



## **BEING A STAFF MEMBER**

Being a staff member at Northland Camp can be one of the most worthwhile and tiring weeks you can spend as an adult. This handbook will help answer many of the questions you may have about being a staff member such as:

- What is this camp/What is this place?
- “What am I supposed to do?”
- What are a counselor’s duties?
- Who do I see if I have questions?
- When is naptime?
- Do I have to play in the Capture the Flag game?
- What are all those other staff members doing?

## **CAMP HISTORY**

Northland Chapter of the Hutchinson Bell – Northland Chapter began in 1988 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. Summer Camp began in 1990 to promote Florida College as a good choice to continue a child’s education. The goal of camp is to promote the value of friendship and fellowship in a God-honoring way. This allows us to introduce the school to both parents and children, giving them a “taste” of what many Christians coming together with shared social and spiritual values is like.

Note: This great tradition began under the leadership of couples like Wilson and Becky Copeland, Keith and Kathy Barclay and Rick and Benita Lanning 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 kids say, “Camp is my favorite week of the year.” That makes all the sacrifices well worthwhile. We hope you feel the same way.

## About St Croix State Park

The St. Croix River was an important trade route for hundreds of years, first for the Native Americans, and then for the French, English, and American fur traders. Although the fur trade ended during the mid 1800's, logging camps along the St. Croix River sprung up, all taking advantage of the river's force to float logs to lumber mills downstream. By 1915, the logging era had moved on to other parts of the country. The newly cleared land was attractive to farmers and immigrants from all over the world, but these settlers struggled to make a living from the poor soil. In 1934, 18,000 acres of St. Croix area farmland was purchased. In 1935, this farmland became the St. Croix Recreational Demonstration Area. Under the direction of the National Park Service, the Civilian Conservation Corps (CCC) and the Works Progress Administration (WPA) set out to transform these lands into group camps, roads, and campgrounds, with all the necessary buildings and structures. Most of their efforts remain in use today, with many of the buildings and structures listed on the National Register of Historic Sites.

The CCC built the cabins during the Depression years of the 1930s and are the oldest standing CCC cabins in the United States. That means they are “rustic,” but we prefer to call them “quaint” or “homey.” **In other words, there is no electricity!** That is 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.

## CHAPTER 1: THE PURPOSE OF CAMP

The purposes of the camp are three-fold:

1. It provides an environment in which children can enjoy themselves in wholesome activities, with other children and adults who have similar values. It provides a break 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. We aim to teach the Bible's principles. Camp is not a substitute for teaching at home, or 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 dedicated Christians teach young men and women. Although it may have its own shortcomings, we believe that Florida College provides perhaps the best available environment for our young people as they “leave the nest.” All rules, regulations, activities, and expectations are consistent with these goals and purposes.

## CHAPTER 2: CAMP BASICS

- Everyone, camper and staff, is assigned to a team
- Teams participate in sports together and compete against each other – your presence is important. Even if you aren't an athlete, you can help model appropriate behavior and help the athletic staff
- Check in between 1:00pm 4:00pm
- Wednesday night church services – most people stay on site. Some travel in to Pine City. Talk to someone, for details
- Jr. High campfires – songs and snacks as time permits
- Cabin snacks – not allowed by campers, counselors may organize something
- Flexibility – the weather and circumstances often require flexibility on the part of campers and staff

### CHAPTER 3: THE RULES

These rules strive to reinforce the purpose of the camp and promote proper Godly conduct among campers. Everyone plays a part in enforcing camp rules. This is especially true for the counselors due to their interactions with campers. The Director and co-Director will handle any major problem such as disrespect or disobedience to ANY adult.

- Camp should be a happy time for everyone, not a reform school. Be a parent-substitute for minor camper needs, like telling a 9-year old that he must change his underwear or take a bath before Saturday morning.
- If you have problems with a camper that you cannot solve, inform the appropriate Head Counselors. They will either take care of it or bring it to the Director and/or Co-Director.
- Do not be stressed out all week with a child or two who will not follow the rules. Let the directors handle any difficult campers.
- Not everything is written down. Some things must be interpreted using Godly principles.

#### Dress and Grooming

We ask you to insist that each child conform to the camp dress code. This set of rules is perhaps one of the most challenged. Worldly styles change and some feel compelled to “test” the rules by adopting a worldly look or style at camp. Dress and grooming rules and regulations apply to boys and girls alike, unless specified otherwise:

##### Allowed

- All attire must be appropriate for the goals and purpose of the camp.
- All pants must touch the kneecap while standing AND sitting.
- 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 long enough to avoid modesty problems during athletic activities.
- Clothing with pictures and/or messages as long as they are not offensive (as determined by the Director and his staff)

##### Not Allowed

- Skin-tight clothing including leggings, stretch pants, or halter-tops
- Clothing which, while not too revealing, may send the wrong message
- Clothing with offensive pictures and/or messages
- Articles of clothing which promote inappropriate products or activities (i.e. beer or tobacco or sexual innuendos)
- Outlandish or extreme hairstyles, clothing, or behavior not in keeping with the goals of the camp

Counselors: You may send any improperly dressed camper back to their cabin to change into modest apparel. Inform the camper’s counselor as soon as possible. Problem campers can be sent home.

