

**2020**

**Operational Handbook  
& Staff Orientation Guide**  
Director's Edition



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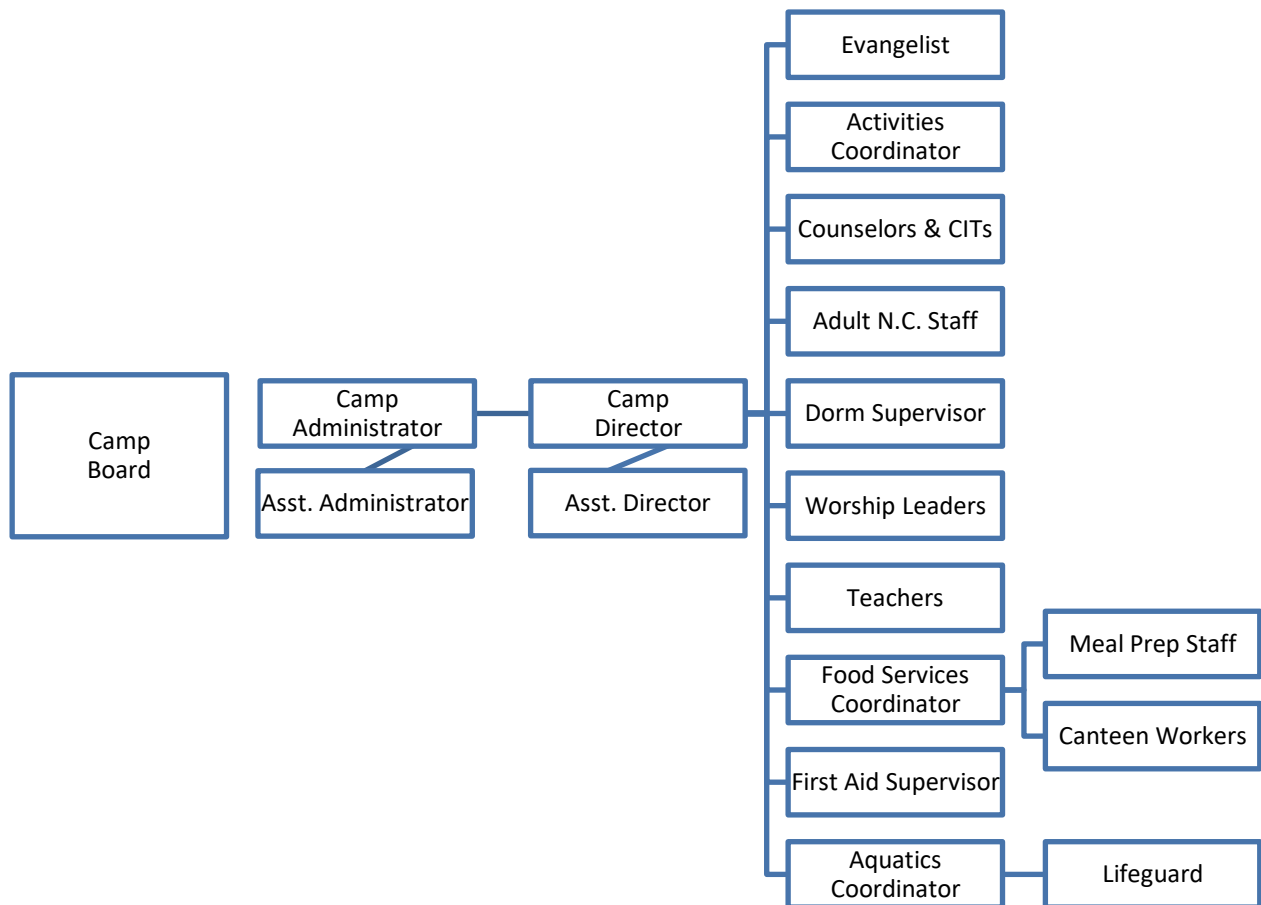
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# **Job Descriptions**

# Organizational Structure

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**The Chain is NO STRONGER  
THAN IT'S WEAKEST LINK!**



# Job Descriptions

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*Note: It may be in some cases that a single staff member may perform multiple job descriptions below simultaneously based on the needs of a particular camp week. Each job description is meant as a guide for those unfamiliar with what may be expected of a particular job title should a staff member be asked to assume one of the following roles. All staff members are expected to work together harmoniously and be a good Christian example for the campers.*

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## **Camp Administrator:**

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The Camp Administrator reports to the Camp Board. Responsibilities include but are not limited to:

1. Promotes the ministry of the Morganwood Free Will Baptist Camp and Conference Center.
2. Takes oversight for total camp ministry, physical and spiritual.
3. Guides the camp board in organization the ministry and securing personnel to work in the implementation of the ministry.
4. Maintains accurate records pertaining to the camp.
5. Assures Mississippi Department of Health License requirements are maintained.
6. Assures any special training necessary for camp personnel.

