

To: Winnebago Staff Members

Summer 2020

From: Andy, Laura, EJ, Alex, Sam, Tom and Section Leaders

Welcome to Winnebago. Every summer since 1919, an extraordinary group of counselors and boys has assembled at camp on the shores of Echo Lake. We are glad that you have joined us as part of the Winnebago community.

We wrote these guidelines to give you insight into Winnebago's traditions, policies and procedures and to give you some tips on how to be a great counselor. In this document, we try to give you some tools, not only to better understand how camp works, but a reference for you to use throughout the summer to catalogue your experience and a guide to refer to when you encounter a situation that you are unsure of. Of course, this is not the proverbial holy book. Instead, it is a helpful first step that can be personalized both to track and to aid your experience at camp.

The breadth of this information might feel overwhelming. Not to worry, things should fall quickly into place. Over the course of the next two weeks, we will do our best to cover the important and timely aspects of camp and you will have time to ask questions relating to everything (and more) in this document.

We have selected you because we have great confidence in your skills and ability to relate well with children. We will invest a great deal to make you a valuable member of the camp community and we ask for your attention and welcome and value your input.

We are delighted that you are here.

(S.A.L.T) Goals



1.

2.

3.

4.

5.

6.

WORDS THAT GUIDE US

In the upcoming pages you will be presented with a list of values, which is both the framework and the central nervous system for the Winnebago experience. In forming this basis, our hope is to provide counselors a map of camp's core values. Our hope is that by clarifying these values, counselors can become more intentional in their instruction and interactions with campers.

In the following pages we will present these values, clarify our understanding of them, apply them to camp and extrapolate ways in which they may be incorporated into your work at camp. Throughout SALT and the summer, we challenge you to examine and clarify your own relationship with these values. We believe that by having a better understanding of how you relate to these words you will in turn more effectively communicate, incorporate and role model Winnebago values and help campers realize how they will help enrich their lives. We understand there will be times in which communication of these ideals may be direct, but we also recognize that we are creating an overall tone, which will help guide us through the summer.

We hope the following pages will encourage thoughtful conversations and will help you understand why boys have been returning to Camp Winnebago for nearly a century!



Community is...

- A group of people gathered together with common set of values.
- Reaching a balance between the needs of the individual and the needs of the group.
- A group of people having fun.
- Knowing where boundaries are (emotional, safety, learning objectives) among and between people.
- Working together for a common goal.
- When an individual and a group thrive together in a symbiotic relationship.
- A group of people who learn and grow together

Important facets of camp when done well help create a strong community

- Living in a bunk
- Being part of a team
- Positive Role modeling
- Eating together
- Trips
- Working together
- Sharing thoughts and feelings



“Coming together is a beginning; keeping together is progress; working together is success.”

– Henry Ford

“Without a sense of caring, there can be no sense of community.”

– Anthony Burgess

This is a story about four people named Everybody, Somebody, Anybody and Nobody. There was an important job to be done and Everybody was sure Somebody would do it. Anybody could have done it by Nobody did it. Somebody got angry about that because it was Everybody’s job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn’t do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

Community means to me...

Integrity is about...

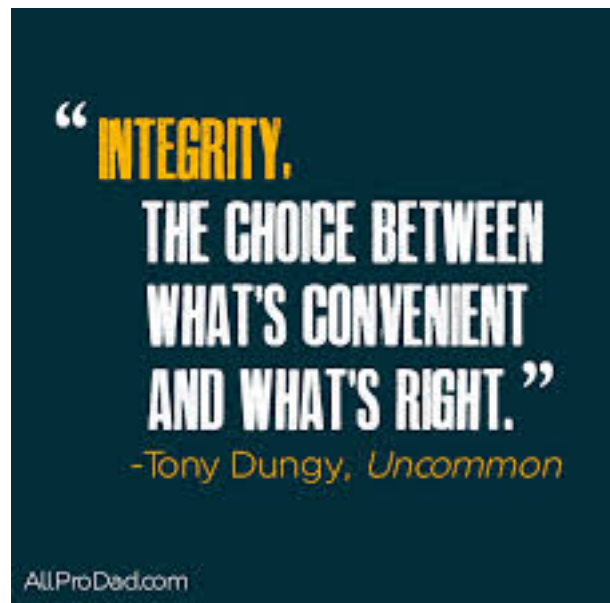
- Fair play/sportsmanship.
- Honesty.
- Pulling your own weight.
- Doing the right thing (following rules) even when no one is looking or it is inconvenient.

Functioning from a place of integrity at camp will lead to...

- Trust between staff and campers
- Healthy role modeling
- Open and honest communication
- Deep and healthy relationships

Integrity.

Integrity is a concept of consistency of actions, values, methods, measures, & principles, expectations, & outcomes. It can be regarded as the opposite of hypocrisy.



“Sportsmanship for me is when a guy walks off the court and you really can’t tell whether he won or lost, when he carries himself with pride either way.”

— *Jim Courier*

“The supreme quality for a leader is unquestionable integrity.”

-Dwight D. Eisenhower

“Integrity is making sure the things you say and the things you do are in alignment.”

-Katrina Mayer

Integrity means to me...

Respect is shown through...

- Acknowledging people for what they do and who they are.
- Listening caringly.
- Working through a chain of command.
- Accepting individuality/diversity when others are different than you.
- Attentive non-verbal communication

When practicing respect at camp, the results will be...

- Developing a respectful relationship with the outdoors
- A beautiful clean facility
- Only making promises you will keep
- Campers feeling safe to express their feelings.



**“Respect for ourselves guides our morals; respect for others guides our manners”
-Laurence Stern**

**“We don't need to share the same opinions as others, but we need to be respectful.”
- Taylor Swift**

“For to be free is not merely to cast off one's chains, but to live in a way that respects and enhances the freedom of others”

-Nelson Mandela

Respect means to me...

Resilience is gained by...

- Pushing people's limits appropriately in a safe environment.
- Showing and encouraging dedication.
- The ability to win or lose with grace.
- Practicing for success.

Resilience can be built in campers by...

- Offering gentle encouragement
- Acknowledging a camper's struggles
- Recognizing camper's strengths and areas of growth
- Creating an atmosphere where failing is ok



“It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.”

-Charles Darwin

“I haven't failed. I've identified 10,000 ways this doesn't work.”

- Thomas Edison

“Man never made any material as resilient as the human spirit”

-Bern William

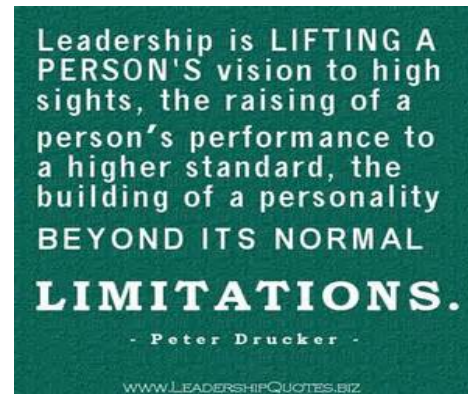
Resilience means to me...

Leadership is...

- Creating opportunities for people to teach and exert influence
- Using teachable moments.
- Role modeling through actions and words.
- Having high expectations of individuals while accepting shortcomings.
- Understanding the importance of everybody in group (inclusivity).
- Realizing the most important link in a chain is the weakest link.
- Having awareness outside of yourself

Being a strong leader at camp leads to...

- Campers stepping into leadership roles
- Groups learning from their mistakes
- Campers feeling safe to take risks
- Obstacles being overcome



“Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.”

- Vince Lombardi

“You can do what I cannot do. I can do what you cannot do. Together we can do great things.”

-Mother Theresa

“Leadership is the capacity to translate vision into reality.”

-Warren G. Bennis

Leadership means to me...

Effort is...