- A male staff member should bring an improperly dressed female camper to the attention of the nearest female counselor or the Head Girls’ Counselor.
- A female staff member should bring an improperly dressed male camper to the attention of the nearest male counselor, Head Boys’ Counselor, or Camp Director.

##### Jewelry

- Boys cannot wear piercing of any kind, including earrings, tongue studs, eyebrow rings, or any other article of jewelry which pierces the skin.
- Girls cannot wear any article of jewelry that pierces the skin, except for earrings.

**Mixed Company**

- A female staff member should never be alone with a male camper (unless, of course, it is the camper's parent). If you need to speak with a camper of the opposite sex, take another adult with you.
- A male staff member should never be alone with a female camper (unless, of course, it is the camper's parent). If you need to speak with a camper of the opposite sex, take another adult with you.
- Male and female campers/staff are NOT allowed in the camping areas of the opposite sex, except during activities assigned to those areas, such as Bible class. This includes parents of campers.

**Boy-Girl Relations / Public Affection**

While campers are encouraged to make friends between both genders, inevitably, some boys and girls will be attracted to one another. Camp rules are specific about living "above reproach" throughout the week and all behavior must be conducive to purity. In keeping with the goals and purpose of the camp, and to minimize the potential for unseemly behavior, we do not allow, holding hands, public displays of affection or kissing between any campers under any circumstances. Campers of the opposite sex can never wander off into private areas, not even to "just talk."

Any staff member may enforce this rule on any camper.

**Electronic Equipment**

Electronic devices such as radios, CD players, MP3 players, walkie-talkies, electronic games, lasers, and laser pointers are prohibited. Campers are not allowed to use cell phones unless specifically permitted by the Director or Co-Director, we know cell phones are used for cameras. But not to be used at night. Then, the cell phones will remain in the possession of the Camp Co-Director until morning.

Staff members should confiscate any forbidden equipment immediately and give it to the Head Boys' Counselor or the Head Girls' Counselor. The equipment will be returned to the camper upon the camper's departure.

**Attitudes and Conduct**

Campers are encouraged to participate in various planned activities, some of which will be competitive in nature. In the sporting events, 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. Encourage all campers to maintain proper respect and a Christ-like attitude in their interactions with other team members, campers and staff.

- Report disrespect toward ANY staff member to the Head Counselor or Camp Director or Co-Director immediately. If you tell a camper to do something and they refuse or ignore you, they are disrespectful and this will not be tolerated.
- Do not wait until camp is over to report it. That is too late.

**All the Other Stuff**

- Tobacco, alcoholic beverages, un-prescribed drugs, or weapons of any kind (including pocketknives) are not allowed.
- Magazines or other materials promoting immorality are not allowed.
- Profanity, lying, vulgarity, stealing, or abuse of the camp facilities is not allowed.
- Chewing gun is prohibited by St. Croix State Park. Animals find it, sometimes causing them to suffocate when they eat it.
- 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. It seems innocent, but sometimes the prank gets out of hand and turns into a "war."

- Staff members should confiscate any water balloons that you find and take them to the Activities Director. They can always use more balloons for Capture the Flag.

## CHAPTER 4: THE SCHEDULE

### Sunday Night

The Camp Director will discuss general camp rules and dress code rules on Sunday night when camp opens. The Director and co-Director will provide extra large T-shirts for any camper who does not bring clothes that fit within the dress code. He will make this crystal clear so that you do not have problems with this all week.

There will be a Full Staff Meeting at 6:00 pm after FC friends take all campers outside 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.

### Daily

We have a rather detailed schedule for each weekday of camp. Every person at camp will receive a copy. It is what we eat by, sleep by, play by, work by, study by, and worship by. It tells us what to do, when to do it, and where to do it. Each day's basic schedule is similar. In addition to three meal times, each day includes scheduled times for various activities such as:

- Showers
- Cleanup (latrines, quarters, etc.)
- Sports and group activities
- Free time
- Spiritual Times
  - Daily devotions
  - Morning lectures
  - Bible classes divided by age group

The specific schedule varies slightly from day to day, so keep your schedule handy!

