

**CAMP GALILEE**  
**MINNESOTA DISTRICT**  
**PROCEDURE HANDBOOK**



## Camp Philosophy

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The MN District Camp is the result of vision, leadership, and dedication going back several decades. None of us would have the privilege of continuing this great work without the champions of past generations who have brought us to this day.

The MN District Camp has also operated with a strong philosophy that our campground should always be a place where Apostolic people can participate together in powerful worship and hear the Apostolic message preached from an unfettered pulpit. The prevailing tradition has also been upheld that God's family shall be together at this place in complete unity and demonstrating a positive Christian attitude to each other and our work. Each person who enters these grounds is responsible for helping us to uphold these traditions, and to always conduct themselves with Christian values and holiness unto the Lord. To increase evangelistic impact, our night services are open to the general public.<sup>1</sup>

## Profile of the MN District Camps

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Each Camp is sponsored and directed by individual departments:

### Children's Ministry

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Junior Camp-(Ages 9-12)

### Youth Department

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Senior Camp - (Ages 12-18)

### Family Camp

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Family Camp is for all ages and is under the direction of the District Superintendent and the District Board. Family Camp is broken down into three areas. Each of these areas are sponsored and administered by different departments of our District.

## MN District United Pentecostal Church Camp Procedure

### Camp Oversight

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The MN District Board shall oversee all phases of the physical operation of the camp, such as:

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<sup>1</sup> Revised March 2017

- Considering all requests for additions or alterations to any existing structure, with the right of approval or denial.
- To empower any committee or person to assist in implementing these duties and/or camp responsibilities such as finance committee, camp oversight committee, and oversight of camp caretaker.

## Supervision

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Throughout all camps the department head or staff of each respective camp shall be on the grounds as much as possible to assist the Camp Principal as needed.

- No unmarried individual under the age of twenty-one is allowed to stay in a trailer, or tent without adult supervision, and the adult must be at least twenty-one years of age.
- Anyone under the age of eighteen must register as a camper, or be under the supervision of a parent or legal guardian; and guardianship other than a parent/grandparent must be documented with Camp Director.

## Maintenance

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Each department shall be responsible for the cleanliness of campgrounds during their respective camp. In the event of any damage to dormitories, or any other camp facility caused by excessive abuse on the part of any camper or campers, which results in expensive repairs; the cost of said repairs may be passed on to the individual or the parents of children involved.

It is suggested that each department delegate the following responsibilities to their committee members:

- There shall be planned clean up for all buildings grounds, dormitories, and restrooms each day.
- The auditorium must be cleaned each day during each camp.
- There must be a final clean up of each respective camp that will be followed by an inspection by the Camp Director.
- Furniture, materials, and equipment shall not be moved from their respective buildings except by permission of the Camp Director or District Board.

## Personnel - **ANYONE WHO SERVES AT CAMP MUST FIRST REGISTER AS STAFF**

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Basic camp plans and future speakers shall be submitted by department heads to the District Board for approval by Family Camp board meeting.

- Approval of the respective pastors shall be required for all personnel used in the camps. The departments of their respective camps will designate free meals and/or rooms that are to be provided for those having official responsibilities. All camp personnel must be members in good standing with one of our United Pentecostal Churches.
- Names of all proposed speakers and teachers for each camp shall be submitted by the respective departments to be passed upon by the District Board prior to contacting them.
- All workers/volunteer must comply with and complete the camp screening policy.

## Ushers

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- The District Secretary will be responsible to appoint men as ushers for Family Camp services .
- Senior camp ushering will be the responsibility of the Youth President.
- Junior camp ushering will be the responsibility of the Children's Ministry Director.

## Cafeteria Personnel

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- All cafeteria personnel shall serve under the direction of the Head Cook of each camp.
- All camp rules shall apply to cafeteria personnel.
- Minimum age of 14 is required to work in all areas of the kitchen, dish room and cafeteria.

## Concession Stand

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Concession stand manager shall be appointed by the District Board and shall be separate from the Head cook.

- The concession stand shall be completely closed during all services.
- Only authorized personnel shall be allowed in concession stand.
- Children are not permitted in the concession stand.
- All camp rules apply to concession stand personnel.

## Health/Hygiene

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Rules of health and hygiene apply to all personnel working in cafeteria and concession stand (State Board of Health required.)

- Camp Director or Head Cook shall provide information and requirements as to the Board of Health requirements.
- Only authorized personnel shall be allowed in kitchen and traffic serving area.
- It is to be here stated that we must strive to maintain campground cleanliness.

## Campers

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Campers shall follow all rules under the Basic Campground Policy Section of this manual.

