

Policies and Procedures Manual

Updated 2/2015



Held at Camp Chickagami, Presque Isle, Michigan

Table of Contents

Camp Administrator Job Description	1
Camp Co-Director (Director/Assistant Director) Job Description	2
Program Coordinator Job Description	4
Administrative Assistant Job Description	4
Instructional Staff Job Description	5
Health Officer Job Description	6
Head Cook Job Description	8
Assistant Cook Job Description	8
Certified Aquatic Supervisor Job Description	9
Lifeguard Job Description	9
Aquatic Observer Job Description	10
Head Counselor Job Description	11
Counselor Job Description	11
Counselor Responsibilities	12
Staffing Ratio Plan, Staff Selection & Background Checks	13
Child and Adult Protection Plan	13
MSU Required Reporting Protocols	14
Camp Staff Training	14
Behavior Management Policy	14
Disciplinary Action Form	15
Camper Release Policy and Plan	16
Health Service Policy	16
Aquatic Activities and Swimming Policies	17
Aquatic Emergency Plan	18
Missing Aquatic Participant – Emergency Action Plan	18
Near Drowning or Serious Accident – Emergency Action Plan	19
Diagram of Swimming Area	20
Canoeing Policy	21
Kayaking Policy	22
Sailing Policy	23
Snorkeling Policy	24
Wading Activities Policy	24
Shooting Sports Policy	25
Severe Storm Policy and Plan	26
Thunderstorm Safety Guidelines	26
Lightning Safety Guidelines	27
Fire Plan	27
Lost/Missing Camper Plan	28
Transportation Policy and Driver Qualifications	29
Traveling Policy	29
Food Service Policy	30
Food Service Operation Plan	31
Universal Precautions	32
Camp Program Handbook (Rules, Code of Conduct & More)	33

CAMP ADMINISTRATOR – Responsible to the Michigan 4-H Youth Development State 4-H Director
Convenes the Camp Management Team, which consists of the Camp Administrator, Co-Directors and Program Coordinators.

Pre-Camp Duties: Camp Operations

- With input from others on the Camp Management Team, identify, hire, communicate with and supervise camp staff in paid positions (Cook and Health Officer).
- Maintain personnel record (camp staff application forms) and process background checks required by State Licensing and MSU Extension Volunteer Selection Process for each adult staff member. Background checks for all staff are: reference check (3), criminal history I-CHAT check by State Police (or equivalent law enforcement agency if staff member is not from Michigan), Michigan Department of Human Services Child Abuse and Neglect Central Registry clearance, and the Michigan and National Sex Offender Public Website check. Camp state licensing also requires fingerprinting for the Camp Director.
- Make reservations for use of Camp Chickagami, charter captains, vans, etc.
- Administer all communication, payments, and arrangements regarding use of Camp Chickagami, including ensuring that the Aquatic Supervisor they provide is familiar with the Aquatic Supervisor responsibilities specific to 4-H Great Lakes & Natural Resources Camp.
- Create and manage budget.
- Prepare camp publicity.
- Supervise Administrative Assistant.
- Prepare and send correspondence to campers, county MSUE staff, camp staff, and counselors (recruitment, promotion, forms, program details, etc).
- Supervise receipt of camper registrations and maintain a roster or database for current campers, staff, and counselors.
- Oversee program offerings and scheduling of afternoon sessions.
- Organize and make arrangements for general camp supplies, water jugs, signage, and copies of general camp materials.
- Work with Co-Director to order food for camp.
- Create program booklet (blue book) that tells who, what, when and where details for camp.
- Make housing and Lake Group assignments.
- Arrange van transportation schedules.
- Arrange/prepare travel authorizations for MSU staff driving vans.
- Supervise supplies acquisition and van loading/unloading.
- Handle camp licensing application and maintain communication with camp licensing consultant.
- Arrange for petty cash and cash box.
- Handle correspondence with camp sponsors: Michigan 4-H Foundation, Michigan Sea Grant and any additional funders.
- Establish camp policies and procedures in accordance with MSU, Michigan 4-H, and state camp licensing requirements. Seek input from camp management team as appropriate. Update Camp Policies & Procedures Manual accordingly.

At Camp Duties

Enforce camp policies and procedures.

Qualifications/Education/Training Requirements

- Minimum of bachelors degree and experience in youth program administration
- Familiarity with state camp licensing guidelines, state 4-H policies, and Camp policies and procedures
- MSU Extension Staff member

CO-DIRECTORS – Responsible to Camp Administrator.

The co-directors have shared authority and responsibility for camp management, however some responsibilities are specific to each person. **The titles of Director and Assistant Director are used below to comply with camp state licensing rules and differentiate responsibility for some camp tasks where only one is needed to provide leadership.**

Pre-Camp Duties

- Participate in camp planning processes with Camp Administrator and Program Coordinators, including necessary revisions to camp policy book and selection of camp counselors.
- Work with Camp Administrator and Program Coordinators on camp organizational matters including: staff, counselor and camper recruitment and program planning.
- Plan and participate in staff training with the rest of the Camp Administrative Team.
- Transport medical authorization forms (and all other forms needed at camp) personally or ensure their transportation with the first-arriving staff member.
- Drive van to camp if an MSU employee.
- Provide input to Camp Administrator regarding housing and other group assignments of campers.

Director Only

- Comply with the fingerprinting requirement outlined for Camp State Licensing.
- Ensure Assistant Director has adequate support and assistance for counselor training (possibly attend).
- Provide leadership for the pre-camp on-site staff orientation meeting. Orient camp staff to site and review health/safety protocols (or delegate health/safety portion to Health Officer).

Assistant Director Only

- Assist in counselor recruitment and correspondence.
- Assist with Camp Cook selection, plan menus, order food.
- Provide input to Camp Administrator for counselor staffing combinations.
- Assume responsibility for pre-camp counselor training.

At Camp Duties

- Provide leadership and supervision to all staff personnel.
- Be familiar with, implement and administer 4-H Great Lakes and Natural Resources Camp within the framework of laws, state camp licensing requirements, and policies and procedures of MSU, Michigan 4-H, and rules established for this camp.
- Meet with State Licensing Camp Consultant during camp inspection.
- Be in residence at all times throughout the Camp session – at least one Co-Director must be present at all times.
- Be responsible for the day-to-day administration of the camp.
- Work with site caretaker to meet needs for camp operations.
- Maintain order, health, and safety standards of camp quarters and facilities.
- Organize on-site needs for housing and feeding of campers and staff.
- Assume responsibility for assuring the care, safety, protection, welfare, health, education, work and recreation of campers and staff.
- Develop, implement, and direct a functional schedule for camp operations, including staff free time, staff meetings, total camp meetings, and evening activities.
- Assume responsibility for behavior management of campers and staff in and outside of the camp setting throughout the duration of camp.

Director Only

- Provide instruction regarding emergency signals and procedures, implement and document appropriate drills.
- Handle petty cash & receipts and tracking at camp (and/or work with other staff to facilitate).
- Maintain records of where and which campers are engaged in field learning activities.
- Supervise Camp records, supplies and materials by working with Health Officer and other staff as needed.

Assistant Director Only

- Supervise and train camp counselor staff.
- Coordinate with counselors and other staff to provide campfire program leadership.
- Supervise kitchen staff and enlist assistance from the rest of the camp staff as needed.
- Supervise coordination and sign-ups for afternoon recreation sessions (with assistance from Administrative Assistant or Co-Director).

Post-Camp Duties

- Provide input to Camp Administrator regarding any follow-up correspondence needed to campers, parents, and/or staff.
- Assist Program Coordinators and Camp Administrator with planning and conducting post-camp debriefing meeting.

Director Only

- Balance cash box and submit original labeled receipts and remaining cash to MSU Extension Business Office immediately following camp.
- Follow through on any camp incident reports, camp violations, etc.

Assistant Director Only

- Assist with wrap up correspondence to counselor staff.

Director Qualifications/Education/Training Requirements

- Minimum of bachelors degree.
- Minimum of 8 weeks of cumulative full-time experience working with a population similar to that which camp serves.
- Minimum of 4 weeks full-time administrative experience in an organized camp or similar program.
- Not less than 21 years of age.
- Working knowledge of state camp licensing guidelines, Michigan 4-H and Camp administrative policies and procedures.
- If the Camp Director is away from camp for more than 12 hours, the person who is left in charge shall meet all of the requirements specified, according to state camp licensing rules.

Assistant Director Qualifications/Education/Training Requirements

- Minimum of high school diploma or equivalent and college-level coursework.
- Previous experience administering, teaching, or serving as a counselor or staff in a camp setting.
- Familiarity with camp rules, guidelines and procedures.

PROGRAM COORDINATORS – Responsible for the educational content of camp on behalf of Michigan 4-H Youth Development, Sea Grant Extension, and MSU Fisheries and Wildlife Department.

Pre-Camp Duties

- Serve on Camp Management Team to plan and coordinate camp educational program and assist with operational/administrative/policy details.
- Plan camp meetings (with camp management team consisting of Camp Administrator, Program Coordinators and Co-Directors).
- Identify instructional staff.
- Assist staff with developing lesson plans, planning for needed afternoon and evening sessions.
- Arrange for educational field trips.
- Coordinate afternoon recreation session offerings.
- Make arrangements for FW supplies and equipment as needed including FW pontoon boat use and someone to haul the pontoon to and from camp.
- Arrange for needed shooting sports equipment and straw backdrop for recreational option use.
- Prepare survey instruments needed for camp evaluation with input from the Camp Administrator.

At Camp Duties

- Provide instructional staff a primary point of contact for educational content, program direction, training & orientation.
- Assist Co-Directors with matters concerning staff.
- Assist Co-Directors with planning needs for site facility.
- Provide for and organize instructional materials – working with Administrative Assistant:
 - morning instructional staff
 - arts & crafts supplies
 - recreation supplies
- Assist Co-Directors, Health Officer, and other staff as needed with policies and procedures consistent with camp licensing guidelines and MSU/4-H policy and procedures (e.g., motor pool van use, expense procedures, insurance/risk management procedures, emergency/health/safety management).
- Provide back up assistance as needed/requested by Co-Directors to help staff stay on track.
- Administer camp evaluations.

