



# Staff Manual

**Camp Kawanhee for Boys  
Weld, Maine  
[www.kawanhee.com](http://www.kawanhee.com)**

Updated in 2024 by Robby Ray

# Camp Kawanhee for Boys – Staff Manual

## TABLE OF CONTENTS

<b>Section 1: Welcome to Camp Kawanhee .....</b>	<b>4</b>
Camp Kawanhee’s Mission Statement and Values .....	5
Camp Kawanhee’s Goals.....	6
Camp Accreditation by the American Camp Association.....	7
<b>Section 2: Program of Activities .....</b>	<b>8</b>
The Daily Schedule .....	8
Activity Level System.....	9
Camper Supervision Ratio Requirements .....	10
Staff Roles and Responsibilities in Activities .....	11
Special Events .....	14
Leadership Training Program .....	15
<b>Section 3: Personnel Policies .....</b>	<b>16</b>
Hiring, Staff Training, and Salary/Benefits.....	16
Time Off and Leaves of Absence.....	17
Work Rules and Personal Conduct .....	18
Harassment.....	18
Illegal and Controlled Substances.....	18
Vehicles .....	19
Motorized Boats & Watercraft .....	19
Personal Equipment and Pets .....	19
Guests & Visitors.....	19
Evaluation .....	20
Staff Verification Form .....	21
<b>Section 4: The Lodge Counselor &amp; Camper Supervision.....</b>	<b>22</b>
Lodge Counselor Responsibilities.....	23
Camp Kawanhee Policy to Prevent Abuse .....	24
Counselor Role and Discipline .....	25
Lodge Supervision.....	26
Dining Hall Procedures.....	29
<b>Section 5: Transportation Policies .....</b>	<b>30</b>
Transportation of Campers .....	30
Passenger Orientation .....	31
Accident Procedures .....	31
Vehicular Breakdown .....	31
<b>Section 6: Emergency Procedures.....</b>	<b>32</b>
Accident Procedures .....	32
Fire .....	33 <sub>2</sub>

Weather, Evacuation, Utility Failure.....	34
High Risk and Waterfront Activities.....	35
Missing Person Procedure .....	36
Intruders/Unwelcome Guests .....	36
Camper Security.....	37
<b>Section 7: Trips Program .....</b>	<b>38</b>
General Trip Procedures .....	38
Trip Orientation and Safety Rules.....	40
Trip Specifics .....	41
Trip Itinerary Forms .....	45
Post-Trip Report Form.....	47
Campers and the Public .....	48
<b>Section 8: Staff Job Descriptions .....</b>	<b>49</b>
General Job Responsibilities .....	49
Organizational Flow Chart.....	52
<b>Section 9: Camp Community Odds &amp; Ends .....</b>	<b>53</b>
Communication .....	53
Camp Services.....	54
Paddles.....	55
Traditional Song and Cheer .....	56
<b>Section 10: Links to Appendixes</b>	
Activity Descriptions, Safety Procedures, and Levels	
Full Job Descriptions	

## Section 1: WELCOME TO CAMP KAWANHEE

The directors of Kawanhee are pleased to welcome you as a member of our staff for the upcoming camp season. You will not only have the opportunity to instruct campers in one of a variety of scheduled activities, but you will also have daily chances to help in the character development of many young men. This is one of the strong points of Kawanhee's program, and one of its unique opportunities for you as a staff member.

You will be spending seven weeks with the campers in the close intimacy of camp life. During this time you will be able to advise and help them in improving habits of conduct and in gaining confidence in themselves and their abilities. Your responsibility is awesome. It is important to remember that your conduct in all phases of camp life, whether it be in your activity, at the dining hall, or during your free time, will exert an influence on the campers, even if you are not working directly with any of them at the time.

Camp was built and is run for the benefit of the campers. You will quickly find that the more you put into making the program fun and beneficial for the campers, the more you will get out of it yourself. There follows in this manual procedures and policies which attempt to be comprehensive, but may not cover every situation that may arise. The manual is meant to be a guide to help you understand the framework and atmosphere we try to create each summer to foster the positive growth and development of the campers. Our success in accomplishing this will depend both on your individual enthusiasm and dedication, and on your friendly cooperation with other staff members.



## **CAMP KAWANHEE'S MISSION STATEMENT**

The Frank Foundation's mission is to provide boys and young men with experiential educational opportunities designed to encourage self-sufficiency and teamwork and an appreciation of the natural world. Our program consists of a summer session of seven weeks that promotes cooperative living in a safe and nurturing environment. We offer a rustic camp setting on the shores of a pristine lake surrounded by mountains, together with a staff sensitive to the needs of boys and a liberal arts philosophy that has stood the test of time, and yet continues to evolve. It is our hope that members of the Kawanhee community will return to their everyday lives as better, more productive citizens of the world.

### **OUR VALUES**

A Caring Community: A network of supportive interpersonal relationships are the foundation for all we do. We show the value we place on succeeding generations by establishing for them an environment of acceptance and belonging and by mentoring in the values of fellowship, mutual respect, and service to others.

Character Development: We do not preach leadership; we practice it. We consciously strive to enhance the self-awareness and self-esteem of all whom we serve. We provide opportunities for the kind of personal growth, leadership development and personal enrichment that comes from prudent risk-taking, good sportsmanship and perseverance toward the achievement of a worthy goal.

Integrity: We accept personal responsibility for our words and actions. When we give our word, we honor it. We finish what we start. We treat each other directly and fairly. And we build trust in the community of those we serve by delivering on our promise to provide quality in everything we do.

Environmental Consciousness: Our programs reflect our belief that to appreciate the natural world one must experience it, directly, personally and authentically. We are committed to fostering a sense of personal responsibility toward the natural world and, when appropriate, to taking a hand in preserving what we can.

Freedom Within a Framework: Personal safety is our priority. Within this framework we provide a flexible, open environment rich in self-challenge and self-discovery where all are encouraged to seek out, find and gain acceptance for their own personal best. The lessons learned are for life, and we recognize that some of life's best insights and memories come from so-called idle hours spent in ideal settings in the company of close friends.

Financial Stability: Financial stability is our way of securing our traditions in perpetuity. Our financial health provides the freedom and the resources to focus on quality programming, share our offerings with those less fortunate, and protect our pristine setting from possible threat.

## **CAMP KAWANHEE'S GOALS**

The basic purpose of Camp Kawanhee is to give every boy a happy, healthy summer. The Kawanhee mottos, established by the Frank brothers, remain alive as a vital part of Kawanhee's spirit. "Fun With a Purpose", "Learn To Do By Doing", and "Finish What You Start" still serve today as motivating forces in the lives of Kawanhee campers and counselors.

Kawanhee's program consists of 20 activities, both athletic and non-athletic. Each boy progresses in general areas, and as he improves and develops new skills, he grows in self-esteem.

### **The program at Camp Kawanhee strives to:**

1. Provide an opportunity for each camper to achieve growth in independence and self-confidence through a progressive system of achievement levels which lead to a mastery of each activity.
2. Provide an opportunity for each camper to develop a realistic and positive attitude about himself through recognitions in each activity and at weekly campfires and the final Awards Ceremony.
3. Provide an opportunity for each camper to have fun and adventure and to appreciate the out-of-doors through the broad-based programs offered by the Tripping, Campcraft, and Ropes departments.
4. Provide an opportunity for each camper to develop socially acceptable behaviors toward his peers and others with whom he is living and working through opportunities for lodge responsibilities.
5. Provide an opportunity for each camper to be accepted in his lodge and to be appreciated for his special interests and accomplishments by participating in the lodge Vespers program as well as at other quiet times within the lodge.
6. Provide an opportunity for each camper to develop a sense of belonging to his lodge group as well as to the entire camp group through participation as a lodge group in meals, activity periods, overnights, special events, and through participation in Grey/Maroon competition as a member of one of the teams.
7. Provide an opportunity for each camper to achieve success and recognition through advancement in the various activities through participation and practice in each activity at least once per week.
8. Provide a setting in which each boy has maximum opportunity to grow in mind, in spirit, and in body through a well-balanced variety of activities designed to stimulate the mind as well as the body, and by making available a wealth of opportunities for meditative and spiritual growth.

## **CAMP ACCREDITATION BY THE AMERICAN CAMP ASSOCIATION**

The American Camp Association (ACA), founded in 1910, is a 5,000 member, not-for-profit education association committed to the continuing values and benefits of camping. ACA's mission is to enhance the quality of the camp experience for youth and adults, to promote high professional practices in camp administration and to interpret the values of camp to the public. For almost fifty years ACA has sponsored a voluntary, peer-administered accreditation program. The accreditation process or evaluation is based on a system of standards that camp professionals have determined to be desirable program practices. Camps are visited at least once every three years while in operation by trained visitors who compare the camp's practices against the standards established for the industry. Camps must comply with all mandatory standards and earn a minimum score of 80 percent to become accredited.

Camp Kawanhee has been accredited since 1979 and upholds the standards for accreditation throughout all aspects of the camp operation. Activity Heads are asked to review the standards applicable to their program and provide suggestions for program improvement.

## Section 2: PROGRAM OF ACTIVITIES

### THE DAILY SCHEDULE

At Kawanhee, we use the large bell behind the Dining Hall to keep time. Program Directors are responsible for ringing this bell at the appropriate times. The following is the schedule for a “typical day”.

7:00	First Bell and Polar Bear Swim
7:30	Second Bell
7:45	Flag Raising
8:00	Breakfast
8:30	Lodge Inspection/Clean-up
9:00	First Activity Period
10:00	Second Activity Period
11:00	Free Time
12:15	Lunch
1:00	Rest Hour (and a half)
2:30	Third Activity Period
3:30	Fourth Activity Period
4:30	Free Time
5:45	Dinner
6:30	Evening Activities and Free Time
8:30	Tattoo
9:00	Taps

The Saturday schedule varies slightly. The morning schedule remains the same, but the afternoon is spent with all-camp Grey/Maroon activities and competitions. Saturday evening there is an all-camp campfire at Council Point.

Sunday morning’s bell-schedule is half an hour later. The first bell rings at 7:30 and breakfast is at 8:30. The all-camp gathering happens at council point at 10. Vans to the local Catholic service leave shortly after breakfast. The noon meal is a traditional turkey or steak dinner, and the evening meal is a cookout. Sunday afternoons are spent doing special activities with out of camp guests or large carnival like events.



## **THE ACTIVITY LEVEL SYSTEM**

The camp is divided into four age groups, which are assigned to whole lodges and are determined by the majority age of the campers in the lodge being considered. The four age groups are:

Junior C's – the youngest campers through nine years of age

Junior B's – campers 10 and 11 years of age

Junior A's – campers 12 and 13 years of age

Senior's – campers 14 and 15 years of age, as well as the Junior Counselors

Kawanhee's program consists activities to which lodges are assigned to and campers attend on a daily basis. The Achievement Level is the common unit for evaluating accomplishment within these activities. Progress in each activity is divided into three levels, with the first level purposely designed to be quite easy to allow a camper to discover if a particular activity interests him. Levels two and three are progressively more difficult. Each of the age classifications has a different set of 1-2-3 level requirements, so that a camper's level challenges will match his age group.