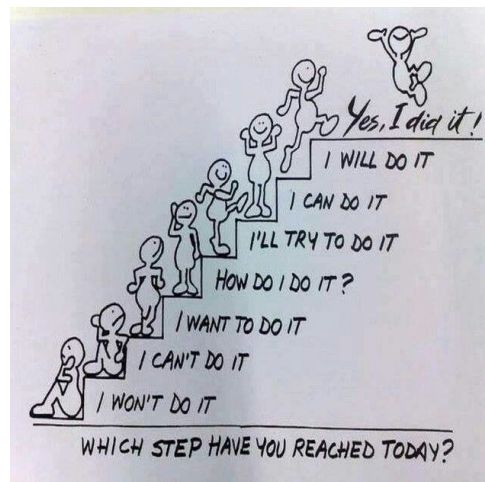
- Trying new things
- Encouraging others in difficult circumstances
- Creating safe learning environment
- Understanding the importance of the journey
- Setting of clear goals and working towards them

Encouraging and exhibiting effort at camp will lead to...

- Campers exceeding expectations of themselves
- Feelings of accomplishment in campers and staff alike
- Increased self confidence
- Awareness of untapped potential
- Development of new skills and refining pre-existing ones

**IT WILL TAKE
TIME, EFFORT,
blood sweat & tears
BUT I WILL
GET THERE**

PICTUREQUOTES.COM



“The game has its ups and downs, but you can never lose focus of your individual goals and you can't let yourself be beat because of lack of effort.”

-Michael Jordan

“If you have a positive attitude and constantly strive to give your best effort, eventually you will overcome your immediate problems and find you are ready for greater challenges.”

- Pat Riley

“Success always demands a greater effort.”

-Winston Churchill

Effort means to me...

Creativity...

- Encourages critical thinking
- Role models problem solving
- Values individuality
- Willingness to try new things and new ways to do old things
- Having an open mind

Encouraging creativity at camp will lead to...

- Amazing creations
- Campers gaining confidence in their problem solving skills
- Fun!!!
- Campers being engaged in activities



“Think left and think right and think low and think high. Oh, the thinks you can think up if only you try.”

– Dr. Seuss

“Creativity is more than just being different. Anybody can plan weird; that’s easy. What’s hard is to be as simple as Bach. Making the simple, awesomely simple, that’s creativity.”

-Charles Mingus

“Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn’t really do it, they just saw something. It seemed obvious to them after a while.”

– Steve Jobs

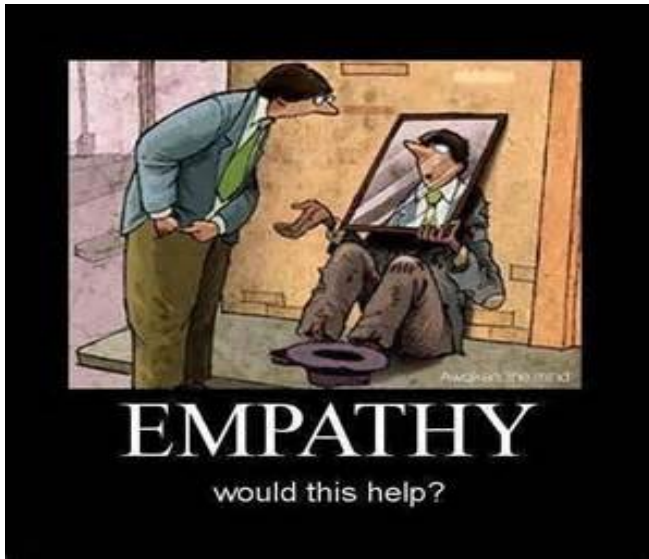
Creativity means to me...

Empathy is...

- Being aware of other's feelings
- Acknowledging and identifying with another person's experience
- Accepting we all have strengths and weaknesses
- Recognizing that others need help and willingness to help them

Practicing empathy at camp will lead to...

- Campers feeling safe talking to you about their problems
- Campers treating each other with respect
- Deeper connections between our entire community



CHILDREN CLOSE
THEIR EARS TO
ADVICE BUT
OPEN THEIR EYES
TO EXAMPLE.

“Remember that everyone you meet is afraid of something, loves something and has lost something.”

-H. Jackson Browne Jr.

“Could a greater miracle take place than for us to look through each other's eyes for an instant?”

-Henry David Thoreau

“Empathy is really the opposite of spiritual meanness. It's the capacity to understand that every war is both won and lost. And that someone else's pain is as meaningful as your own.”

-Barbara Kingsolver

Empathy means to me...

Staff Guidelines

Days Off

Staff members take five days off during the season, generally the same day in each of the middle five weeks. The Head Counselor schedules days off with input from the counselors. Because of the extraordinary circumstances this summer, we will be scheduling days off by either giving staff 2 half days off/week or, one full day off. That will depend on the will of the staff. A day off begins at the beginning of first period. Counselors are expected to check in at camp by 1:30 A.M. and proceed directly to their bunk. Staff members with cars are asked to share rides with other staff without cars. *You are expected to return in a state ready to deal with a camper emergency. If you are not, you will not be permitted to return to your bunk and you will sleep on one of the administration staff's couches.*

Nights Off

Staff members may be off duty after their evening responsibilities have been performed. Counselors are expected to check in at camp by 1:30 A.M. and proceed directly to the bunk. Once you check in you are considered in for the night. *You are expected to return in a state ready to deal with a camper emergency. If you are not, you will not be permitted to return to your bunk and you will sleep on one of the administration staff's couches.*

OD

In addition to the single all-camp "OD", there must be two counselors from each of the four camp sections in camp each night. Everyone assigned is to stay in the immediate bunk area of the Section.

Daily Time Off

Staff will generally have one period off during a regular program day. However, on special days all staff may be asked to participate throughout the day unless on a day off.

Staff Curfew

We recognize that in your "other life" many of you may run yourselves ragged and have no responsibilities other than yourselves and your courses or jobs. As you are responsible for children's lives and well-being, we insist that you be adequately rested. The day's activities, enjoyable as they may be, are strenuous and demanding. We let you know before you start at Camp that you will not be permitted to burn the candle at both ends. Too much is at stake and we will not permit you to put young peoples' health and well-being at stake so you can stay up late. We insist that you be back at camp, checked in by 1:30 AM and in the bunk directly after. We will suggest to you an earlier curfew, if it appears that you are not performing at your full strength.

Leaving Camp

Because of the extraordinary health measures we are taking to help prevent Covid at camp, Staff will not be permitted to leave camp grounds, unless with express permission from the Director or Head Counselor. Any violation of this rule will be reason for immediate dismissal.

Salary and Advances

Salaries are determined by a written agreement, signed by the Director and you before you are asked to perform your responsibilities at Camp. The salary is payable in cash, as a draw, or as a check, or, as most do, a check for a sizable percentage of your salary at the end of the summer and cash withdrawals as you need cash. You may draw cash, or check to pro-rata earnings, after you have worked at camp for a week. The SALT period does not count toward this week and no salary is earned during this week.

Terminations

The Director may dismiss staff should the staff member's conduct, physical condition, service or influence be deemed unsatisfactory to the best interests of Winnebago. In such a case, the staff member will be paid the pro rata portion of the salary, but not necessarily any portion of return trip transportation.

Possession of or use of non-medically prescribed illegal substances on **or** off campgrounds or being under the influence while on duty, including when returning from a night out or day off, is reason for immediate dismissal. Marijuana use is not allowed at camp.

Hitting, striking, physically or otherwise abusing a camper is reason for immediate dismissal.

Cars

Counselors are permitted to have cars at camp. They must be parked in designated areas. Official camp drivers are over 21 and are designated by the administration. They are the only ones permitted to drive camp vehicles. A camper should never be transported in a non-camp vehicle.

Staff Visitors

Because of the extraordinary situation for the summer, no visitors will be permitted at camp except with expressed permission from the Director.

Tobacco Products

Winnebago is a non-tobacco camp. Use of any tobacco products is not allowed in any building, on or off camp grounds during the camp day or at night after hours. If you are on duty, or even if you are off for a period or two, we don't want the smell or the behavior to be associated with any counselor at Camp Winnebago. The only time you are permitted to use tobacco products is when you are on a day off or a night out.

Appearance and Personal Hygiene

Since children tend to imitate their counselors, it is important to maintain a neat and clean appearance. Clean clothes, brushed teeth, adequate showering, etc. are all basic examples of this point. In the cabin, the counselor's personal area must be a model for his campers. Similarly, his/her appearance and manner in the dining hall must be a model for the table. Civilized manners in the dining hall are expected of the counselors. Tattoos and piercings, if any, should not be flaunted, or added during the summer.