Post-Camp Duties

- Supervise data entry of camp evaluations. Analyze and report camp impact data.
- Send thank you notes to those who assisted with camp.

Qualifications/Education/Training Requirements

- MSU staff member
- Familiarity with camp rules, guidelines, procedures and with MSU policies
- Experience in youth education programming

ADMINISTRATIVE ASSISTANT – Responsible to Camp Administrator and Camp Co-Directors

Pre- and Post-Camp Duties

- Maintain and organize camp records and teaching materials/supplies.
- Assist staff in procuring camp equipment and supplies including GPS units, digital cameras, laptop and projector(s).
- Assist with coordination of afternoon recreational sessions.
- Assist Program Coordinators with field trip arrangements.

- Help prepare/organize materials for camp staff training.
- Assist in communications with camp staff.
- Assist with general and health care supplies acquisition.
- Assist with loading and unloading of vans.
- Drive van with materials to camp (if attending camp).
- Participate in camp planning and debriefing meetings as needed.

At Camp Duties (if attending camp)

- Assist with camper check-in set up, and with camper database maintenance throughout the week.
- Maintain and organize camp records and teaching materials/supplies.
- Assist with coordination of camper sign up for afternoon recreational sessions.
- Assist in other camp operational duties as needed/requested.

Qualifications/Education/Training Requirements

- Previous 4-H, youth development, or camp experience
- Age 18 or older
- MSU student

INSTRUCTIONAL STAFF – Responsible to Camp Co-Directors and Program Coordinators

Camp staff consist of MSU staff and students, 4-H volunteers and outside resource people. Camp staff are generally fully engaged in the entire camp experience throughout the week. In addition to teaching sessions, staff share their expertise and serve as mentors and role models as they assist in other aspects of camp life throughout the days and evenings.

It's recognized that involvement of staff from partnering organizations will need to be within the parameters allowed by their organization. The camp administrative staff will work out these details as needed with partner organizations and their staff.

Duties

- Be familiar with Camp goals and objectives.
- Prepare and teach natural resources-based sessions to campers. Lesson plans, supplies and equipment lists are needed before camp for all morning sessions.
- Assist in other learning experiences (such as afternoon recreation sessions, evening program, evening recreation, judging various activities, etc.) as requested by other camp staff.
- Participate fully in the life of Camp:
 - Eat meals with campers.
 - Attend flag pole gathering (unless prevented due to other camp staff duties).
 - Attend daily camp staff meeting (unless prevented due to other camp staff duties).
 - Attend campfire (approx. 1/4 of camp staff should be present each night; staff to rotate turns).
 - Assume a fair share of "general operation" duties via a staff sign up schedule. This includes tasks such as taking an appropriate number of turns serving meals, doing dishes, policing camp grounds (i.e. night duty), clean up/pack up at end of camp, and helping kitchen staff during high need times in the kitchen as your time permits. Multiple helpers are needed Friday afternoon for fish fry preparation.
 - Assume a specific packing, clean-up or check-out duty at the end of camp.
 - Help maintain the camp facilities.
 - Promote camp spirit.

- Promote positive youth development (i.e., talking with campers, advising campers on natural resources careers, etc.).
- Model good judgment and appropriate behavior.
- Veteran staff to serve as mentors for new staff.
- Assist in behavior management of campers at all times. Inform camp Co-Directors of any observations or circumstances that raise concern.
- Know and follow camp policies relevant to instructional staff such as severe weather policies, field trip policies, etc. Know emergency signals and procedures. Monitor weather conditions at any time you are responsible for a group, and act accordingly in the situation to maintain the health and safety of all.
- Take responsibility for use and maintenance of walkie-talkie (if one is assigned) to ensure swift communication with Co-Directors and other key camp staff.
- Carry out other duties as assigned by Co-Directors. At least four staff are needed to be “on duty/available as needed” during unstructured times (between a.m. sessions and lunch and evening down time between dinner and camp fire).

Qualifications/Education/Training Requirements

- Subject-matter or youth development expertise.
- Experience in youth programs or interest in developing youth teaching expertise.
- Age 18 or older

HEALTH OFFICER (STIPEND POSITION) – Responsible to Camp Co-Directors

Pre-Camp Duties

- Schedule a 2-hour block 5-10 days prior to camp to review medical treatment authorization forms. Copies of forms will be mailed before camp. (Form originals will be transported to camp by one of the Co-Directors or another first-arriving staff member.)
- Check and maintain first aid and health supplies and inventory list before camp including primary, secondary and traveling first aid kits (prepared by Camp Administrative Assistant).
- Review Medical Standing Orders to edit and/or approve prior to submission to Camp Physician for approval and signature.

At Camp Duties

- Review camper, counselor and adult staff health information with ongoing maintenance of health files throughout the week.
- Maintain confidentiality regarding health information.
- Maintain permanent records of health and first aid activities conducted throughout the week by health officer and/or other staff.
- Be present at camper check-in to review health information with campers and their parent/guardian, to interview and inspect each minor on arrival, to receive/label camper medications with instructions, provide instructions/agreement for dispensing medications with appropriate campers and review any special conditions or circumstances.
- Maintain storage of medications in locked storage unless medically contraindicated.
- Be responsible for providing and monitoring off-site emergency medications.
- Check, maintain and store first aid and health supplies during camp including primary, secondary and traveling first aid kits.
- Notify appropriate staff member, including Co-Directors, ASAP of any and all serious medical conditions of each minor they will be responsible for and provide and monitor emergency supplies for that individual at all times.

- Dispense minor's medications as prescribed; administer other medications and first aid as directed by medical standing orders as needed/required.
- Coordinate communication, attendance and records of any/all levels of activation of emergency medical services.
- Assist Co-Directors in maintaining the overall health of all individuals attending camp including healthy living conditions and safety throughout the week.
- Encourage and maintain ongoing open communication with all camp attendees.
- Communicate with camp physician as needed regarding questions and concerns.
- Be physically available and present at all times during the camp program.
- Take responsibility for use and maintenance of assigned walkie-talkie to ensure swift communication with Co-Directors and other key camp staff.
- Implement universal precautions and maintain confidentiality of all health records.
- Provide staff and counselors with a working knowledge of universal precautions as well as appropriate use of any emergency medications, equipment, and/or treatments. Hold a second orientation if needed for those who arrive late or are absent due to other camp duties.
- Be familiar with and follow medical standing orders.
- Organize, inventory as much as possible, and pack up the medical supplies at the end of camp.
- Check-out campers and counselors as they depart camp.
- Finalize and organize medical records.
- On last morning of camp, wash linen and other items needing to be cleaned then packed for next year's use.

Post-Camp Duties

- Assist with inventory of medical supplies.
- Provide Dept. of Human Services follow-up reports if needed.
- Submit suggestions for further updates to Medical Standing Orders.

Camp Health Officer Requirements – per 2009 State Licensing Requirement Revisions

- Be on duty at camp during all hours there are campers present.
- Hold certification that is equivalent to community first aid and CPR for the professional rescuer requirements in the American Red Cross manual number 656137, which is adopted by reference in R 400.11103.
- Be one of the following:
 - a licensed physician
 - a licensed physician's assistant
 - a licensed nurse practitioner
 - a registered nurse
 - a licensed practical nurse
 - a licensed emergency medical technician (EMT)
 - a licensed medical first responder
 - an adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175, which is adopted by reference in R 400.11103.
 - an adult who has satisfactorily completed training and certification that is equivalent to the requirements in American Red Cross manual 656128 which is adopted by reference in R 400.11103.
- Have experience working with youth.
- Adult (age 18 or older).

HEAD COOK (STIPEND POSITION) – Responsible to Camp Co-Directors

Duties

- Duties begin with preparation of Sunday lunch through breakfast and kitchen cleanup on the following Saturday (full 7 day commitment).
- Prepare food for meals for campers and staff.
- Maintain clean and healthy food preparation and storage areas, cleaning these areas and food preparation materials (pans, utensils, equipment), as well as surfaces (counters, stoves, sinks) and general kitchen area including sweeping and mopping.
- Supervise assistant cook in the maintenance of clean and healthy food preparation, serving and eating areas (as well as other camp staff and campers as they assist in limited, short-term ways in the kitchen).
- Use supplies and ingredients as directed, including saving specific items identified as needed for the Friday fish fry. Notify camp co-director of needed kitchen supplies.
- Additional kitchen help will be available from other staff as their time permits and during busiest times when additional help is needed such as the Friday fish fry.

Qualifications/Education/Training Requirements

- Adult (age 18 or over)
- Experience in leadership in kitchen areas, especially in preparation of food for youth.
- Familiarity with Michigan requirements and guidelines for food service and dietary needs for youth in Camp or school settings. Willingness to work at hours deemed necessary to support timely preparation of food items. Ability to work as a team member, in an outdoor education setting.
- ServSafe certification

ASSISTANT COOK (STIPEND POSITION) – Responsible to Camp Cook and Camp Co-Directors

Duties

- Duties begin with preparation of Sunday lunch through breakfast and kitchen cleanup on the following Saturday (full 7 day commitment).
- Assist head cook with food preparation for campers and staff. Specific responsibilities include:
 1. Prepare things for the cook to use or cook with (chopping vegetables, etc.)
 2. Prepare the salad bar for lunches and dinners.
 3. Assist with set up before each meal and clean up afterward.
 4. Assist with evening snack preparation, serving and clean up.
- Assist head cook in maintaining clean and healthy food preparation and storage areas, cleaning these areas and food preparation materials (pans, utensils, equipment), as well as surfaces (counters, stoves, sinks) and general kitchen area including sweeping and mopping.