## **LIST OF ACTIVITIES**

Archery

Baseball

Canoeing

Lake Fishing and Fly-Fishing

Nature

Ropes Course/Climbing

Soccer

Tennis

Water-Skiing

Art – Pottery, Drawing, Painting

Basketball

Campcraft

Kayaking

Rifle Range

Sailing

Swimming

Trips

Wood Shop

\* Additional activities may be implemented as the need and interest arises.

## **CAMPER SUPERVISION RATIO REQUIREMENTS**

Staff/camper ratios are based on the recommended ratios set by the American Camp Association and by the needs of our program. Camp Kawanee requires a minimum of the following supervision ratios for staff to campers during all programs and events:

<b>Camper Age</b>	<b>Number Staff</b>	<b>Overnight Campers</b>
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

*At least 80% of the staff/camper ratios established need to be staffed by persons age 18 and older. Junior Counselors cannot be included as adult supervision in the staff/camper ratios.*

When at all possible, there should always be a minimum of two staff members with a group of campers. Exceptions to the above ratios are noted in the procedures for waterfront, trips, and specialized activities.

All staff are expected to supervise and instruct campers while on duty. This means that campers are number one and should be attended to during that time – it is not time for personal interests or affairs. During Free Time Periods, staff are responsible for the rotational coverage of their respective activity and lodge, and are encouraged to be accessible to the camper population. See activity descriptions and job descriptions for specific program procedures and more information.

### **Camper Supervision Ratio Exceptions**

- A ratio of one counselor per every six campers will be maintained at all times in the following specialized activities: Archery, Campcraft, Rifle Range, and Waterfront Activities.
- A ratio of 2 approved instructors per 12 participants will be maintained at all times on the Ropes Course.
- A ratio of one lifeguard per every 10 campers will be maintained at all times during free swim periods.
- A ratio of one counselor per every 10 campers will be maintained during Swimming activity periods.
- A ratio of one counselor per every four campers will be maintained on all mountain trips.
- A ratio of one counselor per every six campers will be maintained on all river trips.

## STAFF ROLES AND RESPONSIBILITIES IN ACTIVITIES

[\(Click here to return to the Table of Contents\)](#)

General procedures operate for every activity department in the camp. It is the responsibility of each Activity Head and the corresponding assistants to adhere to the following regular requirements (within each activity there may be additional expectations):

- Participate in pre-camp training and orientation to discuss departmental procedures, routines and safety precautions with all staff.
- Adhere to the general camp rules and procedures outlined for the staff.
- Open the department, inventory equipment, request and order new supplies if needed, maintain equipment, and properly close down the department at the end of the season.
- Maintain and care for the area of instruction (ex. docks, playing field, beach, courts, etc.).
- Coordinate the departmental program with other camp activities and plans.
- Cooperatively work as a department for the welfare, happiness, and general learning experience of each camper during activity periods and free time.
- Start periods on time and keep campers constructively occupied until the period ends.
- Teach campers and encourage their enthusiastic participation in the assigned activity.
- Organize and supervise tournaments, Grey/Maroon competitions, Games, and free-time offerings of the department.
- Adjust the level-passing requirements when a camper has a learning disability, language barrier, or other limitation.
- Maintain a record of each camper's progress in the activity during the camp season.
- Report campers' progress at weekly campfires, to the Camp Scorekeeper, to the WIGWAM editor, and present special awards at the Awards Ceremony at the end of camp.
- Assist and mentor Junior Counselor members of the department to help them become knowledgeable in all facets of running the department, including experience in instructing campers.

## **AWARDS**

Each activity department is responsible for designating campers to receive awards for the end-of-the-season Awards Ceremony. A meeting will be held the last week of camp to discuss awards and their recipients, with the hope that each camper will receive at least one award. Activity Heads are to submit a list of camper names and awards received to the Camp Secretaries at the close of the camp season.

## **BEACH GUARDS**

The Boating/Canoeing, Kayaking and Swimming department members are assigned to a rotating schedule of Beach Guard for Free-Time periods. When on duty as a Beach Guard, it is the staff member's responsibility for the safety of all campers on the water that are in watercraft. The Beach Guard must be a certified Lifeguard. The following procedures ensue:

- Be punctual in reporting for duty. If there is a conflict in the schedule and you are unable to cover your assigned period, find a substitute and inform the Program Directors. Do NOT just not show up – camper's are counting on you!
- Check records to be sure campers have swum the cove or lake. Non-swimmers are not permitted to go out in a boat unless with a staff member.
- Be sure all campers in watercraft are wearing a lifejacket.
- Remind campers to stay within sight and sound of the cove.
- Record campers and boats out on the proper charts/binders/boards.
- Monitor splash-fights, boat-ramming, and any other inappropriate boating behavior.
- There should always be at least one of the two rescue launches available for use in case of an emergency.
- Be on the lookout for boat in trouble. Should a boat capsize, go out and assist, but be careful of kids in the water as you approach the capsized boat.
- At the end of Free-Boating check for camper accountability and have campers return all boats, paddles, and lifejackets to the appropriate racks.

## **COACHES**

With the number athletic leagues that take place throughout the summer, there is a need for coaches for these teams. Some staff members may be asked to help coach a Little League, Softball, Soccer, or Basketball team. Remember, the emphasis is on skill development and fun. All campers on the team should have an opportunity to play, regardless of skill level. Good sportsmanship is to be displayed at all times.

## **FISHING**

Fishing is an informal activity that is sponsored from year to year by those staff members that are most interested, or who are hired with that specialized interest in mind. The camp purchases a group fishing license from the Department of Inland Fisheries and Wildlife from the State of Maine for all campers under the age of 16. Staff members will need to acquire their own fishing licenses. Fishing is permitted from the fishing dock floats in the cove and from boats.

## **FREE TIME ACTIVITIES**

Free Times at Kawanhee are 11:00 a.m. – 12:00 p.m., 4:30 – 5:30 p.m., and after dinner. For many campers this time is taken up with athletic league games and practices, although all activities will provide some form of free-time offerings. In addition to the regular activities of the camp, the Library and Rec Hall will be open for various activities. When fields or courts are not in use, pick-up games (Ultimate Frisbee, Volleyball, Touch Football, etc.) can take place. A Weight Room is available for staff and older campers. The emphasis for free time is to give campers a choice of many activities that they can either practice their skills in, or just have fun with friends. Counselors should encourage campers to make wise choices for the best use of their free time.

## **GREY/MAROON COMPETITION AND EVENTS**

During the first week of the camp season campers are assigned to either the Grey or the Maroon team, each captained by a Junior Counselor. Points are earned for the respective teams when campers earn or pass set levels in the activities or any other point-designated event such as swimming the lake, swimming Bass Rock, passing LGT, or passing JMG. The point system is a valuable tool in creating interest in activities and as an incentive to doing a good job and finishing a project or level. The stress should remain on the learning experience and the actual accomplishment rather than on the points earned. Team Captains are chosen during the first week of camp and they generally have several years of exceptional Kawanhee experience. Captains choose their teams, help organize Saturday competitions, and lead their team in cheering and winning points. Team spirit stimulates all campers to feel they belong and are making a definite contribution to their team through individual participation or as a team member during Grey-Maroon events and competitions.

Counselors and Staff members may be asked to help organize and run Saturday Grey-Maroon Events. Common events include Capture-the-Flag, All-camp Athletic Competition, Swim Meet, Woodsman Meet, Counselor Hunt, Track-and-Field, and Flag Rush.

## **NON-LODGE STAFF RESPONSIBILITIES**

Staff participation in all program areas is expected. All staff, whether they have a cabin or not, are expected to attend weekly campfire, Sunday Service, Vespers, and special events. Non-lodge counselors are encouraged to sit among the boys during these events. Since your attitudes and behaviors influence those of the campers, and since most of these activities depend on audience participation for their success, it is essential not only that you attend, but that you also actively and enthusiastically participate. Little League games, water meets, etc. are important, however attendance is not mandatory. It is hoped, however, that whenever possible you will involve yourself in these activities either by volunteering to assist in them or by attending and displaying an interest. All staff may be asked at various times during the season to help organize and/or direct different activities on Saturday or Sunday afternoons.

## **POLAR BEAR CLUB**

The Polar Bear Club is a voluntary group of campers and staff members who take part in an early morning 'dip' in the swimming area at first bell (7:00 a.m.). To become a Polar Bear and earn a white stripe on your paddle, you must go to Polar Bear for 10 mornings during the camp season.

## **RAINY DAY ACTIVITY PERIODS**

In the event of rain days or severe weather, some activities cannot meet outside. These activities should arrange for activities to take place in the Rec Hall, Ketahdin, or the Dining Hall. The activity department members are responsible for all campers assigned to their activity, regardless of weather. Ideally an activity can take place that still pertains to that department and programming can continue, however indoor space is limited and that may be difficult if other activities are vying for the same space. Any camper scheduled for an activity is to stay with those activity counselors, regardless of location, for the entire assigned period.

## **SPECIAL EVENTS**

**Opening and Closing Ceremony**– This is a traditional ceremony that marks the starting and ending of the summer camp season. Counselors and campers are asked to take the ceremony seriously and listen to and respect the message that is presented. Lodges are to sit together as a group and there is to be no talking during either of these ceremonies.

**Game Night** – This event is held twice throughout the season. Lodges are put head to head in a bunch of different competitions. The evening usually culminates in an all camp swim or a fireworks show on the lake.

**Skit Night** – Skit night is held during the first half of camp. Each lodge prepares a skit to present in front of the entire camp. Skits are judged by a panel of staff members (usually the kitchen staff). Winners and runners up will be announced at the end of skit night.

**Open Mic Night** — Anyone wishing to perform for open mic night will be allowed to perform given there is enough time. Musical acts are regular occurrence but this event is open form and any and all talents that can be performed on stage are welcome as long as they are rated E for Eagle lodge (the youngest lodge in camp)

**Mr. Kawanhee Night** – Mr Kawanhee night take a bit of skit night and a bit of open mic night and puts into a competition which in the end will decide who is Mr Kawanhee. Each lodge must prepare a group and solo performance. The solo performer will be dubbed Mr Kawanhee. The lodge will win the event as a team.

**Carnival** - This event is held twice a season on Sunday afternoons. Musical performances either in the form of Sonic Steves Jambulance or an electronic music festival will take place in tandem with games run by counselors which earn campers tickets and prizes.

## **THE LEADERSHIP TRAINING PROGRAM**

The Leadership Training Program is designed as a two-year program for 16 and 17 year-old participants. Participants in this program will have the opportunity to experience extended wilderness trips, to observe and work in selected activities, to live and assist with camper supervision, to participate in community service projects, and to explore personal leadership characteristics of role modeling, instructional techniques, and nurturing skills for campers in their care. Candidates may participate in one or both years of the program.