Counselor Building

The counselor building is a staff-only building where the staff can go to relax and take care of personal business in their free time and in the evening. Campers may never go in the Counselor Building or receive anything from the building e.g., sodas or refrigerator items. Counselors participate in the cleaning of the building and are assigned this responsibility on a rotating basis. NO CAMPERS are allowed at any time. There are lockers available in the Counselor Building where valuables may be stored.

Displays of Affection

Each year counselors form pleasant associations with colleagues. We are in favor of healthy positive relationships. However, we ask that you maintain such relationships off camp grounds and during time away from camp activities. Do not allow your relationships to interfere with your work or your ability to deal with campers reasonably and fairly; for instance, sitting with each other at all assemblies. Refrain from displays of affection while on duty or in the presence of campers. What you do amorously is your business as long as it does not interfere with the emotional and physical welfare of the campers and the camp community as a whole.

Sexual Harassment and Discrimination

Camp Winnebago has a strict no sexual harassment and/or discrimination policy. Failure to abide by this policy may end in immediate dismissal.

Farmhouse, Condo, Bunks and Kitchen/Maintenance Housing

The Farmhouse is housing for the female staff and is off-limits to male visitors. In keeping with this, the bunks are off-limits to the female staff unless they are assigned to that bunk. The condo and kitchen/maintenance housing is for those who live there and is off-limits to anyone not living there.

Strangers at Camp

If you see someone at camp that you do not know, please introduce yourself, and accompany him or her to the office.

Camp Winnebago Technology Policy

Camper's separation from technology is a very important and vital part of their camp experience. Campers are not allowed to have any device with a screen or a musical device that requires charging (except for Seniors), including watches. If they arrive at Camp with one they should immediately turn it in to the office for safe-keeping and it will be returned to them at the end of the summer.

We are aware that staff will use cell phones, computers, etc., during the summer and please refer to these very clear policies, which help keep your use separate from the campers.

- You must either use your phone or any other device with a screen in the counselor building or off camp grounds
- You can be outside (near) counselor building using phone **only after bedtime.**
- Cell phones and other devices are to be charged in counselor building only.
- ***If you are thinking about using technology for your activity for any reason, talk to administration first.***
- Cell phones or any other device cannot be carried around in pockets and are never allowed in the bunk area.
- No cell phones or other electronic equipment is to be brought on camp sanctioned trips except those deemed necessary for communication in case of emergency.
- Failure to follow these rules will result in:
 - 1st time – written warning
 - 2nd time - device taken away for 24 hours
 - 3rd time - All of the above and grounds for termination

Staff is not permitted to post and/or send images of campers.

Dress

Winnebago staff is expected to wear camp-issued staff shirts at all times at camp except when on days off. Remember that the day off begins once first period begins.

Valuables

Camp Winnebago is not responsible for valuables brought to camp. As there is no reason to bring valuables to camp, we discourage you bringing any. There is a relatively safe place in the office or in your locker located in the counselor building where passports, money, tickets, and any other valuables may be stored.

Staff Health

All staff members should fill out a health history form before coming to camp and **MUST** return the completed medical form to the office.

Because boys are curious, if you do bring personal medication to camp, it must be left in the infirmary (Chiefs).

Chiefs is for the use of the entire camp. Staff with medical issues should visit the nurse/doctor during sick call. Of course, in case of emergency, come to Chiefs immediately. Do not enter without a medical person there. Regardless of the seeming simplicity of your need, we insist on a medical attendant during any use of Chiefs.

All staff is covered by workers compensation for injuries sustained while carrying out the responsibilities of their jobs. Camp makes available a basic health and accident insurance policy for you to purchase. This will cover you during your employment at Camp. If you do not have proof of coverage, we insist that you purchase this policy, or another of your choosing.

Other

Aside from bunk and activity guidelines, all staff are required to attend evening assemblies, staff & section meetings when in camp and not on a day off.

Dining Hall

Mealtimes at camp should be enjoyable and relaxing. They won't be if you lose control over the boys at your table. By example and by word, counselors should insist that campers behave in a manner that makes it possible for everyone to enjoy their meal. Meals will start after everyone is seated and the menu is announced.

Campers' hands should be clean and washed. If a camper's hands are not clean, send him to the Greenhouse to clean them. Once they sit down at the table, ensure that everyone rubs a little Purell on their hands. Make sure that all the boys are eating. If you have concerns about any aspect of a boy's eating patterns, please let Andy know. Keep in mind that in the early days of the season, homesickness may affect a boy's ability to eat normally. Encourage boys to try foods. Never force a boy to eat anything.

When in camp, all counselors and campers attend every meal. If someone is missing from your table, report this immediately to the head counselor or director.

Waiters should be selected on a rotating daily basis or at each meal so that everyone gets a chance to participate. Limit to 2 the number of people up from the table at a time.

While the dining hall staff is responsible for cleaning, you and your boys are expected to wipe the table down with a dishrag, push in your chairs and leave your table neat.

EMERGENCY PROCEDURES

Storm, Power Outage: In the event of a storm or power outage, the klaxon is blown and all campers are instructed to meet at the Lodge. In the event of an earthquake or fire, the klaxon is blown and all campers are instructed to meet on Senior Hill.

Fire Drills: The klaxon shall sound the alarm. It will be sounded in a series of two blasts to indicate a fire emergency. Counselors should clear any cabins they are in and shall report to the designated location immediately. When the fire alarm is sounded, all counselors and campers assemble on Senior Hill. If the location of the fire makes access to Senior Hill difficult, all counselors and campers assemble on the softball field. The Head Counselors shall check on the numbers of campers and counselors, and the Program Director shall go to the bunks, if possible to see if anyone is inside the bunks. The Director shall communicate to the authorities.

Shooter at Camp: In the event of a shooter at camp, counselors wherever you are, should instruct the campers to scatter into the woods and hide. When the administration deems it clear, we will then sound an Assembly bugle and campers and staff should proceed to Senior Hill.

Hurricane, Tornado or Earthquake: The Staff should make certain that all human life is safeguarded. This requires keeping track of all those who are in an emergency area and conducting them to a place of safety or to a central meeting place where the administration can give details on subsequent procedures. Property will have to be disregarded in such emergencies, as human life must take priority.

CODE BLUE (EMERGENCY AT THE WATERFRONT)

Code Blue means there is a medical emergency at the waterfront. When Code Blue is called:

1. Frontline waterfront staff report on radio Line 1, "Code Blue, repeat Code Blue"
2. Camp Nurse and Camp Doctor
 - a. Confirm on Line 1, "Code Blue Confirmed"
 - b. Report immediately to the waterfront with emergency bag.
3. All Senior Staff report immediately to the waterfront.
4. Andy, EJ or other senior staff will determine in conjunction with Chiefs whether transport to hospital is necessary and how transport will be obtained.

Code Blue with Backup

Code Blue with Backup means there is a medical emergency at the waterfront that is absolutely clear that EMS services (i.e. 911) will be needed. When Code Blue is called:

1. Camp Nurse and Camp Doctor report immediately to the waterfront with emergency bag.
2. All Senior Staff report immediately to the waterfront.
3. Camp Secretary will repeat on radio Line 1, "Code Blue with Backup?"
4. Frontline waterfront staff will confirm on Line 1, "Yes, Code Blue with Backup."

SECURITY PROCEDURES

Unauthorized Guests: No camper or staff is permitted to bring unauthorized guests (even family) onto camp grounds without the prior approval of the Director. If there is someone on the camp grounds that you do not recognize, approach the individual; ask them "if you can help them" and/or "who they are." **If you have any doubts, escort them to a camp administrator immediately.** You will not get into any trouble for questioning **anyone**. The Camp administration takes the position of being "better safe than sorry."

Unauthorized vehicles: No vehicles, except service vehicles and emergency vehicles are permitted beyond the camp parking area. Delivery vehicles are not permitted beyond the kitchen loading dock. The speed limit for all vehicles is **five miles per hour**. If you see a vehicle driving too fast, report it immediately to a camp administrator.

When off camp grounds: Staff must remain with their campers at all times when off camp grounds. Staff is not permitted to allow their campers to cross the street or go to the bathroom without supervision. The significance of supervising your campers is magnified tremendously when out in the public due to the potential dangers they may be exposed to.