Qualifications/Education/Training Requirements

- Adult or older teen
- Experience in leadership in kitchen areas, especially in preparation of food for youth.
- Familiarity with Michigan requirements and guidelines for food service and dietary needs for youth in Camp or school settings. Willingness to work at hours deemed necessary to support timely preparation of food items. Ability to work as a team member, in an outdoor education setting.

CERTIFIED AQUATIC SUPERVISOR (STIPEND POSITION) – Responsible to Camp Co-Directors
State licensing places responsibility for fulfillment of this position under the Site license, not Program license.

Duties

- Set up and direct aquatic activities.
- Enforce all safety rules and procedures governing all aquatic activity.
- Train counselor staff as aquatic observers and supervise them as they perform this duty.
- Educate and supervise staff conducting an aquatic activity as needed.
- Evaluate swimming and waterfront areas prior to any activity.
- Application of policies to each specific area is to be determined and/or adapted as needed to provide the safest possible situation.
- Have proper rescue and first aid equipment available at aquatic activity site and in working order.
- Maintain equipment used for aquatic activities.
- At conclusion of swim time, organize equipment.
- Before aquatic activities begin, move equipment from storage to the waterfront. Review equipment to be sure everything needed is there and in working order.
- Check chase boat for gasoline and be sure it has a full tank.
- Provide lifeguards with check-list of duties and equipment they're responsible for.
- Be present during all aquatic activity. Do not engage in activities that distract from duties.

Qualifications/Education/Training Requirements

- Meet one of the following:
 - Equivalent to the lifeguard and CPR requirements in the American Red Cross manuals, numbers 655730 and 652161 respectively, which are adopted by reference in R400.11103 for any of the following:
 - Lifeguard training
 - Swim instruction
 - Instructor or instructor training
 - Equivalent certifications shall include, but not limited to, YMCA lifeguard course, The National Waterpark Pool lifeguard training, Boy Scouts of America lifeguard training, or other nationally recognized lifeguard training program, as approved by the Department.
 - For a watercraft activity, an adult who has satisfactorily completed training and certification that is equivalent to the requirements set forth in the American Red Cross manual 654171.
- Adult (age 18 or older).

LIFEGUARD – Responsible to Aquatic Supervisor

Duties

- Assist the Aquatic Supervisor as directed.
- Aquatics staff shall not engage in an activity that will distract them from their duties.

Qualifications/Education/Training Requirements

- One must be age 18 or older to serve as second aquatic supervisor during swim time (only time more than 50 campers are at waterfront); other lifeguards must be ages 16 or older.
- Satisfactory completion of Lifeguard Training equivalent to that offered by the American Red Cross.
- Satisfactory completion of American Red Cross CPR.

AQUATIC OBSERVER – Responsible to Aquatic Supervisor

Duties

- Assist the Aquatic Supervisor as directed.
- Aquatics staff shall not engage in an activity that will distract them from their duties.

Qualifications/Education/Training Requirements

- Not less than 16 years old.
- Has received training from the certified aquatic supervisor that includes, at a minimum, all of the following:
 - How to assist aquatic supervisor/lifeguards with observation and swimmer control
 - Being prepared with appropriate dress and supplies
 - How to check for hazards
 - Awareness of waterfront rules and enforcement strategies
 - Personal safety including self-rescue strategies
 - What to watch for, including, but not limited to, cramps, seizures, exhaustion, and horseplay.
 - Related items specific to the waterfront site.

HEAD COUNSELORS – Responsible to Camp Co-Directors

Duties

- Attend and actively participate in counselor training from 5 p.m. on the Friday before camp until the time counselors assist with camper check-in on Sunday. (Counselor check-in is 4-5 p.m. on Friday.)
- Serve as a liaison to other staff; provide feedback to counselors and other staff members.
- Know emergency signals and procedures.
- Assist camp counselors in providing supervision in the areas of health, discipline, safety, assigned duties in cabins, and with any special concerns. Supervise counselors in taking count of campers and monitoring their locations throughout the day including during emergency situations/drills.
- Assist in training of counselors.
- Report all injuries to Health Officer and Camp Co-Directors.
- Assist instructors and co-directors as needed.
- Assist in monitoring the health and welfare of the counselors.
- Meet or visit with counselors periodically to provide feedback and support.
- Wake up campers and counselors in time for morning activities.
- Encourage counselors to maintain healthy sleep and eating patterns.

Qualifications/Education/Training Requirements

- Not less than 18 years old.
- Previous experience as counselor.
- Previous attendance at 4-H Great Lakes and Natural Resources Camp.

COUNSELORS – Responsible to Camp Co-Directors

Duties

- Attend and actively participate in counselor training from 5 p.m. on the Friday before camp until the time counselors assist with camper check-in on Sunday. (Counselor check-in is 4-5 p.m. on Friday.)
- See “Camp Counselor Responsibilities” listed on next page (used as handout for counselors).

Qualifications/Education/Training Requirements

- Must be older than campers.
- Previous attendance at 4-H Great Lakes and Natural Resources Camp is desired.
- Leadership experience with younger youth.
- Previous camp counselor experience or training is desired.
- Demonstrated interest in developing further leadership skills with youth in a natural resources camp setting.
- One or more certifications in CPR, first aid, or lifeguarding is desired.
- Demonstrated initiative and ability to accept responsibility.

Counselor Responsibilities – 4-H Great Lakes and Natural Resources Camp

Responsibilities to Adult Staff and the Camp in general:

- Be on time for all activities.
- Be supportive of the camp program by enthusiastically participating in all activities.
- Be a liaison between the adult staff and the campers.
- Be an advocate for the campers you are responsible for.
- Do not leave the camp boundaries without the expressed permission of the camp co-directors and under the supervision of a senior adult (over age 25 unless specifically authorized by a camp co-director).
- Be supportive of staff decisions and actively participate in making those decisions. Provide information and personal recommendations so that the best possible outcomes are achieved.
- Do not leave campers without supervision or with limited supervision during the times you are assigned that responsibility.
- Be familiar with and follow camp rules and safety guidelines as outlined in the Policies and Procedures Manual. Counselors are expected to help maintain the rules.

Responsibilities to Campers:

- Be committed to the campers' health and safety (physically, mentally, and emotionally) as your first priorities.
- Always know the whereabouts of campers assigned to you.
- Treat every camper with respect and as an important individual. Help campers do the same.
- Be aware of campers' attitude, appearance, appetite, activity level, and health habits and be watchful of changes. Know your campers! Report any safety concerns, unlawful plans or behavior (as defined by camp rules and state/federal laws) to the Camp Co-Directors and/or local authorities. Report any health changes or injuries to the Health Officer.
- Know emergency signals and procedures. Your response during emergencies and drills is essential to the safety and well being of your campers.
- Be in cabins at camper "in-dorm" time and remain there until wake-up call.

Responsibilities to other Counselors:

- Respect and support your peers in the discharge of your counselor responsibilities and support of the camp rules.
- Keep strong personal feelings toward one another (positive or negative) from becoming part of the interpersonal relationship at camp. Don't let interpersonal relationships detract from the camp goals or the campers' or staff members' positive experiences.

Responsibilities to Self:

- Discuss any problems with an adult staff member so that they can assist in problem solving. You are not required to assume inappropriate authority or responsibility.
- Get enough sleep during the week so that you can perform at your best and have a safe drive home.
- Conduct yourself with honesty and integrity.
- Remember...with responsibility comes privilege and with privilege comes responsibility.

Staffing Ratio Plan, Staff Selection & Background Checks

1. State licensing requires that for campers age 13 and older, there will be 1 adult staff (age 18 or older) per every 14 campers or fraction thereof. 4-H GLNR Camp has a much higher staff ratio than this due to the intensity and experience depth but should not exceed 25 staff (full time FTE's) due to budget and space limitations. Staff recruitment and selection need to be made in a way that ensures adequate and quality educational programming and supervision for campers ages 13 to 15.
2. The minimum number of staff on duty in camp shall be 2 adults.
3. With 50 or more campers, the camp director will not be included in calculating the staff-to-camper ratio, and will not serve full-time as health officer or as aquatic supervisor (AS).
4. For aquatics activities, an aquatic supervisor and 1 aquatic observer shall be on duty for 20 or fewer campers involved in the activity. One additional aquatic observer shall be on duty for each additional 10 campers or fraction thereof. For more than 50 campers, an additional certified AS is required.
5. Before camp, all of the following characteristics shall be evaluated in relation to the duties assigned:
 - Character-* an individual demonstrated worthy of interactions with campers.
 - Emotional Stability-* demonstrated individual control of behavior and accepted social attitudes.
 - Health-* ability to perform all duties assigned without restrictions.
 - Ability-* has individual skills required to perform assigned duties.
 - Experience-* has experience required toward performing assigned duties.
 - Education-* has appropriate educational background related to the job assigned.These characteristics will be evaluated through the staff member's application and by three positive references that are obtained before camp from persons unrelated to the applicant.
6. A personal interview, a criminal history check, a central registry check, and a Michigan and national sex offender registry check will be performed for each staff member as required by camp state licensing rules and the MSU Extension Volunteer Selection Process. Every camp staff member must also sign the Michigan 4-H Adult Code of Conduct expressing their willingness to abide by 4-H rules and regulations.
7. Each staff member's completed application will be maintained on site at camp. All reference and background check information will be maintained in a locked personnel record at the State 4-H office.
8. Each staff member shall be provided with a copy of the job description he or she fills.
9. Each staff member will be expected to follow these general supervision recommendations.
 - Use the "buddy system" whenever possible, such that no individual staff member is alone with a minor, especially with a minor of the opposite sex.
 - No cabin visitation by staff members of the opposite sex.
 - Follow all camper/staff rules and expectations.
 - Be aware of and practice the 4-H Code of Conduct for working with youth.
 - Report any or all concerns regarding conduct of staff, counselors, or campers to the co-directors.

