the Evangelical Lutheran Church in America and in accordance with the camping program standards of the American Camping Association.

It is our goal that each person who participates in the summer camping programs and retreats sponsored by the Lutheran Camping Corporation of Central Pennsylvania shall be renewed and strengthened in faith through encounter with Jesus Christ in worship, prayer, meditation, Bible study, singing, Christian community and recreation.

As Stewards of God's creation and because of the unique setting of the camp, we strive to practice in the management of our facilities, and to teach in our programs, good environmental stewardship. We believe that the camp should be a model of harmony between the Creator, the creatures and the creation.

The Lutheran Camping Corporation strives to meet the retreat needs of the congregations of the Lower Susquehanna Synod. In addition, we welcome the opportunity to serve community groups and other denominational groups whose beliefs and teachings are compatible with the teachings of the Evangelical Lutheran Church in America.

It is our desire to have a variety of facilities (rustic and comfortable) which serve a broad range of social, educational and spiritual programs for all ages, so that in retreat the mission and life of congregations will be strengthened.

Kirchenwald, Nawakwa and Wittel Farm have been set apart, have been called into existence by God to serve His Church in a unique ministry, in a unique setting.

**LUTHERAN CAMPING CORPORATION\***  
**Statement of Philosophy and Objective for Camping at**  
**Kirchenwald – Nawakwa – Wittel Farm**

The central objective for the camping program of the Lutheran Camping Corporation of Central Pennsylvania is identical with the central objective for educational ministry in the Evangelical Lutheran Church in America.

“To assist persons to perceive, respond to and participate in God’s continuing activity and revelation, particularly in Jesus Christ, in the human and Christian communities so they deal with their life involvement of being a person, relating to persons and groups, living in society and culture, and the physical universe.”

Or to put it in terms which reflect The Evangelical Lutheran Church in America camp counselor manuals:

1. Help campers develop a deeper commitment to God.
2. Help the camp develop a Christian sense of personal identity and worth.
3. Help campers to practice Christian vocation in all inter-personal relationships both at camp and back home.
4. Help campers relate in a Christian manner to the world of nature and to gain skills for living in it.
5. Help campers relate Christian growth in a camp, to church, family and other experiences.
6. Help campers make Christian and effective use of leisure time.

The foundation upon which all of our teaching is based is the Word of God as most clearly revealed in His Son, Our Lord and Saviour, Jesus Christ. The scriptures are the norm for our understanding of God’s revelation. The important documents which shape and inform our beliefs are the Lutheran Confessions, particularly the Augsburg Confession and the Apostles, Nicene and Athanasian Creeds.

The summer camp curriculum used in our camps is that material which is produced or recommended by the Department of Parish Services, Evangelical Lutheran Church in America.

**GENERAL OBJECTIVES**

The general objectives of church camping have been developed on the basis of the camp’s potential for Christian education and its relationship with the other agencies of Christian education, and on the present status of camping in the Lutheran Church in America.

The objectives of Christian education, which can be accomplished best through camping, include the following:

1. To help the camper develop a deeper commitment to God.
2. To help the camper develop a Christian sense of personal identity and worth.
3. To help the camper practice Christian vocation in all interpersonal relationships both at camp and back at home.
4. To help the camper relate in a Christian manner to the world of nature and to gain skills for living in it.
5. To help the camper relate Christian growth in a camp to his church, family, and other experiences.
6. To help the camper make Christian and effective use of leisure time.

## **POLICY STATEMENT ON SEXUAL HARRASSMENT \***

Harassment on the basis of sex is a violation of Sec. 703 of Title VII. It is the policy of the Harrisburg Area Confirmation Camp that all campers, Counselors, and Staff should be able to enjoy an environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct that undermines the integrity of the whole range of relationships within our camp environment. No person, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with our work effectiveness.

The Harrisburg Area Confirmation Camp will neither condone nor tolerate any unwelcome sexual advances, either verbal, physical, or visual in nature, where:

1. submission to the advances is expected
2. submission to or rejection of the advances is used as the basis for acceptance or non-acceptance
3. such conduct interferes with an individual's participation in the Harrisburg Area Confirmation Camp or creates an intimidating, hostile, or offensive environment.

If you receive any information regarding sexual harassment, please report it immediately to the Director of the Harrisburg Area Confirmation Camp. It is our duty as the Harrisburg Area Confirmation Camp to provide assistance, to investigate and to prevent further actions of this sort.

**ETHICAL STANDARDS FOR THE PROPER USE, PROTECTION AND**

## PRESERVATION OF CAMP NAWAKWA AND ITS ENVIRONMENT\*

*Camp Nawakwa is a gift from God, provided through the resources of the congregations and individuals members of the Lower Susquehanna Synod, E.L.C.A. As stewards of God's creation, it is our responsibility to preserve and protect the facilities and environment of the camp. Therefore, the following guidelines have been established for all who would use Camp Nawakwa.*

1. *We will make every effort to consult with knowledgeable consultants in the management of water and land. This includes:  
U.S.A. County Soil Conservation Service – 334-2317  
PA Forester – (717) 385-2545 - Cresona  
Private Consulting Forester – 677-7037 - Penn Forestry, Inc  
Pennsylvania Department of Health – 334-2212  
Pennsylvania Department of Environmental Resources – 771-4481, Ken Malick  
Pennsylvania State Game Land Commission – 528-8417, 677-6894  
Pennsylvania Fish Commission – 927-9588*
2. *Sprays and herbicides will be used only with the approval and recommendation of the above consultants.*
3. *Streams are to be kept free of all pollution. Dams shall not hinder the free flow of water. All dams constructed by campers shall be dismantled at the end of each camping week or retreat event.*
4. *The forest floor shall be kept naturally clean. All man made products shall be removed from natural settings.*
5. *We are to live in harmony with God's creatures. Capturing, killing or caging of any animals, birds, reptiles or insects, is strictly prohibited. Hunting or trapping for the purpose of population control is by permission only. Pest eradication is by permission only. The Administrator or Summer Directors are agents of approval.*
6. *Forest vegetation is the artwork of an imaginative Creator. Wildflowers shall be left undisturbed. Live trees shall not be cut or trimmed without the approval of the camp administrator. Carving or painting of trees is prohibited.*
7. *Firewood is to be cut only after approval has been gained from the administrator. Firewood is to be taken off the campsite only with the approval of the administrator.*
8. *Campfires are to be kept small and in areas where there is little chance of spreading. Fires shall be made at ground level away from trees, over hanging branches, roots, leaves and grass. Water shall always be available for extinguishing fires. Fires shall never be left unattended by staff or other adults.*
9. *The painting of rocks is prohibited.*
10. *Natural materials may be gathered for crafts, under the supervision of the craft instructors. Take only what is necessary for the project.*
11. *Ecology projects are encouraged. Consult with the administrator of camp director in order to discuss the feasibility of a project. Camper safety must be assured in all projects.*
12. *Paths have been developed with ecological concerns in mind. New paths shall not be cleared except with the approval of the administrator. Motorized vehicles shall not use paths that have been established for hiking.*
13. *Buildings and their contents shall not be defaced in anyway. Heaters are to be turned on by the maintenance staff. Fire extinguishers are to be discharged in emergencies only. Furnishings shall be removed from buildings only with the approval of the administrator.*
14. *All garbage from picnics and cookouts shall be placed in garbage cans for disposal. Food shall not be left behind for the animals. Washing of cooking utensils shall be performed in the kitchen cleanup areas. Soap shall not be used in streams.*
15. *All materials that can be recycled shall be collected and transported to the nearest recycling center. This includes glass, aluminum cans, steel cans, cardboard, plastic, etc.*
16. *It shall be the practice to avoid use of styrofoam, plastic or other non-degradable substances in camp.*
17. *Food waste from the kitchen and meals shall be gathered and composted for the garden.*

## ROLE OF THE DIRECTOR

The Director shall be an ordained person.

The position of Director of the Harrisburg Area Confirmation Camp operates under a call model. There is no term of office for the director. When the director, for whatever reason, resigns, the Staff shall prepare to elect a new director.

Expectations of the Director of the Harrisburg Area Confirmation Camp:

Prior to Camp:

Provide committee assignments

Call and chair Staff planning meetings throughout the year

Provide revised registration forms as needed

Serve as advocate for the Harrisburg Area Confirmation Camp by contact with:

Harrisburg Conference Rostered Leaders (monthly conference meetings, assemblies, mailings)

Lay presidents/vice-presidents of Harrisburg Conference congregations (assemblies and mailings)

Arrange pre- and post-camp conferences as needed between the Nawakwa Staff and the Harrisburg Area Confirmation Camp Staff

Provide a timely pre-camp letter to campers, staff, and parents/guardians

Secure reservations for the Harrisburg Area Confirmation Camp

During Camp:

Serve as pastor to the Staff

Be available for consultation

Participate in life of specific congregations/curriculum tracks when invited

Be present and participate in plenary activities of the camp

Chair staff meetings

Serve as Presider and/or Preacher as appointed by the Chair of the Worship Committee

Provide liaison with the Nawakwa Staff

ROLE OF THE ASSISTANT DIRECTOR

Have the attitude of being in complete service to the camp and its director.

Will be a lay person.

Fulfill the responsibilities of the director when the director is absent.

Be in total communication with the director.

Have a basic understanding of and communication with all tracks: Camper, GGP, MBC, LT, Counselor, and Staff.

Understand the overall theme of the camp: Holy Baptism.

Have pre- and post-camp meetings discussing camp with the director.

Represent the voice of the lay members of the Staff.

Keep an open eye to strife among Staff and total camp.

Assist the director in efforts to spread the news of camp to participating and non-participating congregations.

## ROLE OF THE ADMINISTRATIVE ASSISTANT

Secure delinquent membership fees (due 1/15).

Receive (by April 15) all registration forms, Acknowledgment of Risk/Release and Waiver forms, monies (consolidated check from each congregation), and lists from each congregation of all persons attending camp (each list to include names, addresses, phone numbers, track, sex, and tee shirt size).

Duplicate congregational lists, which will be provided by each staff member for Nancy and the total camp roster for Kate and Jeff.

Pursue delinquent congregations re April 15 deadline for registrations, lists, monies, and Acknowledgment of Risk/Release and Waiver Forms.

Prepare list of staff for the Worship Chairman, Camper Curriculum Chairman, and the Director by 5/5.

Provide final roster totals broken down by track, counselor and staff for the Director by 5/10.

Prepare a rotation of staff through the dining halls (upper and lower) plus monitors for buffets and roster of staff to pray at meals (breakfast - rostered person, lunch - new person, dinner - lay person).

Assist with registration process on Sunday afternoon.

During the week of camp, prepare certificates of appreciation for Counselors (Jeff will purchase these).

Take notes during the week of camp and throughout the year - maintain a notebook for Director and Administrative Assistant.

Prepare and maintain a staff mailing list.

Prepare mailings throughout the year (not a necessary duty at the present time - Susie Baker does these now). Jeff will take care of the postcard reminders.

Prepare and keep current a camp policy manual.

Handle any last minute changes in the roster for camp and notify all appropriate persons.

Complete other tasks as need arise.