## Music Department

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The music director must understand the camp choir is basically for registered campers. Non-registered campers shall not be allowed to participate in music without the express permission of the Department Head. Any assistance by persons who are not registered campers shall be under the same Policies as are registered campers. The music director and assistants shall be under the authority of the department head and the District Board.

## Other Personnel

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Any persons involved in any capacity not already specified shall be under the same general rules as specified for all personnel.

## Platform Guidelines

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Any person involved on platform of the Minnesota District Camps (such as: speaking, singing, playing a musical instrument, etc.) is asked to cooperate in submitting themselves in the following areas:

### Women

- All dresses/skirts should come to the bottom of the knee while sitting or standing.
- Slits must not go any higher than the bottom of the knee while sitting or standing.
- Mid-section (waist area) should be covered when the hands are extended or raised.
- Sleeves should be worn at least halfway between the shoulder and elbow.
- Refrain from jewelry of any kind with the exception of wedding rings and watches.
- All clothing should have non-revealing necklines.
- Hair must be uncut (unless a new convert is in the process of growing her hair out), styled in a way that it does not draw undue attention.
- No use of makeup, coloring or glitter on the face.
- No use of high gloss, colored polish, glitter or fake nails on fingers or toes.

### Men

- Hair should be cut above the ears and collar, and styled in such a way that does not draw undue attention.
- Dress shirt and tie, sleeves should be at least halfway between the shoulder and elbow, and long sleeved dress shirts are preferred for licensed ministers.

- Wear pants that are large enough not to draw undue attention.
- Shirts should be long enough to cover the mid-section (waist area) when hands are extended or raised.
- Refrain from jewelry of any kind, with the exception of wedding rings and watches.

## Special Usage

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Whereas the MN Campground was established to promote a wholesome and Godly fellowship and all activities that go on must be conducted in a manner inoffensive to accepted Apostolic behavior. The following guidelines shall be adopted as to the special use or rental of this facility by any UPCI entity, and does not preclude any future plans by any other approved group.

- All activities shall be in accordance with established camp policy.
- Fundraisers that do not directly benefit the camp or other district programs will not be permitted.
- A \$150.00 <sup>2</sup>fee shall be paid to the camp for any special usage.
- The District Board will permit no form of entertainment-oriented programs without express approval. Any request for fund raising purposes must be submitted to District Board prior to the annual district planning meeting for consideration and scheduling.
- Our churches are encouraged to use the camp for outings, church seminars, etc. All requests for use of this nature shall be submitted to the Section 2 Presbyter or designate at least thirty days prior to event.
- District owned sound equipment may be used only by approval of District Media Engineer (as designated by the District Board.)

## Basic Campground Policy

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These Basic Campground Policies are published to help make all persons aware of the guidelines, traditions and principles of Christian conduct that govern the activities which take place on the Campground.

- All individuals, campers, non-campers, visitors and personnel, are encouraged and expected to maintain standards of Christian conduct as set forth in the Articles of Faith and Position Papers of the United Pentecostal Church International and to adhere to these Christian principles in spirit and in deed while on the Campground or participating in Camp activities.

- Practices, which are known to be morally wrong by Biblical teaching, are not acceptable and will not be allowed on the Campground. Such practices include, but are not limited to, specific acts such as the possession or consumption of alcoholic beverages, the possession or use of tobacco in any form, the possession or use of any drugs other than for medicinal purposes as prescribed by a physician, stealing, the use of slanderous or profane language, all forms of dishonesty including lying and cheating, occult practices, promoting or engaging in any immoral sins such as premarital sex, adultery, homosexual behavior, pornography, and the participation in gambling. In addition, attitudes and behaviors such as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful prejudice or harassment such as that based on race, sex, or socioeconomic status are not acceptable and will not be tolerated on the Campground at any time.
- The Campground reserves the right to withdraw or terminate at any time the participation in Camp activities of any individual, including campers, non-campers, visitors and personnel, without cause or for any violation in spirit or in deed of this Basic Campground Policy, the principles contained herein or for failing to follow the instruction of camp personnel.

## Campers

### General:

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- All Campers must have recommendations of the United Pentecostal Church pastor of their city (or nearest UPCI pastor) to attend. A camper from a non-UPCI church must have the signature of the nearest UPCI pastor.
- Camper must obey all rules as outlined by the Camp Director, and respect all lines of authority.

### Conduct:

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- All Campers shall be required to attend all class sessions, and evening services.
- Each Camper must remain in the Tabernacle after the evangelistic service until permission is granted leave.
- No loitering outside the Tabernacle during evening services. We strongly admonish everyone who attends camp to be inside the Tabernacle and not loitering outside during services.
- No Camper is permitted beyond the boundary established by the District Board. Campers must remain in central camp areas and may not travel to the camper area except by special permission from the Camp Principal (this does not include Family Camp).

