



NORTHLAND FCBC

BACKGROUND TO OUR CAMP

The Florida College Booster Club began two decades ago in order to “boost” our belief in the purpose of a school we believed in for the future of our children. Some of us attended the school, while others saw the great benefit of sending our children to a college that believed in principles that honored God and Christ. Thus, the FCBC-Northland Chapter was born. To promote our belief that Florida College might be a good choice to continue a child’s education, we started a Summer Camp. This allowed us to introduce the school to parents and children alike, giving them a “taste” of what many Christians coming together with shared social and spiritual values was like. We think over these past 18 years of camp we have accomplished that goal.

The idea behind this experience of camp is to promote the value of friendship and fellowship in a God-honoring way. A great tradition has been established under the leadership of couples like Wilson and Becky Copeland, Keith and Kathy Barclay and others who helped form this club. We are in debt to them for their sacrifices and commitment to making these annual camps an experience the kids always remember throughout the year. Many of the kids say, “camp is my favorite week of the year.” That makes all the sacrifices well worthwhile. We hope you feel the same way.

BECOMING A STAFF MEMBER

Many of you are like I was my first camp. The question, “What am I supposed to do?” is asked with fear and trembling. What is a counselor’s duties? What am I do as a night-watchman? Who do I see if I have questions? When is nap time? How many cookies can I take in the chow line? Do I have to play in the Capture The Flag game? Etc. etc. So, since you feel like a dummy sometimes, I will borrow the title of Matt Hennecke, who wrote a similar booklet for the Chicagoland Camp and called it “Counseling For Dummies.” Who knows, it might make the N.Y. Times best-seller list on the Books for Dummies series. But I doubt it. As you read this, you will doubt it too. So, if you have that deer-in-the-headlights look about you, take time to read and see if your questions are answered. If not, join the club of dummies.

CHAPTER 1: THE PURPOSE OF CAMP

The purpose of the camp is three-fold:

1. It provides an environment in which children can enjoy themselves in activities that are altogether wholesome, with other children and adults who have similar values. In this regard, it provides a respite from many of the pressures and temptations of the world, while helping prepare the participants for righteous living in a wicked world.
2. It aids parents and the home by reinforcing and teaching the doctrine of Christ as revealed in the Bible. A concentrated effort is made to teach the Bible’s principles. Conversely, camp is not a substitute for teaching at home, nor for the church, and is not simply a method of “child evangelism”.
3. It promotes enrollment in Florida College, which provides a similar environment for higher education, where young men and women are taught by dedicated Christians. Although it may have its own

shortcomings, Florida College provides perhaps the best available environment for our young people to enter as they “leave the nest”, so to speak. All rules and regulations, the schedule of activities, and the expectations of the camp staff are intended to be consistent with these goals and purposes.

CHAPTER 2: COUNSELORS

There are several kinds of counselors at camp. They are the Head Boys Counselor, the Head Girls’ Counselor, and the Common Counselor. One thing is common among all counselors, every one of them, like each camp staff member, is a Christian who lives by the Bible’s standard of moral principles. It is the very reason you were selected to be on this staff. Let me outline the various roles and duties you will have as counselors.

Head Counselors

The Head Boys and Girls Counselor are essentially in charge of all counselors, and are appointed by the Camp Director. They are available to the entire counseling staff for advice, problem solving and disciplinarian. They make sure that all campers are accounted for after lights out. The Boys’ counselors should take any problems they cannot handle directly to the Head Boys Counselor, and likewise girls’ counselors should go first to the Head Girls’ Counselor for support. If an issue comes up they need help with, they will then take it to the Camp Director and Co-Director.

Counselors

Common Counselors (we’ll just call them counselors from now on) are always supposed to be available to their assigned campers, but the most pressing duties are at night. Counselors are responsible for making sure the camp rules and regulations are enforced (next chapter), and for the safety and well-being of their campers. They are also responsible for supervising the cleanup of their campers’ quarters, and shower and toilet facilities (when assigned to do so). They (along with campers) must also participate in the cleanup and shutdown of camp facilities at the end of the week.