**GENERAL PARTICIPANT SUPERVISION PLAN\***

### **Counselors**

- ◆ Being “on duty” is not supervision. Supervision means being *physically* in the presence of campers and paying close attention to their play, work, and conversation.
- ◆ Counselors shall constantly monitor the well being of their campers. Signs of concern are:  
Loss of appetite
  - Hyperactivity
  - Fighting
  - Extreme shyness – passivity
  - Crying
  - Illness
  - Mood change
  - Anger
  - Depression
  - Homesickness
  - Repeated discussion of suicide
  - Bruises to the body
- ◆ Counselors shall consult with the Director or Assistant Director if unusual or extreme behavior continues over a long period of time (1 day).
- ◆ Counselors shall maintain discipline within their cabin group. Undue rowdiness may lead to injury.
- ◆ Supervision takes place over a 24-hour period for 6 days a week.
- ◆ Supervision means being with children during electives or special program activities such as swimming, crafts, etc. A counselor may be excused from supervisory responsibilities by the Director or Assistant Director.
- ◆ Counselors may not leave camp while responsible for a cabin group except with permission from the Director who will assign staff to take the place of the excused counselor.

### **Director/Assistant Directors**

- ◆ The Director or an Assistant Director shall always be in camp for the purpose of consultation and supervision of counselors.
- ◆ Counselors shall always be informed where they can reach the Director or Assistant Director.
- ◆ If the Director leaves the office, word shall be left as to his/her whereabouts.
- ◆ The Director or Assistant Director shall be available to help lead and participate in camper activities.
- ◆ The Director or Assistant Director shall periodically go with cabin groups for the purpose of participation in and evaluation of counselors, program activities, and campers.
- ◆ The Director or Assistant Director shall be available to counsel campers and counselors. Requests for such counseling may arise when there is:
  - Homesickness
  - Inappropriate behavior
  - Illness
  - Personal problems:
    - ✓ pregnancy
    - ✓ parental conflict
    - ✓ abuse – physical/sexual
    - ✓ sexuality
    - ✓ drug dependency/alcohol

Confidentiality shall be maintained in all counseling situations.

## **CAMP RULES**

1. Respect and protect the ecology of the camp.
2. All Campers, GGPs, MBCs, LTs, and Counselors will attend all events on the agenda of their respective curricula unless excused by the nurse.
3. Campers, GGPs, MBCs, LTs, and Counselors will not wander beyond the boundaries prescribed by their respective curricula.
4. Possession and/or use of illegal drugs, possession and/or use of weapons, possession and/or consumption of alcohol, and/or being outside your cabin after lights out will result in a quick trip home. The Staff will call Parents/guardians at 3:00AM if necessary.
5. Because we celebrate all the gifts of our staff and acknowledge that many and various ministry opportunities are available to us in this unique setting, it shall be understood for the safety and welfare of campers, Counselors and Staff that:
  - a. Staff visiting cabins must be accompanied by a staff member of the same gender as the residents of the cabin or that a resident cabin counselor, 18 years of age or older, be present;
  - b. The resident cabin counselor has final say whether his/her cabin will be visited;
  - c. Staff visits shall not exceed one hour beyond the end of the Camp Program day, which occurs when Cabin Meetings are completed.
6. Boys may not visit girl's cabins; girls may not visit boy's cabins. Boys and girls are defined as people 17 years of age and younger.
7. The following items may not be brought to camp and will be confiscated if discovered:
  - a. Food and beverages
  - b. Radios, clock radios, cassette and compact disc players, computers, etc.
  - c. Electronic games
  - d. Alcohol
  - e. Illegal drugs
  - f. Cigarettes, matches, fireworks
  - g. Skate boards
  - h. Weapons
  - i. Other items designated by the Staff as the need arises
8. Respect and protect the property of others.
9. Visitation of camp during the week by persons other than family members of the Staff is not permitted.
10. During the week of camp, cars belonging to Counselors, LTs, MBCs, GGPs or Campers may not be moved except in the event of emergency. Cars will move only with the permission of the director or assistant director.

Note: At the close of camp, the cost of repair or replacement of damaged or destroyed cabin contents and camp equipment will be divided among the persons responsible for the damage or destruction.

## **CODE OF CONDUCT FOR CAMPERS AT KIRCHENWALD/NAWAKWA\***

Our goal for each child attending a *summer camp program* is to have an experience of Christian community in which the camper is safe, grows spiritually and socially. During a week in camp, in the course of activities, it is natural that there will be conflicts within cabin groups and between campers and their counselors. It is in resolving these conflicts - in the give and take of negotiation - that some of the most important lessons of a week at camp are learned.

Occasionally, however, behavior on the part of a camper may become so disruptive as to require removal from a week of camp because conflicts cannot be resolved. Therefore, the following guidelines are presented for children during their week in camp. Parents are encouraged to review these guidelines with their children.

1. Use language appropriate for Christian community.
2. Respect the rights, privacy and property of others.
3. Respect the property and facilities of the camp.
4. Wear appropriate clothes for activities as suggested by camp staff.
5. Follow camp schedule (mealtimes, lights out, etc.).
6. Do not engage in any acts of physical, sexual or verbal abuse (camper/camper or camper/staff).
7. Abide by the rules and regulations of the camp.
8. Possession of alcohol or any illegal substance is prohibited.
9. Campers are encouraged to participate in all camp activities to the best of their ability. No one, however, will be forced to do an activity against his or her will.
10. Campers may leave their cabin group only with the permission of the cabin counselor.

## **NOTES TO STAFF**

Discussion about staff persons moving from one track to another will begin with and include the director.

Application for admission to the LT curriculum must be accompanied by a written recommendation from the applicant's pastor, associate in ministry, or the person most closely associated with the applicant and familiar with the Harrisburg Area Confirmation Camp.

The Counselor Committee will interview counselor candidates unknown to them and candidates who were turned down on a previous occasion; all other candidates will be "interviewed" by the process of movement through the LT curriculum.

Applicants for the position of counselor will be notified of the Counselor Committee decision by a letter, which will include the fee amount for the week of camp, and the date on which it is due.

Persons may not elect to return for a second year in a curriculum track already completed.

The staff member from each congregation will compose a list of all persons from that congregation who will be attending camp. The list will include names, addresses, phone numbers, track, sex, and shirt size, and it will be sent along with the appropriate forms and one consolidated check to the Administrative Assistant for the Harrisburg Area Confirmation Camp. These materials will be sent such that the Administrative Assistant receives them no later than April 15th receives them. The format to be used appears on the following page. \*NOTE: No one will be admitted to camp without a signed Acknowledgment of Risk/Release and Waiver Form.

If there are campers who do not have a staff person, one will be assigned.

If you have brought a Camper, GGP, MBC, or LT who has special needs or consideration, please share helpful information with the appropriate camp staff. (Examples: learning problems, medical problems, etc)

When there is "news" (for example, a tragedy at home) that affects some or all Campers, GGPs, MBCs, LTs, and/or counselors, the staff persons from the home congregations of the affected persons will be informed immediately so that they may provide appropriate pastoral care.

When decisions need to be made on any issue, the following three questions shall guide the staff in that decision making:

Is it in accord with the Gospel?

Is it good for the kids?

## Is it good for the total community of camp?

All staff members need to be aware that the schedule is tight. We all need to make an effort to keep activities and ourselves on schedule.

We all need to be conscious of many sensitive issues. In that light, during campfires, skits, humor, or jokes will be general in nature, and not directed at any individual.

Recognizing that the social contact of staff and youth in the cabins is an important and integral part of the camp experience, **cabin time on each day's schedule is a time set aside at the end of each day when staff members may choose to visit cabins to tell stories, etc.**

Decisions made by curriculum and other committees should be respected.

If a member of the staff has a conflict with another member of the staff, please discuss your concern with that person first. If the two of you cannot resolve the area of concern, arrange to discuss the concern with the director. Personal conflicts should become whole staff issues only when the director determines the issue to be a matter to be decided by the whole staff.

Issues to be raised during staff meeting should be discussed with the director prior to the meeting.

An adult must sleep in facilities containing cooking equipment when teen-agers are housed there overnight.

There will be no food permitted in cabins or lodges housing campers, GGP's, MBC's, LT's, and counselors.

Because the Harrisburg Area Confirmation Camp is, in essence, a retreat, visitors may not appear during the week of camp. However, historically, families of staff members are welcome on Thursday evening.

Counselors will remain on site during their evening off.

## **Camp Staff Conduct and Camper-Camp Staff Contact\***

### **Guidelines for the Discipline of Children:**

I understand and accept the following:

- 1) Camp Staff may, under no circumstances, hit a child.
- 2) Camp Staff may not use abusive or derogatory language with campers.
- 3) Camp Staff need to ask for help.
- 4) A Camp Staff member who encounters a particularly difficult child will seek the assistance of supervisory or administrative staff.
- 5) In all dealings with campers, Camp Staff should strive to *respond* as opposed to *react* to children.

### **Guidelines for Camper-Camp Staff Contact:**

I understand and accept that when touching campers, the following guidelines should be followed:

- \* on the hand, shoulder or upper back;
- \* never against a child's will (unless in the case of clear and present danger of the child);
- \* never against a child's discomfort, whether expressed verbally or non-verbally;
- \* in the company of other adults;
- \* never when it would have the effect of **over-stimulating a child**;
- \* never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then *only with supervision by another adult*

### **Camp Staff Responsibility:**

I understand and accept that I am a **caretaker of children**.

I understand that there is a clear power difference between campers and myself. (money, mobility, authority, experience, knowledge, different set of rules)

I understand that inappropriate sexual contact with or physical abuse of a camper can have severe emotional and psychological effects on that camper that can last a lifetime. These reactions can be so severe; they can require intensive professional intervention, which can be disruptive to the victim's life as well as time consuming and expensive.

State Laws Pertaining to Child Abuse I am aware of the following:

- \* definition of "mandated reporter"
- \* purpose of law
- \* clarification that a report is based on suspicion of abuse, not proven abuse
- \* summary of procedure (time frame, reporting agency, information requested)
- \* penalty for not reporting

## **Guidelines for Staff**

I understand and accept the following:

- \* there is no "hazing" of campers by campers or camp staff;
- \* campers will not be subjected to "initiation" rites that are abusive in any manner;
- \* campers will not be alone with a counselor in his or her quarters;
- \* a staff member will under no circumstances share a bed or sleeping bag with a camper
- \* counselors will set limits with children who "cling" or hang on them;
- \* camp staff will not give back rubs unless another adult is present, and then only with clothes on;
- \* tickling or teasing a camper to the point where that camper is out of control is unacceptable
- \* pillow fights or wrestling matches and the like can become over-stimulating in short order and need to be limited and carefully supervised;
- \* overnights need a minimum of two adult leaders. There needs to be at least one counselor present of the same gender as the campers;
- \* camp staff sleeping together on overnight is grounds for dismissal;
- \* romantic lives of camp staff can under no circumstances, be shared with campers;
- \* camp staff should stay out of cabins after lights out at night unless on specific camp business;
- \* staff working with adolescents need to be aware of the tendency for this group to develop hidden or secret romantic fantasies;
- \* whatever is done with campers should be done in broad daylight, with company!

## **Other Instructions:**

I agree to the following:

- \* to watch for signs of stress in myself and others as a way of maintaining a safe environment at camp.
- \* to help other staff who seem at risk for hurting or abusing campers.
- \* to alert senior or supervisory personnel to the need for more careful supervision, intervention or support.
- \* to seek help if I feel at risk for hurting, overstimulating or abusing a camper

## STAFF CODE OF CONDUCT\*

The teachings and examples of Jesus Christ are the foundation for Christian Life. Camp staff is expected to live in accordance with the Christian principles at all time.