## **Assistant Camp Administrator:**

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The Assistant Camp Administrator reports to the Camp Administrator. Responsibilities include but are not limited to:

1. Assists the Camp Administrator in the ministry of Morganwood Free Will Baptist Camp and Conference Center.
2. Assumes responsibilities pertinent to the continuance of the camp ministry in the absence of the Camp Administrator.

## **Camp Director/Program Manager:**

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***Requirements: Must be at least 25 year old and have either two years previous experience as part of the camp administrative staff or successfully completed a documented course in camping administration such as those offered by professional camping agencies or their equivalent as determined by the Youth Camp Safety Advisory Council.***

The Camp Director reports to the Camp Administrators and his responsibilities include but are not limited to:

1. Attends organization and planning meetings in the development of the camp theme for the year.
2. Assists in the recruitment of personnel to staff the camp which he is designated to direct.
3. Develops a workable schedule to include Christian education and recreational activities schedule for the week of camp for which he is responsible (*To be given to Administrators for approval 4 weeks prior to camp*).
4. Takes oversight of the organizational structure in the supervision of campers in daily activities.
5. Enforces the rules of conduct and safety with utmost emphasis put on the spiritual atmosphere of the camp.
6. Schedules daily staff meetings.
7. Checks pool after use and lock it up.
8. Checks all grounds before leaving on final day.

## **Assistant Camp Director:**

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The Assistant Camp Director reports to the Camp Director and the Camp Administrators and their responsibilities shall include the following:

1. Helps the director in the development of the camp theme and schedule. To help in the recruitment of camp staff.
2. Assists the camp director and to assume responsibilities pertinent to the continuance of the camp ministry in the absence of the camp director.
3. Helps director check all locks at night.
4. Ensures grounds are clean and clear before leaving on final day.

# Job Descriptions (Cont.)

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## **Evangelist:**

The Evangelist reports to the Camp Director and the Camp Administrators and his responsibilities shall include the following:

1. Develops and delivers age appropriate messages at worship for designated week that helps develop the theme, drawing from the day's events when possible to bring meaning.
2. Acts in the capacity of counselor/advisor.
3. Is encouraged to interact with the campers.

## **Worship Leader:**

The Worship Leader reports to the Camp Directors and the Camp Administrators and his responsibilities shall include the following:

1. Work with Camp Directors and Evangelist to plan and implement music and worship for all programs. Need contagious love for Jesus, sensitivity to the Holy Spirit, and the ability to lead singing for large groups of youth.
2. Must be willing to serve in a variety of areas including daily activity leadership.

## **Teacher/Class Leader:**

The Teacher/Class Leader reports to the Camp Directors and the Camp Administrators and their responsibilities shall include the following:

1. Must have biblical training, leadership experience with students, camp counseling experience, peer counseling and small group skills, communication skills, and a passion to see and encourage others to grow in their faith.
2. Is a mature, practicing, Christian who seeks to follow Christ in daily living.
3. Is to be at least 25 years old, unless an exception is made by Camp Administrator after discussing with the Camp Board.
4. Possesses integrity, sound judgment, a mature sense of humor, ability, and flexibility.
5. Demonstrates fairness and love to all people regardless of race, gender, religion, physical/mental ability or national origin.

## **Counselors & CITs:**

The Counselor reports to the Lead Counselor, Camp Directors and the Camp Administrators and their responsibilities shall include the following:

1. Assists the lead counselor and dorm supervisor.
2. Responsible to live with campers and a collegiate/lead counselor in the dorm and to assist the lead counselor in building relationships with entire dorm, facilitating Bible discussions and activities.
3. Needs to be an enthusiastic leader, sensitive listener, positive role model, servant, and friend.
4. Follows along with camp schedule throughout the day and assist in Check-in and Check-out processes.
5. Helps take up the slack in cleaning up and other activities.
6. Performs other tasks as assigned by the Camp Director or Lead Counselor
7. Deals spiritually, as trained, with those who come forward during services or during the devotional times.