### Weekly

During the week, a number of events and activities require all campers to be present. These include all spiritual activities, meals, sports/crafts activities, evening group activities, and the Friday night Talent Show. During these times, campers cannot be in their cabins. Counselors must ensure that their campers are at the required activity. Make sure your campers understand that they are expected to be present and on time for all activities, particularly worship.

### Bible classes

Bible classes meet near the lodges in both the girls and boys areas. 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.

### Free time

Campers should NOT spend time in their cabins during free time or during other scheduled activities. These periods are for campers to spend time together without structured activities.

**Serenade Nights.**

On Wednesday night, the 10<sup>th</sup>- 12<sup>th</sup> grade boys go the Girls A-Lodge to serenade the girls. After the singing, they enter the Main Lodge, build a fire and spend time singing hymns and talking, and enjoying a treat like s'mores or popcorn.

On Thursday night, the 10<sup>th</sup> – 12<sup>th</sup> grade girls go over to the Dining Hall area to serenade the boys. They serenade, spend time in our FC Camp Coffee House and before a roaring fire singing, playing a couple of games and listening to the FC Friends give their testimonials about their time at Florida College.

Both nights are loosely chaperoned by some of the staff who do not go into the Lodge, but stand outside listening and enjoying one of the most special times of camp. Great friendships are made 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.

**Friday Night**

Talent Show – Campers, whether solo or in a group, are encouraged to display 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 should sign up on Sunday and Monday. The FC Friends will emcee this event.

**Saturday Clean Up and Break Camp Day**

Saturday is a unique day at camp...the end (whew!). There is 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.
- Have a plan by Friday night to give to your kids for the next day. Tell them up front what is expected.
- Encourage your troops to stay on task so the cabins can be inspected and they can leave quickly. Goofing off will hold up everyone.
- 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.
- The Head Counselors will give you a Pass Card with the camper's name on it that must be signed by the Head Counselor, Camp Director or Co-Director before the camper can leave his cabin area to go home.

Our goal is to leave the campground better than we found it!

## **CHAPTER FIVE: THE ROLES OF ALL STAFF MEMBERS**

There is a lot more to running a weeklong 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. Here is a brief description of the various staff roles and expectations for each. One thing is common among all counselors and staff members. Each is a Christian attempting to live by the Bible's standard of moral principles. It is why we selected you for this staff.

### **COUNSELORS**

Let us look at the role of counselors. There are two kinds of counselors, Head Counselors and Girls' and Boys' Counselors.

#### **Head Counselors**

Responsibilities include:

- Overseeing all counselors, cabins, and campers of their gender
- Troubleshooting
- Discipline
- Advising and assisting camp staff to resolve issues
- Ensuring all campers are accounted for after lights out.
- Handling any problems other counselors cannot handle

#### **Girls' and Boys' Counselors**

Each counselor is assigned to a cabin of up to seven campers. Counselors should always be available to their assigned campers, especially at night.

Responsibilities include:

- Following the daily schedule to make sure that your campers are in the right place at the right time. This responsibility starts on Sunday night after our evening worship.
- Enforcing camp rules and regulations including dress code, grooming, personal conduct
- Ensuring the safety and well-being of their campers
- Supervising the cleanup of their campers' quarters, and shower and toilet facilities as assigned
- Help cleanup and shutdown camp facilities at the end of the week.
- Supervising bedtime activities
  - We send campers back to their cabins about 9:00
  - Make sure that your campers are all present and accounted for in their cabin. 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.
  - Lead the younger kids in a short devotion or encourage the older ones to lead their own. This can be the best time of camp. It is your time to bond with them and help them by being their friend and true counselor.
  - Campers may not leave their assigned camp area after lights-out.
- The time you spend with them can make a huge difference in their life. Guaranteed. It has been done repeatedly. God bless you.

## General Administration

### Camp Director (Jaime Schuessler)

The Camp Director is in charge of the entire camp. He appoints all of the staff positions in conjunction with the Booster Club. While the Camp Director may delegate certain tasks, he has the final say in all camp-related matters. He is responsible for making sure things stay on schedule during camp week. This role requires an extensive investment of time before, during, and after camp to be successful. It requires someone organized enough to build a staff, plan activities and schedules, and make decisions.

### Camp Co-Director (Rick Lanning)

- The Co-Director will fill in for the Director if he cannot perform his duties. The Co-Director will make decisions and solve problems when the Director is not available.

### Registrar

The Registrar:

- Receives applications
- Processes payments and credits for camp fees
- Sends information to campers and parents
- Registers campers on the first day of camp

### Canteen Manager and Helpers

The Canteen Manager orders refreshments to sell during camp week and manages the actual operation during camp week. Kids must buy and consume their snacks during the day. No one, camper or staff, is allowed to take food or beverage of any sort (except water) back to their cabins.