### **GOALS:**

- To help young men aged 16 and 17 to develop leadership skills.
- To sharpen communication skills.
- To learn to work as a member of a team.
- To assist in the transition from experiencing camp as a camper into the role of caring for campers and developing awareness of their safety and welfare.
- To begin to learn how to relate effectively to children both in a teaching/instructional environment and as a positive role model.
- To foster an appreciation of Kawanhee's traditions and culture.
- To foster an appreciation of nature.
- To better understand conflict and ways to resolve it.

### **YEAR ONE – LEARNING ABOUT LEADERSHIP**

The first year of the program will emphasize learning about leadership by observing different styles and exploring how leadership works in the camp setting. Participants will live together with the program director for the first two weeks. They will be assigned to a lodge of campers for meals and other daily routines. They will also be assigned to at least two activities (of their choosing) to assist with instruction. Participants will explore the “behind the scenes” aspects of camp, how the kitchen works by participating in preparation of a meal for the camp, and helping to organize a lodge overnight or hike, for example. Participants will be allowed to participate in regular camp activities as time allows, but will also travel on a week-long wilderness adventure and perform community service within camp.

### **YEAR TWO – DEVELOPING A PERSONAL LEADERSHIP STYLE**

The second year of the program will emphasize developing a personal leadership style. Participants will live in a lodge with campers, and will be assigned to a major and secondary activity to work in as an assistant. Regular meetings will be scheduled to discuss participants' growth. This year will include community service activities both within the camp community and beyond, as well as a week-long wilderness adventure. Participants will be part of the planning and organizing of this trip.

## Section 3: PERSONNEL POLICIES

Camp staff members are the primary means through which the objectives, goals, and philosophy of Camp Kawanhee are transmitted to the camper. Each staff member is expected to be aware of and abide by the following personnel policies:

### **HIRING POLICY**

All candidates seeking employment at Camp Kawanhee must apply in writing. The Camp Director and/or the Executive Directors, as the case may be, shall only offer a position to a candidate after conducting a personal interview, in person or by phone, with that candidate and securing consent for a criminal background check. Job offers should be explicitly conditioned on satisfactory reference checks and criminal background checks. Hiring policies and practices shall meet standards adopted by the American Camp Association and comply with regulations promulgated by Maine's Department of Health and Human Services. Camp Kawanhee provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, or mental or physical disability (except in limited instances when age or gender considerations are occupational requirements - i.e. cabin counselors and minimum age requirements for accreditation).

### **PRE-CAMP STAFF TRAINING**

A mandatory seven (7) day session for all camp personnel prior to the opening of camp as scheduled by the Camp Director will be held. Some personnel may be asked to report several days earlier to assist with the preparations and opening of camp facilities and/or to take part in additional training and/or certifications.

### **SALARY/BENEFITS**

Your salary, as noted on your contract, will be paid in 5 installments at two week intervals. The first and last paychecks will have 1 weeks worth of pay while the middle 3 will have 2 weeks worth of pay. As required by law, Social Security and State and Federal Income Taxes will be withheld from your salary. In addition to your pay and established value for room and board, you may plan on the following benefits:

1. Workmen's Compensation Insurance is carried by the camp on each employee for work related injuries/illnesses.
2. Health Services: Access as needed to the registered nurse on duty at camp.
3. Laundry facilities.
4. Use of all recreational facilities when not used by campers.

Each staff member's salary is determined individually by experience and by training. Professional confidentiality regarding these individual arrangements is expected of all staff members.

**Tips/Gratuities:** In an effort to promote the equal treatment of all children, staff members are asked not to accept any tips or gratuities from the parents or relatives of campers. If parents are interested in thanking the camp for the services provided to their child, contributions can be made to the George and Raymond Frank Foundation.



## **TIME OFF and LEAVES OF ABSENCE**

Whether it is a day off, or a night out, it is expected that staff members gauge themselves in both the activities and in the time of return so that you may successfully perform your duties the next day. The camp administration believes that 12:00am is a reasonable time to expect staff members to have returned from their nights out.

### **Days Off**

Beginning the first weekend of camp, each staff member will be granted one day off per weekend (Saturday or Sunday). Days off generally begin at first bell (7 am) on the given day off, however special permission may be granted for days off to start earlier if needing to travel a distance to a particular destination. The Program Director will be in charge of scheduling all time off. All requests and schedule changes must be cleared with the Program Director.

### **Nights Out**

Nights out Begin at 4:30 PM. Nights out will be scheduled by the Program Director and are subject to change if there are coverage needs that need to be dealt with. All staff will receive the same amount of time off each week.

### **Leave of Absence and Sick Leave**

In some circumstances it is necessary for staff to take a leave of absence from the camp season to attend to personal matters. As soon as possible, staff should inform the Program Director of the situation so that necessary adjustments can be made in lodge and activity coverage. Dependent of the situation, an adjustment in salary may be made. In cases of staff illness, the Leadership Team will make sick leave decisions on a case by case basis in consultation with the Camp Nurse or Physician.

### **Terminations and Resignations**

Over the years, Kawanhee has been fortunate in securing responsible and dedicated staff members. It is with regret that we mention that there have been instances in which contracts have been terminated during the season. Dismissal may result after a serious violation including:

1. Not fulfilling the position for which you were hired.
2. Leaving the lodge unsupervised at night when you are on duty.
3. Abuse of alcohol.
4. Possession or abuse of drugs or narcotics.
5. Abuse of campers or other staff members.

Any employee resignation should be brought to the immediate attention of the Camp Director so that a reasonable period for obtaining a replacement is possible.

## **WORK RULES AND PERSONAL CONDUCT**

As a Camp Kawanhee employee, you must be prepared to adjust your personal habits and actions to the customs, policies, and ideals of the camp. You must conduct yourself at all times, both in camp and away from camp, in a manner that will be a credit to yourself and to Kawanhee. Staff members are asked to be sensitive to the people in the communities around camp and to refrain from any involvement in acts which might reflect negatively upon the camp program.

**Harassment:** Camp Kawanhee recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operation of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity. Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment, physical harassment, and visual harassment.

**Sexual Harassment:** In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made wither explicitly or implicitly a term or condition of employment AND/OR submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual. Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the Camp Director. Any individual who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors who become aware of unlawful harassment or inappropriate behavior must report the incident to the Camp Director.

### **Alcohol/Tobacco/Controlled Substances**

Alcohol and controlled substances are not allowed in any area of camp which campers have access to. In addition, employees are not to return to areas of camp where campers have access to under the influence of alcohol or controlled substances. Drinking or the use of controlled substances is not permitted anywhere in camp where campers are present, or while on duty with campers either in camp, or off camp premises. Smoking and chewing tobacco is discouraged, but is permitted in the designated area in the staff parking area. Smoking is not permitted anywhere in camp where campers are present, or while on duty with campers either in camp, or off camp premises.

## **Vehicles**

Staff members may bring their own vehicles to camp, but they must be properly insured by the owner who must also show proof of a valid driver's license. Staff will use the designated parking area on the Kitchen Entrance Road. A speed limit of Ten (10) MPH on all camp roads is to be observed. No personal vehicles will be driven into the center of camp while camp is in session. The Kitchen Entrance parking area must remain free of obstacles for emergency access and dining hall deliveries.

Camp vehicles are for official camp use only. Use of any camp vehicle must be cleared through the Program Director. *Camp Kawanhee does not permit the transport of campers in private vehicles except in emergency situations.*

## **Motorized Boats & Watercraft**

The ski boats and launches are maintained and operated by the respective waterfront activities. Use by any other trained boat operator must have the approval of the Waterfront Director. All use of boats, by campers, staff, alumni, and friends, is to be done only during staffed free boating periods. All established waterfront regulations, including the wearing of a PFD by all persons at all times, will be followed.

## **Personal Equipment & Pets**

Personal equipment such as canoes/kayaks, special sports equipment, boats, bicycles, archery equipment, and other valuable possessions may be brought to camp with permission of the Camp Director. Instruction for storage and use of such items will be given at the time permission is granted. The camp assumes no responsibility for any loss, damage, or theft of personal equipment. Prior permission must also be granted to bring pets into the camp.

*\*Personal firearms and ammunition are not permitted on camp property (either in personal vehicles or in camp buildings).*

Under certain circumstances, Camp Kawanhee's Directors reserve the right to search and confiscate, if necessary, a camper or staff member's personal belongings with or without their permission. The circumstances may include suspicion of theft, possession of illegal substances or materials which may bring harm to others, to camp or personal property.

## **Guests/Visitors**

Staff members may receive guests in their private quarters when not on duty or in the general social areas up until Taps (9:00pm). Since Kawanhee is a character-building organization for boys of all ages, all staff members, male and female, are expected to exercise discretion in the use of their private quarters when entertaining. Guests are not permitted to stay overnight in camp facilities.

## **EVALUATION**

In an effort to help the staff member perform his/her duties at an optimum level, each staff member will be evaluated on a regular basis. Camp administration will evaluate the performance of each staff member periodically throughout the summer season as well as at the conclusion of the season. A written evaluation will be shared and maintained in the staff member's personnel file.

**Grievances:** Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director.

## Camp Kawanhee Personnel Policies – Staff Verification Form

These policies are designed to clarify, generally, the employer/employee relationship and should not be considered as a contract or a guarantee of employment. Before you sign this personnel policy, be certain you have a complete understanding of what it will demand of you. Proper expectations and communications are a must for a successful and enjoyable experience. Please contact the Camp Director with any questions.

### **ACKNOWLEDGMENT**

I acknowledge receipt of Camp Kawanhee’s Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the camp policies. I also understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason and the camp has the same right.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I recognize that my conduct when I am away from camp premises also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff, including directors.

I accept the challenge of helping my campers increase their awareness of an responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment, intimidation or embarrassment, or ridicule or humiliation in my dealing with campers and other staff.

I shall be accepting of the diverse racial, national, religious, and cultural background of my campers, and not seek to impose my own particular views.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Camp Director Signature \_\_\_\_\_

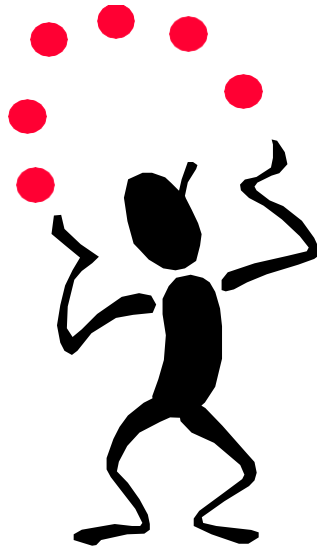
Date \_\_\_\_\_

## Section 4: THE LODGE COUNSELOR

Throughout the summer the lodge counselor will be required to juggle a number of different responsibilities. The ideal counselor is a parent, teacher, friend, and leader. Perhaps above these duties, however, the counselor is a role model. The knowledge you possess and the experiences you have had can be very powerful influences upon the campers. By showing respect for other staff, and the campers themselves, they will pick up on your lead, whether they realize they are doing it or not.