If separated from the group, campers must be told to call camp at 1-800-932-1646. If a child is missing, advise camp immediately. His well-being is more important than you being embarrassed.

Accounting for Campers:

No camper shall be released to anyone, including parents, by a member of staff during the camp season, without the express permission of the Director.

If for any reason a camper is to be released, the Director will inform the Head Counselor, who will in turn, inform the bunk counselors. The Director or the staff will not release a Camper to anyone other than the parents, unless the Director has received previous authorization to do so from the parents and has informed the required staff of such release.

At Winnebago, we do not have a formal role call, but there are many points throughout the day when it is the duty of the Counselor to check that he has all the campers that have been assigned to him. At breakfast, check that all of the campers in your cabin are there. As each group or cabin arrives for scheduled periods, check that the numbers are correct. During lunch take the time to check that everyone who is supposed to be at your table is there. When you have a selected activity or athletic group, check how many campers you should have and make sure they are all there. At dinner, check that the whole cabin or group is there. At Taps, check that the whole cabin or group is present.

If on any of these occasions, a camper is missing, the first thing you should do is casually ask his bunkmates where he is. Sometimes he is at the Greenhouse or has gone to see the Nurse, or just plain slow in getting dressed after swimming. If however, if he is absent and you suspect something unusual, contact the Head Counselor who will deal with the situation as it demands, then return to the rest of the group and continue as normal.

Missing Camper/Counselor

Suspected Runaway: Upon suspicion, the counselors shall have a quick look around then immediately inform the office.

The cabin counselor will talk to the bunkmates and any other particular friends to get an idea of where the camper is headed and when he left. The Director will call the Maine State Police at 1-800-452-4664 after a preliminary search of camp property.

The program at camp should continue as near to normal as possible. All additional counselors and staff not being used for program activities should:

1. Search the immediate vicinity of the camp in a logical way.
2. Three vehicles with 2 counselors each should be dispatched. The first vehicle will turn left on Route 17 toward Augusta. The second vehicle will turn right on Route 17 toward Livermore Falls. The third down Echo Lake Road.

All vehicles should call the camp office every 15 minutes to report progress and to receive new instructions. The Director shall notify the missing camper's parents at an appropriate time.

Missing Camper/Counselor at the Waterfront

All campers will CHIP OUT of the waterfront area and wait on the grass by the swim dock. The supervisor will check the TAG boards; all other counselors shall commence a search of the swimming areas. The supervisor will ensure that the boy is not with the other campers and shall then inform the office, who shall ensure with the Director and the Head Counselor that the boy is not somewhere else. If the person is found in the lake, initiate lifesaving procedure, contact the office, get the victim onshore and begin CPR and first-aid as needed until medical help arrives.

Intruders

This should not be a problem this summer, but we have to prepare for all potential situations. We will have friendly visitors this summer who you do not know, including alumni, parents, and prospective families visiting for tours. We may also have unauthorized visitors or intruders on campus. If someone that you do not recognize is spotted on Camp property during the day, send a staff member immediately to find a member of the Administration. If possible, have a member of the staff keep the unknown person within site, so we can make sure we know where this person is at all times. Remain calm and sensible. Getting flustered or visibly worried will only alert your campers that something is going on and worry them. **DO NOT LEAVE YOUR CAMPERS UNATTENDED.**

If you believe an intruder is in Camp at night, calmly notify the Directors, Head Counselor, and all others available by walkie-talkie. If you believe that the intruder is either near or in your cabin, bunk, hut or lodge, and you believe that you and/or your campers are at risk, wake up your campers, and make as much noise as possible. No intruder wants to enter a spectacle. This will scare him/them away.

Weapons on Camp Grounds

Staff is strictly forbidden to possess personal fire arms on camp grounds.

Child Abuse and Neglect

Camp is a child-centered environment; we do everything we can to provide a physically and emotionally safe, comfortable setting for children. We use screening processes in our hiring to find the most qualified staff and to detect potential child abusers. Although we hope that the staff we hire would not intentionally harm a child, we believe that even the best prepared and caring staff member needs to be informed of child abuse concerns.

PRECAUTIONS STAFF SHOULD TAKE AGAINST ACCUSATIONS OF CHILD ABUSE

- Do not use abusive or derogatory language with campers.
- When possible have at least two staff members present when supervising showers or changing clothes. Encourage young children to change their own clothes.
- Respect a child's limit on being touched. Some children need to be touched; a hug, a squeeze around the shoulders, etc. is appropriate. Make sure others are present and your affection is delivered in public. Other children may not want to be touched or hugged and will tense up or move away from you. Please be aware and respect these children's limits.
- Be aware of verbal and nonverbal clues of discomfort.
- Never touch a child's body in a place that is normally covered by a bathing suit.
- When feeling stressed or close to losing control, take a personal time out away from the campers. When a camper is exceptionally resistant or challenging, counselors can use time outs.
- No one may hit a child or otherwise make threatening physical contact with a child.

WHAT TO DO IF YOU DETECT, SEE, OR SUSPECT THAT A CHILD HAS BEEN ABUSED

- ◆ Don't overreact to a situation. Overreacting can result in additional problems, including suppressing the child's disclosure or causing panic.
- ◆ Please don't criticize the child or imply that he misunderstood what happened. Listen and gain an understanding of the incident. Try to clarify the situation in a neutral manner.
- ◆ When talking with the camper, don't make the promise that you will not tell anyone. Rather, reassure the camper that you want to help him and that help entails telling the director about the situation. You can promise to tell no one other than the director.
- ◆ After talking to the camper, make sure to discuss the situation with the director as soon as possible and in private.

Guidelines for the Discipline of Children:

I understand and accept the following:

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

Guidelines for Camper-Counselor Contact:

When touching campers, the following guidelines should be followed:

- On the hand, shoulder, or upper back;
- Never against a child's will (unless in the case of clear and present danger to the child);
- Never against a child's discomfort, whether expressed verbally or non-verbally;
- Never in a place on a child's body that is normally covered by a bathing suit, unless for clear medical necessity, and then *only with supervision by another adult*.
- There is no "hazing" of campers by campers or counselors;
- Campers will not be subjected to "initiation" rites that are abusive in any manner;
- Younger children should be encouraged to change their own clothes as much as possible;
- A staff member will under no circumstance share a bed or sleeping bag with a camper;
- Counselors will set limits with children who "cling" or hang on them;
- Tickling or teasing a camper is unacceptable;
- Romantic lives, nights out and days off of counselors, should not be shared with campers;
- Sharing inappropriate images or other content with campers is not permitted;
- Online communication with campers while not at camp must follow the same guidelines for when at camp.

Summer of Seeing Clearly Guide

Summer of Seeing Clearly ... Each summer we give the summer a name. 2020 is the Summer of Seeing Clearly.

SALT: Staff And Leadership Training, the first two weeks we spend together as a staff preparing for the campers arrival.

Meals: Cohorts will meet before each meal on the lodge lawn or eagle field. Once the dinner bugle blows, cohorts will come to dinner in a slow and orderly fashion. Once tables are seated, meals will be served family style. Dessert will be picked up and served at the end of the meal. The table is dismissed when everyone is done.

Bugles: At 7:30 in the morning Reveille will blow-- GET UP! Once the boys arrive, you will need to get up in order to get your campers up, teeth brushed, and appropriately attired for the weather of the day.

Campcraft/Trips: Each Winnebago trip goes out with at least 2 counselors. On each trip, 1 of the counselors will be a licensed Maine Trip Leader and have passed a Wilderness First Aid Training course. This summer each division goes on 1 trip. The shortest is a 3-day trip to Mt Blue and Warren Island for the 8-9 year olds and the longest is a 9-day Allagash River trip for the Seniors.

Ropes: We have a lower and upper ropes course. The upper ropes course has a Zip Wire, The Leap of Faith, Climbing Wall, and a Rappel Station. ***This summer we will not be using Upper Rope Course.***

“The Winnebago Songster:” This is our songbook. We’ll start off with an easy one and by the end of the first week of camp you’ll know them all by heart.

Inspection: Each morning after breakfast the boys go back to their bunks and get ready for inspection. The more involved you are in both cleaning your area and helping with the bunk, the easier time your campers will have keeping the bunk CLEAN AND NEAT.