At the same time, camp staff has been called to fulfill a professional position. In this role they are expected to conduct themselves in a professional way that is above reproach. Specifically this means:

1. Staff will dress appropriately for recreational purposes.
2. Shall respect the rights, privacy and property of campers and other Staff.
3. Staff shall respect the property and facilities of the camp.
4. Staff shall respect and follow the rules and guidelines for a safe camp.
5. Staff shall refrain from the use of alcohol and/or illegal drugs in camp.
6. Staff shall agree to abide by all local, state and federal laws.
7. Staff shall demonstrate a spirit of cooperation with other staff and campers.
8. Staff shall take responsibility for their own personal property.
9. Refrain from all forms of:
  - Verbal Abuse
    - a. Name-calling
    - b. Spreading of rumors
    - c. Threats
    - d. Cussing
    - e. "Silent treatment"
    - f. Destructive criticism, sarcasm and "put-downs"
    - g. Bullying and intimidating language
  - Physical Abuse
    - a. Fighting
    - b. Intimidation
    - c. Rough play
    - d. Physical punishment
  - Sexual Abuse
    - a. Inappropriate display of affection in public
    - b. Sexual advances
    - c. Pedophilia
    - d. Sexual harassment
    - e. Sexist remarks
    - f. Displaying sexually suggestive pictures or objects.

Staff will live with each other and with campers in a community of Christian fellowship in which there will be respect and Christian love, which strengthens and renews each individual.

## **BEHAVIOR MANAGEMENT – DISCIPLINARY TECHNIQUES\***

It is the philosophy of the Lutheran Camping Corporation and of the Harrisburg Area Confirmation Camp that all staff and campers shall be affirmed as children of God who are to be loved and treated with dignity and justice. Therefore, the following rules shall be observed.

1. Positive reinforcement of camp behavior and personhood will uplift and encourage campers to value themselves and others as persons of worth and beloved children of God.
2. Campers will be encouraged, but never forced, to participate in the activities of the camp program.
3. Campers will be provided a safe environment free from sexual, verbal or physical harassment and abuse.
4. Campers will be expected to abide by the Rules of the Harrisburg Area Confirmation Camp.
5. Failure to follow the rules of the Harrisburg Area Confirmation Camp will be dealt with in the following manner:
  - a. Counselor/camper discussion will occur
  - b. Referral will be made to the Discipline Committee of the Harrisburg Area Confirmation Camp where the following actions may be taken
    1. further discussion
    2. removal from the group
    3. parental contact to discuss the problem
    4. dismissal from camp.
6. Corporal punishment – At no time shall a camper receive physical punishment (slapping, spanking, or hitting in any fashion). At no time shall a camper be deprived of food. A camper may be denied access to camp activities only after consultation with the Director of the Harrisburg Area Confirmation Camp. If a camper is removed from his/her group for disciplinary reasons, the camper shall be placed under the supervision of other staff during the separation from their group or camp activity. Staff shall not threaten or bribe campers in any way in order to achieve a change in behavior.
7. Staff shall understand the need for the following skills and their application.
  - a. Problem ownership
  - b. Active listening
  - c. Referral
  - d. Conflict resolution
  - e. Behavior modification and disciplinary action.

## **GUIDELINES FOR GROUP LIVING AREAS\***

1. Shower House
  - a. Place all refuse in the waste cans.
  - b. Do not leave personal supplies (soap, etc.) in the shower room.
  - c. No running.
  - d. No playing or rough housing.
  - e. No water battles or throwing others in the showers.
  - f. Use the urinals and toilets for the intended purposes. No frogs!
  - g. An interior light shall remain lighted during nighttime hours.
  - h. Younger campers shall be protected from intimidation in the showers by:
    - Counselors' supervision
    - Scheduling of shower time
  
2. Cabins
  - a. No raiding cabins.
  - b. Enter other cabins by invitation only.
  - c. No throwing stones or sticks.
  - d. Walk – no running.
  - e. Stay on the trails.
  - f. Games may be played which are appropriate for around the living area.
  - g. Night-lights shall be lit during nighttime hours.
  
3. Dining Area
  - a. Enter when called.
  - b. No running.
  - c. No food fights.
  - d. Sit while eating.
  - e. Leave as a group when dismissed.
  - f. Follow directions for special servings of food (ex: cereal).
  - g. Use tables as intended. Do not swing on rafters.
  
4. Cookout Areas
  - a. No running in the vicinity of the fire.
  - b. Do not play in the fire.
  - c. Keep water bucket with water nearby.
  - d. Use picnic tables as intended.
  - e. Assist with cooking and table setting as directed.
  - f. Remove leftover food and waste material from the area at the completion of the meal.
  - g. Clean the area of litter at the conclusion of each meal.
  - h. Do not throw food or waste in the fire.
  - i. Campers must inform their respective counselor(s) when leaving the cookout area.

**CAMPER, COUNSELOR AND STAFF POSSESSION AND USE OF  
VEHICLES AND PERSONAL EQUIPMENT\***

### Vehicles

1. Staff may have vehicles in camp.
2. Staff shall not transport campers in their vehicles without the permission of the Director or the Assistant Director of the Harrisburg Area Confirmation Camp.
3. Staff shall not use their vehicles to leave camp without the permission of the Director or the Assistant Director of the Harrisburg Area Confirmation Camp.
4. All vehicles shall be parked in designated parking areas.
5. Senior high campers may have cars in camp, parked in designated parking areas.
6. Senior high campers shall not use their cars during their camp session.
7. Senior high campers who leave camp during the session will be sent home without reimbursement.

### Personal Equipment

1. Campers and Staff are encouraged to bring to camp only those personal items that they will need for their personal care.
2. Neither the Lutheran Camping Corporation nor the Harrisburg Area Confirmation Camp will assume any responsibility for the loss, theft or damage to personal property.
3. Campers shall not bring any of the following items to camp: food and beverages, radios, clock-radios, cassette and compact disc players, computers, electronic games, alcohol, illegal drugs, cigarettes, matches, fireworks, skate boards, weapons or other items designated by the Staff as the need arises.
4. Owners assume responsibility for all musical instruments and sound equipment brought to camp.
5. Owners assume responsibility for their own sports equipment.

**GUEST POLICY\***

All guests shall seek permission to visit from the Director of the Harrisburg Area Confirmation Camp.

All guests shall report to the Director upon their arrival.

All guests are permitted on the Camp site upon the approval of the Director.

All guests shall follow camp rules and regulations while on the campsite.

All guests shall follow emergency procedures in an emergency.

All guests shall inform the Director of their departure.

The director or his designee will assign all overnight guests lodging.

Guests shall not interfere with the work of the staff or programs of the camp.

All guests shall inform the Director of their whereabouts while in camp in case of an emergency.

#### **UNAUTHORIZED PERSONS ON THE CAMPSITE\***

There are several categories of persons coming into the camps. They include:

Suppliers of services – food deliveries, etc.

Parents, relatives, and invited guests

Passing through – horseback riders, ATV riders, bike riders, hikers, neighborhood children, etc.

Most visitors are friendly, cooperative, and welcome. Others may not be friendly and are unwelcome. It is our responsibility to know the difference and to protect the campers and staff from any unwanted visitors. Therefore, the policy of the camp is:

**All visitors, regardless of purpose, should go to the office to receive permission to be on the campsite.**

It is also policy that camp trails are for hikers, mountain bikers, and horseback riders who are passing through. ATV are prohibited on all trails.

When meeting visitors in camp:

1. Be courteous.
2. Identify yourself as camp staff.
3. Ask if you may help them.
4. **Point out that visitors are to register at the camp office.**
5. If they refuse to register, notify the Director of Camp Nawakwa or the Director or Assistant Director of Harrisburg Area Confirmation Camp.
6. Do not become confrontational.

If the intruders are acting suspiciously or in an unfriendly manner, do not attempt to make contact. Inform the Director of Camp Nawakwa or the Director or Assistant Director of Harrisburg Area Confirmation Camp, who shall, accompanied by additional staff, seek out the visitors to determine their reasons for being in camp. If their reasons are not acceptable, they should be asked to leave.

If they refuse to leave, break off contact and call the PA State Police at 911 immediately.

Counselors and staff should be informed of the presence of intruders as needed. Campers should be gathered together in a group for games until they leave the campsite.

*“Remember – Let the police do their work. Our work is to protect the campers.”*

As part of the camper orientation campers shall:

Be introduced to all staff.

Instructed to avoid all strangers in camp.

Report all strangers in camp.

Practice the buddy system at all times.

## **PROCEDURES FOR HEALTH CARE \***

1. The camp nurses are responsible for all health care delivery during the week of Confirmation Camp.

2. The camp nurses in their office will dispense all medications. Campers must proceed to the nurses' office to receive their medications just prior to each meal and/or at other times appropriate to their prescription.
3. Counselors and Staff **shall not** dispense medications to campers.
4. The nurses are responsible for the evaluation, treatment, and referral of all campers who have health issues.
5. When treatment by a physician is required, the nurse will:
  - a. Notify the family
  - b. Notify the Director of the Harrisburg Area Confirmation Camp
  - c. Notify the staff person responsible for the camper
  - d. Transport the camper to the treatment facility.

#### **POLICY FOR PROVIDING COUNSELORS AND STAFF WITH INFORMATION REGARDING CAMPERS HAVING SPECIAL NEEDS**

Parents of children with special needs shall inform the Administrative Assistant of the Harrisburg Area Confirmation Camp of the nature of their child's special needs. This should be submitted with the registration form, which is due no later than April 15<sup>th</sup>. This information should include special diet needs, activity restriction needs or other health concerns.

The Administrative Assistant shall inform all counselors and staff when necessary of the special needs of individual campers.

Parents are encouraged to speak directly with the counselors and staff about their children at registration.

When advanced information about campers with special needs is provided to the Administrative Assistant, those campers will be placed under the care of counselors who are capable of dealing with those special needs. The Administrative Assistant will discuss each case with the appropriate counselor.

#### **OPERATION OF FACILITIES/EQUIPMENT\***

*General operating guidelines for all buildings and equipment.*

1. Furniture/Fixtures – injury through misuse, abuse, or damage
  - ✓ Use as intended. (ex: do not sit on tables)
  - ✓ Do not remove from building without permission from the Director of Camp Nawakwa.
  - ✓ Report all damaged equipment as soon as possible.
  
2. Electric – threat of electrocution/shock
  - ✓ Report all burned out lights.
  - ✓ Do not overload circuits.
  - ✓ Do not attempt to make electrical repairs.
  - ✓ If service is disrupted during the day - inform the Director of Camp Nawakwa.
  - ✓ If service is disrupted at nighttime - report to the Director of Camp Nawakwa as soon as possible as long as there is no danger. Stay with your group.
  - ✓ Down wires – keep away. Report to the Director of Camp Nawakwa.
  
3. Threat of fire/explosion/gas poisoning
  - ✓ Report all odors of gas.
  - ✓ Turn off valve at the tank.
  - ✓ Remove campers from the area.
  - ✓ Inform others in the living area of the danger.
  - ✓ Do not attempt to turn on heaters at any time.
  - ✓ Fire at the heaters – remove campers and report.
  
4. Structures – threat of injury
  - ✓ Keep off all roofs.
  - ✓ Stay out of the rafters.
  - ✓ Report all damage to windows, doors, etc.
  - ✓ Keep screens in the windows.
  - ✓ Be alert to moisture condensation on floors. If floors are wet, wipe with towels (kitchen) and provide proper ventilation. Warn campers and staff about the situation.
  
5. Water Service
  - ✓ A three day supply of water shall be stored in the Lower Camp water tank at all times. To insure their supply, the water pump shall be in continuous operation.
  - ✓ If the well or pump ceases to operate, contact the office.
  - ✓ Additional sources of water:
    - Grove Lodge
    - Upper Camp
    - Zinn-Tozer
    - Brenneman
    - Kitchen - Office
  
6. Septic Service
  - ✓ Should septic system cease to operate, the alternatives for service include:
    - Lower Camp cabins
    - Upper Camp cabins

Lodges  
Infirmary

- ✓ The Director of Camp Nawakwa shall organize schedules for group use of the above facilities.