The lodge group is a vital component of the camp experience. The relationship between campers in the lodge and between campers and counselors in the lodge will have a direct influence on the kind of summer the campers, as well as the staff members will have. A camper's lodge-mates are his summer family. As counselor to the campers in the lodge, you will help them to learn to work together and to be aware of the needs of others. You will secure their confidence and make them feel you are one of their best friends in camp, always available to help with their problem-solving. Getting to know all of your campers well will also help you at the end of the summer when evaluations of each camper must be written.

The relationship between the counselors in the lodge is also very important. Good communication will help maintain a good lodge spirit and avoid troublesome situations which can occur when campers attempt to play one counselor against the other.



## LODGE COUNSELOR RESPONSIBILITIES

Lodge counselors are responsible for the supervision and facilitation of all aspects of the lodge's activities. It is expected that there is adequate lodge coverage by qualified counselors and that these counselors are fulfilling their duties when on duty. Counselor participation in all program areas is expected.

- Provide camper leadership, assistance, and supervision required to insure the health, welfare, and safety of all campers assigned to the lodge and activity.
- Maintain the safe physical condition of the lodge structure.
- Supervision of all facets of each camper's daily activities, including attendance at meals, activities, and special events.
- Make phone calls to parents of all NEW campers within a week of camper's stay at camp, and respond promptly to all parent requests for information.
- Supervision of the general health of each camper including sickness or injury and personal hygiene.
- Supervision of the lodge laundry schedule and lodge inspection (clean-up).
- Demonstrate a sincere interest in the individual camper and reflect an intent to be available to each lodge member as much as possible.
- Work in an assigned activity.
- Assume responsibility for the care of facilities and equipment used by the lodge group. Guide campers in the care of equipment and serve as an example.
- Participate in the camper/staff planning process and encourage growth of campers in decision-making, acceptance of responsibility, self-confidence, goal-setting, and self-reliance. Together with other staff, strive to insure that the cabin group experiences the spirit of happiness, companionship, sharing adventure and the spiritual growth inherent in the wholesome group living in an outdoor setting. Provide a time for weekly discussions with each camper in the lodge group.
- Attend weekly Staff/Counselor Meetings.
- Supervise and direct the Junior Counselor(s) assigned to the lodge.
- Complete counselor reports no later than one week after a camper departs camp. In the case of 7-week campers, all reports must be submitted before final paycheck is dispersed.
- After campers have departed for the season, clean in and around the lodge and complete end of the season reports.

## CAMP KAWANHEE POLICY TO PREVENT ABUSE

Camp Kawanhee is fortunate to have a great and caring staff. However, with constant interaction with campers there is a chance that inappropriate behavior by counselors could cause some type of abuse. To help prevent such instances we have established some basic guidelines. These guidelines are designed to help protect the campers, Camp Kawanhee and yourself from any problems that could arise. The following will help inform you as to what *is*, and *is not* acceptable behavior for Camp Kawanhee employees.

### Examples of Inappropriate Behavior and Types of Abuse:

1. **Physical Abuse** is making any type of contact with a camper which is **unnecessary, meant to harm or causes harm**. Examples include: hitting, slapping, grabbing, tripping, not taking care of the camper's basic needs, duking, and just about any time where unnecessary contact is made.
2. **Verbal Abuse** is making any type of comment which is meant to **harm**. Examples: belittling remarks ('are you stupid?'), vulgar language, and yelling in a camper's face.
3. **Psychological Abuse** is engaging in any activity which may change the camper's mental state in order to get him to harm himself, or others. Example: Counselor Joe wants to play a joke on his co-counselor Fred, however Joe needs help to do it. Just at that time Andrew, a camper, walks into the lodge. Joe asks Andrew to help him, but Andrew refuses because he feels Fred will be very mad with him. Joe, not taking no as an answer, tells Andrew that he will stack the next two meals if he doesn't help. Andrew feels he has no choice but to help. Even though he didn't stack, he still feels bad inside.
4. **Sexual Abuse is engaging in any physical contact, for the purpose of sexual gratification, with any person who is incapable because of age, mental or physical incapacity to consent to such contact.**

There is a fine line between what is acceptable interaction and abuse. What you may feel is acceptable, may be considered inappropriate by someone else. This is the problem that you, as a counselor, must be alert to. It is also important to understand that good-natured contact is healthy for child development and is encouraged. If you have any questions on what camp views as good-natured contact, please ask the Camp Director. The following are some helpful tips which will help protect the campers, Camp Kawanhee and yourself from any problems:

- If you must discipline a camper or are engaging in horseplay, be sure other people are around. Do not engage in any activity you would not engage in if a camper's parent were present.
- If you have any doubt in what you are about to do, or did, contact the Camp Director or Director of Activities.
- If you hurt a camper or make him cry, contact the Camp Director or Director of Activities even if you did not mean to do it. One of the greatest mistakes you can make is to not tell a director when you have made one.
- Make sure all the camper's needs are being met – i.e. food, shelter, hygiene.
- If a camper should get hurt, regardless of the injury, take him to the Nurse for her judgment of the situation. The Nurse is trained to fill out the appropriate paperwork and document the incident.
- If you have a camper who refuses to eat more than one meal in a row, contact the Camp Director or the Director of Activities.
- Should you witness or do anything unusual that is mentioned in this information, or witness or do anything that makes you feel uneasy, you must report it to the Camp Director or Director of Activities as soon as possible. By reporting such an incident promptly it will help to protect the campers, Camp Kawanhee and yourself.



## CAMP KAWANHEE – COUNSELOR ROLE AND DISCIPLINE

As a Camp Kawanhee counselor you are taking on a great deal of responsibility. The parents and camp are trusting your judgment in the welfare of their children. They expect that the camper in your care will receive a fun and safe experience and have an opportunity to learn good values and habits. With this in mind, Camp Kawanhee would like to help you with this task in hopes to eliminate possible mistakes you may make. Using these suggestions as a reference should help you become a better counselor.

1. The first thing a counselor needs to understand is that although this job can be a lot of fun, **it is a job**. While in camp, your responsibilities do not stop. You are always expected to be a good role model, even when campers are not present. This would include maintaining a good personal hygiene, appropriate language, and obeying all of the camp rules. Remember, campers are very impressionable and we don't want campers going home having learned bad values and habits.
  
2. A lot of counselors want their campers liking them or thinking that they are cool. Of course this is not always a bad thing, however sometimes rules are broken or poor judgment is shown to achieve this image. What all counselors should strive for is earning the respect of their campers. **Respect is a key factor when in the position of an authority figure. It becomes very hard to enforce rules when respect is not present.** Respect is a two-way street. Not only do you need campers' respect, but you need to respect them. The following is a list of suggestions to help you earn the respect of your campers.
  - a. Try being present in as many of your campers' activities as possible. Give positive encouragement and support in both successes and failures.
  
  - b. Be fair with discipline. Always try to make the consequences you impose relate to the circumstances surrounding the camper's misbehavior. *Example: A camper was caught stealing a pocket knife out of your area. An appropriate consequence would be to have him talk to his parents on what he did, and ask him to open his foot locker to see if he has anything else. You should also explain what natural consequences have occurred, like loss of trust and give him a chance to rebuild trust.* This might help him learn that what he did was wrong and it may help him see how it affected himself as well as others. With this type of approach it shows that you care about him and the only reason for discipline is to help him in the long run. *An inappropriate consequence would be to have him stack and clean the Fort.* In this case he might see that it was wrong, but wouldn't have the opportunity to learn. He also might resent you for this punishment, thinking that you were just using this to enforce power.
  
  - c. When you have to set up rules or discipline for someone, make sure you only say things you can back up. If you tell a camper to clean his area one minute before breakfast, you will probably fail. You have also set the camper up for failure, which is another good way to lose his respect. *To avoid this, set a realistic time when you could help clean his area.*
  
  - d. Control your temper at all times. When you get frustrated it is important to recognize it so that you don't overreact. These are times when you have the most potential to be abusive or say something you don't mean. It is a good idea to let someone else deal with the situation when overly frustrated.
  
  - e. **Do not contradict your co-counselor unless a safety issue is involved.** This is the worst thing a Senior Counselor can do to a co-counselor. Campers will soon learn they don't have to respect other counselors. If you disagree with a co-counselor, discreetly interrupt and talk about it out of earshot or at a later time. At no times should Junior Counselors be in charge of discipline in a lodge.
  
  - f. Telling or reading stories or playing games with your lodges is a great way to earn respect. Using your free time is yet another great way to show you care about them.
  
  - g. **NEVER USE CORPORAL PUNISHMENT TO DISCIPLINE A CAMPER.**

## LODGE SUPERVISION

### GENERAL LODGE RULES

1. Burning of candles, incense, gasoline, lanterns, or any other flammable materials is prohibited at all times.
2. Campers are not permitted to be in the lodge rafters at any time unless they are being supervised while retrieving belongings.
3. Each lodge is equipped with a fire extinguisher and fire alarm. Campers are not to tamper with either of these items.
4. Camper and counselor belongings should be stored in a neat and orderly fashion. Valuables should be locked up or given to the office for proper storage.
5. **Lights Out** – the main lodge lights should be turned off at the following times:
  - a. Eagle, Falcon, Pine Tree, Hawk 9:30 PM
  - b. Beaver- Bear 10 PM
  - c. Badger, Crow 10:30 PM

*\* these times change yearly depending on the age grouping breakdown.*

### LODGE ACTIVITY SCHEDULES

During the first three weeks of camp each lodge will be scheduled to attend all activities so that campers can receive a good introduction to each of the offerings. Around the fourth week of camp sign-outs begin, at which point campers have the opportunity to sign out of their assigned activity and into an activity of their choosing (if room permits). Lodge counselors are responsible for seeing that campers attend activities on time. **It is also the responsibility of each activity head to know at all times the whereabouts of their staff and their assigned campers.** Schedules for activities and camper/lodge assignments will be provided by the Program Director and will be posted in the main office, and in the gazebo in the center of camp.

### LODGE INSPECTION

Lodges are inspected on a daily basis. Lodge inspection (cleaning) time is immediately after breakfast from 8:30 until 9:00. Counselors should supervise and assist the campers in cleaning the lodge and making sure that duties are shared equally amongst lodge-mates. In addition to cleaning the inside of the lodge, the surrounding area outside of the lodge should be checked. Inspection results will be announced at the noon meal and posted at the Camp Store.

## **REST HOUR**

Rest Hour (and a half) is a QUIET hour (and a half) (1:00-2:30) after the noon meal. Campers and counselors are to be in their lodges and resting quietly during this time. This is not a time for counselors to take lodges for special outings.

Occasionally Rest hours will be extended an additional hour to allow for planning of skits for skit night.

**Letters Home** – Campers are required to write at least one letter home per week. Sunday afternoon Rest Hours are generally used for this. Counselors are responsible for seeing that every camper in the lodge writes a letter home each week.