Divisions: The campers are divided into 7 divisions. Senior Arrows- age 15, Arrows- age 14, Bows- age 13, Crescents- age 12, Darts- age 11, Eagles- age 10, Falcons- age 8-9. Anyone notice the pattern?

Assemblies, Bunk Skit Night, Staff Show: Each night we put on an assembly. Almost all of these are homegrown. ***This summer, especially the first two weeks, we will find ways to have assemblies outdoors or in larger spaces where campers and counselors can remain cohorted.*** The Winnebago stage is the most wonderful place on earth to entertain. On Thursday night, after the first full day of camp, we put on a Staff Talent Show. A must for everyone! If you have ideas for assemblies during the summer please share them!

Trip Day: Trip days will be different this summer. Each Wednesday, either in the morning or afternoon, will have original programming that breaks us out of our normal routine.

Cookout @ Outdoor Supper Field: On trip days, with the kitchen staff on a day off, we have a cook out supper at the outdoor supper field. Hotdogs or hamburgers cooked on a grill over an open fire.

Maintenance & Laundry: You will meet Greg McCourt. It is his staff and hard work that make camp the well-maintained and beautiful setting that it is. The laundry is also under his control. Leave the hand wash items and valuable clothing at home. His staff does laundry for 200+.

Section Leader: The camp is divided into 7 sections. Eagle Row= Bunks 1-5, Circle/Birches = 6-15, Flatbush/Park Avenue = 16-26, and Senior Row= Bunks 27-33 & Senior Lodge. The older the boy, the higher the bunk number. Each section has a section leader. The section leader is a supervisor, role model, and mentor to the counselors in their section and the first person you should turn to if you are in need of help. They are also responsible for the day-to-day logistics and operation of the section.

Campfire @ the Council Ring: The council ring is on the shores of Echo Lake. Each Sunday night we have a campfire, we revere and respect this weekly gathering. We'll have two SALT campfires during staff trainings: Stories, songs, and Goodnight Winnebago with the loons. Traditionally, we refrain from applauding, while showing our appreciation in silence.

ASL (After Supper League): ASL is a voluntary after-dinner fun sports league. The counselors play in softball AND volleyball with the older 3 divisions, usually 1-3 times a week. It is an excellent opportunity to role model good sportsmanship. There will be a sign-up at the beginning of SALT.

Pre-Camp SALT

Notes for Bunk Counselors

This is an outline for discussion in pre-camp section meetings.

I. The Bunk in General

- Bunk is "SAFE"—emotionally, physically, and should feel like "home."
- *Every bunk should have bunk rules that are created by the bunk and counselor.* Great opportunity to set expectations and goals.
- Bunk counselor is a role model.
- Leadership & input opportunities.
- Quiet before reveille; getting up at reveille.
- Beds to air, and be made after breakfast.
- Bedwetting **or worse**: awareness, trust, USE UNCLE E.J.!
- Rest Hour rules - letter/shower schedules.
- Tattoo - in bunk; one Section OD in washhouse. (Eagle Row/Park Ave in Lower; Circle in Upper) other walking around section.
- Bedtime - Review time to be in bunk, time to be quiet.
- Stories - appropriate and inappropriate.
- Pajamas/sleep clothes. Must change for bed, Socks? CLEAN!
- Sleeping in bed, not on bed, not sleeping bag!
- Cold night? Help with 3rd blanket.
- Hot night? Assist with taking blankets off the bed, sleeping under sheet only.
- In bed AND ready for bed when Uncle Andy arrives.
- "Wake me if you need me."
- Noise after taps; OD responsibilities.
- Be aware of unhealthy dynamics within the bunk.
- Mutual respect for space and property; going into other bunks.
- Special bunk activities—see list.
- Dangers in bunk; nails, etc.; "horseplay."
- Maintenance problems: doors, screens, flaps, etc. - see Section Head or Uncle E.J. Fill out form.
- Vandalism, graffiti: nothing on flaps, nothing on outside.
- Music should not be heard outside the bunk, No headphones outside.
- No devices with electronic screens or wi-fi enabled.
- All trash, in and out of bunks, should be picked up and in trashcan.

II. Bunk and Personal Cleanliness

- Importance of counselor's presence (not presents) - at all ages.
- Counselor's role as a model - at all ages.
- Importance of cooperation.
- Importance of fairness, equal distribution of responsibility.
- Use of inspection sheet as a guide - all bunks.
- Procedures for inspection vary with Bows & up.
- Checking campers' hygiene and dress.
- Provide and promote opportunities for camper leadership in these tasks.

III. Mealtimes

- First Call: stop, wash, change if needed.
- Second Call: on time for meals. BEGIN MEAL TOGETHER AFTER MENU.
- Proper Dress: no cleats, hats, wet clothing or bathing suits.
- Table manners, Purell together, start and finish meal together.

- Waiter: Fair rotation.
- Leaving table clean & **wiped**, chairs pushed in.
- Encourage campers to try; don't force to eat.
- Keep own negative opinions, if any, to yourself.
- No food or drink out of dining hall, none in bunks.
- No lingering after breakfast & lunch.
- NEVER in kitchen.

IV. Health and Safety

- Making sure campers use soap, shampoo and toothpaste.
- Making sure they change clothes, esp. socks and underwear.
- Checking for any external problems; cuts, rashes, etc.
- No bare feet except at waterfront.
- Location of fire equipment in section.
- Night emergency procedure.
- Fire & emergency drill procedures
- **Tick checks** – shower time, every evening before bed and especially after trips.

V. Laundry

- Awareness of contents of laundry, bunk/individual bag (NO rolled up socks or soiled garments).
- During the week, making sure everything dirty goes in.
- Responsibility of counselor that it goes up before breakfast.
- Responsibility of counselor that it is sorted and put away.
- Bunk counselor must be there for sorting of laundry.
- BEWARE OF TRIPS AND PLAN ACCORDINGLY (when campers leave on a trip make sure their dirty laundry goes in the laundry bag).

VI. Helping the first-year camper

- First day tours.
- "Big Brothers" – Know your campers' big/little brother. Encourage time, not treats.
- Help with schedule; making sure he goes to activities.
- Spending extra time with him.
- Primer on camp terminology.
- General sensitivity, awareness, signs of homesickness.
- First few nights of camp group excursions to greenhouse.

VII. Section ODs' & All Camp OD Responsibilities

- **Section OD Responsibilities**

It is your responsibility to check your section's OD schedule frequently and know what days you will be the OD. On those days you will be required to do the following:

Inspection:

- If you're a counselor in a Falcon-Crescent bunk you will be responsible for inspecting and scoring each bunk in your section once the inspection bugle has blown. Inspecting bunks should be shared between the two section OD's.

Rest Hour:

- BOTH OD's must be in the section from immediately after lunch until the end of rest hour.
- Both greenhouses should be managed on Eagle Row and Circle shower days. One OD can stand outside the shower door and manage the line, making sure campers have washed their hair and used soap.

-On letter days, the OD must collect the bunk letter envelopes from each bunk at the end of rest hour and bring them to the office. It helps to walk through sections and encourage letter writing at the **beginning** of rest hour.

Evenings:

- You **MUST** be in the section from after assembly until the next morning.
- You are whom the campers will come to for help if their counselor is not in the bunk.
- Each night one Senior Row OD must be present at camp store to regulate the line and make sure things go smoothly. The other OD should be back in the section.

• **All-Camp O.D.**

Morning:

Right after breakfast please tidy up the Counselor Building: Throw trash in bins and arrange furniture.

Rest Hour:

For the first few minutes help supervise camp store. Then you are on duty in the bunk areas. Campers are to be in their bunks and quiet. Ensure that both OD's cover each section. If both section OD's are not present, please find them. If you can't locate them, inform the appropriate Section Leader.

After Assembly:

Head immediately to upper tetherball pole (for 10 minutes at most), checking in staff members who will not be going out that evening.

First (if you have a bunk that is Crescent or younger) put your own boys to bed. Then begin walking through the different sections. Make sure that both Section OD's are in each section. If not, please inform E.J. If help is needed in a particular section, please be available to help. As you walk through the bunk areas, ensure all is quiet and at appropriate times send campers from ping pong and the Camp store area down to their bunks: Bows/Arrows go by way of Park Ave, not through Eagle Row and Seniors may go quietly through Eagle Row and the Circle to Senior Lodge.