7. Food Service

- ✓ Because of the availability of the Upper Camp Dining Area, the food service can easily be transferred from the Lower Camp Dining Hall, so that, with minor adjustments, food service will continue.
- ✓ Additional food preparation areas include:
  - Grove Lodge
  - Zinn-Tozer Lodge
  - Brenneman Lodge
- ✓ Additional food storage areas include:
  - Store freezers
  - Lodge refrigerators
  - Upper Camp kitchen
- ✓ Ice packing the freezer and refrigerator will help to prevent thaw. Ice from the camp machine will be available.

**ACCIDENT PREVENTION PLAN FOR COUNSELORS AND CAMPERS\***

1. Animals – This is their home. Animals are not to be taken home by campers under any circumstances.

- a. Animals shall not be domesticated by feeding.
- b. Animals shall not be taken into any buildings.
- c. Animals shall not be captured, trapped, tortured, or killed.
- d. Young animals shall not be taken from their mother or their nests.
- e. The director shall be informed of any animals that become pests.
- f. Use a flashlight when walking at night.

2. Buildings

- a. The following areas are off-limits:
  - Barn
  - Old washhouse
  - Taylor saw mill
  - Orchards
  - Grove lodge
- b. Climbing to the roof of any building is prohibited.
- c. Crawling under any building is prohibited.
- d. Defacing any building is prohibited.
- e. Climbing rafters in the cabins is prohibited.
- f. Jumping on beds is not allowed.

3. Fire

- a. Campers are not allowed to smoke.
- b. Campers are not allowed to keep or play with matches.
- c. Fires are to be started under the close supervision of the Campfire Committee.
- d. All fireplaces shall be cleared of leaves, branches, and roots.
- e. All open fires are to be extinguished with water at the conclusion of the activity (cookout, etc.)
- f. Sleeping bags shall be at least ten feet away from the campfire.
- g. Fires shall not be started in extremely dry or windy conditions.
- h. A fire shall never be left unattended.

4. Insects

- a. During extremes in weather, bees, yellow jackets, etc. are especially dangerous.
- b. Do not disturb nests.
- c. Keep screens in place.
- d. Use insect repellent as needed.
- e. Inform maintenance staff of any nests around buildings and trails.

5. Plants

- a. Poison ivy is everywhere. Learn to identify it.
- b. Wear long pants, socks, and shirt when on a hike.
- c. Do not eat unidentified berries, leaves, nuts, or mushrooms.
- d. Avoid thorn bush patches.
- e. Inform the director of any hazardous conditions.

6. Roads and Cars

- a. Avoid whenever possible.
- b. Do not run on roads.

- c. Walk single file, facing traffic.
  - d. Cross roads at the direction of the counselors.
  - e. No hitchhiking.
  - f. Cars are to be parked in designated areas.
  - g. In emergency situations, campers may be transported in cars at the discretion of the nurse, Director, or Assistant Director.
7. Snakes
- a. Poisonous snakes are rarely found in Nawakwa.
  - b. Be especially careful around:
    - Wood piles
    - Rock piles
    - Dead fallen trees
    - Cool, grassy areas
  - c. Do not attempt to capture or kill any snake.
  - d. Use a flashlight when walking at night.
8. Stream
- a. Do not drink from the stream or springs.
  - b. Wear shoes on stream hikes.
  - c. Do not enter flooding streams.
  - d. Be alert for broken glass at bridges.
9. Tools
- a. Campers and counselors are not allowed to use any power driven tools.
  - b. The use of hatchets is prohibited.
  - c. Tools are to be used with the permission of the director.
10. Trees
- a. Do not climb.
  - b. Do not walk under dead, partially downed trees.
  - c. Fires are to be built away from trees, roots, branches, and leaves.
  - d. Do not trim, mark, or cut any trees without the approval of the Director of Camp Nawakwa.
  - e. Report all hazardous conditions to the Director of Camp Nawakwa.
11. Miscellaneous
- a. Extreme caution must be taken when crossing the road from the upper camp to the lower camp. Counselors must instruct and direct campers in the proper crossing of this road.
  - b. The Narrows hike is an extremely hazardous hike where many injuries have occurred. A very slow, disciplined pace must be maintained. The trip shall be taken by small groups and accompanied by a vehicle.
  - c. Because of rocks, exposed roots, and roads, it is necessary to restrict running to the athletic fields in the upper and lower campsites.

## **PREVENTION OF LOST CAMPERS\***

It is better to prevent a lost camper situation than to have to implement procedures to find a lost camper. Therefore, here are some procedures staff shall follow in preventing a lost camper emergency:

1. Camper/Staff orientation – Staff shall discuss with their cabin group on the first day of camp procedures to prevent separation from their group.
2. The following rules shall be in effect at all times:
  - a. The Harrisburg Area Confirmation Camp will use the buddy system. Ex: nighttime bathroom trips.
  - b. Permission to leave the group must be obtained from the counselor.
  - c. Counselors shall take frequent role calls, and silent counts to keep track of their campers.
  - d. Campers will participate in all activities except for illness. When children are excused from the group they shall be placed under the supervision of other staff members. Ex: children who are ill shall not be allowed to be at rest in their cabin alone.

### **SEARCH PROCEDURE FOR PERSONS: LOST, MISSING RUNAWAY**

The following procedure should be followed whenever it is discovered that a person has been lost, is missing or has run away:

1. Determine if the person is really missing.
  - a. When was the camper last seen?
  - b. Is anyone else missing?
  - c. What kind of mood was the camper in? Homesick? Angry?
  - d. Get accurate description of appearance and clothing.
  - e. Trace your activities
  - f. Check your cabin, washhouse and other groups.
2. Inform the Director of the Harrisburg Area Confirmation Camp and the Director of Camp Nawakwa, who will organize a search party. Note the time of the search.
3. Search teams are formed from support staff.
  - a. Campers should not be involved in the search.
  - b. **Normal activity should continue for camper groups.**
  - c. Search all cabins, buildings, camp paths, swimming areas, campsites and camp roads. Be specific in who shall search where.
4. Report findings to the Director of the Harrisburg Area Confirmation Camp as soon as the search is complete.
5. The Director of Camp Nawakwa informs the camp administrator, state and local police if the camper is not found. The Director of the Harrisburg Area Confirmation Camp will notify parents of the camper.
6. The search continues under the supervision of the police.

### **PARENT CONTACT\***

1. In case of a serious accident or death, the Director of the Harrisburg Area Confirmation Camp shall contact parents as soon as possible. In the absence of the Director, the Assistant Director shall make the contact
2. In the case of emergency medical treatment, not involving death or serious accident, the Camp Nurse shall make contact with the parents as soon as possible.
3. If parents/guardians can not be reached, contact the local pastor for assistance.
4. In the event of a major emergency or disaster:
  - a. All parents/guardians shall be contacted as soon as possible concerning the welfare of their child.
  - b. Parents shall be informed of any evacuation procedures.
  - c. The synod office may be used as a phone calling station if the situation involves a large number of participants.
  - d. Local pastors may be enlisted to make contact with parents of campers.
5. In the event of a missing child the parents/guardian shall be notified as soon as possible after a thorough search has been made of the camp and surrounding area.
5. When contacting parents the contact person shall:
  - a. Know all the facts.
  - b. Care should be taken to reassure parents rather than cause alarm.
  - c. Be prepared to stay with parents as long as necessary during a personal visit.
  - d. Not discuss responsibility for the accident.
  - e. Attend the funeral service, unless otherwise advised by legal counsel.

#### **WEATHER PLAN\***

Changes in weather and environmental conditions may require changes in diet and physical activity in order to prevent illness of an accident to campers and staff.

1. When the temperature goes above 90 degrees, normal activities are changed by:

- ◆ Longer rest periods
- ◆ Less time in the sun-recreation fields
- ◆ Shorter and fewer vigorous games
- ◆ Longer craft periods
- ◆ More swim time and evening swim
- ◆ Play field games in the cool of the evening
  
- ◆ Menu – more liquids
  
- ◆ Watch for:
  - Signs of heat exhaustion / heat stroke
  - Severe sun burn
  - Lethargy
  
- ◆ Action:
  - ✓ Get children out of the sun
  - ✓ Give lots of liquids
  - ✓ Treat for shock
  - ✓ Get medical help

2. When the temperature goes below 60 degrees:

- ◆ Less swimming
- ◆ More vigorous games
- ◆ Dress warmly
- ◆ Keep dry
  
- ◆ Menu – hot foods and drinks
  
- ◆ Watch for:
  - Coughing
  - Sneezing
  - Sore throat
  - Exposure
  
- ◆ Action:
  - ✓ Get into the warm, dry comfort of a building
  - ✓ Get nurse's aid for a cold
  - ✓ Turn on heat in the buildings

3. When there is continuous rain:

- ◆ Stay inside
- ◆ Change to dry clothing
- ◆ Play lots of rainy day games

- ◆ Menu – warm foods, hot drinks
  - ◆ Watch for:
    - Signs of a cold or exposure
  - ◆ Action:
    - ✓ Get nurse's aid
    - ✓ Turn on heat in the buildings
4. When there is extremely dry weather:
- ◆ More swimming
  - ◆ No camp fires
  - ◆ Watch for increase in bug bites, rashes and difficult breathing
  - ◆ Menu – lots of fluids
  - ◆ Watch for:
    - Dehydration
    - Attacks of asthma
  - ◆ Action:
    - ✓ Consult with the nurse
5. When there is a high pollen count:
- ◆ Keep away from leaves
  - ◆ Keep away from woods and planted field
  - ◆ Keep away from mowed grass
  - ◆ Be sure the cabin is free of dust. Keep it clean
  - ◆ Use only the plastic coated mattresses
  - ◆ Menu – No recommendations
  - ◆ Watch for:
    - Difficult breathing
    - Tightness of chest
    - Wheezing
  - ◆ Action:
    - ✓ Check medication schedules
    - ✓ Clean cabins thoroughly

## **IN CASE OF NATURAL DISASTER\***

One way of preventing human disasters is through planning. Although thunderstorms or tornadoes cannot be prevented, taking proper precautions can prevent a human disaster.

1. Listen to the radio for weather reports.
  - a. Storm watch – storms are possible
    1. Keep campers in a group.
    2. Stay close to camp buildings and shelters.
    3. Take cover at first signs of the storm.
    4. At first sign of lightening or thunder get out of the pool.
  - b. Storm warning – storms are probable
    1. Precautions – same as above
  - c. Severe storm or tornado warning
    1. Stay inside.
    2. Take roll – keep together
    3. Engage in games and other cabin activities
    4. Stay away from doors and windows
    5. If a tornado hits, get face down, knees up, and cover the back of your head with your hands.
2. Tornado – if caught away from the cabins, seek shelter in ditches, culverts and under bridges.
3. Thunderstorms – if caught away from the cabins, keep in a group, avoid flooding streams. Seek shelter wherever you can find it (porches of neighboring homes, garages, rock overhang, plastic tarps, etc.). Stay away from trees that might draw lightening.
4. Flooding – stay away from swollen streams. Keep to the high ground around the cabins/lodges.
5. Fire
  - a. Building – evacuate immediately; take roll call.
  - b. Forest – keep group together, move to safe area.
  - c. Use emergency equipment to contain fire.
    1. Fire extinguishers – cabins, washhouse, kitchen, lodge, craft building
    2. Water hoses
    3. Buckets
    4. Shovels, rakes, etc. (in Maintenance Building)
  - d. Campers shall not be engaged in fire lighting, and shall be evacuated from a fire area immediately.

## **DIVERSION ACTIVITIES PLAN \***

During an emergency it is often necessary to distract or remove participants from the emergency area.