## **COVERAGE AT NIGHT**

The ‘Tattoo’ Bell rings at 8:30 to signify that it is time for campers to return to their lodges and get ready for bed. During the time between Tatoo and Taps it is important for counselors (particularly those of young lodges) to be sure that campers are brushing their teeth, showering, dropping off laundry, and generally cleaning themselves up for bed.

It is imperative that the lodge is properly supervised throughout the night by a qualified counselor. The Night Person on duty will check in with all lodges to see who is on duty and will monitor camp activity after Taps until 11:00. In the event of an emergency after the Night Person goes off duty, counselors should make immediate contact with the most readily available of the following persons: the Night Watch Person, Leadership team members, the Camp Mother, or the Camp Nurse.

## **MOVIES & PIZZA PARTIES**

Lodges can earn Movie nights/pizza parties by receiving 10 special mentions in a row. If a lodge receives 10 mr cleans in a row they will earn a trip to the narrow gauge cinema in Farmington as well as a trip to the ice cream shop of their choice on the same outing.

## **OVERNIGHTS**

It is expected that each lodge take at least two overnight camping trips during the season. One should occur within the first two weeks of camp, with the second one occurring within the last 3 weeks of camp. Skookamee Lean-To, the New Moose Lean-to, and the treehouses are common in-camp sites for these to occur, but they can also take place in other areas of camp, as well as on local mountain tops.

Dinner and Breakfast are expected to be cooked while out on an overnight but the lodges should be back in time for inspection and first period activities.

## **CAMPFIRES**

Weekly campfires are held on Saturday evenings. The program includes an assortment of activities that includes singing and storytelling, as well as the recognition of camper accomplishments. Counselors are required to sit with their lodges and encourage participation. Counselors on a night out will be allowed to leave once all lodge counselors have done their activity presentations at campfire.

## **LODGE VESPERS**

The first, fourth, and last Sunday evenings of the camp season are designated as Lodge Vespers. The evening meal is a boxed meal for lodges to take to their chosen location. This is an important time for counselors and campers to set parameters for lodge behaviors and expectations. This is also a valuable time for campers to be given the opportunity to set and assess their goals for the upcoming weeks at camp. Heads of Residential Life are great resources for helping to determine approaches and topics to draw campers into meaningful vespers discussions. Lodges may choose a site in camp, or a site out of camp for their vespers evenings. Lodges must sign-up in the office with their location and transportation needs.

The remaining Sunday evenings have various all-camp events scheduled. It may be a presentation, a talk from a local artist or naturalist, a musical performance, or any variety of possibilities. Lodges are to gather outside of the Rec Hall at the announced time and then sit together as a group.

## **DINING HALL PROCEDURES**

The Dining Hall is one of the most important community spaces in camp. During this time we role-model all kinds of lessons about food, etiquette, conversation, and community while indulging in our meals. Combine this with the logistics of feeding the entire camp population, and there should be an understanding of the need for some protocols for life in the dining hall.

Lodges are to gather for flag-raising and flag-lowering prior to the breakfast and evening meals. Counselors and staff are expected to be present for all meals which they are not scheduled to have time off. It is the responsibility of each counselor to see that campers enter and leave the dining hall in an orderly fashion. Shoes and shirts must be worn and each camper should look relatively neat and clean. Upon entering the dining hall, everyone goes directly to the hand-washing station before reporting to their tables. Acceptable table manners are expected at all times.

Each lodge is responsible for the setting-up, serving, and cleaning of its table along with the sweeping of the floor around their area. Food is served family style and counselors are expected to monitor the distribution of food until it gets completely around the table.

### **General Expectations**

- Everyone is to remain seated until the main food serving arrives at the table. Those with special dietary needs should be the first to get up for alternate food options.
- Pass food, plates, etc. with care and consideration.
- Do not allow eating contests.
- Please try to keep the noise and activity level down.
- Do not bang on the tables with forks and knives in hand. They were hand made by Rees Tullos and should be treated with the utmost respect.

### **Announcements**

As the meal-time comes to an end, hands are raised to signal quieting down. Counselors are asked to keep their tables quiet during this time so that everyone can hear announcements.

### **Birthday Celebrations**

When a camper in a lodge has a birthday during the camp season, the bakery makes a special cake for the camper and their lodge. Counselors report to the bakery for the cake and then make an announcement to the entire dining hall signifying the camper's age and the number of claps needed.

## Section 5: TRANSPORTATION POLICIES

Camp vehicles are for official camp use only. Use of any camp vehicle must be cleared through the Program Director. The Tripping Department Staff Members are responsible for the care and maintenance of the vehicles during the camp season. It is required that each driver complete the vehicle log before and after each use – completing the vehicle safety check list, recording mileage, destination, and any problems. Breakdowns, necessary repairs, or any concerns should be reported to the Tripping Department and the Camp Director immediately. Upon return to camp, it is the responsibility of the driver/staff member to be sure to clean and remove trash, and fill all gas tanks with fuel. The vehicles should be parked in their designated areas and keys should be returned to the office.

### Transportation of Campers

It is camp policy that campers be transported only in camp vehicles and only by identified staff members that are at least 21 years of age. Drivers must hold a valid vehicle operator's license and be verified by a background check through the DMV. When transporting campers, the following **SAFETY PROCEDURES** apply:

- The number of occupants in a vehicle should not at any time exceed the number of seats/seatbelts available.
- All trips going out of camp must carry a list of individuals on each trip along with health forms and permission to treat forms for each camper. This list must also be provided to the camp office.
- Before each trip a **VEHICLE SAFETY CHECK** must be performed and recorded in the vehicle log book. This includes:
  - Lights
  - Fluid Levels
  - Windshield and wiper condition
  - Tires
  - Emergency Flashers
  - Mirror Adjustments
  - Horn
- Each vehicle used to transport campers and staff will be equipped with a first aid kit, fire extinguisher, and reflectors.
- All passengers should remain seated, with seatbelts fastened, at all times with hands and arms inside the vehicle.
- Staff members supervising the trip are to carry a cell phone in the vehicle in the event of an emergency.
- If more than one vehicle is traveling to the same destination, each vehicle should have maps and complete directions to the destination as well as necessary phone numbers for communication.
- Always follow the legal guidelines of the road and stay within designated speed limits.
- Make sure that all passengers have been oriented to the safety procedures before each trip.
- **Supervision Ratios:** The minimum staff ratio in a van will be 2 staff members to 13 passengers. At least one staff member must have the minimum training of CPR/First Aid.

*Camp Kawanhee does not permit the transport of campers in private vehicles except in emergency situations.*

## **Passenger Orientation**

All passengers should be instructed in the following safety procedures prior to transporting:

1. Passengers should remain seated at all times with hands and arms inside the vehicle.
2. Seatbelts should be fastened at all times when the vehicle is moving.
3. The noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
4. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow the directions of the staff member and/or driver.

## **Accident Procedures**

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to the nearest medical facility.
2. Place reflectors or emergency flashers as appropriate.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by a staff member at all times.
4. Contact Camp Director or designated emergency contacts.
5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

## **Vehicular Breakdown**

In the event of a vehicular breakdown, move off of the road as far as possible and turn off the vehicle. If the vehicle must stop in a non-designated parking area (i.e., the side of the road), place reflective triangles in the following places:

- On the traffic side of the vehicle, within ten feet of the front or rear corners.
- About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
- Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
- If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward approaching traffic.

If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Campers must be supervised by a staff member at all times. Contact the camp to arrange for assistance.

## Section 6: EMERGENCY PROCEDURES

### ACCIDENT PROCEDURES

In case of an emergency involving campers either within the camp property, or off-campus, the following procedures will be adhered to:

#### On-site:

1. The staff member on site must assess the situation immediately and seek additional help.
  1. Check for scene safety and remove non-injured campers from the immediate area.
    - a. Designate a person to call for additional help (report to the closest building - office or health center - for 911 calls and on-site nurse assistance). Notify camp administration.
    - b. Delegate another staff member to supervise other campers.
  2. Administer the appropriate first aid as required. The staff member with the highest level of appropriate certification is delegated the lead person in aiding to the injured. Determine if emergency services must be called, or if the person needs to be transported to the hospital.
  3. Acquire information about the accident – including events leading up to the event, how it happened, when, where, people involved, witnesses, etc.
  4. The camp director/camp administration will contact parents/guardians by telephone to inform of events.
  5. Complete Accident Report forms within 24 hours of the event.

#### Off-site:

1. If the emergency is life-threatening, call 911 first and be prepared to give information on your location and the nature of the emergency. Contact camp as soon as possible afterwards. If the injury/illness is non-life threatening, contact camp first. Refer to cards with emergency contact information.
2. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number.
3. **Do NOT** issue any statements to the public or media. Indicate that you are not authorized to speak for the camp and refer them to the Camp Director. Under **NO** circumstances reveal the name of the victim or other persons involved.
4. Contact the camper’s parents only if you have authorization from the Camp Director.
5. Complete Accident Report forms within 24 hours of the event.

Copies of medical histories, emergency medical release forms, special medication requirements, emergency telephone numbers, and information regarding the nearest hospital or emergency treatment center is available to both on site staff as well as to the Trips Department.

### EMERGENCY PHONE NUMBERS

Fire/Police/Ambulance .....	911
Camp Kawanhee Infirmary .....	(207)585-2585
Franklin Memorial Hospital (Farmington) .....	(207)778-6031
Pine Tree Pediatrics.....	(207)778-0482
Central Maine Power .....	800-696-1000



## **FIRE PROCEDURES**

Fire drills will be held at the beginning of each session. The safety of campers and staff depends on everyone performing their job efficiently. All fire procedures are reviewed and approved by the local fire chief.

### **The emergency signal is a constant ringing of the bell.**

All campers and staff are to report to the Athletic Field and line up by lodge (if during meals, lodge time, or free time), or activity if during activity periods. If in the Dining Hall, exit as quickly as possible through the nearest available exit and proceed down the stairs in an orderly fashion. Staff/Counselors are responsible for escorting campers to the field and doing a head count. Report any unaccounted campers immediately to the secretaries and camp administration. When moving to the Athletic Field, walk quickly, but do not run; stay to the side of the road; remain calm. Members of the Kawanhee Fire Department will be responding with the portable pump to help contain any fire. The road must remain clear for emergency vehicle/fire truck access.

### **If you see a fire . . .**

1. RING THE BELL FIRST
2. Designate a person to call 911.
3. Inform Kawanhee Fire Department members of the location of the fire.
4. Help with crowd control.

### **Kawanhee Fire Department Procedures**

1. The first person goes to the bell ringer to identify the location of the fire.
2. The next two people take the pump to the lake to get it started.
3. The next person pulls the hose with the nozzle from the shed roof and takes it to the fire.
4. The next person pulls a yellow hose section off the shed roof and takes the Male end toward the fire. The hoses are arranged such that the proper end protrudes slightly from the shed roof.
5. Each successive person takes a hose section toward the fire until they are lined up.
6. Connect the hoses from the fire back to the pump.