It is also to be understood that when we send our troopers back to their cabins about 9:00, they have until 10:00 to shower and get ready for bed. The younger kids need to get to sleep earlier, so you need to hurry them along. Then it would be great if you would lead them in a short devotion (to the younger), or encourage them to lead their own devotions (to the older). To me, this is the best time of camp. This is your time to bond with them and help them by being their friend and true counselor. You are my hero for sacrificing your time and energy to helping these few kids for a week of their life. It can make a huge difference in their life, I guarantee it. I have seen it done over and over again. God bless you.

Girls’ and Boys’ Counselors

As a general rule, one counselor is assigned to each cabin of up to seven campers. The cabins were built by the CCC (Civilian Conservation Corps) work crews back in the Depression years of the 1930’s. They are the oldest standing cabins built by the CCC in the United States. Pretty cool, huh? That means they are “rustic,” but we prefer to call them “quaint” or “homey.” In other words, no electricity! That’s the bad news. The good news is, no electricity! By that I mean, no fussing with hair dryers, electric shavers, and other things that lead to primping before the mirror. This way everyone looks like they have been to boot camp. This saves time and arguments. Right? Well, we can all hope and dream a little.

The Dress Code. As counselors we are asking you to insist each child conform to our dress code. Basically that means follow the rules. The rules are stated in detail in chapter three. It is my job as Director to announce these rules on Sunday night when camp opens. I will tell them that the co-Director and I will have extra large T-shirts that we will give to any camper who does not bring and wear the required dress code. I hope to make this code crystal clear so that you don’t have to have any fuss over this all week. Is that a deal?

Discipline and Minor Problems. The co-Director and I are the enforcers of the rules. Any major problem with obedience to ANY adult, whether it is you or other staff, will be handled by us. We do not ask you to be the bad guy and live stressed out all week with a child or two who will not follow the rules. Camp is not intended to be a reform school, but a happy time for everyone. Minor problems, like telling a 9 year old he must change his underwear sometime this week, or take a bath before Saturday morning, can be handled by you. Reserve the hard-to-handle cases for us, but be a parent-substitute in minor needs. If you have any problems with a child, inform the Head Counselor, and they will either take care of it, or bring it to us. Is that a deal?

Affection Problems. Our camp rules are specific about living “above reproach” throughout the week. For example, we do not allow, under any circumstances, holding hands or kissing between any campers. Campers of the opposite sex can never, no never, wander off into private areas, not even to “just talk.” And while I’m on the subject, a female counselor (or any adult woman) should never be alone with a male camper (unless, of course, it is the camper’s parent). Same goes for a male counselor (or any adult man) never being alone with a female camper. If you need to speak with a camper of the opposite sex, take another adult with you. This keeps you “blameless” and your reputation beyond question.

Serenade Nights. On Wednesday night we allow the 10th – 12th grade boys to go over to the girls A-Lodge area to serenade them. After the singing they are allowed to enter the Main Lodge where a fire is built and they spend time singing hymns and talking, and enjoying a treat like ‘smores or popcorn. Then Thursday night the favor is returned by the 10th- 12th grade girls at C-Lodge. They serenade, then spend time before a roaring fire singing, playing a couple of games, then listening to the FC Friends give their testimonials about their time at Florida College. Both nights are loosely chaperoned by some of the staff. We don’t go into the Lodge, but stand outside listening and enjoying the moment. It is one of the most special times of camp. Great friendships are bonded during these hours. If you are a counselor of one of these ages, you are free to join us, or go to the Mess Hall to have some popcorn and visit with other staff members, or simply go to sleep if you are tired. We break them up at midnight to go to bed.