## **Adult Non-Counseling Staff:**

The Volunteer Staff reports to the Camp Directors and the Camp Administrators and their responsibilities shall include the following:

1. Maintenance, grounds, and/or housekeeping.
2. Works behind the scenes with year round staff members to physically care for the facility and needs of the summer program.
3. Must be a hard worker with a lot of initiative.

# Job Descriptions (Cont.)

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## Activities Coordinator (Non-Aquatic):

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The Activities Director reports to the Camp Directors and the Camp Administrator and responsibilities shall include the following:

1. Prepares age appropriate games and activities in conjunction with the camp schedule.
2. Inventory and procure necessary supplies for planned activities.
3. Divide teams for camp competition purposes. In some instances the Camp Director and Activities Director *may* coordinate the camp competition's point system with other areas of camp (*i.e. memory competition or dorm inspection*).
4. Is considerate of campers with physical or mental handicaps.
5. Responsible for all activity supplies being put up.

## Aquatics Coordinator:

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**Requirements: Must be 18 years old as required by the MSDH.**

The Aquatics Director will report to the Camp Director and the Camp Administrator and:

1. Is responsible for planning all water activities.
2. Assures that safety is priority and that all rules are enforced.
3. Assures that adequate supervision is in place at pool and slide, including at least one appropriately trained Lifeguard as required by the Mississippi Department of Health.
4. If off campus, the aquatic director will adhere to all camp rules concerning water safety and supervision.

## Lifeguard:

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**Requirements: Must hold current Lifeguard certifications including Adult and Child CPR (Red Cross or equivalent).**

The Lifeguard reports to the Camp Directors and the Camp Administrator and responsibilities shall include the following:

1. Oversees and maintains a safe environment at the pool.
2. Facilitates any swim safety training as necessitated by their training.
3. Enforces pool rules set by camp.
4. Serves as a mature Christian example to campers. (Morganwood currently *prefers* that Lifeguards do not supervise groups of the opposite sex).

## Dorm Supervisor:

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The Dorm Supervisor reports to the Camp Directors and the Camp Administrators and their responsibilities shall include the following:

1. Maintain a healthy and orderly physical and spiritual environment at the dorm for which they are assigned.
2. Keeps an updated roll of campers and bunk numbers.
3. Enforces of rules set by camp (*lights out etc*).
4. Ensures that no campers are in the dorms unless there is staff supervision (may need to see that door is locked outside of designated dorm time).
5. Deals spiritually, as trained, with those who come forward in worship services or during the devotional times.

## Food Service Coordinator:

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**Requirements: Must hold current PSCC Food Manager Certification (or insure that another member of the kitchen staff does).** The Food Service Coordinator reports to the Camp Directors and the Camp Administrators and her responsibilities shall include the following:

1. Co-ordinates with Administrator and develop an age appropriate menu for each week of camp.
2. Is responsible for startup and shut down of kitchen.
3. Insures that the correct amount of food is purchased for meals and canteen.
4. Co-ordinates the responsibilities of the kitchen staff and maintains desirable working conditions.
5. Insures that all state requirements are adhered to by all kitchen staff.

# Job Descriptions (Cont.)

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## **Meal Preparation Staff:**

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The Meal Preparation staff reports to the Food Service Coordinator, Camp Directors and the Camp Administrators their responsibilities shall include the following:

1. Assists in meal preparation.
2. Cleans designated areas.
3. Cleans utensils and equipment.
4. Are responsible for ensuring the eating area and tables are kept clean and in order
5. Work to further the smooth operation of the kitchen and meal preparation.

## **Canteen Workers:**

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The Canteen Supervisor reports to the Food Service Coordinator, Camp Director, and the Camp Administrators and responsibilities shall include the following:

1. Are responsible for start-up, operation, and shut down of canteen including cleaning and stocking.
2. Maintain canteen credit cards as campers make purchase.
3. Are responsible for keeping the canteen area clean and in order.