## **EMERGENCY WEATHER PROCEDURES**

In the event of a severe electrical storm/hail storm, participants will be instructed to take shelter either in their lodges or in the Recreation Hall.

In a situation involving a severe weather alert for Franklin County, including tornado warnings, all campers and staff will be signaled to assemble in the living quarters under the dining hall if necessary.

## **EVACUATION**

In the event that it becomes necessary to evacuate camp, campers will assemble by lodge groups and will be loaded into all camp vehicles. The Kawanhee Inn is walking distance away and if necessary campers can travel with staff by foot to this location before determining if an alternate location is necessary. Weld's town hall is approximately 2 miles from camp and may be used as an alternate rendezvous point.

## **UTILITY FAILURE**

### Water:

1. Loss of pressure and/or flow of water is a sign of a problem in the system. Immediately notify the camp office/administration and on-site maintenance director of a suspected problem.
2. If a major leak or break in a line is identified, locate and close the closest shut-off valve. Inform the on-site maintenance director and/or the camp office/administration.

### Electric:

A power loss may occur from sources inside or outside of the camp. An electrical fire is an emergency that must be dealt with immediately by calling 911 and shutting off the main breaker (located on the telephone pole on the backside of the dining hall) as pre instructed during staff training. Notify CMP, stay clear of all downed power lines, and never use water on an electrical fire – only approved fire extinguishers.

## EMERGENCY PROCEDURES FOR HIGH RISK ACTIVITIES

In some 'high-risk' activities (Archery, Riflery, Campcraft, Shop, Ropes) special procedures need to be considered and taken care of when administering help or initiating a rescue. The following considerations should be addressed in the event of an emergency:

- Send for additional help (particularly the Camp Nurse) immediately.
- Check the scene safety and take measures to control additional injuries and additional victims.
- With all victims, check for life-threatening conditions (Airway, Breathing, Circulation) and administer the proper First Aid or CPR if necessary.
- Use protective barriers (latex gloves, face shields) when caring for victims – especially when body fluids (blood, saliva, vomit) are involved.
- The possibility of shock exists with all injuries. When caring for a victim of shock, it is important to treat the underlying cause.
- If the emergency is a result of fire or burns, remove the source of the heat immediately and then cool the affected area.
- If there has been an electrical injury, be sure that the power source has been removed before administering help.
- If machinery is involved, be sure to turn off the power to the machinery before initiating help.
- Heat and Cold related injuries can become life-threatening if not treated at the onset.
- If there is a suspected spinal injury (any fall from a height, any head/neck/or back trauma, or any unconscious victim), do not move the person and check and monitor Airway, Breathing, and Circulation.
- If there is a penetration wound, do not remove the object and try to control bleeding around it.

Upon the arrival of the Camp Nurse, an evaluation will be made whether or not it is necessary to seek further medical assistance and the Camp Director will be notified.

## EMERGENCY PROCEDURES FOR WATERFRONT ACTIVITIES

Staff members working in waterfront activities will be trained as certified Lifeguards, which includes training in CPR and First Aid. Each waterfront activity has a first aid kit and pocket mask in its designated area. A Backboard is located in front of the beach at the swimming area. **A minimum of 2 staff members must be on duty at all times while overseeing an aquatic activity.**

### Two Lifeguards on Duty:

One guard will initiate the rescue after alerting the other guard of the problem. The first guard will also administer any necessary First Aid, Rescue Breathing, or CPR. The second guard will clear the swimming area and take measures to alert the Nurse and the camp office. The second guard will then assist the first guard as needed.

### One Lifeguard on Duty:

The guard will initiate the rescue and administer the appropriate First Aid as above. The guard will assign a camper or other staff member to get the Nurse and alert the office.

Any accident involving the Boating, Kayaking, Sailing or Skiing departments will require the use of the rescue launches and/or ski boat.

## **MISSING PERSON PROCEDURE**

In the event that a camper has been determined to be lost, missing, or runaway use the following procedures:

1. Determine when and where the camper was last seen. Stay calm to avoid frightening other campers. Check the sign-out sheets in the office.
2. Do a search of the immediate area with available staff. Ask nearby campers and staff if they have seen or know the whereabouts of the camper. Do not leave other campers unattended – be sure there is proper supervision by another staff member before going out to search.
3. Check any know accomplices (lodge mates, friends, etc.).
4. Check all common areas (bathroom facilities, dining hall, rec hall, other cabins).
5. Notify the Camp Director or other administrative personnel. Include the name of the missing camper, when and where they were last seen, and any additional descriptors as possible.
6. The Camp Director/administrative personnel will organize an extended search and determine when the local emergency authorities need to be notified. Parents will be contacted at the same time as emergency authorities.
7. Complete an Incident Report and any other reports as requested.

## **INTRUDERS/UNWELCOME GUESTS**

Unfamiliar persons on the camp property may range from someone lost and looking for directions, to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office where they must sign-in and obtain a visitor name tag, or ask them to leave. Observe to ascertain that the person leaves the site.

If you see an unfamiliar person, introduce yourself and escort them to the camp office.

If the person seems threatening in any way or does not respond well to your approach, do not take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the Night Staff Person and other staff members as possible. Check all camper sleeping areas with a head count.

If you are off camp property, keep a staff member with the campers while two other staff members go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the Camp Director immediately of any intruders. Complete an incident report and any other reports requested.

## **CAMPER SECURITY**

### Camper Releases

Minor campers may not be released to the custody of anyone other than a parent or guardian without written permission from the parent or guardian. All persons leaving camp, whether it be campers with staff members or campers with parents, must sign-out in the office.

### Verification of Absentee Campers

In the event that a camper does not arrive according to their scheduled arrival time, verification of the reason for their failure to appear should be determined by telephoning parents or guardians or the agency responsible for their travel.

## Section 7: THE TRIPS PROGRAM

As a traditional boys' camp, it has been established that the bond made between campers is solidified by their experience in the woods. In general terms, the tripping program is designed as an introduction to the wilderness and as a classroom for the development of trust, self-confidence, communication, and cooperation. The hope is that the campers enjoy their time in the woods, want to return, learn about the delicate nature of the system, and have a healthy respect for our environment. Each camper will have an opportunity to climb a mountain and paddle a river in addition to experiencing one or more special trips that involve deep-sea fishing, backpacking, and whitewater rafting.

### GENERAL TRIP PROCEDURES:

- A certified/trained Maine Trip Leader will be on all wilderness trips and those involving 2 or more overnights.
- The Trip Leader is responsible for planning all aspects of the trip. This includes travel destinations by vehicle, foot, or boat; menu and equipment needs; health and safety needs; and personnel needs.
- The Trip leader is responsible for planning the menu and food list for the trip. This information must be given to the Kitchen 24 hours in advance of the trip (sooner if there are special food requests/needs).
- Trip leaders are responsible for checking and preparing all equipment necessary for the trip 24 hours in advance of departure. Depending on the trip, this may include:
  - Tents, Cook Stoves, Fuel, Water Filters and Containers
  - Adequate First Aid Kits/Supplies
  - Lifeguard equipment (rescue tube, pocket mask and gloves)
  - Canoes/Kayaks, Lifejackets, Paddles, Safety Throw-Bags
- The Trip Leader is responsible for acquiring camper health and medical release forms, as well as any camper medications from the Camp Nurse.
- Trip leaders must be familiar with Emergency Procedures for trips – including information on the location and contacts for emergency services in the area of travel.
- The trip leaders are responsible for providing campers with a Pre-Trip Orientation that includes trip safety procedures and packing lists.
- The Trip Leader will complete a vehicle safety check and fill gas tanks.
- The Trip Leader will provide the office with a complete itinerary that includes dates and destination, planned activities, camper and staff names, and staff cell-phone contact numbers.
- Upon return, the trip leader will clean vehicles, clean and return equipment, return first aid kits and medications to the nurse, AND provide a Trip Report to the Program Director.

#### Drinking Water Treatment:

- All drinking water from “non-tested sources” (i.e. natural bodies of water) must be treated with one of the following methods:
  - Iodine Treatment
  - Bring to a full boil
  - Ceramic Filter Pump
  - Chlorine Treatment
- Filter pumps are to be used only by staff and only after training and practice.

#### Food Preparation and Storage:

- Food must be prepared and stored under safe and sanitary conditions; maintaining food at proper storage temperatures.
- Food dishes and utensils must be cleaned and sanitized after each use. Use a three step approach: warm soapy wash, cold rinse, hot sterilizing rinse.

#### Sanitation, Trash, and Fires:

- All trash is to be carried out.
- All washing should be done well away from bodies of fresh water and only biodegradable soap should be used.
- No soap or scraps should be put into or drain into any body of fresh water.
- When privies are not available a person should be at least 100 feet away from campsites and downstream from water sources. Holes should be 6-8 inches deep and completely covered when finished.
- Campfires should stay within reasonable size and only occur in designated campfire rings.

#### Equipment:

- Stoves are to be used only by trained staff and campers.
- Tents are for sleeping in. Food, backpacks, and knives do not belong in the tents.
- Place tents in designated campsite areas only.
- Sawing and splitting wood must be supervised by a trip leader and should follow Kawanhee guidelines.

In the event that a participant is unable to continue on a trip (i.e. illness, injury, etc.), the Trip Leader will contact the Program Director to determine whether or not the entire group will return to camp, or whether alternate pick-up arrangements can be made utilizing other staff members.

In addition to the above procedures, Camp Kawanhee strives to lead by example by following and teaching Minimum Impact backcountry ethics and practices. In doing so, we practice a carry-in/carry-out policy with all materials, we keep our group sizes small, and we instill respect for the natural environment. All staff members will be introduced to the Leave No Trace guidelines to facilitate their knowledge of these practices.

## TRIP ORIENTATION

### Safety Rules:

1. When on a trail the group will stay together. The slowest person sets the pace for the group.
2. Those participating in mountain hikes must wear appropriate footwear such as hiking boots.
3. Those participating in river trips must wear appropriate water footwear that has straps or laces to keep the footwear in place (flip-flops are not acceptable).
4. Any time there is a junction in a trail, the lead hikers must wait until the entire group is together before advancing.
5. All participants on river trips of any nature must wear an approved lifejacket. Helmets are required for all kayak trips.
6. All swimming must be supervised by a certified Lifeguard that is stationed on land.
7. Participants are responsible for informing trip leaders of issues that may arise and impact participation. This may include illness, injuries, and personal comfort issues.
8. Leave No Trace principles will be instilled throughout the trip.
9. In the event of an emergency, trip leaders will organize the group and provide direction as to the best course of action.
10. Proper conduct is expected at all times. Staff and campers represent Camp Kawanhee when off-campus and interacting with the public.

## TRIP SUPERVISION RATIOS

- A ratio of one counselor per every four campers will be maintained on all mountain trips.
- A ratio of one counselor per every six campers will be maintained on all river trips.
- A ratio of one lifeguard per every 10 campers will be maintained at all times during off-campus swim trips.