CHAPTER 3: THE RULES

Dress and Grooming

This set of rules is perhaps one of the most challenged. Worldly styles change, usually toward a more liberal position, and some feel compelled to “test” the rules by adopting a worldly look or style at camp. But outlandish or extreme hairstyles, clothing, or behavior are not in keeping with the goals of the camp, and will not be tolerated. Here are some specifics to help you understand and enforce dress and grooming rules and regulations. Unless specified otherwise, these apply to boys and girls alike:

1. All pants must touch the knee while standing **AND** sitting.
2. Shirts must be long enough **to cover the midriff**, even when arms are raised above the head (in activities such as volleyball). For this reason, T-shirts are encouraged for boys and girls alike since they are generally looser fitting, and are normally long enough to avoid any modesty problems during athletic activities.
3. Clothing that is skin tight, including leggings, stretch pants, or halter-tops **are not allowed**.
4. Clothing with pictures and/or messages will be allowed as long as they are not offensive (to be determined by the Director and his staff).

Enforcement – Counselors: You may send any improperly dressed camper back to their cabin to change into modest apparel (the camper’s counselor should be informed...problematic campers will be sent home). Should a man spot an improperly-dressed female camper, bring it to the attention of the nearest female counselor or the Head Girls’ Counselor. The same holds true for a woman staff member toward a

male camper improperly dressed. Look for a male staff member, preferably the Head Boys Counselor or Camp Director, to address the problem.

All attire must be appropriate for the goals and purpose of the camp. Some clothing, while not too revealing, may send the wrong message. Clothing with pictures and/or messages will be allowed as long as they are not offensive. Articles of clothing which promote evil products or activities are never to be worn at camp (i.e. beer or tobacco or sexual innuendos).

Jewelry must be appropriate for godly people. In recent years, body piercing has become popular for both boys and girls. Jewelry should be appropriate for one's gender. In order to avoid 1) confusion on this matter and 2) the appearance of evil, boys are not allowed to wear any piercing of any kind, including earrings, tongue studs, eyebrow rings, or any other article of jewelry which pierces the skin. In addition, girls are not allowed to wear any article of jewelry which pierces the skin, except for earrings.

Boy-Girl Relations

Campers are encouraged to make friends among both genders, but all behavior must be conducive to purity. Inevitably, there will be boys and girls who are attracted to one another in a "romantic" way. In keeping with the goals and purpose of the camp, and to minimize the potential for unseemly behavior, public display of affection is not allowed, including the holding of hands, while camp is in session. Any staff member may enforce this rule on any campers.

Electronic Equipment

Radios, CD players, MP3 players, walkie-talkies, electronic games, lasers, laser pointers, and all such like should not be present at camp. In addition, campers are not allowed to have cell phones, except as specifically permitted by the Director or Co-Director. Even then, the cell phones will remain in the possession of the Camp Co-Director until needed. Any forbidden equipment should be confiscated immediately and given to either the Head Boys' Counselor or the Head Girls' Counselor. The equipment will be returned to the camper upon the camper's departure. Any staff member may enforce these rules on any camper or campers.

Attitudes and Conduct

Campers are encouraged to participate in various planned activities, some of which will be competitive in nature. In the sports activities a spirit of competition can add to the enjoyment, but some restraint is necessary. If some win, others must lose, and good sportsmanship should prevail. All campers are expected to maintain a Christ-like attitude in their interactions with others. Proper respect should be shown towards staff members and other campers, as well. Disrespect toward ANY staff member must be reported to the Camp Director. If you tell a camper to do something, and they refuse or ignore you, that is disrespectful and will not be tolerated. Tell the Head Counselor or Camp Director or Co-Director immediately. Don't wait until camp is over to report this. It does no good then.

All the Other Stuff

Tobacco, alcoholic beverages, un-prescribed drugs, or weapons of any kind (including pocket knives) are not allowed. Magazines or other materials promoting immorality are not allowed. Profanity, lying, vulgarity, stealing, or abuse of the camp facilities are not allowed. St. Croix State Park does not want chewing gum on the camp site. Animals find it, sometimes causing them to suffocate when they eat it.

One more thing. Water balloons. Every year kids like to bring their own stash of balloons to camp. They hide it for a special moment when they can play a prank. I know it seems innocent, but at least two years we have had scenes that turned a bit ugly when it went beyond a prank and turned into a war. Therefore we now consider water balloons as contraband. If you find it, take it, and give it to the Activities Director. She can always use more balloons for Capture The Flag.