- Campers are not to stay in trailers without adult supervision.
- Campers under 18 are not to visit or be present at any time in a camper where members of the opposite sex are present unless there is adult supervision.
- Campers shall not visit dorms of the opposite sex.
- No camper is allowed outside of dorms after lights out.
- No one is permitted to remove any furniture from its proper place at any time.
- Campers shall respect all camp property, and they or their parents are responsible to pay the repair for any damage.
- Campers may not change dorms unless permission is given by Camp Director.
- Campers are required to eat their meals in the cafeteria at the approved time.
- Only registered campers and staff are allowed to stay on the grounds overnight.

## Behavior:

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- No single Campers shall engage in handholding, kissing, or any such activity.
- No taunting or ridicule of other campers is allowed.
- Acts of violence will not be tolerated, and shall be cause for dismissal.
- Smoking, drug use, drinking of alcohol, or any such activity, is not allowed.
- Vulgar language, profanity, and/or cursing are not allowed.
- In the Youth dorms - no videos, worldly music, Christian rock music, radio, CD/MP or DVD players, mobile phones, Ipads, Ipods, computers or any device that can connect to Internet or mobile service will be permitted.
- Campers will keep their personal items in order.
- No littering or throwing of food.

## Personal Appearance:

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Campers will abide by the dress guidelines set by the UPCI MN District Board

- **Girl Campers** must have all dresses or skirts modest and below the knees. Splits in skirts or dresses must be below the bend of the knee. Dresses and blouses must have sleeves of at least ½ length between the shoulder and elbow (tending toward the elbow) with a modest neckline. No tight fitting clothes of any kind. Clothing must cover midriff area at all times. Shorts and slacks are not permitted on the Campground. We teach girls not to cut or trim their hair and ask all campers to respect this standard while on the campground. The use of lipstick, makeup, or jewelry is not permitted. Clothing with suggestive writing or pictures is not allowed.
- **Boy Campers** must have decent haircuts before arriving on the Campground. Hair must be off the collar and the ears. No tight fitting clothes of any kind. No tight-fitting or overly baggy



trousers with holes or tears are permitted. Boys must wear shirts or sweaters (no plain under shirts). Clothing with suggestive writing or pictures is not allowed. No jewelry is allowed. No shorts are allowed.

- Campers will practice good hygiene.

The following statement with a required pastoral signature shall be on all campers' registration forms:

I, as this applicant's pastor, have advised and provided them with a copy of all camp rules and their obligation to abide by them, and I hereby pledge to uphold the camp in all camp policy and procedures.

## **Rules for Non-Campers:**

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- During any scheduled District activity, all persons on the Campground are under the jurisdiction of Campground rules. This includes daytime, evening, and overnight guests.
- All registered campers on the Campgrounds at any time (camp week or non-camp week) shall abide by the dress guidelines set by the UPCI MN District Board.
- During each camp week, all people on the grounds, including persons in the trailer park, are under the direction of the Camp Principal, and shall cooperate fully with the Camp Principal and all camp rules.
- Non-campers are not allowed to be in the camp area during the day of camp programs, except by permission of the Camp Principal.

## **Job Descriptions**

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### **Camp Principal**

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#### **Qualifications:**

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- May not be less than 21 years old
- Approved by District Board
- Must personally comply with and complete the Camp Worker Screening Policy, the Camp Child Abuse Prevention Policy and all other policies contained in this manual.
- Experienced in organizing and administration.

#### **Camp Principal Pre-camp Responsibilities**

1. Update workers' application forms.
2. Receive applications and assign jobs to volunteers.
3. Ascertain that all positions are filled for each camp. (Maintenance man, dorm parents, all kitchen staff, nurse, security staff, Jr. Camp team leaders and assistant team leaders, Jr. Camp teachers and helpers, etc.)
4. Run background checks on first time volunteers.
5. Contact pastors concerning volunteers principal does not know.
6. Send out e-mails asking for more staff.
7. Contact each volunteer to give approval to work. Explain each volunteer's responsibility.
8. Arrive early at Camp Galilee to make sure all dorms are ready for occupancy. (AC working, bathrooms fully stocked, keys for all doors, etc...)
9. Work with camp office staff during registration.
10. Prepare staff list for Head Cook, Camp Registrar, Youth Director, and Children's Ministry Director.
11. Prepare cleaning supplies for all dorms and bathrooms.
12. Contact person responsible to order all paper supplies for the camp season.
13. Any other thing that needs to be done