Once campers are finished, see that lights are turned out in buildings and turn **on** the light outside the lower greenhouse. You should circulate through the bunk areas until all lights are out and everyone is quiet. After that, or at 11:00, whichever is **later**, report in to E.J. Then, you are on duty to check in returning staff in the counselor building. Turn over clipboard and sign-in sheet to night watchman @ 11:30. If night watchman is not "on" you check in staff until 1:30 and close down Field House at 1:15 - at which time, you slide check in sheet under office door.

Familiar Camp Terms

- Falcons -- The division with 8-9-year-olds (entering 3rd and 4th grade).
- Eagles -- The division with 10-year-olds (entering 5th grade).
- Darts -- The division with 11-year-olds (entering 6th grade).
- Crescents -- The division with 12-year-olds (entering 7th grade).
- Bows -- The division with 13-year-olds (entering 8th grade).
- Arrows -- The division with 14-year-olds (entering 9^h grade).
- Seniors/Senior Arrows -- The division with 15-year-olds (entering 10th grade).
- Eagle Row -- One of the sections of camp, bunks 1-5, next to Eagle Field.
- Circle -- One of the sections of camp, bunks 6-12, in the shape of a semi-circle.
- The Birches -- One of the sections of camp, bunks 13-15, located behind the Circle.
- Flatbush -- One of the sections of camp, bunks 16-19, named for a section of NYC.
- Park Avenue -- One of the sections of camp, bunks 20-26, again, a NYC influence.
- Senior Row -- One of the sections of camp, bunks 27-33, along the lake.
- Senior Lodge -- Where the seniors live, OFF-limits to other campers and staff.
- Assembly -- Nightly gathering with homegrown entertainment.
- B&C -- An abbreviation for Boating and Canoeing; a selected activity.
- Brown and Green -- The campers are divided into two teams that compete against one another.
- Campfire -- Sunday evening assemblies, complete with a fire, at the Council Ring.
- Camp Store -- Campers and counselors can buy candy, soda, and other necessities.
- Council Ring -- Beautiful spot on the lake where we have campfires.
- Echo Lake Road—Road that runs along Echo Lake—Campers do not cross it w/out a counselor present.
- Farmhouse-- Female staff housing - off limits to male staff.
- Field house -- Athletic facility on new field used primarily for rainy day activities.
- Greenhouse -- Two large building with toilets, rows of sinks, and a set of showers.
- NFL -- New Field Lamella -- Place where we grow food for camp located on New Field.
- Lodge -- One of the oldest buildings at camp where we have assemblies.
- New Field -- Baseball- and soccer field across the Echo Lake Road.
- Night off -- Counselors not on duty may leave after the bunk is asleep and go out.
- OD -- The counselor “on duty” during certain times of the day.
- Patrol Game -- Camp’s version of capture the flag.
- Reveille -- The bugle in the morning (**usually @ 7:30**) that you will learn to love.
- Schedule -- posted daily on the lodge and about camp, good to check after inspection.
- Section Leader -- Role model, mentor, and ally for a section of counselors.
- Selected Activity -- Boys choose different activities for ten days at a time.
- Sunday sign-ups -- Sign up schedule for this afternoon; varying activities are chosen.
- Taps -- Bugle that signifies the end of the day.
- Tattoo -- The bugle that is blown after assembly, after Tattoo, Taps will blow in about 20 minutes.
- WAG -- The camp newspaper, the **Winnebago Afternoon Gazette**.
- “WI” -- this is a cheer given in thanks or for spirit. Spelling out camp’s name like this: “W-I-double N-E-B-A-G-O, Winnebago, followed by the person(s) being honored.

Camp Philosophy

Camping is a fun, safe and exciting adventure. Winnebago is a safe place for boys to grow by trying new things, focusing on the process as well as the outcome, without fear of embarrassment or ridicule. It is a place where boys and counselors alike build confidence by working on physical, emotional and social skills, supported by a network that encourages effort amidst a beautiful natural setting. Whether swimming, hiking, canoeing or playing all sorts of games, camp is a fun place to be. It is a place where personal change occurs. We expect that this will happen and accept the responsibility to encourage life-long learning for both campers and staff.

Camp Counseling - What makes a successful camp counselor?

- A good **teacher** and **role model**
- Someone who children will turn to for **guidance** and **friendship**
- A person who commands **respect** and is **liked**
- **One who anticipates** situations and their **avoidance** or **resolution** before they arise
- **One** who acts with **intentionality** and plans accordingly
- One who finds **creative** and **interesting** ways to teach and interact with others
- One who has **common sense**, **patience**, **loyalty**, and a willingness to **recognize** and assume **responsibility**
- One who maintains a sense of **perspective** and **humor** under pressure
- One who is able to **ask for help** and seek **guidance** when needed

The Reality

Camp counseling is a tough job. We expect you to perform your duties conscientiously. We are counting on you to help make camp a fun, exciting and safe place for every child. You have a tough and pivotal job.

Camp does not have a lot of rules and regulations. *Those that we do have, we take very seriously.* To not waste time and energy once the boys arrive, we ask you to familiarize yourself with them before camp starts.

We expect you to act maturely throughout the summer. This does not mean that you should not have fun. Rather, if you have questions or disagreements with camp rules, we ask you to perform according to the camp rules and regulations and later, when you have time, to speak privately with the appropriate administration member. We don't want you to compromise your own principles and values. However, following the policies of camp is important and they have been tested over 90 years. Yet, camp is an evolving institution and we are open to hearing your constructive ideas on ways of improving it.

The Daily Schedule

7:30 Reveille
8:00 Breakfast, inspection
9:15 First Period
10:20 Second Period
11:25 Third Period
12:45 Lunch
1:15 Rest Hour
2:25 Fourth Period
3:30 Fifth Period
4:35 Sixth Period
6:00 Dinner
6:45 After Dinner Activities
7:45 Evening Assembly
9:00 Taps

Aside from the normal daily schedule, there are special days at camp. Usually, Wednesday is trip day, a day when all the divisions and counselors go on day trips, or are at camp in a tennis or athletic clinic or on the Ropes Course. Sunday is a sleep-in morning where there is a buffet breakfast and optional activities for boys from 8:00 am to 9:45 AM. On Sunday afternoon we have campers sign-up for different activities that are offered by staff. Throughout the summer there are numerous special evening and daytime activities that require your help and participation.

Bunk Counselor Responsibilities

The bunk is the smallest unit at camp. There are 6 boys and 2 counselors in the youngest bunks (8-9 years old), and 4 or 5 boys and 1 counselor in the other bunks. The bunk counselor should strive to create a supportive atmosphere within the bunk and be a confidant, leader and friend in the bunk. The bunk counselor also must ensure the campers:

1. Brush their teeth morning and night.
2. Wear clean underwear daily and acceptable clean clothes all the time.
3. Sleep in clean night (not daytime) clothing, in proper beds (not sleeping bags).
4. Maintain a neat and clean bunk.
5. Deliver, retrieve, sort, and put away the laundry on laundry day.
6. Either take a shower or write a letter home on the designated day.
7. Properly place wet clothing and bathing suits outside of the bunk and bring them in when they are dry.
8. Report to the doctor or nurse if ill or in need of medical attention, sees that medication is taken
9. Wear proper clothing for the weather conditions, i.e. raincoats when it is raining and jackets when it is cold.
10. 1:1:1—1 minute chat with each camper in your bunk every day

Bunk Counselors MUST be with their bunks:

1. Between Reveille and walking up with boys to breakfast - don't leave boys BEHIND to get up to breakfast on their own.
2. Throughout inspection.
3. From Tattoo until **at least 9:45 PM or until Andy comes around (whichever is later)** and the campers are "quiet and settled."
4. From Check In to Reveille

Camper Health

Each bunk counselor should know the pertinent medical histories, including any allergies, of the boys in his/her bunk. This information will be given to you by the administration/nurse/doctor.

A counselor should take no health complaint by a boy lightly. Be vigilant with regard to the health of the campers. As a counselor, you have the authority to bring a boy to the health center. Use common sense and intuition. In the case of an emergency at camp, please follow the emergency guidelines.