CHAPTER 4: THE DAILY GRIND

We have a rather detailed schedule for each weekday of camp, and you, along with every other person at camp, have been given a copy of it. This schedule is what we eat by, sleep by, play by, work by, study by, and worship by. It tells us what we should be doing, when we should be doing it, and where it should be done. For the most part, each day of camp is pretty much the same in terms of the basic schedule. In addition to meal times, of which there are three, each day includes allotted times for various activities. These include showers, cleanup (latrines, quarters, etc.), sports and group activities, free time, and of course, worship periods in the forms of daily devotions, morning lectures, and Bible classes divided by age group. The specific schedule varies slightly from day to day, so keep your schedule handy!

As a counselor, you are responsible for making sure your campers are in the right place at the right time (another good reason to keep your schedule handy). This responsibility actually starts on Sunday night, after our evening worship. There will be a Full Staff Meeting at 6:00 pm after all the campers are sent outside with the FC Friends to play some get-to-know-you games. This will be our time together to make sure everyone knows what to do and to answer any questions you have.

During the week, a number of events and activities require all campers to be present. These include all worship activities, meals, sports/crafts activities, evening group activities, and the Friday night Talent Show. During these times, campers are not allowed to be in their cabins, and you are responsible for making sure they aren't. You should make sure your campers understand that they are expected to be present and on time for all worship activities.

Under no circumstances are male campers allowed in female camping areas, and vice versa. There are Bible classes that meet near the Lodges in both the girls and boys areas, but as soon as class is over the kids should immediately exit the area. The teacher is to be the last one to leave the Lodge and make sure the kids are all gone. It should be noted that campers should NOT spend time in their cabins during the free time periods. These periods are designed for campers to be together, but without structured activities. At the close of the day's activities, you should make sure that your campers are all present and accounted for in their cabin. Campers aren't allowed to leave their assigned camp area after lights-out.

Saturday Clean Up and Break Camp Day

Saturday is a very unique day at camp...the end (whew!). Still, there's plenty to do before everyone can leave. After breakfast, all campers must return to their cabins, pack up, and thoroughly clean and straighten their quarters. The Head Counselors will be in charge of giving you a Pass Card with the camper's name on it that must be signed by the Head Counselor or Camp Director or Co-Director before the camper can leave his cabin area to go home. Encourage your troops to stay on task so they can be inspected and leave in short order. If they dilly-dally, it will hold up everyone. So have a plan by Friday night to give to your kids for the next day. Tell them up front what is expected. Make it fun, if possible, with a challenge of some sort to motivate them to do a good job cleaning. Kids love competition, so encourage them to be the fastest and cleanest of all cabins. Remember to look over the entire area around your cabin for trash. Our goal is to leave the campground better than we found it!

CHAPTER FIVE: THE ROLES OF ALL STAFF MEMBERS

There's a lot more to running a week-long camp than a few counselors and a director or two. In fact, it takes about 40 to 50 people in a wide variety of roles to make camp a success. I will try to describe briefly the various roles of all the staff and what is expected of them.

General Administration

Camp Director

The Camp Director is the head honcho, the big cheese, our fearful (not fear-less) leader of camp. This position is appointed by the Booster Club at its annual November meeting. This role requires extensive investment of time before, during, and after camp. It requires someone who is organized enough to build a staff, plan activities and schedules, and make decisions. During camp week, the Camp Director will be the one primarily responsible for making sure things are kept on schedule. While the Camp Director may delegate, he has the final say in all camp-related matters.

Camp Co-Director

The Camp Co-Director is a position filled at the appointment of the Camp Director. Should the Director be unable to fill his duties, the Co-Director would step in and do so. When the Director is not available due to other obligations, the Co-Director may be called upon to make a decision or solve a problem. He has a double duty of also being the Dining Hall Director, where he coordinates the duties for daily servers at meals, arranging the tables and chairs, making sure it is swept and cleaned, etc.