## Duties during camp week

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- Shall work in harmony with District Superintendent
- Shall work in accordance with all District Board directives
- Organize camp with regard to all staff and programs
- Be responsible to organize camp security/monitoring
- Perform daily dorm inspections
- Maintain high standard of discipline
- Handle all disciplinary actions involving staff or campers by following disciplinary procedures
- Maintain required records:
  - Roster of all current staff
  - Roster of all current campers
  - Medical reports
- Make certain camp-screening policy is complied with
- Promote a good spirit and Christian attitude among staff and campers

- Shall have scheduling completed and key staff positions filled three weeks prior to camp date
- Responsible for day-to-day camp administration
- Oversee Dorm Supervisors
- Assure the care, safety, and protection of all campers
- Shall provide an orientation session for staff and clearly provide information regarding discipline, rules and childcare
- Responsible, along with District Secretary, to see that all monies (fees and offerings) are delivered to District Secretary/Treasurer or his designate.
- Shall have access to petty cash account and provide receipts for all monies spent from this fund, to be submitted to District Secretary/Treasurer at end of camp
- Camp Principal shall endeavor to be on grounds as much as possible shall not leave the Camp ground unless a assigned person is left in charge.
- In case of emergency or an extreme disciplinary problem, the Camp Principal shall counsel with the District Superintendent to help reach a decision
- Assist with Camp Registration
- Be responsible for the sign-out of any camper during camp. No camper may leave grounds without signing out until Friday's dismissal
- Respond to all first-aid emergencies, if possible, to assure that proper procedures are followed
- Ensure final lights-out bed check inspection at night is done.
- Make sure all Dorm Supervisors are informed of their duties by providing them with job descriptions
- Assist Dorm Supervisors in dorm setup (Bed checklist, etc.)
- Be watchful for any problems; monitor behavior and appearance of campers
- Be on grounds at all times to offer advice and support and supervision to Dorm Supervisors. Assure that all attend camp activities

## Dorm Supervisors

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### Qualifications:

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- At least 18 years of age (Exceptions at discretion of Camp Principal).
- Filled with the Holy Ghost
- Member of the UPCI
- Registration signed by pastor (Camp Principal may sign only by special permission of pastor)

- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual

## Duties:

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- Shall be on Campground by 10 a.m. on opening day of camp.
- Shall attend training session.
- Shall abide by all camp policies contained in this manual
- Shall work in harmony with Camp Principal and other staff and be submissive to line of authority?
- Shall be with campers as much as possible during week.
- Shall provide companionship and encouragement to each camper while serving as caretaker to his/her group.
- Shall encourage participation with camp program and group activities (sports, choir, classes, etc.)
- Shall assist campers in developing positive spiritual attitudes and physical activities during camp week.
- May not leave campground without clear permission of Camp Principal.
- Complete a bed-check list and do bed check each night.
- Mark each bed with name and number of specific camper.
- Maintain discipline and encourage campers to follow camp rules, schedules and procedures (Meals, showers, recreation, etc.).
- Shall not handle disciplinary action, but follow disciplinary policy.
- Shall not pull his or her group out of main camp program.
- May not leave dorm at night.
- Shall not engage in private interviews with campers that might be deemed psychological or spiritual counseling, but shall restrict his/her discussion to general and 'normal' topics.
- Any unusual behavior or illegal activity such as drugs, theft, or sexual contact between campers shall be reported to Camp Principal at once.
- Must abide by the Sexual Abuse Prevention Policy and never touch or talk to a camper in any way that would have even the slightest sexual appearance attached to his/her activity.
- May not grant permission for any camper to leave campground with anyone for any reason without going through Camp Principal. Any camper leaving the grounds must have authorization from a parent or guardian. Minor children are released only to a parent/guardian unless proper parental permission has been granted.
- Shall watch for any health problems and any injuries and report to camp nurse.

## Music/Choir Director

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### Qualifications:

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- At least 18 years of age.
- Holy Ghost filled member of UPCI.
- Application signed by pastor, when applicable.
- Experienced in music and choir direction.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### Duties:

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- Work with Camp Department head or his appointee in planning music for camp.
- Direct choir.
- Be prepared with musical program for each service, as well as altar service, and day services.
- Maintain a good spirit in working with staff and campers.
- Supervise practice sessions and maintain time schedule.
- Use campers as much as possible for solos and featured parts.
- Staff may be used as needed in music.
- All assistant workers/singers/musicians must be approved by Camp Principal and meet general requirements of other personnel.
- Assist Camp Principal in any way to help assure a successful camp.