### Lines of Authority

1. When a cabin group is alone, the counselor is in charge in the absence of the Director or Assistant Director.
2. When two or more cabin groups are together, the senior counselor (most experienced) is in charge in the absence of the Director or Assistant Director.
3. When the whole camp is together the Director is in charge.
4. At the pool the lifeguard is in charge if an emergency arises in the absence of the Director or Assistant Director.

### Life Goes On

1. **During an emergency, groups shall continue their activities as normally as possible with counselors in charge.**
2. If confined in doors during an emergency, the group shall be engaged in the regular curriculum as much as possible with singing, games, or study as alternate activities.
3. Campers shall never be left unsupervised, especially during an emergency.
4. If there is a need to be out of doors during an emergency, campers shall be engaged in outdoor games either in cabin groups or as a whole camp. The Director or Assistant Director is in charge until the emergency passes.

## **SITE EVACUATION\***

1. Reasons for evacuation
  - ◆ Fire
  - ◆ Flood
  - ◆ Tornado
  - ◆ Hurricane
  - ◆ Three Mile Island melt down
2. The Director of Camp Nawakwa shall give the order for evacuation after consultation with the Administrator, police, and CD.
3. The Director of Camp Nawakwa shall inform all groups of the need for evacuation. The Director and/or the Assistant Director for the Harrisburg Area Confirmation Camp shall organize transportation.
4. The nurse is responsible for all medications, records, and first aid supplies.
5. The evacuation will leave from the upper and lower camp parking lots.
  - a. Transportation – camp vans, staff cars
  - b. Campers will leave by cabin groups accompanied by their counselors.
  - c. Destination – Trinity Lutheran Church, Arendtsville, or the Lutheran Church in Wenksville.
  - d. Other means of transportation:
    - Walk – using Nawakwa Road
6. The Director and/or Assistant Director for the Harrisburg Area Confirmation Camp shall remain in camp until all are evacuated.
8. Take along the following items:
  - ◆ Camper/staff health forms and medications (Camp Nurse)
  - ◆ Camper/staff roster (Administrative Assistant)
  - ◆ Warm clothing, shoes
  - ◆ Water is possible
  - ◆ Snacks
  - ◆ Rain gear
  - ◆ Sleeping bags
9. After evacuation is completed, parents are to be informed as soon as possible.
10. Method to account for persons in the campsite, before evacuation:
  - ◆ Camper – roll call by counselors
  - ◆ Staff – Director or Assistant Director of Harrisburg Area Confirmation Camp or designated staff person takes roll
  - ◆ Visitors – director or designee informs all visitors of the need for an evacuation.

## **EMERGENCY COMMUNICATION PLAN\***

1. The Director of the Harrisburg Area Confirmation Camp shall always leave word at the office of his/her whereabouts, time of return, telephone numbers where he/she can be reached.
2. In the absence of the Director of the Harrisburg Area Confirmation Camp, the Assistant Director of the camp shall be available and accessible.
3. One of the camp nurses will be available at all times.
4. All groups sleeping out shall provide to the Director of the Harrisburg Area Confirmation Camp the following information:
  - a. Time of departure
  - b. Time of return
  - c. Destination and route to be hiked
  - d. Counselors' names
5. Upon returning, the counselor shall notify the Director of their arrival as soon as possible.
6. Emergency communication within the camp:
  - a. Runners - give message verbally to all groups.
  - b. Danger signal - camp bell: continuous ringing, car horns: continuous blowing, whistle: continuous blowing. All groups return to the dining area immediately for further instructions.
7. Emergency communications with groups off site:
  - a. Runners from extra staff - carry the word verbally from the Director of the Harrisburg Area Confirmation Camp.
  - c. Group to camp:
    1. Counselor returns by the quickest route to the Director of the Harrisburg Area Confirmation Camp.
    2. Counselor secures help from a neighbor - telephone or drive back to the Director.
    3. In **extreme** emergency:
      - a. Break into locked house for telephone
      - b. Flag down a car
      - c. Send two of the stronger campers for help
    4. Never leave a group of campers without a counselor.

**SWIMMING SAFETY\***

**The lifeguard is in charge of the pool at all times. Campers and staff are to obey his/her commands at all times.**

In order to insure a safe swimming experience, these guidelines are provided. Failure to observe these rules may result in the suspension of swimming privilege.

1. Swimming is permitted only when a lifeguard is present.
2. Swimming is permitted during day light hours only.
3. Non-swimmers must stay in the wading areas.
4. Rescue equipment is for emergencies.
5. Food and drinks are not allowed within the fenced area.
6. Swimmers may grab lifelines in an emergency.
7. Pushing and throwing others into the pool is prohibited.
8. Diving is permitted only from the sides at the deep end of the pool
9. Do not fake drowning.
10. Shower before entering the pool.
11. Leave the pool at the first signs of an electrical storm.
12. Running inside the fenced area is not allowed.
13. Stay off the lifeguard chair.
14. Do not enter the water when over-heated.
15. Avoid over-exposure to the sun. Gradual exposure is best.
16. Personal flotation devices are prohibited.
17. Permission for games and the use of special equipment must have the permission of the lifeguard.
18. Whistle signals – Long hard blasts – clear the pool! Danger! Emergency!  
Short hard blasts – look to the lifeguard for instructions and corrections.
19. Hazard areas include ladders, steps, lifelines, overflows, and diving areas.

**EMERGENCY PLAN – AQUATIC ACTIVITIES**

When a swimmer is in trouble the lifeguard shall respond immediately. It is the lifeguard's responsibility to perform all rescues, especially in deep water. This does not mean that camp staff, counselors or campers are free of all responsibility to help those in trouble.

In the event that an emergency does occur, the following steps shall be followed:

1. Clear the water of all participants.
2. Others shall assist the lifeguard as requested
3. Camp staff, counselors or campers shall inform the nurse and the Director of the Harrisburg Area Confirmation Camp about the emergency in progress.
4. The lifeguard will instruct others to perform the following actions depending on the emergency:
  - a. Call for an ambulance
  - b. The use of emergency equipment
  - c. Administration of CPR.
5. An accident report shall be completed.

**LOW ROPES COURSE\***

## Supervision

1. Staff Qualifications
  - a. Participating Staff and Counselors shall be instructed in the proper use of the Low Ropes Course.
  - b. Experienced staff shall supervise new staff.
2. Supervision
  - a. Campers and staff may not engage in Low Ropes Course activities without supervision.
  - b. Ratio of staff to campers shall be 2:1.
  - c. Use of Low Ropes Course by campers or staff must be coordinated with the director of Camp Nawakwa.

## Participation and Safety Considerations

1. Eligibility Requirements
  - a. All campers may participate in the Low Ropes Course
  - b. Participation is voluntary
2. Risk Identification
  - a. Injury from falls
  - b. Cable burns
3. Safety Considerations
  - a. Staff shall instruct participants in the applicable rules at each site.
  - b. Staff shall instruct participants in the proper spotting technique for each site.
  - c. All participants shall be spotted.
  - d. Staff must intervene immediately when participants are not using the elements properly.
  - e. Participants shall be removed from an activity for inappropriate behavior.
  - f. Participation is voluntary.
4. Emergency Procedures
  - a. Administer First Aid as needed.
  - b. Refer all injuries to the camp nurse.
  - c. In case of serious injury, notify both the Director of Camp Nawakwa and the Director of the Harrisburg Area Confirmation Camp **immediately**. Activate EMS. **DO NOT MOVE THE VICTIM.**
  - d. In case of serious injury, an accident report shall be completed.

ACCIDENT REPORT FORM

**THE HARRISBURG AREA CONFIRMATION CAMP**  
**Camp Nawakwa, Arendtsville, Pennsylvania**

Date \_\_\_\_\_

Name of Injured \_\_\_\_\_ Age \_\_\_\_ Sex \_\_\_\_ Camper \_\_\_\_ Staff \_\_\_\_ Visitor \_\_\_\_

Address \_\_\_\_\_

If Minor, Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Names/Addresses of Witnesses (Attach signed statements as to incident.):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date of Accident \_\_\_\_\_ Hour \_\_\_\_\_ a.m./p.m.

Where did the accident occur? (Specify location, including location of injured and witnesses. Use diagram to locate persons and objects.)

Describe the accident in detail:

Was the injured participating in an activity at the time of the injury? \_\_\_\_ If so, what? \_\_\_\_\_

Was any equipment involved in the accident? \_\_\_\_\_

What could the injured person to have prevented the injury? \_\_\_\_\_

What emergency procedures followed the accident? \_\_\_\_\_

Who performed them? \_\_\_\_\_

Submitted by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL REPORT OF ACCIDENT**

Were parents notified? \_\_\_\_ In writing? \_\_\_\_ By phone? \_\_\_\_ Other \_\_\_\_\_

By whom? \_\_\_\_\_ What date and time? \_\_\_\_\_

Where was treatment given? At camp \_\_\_\_\_ in camp health service \_\_\_\_\_ at doctor's office \_\_\_\_\_ in hospital \_\_\_\_\_

What treatment was given at camp \_\_\_\_\_

By whom? \_\_\_\_\_

Was the injured person admitted to the camp health services? \_\_\_\_\_ If so, when \_\_\_\_\_

What treatment was given \_\_\_\_\_

\_\_\_\_\_

Date released from the camp health service \_\_\_\_\_

Released to: Camp activities \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Was treatment given elsewhere? \_\_\_\_\_ Where? \_\_\_\_\_

By whom? \_\_\_\_\_ Date \_\_\_\_\_

Was the injured person admitted to a hospital? \_\_\_\_\_ If so, name of hospital \_\_\_\_\_

Where? \_\_\_\_\_ Date \_\_\_\_\_ Name of admitting physician \_\_\_\_\_

Date released from hospital \_\_\_\_\_ Released to: Camp \_\_\_\_\_ Health Service \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Comments:

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Insurance Claim/Report Submitted:

- 1. \_\_\_\_\_ Parent's Insurance By parent \_\_\_\_\_ By camp \_\_\_\_\_
- 2. \_\_\_\_\_ Camp Liability Insurance

**RELEASE OF PERSONAL INFORMATION\***

Rationale - All information regarding campers and staff is privileged information and will not be released unless the individuals concerned give their permission or in the case of minors, a parent or guardian grants permission.

All requests for personal information shall be referred to the Administrative Assistant for the Harrisburg Area Confirmation Camp.

The Administrative Assistant will consult with the corporation's legal counsel before the release of information of a personal or controversial nature, so that all releases will be in accord with the laws of Pennsylvania and the U.S.A. and respect the right of privacy.

Staff - Personnel files, applications, staff evaluations and medical information shall be released only with the written permission of the individual involved.

Individuals will have access to those files, which pertain to their own person and work.

Campers - Medical information, medical logs, and health information shall be considered privileged information and shall not be released except upon written consent by the camper or in the case of minors, by the parent or guardian.

Counselors are encouraged to share with parents the good things that happen in Camp. Counselors should respect the privacy of their campers and not betray their confidence.

In cases of suspected child abuse, counselors have the legal responsibility to report such abuse. This should be reported in consultation with the Director of the Harrisburg Area Confirmation Camp.

In cases of troubled behavior, which could possibly require professional counseling beyond the camp setting, the matter should be referred to the Director for consideration and action.

## STAFF SELECTION PROCESS

All prospective staff must apply each year for a position with the Harrisburg Area Confirmation Camp. The appropriate form shall be completed and sent to the

Administrative Assistant of the Harrisburg Area Confirmation Camp by the date determined by the Staff Selection Committee.