No boy should stay in the bunk if he is ill. He should first be examined by the doctor/nurse and then follow the recommended course of treatment. The health center is always open. Regular sick call is held after breakfast, after lunch and after the evening assembly. ***IF THIS IS SOUNDING LIKE TRAINING TO BE A PARENT, YOU ARE LEARNING WELL.***

Tick Check Policy

Ticks are endemic to Maine. There are two types of ticks. Wood ticks, which are bigger (size of a corn kernel) and deer ticks, which are smaller. Deer ticks are the ones that carry Lyme disease.

- We need to be vigilant in helping boys check for ticks every day.
- In the morning when getting dressed and in the evening before bed, boys should scan their bodies for ticks. They should feel at the nape of their necks, behind their knees, in their private areas, crease of their elbows, and on their scalp for bumps.
- If they feel/see a bump, they should tell you and you can either look at it, if it is in a non-private area, or you can send them to health center immediately. Please do not dismiss the report unless you can visually verify no way a tick is present.
- If you find a tick and it is attached, please do not try to take it off. IMMEDIATELY TAKE CAMPER TO HEALTH CENTER. The health center will remove the tick.

Tick checks are an important part of the daily routine and needs to be done every day and especially after day trips and overnight trips out of camp.

Responsibility of Activity Counselors

While not all counselors are necessarily bunk counselors, all counselors are specialists assigned to the activity of their expertise. Specialists will have responsibilities pertinent to their teaching activity. Activity counselors need to:

1. Be on time to their activities
2. Investigate and then report absences to the head counselor
3. Encourage campers and individualize teaching to each boy. Challenge all campers and yet do not expect more than that camper is reasonably able to accomplish
4. Have a teaching plan ready for the entire activity period. With a thorough plan, the boys will be more interested, gain more skills and enjoy the activity to a higher degree as they will be engaged and challenged
5. Have an active rainy weather plan
6. Be creative, safe and make it fun!

Being a Mentor.... is one of the most challenging and rewarding roles you can assume in your life. As a mentor you transform yourself and others.

What kids say are the characteristics of a good mentor: Trustworthy, Caring, Understanding, Respectful, Helpful, Dependable, Fun, Compassionate, Responsible, Good listener, Good advice dispensers, (add your own)....

A. How do I do it?

- Prepare
- Whether acing an exam, excelling on the athletic field, or anything in between it takes PRACTICE
- Know the expectations of camp, parents, and the campers
- Construct your relationships with great care
- Know something about your campers before they arrive. Use it when you first see them

B. Communication

- Praise
- Spend time with each camper
- Listen actively
- Share your own stories
- What they mean, not say
- Respect what is said even if you disagree
- Remember to tell/show them that you care
- Positive and constructive feedback

C. Role Modeling

- Never compromise your integrity
- Practice Empathy; see things from another point of view
- It is OK to say, "I don't know"
- Laugh a lot
- It is OK to say, "I made a mistake"
- Words can heal
- It is OK to say, "I am sorry"
- Learn to show cheerfulness even when you don't feel like it

D. Leadership

- Generous
- Fair
- Egalitarian
- Responsible
- Honest

E. Personalize your relationship with each camper—Sense of Self

F. Taking Positive Risks

- Trying a new activity
- Reaching out to make a new friend
- Attempting to clear up a misunderstanding
- Volunteering to help others
- Mentoring younger others
- Trying something unexpected

G. Recognizing Rites of Passage

(Adapted from Camping article, Spring 2008, Stephen Wallace)

Hints for a Happy Bunk

✓ **Instill Pride In Your Kids**

Let them know that they are in a great bunk and that you'll do everything possible to make their summer fantastic! Putting up welcome signs before the kids arrive is a good start to making them feel at home.

✓ **Establish Bunk Rules and Standards Early**

Kids need and want limits. Let them know what is acceptable and what is not. They will immediately test you. If you set up a reasonable set of actions and consequences and follow through the first time you are challenged, you will reinforce the limits and earn their respect. If you let it slide the first time, you've lost.

✓ **Set Reasonable and Immediate Consequences**

Denying them a privilege for life is pushing it. Denying privileges at all is usually not a good idea. For example, if one of kids breaks a rule at 10:00 am, and the consequence does not occur until 9:00 pm, it can be a problem for the whole day. Try to deal with the situation as soon as possible.

✓ **Establish Policies as a Team**

Discuss your policies on behavior with your fellow counselors before the kids arrive. Usually the kids can spot the "softer" counselor. Inconsistency can be very **counterproductive**. Define your limits together and stick to them.

✓ **Surprise Your Bunk**

Once in a while, take your bunk on a surprise trip, or hike. There is a different kind of atmosphere camping under the stars than you'll find in the bunk. Little surprises go a long way and do not necessarily require a "treat."

✓ **Have Bunk Meetings**

A bunk meeting will accomplish several goals. It gives you peace of mind and satisfaction to know that things are going well; or it gives you a chance to deal with small problems before they grow into large ones. Often, kids will have a suggestion for an activity or trip that would be fun. Follow up on the ideas. This will show the kids that you value their ideas and really want to do all you can to make the summer great.

✓ **Forgo a Night on the Town**

Stay in with your campers, just sit in the bunk and talk to them. This really impresses upon them that they are important to you. Some of the best times a counselor will have will be the result of spontaneous conversations that occur with the lights out at the end of the night.

✓ **Say Goodnight To Each Camper Individually**

30 Seconds of eye contact, a quick question about the day, and a genuine "Goodnight," will make your camper feel special. Take 5 or 10 minutes and visit, by the end of the day you should know something specific about each camper's day.

Looking for Solutions Not Problems

- Place Campers in leadership positions
 - Create opportunities for your campers to be leaders, to have leadership responsibilities, and take charge of a situation or duty.
- Focus on change and possibility
 - From where the group is, where do you go from here? What can everyone **do** to make it work? Concentrate on how to solve and **move** the situation.
- Create goals and preferred outcomes
 - Establish goals that will lead to specific outcomes, and remember to keep them simple and attainable.
- Concentrate on strengths, skills, and resources
 - What can everyone “bring to the table” to help make things work? Don’t feel like you are working on your own, you have a whole support group at your side.
- Look for “what’s right” and “what’s working”
 - Find the positive and find what’s going right—how can that be grown and harvested?
- Be respectfully curious and ask good **open ended questions**
 - Without judgment, ask how your campers are feeling and what they feel would work to make things better. Let them help with the solution by finding out what’s happening according to their feelings.
- Create cooperation and collaboration
 - Agree on some basic tenets and from there, work on getting each other to trust one another and keep the positives going towards consistency.
- Use humor and creativity
 - As long as there is no one in imminent danger, **perspective** is the key. Lighten it up a little and go outside the box to see if you can spur your campers on to find the solutions.

Leadership Techniques and Ideas

- Set the tone of your group. Be friendly, have fun, and make each individual feel that you like him or her as a person. Do your own work cheerfully and efficiently and get the group to do its own work in the same manner.
- Set an example of personal neatness and good taste. Remember that your campers really look up to you **ALL THE TIME**. They will be watching your gestures, actions, table manners and listening to your comments, speech, etc. If you are enthusiastic, sincere, positive, responsible and polite, campers will reflect these qualities.
- A leader must be ready with suggestions if none are coming from the group. Pick up suggestions any time you can from the group and build on them using The Path and all your surroundings resources.
- Don't be a dictator. Reason rather than coerce, ask rather than demand. Use "please" and "thank you" often. An uncertain leader does not gain the confidence of others. If you can use reason instead of authority, campers will be more likely to follow the rules and it will also build mutual trust. Although there are times where you have to set a boundary and hold it firmly.
- In your relationships with your **fellow staff**, respect their abilities and take any opportunity to learn from them while at the same time, sharing your skills and knowledge.

Don't share all your own personal joys and sorrows. It may lead to gossip. Camp is a small community and word travels fast. Nights out and day off are NOT fodder for public talk at tables or in the bunk. Campers should NOT know the names of the places counselors go and what goes on!