## Security Staff

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### Qualifications:

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- A minimum of 5 people at each camp, at least **21** years of age.
- Holy Ghost filled member of UPCI.
- Application signed by pastor.
- Appointed by Camp Principal & approved by District Board.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### Duties:

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- Monitor central camp area, working with Camp Principal and staff.

- Set up schedules for night patrol, until camp shuts down for the evening.
- Perform light policing duties for campers.
- Maintain a good spirit.
- Shall not discipline campers but shall refer discipline to Camp Principal or his designate.
- Shall not harass or ridicule campers.
- Shall assist in severe weather procedure as directed by Camp Principal.

## Head Cook

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### Qualifications:

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- Holy Ghost filled member of UPCI.
- Licensed by the State of Minnesota for food preparation.
- Application signed by pastor, when applicable.
- Experienced in cooking for a large group.
- Capable of working with staff.
- Capable of supervising.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### Duties:

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- Prepare meals for camp as scheduled.
- Work in harmony with MN District Board and Camp Principal and Department head.
- Supervise kitchen and dining room staff.
- Follow up on kitchen cleaning procedures.
- Follow all state health regulations and see that kitchen and dining room staff follow these procedures and regulations as well.
- Post schedule and menu in visible place in kitchen.
- Post health and dress guidelines in kitchen.

## Camp Nurse / Health Officer

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### Qualifications:

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- Preferred to be at least 21 years of age.
- Holy Ghost filled member of UPCI.
- Application signed by pastor, when applicable.

- Qualified nurse/LPN.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

## **Duties:**

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- Provide health service for campers.
- Work with Camp Principal and staff.
- Follow Health Service Policy.
- Supervise nursing staff.
- Maintain a supply inventory.
- Keep records and file a daily treatment report with camp office.
- Be on campground at all times.
- Camp Nurse shall review camper applications to locate any special medical needs, health problems, or drug requirements.

## **Concession Stand Manager / Staff**

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### **Qualifications:**

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- Must be at least 18 years of age.
- Must be Holy Ghost filled member of UPCI.
- Must have pastor sign application.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Responsible for operating Concession Stand.
- Camp Principal shall help staff Concession Stand per approval of concession manager.
- Concession Stand staff shall work in cooperation with Concession manger and other food service personnel.
- Concession Stand staff shall work in cooperation with Camp Principal.

## **Sound/Media Engineer**

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### **Qualifications:**

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- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

- Appointed by District Board.

## Duties:

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- Be responsible to the District Superintendent at all times
- That no new equipment be purchased without the approval of the District Superintendent.
- That a current list of all sound/media equipment be maintained at all times.

## Policy Section

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### Chain Of Command

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Chain of command shall be as follows:

- The District Superintendent and the District Board direct the overall policy, procedures and direction of the camp property, facilities and activities.
- The District Secretary directs all receipts and disbursement of funds.
- The Camp Principal has responsibility for daily operations of his/her camp staff and camp operations while their camp is in session and answers to the District Superintendent.
- The Department head is in charge of his/her staff.

### Cell Phone Policy

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- All registered campers staying in dorms are not allowed to have cell phones
- Do not bring cell phones to Camp
- All campers staying in dorms will be asked during registration if they have a cell phone. If they have a cell phone with them, it must be turned over to their parents.
- If a registered camper is found with a phone during the camp week, this will be grounds for discipline up to expulsion. If expulsion, District superintendent must be involved.
- This policy applies to all camps.
- Camp Principal is responsible for informing and enforcing this policy.

### Food Policy

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- Meals should be provided for staff and campers as part of camp registration fee (three meals per day with exception of Family Camp).
- Cost of meals for non-staff /non-campers shall be set by the District Board.
- Any District Board member, Department Head, and their immediate family members on grounds during any camp shall be considered staff during mealtime.
- Menu shall be according to the standard menu provided .



- All efforts shall be made to cut costs.
- Head Cook shall carefully evaluate food consumption to reduce waste.
- Every attempt shall be made to be cost effective in purchasing food for camp.
- Meals shall be served at time designated by individual camp program.
- Any special dietary needs shall be given to Head Cook in writing by Camp Principal as received by parent or physician. Cook shall then fulfill those needs as stated by Camp Principal.
- All UPCI missionaries shall eat as guests of the UPCI MN District.

## Recreational Vehicle (RV) Policy

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- Early entrance of a Recreational Vehicle (RV) for Family Camp will begin at 3:00 pm on the day before camp opens. The fee for this early entry is \$25.00 and must be paid in advance. Any exceptions to this policy must first be approved by the Campground Caretaker.