Every year the Director shall select three experienced staff to serve as the Staff Selection Committee. After reviewing the applications for staff positions, this committee will recommend a staff list to the Director. Once the Director has approved the list, the Chairman of the Staff Selection Committee will notify the staff of their appointment. The decision of the Staff Selection Committee as approved by the Director will be final.

**STAFF APPLICATION  
HARRISBURG AREA CONFIRMATION CAMP**

Name of Applicant \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Home Congregation: \_\_\_\_\_ Years of membership \_\_\_\_\_

Please check one:  female  male  
 lay person  clergy  other: \_\_\_\_\_

Shirt size \_\_\_\_\_ Previous participant of Confirmation Camp?  yes  no

I am applying for selection as a staff member for the Harrisburg Area Confirmation Camp for the year \_\_\_\_\_. Staff fees will be paid by the set deadline for fees (i.e. 4/15).

In order that I may be more appropriately considered for a position on staff of the Camp, I am enclosing a brief statement of my Christian faith.

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I believe that the Holy Spirit has given me the following particular gifts for the ministry of the camp:

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The following are the expectations for all staff at the Harrisburg Area Confirmation Camp:

I will show through my attitude and actions a willingness to express and share my faith with the young people of the Camp.

I will participate fully in the activities of the camp, especially worship and staff meetings.

I will work co-operatively with other staff.

I will follow **all** the rules of the camp.

I will refrain from engaging in any physical, emotional, or sexual harassment.

I will remain at camp for the entire week except in the case of an actual emergency. Do

you, barring the event of an actual emergency, expect to be at camp for the entire week?

yes  no

**Your signature below indicates your commitment to abide by all of the above expectations.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact in case of emergency:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

MEDICAL INFORMATION

1. Are taking any medication of which the camp nurse should be aware? If so, what are they?
2. Are you allergic to any medications? If so, which ones?
3. When was your last tetanus shot?
4. Do you have any physical restrictions, which would prevent you from entering fully into the camp program? If yes, describe

\_\_\_\_\_  
\_\_\_\_\_

5. Medical Insurance Information

Name of Insurance Company \_\_\_\_\_

ID# \_\_\_\_\_ Group # \_\_\_\_\_

HMO Plan  yes  no

Name of Subscriber \_\_\_\_\_ Relationship \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer's Address \_\_\_\_\_

In the event of an emergency illness or injury requiring medical attention, your insurance will provide primary coverage.

## Harrisburg Area Confirmation Camp

### *Acknowledgment of Risk - Release and Waiver Form*

Name of Participant(s): \_\_\_\_\_

If the participant is a minor, parent or guardian agrees to the following:

- I agree to waive any and all rights and claims for damages that I or my spouse may have against the Harrisburg Area Confirmation Camp and its agents, employees, and representatives for any and all injury, damage, or loss sustained by the participant(s) arising directly or indirectly out of the Harrisburg Area Confirmation Camp.
- I further agree that, in the event that I, my spouse, the participant(s) or another child in my care should make any claim against the Harrisburg Area Confirmation Camp for damage, injury, or loss arising directly or indirectly out of the Harrisburg Area Confirmation Camp, I will personally indemnify, defend and hold harmless, the Harrisburg Area Confirmation Camp and its agents, employees, and representatives against any and all such injury, damage, or loss.
- I authorize the Harrisburg Area Confirmation Camp and its representative(s) to obtain any medical treatment for the participant(s) that should appear to be necessary during the Harrisburg Area Confirmation Camp, and I will be responsible for the payment of expenses relating to such illness or injury.

I affirm that I have the right to authorize and agree to the foregoing. I have carefully read and understand this agreement, and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

If the participant is an adult, participant agrees to the following:

- I agree to waive any and all rights and claims for damages that I or my spouse may have against the Harrisburg Area Confirmation Camp and its agents, employees, and representatives for any and all injury, damage, or loss sustained by the participant(s) arising directly or indirectly out of the Harrisburg Area Confirmation Camp.
- I further agree that in the event that I should make any claim against the Harrisburg Area Confirmation Camp for damage, injury, or loss arising directly or indirectly out of the Harrisburg Area Confirmation Camp, I will personally indemnify, defend, and hold harmless the Harrisburg Area Confirmation Camp and it agents, employees, and representatives against any and all such injury, damage, or loss.

I affirm that I have the right to authorize and agree to the foregoing. I have carefully read and understand this agreement, and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein.

Signature of adult participant: \_\_\_\_\_ Date: \_\_\_\_\_

**VOLUNTARY DISCLOSURE STATEMENT**

All camp personnel must complete this form each year. For camp personnel under the age of 18 years, the individual and his/her parent or legal guardian must sign it.

Name: \_\_\_\_\_

Other names by which you have been known in the past 5 years:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Have you ever been convicted of any crime of violence against minors, including but not limited to those listed below?** (Circle YES or NO)

Indecent assault and battery on a child under 14 years of age	YES	NO
Indecent assault and battery on a mentally retarded person	YES	NO
Indecent assault and battery on a person 14 years of age or older	YES	NO
Rape	YES	NO
Rape of a child under 16 years of age with force	YES	NO
Assault with intent to commit rape	YES	NO
Kidnapping of a child under 16 years of age with intent to commit rape	YES	NO
Distribution and trafficking of narcotics or other controlled Substances	YES	NO
Intent to commit any of the above crimes	YES	NO

**If you answered yes to any of the above, please explain:** (Use a separate sheet if necessary.)

**Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?** \_\_\_ YES \_\_\_ NO

If yes, please explain. (use a separate sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

**Are you subject to any court order involving sexual or physical abuse of a minor, including but not limited to a domestic order or protection? \_\_\_ YES \_\_\_ NO**

If yes, please explain. (use a separate sheet if necessary.)

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**Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? \_\_\_ YES \_\_\_ NO**

If yes, please explain. (Use a separate sheet if necessary.)

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**I understand that:**

The camp may deny employment to any person who answers any of the questions above in the affirmative.

In applying for a camp position the information that I have furnished on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.

The camp may terminate employment or voluntary service of any person if:

Found to have a history of complaints of abuse of a minor and/or

Found to have resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.

This disclosure statement must be updated yearly.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For personnel under the age of 18 years:

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date \_\_\_\_\_



May the Camp Nurse dispense the following non-prescription medications to your child?

\_\_\_ ANALGESICS (Tylenol or Acetaminophen equivalent, Ibuprofen)

\_\_\_ ANTIHISTAMINES (Chlortrimetron, Sudafed, Benedryl)

\_\_\_ ANTIDIARRHEALS (Kaopectate, Immodium, Pepto-Bismal)

\_\_\_ COLD SYMPTOMS (Robitussin, Dimatapp, Tylenol)

\_\_\_ TOPICAL OINTMENTS - Insect Bites (Rhuligel, Sting Ease)

Sun Burn (Solarcaine, Rhulicream)

Poison Ivy/Oak (Calamine Lotion, Rhuligel)

Is your child allergic to any medication?

If so, what medication? \_\_\_\_\_

When was your child's last tetanus shot? Date: \_\_\_\_\_

2. Does your child have any physical problems that would prevent him or her from entering fully into the camp program? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Please note any restriction \_\_\_\_\_

3. Medical Insurance Information

Name of Insurance Company \_\_\_\_\_

ID# \_\_\_\_\_ Group # \_\_\_\_\_

HMO Plan \_\_\_yes \_\_\_no

Name of Subscriber \_\_\_\_\_ Relationship \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer's Address \_\_\_\_\_

In the event of an emergency illness or injury requiring medical attention, the parents' insurance will provide the primary coverage.

4. To Parent or Legal Guardian: Your signature below gives your child permission to attend Camp and authorizes the Director or his representatives to secure proper diagnosis and treatment for any emergency illness or injury from a local hospital and/or physician.

\_\_\_\_\_

(Parent or Legal Guardian)

**G.G.P. REGISTRATION**  
**HARRISBURG AREA CONFIRMATION CAMP**  
**Camp Nawakwa - Arendtsville, PA**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State and Zip Code)

Phone \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Additional adult contact person in case of necessity:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Your Home Congregation \_\_\_\_\_ Pastor \_\_\_\_\_

Have you completed the 9<sup>th</sup> grade? \_\_\_ yes \_\_\_ no

Shirt size(Adult): \_\_\_ Sm \_\_\_ Med \_\_\_ Lg \_\_\_ XLg \_\_\_ XXLg

Medical Information

1. Is your child taking any medication? \_\_\_ yes \_\_\_ no

Name of medication, dosage and how prescribed: \_\_\_\_\_

\_\_\_\_\_  
All medication must be turned over to the Camp Nurse when you register at

camp. She will dispense it to your child at the proper time.

May the Camp Nurse dispense the following non-prescription medications to your child?

\_\_\_ ANALGESICS (Tylenol or Acetaminophen equivalent, Ibuprofen)

\_\_\_ ANTIHISTAMINES (Chlortrimetron, Sudafed, Benedryl)

\_\_\_ ANTIDIARRHEALS (Kaopectate, Immodium, Pepto-Bismal)

\_\_\_ COLD SYMPTOMS (Robitussin, Dimatapp, Tylenol)

\_\_\_ TOPICAL OINTMENTS - Insect Bites (Rhuligel, Sting Ease)

Sun Burn (Solarcaine, Rhulicream)

Poison Ivy/Oak (Calamine Lotion, Rhuligel)

Is your child allergic to any medication?

If so, what medication? \_\_\_\_\_

When was your child's last tetanus shot? Date: \_\_\_\_\_

2. Does your child have any physical problems that would prevent him or her from entering fully into the camp program? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Please note any restriction \_\_\_\_\_

3. Medical Insurance Information

Name of Insurance Company \_\_\_\_\_

ID# \_\_\_\_\_ Group # \_\_\_\_\_

HMO Plan \_\_\_yes \_\_\_no

Name of Subscriber \_\_\_\_\_ Relationship \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer's Address \_\_\_\_\_

In the event of an emergency illness or injury requiring medical attention, the parents' insurance will provide the primary coverage.

4. To Parent or Legal Guardian: Your signature below gives your child permission to attend Camp and authorizes the Director or his representatives to secure proper diagnosis and treatment for any emergency illness or injury from a local hospital and/or physician.

\_\_\_\_\_  
(Parent or Legal Guardian)

**M.B.C. REGISTRATION  
HARRISBURG AREA CONFIRMATION CAMP  
Camp Nawakwa - Arendtsville, PA**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State and Zip Code)

Phone \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Additional adult contact person in case of necessity:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Your Home Congregation \_\_\_\_\_ Pastor \_\_\_\_\_

Have you completed the 10<sup>th</sup> grade? \_\_\_ yes \_\_\_ no

Shirt size (Adult): \_\_\_Sm \_\_\_Med \_\_\_Lg \_\_\_XLg \_\_\_XXLg

Medical Information

1. Is your child taking any medication? \_\_\_yes \_\_\_no

Name of medication, dosage and how prescribed: \_\_\_\_\_

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All medication must be turned over to the Camp Nurse when you register at camp. She will dispense it to your child at the proper time.

May the Camp Nurse dispense the following non-prescription medications to your child?

\_\_\_ ANALGESICS (Tylenol or Acetaminophen equivalent, Ibuprofen)

\_\_\_ ANTIHISTAMINES (Chlortrimetron, Sudafed, Benedryl)

\_\_\_ ANTIDIARRHEALS (Kaopectate, Immodium, Pepto-Bismal)

\_\_\_ COLD SYMPTOMS (Robitussin, Dimatapp, Tylenol)

\_\_\_ TOPICAL OINTMENTS - Insect Bites (Rhuligel, Sting Ease)

Sun Burn (Solarcaine, Rhulicream)

Poison Ivy/Oak (Calamine Lotion, Rhuligel)

Is your child allergic to any medication?