Child and Adult Protection Plan

1. Staff and counselors are to report any suspected child abuse or neglect to Camp Director or Health Officer. The Michigan DHS office in the county where camp is located will be contacted by telephone within 48 hours by the Director of Health Officer. Presque Isle DHS is 989-734-2108.
2. The Camp Director and health care professionals are mandated reporters and must make an immediate verbal report of suspected child abuse or neglect to Child Protective Services (CPS) by calling 855-444-3911 and must also file a written report with CPS within 72 hours. More information can be found at www.michigan.gov/dhs. The camp director must also notify the MSU Police Department, the MSU Extension CYI Director (Julie Chapin, 517-432-7608), and the MSU Extension Director of Human Resources (Adam Koivisto 517-353-9108).
3. Any alleged perpetrators will be immediately separated from the camper population until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers. An alleged perpetrator will be placed under direct supervision of adult camp staff. All such cases remain confidential.

MSU Required Reporting Protocols

All MSU Extension staff and volunteers that work with children and youth must be aware of and follow MSU's youth safety policies and procedures. The reporting protocols for MSU employees and volunteers are:

- **Suspected Child Abuse:** If in your MSU position you suspect a child may be abused or neglected, you must contact the local authorities immediately. In the case of a state licensed camp, inform the camp director who will contact the authorities and inform the MSU Police Department, the MSU Extension Children and Youth Institute Director (Julie Chapin, 517-432-7608), and the MSU Extension Director of Human Resources (Adam Koivisto 517-353-9108). See above Child and Adult Protection Plan regarding "mandatory reporter" expectations.
- **Sexual Assault*:** If you receive an allegation of sexual assault related to a member of the University community (faculty, staff, student or volunteer), you must report the alleged assault to the MSU Police Department and the Office for Inclusion and Intercultural Initiatives.
- **Child Pornography*:** If you become aware of suspected child pornography on MSU information technology resources, you must contact the MSU Police Department immediately.
*The MSU Extension Director of Human Resources and Institute Director must be immediately informed of said report by the camp director.

Related Contact Information:

MSU Police Department
(517) 355-222, Emergency: 911

Office for Inclusion and Intercultural Initiatives/
Title IX Coordinator (517) 353-3922

Camp Staff Training

A pre-camp training program for all camp staff members will be held for not less than 3 hours per state camp licensing requirements. See staff Training Resource Manual Appendix IV for a sample pre-camp training agenda and an on-site training agenda.

Behavior Management Policy

1. A camper will not be deprived of food or sleep; be placed alone without staff supervision, observation, and interaction; or be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.
2. Campers, counselors, and staff are expected to follow camp rules and guidelines at all times during their stay. These are provided in the 4-H Code of Conduct each person signed before camp and in the Camp Program Handbook (see page 33).
3. Violation of certain rules or guidelines will result in immediate dismissal. At other times when a less severe infraction of the rules takes place, a camper or counselor may be requested to fill out a Disciplinary Action Form, take part in discussion with staff, and/or receive a verbal warning.
4. Counselors and staff will set an example of positive behavior for the campers and counselors to watch and model their behavior.
5. It is essential that counselors and staff communicate instances of positive, as well as negative, behavior to the individual involved as the instances occur.
6. Counselors and staff will reward positive behavior of individuals and/or groups (e.g., verbal recognition or special privileges from director such as first through the meal line, etc.).
7. Counselors and staff should help individuals understand and develop positive, alternative, appropriate behaviors to replace the unacceptable ones.
8. If negative/harmful behavior continues after implementing the above recommendations, person(s) of immediate authority should initiate remedial action by communicating up the lines of authority (e.g., camper to counselor, counselor to instructional staff member, counselor to Co-Directors, staff member to Co-Directors, depending on the circumstances).
9. 4-H reserves the right to take appropriate action (including dismissal of camper, counselors, or staff) to protect the health, safety, and welfare of any or all individuals involved in camp.

4-H Great Lakes and Natural Resources Camp Disciplinary Action Form

I have been informed by the Director of the 4-H Great Lakes and Natural Resources Camp that my behavior has not followed expectations, standards, or rules published for camp. Since discipline in the form of punishment or taking away camper privileges detracts from the camp experience, I have simply been asked to stop this behavior. I agree to abide by this request and apologize for the disruption and inconvenience I have caused.

I also understand that this form will be destroyed at the end of camp and not held against me provided my behavior improves immediately and remains acceptable. I also understand that another serious offense (as defined by the Camp Director) will result in my being expelled from the camp.

Offense or rule violation that caused this action to be taken:

_____ Signature of Person Disciplined	_____ Date
_____ Signature of Camp Director	_____ Date

Camper Release Policy and Plan

1. No camper (person under 18 years of age) will be released into the custody of another person without a signed statement of permission from the parent/guardian/authorized person.
2. Parents/guardians/authorized persons must provide a completed camper release form at the time of registration. The form will include when, where, how, and to whom each camper is to be released.
3. At the conclusion of camp, campers will be released to either parents/guardians or the designated person on the release form.
4. A current roster of all campers will be maintained on-site and shall include, but not be limited to, his/her application, health form, and emergency contact information.

Health Service Policy

1. A written Camp Health Service Policy is maintained as a separate document. It was established in consultation with, and is reviewed and signed annually by, a licensed MSU physician.
2. The camp health service policy covers:
 - a. Procedures for camper health screening.
 - b. Arrangements for on-call health care consultation services.
 - c. Arrangements for emergency health care services and emergency transportation.
 - d. Standing health care orders that are defined as written instructions from the camp's consulting physician for the handling of injuries and illnesses.
 - e. First aid and health care supplies.
 - f. The storage and administration of prescription and nonprescription drugs and medications.
 - g. Medical procedures for camper trips away from a campsite.
 - h. Procedures for daily observation of each camper's physical state.
 - i. Procedures for H1N1 and other illness prevention.
 - j. Procedures for prompt and responsive notification of the camper's authorized person.
 - k. Health officer staffing.
 - l. Procedures for preventing disease transmission/universal precautions equivalent to the procedures set forth by the American Red Cross.

Bed Bug Policy

While not having a dangerous bite, bed bugs pose a concern since infestations are difficult to control. The following preventative action will be taken:

1. Camp staff and counselors will be trained to identify the signs of bed bugs.
2. Luggage will be looked at before it's moved into the cabins.
3. Staff will look for signs of bites during the swim tests conducted upon arrival to camp.
4. If during camp anyone is found with a significant number of new bites that could be from bed bugs, the sleeping area will be inspected for bed bugs. Staff will look for live or dead bed bugs around mattress seams and furniture crevices.

Aquatic Activities and Swimming Policies

1. All swimming will be confined to the marked and enclosed areas of the waterfront (see diagram).
2. Use of waterfront is restricted to times when the Aquatic Supervisor or another qualified staff member designated by him/her is present. **There will be no night swims.**
3. All campers will be tested and classified in the following categories of ability before engaging in an aquatic activity and will be restricted to their designated swimming areas:
 - Yellow-* Swims 2 widths of enclosed area and able to tread water for 5 minutes. This area is for only advanced swimmers.
 - Blue-* Swims less than 2 widths of enclosed area.
 - Red-* This area is for non-swimmers.All campers will be provided with a wristband color-coded by swim level. No camper will be permitted to participate in an aquatic activity that requires higher skills than the camper's swimming classification, except during formal instruction.
4. All campers in the water are responsible for the following: 1) they must know and listen for safety signals; 2) be aware of where the Aquatic Supervisor is during all swimming activities and listen for instructions; 3) follow through with instructions given by aquatic supervisor or other staff; 4) campers must not engage in any activities that will jeopardize their health or safety or that of others. Swimmers not adhering to these rules shall have their swimming privileges revoked.
5. All swimmers will be checked in and out by the Aquatic Supervisor or designee for each aquatic activity. The buddy system will be used for all recreational swims with buddy checks held at least every 10 minutes. Instructors are responsible for their respective classes during instructional swims (such as snorkeling and sailing).
6. There are to be no swimmers under the marker lines at any time. Swimmers are not to hang on the marker lines.
7. There will be no dunking or hazardous horseplay (including burying people in the sand) in or around the swimming area of any aquatic activity, or at any waterfront.
8. Entrance and exit to the waterfront area will be by the marked/designated location only; not around or under the area or in other areas.
9. All balls and flotation supports (e.g., kick boards) are to be kept within the marked area.
10. There will be no swimming by visitors without the permission of the Aquatic Supervisor or Camp Co-Directors.
11. The swimming areas are to be inspected by the Aquatic Supervisor daily to check for water temperature, obstructions, and the possibility of shifting sand that might create deep spots in the swimming area. The areas are to be checked before any swimming takes place each day.
12. NO headfirst diving shall occur in water that is less than 5 feet deep and in designated areas only.
13. If a swimmer or swimmers are missing the Lost/Missing Swimmer Plan will be implemented.
14. Emergency/Rescue Procedure:
 - a. Emergency and rescue equipment will be immediately available for all aquatic activities. Motorized watercraft will be available only to adult camp staff, lifeguards, and Aquatic Supervisor to be able to assist sailors, kayakers and canoeists.
 - b. The Aquatic Supervisor will teach, direct, and authorize (including notification of outside emergency services) all aspects of an aquatic emergency.
15. Camper to staff ratio: For 20 or fewer campers the aquatic supervisor and one aquatic observer will be on duty. One additional aquatic observer must be added for every additional 10 campers or fraction thereof. For more than 50 campers, an additional certified aquatic supervisor is required. Aquatic staff shall not engage in any activity that will distract them from their duties.

These policies may be modified by the Aquatic Supervisor as he/she deems necessary; at no time may swimmers be subjected to any unnecessary risks.