Homesickness

Facts about homesickness at camp

1. Many campers experience homesickness to some degree when they are at camp and away from home.
2. The causes of homesickness can range from separation, lack of confidence, to a change of routine.
3. Children of any age, boy or girl, at sleep-away or day camp, experience homesickness.
4. Homesickness often reflects a child's fears: **Will** my counselor like me? **Will** kids tease me? **What** if I am scared or not good at stuff? **Will** something happen at home when I'm not there?
5. Homesickness is not confined to first year campers.
6. Homesickness often carries with it a social stigma.
7. For those who experience homesickness, the pain is very real. Either dismissing this pain or dwelling on it does a disservice to the child suffering from it.
8. Homesickness is often a parent problem. Parents often miss their children as much or more as their children miss them. This may be wittingly or unwittingly communicated to the child.
9. Children who perceive their parents' grief or loss may feel guilty going to camp – as if they were abandoning their parents.
10. Children may send a homesick letter the first day of camp. After three days, when the letter arrives, most kids are doing better. Now it is the parents that need help!

Brainstorming with staff about homesickness

1. Acknowledge a child's feelings. "Gee, Tommy, you look/sound sad/upset."
2. Share your own experience. "You know, I was homesick when I was at camp, too."
3. Take time to find out a child's interests.
4. Get other children to help involve the child or to show him around, including the Big Brother
5. INVOLVE the child in ACTIVITIES.
6. Make the child a helper or give him a special job.
7. Make a plan.
8. Don't make promises you can't keep.
9. Point out relative successes.
10. Get support from other staff.

B&W

The 10 most important rules for counselors

- 1 = NO Physical/Emotional Abuse
- 2 = Winnebago is dry and substance free
- 3 = NO Farmhouse, Condo, & Chiefs visitors
- 4 = Electronic use in CB only – Electronic Visibility = 0
- 5 = NO bunk treats, NO food in bunk
- 6 = Must be at all meals, periods, activities on time
- 7 = Sign in on time and be **ON** @ 1:30 AM
- 8 = NO Trespassing/NO Lake @ night
- 9 = NO Dining Hall & Kitchen except during meals
- 10= No leaving camp except with permission from EJ or Andy

Going to Bed Checklist

1. Make sure campers have brushed teeth, gone to the bathroom, etc.
2. Make sure campers have changed into bedtime clothes (clean pajamas).
3. Get the funk out of the bunk. Get wet stuff off the beds and hung up, preferably outside.
4. If hot, it is OK to suggest they sleep in sheets and roll back the blankets to foot of the bed.
5. If cold, make sure that they have all 3 blankets spread out and over them.
6. Campers cannot sleep in sleeping bags. It is OK for campers to unzip them and put them on top as an extra blanket if it is very cold.
7. Try to avoid the campers wearing socks to bed. Good to let the feet breathe.
8. Keep the flaps up unless it is raining and windy. Cold air settles and it is colder in bunks in the AM with the flaps down.

BROWN:

GREEN:

Time	Falcons	Eagles	Darts	Crescents	Bows	Arrows	Sr. Arrows
9:15 9:45	Selected Activities	Selected Activities	----- Swim Instruction	Swim Instruction -----	Athletics	Athletics	Athletics
9:45 10:15				----- Swim Instruction	Athletics	Athletics	Selected Activities
10:20 10:50	----- Swim Instruction	Swim Instruction -----	Athletics	Athletics	Selected Activities		
10:50 11:20		Athletics	Athletics	Athletics			
11:25 11:55	Athletics	Athletics	Selected Activities	Selected Activities	----- Swim Instruction	Swim -----	Instruction -----
11:55 12:25	Athletics	Athletics				Swim -----	Instruction -----
12:45 2:30	LUNCH & REST HOUR						
2:30 3:00	Athletics	Athletics	Required Free Swim -----	Required Free Swim -----	Selected Activities		
3:00 3:30	Required Free Swim -----	Required Free Swim -----	Selected Activities	Selected Activities	Athletics	Athletics	Athletics
3:35 4:05					Athletics	Athletics	Athletics
4:05 4:35	Selected Activities	Selected Activities	Athletics	Athletics	Required Free Swim -----	Free Swim -----	Free Swim -----
4:40 5:10			Athletics	Athletics	Required Free Swim -----	Free Swim -----	Free Swim -----
5:10 5:40	Athletics	Athletics	Athletics	Athletics	Required Free Swim -----	Free Swim -----	Free Swim -----
DINNER							
Tennis	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

6:45 boating, sailing & fishing,
use of facilities,
after-supper leagues

COVERAGE-DOCKS: EF: TENNIS/VB: SB: RINK: _____

Daily Inspection Record

BUNK#: _____

START DATE: _____

	SUN	MON	TUE	WED	THUR	FRI	SAT
1. BEDS neat, hospital corners, top hemmed							
2. PERSONAL clothing and articles neatly arranged							
3. FLOOR swept clean, no sand or dust in corners							
4. FLOOR nothing kept on floor except shoes (NBS)							
5. PERSONAL cleanliness: hands, face, and clothing							
6. HANGING articles are neat on nails or hooks							
7. FLAPS consistently set							
8. WASTEBASKET empty at end of inspection time							
9. STEPS & OUTSIDE clean, no papers or trash							
10. CLOTHESLINE has only wet articles, spread out on line							
DAILY TOTAL							
INSPECTOR'S INITIALS							

TOTAL FOR THE WEEK: _____

This sheet must be displayed inside the bunk for the week.

This is a story about four people named Everybody, Somebody, Anybody, and Nobody. There was an important job to be done and Everybody was sure Somebody would do it. Anybody could have done it but Nobody did it. Somebody got angry about that because it was Everybody's job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed somebody when Nobody did what Anybody could have done.



Camp Winnebago

Weekly Report for 09/15/2017

Camper : Billy

Health : Excellent

Selected Activities : Boating & Canoeing, Archery

Remarks :

Billy was very excited to receive his Archery patch yesterday. He has been practicing every day for a week. His group is leaving on his backpacking trip in two days and he is looking forward to the excursion, it is all he and his bunkmates talk about. Billy will be bringing along the new sleeping bag that you sent up, he is happy that it made it to camp just before his trip.

This report should be (factual, positive and descriptive to parents) include current Selected Activity, upcoming or recently completed trip and current positive experiences or momentous events.

Camp Winnebago
Affidavit Regarding Counselor Conduct And Camper-Counselor Contact

Print Full Name _____

GUIDELINES/RULES FOR THE DISCIPLINE OF CHILDREN:

I understand and accept the following:

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

GUIDELINES FOR CAMPER-COUNSELOR CONTACT:

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

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

COUNSELOR RESPONSIBILITY

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

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

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

I understand that drinking or using drugs on campgrounds, or returning to camp under the influence of alcohol of drugs is grounds for immediate dismissal.

GUIDELINES FOR STAFF

I understand and accept the following:

- There is no hazing of campers by campers or counselors
- Campers will not be subjected to any "initiation" rites that are abusive in any manner
- Younger children should be encouraged to change their own clothes as much as possible
- Campers will not be alone in your quarters
- A staff member will not share a bed or sleeping bag with a camper
- Counselors will set limits with children who "cling" on them
- Tickling or teasing a camper to the point that the camper is out of control is unacceptable
- Counselors sleeping together on overnight trips is grounds for dismissal
- Romantic lives of counselors, can under no circumstances, be shared with campers
- Pillow fights or wrestling matches and the like can become over-stimulating in short order and need to be limited and carefully supervised
- Counselors should stay out of other cabins after lights out at night unless on specific camp business
- I will not electronically post pictures or videos of campers
- I will not have campers as friends/contacts on social networking sites
- During the summer, I will not have relatives of campers as friends/contacts on social networking sites
- All communication with campers outside of camp will follow the same guidelines as when I am at camp

OTHER INSTRUCTIONS

I agree to the following

- To watch for signs of stress in others and myself as a way of maintaining a safe camp environment.
- I understand and am willing to abide by the Winnebago Technology Policy
- To help other staff who seem at risk for hurting or abusing campers.
- To alert senior or supervisory personnel to dangerous or "at risk" situations between campers and staff.
- To ask for more supervision or support.
- To seek help myself if I feel at risk for hurting, over-stimulating or abusing a camper.

Furthermore, I am attesting, by signing below under penalty of perjury, to the fact that I have read over, understand and accept the rules, guidelines and standards of conduct outlined in the Camp Winnebago Staff Guidelines.

(Signature)

(Date)

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