Registrar

The Registrar is a position filled at the appointment of the Camp Director. The Registrar is responsible for receiving applications, processing payments and credits for camp fees, sending information to campers and parents, and registering campers on the first day of camp.

Canteen Manager and Helpers

The Canteen Manager orders refreshments for sale during camp week and manages the actual operation during camp week. We have a scanner system in place to expedite the daily totals for each camper's canteen and craft purchases. It is the Bar Code and Scanner system like you see at all stores now. Remember, kids must buy and consume their snacks during the day. They are NOT allowed to take snacks of any sort (except water) back to their cabins.

Bible Director

The Bible Director is appointed by the Camp Director to coordinate the entire teaching program for the week. The man given this responsibility may write his own material or use the material of others. Generally, the Bible Director is responsible for selecting various teachers and speakers for the week, publishing adequate class material and providing it to teachers and campers, coordinating devotional activities, and making camper class assignments.

Teachers

Teachers will receive materials from the Bible Director as soon as it is available, and will be notified as to the age group of the class. Non-teaching staff members who do not have pressing responsibilities are allowed to attend the class of their choice if they wish. This would include counselors. There is a theme each year for the classes.

Morning Devotion Speakers

Morning Devotion Speakers are chosen by the Bible Director, and are usually the young men who are in high school, or even the FC Friends who come. The devotion subject is fully the choice of the speaker, whatever he is comfortable with. The talk is limited to about 5 minutes, but can be shorter if he wishes. This is an effort to start the day off right, so comments should try to be uplifting and inspirational.

Lecture Speakers

Each day before classes, the entire camp will gather to hear a lecture on an assigned topic. The topic is assigned by the Bible Director. The time of the talk should be limited to about 15 minutes to make sure there is enough time to get to the Bible classes at 10:00 a.m. sharp.

Sports, Entertainment, and Leisure

Activities Director

The Activities Director is appointed by the Camp Director to plan various sports activities for the week. Volleyball and softball tournaments between the Society teams is standard for our camp. The Society teams that are found at Florida College are used for our camp. They are Omega Chi (black and yellow), Psi Beta (orange and blue), Arete (red), KO or Kappa Omicron (green), Phi Sigma Chi (blue), and ... oh bother, I can't remember the 6th one. Oh well, we don't use that one anyway! They are black and silver. I'll simply name them Etta Bake A Pie. Points are totaled daily and the awards are given at dinner time. The overall Team Champion is crowned on Friday by lunch time.

Activities Assistant

This role is simply to be the right arm of the Director. He or she must help organize all the events, as well as ensure sportsmanship and a Christ-like spirit rules at all events. Lots of point-totals must be put to paper (or in a computer) every night, meaning sometimes long nights before going to sleep.

Activities Helpers

These volunteers help with umpiring softball games, refereeing volleyball games, keep a stop watch for Olympic events, and helping out with canoe trips and other activities.

Team Captain & Adult Leader (FC Friends sent by Florida College)

Each team is to be assigned a Captain. Usually this is the FC Friends, who are each placed on the four teams. Also, an Adult Leader (chosen by the Activities Director) should be given the responsibility to help keep order and teamwork and sportsmanship moving in the right direction. The Team Captain, in coordination with the Adult Leader, will encourage all the campers to either play in the events, or be there to cheer on their team-mates. Also, we will give out a Team Spirit Award for each team on Friday as chosen by the Captain and Adult Leader.

Skit Coordinator

On Thursday night we do our camp skits as part of our evening devotions. The younger classes are doing them, and there is a special Skit Coordinator assigned to put this together. He or she should come to camp fairly well organized as to how you want to do it and how you want to engage all the kids in that class to be involved. The skits are to be generally based on the week's theme or class material. If you would like to help with these skits, ask the Skit Coordinator. I'm sure he or she will be glad to get you involved.