## TRIP SPECIFICS

### TRADITIONAL MOUNTAIN DAY TRIPS

- Planned and executed on a daily basis by the registered Trip Leaders.
- At least one registered Trip Leader is assigned to the group and is accompanied by additional staff members for every six campers.
- Level of difficulty of trips is determined by the age and abilities of the groups.
- Packed cold lunches are provided for day trips.

#### **Tumbledown Mountain**

**Brook Trail** – 1.5 miles – direct route to the pond, best route for descending

**Parker Ridge Trail** – 2 miles – through forest and up ledges with great view

**Loop Trail** – 2 miles – steep and difficult

**Little Jackson** – 3.3 miles – through woods to bald rock summit. Bushwhack down to Crater Lake and return via the Parker Ridge Trail or the Brook Trail.

**Mt. Blue** – 1.6 miles – straight up climb all in forest

**Bald Mountain** – 7/8 mile – short but steep to bare summit

**Blueberry Mountain** – 3 ½ miles – steep, through woods to bare summit

**Mt. Abraham** – Fire Warden’s Trail – 4.5 miles to summit

**Bigelow Mountain** – Fire Warden’s Trail – 3.9 miles to summits

**Saddleback Mountain** - Follows the Appalachian Trail – 5.1 miles to summit

*Refer to the AMC Maine Mountain Guide for trail descriptions and directions.*

## **EXTENDED MOUNTAIN TRIPS**

- Planned and executed by registered Trip Leaders.
- A minimum of two registered Trip Leaders per group is required.
- For campers 12 years of age and older.
- Mandatory pre-trip climb of 4000' peak.
- Mandatory pre-trip meetings for equipment & clothing lists.

### **Baxter State Park – Mt. Katahdin (4-Day)**

The first and last days of this trip are generally spent traveling to and from the park and setting up and taking down camp. Based on weather predictions, the 'best looking' day is spent climbing Mt. Katahdin. The second day of the trip is generally spent hiking a smaller peak or visiting waterfalls.

- Group campsite reservations must be made as soon as possible once open.
- Trip accommodates up to 12 participants (trip leaders are included in this count).
- All general trip procedures and leave-no-trace principles will be followed.
- All meals for this trip are prepared over camp stoves with the exception of cold lunches.
- All food is to be stored in camp vehicles to prevent the attraction of bears and other animals.
- All campsites in Baxter State Park have latrine facilities which are pointed out to all trip participants.

### **White Mountains – Mt. Washington / Presidential Range (4-Day)**

The first and last days of this trip are generally spent traveling to and from the mountain range and setting up and taking down camp. Based on weather predictions, the 'best looking' day is spent climbing a 5-6,000 foot peak. The second day is spent on smaller hikes and/or swimming trips.

- A White Mountain National Forest pass is required in addition to campsite reservations.
- Trip accommodates up to 12 participants (trip leaders are included in this count).
- All general trip procedures and leave-no-trace principles will be followed.
- All meals for this trip are prepared over camp stoves with the exception of cold lunches.
- All food is to be stored in camp vehicles to prevent the attraction of bears and other animals.
- Campsites in the National Forest have latrine facilities which are pointed out to all trip participants.
- Refer to the AMC White Mountain Guide Book for trail descriptions and directions.

## **COASTAL, LAKE, & RIVER TRIPS**

- Planned and executed by registered Trip Leaders.
- A minimum of two registered Trip Leaders per group is required on multi-day trips.
- Consult with the Boating department when arranging for boats.
- Packed cold lunches are provided for day trips.
- All general trip procedures and leave-no-trace principles will be followed.

### **Monhegan Island** (3-Day)

The Monhegan Island trip is a 3-day trip to an island about 12 miles off the Maine coast from Port Clyde. The trip includes hiking, deep-sea fishing, painting with watercolors, and exploring and experiencing the many aspects of the small artistic and fishing colony.

Two trips go out to the island. The first trip (Monday through Wednesday) is generally for the younger campers. The second trip (Wednesday through Friday) accommodates older campers. Camp Kawanhee is the only organization that is permitted to camp on the island, therefore we do our best to maintain our good-standing relationship with the island community by abiding to rules and strict camping guidelines.

- The Monhegan Island trip accommodates approximately 15 campers and 4 leaders.
- All meals on this trip are eaten in restaurants, except for boxed lunches.
- A carry-in/carry-out policy is followed with all materials. All garbage is transported out by the Trip Leaders.
- It is necessary to dig a latrine at the campsite. The latrine is dug at least 100 feet from the campsite and well off the ball field and trail. The latrine is filled in at the close of the trip. Campers may also use the toilet facilities at the restaurants when eating.
- Washing is done at the restaurants, therefore there is no need to dispose of soapy water.

### **Allagash Waterway Trip** (5-Day)

The Allagash River Trip introduces campers to the Maine North Woods – the most remote and unspoiled patch of land east of the Mississippi River. Participants will canoe approximately 50 miles over the course of 5 days on the Allagash, stopping each night to prepare dinner and set-up camp on the riverbanks.

- All general trip procedures and leave-no-trace principles will be followed.
- Canoes, paddles, and PFDs will be rented from a third-party provider. This third-party will also be responsible for shuttling campers and staff to the put-in point. Camp vehicles will await the group at the designated take-out location.
- All meals for this trip are prepared over camp stoves with the exception of cold lunches.
- Due to the remoteness of the Allagash, the group will travel with an emergency satellite telephone.

### **Flagstaff Lake (2-Day)**

A two day lake canoe trip for campers over the age of 12. Camping is done on an island.

- All meals for this trip are prepared over camp stoves with the exception of cold lunches.
- All general trip procedures and leave-no-trace principles will be followed.

### **Androscoggin River**

Day canoeing trips are done on the Androscoggin River. There are several options for put-in and take-out points depending on the desired length of the trip. Day trips generally put-in at a private campground entrance along Route 16 in Errol, NH.

### **Kennebec River (White-Water Rafting)**

The White Water Rafting Trip is offered through a guide service that is set up by the Trip Leaders. The trip generally takes place during the 6<sup>th</sup> week of camp.

- This trip is for boys ages 12 and older. Additionally, there is a minimum body weight needed for participants to be able to go on this trip.
- Campers must have parental permission to attend this trip.
- The guide service provides all equipment necessary (paddles, helmets, life jackets, rafts, etc.).
- Food and garbage disposal are provided by the rafting guide service.

### **Smalls Falls & Coos Canyon Swimming Trips**

Lodge swim trips are run by the Trips Department on Sunday afternoons after rest-hour. Each area has cliffs for jumping and/or rapids/small falls for sliding. It is best to have someone familiar with the falls describe those areas which are safe to jump from and slide in as they vary with location and conditions.

#### **Safety Rules:**

1. Trip Leaders will assess current conditions of the swimming area before any activity takes place. In the event of high or low water conditions, activities may be altered or even cancelled.
2. All swimming must be supervised by a certified Lifeguard that is stationed on land.
3. Before any swimming takes place, participants will be oriented to the location boundaries and safe jumping/sliding/swimming areas.
4. Trip Leader Lifeguards will position themselves in an area that provides total vision for all campers. If the swimming area provides obstructions for total coverage, multiple lifeguards will be required.
5. Participants that have not passed the Lake Swim test at camp must wear a lifejacket to participate in these swim trips.

Camp Kawanhee for Boys  
 58 Kawanhee Lane  
 Weld, ME 04285

Phone: (207)585-2210  
 Fax: (207)585-2620  
 Executive Directors: Mark and Elizabeth Standen

## CAMP KAWANHEE DAY TRIP ITINERARY

*To be filed in the office prior to the departure of all day trips.  
 A copy of this itinerary is to be kept in each van used for each trip.*

<b>Trip Leader</b>		<b>Mobile Phone #'s</b>	
<b>Additional Staff Members</b>			
<b>Lodge/Group</b>		<b>Date of Trip</b>	
<b>Campers</b>		<b>Departure Time</b>	
		<b>Return Time</b>	
<b>Destination</b>			
<b>Planned Route/Trail</b>			
<b>Inclement Weather Plans/Planned Alternate Route</b>			

*\*If any of these plans change during the course of the day, the Trip Leader should contact the camp office as soon as possible to indicate changes.*

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## CAMP KAWANHEE MULTI-DAY TRIP ITINERARY

*To be filed in the office prior to the departure of all multi-day trips.  
 A copy of this itinerary is to be kept in each van used for each trip.*

<b>Destination</b>		<b>Date/s</b>	
<b>Trip Leader</b>		<b>Mobile Phone #</b>	
<b>Additional Trip Leaders/ Staff</b>			
<b>Campers</b>			<b>Total # of Participants</b>
<b>Directions to Destination:</b>			
<b>Planned Events/Activities/Route of Travel:</b>			
<b>Emergency Services Contacts for Area of Travel:</b>			
<b>Hospital</b>		<b>Phone #</b>	

[\(Click here to return to the Table of Contents\)](#)

<b>Warden/Park Ranger Service</b>		<b>Phone #</b>	
<b>Camp Kawanhee Insurance Information found on insurance cards located in the vehicle glove boxes.</b>			

## **CAMP KAWANHEE – POST TRIP REPORT**

*To be filed in the office after each extended trip is completed.*

**Trip Description:**

**Dates of the Trip:**

**Trip Leaders:**

**Medical/Health Report:**

**Conflicts/Challenges:**

**Notes on Specific Campers:**

**Post-Trip Equipment Maintenance Needs/Repairs:**

**Suggestions for Next Year's Trip:**

**Staff Member Filing the Report:**

**Date:**



## **CAMPERS AND THE PUBLIC**

The following guidelines apply when campers go to “public” sites like parks, or participate in events where other non-campers are present.

### **General:**

- Wear something to identify group members which will make supervision and counting easier.
- Maintain the regular ratio (generally 1:8) with a minimum of two adults.
- Make sure that a first-aid certified staff member is easily accessible – within voice distance.
- Use the buddy system and teach campers “why” it is used.
- Take a head count regularly, before and after moving from one area to another, and more often if the activity or situation involves crowds or other distractions.
- Make sure campers know what to expect and what the rules are in general, include expectations for unusual circumstances, such as using playground equipment or spending money.
- Make sure that everyone is aware that camp policies on behavior carry over to out of camp trips.
- Explain the plan to all campers and staff to address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the camper knows. Campers should tell a staff member right away.
- If a camper gets lost or separated from the group they should go immediately to one of the site’s information areas (show the campers how these areas are designated).
- Instruct campers to tell staff before going to the bathroom and to check back in when they return.
- Keep belongings with the group OR have someone stay with them.
- Do not invite others to join the group without the knowledge and consent of a staff member. Report uninvited guests or suspicious circumstances to staff immediately.
- Define the area in which campers are to stay unless specific permission is obtained from their assigned staff member.
- If leaving the boundary area, require all campers to go with a buddy.
- When in a stationary area, like at the park, staff should spread out within the group, remaining visible, accessible, and attentive to the needs of the campers.