## Golf Carts Policy

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- Use of golf carts cannot exceed the passenger limit, seating designation, capacity, or load capacity designated by the vehicle's manufacturer.
- Assignment of carts are currently as follows: District Superintendent, District Secretary, two Honorary Board Member(s), Camp Principal, Nurse, Maintenance, Department Director and Department Secretary (during their designated camps), Security, Kitchen Director, Concession Director, and other staff (must be 18+ years old) only as designated by the Camp Principal and/or Director if additional golf carts are not already assigned per the above list.
- The department director and secretary shall have access to the District Superintendent and District Secretary golf carts during their designated camps. While the two Honorary Board Members golf carts would be assigned to the security team during Sr and Jr camp.

## Camp Worker Screening Policy

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All prospective camp personnel, including volunteers, (Camp Workers as specified in the Camp Policy Handbook) must comply with and complete the following requirements:

- Must complete a written application in the form prescribed by the Camp Director's Office which form will request personal and background information on the applicant, including, but not limited to, criminal conviction information.

- Must authorize and consent to the completion of background and reference checks as required by the Camp Director's Office and must agree in writing to a liability release in connection therewith in the form prescribed by the Camp Director's Office.
- Must complete an interview/orientation session as required by the Camp Director's Office.
- Must have the recommendation of their Pastor and have been a member in good standing of a church for at least six (6) months or must be a licensed minister in good standing.
- Must agree in writing to abide by the Camp Policy Handbook, the codes of conduct, policies and principles contained therein, and the direction and instruction of camp personnel per the Camp Chain Of Command.

**Confidentiality.** Information and documentation obtained in connection with the screening of camp workers shall be maintained in a confidential manner by the Camp Principal's Office.

## Sexual Abuse Policy

### Minnesota District Sexual Abuse Policy

- Avoid all touching of minors. All touching shall be based on the needs of the individual being touched, not on the needs of the Volunteer or paid staff. In the event a minor initiates physical contact or other inappropriate touching, it is inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse and sexual abuse of any kind.
- If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
- If one on one counseling is needed, avoid isolated environments.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of the Minnesota District/Camp Galilee for handling.

### Disqualifications

No persons may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who have convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined

below, or has presently pending any criminal charges or an offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control or oversight of a minor:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a monitor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possessing or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses or family violence.
3. A prior criminal history of an offense against minors.
4. Any person wanting to work on the staff of Camp Galilee must complete the Camp staff application and must receive notice of acceptance prior to reporting for any Camp duty.
5. Any one that has committed sexual abuse that applies for paid or volunteer work at Camp Galilee will not be will not be permitted to serve in any activity at Camp Galilee.

The Minnesota District, Inc./Camp Galilee will not allow a person known to be a sexual offender to be a volunteer or paid staff for the Minnesota District, Inc/Camp Galilee.

The Minnesota District, Inc. will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The District Board or an appointed person will begin the investigating the allegation and may use the assistance of legal counsel or other consultants.

Report any incident to appropriate authorities in accordance with the state mandatory reporting laws.

This policy was adopted at the Fall Board meeting held at St Cloud MN October 17-19, 2013.

- The Office of Camp Principal shall, at the camp worker interview/orientation, review, discuss and make available to each camp worker material including a copy of the current DCS Protocol pertaining to child abuse and neglect and physical and behavioral indicators

of abuse. The purpose of such review, discussion and material is to educate and alert camp workers as to what constitutes abuse or neglect for purposes of reporting, to educate camp workers as to how to make a good faith report and to whom/what organization such a report should be made and when, and to alert camp workers to the signs of abuse and neglect so that recognition and detection of abuse and neglect can occur as early as possible.

- Camp workers are to immediately report suspected incidents of child abuse or neglect to the Confidential Camp Counselor/Camp Director's Office, which will investigate and, if appropriate, report the incident to the DCS/CPS and/or other proper authorities. Camp workers are to maintain confidentiality, discretion and sensitivity at all times when dealing with suspected incidents of child abuse or neglect and are not to discuss such matters with any individual outside of the Confidential Camp Counselor/Camp Director's Office or the Camp Chain of Command. The foregoing does not prohibit a Camp Worker from also making an immediate good faith report of suspected child abuse directly to the DCS/CPS and/or other proper authorities.

Further, in order to prevent situations in which child abuse or neglect is more likely to occur and to avoid the very appearance of evil; all camp workers shall adhere to the following guidelines:

- Not less than two camp workers must be present at all times for all organized activities for campers.
- No private one-on-one contact between a camp worker and a camper is allowed at any time. An exception will be made if the camp worker is the parent or guardian of the camper. Any counseling, prayer or meetings that require a private discussion between a camp worker and a camper must be conducted in the view of other camp workers and campers.
- Camp workers must respect the privacy of campers in situations where campers are changing clothes, using the restroom and taking showers. Camp workers should intrude on such privacy only to the extent that health and safety require. Camp workers are to protect their own privacy in similar situations.