### Bible Director

The Bible Director coordinates the entire teaching program for the week. He may write his own material or use the material of others. Responsibilities include:

- Developing a them for the weeks' worship activities
- Selecting various teachers and speakers for the week
- Publishing adequate class material and providing it to teachers and campers
- Coordinating devotional activities
- Making camper class assignments

### Teachers (see brochure for complete list)

Teachers will receive materials and class age assignment from the Bible Director when available. Non-teaching staff members, including counselors, may attend the class of their choice as responsibilities allow.

### Morning Devotion Speakers

The Bible Director selects the Morning Devotion (devo) Speakers, usually young high school men or FC Friends. The speaker may choose his subject. 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**

Before Bible classes each day, the entire camp will gather to hear a lecture on a topic by the Bible Director someone he appoints. The speaker should limit the talk to 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 puts together the society teams and plans various sports activities for the week between the Society teams including:

- Volleyball and softball tournaments
- Olympic athletic activities
- Mind Games
- Battle Ball
- Tug-o-war
- Activities may vary based on weather, cost and availability

The Florida College Society teams used for our camp include:

- Psi Beta (orange and blue)
- Arête (red)
- KO or Kappa Omicron (green)
- Phi Sigma Chi (blue)
- Omega Chi (black and yellow) - Inactive in 2008

Points are totaled daily and awards given during dinner. The overall Team Champion is crowned on Friday by lunch.

**Activities Assistant**

He or she must help:

- Organize all the events
- Ensure sportsmanship and a Christ-like spirit rules at all events.
- Enter points on paper or in a computer each night, sometimes meaning long nights before going to sleep.

**Activities Helper**

This volunteer:

- Umpires softball games
- Referees volleyball games
- Keeps a stop watch for Olympic events
- Assists with canoe trips and other activities

**Team Captain & Adult Leader**

Each team has a Captain (usually an FC Friend) and an Adult Leader chosen by the Activities Director. It is their responsibility to help keep order, encourage teamwork and participation (playing or cheering) and keep sportsmanship moving in the right direction. We will award a Team Spirit Award for each team on Friday as chosen by the Captain and Adult Leader.

**Talent Show Night Coordinators**

The coordinators:

- Audition the talent to determine what campers may present at the talent show. The main concern is length and appropriateness, not quality.
- Recruiting stagehands to help with sound equipment, curtain hanging, and signup sheets and posting an Events Sign before the show to announce each event.

**Sound System Manager**

The Sound System Manager sets up sound equipment in the dining hall for use during the week, including for announcements, speeches, and talent show performances. Ask the FC Friends to help out.

**Crafts Director and Assistant**

The Crafts Instructor provides hands-on instruction on crafts projects. This activity is frequently popular among those with little interest in sports, and is conducted at the same time as sporting events. The Crafts Instructor must plan projects before camp and secure the needed materials and supplies. The booster club will reimburse these expenses.

**Camp Photographer / Videographer / Webmaster**

- The Camp Photographer must possess skill in using a digital camera.
- The Camp Videographer must possess skill in using a videotape or digital video camera.

Both document the activities of the week. Those who take these positions must be willing to forego participating in some activities in order to do the job.

**Dining & Health****Dining Hall Manager**

The Dining Hall Manager will:

- Arrange the dining hall for its various uses
- Oversee and expedite the table/bench setup for lectures, dining, skits and talent show
- Assign four adult servers for each of the three meals day
- Assign adults as pot scrubbers and dish washers
- Assign students as table washers and sweepers
- Ring the dinner bell at the appropriate times
- Determine the order in which campers enter for meals

**Head Cook**

The Head Cook must be a well-organized, hard-working leader who can motivate his staff and build morale. Duties include:

- 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
- Overseeing the shutdown of the kitchen and disposition of extra food items at week's end

**Kitchen Staff**

Kitchen staff works under the direction of the Head Cook. They will help prepare, cook, and serve all meals. Cooking experience is required.

**Director of Dishes – DOD**

This role requires the never-ending task of washing all those dishes (150 mouths x 17 meals = 2,550 plates, spoons, forks, knives, cups). It is a hot and demanding job.

**Dishes Helpers**

Under the leadership of the DOD, these helpers wash dishes, including pots and pans, take out the heavy bags of garbage daily (typically men), and take the dishes from the campers as they come to the window.

**Camp Medical Personnel**

The Camp Doctor has a big responsibility for nearly 100 bodies at camp. He is stationed in the Infirmary, which has an extra bed by which he can keep a watchful eye on any camper that needs attention through the night. The doctor is:

- On call 24 hours a day throughout the week
- 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.
- Responsible for making decisions regarding the need for hospital care in case of illness or injury

We thank each of you who have volunteered your time and talents to blessing the lives of up to 100 kids. May God bless you for your service and sacrifice.