If so, what medication? \_\_\_\_\_

When was your child's last tetanus shot? Date: \_\_\_\_\_

2. Does your child have any physical problems that would prevent him or her from entering fully into the camp program? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Please note any restriction \_\_\_\_\_

3. Medical Insurance Information

Name of Insurance Company \_\_\_\_\_

ID# \_\_\_\_\_ Group # \_\_\_\_\_

HMO Plan \_\_\_yes \_\_\_no

Name of Subscriber \_\_\_\_\_ Relationship \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer's Address \_\_\_\_\_

In the event of an emergency illness or injury requiring medical attention, the parents' insurance will provide the primary coverage.

4. To Parent or Legal Guardian: Your signature below gives your child

permission to attend Camp and authorizes the Director or his representatives to secure proper diagnosis and treatment for any emergency illness or injury from a local hospital and/or physician.

\_\_\_\_\_  
(Parent or Legal Guardian)

**L.T. REGISTRATION**  
**HARRISBURG AREA CONFIRMATION CAMP**  
**Camp Nawakwa - Arendtsville, PA**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State and Zip Code)

Phone \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Additional adult contact person in case of necessity:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Your Home Congregation \_\_\_\_\_ Pastor \_\_\_\_\_

Have you completed the 10<sup>th</sup> grade? \_\_\_ yes \_\_\_ no

Shirt size(Adult): \_\_\_Sm \_\_\_Med \_\_\_Lg \_\_\_XLg \_\_\_XXLg

Medical Information

1. Is your child taking any medication? \_\_\_yes \_\_\_no

Name of medication, dosage and how prescribed: \_\_\_\_\_

\_\_\_\_\_  
All medication must be turned over to the Camp Nurse when you register at camp. She will dispense it to your child at the proper time.

May the Camp Nurse dispense the following non-prescription medications to your child?

\_\_\_ ANALGESICS (Tylenol or Acetaminophen equivalent, Ibuprofen)

\_\_\_ ANTIHISTAMINES (Chlortrimetron, Sudafed, Benedryl)

\_\_\_ ANTIDIARRHEALS (Kaopectate, Immodium, Pepto-Bismal)

\_\_\_ COLD SYMPTOMS (Robitussin, Dimatapp, Tylenol)

\_\_\_ TOPICAL OINTMENTS - Insect Bites (Rhuligel, Sting Ease)

Sun Burn (Solarcaine, Rhulicream)

Poison Ivy/Oak (Calamine Lotion, Rhuligel)

Is your child allergic to any medication?

If so, what medication? \_\_\_\_\_

When was your child's last tetanus shot? Date: \_\_\_\_\_

2. Does your child have any physical problems that would prevent him or her from entering fully into the camp program? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Please note any restriction \_\_\_\_\_

3. Medical Insurance Information

Name of Insurance Company \_\_\_\_\_

ID# \_\_\_\_\_ Group # \_\_\_\_\_

HMO Plan \_\_\_yes \_\_\_no

Name of Subscriber \_\_\_\_\_ Relationship \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer's Address \_\_\_\_\_

In the event of an emergency illness or injury requiring medical attention, the parents' insurance will provide the primary coverage.

4. To Parent or Legal Guardian: Your signature below gives your child permission to attend Camp and authorizes the Director or his representatives to secure proper diagnosis and treatment for any emergency illness or injury from a local hospital and/or physician.

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(Parent or Legal Guardian)

**A CONVERSATION for  
LEADERSHIP TRAINING (LT) APPLICANTS and their  
ADVISORS**

It has been determined by the staff of the Harrisburg Area Confirmation Camp that all applicants for the LT Track at camp should be in conversation with their advisors and should subsequently complete this form in order to be considered for inclusion in this year's class. Applicants may choose to share this experience with their pastor, youth leader or Sunday School teacher. There are opportunities for both individuals to complete portions of this form. Once complete, applicants and advisors should date and sign it. The form should be sent to the LT Curriculum Chairman, Charlie Roberts, at 53 S. 46<sup>th</sup> St., Harrisburg, PA 17111 or to the current curriculum chairman.

1. The discussion should begin with the candidate and their advisor sharing their thoughts on the definition of leadership. What makes a good leader? Who are leaders who have influenced the candidate?

**How does the candidate define leadership? (should be answered by the candidate)**

2. Is there any difference between leaders in business and leaders in the church? In government? What kind of leader was Christ? What leadership qualities does He exemplify? What gifts does the candidate have for leadership?

**What gifts for leadership does the candidate exemplify that prompted you to recommend him/her for this curriculum experience? (should be answered by the advisor)**

3. What influence does our Baptism have on us as leaders? Discuss the importance of Baptism in our lives today and how that might influence decisions we make as leaders. Discuss with the candidate the definition of "call." Does the candidate feel a "call" to leadership?

**How might the candidate use what they learn at LT Camp in service to God and His church?  
(should be answered by the candidate)**

Candidate's Signature \_\_\_\_\_ Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION FOR THE POSITION OF CAMP COUNSELOR  
HARRISBURG AREA CONFIRMATION CAMP  
Camp Nawakwa - Arendtsville, PA**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State and Zip Code)

Phone \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

E-mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Additional adult contact person in case of necessity:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Your Home Congregation \_\_\_\_\_ Pastor \_\_\_\_\_

Have you completed the 11<sup>th</sup> grade? \_\_\_ yes \_\_\_ no

Shirt size (Adult): \_\_\_Sm \_\_\_Med \_\_\_Lg \_\_\_XLg \_\_\_XXLg

Medical Information

1. Is your child taking any medication? \_\_\_yes \_\_\_no

Name of medication, dosage and how prescribed: \_\_\_\_\_

\_\_\_\_\_

All medication must be turned over to the Camp Nurse when you register at camp. She will dispense it to your child at the proper time.

May the Camp Nurse dispense the following non-prescription medications to your child?

\_\_\_ ANALGESICS (Tylenol or Acetaminophen equivalent, Ibuprofen)

\_\_\_ ANTIHISTAMINES (Chlortrimetron, Sudafed, Benedryl)

\_\_\_ ANTIDIARRHEALS (Kaopectate, Immodium, Pepto-Bismal)

\_\_\_ COLD SYMPTOMS (Robitussin, Dimatapp, Tylenol)

\_\_\_ TOPICAL OINTMENTS - Insect Bites (Rhuligel, Sting Ease)

Sun Burn (Solarcaine, Rhulicream)

Poison Ivy/Oak (Calamine Lotion, Rhuligel)

Is your child allergic to any medication?

If so, what medication? \_\_\_\_\_

When was your child's last tetanus shot? Date: \_\_\_\_\_

2. Does your child have any physical problems that would prevent him or her from entering fully into the camp program? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Please note any restriction \_\_\_\_\_

3. Medical Insurance Information

Name of Insurance Company \_\_\_\_\_

ID# \_\_\_\_\_ Group # \_\_\_\_\_

HMO Plan \_\_\_yes \_\_\_no

Name of Subscriber \_\_\_\_\_ Relationship \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer's Address \_\_\_\_\_

In the event of an emergency illness or injury requiring medical attention, the parents' insurance will provide the primary coverage.

4. To Parent or Legal Guardian: Your signature below gives your child permission to attend Camp and authorizes the Director or his representatives to secure proper diagnosis and treatment for any emergency illness or injury from a local hospital and/or physician.

\_\_\_\_\_  
(Parent or Legal Guardian)

**HARRISBURG AREA CONFIRMATION CAMP**  
**2002 COUNSELOR SELECTION PROCESS**

The following guidelines and deadlines should assist you as you prepare your youth for the counselor selection process.

1. Deadline for applications is March 1, 2002
2. All applicants must submit a *Counselor Registration Form*, a *Release and Waiver Form* and a *Voluntary Disclosure Form*.
3. All applicants who have never served as a HACC counselor must submit at least one *Counselor Recommendation Form* from an adult leader (Pastor, Youth Director, etc.) from their congregation.
4. Please mail ALL forms to: Ed Hartman

6083 Rockland Drive  
Harrisburg, PA 17112

Forms should be received by March 1, 2002.

5. The counselor selection process will be completed by March 30, 2002.
6. Any questions? Please call Ed Hartman at 657-1586, weekdays after 5:30PM.

**HARRISBURG AREA CONFIRMATION CAMP**  
**COUNSELOR APPLICANT RECOMMENDATION FORM**

Applicant's Name: \_\_\_\_\_

Home Congregation: \_\_\_\_\_

Grade Completed (as of June): \_\_\_\_\_ Previous Leadership Training? \_\_\_\_\_

Your relationship to the applicant: \_\_\_\_\_

1. What attributes make this person a good applicant for the position of Camp Counselor?
  
  
  
  
  
  
  
  
  
  
2. Does this person have any experience in counseling or group dynamics?  
Please explain.
  
  
  
  
  
  
  
  
  
  
3. Is this person active in your congregation and its youth programming? If so, how?
  
  
  
  
  
  
  
  
  
  
4. Does this person exhibit leadership qualities with other youth in your congregation?

5. What weaknesses have you observed in this person that might limit their effectiveness as a Confirmation Camp Counselor? Please be candid.
  
6. Does this person have a good understanding of Baptism and the forgiveness of sins through Jesus Christ?

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Signature

All Saints' Sunday

November 5, 2001

<b>To:</b> Pastors, Other Rostered Persons, and Lay Presidents of Congregations of the Harrisburg Conference
<b>Re:</b> Confirmation Camp at Camp Nawakwa, June 17-23, 2001
<b>From:</b> The Rev. Jeffrey C. Compton, Director

This mailing is an invitation to all congregations of the Harrisburg Conference to participate in the 2001 Harrisburg Area Confirmation Camp.

For campers who have completed the 8<sup>th</sup> grade, Confirmation Camp is an opportunity to explore Holy Baptism as comfort and as call. This "track" represents the first and central purpose of the camp.

For campers who have completed the 9<sup>th</sup> grade, Confirmation Camp is an opportunity to discern personal gifts given by God through birth and in rebirth (Baptism). The study is called "God's Gifted People" (G.G.P.).

For campers who have completed the 10<sup>th</sup> grade, Confirmation Camp is an opportunity to go still deeper in a process of discerning God's call. The study is called "Maturing in the Body of Christ" (M.B.C.).

For campers who have completed the 11<sup>th</sup> grade, Confirmation Camp is an opportunity to apply for admission to a curriculum whose focus is service in Church and world. The study is called "Leadership Training" (L.T.). Its upper age limit will be 21.

For campers who have completed the "Leadership Training" curriculum, Confirmation Camp may be an opportunity to apply for a position as Camp Counselor within the context of the Harrisburg Area Confirmation Camp.

Note Well:

1. Pastors and youth directors in congregations will need to assist campers in a discernment process around application for admission to the various tracks, and **this will be especially true with respect to applications for admission at the M.B.C., L.T., and Counselor levels.**
2. While the paragraphs above outline what will be a normal progression (Camper, G.G.P., M.B.C., and L.T.) it will be possible, in the exceptional case, for persons to move directly from the G.G.P. curriculum to the L.T. curriculum, omitting the M.B.C. curriculum. This will happen, however, only with the concurrence of the Staff of the Harrisburg Area Confirmation Camp, the camper, and the camper's pastor and youth director.

The larger vision of the Confirmation Camp is to provide a gift to the church: trained youth leadership for local parishes. When your congregation participates in the Harrisburg Area Confirmation Camp, your congregation invests in this gift to congregations of the conference, synod, and church.