Aquatic Emergency Plan

1. The Aquatic Supervisor will always have immediate access to life-saving equipment (minimum of a whistle, throwing assist device, first aid kit).
2. Camper Accountability:
 - a. A roster of involved campers will be with the activity leader as well as at the main camp area.
 - b. Buddy checks will be instituted at 10-minute intervals minimally and at the discretion of the Aquatic Supervisor.
 - c. In the event of an emergency or drill the Aquatic Supervisor will promptly evacuate the aquatic area, and campers will assemble quickly and quietly in their groups on the shore. The head counselors will do a head count. The head counselors or the adult assigned to that particular group will relay head count to the Aquatic Supervisor.
3. If an aquatic participant is injured the Aquatic Supervisor will supervise and direct all first aid for life sustaining procedures including notification of emergency services.
4. Drills will be implemented at the discretion of the Aquatic Supervisor and/or Camp Director.

Missing Aquatic Participant – Emergency Action Plan

1. If an aquatic participant(s) are reported or observed missing, the following procedures will be implemented immediately:
 - a. Activate emergency action plan- 3 whistle blasts to alert others of the situation.
 - b. Evacuation: the Aquatic Supervisor will clear the swimming area at once, and campers and staff will assemble in their assigned groups quickly and quietly on shore.
 - c. The Aquatic Supervisor will send runners to summon the Camp Health Officer and Camp Co-Directors.
 - d. Aquatic Observers (under the direction of the Aquatic Supervisor) will form a hand chain and search shallow areas moving from the shore out toward the marker lines. This search will be continued until the missing swimmer is found.
 - e. The Aquatic Supervisor will dive any deep areas to locate the missing aquatic participant.
 - f. Staff will send runners to search for the missing aquatic participant(s) in his/her cabin, the main dining hall, the bathrooms, and all other suspected locations. If the missing aquatic participant is located, the waterfront personnel should be notified at once.
 - g. If the camper is still missing after 10 minutes, the Camp Director or acting camp director will contact the Presque Isle County 911 system for immediate emergency assistance.
 - h. If the camper is located and is not breathing, staff will begin mouth-to-mouth resuscitation at once. Resuscitation efforts will continue until they are successful or until qualified emergency assistance arrives.

Near Drowning or Serious Accident – Emergency Action Plan

If an aquatic participant(s) are near drowning or in a serious accident, the following procedures will be immediately implemented:

- a. Activate emergency action plan- 3 whistle blasts to alert other lifeguards and aquatic observers of situation.
- b. Aquatic Supervisor and/or Lifeguard closest to the spotter attempt rescue.
- c. Additional lifeguards, observers, or staff clear water, and give assistance as directed.
- d. Notify Camp Co-Directors or Aquatic Supervisor to initiate emergency procedures- notify all.
- e. If victim regains consciousness- DO NOT allow victim to walk or move until checked by proper medical authorities.
- f. Notify Aquatic Supervisor and Health Officer as soon as possible.
- g. As needed, Aquatic Supervisor, Camp Director, and Health Officer fill out in detail, “MSU Injury/Property Damage Report for Non-Employees,” and/or “Incident, Accident, Illness, Death, or Fire Report” from Michigan Family Independence Agency.

Aquatic Supervisor, Lifeguards and Aquatic Observers are responsible for the campers and staff. No lifeguard is expected to operate under unsafe or unreasonable conditions.

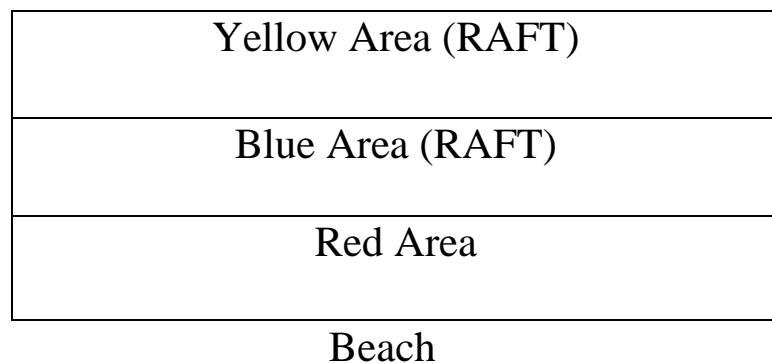
If at any time the Aquatic Supervisor is confronted with an unsafe situation, the Aquatic Supervisor should take immediate measures to correct the situation (even if it means canceling activity). Additional help is available from the Lifeguards and Aquatic Observers as needed by the Aquatic Supervisor.

NOTE: Good Judgment is Essential

Safety or emergency suggestions should be directed to the Aquatic Supervisor.

Diagram of Swimming Area

Lake Esau



Buddy Board and Lifesaving Equipment – To be placed at each permanent swimming area and immediately accessible in case of an emergency

Equipment Includes:

- Buddy Board
- Whistle (for each staff person on duty)
- Ring buoy (or other throwing device) with rope that is sufficient length for the area
- Back board with minimum of 6 straps and appropriate rigid cervical collars
- Reach Pole/Assist Pole
- First Aid Kit
- Rescue Tube
- Cellular phone (if desired)

Staff – One Aquatic Supervisor and one Aquatic Observer shall be on duty for 20 or fewer campers. One additional Aquatic Observer shall be on duty for each additional 10 swimmers or fraction thereof. If more than 50 campers are involved in an aquatic activity, an additional certified aquatic supervisor (i.e., adult lifeguard) is required.

Aquatic staff shall not engage in any activity that will distract them from their duties.

Canoeing Policy

1. Leadership: Canoeing will be done under the leadership of an adult activity leader (instructor) who has at least one year of experience in teaching.
2. Classification and Limitations:
 - a. Campers using the canoes must demonstrate elementary skill level in handling a canoe, including getting in and out and paddling techniques.
 - b. No more than 3 people per canoe.
 - c. Two non-swimmers will not be placed together in the same canoe.
 - d. Campers and counselors will participate in a “tip test” of canoes.
3. Arrangement, Inspection, and Maintenance of the area and Equipment:

Aquatic supervisor or qualified designee will inspect canoes, paddles, and personal flotation devices (PFDs) each time before equipment is used. PFDs must be appropriately sized, coast guard-approved, and NOT of kapoc construction. When camper tips, we’ll retrieve them with another vessel.
4. Safety Precautions:
 - a. All canoers must wear PFDs at all times.
 - b. Canoers must obey the directions of the Aquatic Supervisor and instructor at all times. No horseplay is allowed.
 - c. The Aquatic Supervisor and/or instructor will have a canoe and/or a flat bottom boat always ready for emergency rescue. Access to lifesaving equipment (whistle, throwing assist device, first aid kit) will be immediately available in case of an emergency.
 - d. Canoers will wear appropriate clothing.
5. Camper Accountability:
 - a. Know and listen for emergency signals.
 - b. Know who and where the instructor is at all times and listen to his/her instructions.
 - c. Campers must follow all reasonable instructions from the canoeing instructor or other adults on site.
 - d. Campers must refrain from any activity that would put themselves or others in jeopardy (i.e. tipping over the canoe).

Kayaking Policy

1. Leadership: Kayaking will be done under the leadership of an adult activity leader (instructor) who has at least one year of experience in teaching.
2. Classification and Limitations:
 - a. Campers using the kayaks must demonstrate elementary skill level in handling a kayak, including getting in and out and paddling techniques.
 - b. Non-swimmers should not be allowed to participate in kayaking.
 - c. Campers and counselors will participate in a “tip test” of kayaks.
3. Arrangement, Inspection, and Maintenance of the area and Equipment:

Aquatic supervisor or qualified designee will inspect kayaks, paddles, and Personal flotation devices (PFDs) each time before equipment is used. PFDs must be appropriately sized, coast guard-approved, and NOT of kapoc construction. When camper tips, we’ll retrieve them with another vessel.
4. Safety Precautions:
 - a. All kayakers must wear PFDs at all times.
 - b. Kayakers must obey the directions of the Aquatic Supervisor and instructor at all times. No horseplay is allowed.
 - c. The Aquatic Supervisor and/or instructor will have a canoe and/or a flat bottom boat always ready for emergency rescue. Access to lifesaving equipment (whistle, throwing assist device, first aid kit) will be immediately available in case of an emergency.
 - d. Kayakers will wear appropriate clothing.
5. Camper Accountability:
 - a. Know and listen for emergency signals.
 - b. Know who and where the instructor is at all times and listen to his/her instructions.
 - c. Campers must follow all reasonable instructions from the canoeing instructor or other adults on site.
 - d. Campers must refrain from any activity that would put themselves or others in jeopardy (i.e. tipping over the kayak).

Sailing Policy

1. Leadership: Sailing will be taught under the leadership of an adult activity leader (instructor) who has at least one-year experience in sailing and providing instruction.
2. Classification and Limitations:
 - a. Campers using the sailboats must demonstrate elementary skill level in handling a sailboat, including righting and re-boarding of the sailboat, raising and lowering the daggerboard, trimming the sails, and steering.
 - b. No more than 2-3 people per sailboat (depending on the boat's capacity rating).
 - c. Non-swimmers (red wristbands) will not participate.
 - d. Campers and counselors will participate in a "tip test."
3. Arrangement, Inspection, and Maintenance of the area and Equipment:

Aquatic supervisor or qualified designee will inspect sailboats, sails, hull, rudder, rigging, and PFDs each time before equipment is used. Personal flotation devices (PFDs) must be appropriately sized, coast guard-approved, and NOT of kapoc construction.
4. Safety Precautions:
 - a. All sailors must wear approved PFDs at all times when in sailboats.
 - b. Sailors must obey the directions of the aquatic supervisor and sailing instructor at all times. No horseplay is allowed.
 - c. The aquatic supervisor and/or instructor will have a chase boat always ready for emergency rescue. Access to lifesaving equipment (whistle, throwing assist device, first aid kit) will be immediately available in case of an emergency.
 - d. Sailors will wear an appropriate swimsuit or clothing that can get wet.
5. Camper Accountability:
 - a. Know and listen for emergency signals.
 - b. Know who and where the instructor is at all times and listen to his or her instructions.
 - c. Campers must follow all reasonable instructions from the sailing instructor or other adults on site.
 - d. Campers must refrain from any activity that would put themselves or others in jeopardy (i.e. removing one's life jacket).