## **Nondiscrimination Policy**

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- The Campground welcomes campers of any race, color, national origin or ethnic origin to the activities generally made available at the Campground and does not discriminate on the basis of race, color, gender, national or ethnic origin in the provision or administration of its programs.

## Sexual Harassment Policy

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Sexual harassment of camp personnel or campers is sinful, unacceptable and will not be tolerated on the Campground or during Camp activities. The following comprise the Sexual Harassment Policy of the Campground:

- Any camp worker engaging or participating in sexual harassment on the Campground or during camp activities will be subject to immediate discipline (up to and including dismissal from the Campground) and prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.
- The Camp Director's Office shall encourage the reporting of sexual harassment on the Campground or during camp activities and will promptly investigate all such complaints in a manner that is discreet, fair and caring and that shows deep concern for any victim of sexual harassment.
- Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submissions to such conduct is made either explicitly or implicitly a term of condition or an individual's employment or status as a volunteer, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions regarding employment or status as a volunteer affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or their duties or creating an intimidating, hostile or offensive working environment.
- Individuals are encouraged to report sexual harassment and will not suffer any retaliation for making such a complaint.

## Discipline Policy

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- Discipline shall be handled by Camp Principal, who may consult with the District Superintendent as needed.
- No disciplinary action shall be performed by Dorm Supervisor.
- No denial of food and/or sleep shall be used as punishment.
- No corporal punishment shall be used.
- Discipline shall be fair and just and always administered in Christian love and kindness.
- No child shall be used for sport or ridicule as a form of punishment.

## First Aid Policy

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- A First-Aid kit shall be in easy access to central camp area, stored in Nurses Station or camp office.
- Staff Nurse/LPN/EMT shall direct all first aid when possible.

## Nurse/LPN Reporting Policy

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- The Camp Nurse Report must be maintained and present in camp office
- Infirmary needs must be in supply at all times.

## Accident Reporting Policy

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- The Accident Report form must be filled out in case of accident.

## Health Service Policy

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- An RN/LPN/EMT shall be on staff as the Health Office.
- First Aid supplies for at least 20 persons shall be in supply.
- Stored prescription drugs shall be locked in camp office.
- Administration of prescription drugs shall be according to prescribed methods per the order of parent or physician of camper.
- All staff is to be instructed to watch for any health problems that may appear.
- Parents or legal guardians shall be promptly notified of any health problems.

## Trash and Garbage Policy

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- All trash cans should be emptied at least once each day or as needed.
- All trash and garbage shall be placed in the proper receptacles.
- Trash containers shall be emptied as needed by professional haulers.
- All garbage and trash should first be placed in plastic bags before being brought to the trash containers.
- No private dumping allowed anywhere on camp property.
- No burning allowed with the exception of tree and shrub pruning debris, which may be burned only with permission of caretaker and in designated areas.

## Severe Weather Policy

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**Each Camp Principal shall instruct the campers of the Weather Alert Policy procedures at the beginning of each camp.**

- In case of severe weather, seek an official weather report.
- Maintain a weather alert radio with fresh batteries in camp office area during all camp sessions.
- Monitor weather band at all times during threatening weather.
- Sound a warning for bad weather or tornado.
- Once a tornado warning has been sounded, or Camp Director feels the weather to be threatening, he shall:
  - a. Sound an alarm distinct from any other such alarms, bells, sirens, whistles, etc
  - b. All Dorm Supervisors shall gather their campers together at once
  - c. Direct all campers and staff to proceed to the cafeteria
  - d. Direct all campers and staff to assemble in designated area
  - e. Camp Principal should do a number check at once by dorm
  - f. Appoint a search team to seek any missing campers or staff at once
  - g. Direct everyone to remain in position until storm passes
  - h. Sound an 'All Clear' to let everyone know the danger has passed

## Registration Discount Policy

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### 1. Family Camp

No charge food or lodging for the staff member and the immediate family (Immediate family includes spouse and minor children):

Camp Principal  
District Board (also honorary)  
Head Cook  
Concession Stand Manager  
Honorary Office Staff  
Visiting Missionaries and Evangelists

No charge food or lodging for the staff member only:

Concession Stand Assistant (3)  
Cook (10)  
Dorm Supervisor (14)  
Front Office (2)  
Kitchen assistant (Dishwashers/pots and pans) (11)  
Maintenance  
Media/Sound Engineer  
Music Director  
Nurse  
Security (5)

Children's Ministry Director  
Youth Director

Dorm room notes:

Cooks are entitled to 6 rooms plus the evangelist quarters (only when available).