Talent Show Night Coordinators

On Friday night we have our annual Talent Show. The kids are encouraged to bring their "talent" – whatever it might be (humming, kazoos, jokes, singing, playing the spoons, etc). They must go through an Audition process to make sure it fits the standards of decency and time-length. They are encouraged to sign up on Sunday and Monday and be auditioned by our local American Idol Talent Search Committee. The F. C. Friends are the annual Emcees of this event. The Coordinators have the task of recruiting stage-hands to help with sound equipment, curtain hanging, drawing a signup sheet and posting an Events Sign before the show to announce each event.

Sound System Manager

The Sound System Manager must be able to set up sound equipment in the dining hall for use in a variety of ways during the week, including announcements, speeches, and talent show performances.

Crafts Director and Assistant

The Crafts Instructor is selected by the Camp Director to provide hands-on instruction on craft projects. This activity is frequently popular among those who have little interest in sports, and is conducted at the same time as sporting events. The Crafts Instructor must plan projects before camp, and be responsible for securing the needed materials and supplies. Expenses incurred are reimbursed by the Booster Club.

Camp Photographer

The Camp Photographer is selected from among the staff by the Camp Director. The Camp Photographer should be skilled in using a 35mm film or digital camera. The goal is to document the activities of the week; accordingly, those who take these positions must be willing to forego some other activities in order to do the job. We will post the camp photos on our web site as soon as we are able. The web page is: www.fcbc-mn.org The Web Master is King Elder.

Dining & Health

Dining Hall Manager

The Dining Hall Manager is in charge of arranging the dining hall for its various uses. He oversees and expedites the table/bench setup for lectures, dining, skits and talent show. He assigns the daily servers (adults) for our three meals each day. Also he assigns table washers and sweepers from among the students. He rings the dinner bell at the appropriate times and determines the order in which campers enter for meals.

Head Cook

The Head Cook is a position appointed by the Camp Director. The Head Cook must be a well-organized, hard-working leader who can motivate his staff and build morale. The Head Cook's duties includes developing menus and grocery lists for over 17 meals for about 150 people, locating suppliers, arranging pickup/delivery of goods, assuring adequate supplies throughout the week, coordinating the preparation of up to three meals per day, and overseeing the shutdown of the kitchen and disposition of extra food items at week's end.

Kitchen Staff

Several people are needed in the kitchen to work under the direction of the Head Cook. They will be directly involved in the preparation, cooking, and serving of the food. Cooking experience is a must for this position. Please!

Director of Dishes

This role requires the never-ending task of washing all those dishes (let's see, 150 mouths x 17 meals = 2,550 plates, spoons, forks, knives, cups). It is a hot job, and demanding job. And did I mention "Thankless Job"? Well, not by the Camp Director and the Kitchen Staff! We salute you!

Dishes Helpers

Under the leadership of the DoD (Dir. Of Dishes, not Dept. of Defense) these helpers are asked to wash dishes, including pots and pans, take out the garbage daily (men only – those bags are h-e-a-v-y), and take the dishes from the campers as they come to the window.

Camp Nurse

The Camp Nurse has a big responsibility in watching after nearly 150 bodies on our camp site. She is on call 24 hours a day throughout the week. She is stationed in the Infirmary, which has an extra bed by which she can keep a watchful eye on some camper that needs attention through the night. The Camp Nurse is responsible for maintaining first aid supplies, overseeing the administration of prescription and over-the-counter medications to campers, and maintaining medical information records on each camper and staff member. She is called upon to make the decision regarding the need for hospital care in case of illness or injury.

Well, there you have it. That is the STAFF HANDBOOK for our Summer Camp. Hope it helped you come to know and appreciate the various duties needed to make camp happen. My thanks to every one of you who has volunteered your time and talents to blessing the lives of over 100 kids. May God bless you for your service and sacrifice.

Rick Lanning

NOTE: I am very grateful for the Handbook written by Matt Hennecke of the Chicagoland Camp, of which I have shamelessly plagiarized (with his kind approval) to help me write this one. And just as importantly, I'm thankful to Rick Gorman for editing it into much better booklet. Thanks Matt and Rick.