DESCRIPTION: This course serves as an introduction to sailing. Students will learn how the forces of wind cause a sailboat to move, and then learn the art of sailing. Sailboats naturally heel away from the wind, and it is expected that sailors will tip training boats over when first learning the skill. Sailboats used in this course possess self-flotation, however students must know how to right their boat and re-board when in deep water. A chase boat and lifeguard will be on-hand to assist if necessary.

Typical instruction will include a brief session on "dry-land" sailing to see how the wind affects the boat when blowing from different directions. Boats will be moved to shallow water, where students can see how the boat reacts to the wind in its natural environment, given various wind directions. Students will then be allowed to sail themselves with direct instruction from the sailing instructor. A "tip test" will take place to make sure that students know how to right and re-board their boats.

Snorkeling Policy

1. Leadership: A qualified adult activity leader (instructor) who has 2 or more years of snorkeling experience will conduct the activity under the supervision of a qualified Aquatic Supervisor.
2. Classification and Limitations:
 - a. The activity is limited to the areas within the vicinity of Lake Esau and Lake Huron designated by the Aquatic Supervisor.
 - b. The activity will be limited to no more than 4-6 participants at a time who have passed the swimming test (are able to swim in the blue or yellow areas and have color-coded wristbands indicating their skill level – see swimming policies).
3. Arrangement, Inspection, and Maintenance of area and Equipment: Equipment will be checked daily by the instructor. The instructor will review water conditions daily.
4. Safety Precautions:
 - a. Snorkelers must obey the directions of the Aquatic Supervisor and snorkeling instructor at all times. No horseplay is allowed.
 - b. Access to lifesaving equipment (whistle, throwing assist device, first aid kit) will be immediately available in case of any emergency.
 - c. Snorkelers will wear appropriate clothing and footwear.
5. Camper Accountability:
 - a. Know and listen for emergency signals.
 - b. Know who and where the instructor is at all times and listen to his/her instructions.
 - c. Campers must follow all reasonable instructions from the instructor or the other adults on site.
 - d. Campers must refrain from any activity that would put themselves or others in jeopardy.

Wading Activities Policy

Note: Camp educational sessions that involve youth in shallow water wading are: Inland Fisheries/Aquatic Ecology and occasional afternoon recreation sessions.

1. Leadership: wading activity sessions will be accompanied by the Aquatic Supervisor or certified lifeguard, as well as adult session instructors.
2. Classification and limitation
 - a. The activity is limited to the areas within the vicinity if Lake Esau and Lake Huron designated by the Aquatic Supervisor.
3. Arrangement, Inspection and Maintenance of area and Equipment
 - a. Safety (lifejackets) and rescue equipment will be checked daily by Aquatic Supervisor or Lifeguard responsible for activity. The lifeguard will review the water conditions at the site.
4. Safety Precautions
 - a. Waders will wear lifejackets while engaged in the wading portion of the camp.
 - b. Waders must obey the directions of the Aquatic Supervisor and Instructors at all times. No horseplay is allowed.
 - c. Access to lifesaving equipment (whistle, throwing assist device, first aid kit) will be immediately available in case of any emergency.
 - d. Waders will wear appropriate clothing and footwear.
5. Camper Accountability:
 - a. Know and listen for emergency signals.
 - b. Know who and where the instructor is at all times and listen to his/her instructions.
 - c. Campers must follow all reasonable instructions from the instructor or other adults on site.
 - d. Campers must refrain from any activity that would put themselves or others in jeopardy.

Shooting Sports Policy

1. Leadership: BB gun/Air Rifle and Archery will be taught under the leadership of an adult activity leader (instructor age 18 or older) in accordance with Michigan 4-H Shooting Sports policies. All instructors will be Michigan 4-H Shooting Sports Certified, and will use nationally recognized training and range protocols (e.g., National Rifle Association standard rifle protocols for BB gun/air rifle, and National Archery Association for archery.)
2. Classification and Limitations:
 - a. The shooting range area and the appropriate safety zones will be flagged to keep non-participants from the shooting area and from areas down range from the activity area. The backstop area will have an appropriate slope and physical characteristics, and will be located away from camper foot traffic. Shooting lines will be clearly labeled; shooting lines will be run with the standardized range commands. Backstops will consist of materials adequate to stop arrows/BBs/pellets and to prevent ricochet of BBs, pellets and arrows.
 - b. The activity is limited to no more than 3-4 shooters at one time on each of the two shooting lines (BB/air rifle, or archery). The total number of participants in each (BB/air rifle, or archery) will equal no more than 6 to 8. Total number of youth for the combined shooting sports activity session will be no more than 12 to 16.
3. Arrangement, Inspection and Maintenance of the Area and Equipment:
 - a. Equipment will be checked by instructors and inspected for safety and functioning each day of the activity.
 - b. Shooting range area will be inspected each day the activity is offered and markings will be maintained.
 - c. Equipment will be stored in a locked area without camper access and under direct control by adult camp staff.
 - d. Equipment appropriate to the size and abilities of users will be provided.
4. Safety Precautions:
 - a. All BB/air rifle participants will wear safety glasses whether shooting or not. All archery participants will wear armguards, and safety glasses, and will follow standard safety protocols for handling of arrows. Archers will use finger tabs at their discretion.
 - b. Standard range commands and safety protocols will be used for BB gun/air rifle and for archery.
5. Camper Accountability:
 - a. All participants will learn, know and practice following range safety commands. Participants will learn parts of equipment, basic skills, shooting positions and techniques, and safe handling and care of equipment. Those refusing to follow range commands and safety protocols will be dismissed from the firing line, the range and the activity.
 - b. All participants will follow instructors' range commands and instruction. Those refusing will be dismissed from the firing line, the range and the activity.
 - c. All participants will refrain from ANY horseplay and any activity that would put theirs' or others' safety in jeopardy. Those involved in any horseplay will be dismissed from the firing line, the range and the activity.

Severe Storm Policy and Plan

1. The Camp Director has the overall responsibility of monitoring the current and predicted weather conditions.
2. Staff members have the responsibility of monitoring weather conditions during all activities.
3. In the event of severe or impending weather conditions, the staff and campers will be notified.
4. All campers and staff will report to the main dining hall.
5. Campers (and staff assigned to each group) will assemble groups quickly and quietly. Other staff will also assemble.
6. Counselors for each group will take roll call and report results of roll call to a Camp Co-Director.
7. Staff will be responsible for: maintaining order, verifying roll call and other duties as assigned by a Camp Co-Director.
8. Safety and first aid supplies will be accessed by the Health Officer and be kept readily available. (Supplies for an emergency include: blanket, flashlight, first aid kit, battery operated radio, emergency and/or needed medications.)
9. If tornado warnings occur, shelter will be sought under tables as far away from windows as possible. If tornado threat is imminent, campers and staff will tuck and cover their heads.
10. Regular activities may resume when the “all clear” is sounded.

Thunderstorm Safety Guidelines

1. Monitor the weather conditions during warm periods and during the passage of cold fronts. Expect a thunderstorm when cumulus clouds begin building up and darkening. Ongoing evaluation of the latest weather forecast is recommended.
2. Keep calm. Thunderstorms are usually short duration; even squall lines pass in a matter of minutes to a few hours. Be cautious, but don't be afraid. Stay indoors and keep informed.
3. Observe what the storm is doing. Remember that the mature stage may be marked on the ground by a sudden reversal of wind direction, a noticeable rise in wind speed, and a sharp drop in temperature. /heavy rain, hail, tornadoes, and lightning generally occur only in the mature stage of thunderstorms.
4. Conditions may favor tornado formation. Be alert as to whether there is a tornado watch or warning out for your area. A tornado watch means tornado formation is likely in the area covered by the watch. A tornado warning means one has been sighted or radar-indicated in your area. If you receive a tornado warning, seek shelter. Stay away from windows.
5. Lightning is often a thunderstorm's worst killer. Follow lightning safety guidelines during an electrical storm.
6. Thunderstorm rain may produce flash floods. Listen for flash-flood warnings from the National Weather Service.
7. When in camp, the Director has the responsibility to monitor weather conditions. If untoward conditions arise, an emergency signal will be used for all camp members to assemble at the designated area to receive further instructions.
8. When away from camp, each adult leader has the responsibility to visually monitor current weather conditions. Use common sense (i.e. return to camp before conditions escalate if threatening weather approaches).
9. If unable to return to camp before severe weather breaks, seek appropriate shelter.

Lightning: Stay away from the area's highest points and avoid trees, metal, and water.

Tornado: Lay flat with your hands covering your head in an area below ground level if possible, such as a ditch.

Lightning Safety Guidelines

1. Remain indoors, unless absolutely necessary.
2. Do not use showers or plug-in electrical equipment (including hair dryers, curling irons, or electrical razors) during the storm.
3. Do not use the telephone during the storm (lightning may strike telephone lines outside and could then travel inside).
4. Do not use metal objects during the storm (especially items like fishing rods or golf clubs).
5. Get out of the water immediately.
6. Seek shelter in your vehicle if you are traveling (automobiles offer excellent lightning protection).
7. Seek shelter in a building. When there is no shelter, avoid the highest object in the area. If only isolated trees are nearby, your best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high.
8. Avoid hill tops, open spaces, wire fences, metal clothes lines, exposed sheds, and any electrically conductive elevated objects.
9. If you feel the electrical charge (your hair stands on end or your skin tingles), lightning may be about to strike you. Drop to the ground immediately.