I hope that you will give serious consideration to the possibility of the Harrisburg Area Confirmation Camp becoming an integral part of catechetical instruction in your parish. The Harrisburg Area Confirmation Camp Outreach Committee is eager to make presentations to congregations about the Confirmation Camp. Call me at 566-3376 to make arrangements for a presentation at your location at a time convenient for you.

Here are some details that may begin to answer some of the questions that you may be noting:

- a. The next meeting of the Harrisburg Area Confirmation Camp will be held at Zion, Union Deposit on Tuesday, January 23, 2001, 7:00 - 9:00PM. (Snow date January 30)
- b. Camp will begin at 3:00 PM Sunday, June 17, 2001. Camp will close at 12:15 PM Saturday, June 23, 2001.
- c. The Confirmation Camp occurs at Camp Nawakwa.
- d. The 2001 fee structure looks like this:
  1. Congregation buy-in fee (due 1/15/01): \$250.
  2. Camper/GGP/LT/MBC/Staff fee (payable by 4/15/01): \$180.
  3. Counselor fee (payable by 4/15/01): \$80
- e. Fees are payable to:  
Harrisburg Area Confirmation Camp  
c/o Karen S. Johnson, Administrative Assistant  
408 Elm Avenue  
Hershey, PA 17033
- f. Registration forms are available from the Camp Director or the Administrative Assistant. Registration for Campers, "God's Gifted People" (GGP), "Maturing in the Body of Christ" (MBC), and "Leadership Training" (LT) opens 1/1/01 and closes 4/15/01. Registration for Counselors opens 1/1/01 and closes 3/1/01. Closing dates for registration will be strictly observed.
- g. Please send **completed** registration and Release and Waiver forms, one **consolidated** check from your congregation and a list of those attending from your congregation using the format on the following page.

Please note: Members of the staff are expected to remain at camp for the duration unless called away by an actual emergency. Campers from congregations sending no staff to camp will be assigned to another member of the Confirmation Camp Staff for purposes of accountability.

Peace be with you.

\*Please copy this letter and distribute as appropriate.

\*Please keep this letter as a reference for answers to questions which people ask.

**HARRISBURG AREA CONFIRMATION CAMP REGISTRATION**

**NAME OF CONGREGATION**

**Name                      Sex Shirt size Address                      Phone**

**STAFF**

1.

2.

**CAMPER**

1.

2.

3.

4.

5.

6.

**G.G.P.**

1.

2.

3.

4.

**M.B.C.**

1.

2.

3.

4.

**L.T.**

1.

2.

**COUNSELOR**

1.

2.

The Third Sunday of Easter

Dear Pastor/AIM/Lay Contact for the Harrisburg Area Confirmation Camp:

Please make copies of the enclosed materials and distribute them as needed to all persons in your parish and in parishes relating to yours who will attend the 2001 Harrisburg Area Confirmation Camp, June 17 - 23.

Thank you and peace be with you.

Rev. Jeffrey C. Compton

Director

The Day of Pentecost

To: All Campers, G.G.P.s, M.B.C.s, L.T.s, Counselors, Staff and Parents/Guardians

Re: Confirmation Camp at Camp Nawakwa, June 17-23, 2001

From: The Rev. Jeffrey C. Compton, Director

The Staff eagerly looks forward to a unique camping experience with you who will attend the 2001 Harrisburg Area Confirmation Camp. We can very nearly guarantee that you will find the week at Nawakwa to be a time of fun, new learning, vital worship, and deepening faith.

The focus of our camp experience (and of all that we are about in the Church) is the sacrament of Holy Baptism. Eighth grade campers will need to talk with their parents or guardians about their own baptism before arriving at Camp. The enclosed page titled "*Baptismal Conversation*" will help you with this conversation.

For directions to Camp Nawakwa, see the enclosed map and written directions. The Camp Nawakwa address and phone number look like this:

Camp Nawakwa

Arendtsville, PA 17303 (717) 677-8211

You should plan to arrive at Camp on Sunday, June 17, between 2:00PM and 3:00PM. (Campers, G.G.P.s, M.B.C.s, L.T.s: Please do not arrive prior to 2:00PM.) Directions for registration will be given at the parking area.

Procedures – Check-In/Check-Out

1. Parents/Guardians shall sign the check-in form, thus transferring supervision of the Camper to the Harrisburg Area Confirmation Camp. You will receive your cabin assignment at this time.

2. You will turn over all medications to Kate Smith, the camp nurse, who will dispense the proper dosages at the proper times during the week.
3. At the same time the parent/guardian shall complete the Release of Camper form which indicates to whom the camper shall be released at the conclusion of the camper's week. **Arrangements for early or mid-week release must be made at the time of registration.** In the case of youth who have driven themselves to camp and who expect to leave early, a written permission from their parent/guardian shall be submitted at this time.
4. As soon as registration is completed, the parents/guardians shall accompany their child to the assigned living area.
5. Following the departure of the parent/guardian, campers shall remain in the company of the counselor until camp activities begin.
6. **Campers will be released to authorized persons only.**
7. If an unauthorized person requests release of a camper, the parents/guardian shall be notified immediately.
8. Law enforcement officials shall be called by the Director of the Harrisburg Area Confirmation Camp if an unauthorized person requesting release of a camper, becomes belligerent and demands immediate release of the camper or show any sign of taking control of the camper.
9. A camper's ability to identify a person picking him/her up is **not** authorization. Many children will go willingly with a relative or parent without custody even though the person is not authorized for pick up.
10. **All campers scheduled for early release or a mid-week release shall be picked up at the Staff lodge in the presence of the Director of the Harrisburg Area Confirmation Camp or his designee.**

The Camp week concludes on Saturday, June 19, at 12:15PM.

**Attention Parents/Guardians:** Confirmation Camp is in session until 12:15PM, Saturday. Please do not arrive at Camp prior to that time. If you do arrive a few minutes early, please remain in the Zinn-Toser parking area. Do not go to cabins or to the Assembly Hall. The campers will be along shortly.

The first meal at Camp will be dinner at 5:00PM, Sunday, and the last meal will be breakfast on Saturday.

These are some items that should be packed for Camp:

1. Clothing and toiletries for seven (7) days. Include clothing appropriate for:
  - a. Hiking (long pants, hiking shoes)
  - b. Swimming
  - c. Outdoor games and recreation
  - d. A dance
  - e. Cool evenings and rainy days
2. Bedding (sleeping bag or sheets and blankets)
3. Flashlight
4. Paper and postage for letters

5. Tapes or compact discs for the dance
6. Sit-upon
7. Water bottles
8. A small amount of money for purchases at the camp store (optional).
9. There will be a coffeehouse one evening during the week of camp. Youth who desire to participate are invited to bring their own music appropriate to the setting.
10. Youth who play musical instruments and are willing to share that talent with the camp are invited to bring their musical instruments.

The Camp Rules will be taken seriously:

1. Respect and protect the ecology of the camp.
2. All Campers, G.G.P.s, M.B.C.s, L.T.s, Counselors will attend **all** events on the agenda of their respective curricula (unless excused by the Nurse.)
3. Campers, G.G.P.s, M.B.C.s, L.T.s, and Counselors will not wander beyond the boundaries prescribed by their respective curricula.
4. Possession and/or use of illegal drugs, possession and/or use of weapons, possession and/or use of alcohol, and/or being outside your cabin after “lights out” will result in a quick trip home. The Staff will call Parents/Guardians at 3:00AM if necessary.
5. Because we celebrate all the gifts of our staff and acknowledge that many and various ministry opportunities are available to us in this unique experience and setting, it shall be understood for the safety and welfare of campers, counselors and Staff that:
  - A. Staff visiting cabins must be accompanied by a staff member of the same gender as the residents of the cabin or that a resident cabin counselor, 18 years of age or older, be present;
  - B. The resident cabin counselor has final say whether his/her cabin will be visited;
  - C. Staff visits shall not exceed one hour beyond the end of the Camp Program day, which occurs when camp meetings are completed.
6. Boys may not visit girl’s cabins; girls may not visit boy’s cabins. Boys and girls are defined as people 17 years of age and younger.
7. The following items may not be brought to camp and will be confiscated if discovered:
  - a. Food and beverages
  - b. Radios, clock radios, cassette and compact disc players, computers, etc.
  - c. Electronic games
  - d. Alcohol

- e. Illegal drugs
  - f. Cigarettes, matches, fireworks
  - g. Skateboards
  - h. Weapons
  - i. Other items designated by the Staff as the need arises
8. Respect and protect the property of others.
  9. Visitation of camp during the week by persons other than family members of the Staff is not permitted.
  10. During the week of camp, cars belonging to counselors, LTs, MBCs, GGP's or campers may not be moved except in the event of an emergency. Cars will move only with the permission of the director or the assistant director.

Note: At the close of camp, the cost of repair or replacement of damaged or destroyed cabin contents and camp equipment will be divided among the persons responsible for the damage or destruction.

I look forward to seeing you at Camp Nawakwa in a few weeks. I trust that Confirmation Camp will be a rich experience for you that you will not soon forget. I will remember you in prayer as the week of Confirmation Camp draws near.

Peace be with you.

Enclosures: Baptismal Conversation, Map with written directions

Note: No one will be admitted to Camp who has not submitted a properly signed copy of the "Acknowledgment of Risk/Release and Waiver Form."

## **RELEASE OF CAMPERS VERIFICATION OF ABSENTEES\***

Rationale – The Director of the Harrisburg Area Confirmation Camp assumes responsibility for the health and welfare of the child when a minor participates in a program without being accompanied by a parent or designated guardian. The Director is responsible for seeing that the child is returned to the parent(s) who have legal custody or to a parent’s designee.

### Procedures – Check-In/Check-Out

1. As soon as registration is completed, the parents/guardians shall accompany their child to the assigned living area.
2. Parents/Guardians shall sign the check-in form, thus transferring supervision of the Camper to the Harrisburg Area Confirmation Camp.
3. At the same time the parent/guardian shall complete the Release of Camper form which indicates to whom the camper shall be released at the conclusion of the camper’s week. **Arrangements for early or mid-week release must be made at the time of registration.** In the case of youth who have driven themselves to camp and who expect to leave early, a written permission from their parent/guardian shall be submitted at this time.
4. Following the departure of the parent/guardian, campers shall remain in the company of the counselor until camp activities begin.
5. **Campers will be released to authorized persons only.**
6. If an unauthorized person requests release of a camper, the parents/guardian shall be notified immediately.
7. Law enforcement officials shall be called by the Director of the Harrisburg Area Confirmation Camp if an unauthorized person requesting release of a camper, becomes belligerent and demands immediate release of the camper or show any sign of taking control of the camper.
8. A camper’s ability to identify a person picking him/her up is **not** authorization. Many children will go willingly with a relative or parent without custody even though the person is not authorized for pick up.

9. All campers scheduled for early release or a mid-week release shall be picked up at the Staff lodge in the presence of the Director of the Harrisburg Area Confirmation Camp or his designee.

Verification of Absentees

1. If a child does not show for registration, the Director of the Harrisburg Area Confirmation Camp or his designee shall make every effort to contact the parent/guardian to determine if or when the child will be arriving at camp.
2. If the camper is to arrive late, the Director or designee shall meet the parent/guardian and camper for the purpose of following normal check in procedures.
3. It shall be the responsibility of the Director or his designee to bring the camper to his/her cabin group and counselor when check in has been completed for late arrivals.
4. It shall be the cabin counselor's responsibility to know of the location of his/her campers. If the counselor suspects that a camper has disappeared, the Director should be notified.

**CHECK – IN FORM \***  
(Camper, GGP, MBC, or LT)

Date:

<u>Camper's Name</u>	<u>Parent's Signature</u>	<u>Early Release?/To Whom</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		