### **When Walking:**

- Walk in pairs, on the right, to allow others to pass comfortably.
- Have a staff member lead and another follow, in most instances.
- Suit the pace to the slowest person.
- Keep the group together.
- Cross streets as a total group at designated crossings only.
- Obey traffic signals.
- Count heads before crossing and at regular intervals.

## Section 8: STAFF JOB DESCRIPTIONS

The following job descriptions should be considered a snapshot of responsibilities. Please see full job descriptions (located in the appendixes section) for a more detailed account of each position. Remember that camp is a community where everyone is involved and expected to contribute in many facets of the program. Refer to these guidelines not as boundaries, but as minimums. All staff serve as role models for the camp population.

### GENERAL JOB RESPONSIBILITIES

#### Lodge Counselors:

- Live in a cabin with 6-10 boys and one other staff member.
- Supervise all facets of each camper's daily activities, including attendance at meals, activities, and special events.
- Make a personal and positive connection with each of your campers every day.
- Organize lodge activities like overnights, pizza parties, and group challenges.
- Help maintain a physically and emotionally safe environment for all participants.
- Be responsible for running assigned activity area.
- Assist with the implementation of evening activities and special events.

#### Activity Heads:

- Organize 4 daily activity periods for campers.
- Organize a schedule and/or events to keep activities open during free-time periods.
- Supervise the safe use of equipment and facilities by staff and campers.
- Educate campers and staff about the safety rules and procedures of the activity.
- Keep activity areas and equipment clean and in good working order.

#### Waterfront Director:

- Supervise the safe operation of all waterfront activities.
- Educate staff and campers about safe use of the waterfront.
- Provide opportunities for in-service training for lifeguards/waterfront staff.
- Manage the physical facilities and equipment in the waterfront program area.
- Ensure adequate coverage of all waterfront activities during activity and free-time periods.

#### Athletic Director:

- Supervise a safe and fun operation of all athletics programs.
- Facilitate league/team try-outs for all campers in all athletic programs.
- Organize in-camp and out-of-camp league play.
- Manage the physical facilities and equipment in the athletics program area.
- Coordinate activities offered during free-time offerings when fields are not being used for league games.

### **Specialized Activities Directors:**

- Supervise the safe operation of assigned specialized activity (archery, rifle range, ropes course, campcraft, woodshop, nature, arts).
- Educate staff and campers about safety procedures and boundaries for specific activity.
- Manage the equipment and facilities of independent activities.
- Ensure adequate coverage for area is provided during activity and free-time periods.

### **Trips Director/Leader:**

- Plan and prepare for all aspects of off-site wilderness trips.
- Educate staff in Minimum Impact/Leave No Trace principles.
- Ensure that camp staff and campers follow established safety guidelines while on trips.
- Manage all equipment in the trips department.

### **Program Director:**

- Coordinate all aspects of the camp's program.
- Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Supervise and evaluate program staff to develop and implement all facets of camp program activities.
- Develop and implement schedules and records for all areas of camp program and facilities.

### **Leadership Training Director:**

- Assist in the direction, supervision, and organization of the campers in the Junior Counselor Program.
- Plan instructional workshops and activities, extended wilderness trips, special projects, and day off excursions for junior counselors.
- Facilitate campers in establishing goals, sound work ethics, and personal skills.
- Evaluate campers and provide feedback regarding personal growth throughout the summer.

### **Heads of Residential Life:**

- Oversee lodge life/environment for campers.
- Serve as a resource to lodge counselors on counseling and management techniques.
- Contact new campers and parents before camp to welcome and field any questions.
- Act as a direct line for parent communications.
- Assist in the planning and preparation of programs and activities which augment the normal daily scheduled periods.

**Support Staff:**

- Fulfill the responsibilities of their specific job descriptions/roles within the camp program (i.e. Nurse, Secretaries, Camper Accounts Manager, etc.)
- Assist program staff in their roles and responsibilities to provide a safe, fun, and meaningful experience for the camp population.
- Serve as role models, mentors, and advisors for all program staff and campers.

## **ORGANIZATION FLOW CHART**

## **Section 9: CAMP COMMUNITY ODDS & ENDS**

### **COMMUNICATION**

#### **MAIL**

Staff mail will be distributed daily in the office mailboxes. Camper mail will be distributed at lunchtime to the lodge tables. Anyone wishing to receive mail at camp should use the following address:

**Camp Kawanhee  
58 Kawanhee Lane  
Weld, ME 04285**

#### **PHONES**

The office phone is for official camp use only. In emergencies, and in case of special needs, staff may use the phone for personal calls. Staff are asked to inform people that may wish to contact them to do so before 8:30 p.m. The main camp phone number is (207)585-2210.

Mobile phones may not be used in lodges nor in or around campers and program areas.

#### **COMPUTERS AND TECHNOLOGY**

Computer use in camp is limited. There is a staff computer area with internet service in the office adjacent the Rec Hall. The computers are available to staff/counselors during the evenings and free periods. Staff are asked to please take into consideration the number of people that may wish to use this as a means of communication or as a means for doing camp related business. Viewing or sharing of inappropriate materials is forbidden.

Staff are not permitted to have lap-top computers or tablets visible in their lodges. Kawanhee has made a significant effort to provide campers with an “Unplugged” experience and counselors are expected to model this effort.

Campers are not permitted to have mobile phones, tablets, or mp3 players/ipods during their stay at Camp Kawanhee. It is requested that parents leave these items at home or take them with them after travel arrangements are completed. Campers arriving in camp with any of these items are asked to turn them in at the office for safe keeping throughout their stay at camp. Counselors are asked to assist in making sure campers do not maintain possession of these items during their camp experience.

## **CAMP SERVICES**

### **CAMP STORE**

The camp store provides such things as toothpaste, batteries, soap, stamps, postcards, cameras, and fishing poles. In addition to these items the store offers camp clothing such as t-shirts, shorts, sweatshirts, and hats. The store is open every day except Sunday after the evening meal for about one hour. Candy, fruit, and popcorn are available on rotating nights.

### **KITCHEN**

Only kitchen personnel and staff involved in the preparation of foods are allowed in the kitchen before and during meals. As a general rule, the **kitchen is off limits to all personnel** unless there is a valid reason for their presence in the kitchen.

### **LAUNDRY**

All camper laundry is cleaned by the laundry staff. Campers should have their names on all articles of clothing, including their laundry bag. A schedule will be posted and distributed to all lodges. Lodge members are responsible for taking their laundry to the laundry room at Tattoo the night before their scheduled laundry day. They will be able to pick up their laundry by 4:00 the following day.

Staff and Counselors may use the camp laundry facilities once the daily camp laundry is completed.

### **LOST AND FOUND**

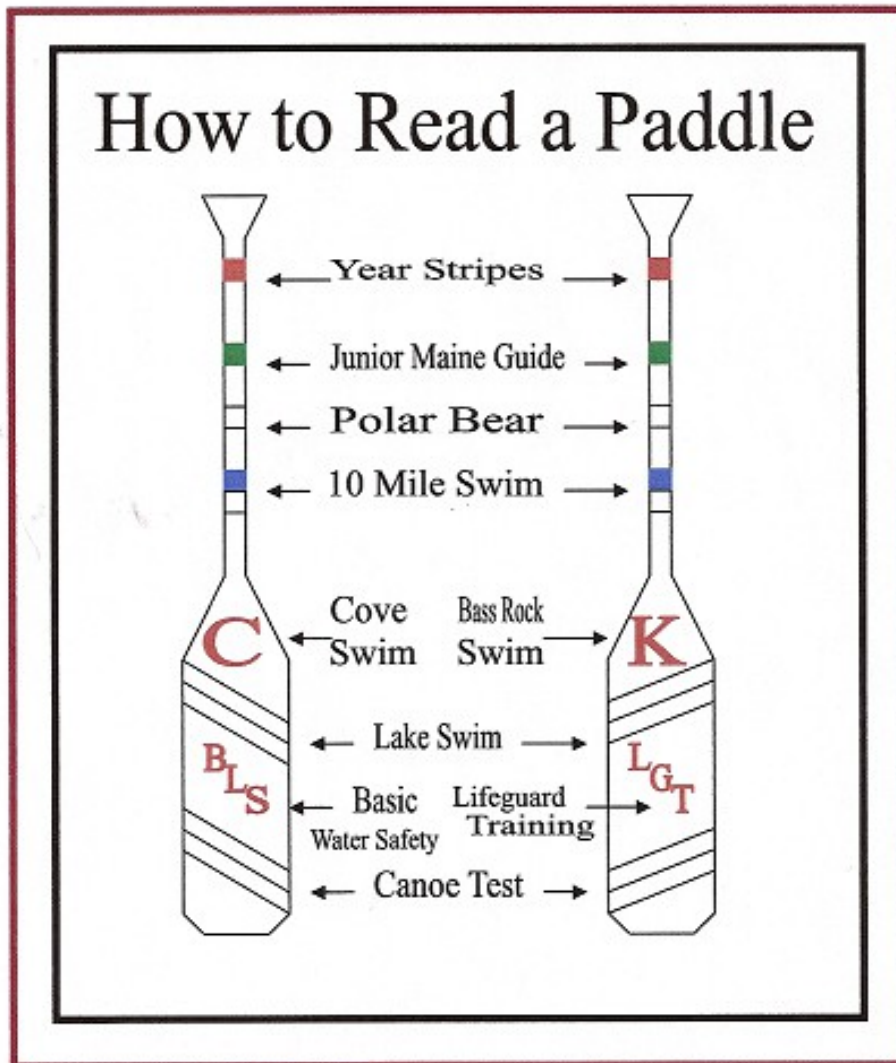
Camper clothing and assorted items lost or left around camp are generally taken to the laundry room where they will be cleaned and placed on the lost and found table. Valuable items that have been found should be taken to the office.

### **TUTORING**

At the request of parents, tutoring can be provided by qualified staff members. The fee charged is published annually in the brochure and is payable directly to the tutor assigned. Coordination of tutoring requests is done through the Executive Directors.

## PADDLES

All new campers receive a paddle with symbols of accomplishment painted on the blade and shaft. Staff have the opportunity to purchase their own paddle. The following diagram represents accomplishments that are painted on paddles.





## **KAWANHEE SONG AND CHEER**

**Kawanhee Colors:** MAROON and GREY

### **Camp Kawanhee Song:**

Roar Wildcat Roar  
For Camp Kawanhee on the Webb Lake Valley,  
Down through the everlasting years,  
The brave sons of Chief Kawanhee rally 'round Kawanhee,  
Kawanhee,  
Shouting thy name forever,  
Road Wildcat Roar  
For Camp Kawanhee on the Webb Lake shore.

### **Kawanhee Cheer:**

K-WAN-H-DOUBLE-E  
KAWANHEE  
KAWANHEE  
RAH, RAH, RAH, RAH, RAH, RAH, RAH  
KAWANHEE  
KAWANHEE  
Greys/Maroons, Greys/Maroons, Greys/Maroons  
YEAH