Fire Plan

1. Sound emergency signal for alerting campers and staff. Call emergency services at 911.
2. When emergency signaling device is sounded, all campers and staff shall:
 - Evacuate the building closest to the fire.
 - Report immediately to the flagpole.
3. Campers (and staff assigned to each group) are to assemble in their assigned Lake groups quickly and quietly. Other staff will also assemble.
4. Counselors for each group will quickly and quietly take roll call and report results to their assigned adult staff member.
5. An adult staff member will be assigned to each lake group at the beginning of camp. **During and emergency/drill this person will:**
 - Assemble with his/her designated group.
 - Verify roll call from their appropriate counselor.
 - Relay roll call results to the Director.
 - Remain with their group and maintain order.
 - Be responsible for the evacuation of their assigned group should that be deemed necessary.
6. All other staff will also report immediately to the flagpole and will assist in any/all emergency activities as requested by the Co-Directors.
7. Regular activities may resume when the “all clear” signal is sounded.
8. Fire drill(s) will be conducted during the week. The first drill will be conducted within 48 hours of arrival. A written record of drills will be maintained.
9. Safety and first aid supplies will be accessed by the Health Officer and kept readily available. (Supplies for emergency include: blanket, flash light, first aid kit, battery operated radio, emergency signal and/or needed medications.)

Lost/Missing Camper Plan

1. Notify Camp Co-Directors of the missing camper(s).
2. When the emergency signaling device is sounded, all campers and staff shall:
 - Evacuate the buildings by the closest fire exit.
 - Report immediately to the flagpole.
3. Campers (and staff assigned to each group) are to assemble in their assigned Lake groups quickly and quietly.
4. Counselors for each group will take roll call and report results to the Camp Co-Director.
5. An adult staff member will be assigned to each lake group at the beginning of camp. **During an emergency/drill this person will:**
 - Assemble with his/her designated group.
 - Verify roll call from their appropriate counselor.
 - Relay roll call results to the Camp Director.
 - Remain with their group and maintain order.
 - Be responsible for the evacuation of their assigned group should that be deemed necessary.
6. All other staff will also report immediately to the flagpole and will assist in any/all emergency activities as requested by the Co-Directors.
7. If a camper is confirmed missing/lost, the Co-Directors will instruct specific staff to search the immediate camp area. Campers will be instructed to wait in the dining hall under the supervision of assigned staff to await further instructions.
8. Activate the “Lost Swimmer Plan” if necessary.
9. Designate time for staff to report back to the Director.
10. The staff will return to the dining hall at the appointed time.
 - If a camper is still missing, the Camp Director will contact Presque Isle County emergency services (911) for immediate assistance.
 - If a camper is found before designated meeting time, 5 blasts of the emergency signaling device will alert staff to return.

Transportation Policy and Driver Qualifications

1. Driver Qualifications:
 - a. The driver of any vehicle transporting campers shall be an adult and shall possess a valid operator or chauffeur license appropriate to the vehicle driven and the circumstances of its use.
2. Vehicle Inspection and Maintenance:
 - a. Any vehicle used for the transportation of campers shall be appropriately licensed and inspected as required by state law.
 - b. At camp all vehicles will be inspected each day before being used and will be properly maintained and licensed.
 - c. A vehicle will be available at all times for emergency situations. Vehicle keys will be kept in a central location accessible to staff only.
3. Camper Supervision and Safety:
 - a. In a vehicle which is required by law to be equipped with passenger safety belts, the driver and all passengers shall be properly restrained by the use of passenger safety belts while the vehicle is in motion.
 - b. A camper shall be transported only in the part of a vehicle designed by the manufacturer for passenger transportation.
 - c. The number of passengers shall not exceed the manufacturer's rated capacity for the vehicle.
4. Emergency Evacuation:
 - a. A vehicle shall be available at all times in camp for use in emergency situations.
 - b. An adult will have direction and supervise in case of an emergency situation, including responsibility for the orderly evacuation of the vehicle if necessary.
5. Camper Loading and Unloading Procedures:
 - a. Adults will supervise the campers in transit and will direct the loading and unloading of the vehicle – including checking the doors of the vehicle if necessary.
 - b. **Campers will be unloaded only when sufficient staff is present at the site to supervise campers.**

Traveling Policy

1. General Procedures:
 - a. Each trip, the group must be accompanied by at least one adult staff and one counselor or second adult staff member. One staff person shall be certified in basic First Aid and CPR (equivalent to the requirements set forth by the American Red Cross). A first aid kit will be available in each vehicle.
 - b. A listing of those on the trip will be kept by the trip leader and at the main camp. A travel plan which includes the itinerary and pre-established check-in times shall also be left at the main camp.
2. Emergency Procedures:
 - a. In case of injury or illness on the field trip, an attempt will be made to move the involved individual(s) back to the camp Health Officer. If injuries are deemed to be more serious (requiring specialized or life sustaining first aid) an individual will be sent to get emergency medical assistance.
 - b. Life sustaining first aid may be provided, including prevention of shock and/or further injury.
 - c. The Presque Isle County emergency services (911) will be requested to send emergency assistance to the site immediately.
 - d. The Camp Director and Health officer are to be notified as soon as possible.

Food Service Policy

1. The camp will provide three meals a day and one snack in the evening, in accordance with teens' nutritional needs and activity level unless medically contradicted and documented. Meals shall be of sufficient quantity and shall meet or exceed current nutritional allowances recommended in the publication entitled, "Basic Nutrition Facts – 1988," pages 6-8 and 6-9, MI Dept. of Public Health Publication No. H-808, 1990, and Table 6-1 "Suggested daily Eating Guide, Revised 1993 – 'Update to Basic Nutrition Facts'."
 - a. There will be no restrictions on the amount of food available to campers and staff at each meal.
 - b. The variety of protein, carbohydrates, vegetables, fruits, and dairy products will be varied at meals.
 - c. Meals will be appetizing.
 - d. Counselors and staff will try to keep track of the quality and quantities of food consumed by individual campers and intervene if necessary.

2. Normal meal hours are:

8:00 a.m.	Breakfast
12:00 p.m.	Lunch
5:30 p.m.	Dinner
9:15 p.m.	Snack

3. Meals will be served family or cafeteria style.
4. Special dietary concerns will be handled under the direction of the Health Officer working with the cook in accordance with the campers' needs and with the instructions of the campers' parents/authorized person/physician. If questions or concerns arise, the parents/guardians will be contacted.
5. All menus will be posted.

Food Service Operation Plan

1. The kitchen and food storage facility will be kept free of insects, rodents, and pests.
2. Floors and food preparation surfaces will be cleaned daily and as needed during the day.
3. No person with any communicable disease (including colds) will be allowed to prepare, cook, serve, or otherwise handle food, foodstuff, or materials in the kitchen and dining hall.
4. There will be no smoking in the food preparation area of the kitchen.
5. Menus will be made up in advance and nutritious meals will be provided. Weekly menus will be posted in the kitchen area.
6. The hood and filter above the stove and grill will be cleaned weekly to remove grease deposits.
7. Regular dishes and utensils will be scraped completely first, and then washed thoroughly in 120 degrees Fahrenheit water with detergent or soap. They will then be immersed for 2 minutes in scalding water at 140 degrees Fahrenheit. Finally, the dishes will be immersed in clean hot (140 degrees Fahrenheit) water to which a sanitizer (bleach) has been added. Dishes will be air dried.
8. Wash and final rinse water must maintain temperature of 140 degrees Fahrenheit. Change wash and rinse water every 10 minutes.
9. Combustible or hazardous materials will not be stored in the food storage area.
10. All spoiled or contaminated foods will be disposed of immediately.
11. All food will be thawed in a refrigerated unit.
12. All foods will be covered during storage and kept off the floor a minimum of 6 inches.
13. Food “potentially hazardous food” defined:
 - a. Food shall be obtained from approved sources. Only pasteurized milk and milk products will be used. Canned goods will only be used when commercially packaged.
 - b. A permanent food preparation area, whether on or off the campsite, will comply with the applicable provisions of sections 12901 to 12922 of Act No. 333.12922 of the Michigan Compiled Laws.
 - c. As used in this rule, “potentially hazardous food” means any food that consists of, in whole or in part of, milk or milk products, eggs, meat, poultry, fish, shell fish, edible crustaceans or other ingredients, including synthetic ingredients, in a form capable of supporting rapid or progressive growth of disease or toxin-producing microorganisms. The term does not include clean, whole, un-racked, odor-free shell eggs or foods which have a high sugar or acid content.
14. At other than permanent preparation areas, all of the following provisions apply.
 - a. All potentially hazardous foods will be transported and stored in and served from containers or equipment capable of maintaining hot food at 140 degrees Fahrenheit and/or above or cold food at 45 degrees Fahrenheit or below. All food shall be protected from potential contamination while in transit. Packaged food will not be stored in contact with water or un-rained ice.
 - b. Utensils used to prepare, serve, and consume food shall be single-service utensils except that multi-use utensils may be used if provisions for washing, rinsing, and sanitizing are available and used and meet the provisions of section 129-9 of Act No. 368 of the Public Acts of 1978, as amended, being SS333.12909 of the Michigan Compiled Laws. All utensils will be stored, transported, and dispensed in a manner that prevents contamination.
 - c. Ice intended for human consumption will be from an approved source, protected from contamination, and will not be used as a medium for cooling stored food.
15. Garbage produced in the kitchen’s area shall be removed and stored in fly-proof and watertight garbage bags and placed in a dumpster. Garbage shall be removed twice a week or more, as needed. The garbage dumpster shall not be filled to overflowing or allowed to become foul smelling or a breeding place for flies.