Kitchen assistants (dishwashers/ pots and pans) are not provided separate rooms but can stay in the student dorms.

Concession stand are entitled to 2 rooms only.

## 2. Senior Camp

No charge food or lodging for the staff member and the immediate family (Immediate family includes spouse and minor children):

Committee members  
Head Cook  
Principal  
Concession Stand Manager

No charge food or lodging for the staff member only:

Choir Director  
Concession Stand Assistant  
Cook (7)  
Dorm Supervisor (15)  
Kitchen assistant (Dishwashers/pots and pans) (11)  
Maintenance  
Media Technician  
Music Director  
Nurse  
Security (5)  
Sound Technician  
Recreational Director (up to 2)  
Media Director (Photography/Videography) (up to 2)  
Youth Committee Appointed Help (up to 2)

\*Minor children of camp staff are allowed on campus provided the Camp Principal provides childcare for all hours during staff working hours. Minor children must be first approved by the camp principal. Minor children must register and will receive a discounted rate to stay on campus.



\*Minor children of committee staff are allowed on campus provided the Youth Department provides childcare during staff working hours. Minor children must first be approved by the Camp Principal. Minor children must register and will receive a discounted rate to stay on the campgrounds.

### 3. Junior Camp

No charge food or lodging for the staff member and the immediate family (Immediate family includes spouse and minor children):

Committee members

Head Cook

Principal

Concession Stand Manager

## No charge food or lodging for the staff member only:

Choir Director  
Concession Stand Assistant  
Cook (5)  
Dorm Supervisor (15)  
Kitchen assistant (Dishwashers/pots and pans) (9)  
Maintenance  
Music Director  
Nurse  
Security (5)  
Sound Technician  
Special needs parents/guardians (*as pre-approved by the principal*)  
Teacher (8)  
Teacher Assistant (8)

\*Minor children of staff are allowed on campus provided the Children's Ministry provides childcare for all hours during staff working hours. Minor children must be first approved by the camp principal. Minor children must register and will receive a discounted rate to stay on campus.

## **Lice policy**

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### **Objective**

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To establish a standard policy to identify, contain, and manage suspected and confirmed cases of head lice of campers.

### **Definition**

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- Head lice are parasitic insects that can be found on individuals' heads. Human lice survive by feeding on human blood. Adult head lice are roughly 2-3 mm long. Head lice infest the head and neck and attach their eggs to the base of the hair shaft.

- Head lice infestations are spread most commonly by close person-to-person contact. Dogs, cats, and other pets do not play a role in the transmission of human lice. Lice move by crawling and cannot hop or fly. Both over-the-counter and prescription medications are available for treatment of lice infestations.
- The risk of getting infested by a louse that has fallen onto a rug or carpet or furniture is very small. Head lice survive less than 1-2 days if they fall off a person and cannot feed. Nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp. Spending much time and money on housecleaning activities is not necessary to avoid re-infestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.

(All above information taken from [www.cdc.gov/parasites/lice/head](http://www.cdc.gov/parasites/lice/head))

## Identification and Management for registered campers

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- Camp staff who identifies a suspected case of head lice will discreetly escort the camper to the designated camp health officer for inspection. (Suspicion is based on seeing bugs crawling in the hair, individual is scratching head excessively, may be irritable and having trouble sleeping since lice are more active in the dark.)
- Confirmed cases will be treated with over-the-counter lice treatment strictly following directions on the label. A fine tooth, specialized comb must be used to remove all nits. (Minor campers' parents and/or guardian should be called for permission. If preferred, parents and/or guardians may sign their child out and treat them at home.)
- If there is a large amount of campers with confirmed cases, the Camp Director may choose to send campers home for treatment
- The clothes that have been worn by the camper since their arrival, towels, and their bedding should be washed in hot water and dried on high heat. Combs and brushes should be discarded and may be replaced by camp officials if the camper remains on the campground.
- Any camper who has shared clothing or has been in close physical contact with the camper with the confirmed case should also be inspected and treated as stated above for the confirmed case.
- As a precautionary measure, all campers assigned to the same dormitory as the camper with the confirmed case should be inspected by a trained individual(s) in their dormitory assuring privacy and avoiding humiliation to all campers.
- Campers who are effectively treated may return to camp after being re-inspected by the camp health officer or another trained individual designated by the camp director



### LICE EGG

An egg, called "nit" is glued to the hair shaft where it stays for 8 to 10 days.