UNIVERSAL PRECAUTIONS

1. Wash hands before and after contact with each individual, after glove removal, and immediately after contact with blood, body fluids or human tissue occurrences.
2. Wear gloves when anticipating contact with blood, body fluid, tissues, mucous membranes (i.e. the lining of the mouth and nose) or contaminated surfaces, or if breaks in the skin are present.
3. Wear an impervious (waterproof) gown or apron if splattering on clothing is likely.
4. Wear a mask if there is to be contact with an infectious disease spread by splatter droplets (i.e., individual has a cold – coughing, sneezing of etc.).
5. Wear a mask and eye protection if aerosolization or splattering of body fluids is likely to occur.
6. Use mouth piece or ventilation device during emergency resuscitation if possible.
7. Dispose of sharp objects carefully. Do not handle broken glass; use a broom and dustpan and dispose of properly.
8. Report immediately all lacerations, mucosal splashes or contamination of open wounds with blood or body fluids.
9. Clean contaminated spills immediately with a one part bleach to ten parts water solution.
10. Linen - place in impervious bag at point of use. Handle all soiled linens with gloves.
11. No sharing of eating or drinking utensils.
12. Teach Universal Precautions to all attendees at camp.
13. Teach individuals the importance of good infection control measures (hygiene, especially good and frequent hand washing; covering one's mouth when sneezing or coughing; immediate and appropriate disposal of used Kleenex; etc.).
14. Keep copies of Universal Precautions available in the infirmary, bathrooms, kitchen and transportation vehicles.

4-H Great Lakes & Natural Resources Camp Program Handbook

Participant Safety

The physical and emotional safety and well-being of the youth participants at 4-H Great Lakes & Natural Resources Camp (generally referred to hereafter as “this program”) are high priorities for MSU Extension and Michigan State University. Please see the Michigan 4-H Youth Code of Conduct and 4-H Great Lakes & Natural Resources Camp Rules for information on measures designed to keep MSU Extension youth participants safe while they’re at the event.

These conduct and safety policies and procedures meet or exceed the new (effective in January 2014) MSU (Michigan State University) requirements regarding all programs involving minors on campus. More information about the policy is available at

<http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm>.

Contact Information & Emergency Procedures

Participant Cell Phones – Please Leave at Home

Camper cell phones are not allowed at this program since cell phones can easily be a distraction and disruption that impede campers’ full participation. Participants found with cell phones will be subject to disciplinary action.

If There’s an Emergency at Home

If an emergency arises at home, a message will be relayed to the camp participant and phone access will be arranged by the camp director so the call can be returned. Emergency contact information follows: Camp caretaker’s office: 989-595-6752; Presque Isle County Sheriff’s Office: 989-734-2156.

If There’s a Medical Emergency During This Program

If a camp participant gets sick or hurt during this program, the parent or guardian will be contacted immediately using the contact information on the camp Medical Treatment Authorization form. Messages will be left seeking a return call if there is no answer, and the next number will be called.

Depending on the medical concern, a parent or guardian will be asked to determine whether and what level of treatment will be sought during the program or if they wish to delay further medical treatment or advice until the participant returns home.

A health officer will be on-site during the entire time of camp. Further medical care will be arranged as needed. If further medical care is sought, the cost of treatment will be billed to the parent or guardian.

If a participant has to leave this program early for health or family emergency reasons, the parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when the parent or guardian is notified and he or she arrives with proper identification, the participant will be separated from program activities and remain under staff supervision.

Michigan 4-H Youth Code of Conduct & 4-H Great Lakes & Natural Resources Camp Rules

This section outlines the Michigan 4-H Youth Code of Conduct and rules specific to 4-H Great Lakes & Natural Resources Camp. (There is a slightly different version of the Code of Conduct for adults.) All participants, volunteers and staff members are expected to abide by the code of conduct, the event rules and all other MSU regulations in order to attend this program. Everyone involved in this program must sign an agreement stating they've read, understand and agree to the Michigan 4-H Code of Conduct and program rules in order to be allowed to participate in the program.

Michigan 4-H Youth Code of Conduct

Participation in Michigan 4-H programs is subject to the observance of the program rules. Any participant who knowingly violates this Code of Conduct is subject to discipline, up to and including removal from the activity he or she is participating in (at his or her own expense) or the entire 4-H program. Determination of disciplinary action shall be done with input from the volunteers and staff overseeing the program or activity. Final decisions about discipline will be made by the MSU Extension staff.

Youth in a Michigan 4-H program will:

- Show respect for, and cooperate with, fellow members, volunteers and staff. Refrain from using vulgar language such as swearing.
- Treat all property with respect. Repair costs for damage incurred to property will be billed to those responsible. Theft or vandalism is strictly prohibited.
- Follow 4-H policies and procedures when participating in any 4-H sponsored event.
- Be responsible for your own belongings. 4-H Youth Development is not responsible for any lost or missing items.
- Under no circumstances, commit or threaten violence toward any individual, group or the program.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension 4-H youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension 4-H youth activity or event under the influence of alcohol and/or controlled substances including tobacco, electronic cigarettes, etc.
- Under no circumstances, bring dangerous or unauthorized materials (such as explosives, weapons or similar items) to an MSU Extension 4-H youth activity or event.
- Abstain from harassment or bullying of another participant, volunteer or staff member (either in face to face interactions, through social media or other communication venues), particularly when the behavior is disrespectful as regards a person's gender, race, age, sexual orientation, religion, national origin, disability, political beliefs, marital status, family status, or veteran status, or appearance.
- Abstain from inappropriate sexual behavior including intimate physical/sexual contact. Abstain from using cameras and other digital recording devices in restrooms and other areas where privacy is expected.
- Not cheat or falsely represent efforts related to 4-H project activities.

4-H Great Lakes & Natural Resource Camp Event Rules

Participants at this program must agree to abide by the event-specific rules that follow.

General Rules

- Be on time and ready for camp daily routines such as waking up, flag raising/lowering, meals, class sessions, bedtime.
- Actively participate in program offerings.
- Do not bring a cell phone to camp (campers only). Camp staff and counselors may have cell phones or emergency use.
- Wear name badge visibly around your neck at all times except when swimming, showering or sleeping.
- Turn in all medicines (prescription and over-the-counter) upon arrival to the camp Health Officer. The Health Officer will label and dispense all medication; it will be returned to you at checkout.
- Maintain your own personal hygiene by showering, etc. but don't take an unfair amount of time in the bathhouse!
- Drink lots of water because of our intense outdoor activity during camp!
- Be safe at ALL times. Horseplay of any form (pranks, climbing on the roof, throwing people in the water, moving the bunkhouse furniture, etc.) is not acceptable or responsible behavior.
- Wear appropriate clothing and footwear required for the activities you are doing. Always wear shoes, except when swimming. Shirt and shoes must be worn in the dining hall. Wear swimsuits only for swimming and not as regular clothing. Unacceptable attire includes clothing that:
 - Conveys a violent, offensive or obscene message or image.
 - Promotes use of an illegal substance.
 - Exposes undergarments or excessively exposes the body. (Bathing suits should be in good taste.)
- Campers and Counselor may not go to the lake unless with a member of the staff on supervised activities or with special permission of the Camp Director.
- Leave valuables, such as expensive jewelry and electronic devices, at home.
- Don't have pop and candy; these are not allowed in camper's cabin areas or the camp's grounds. (Enough great meals and desserts are provided that you do not need candy or other treats. Keeping food out of the bunkhouses makes sure that your cabin does not have wildlife coming in to visit at all hours of the day and night!)
- Keep your sleeping area, the cabins and the whole camp clean and organized.
- Do not leave the program grounds except for field trips arranged as part of the program under the supervision of event staff. During off-site activities, remain with your group unless you have other permission from the staff member in charge.
- When on field trips, follow all instructions of van drivers and wear your seatbelt. Keep voices at a normal level. Be a positive ambassador for MSU and 4-H and leave a good impression.
- Do not gamble for money or for any other items or behaviors.
- You may not have firearms or weapons of any kind while at camp, including a jack-knife or filet knife. Staff members will be sure you have the equipment you need for each learning session (including fish cleaning and shooting sports).
- Dress appropriately for the program schedule.
- Report ANY illness or injury immediately to the camp Health Officer.
- Report accidents or emergencies immediately to the camp director.

Housing Policies & Regulations

The policies and regulations listed in this section cover curfews, visitors and housing assignments. The housing assignment policy conforms with the Michigan 4-H Youth Development Youth-Adult Overnight Housing Policy (4h.msue.msu.edu/resources/4h_housing_policy).

Curfew

All 4-H Great Lakes & Natural Resource Camp participants are expected to:

- Be in your assigned cabin for the night at the time of “lights out,” at 30 minutes after campfire or the last evening program (11-11:15 p.m. each night). All campers will be accounted for each night by camp counselors and staff.
- Quiet hours are from 11:15 p.m. to 7 a.m. Everyone is to be in his or her own assigned cabin during these hours. (Exceptions apply for those needing to awake earlier for early bird activities such as charter fishing, Lake Esau or dock fishing, and polar bear swim).

Housing Assignments

Housing areas are designated either “females only” or “males only.” Participants are not allowed in the housing or bathhouses of the opposite gender.

Visitors

Participants may not have visitors during this program who are not associated with the event.

Consequences for Misbehavior

Youth Participants

Disciplinary action can range from discussion and verbal warning, to the signing of a Disciplinary Action Form, to immediate dismissal. If youth misbehave seriously enough during this program that a parent or guardian needs to be involved, the parent or guardian will be contacted either by the youth – while under the supervision of the camp director – or directly by the camp director. The parent or guardian will be informed of what has happened and what the follow-up action will be. The possible consequences include that the youth is:

- Given a second chance, with a clear understanding of the behavior expected.
- Dismissed immediately from the event at the parents or guardian’s expense.
- Prohibited from participating in other MSU programs.
- Turned over to the appropriate law enforcement authority.

If a youth is dismissed early from this program, a parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when the parent or guardian is notified and he or she arrives at the event location with proper identification, the youth will be separated from the program activities and remain under staff supervision. In extreme circumstances, the youth may be turned over to local authorities during the wait time before pick up occurs.

Adult Participants

Disciplinary action can range from a discussion and verbal warning to immediate dismissal from the event. If inappropriate behavior continues after behavior expectations have been reviewed with the adult participant and a warning has been issued, the adult will be asked to leave the event immediately at his or her own expense and arrangement. The offending adult may also be prohibited from being involved with other MSU programs. If a law violation is involved, the adult will be turned over to the appropriate law enforcement authority.

The camp director will work with other staff as needed to find a replacement for the offending adult in his or her role at camp.