## **First Aid Supervisor:**

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**Requirements: Must be a licensed physician, licensed physician assistant, LPN, RN, or hold current certification in First Aid, Adult, and Child CPR (Red Cross or equivalent).**

The First Aid Supervisor reports to the Camp Directors and the Camp Administrator and responsibilities shall include the following:

1. Provides onsite minor first aid care.
2. Must be on site or with campers at all times.
3. Collects camper medications at check-in and dispense appropriate doses according to the prescription and maintaining a log of dispensing of medication. (A master list of medication with names and dispensing instructions will be maintained in the locked medicine cabinet.) The F.A.S. and Camp Director will each have a key to the medicine cabinet.
4. Ensures camper medication is returned to and signed for by the parent of the camper at check-out.
5. Maintains records of camp injuries (minor and major).
6. Posts names, phone number and general directions to medical facilities. i.e. *Auburn Clinic, Urgent Care, NMMC Emergency Room, Nurse Link etc.*
7. Provides considerate care for quarantined campers until parents arrive to take them home.
8. In the event of an accident that requires offsite medical attention First Aid Supervisor will attend camper to offsite care facility and contact the camper's parents unless otherwise instructed by the Camp Director.
9. Assists in counseling when necessary.





# **Camp Policy & Practice Notes**

# Camp Policy & Practice Notes

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## **Prior to Camp:**

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1. A camp week schedule is to be submitted by the Camp Director to the Camp Administrator at least 4 weeks prior to their respective camp week.
2. In preparing for camp, the Camp director should be advised that the MSDH requires a ratio of 1 counselor (adult supervising staff member) for every 10 campers.
3. Due to regulations set forth by the Mississippi State Department of Health, a record of all camp staff including at least: name, address, age, training, education, experience and other qualifications, and the names and telephone numbers of persons to be notified in the event of an emergency.
4. There shall be a current written agreement or exchange of letters with a nearby hospital regarding procedures for admitting campers and providing for financial arrangements.
5. All camps are to conduct an orientation period to acquaint all staff and personnel with the health safety and welfare programs of the camp. This must be documented in the personnel records as prescribed by the MSDH.

## **Registration Day:**

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1. Due to regulations set forth by the MSDH, all camper records shall be put on file and made readily available to health authorized personnel and shall include the following: name, address, parent/guardian telephone numbers, designated adult emergency contacts, health history considerations for which camp personnel should be prepared, and parent/guardian authorization for emergency care.
2. If available, retrieve campers' insurance information. Injuries that require medical attention are to be covered by the individual's medical insurance. The camp has coverage; but it is second line.
3. ALL medications are to be in their original pharmacy containers bearing the prescription number, date filled, physician's name, directions for use, and the patient's name. All medications will be collected at registration and locked-up in the First Aid office. A form indicating the dispensing of the medication is to be kept and the form signed by parent or guardian when the medication is given back to them. A key to medical supplies and prescription drugs is to be on the person of the camp director and FSA (First Aid Supervisor)
4. If a teen camper drives to camp, they will be asked to surrender their keys until the end of the camp week.
5. Cell phones and other electronic devices are to be collected from campers and C.I.T.s during registration. These devices will be locked-up in the First Aid Office until checkout.
6. Shaving cream, water guns, etc. are to be collected at registration or as they are found in campers' possession. They may be returned at times for designated uses.
7. Canteen money will be collected at check-in and Canteen Credit Card(s) will be issue. The canteen will not accept cash.
8. Bunk Numbers shall be recorded on the camper's application or a camp roll and filed for quick access by the Camp Director and First Aid Supervisor.
9. A camper and staff roll shall be prepared by the First Aid Supervisor upon receiving camper applications following registration.

## **First Two Days of Camp:**

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1. A fire drill (as prescribed by the MSDH) & tornado drill shall be held within 24 hours of the beginning of the camp week.
2. Every camper shall receive a documented health screening not later than 48 hours after arrival at camp as prescribed by the MSDH. It is preferable this be done before the campers enter the dorm at registration.

# Camp Policy & Practice Notes *(Cont.)*

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## During Camp:

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### General

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1. All Camp Staff members are to set a responsible example by following and upholding rules issued to campers (See General Rules Poster).
2. No inappropriate gestures or acts will be tolerated by staff.
3. A camper group picture sufficient for is to be made before the end of the camp week.
4. The Camp Evangelist has first option on the Caretaker House.
5. A daily staff meeting is required. This is to be a time of evaluation and planning.
6. It is encouraged that a daily schedule be posted for the campers.
7. A boy and a girl camper of the year are to be elected by the staff near the close of each camp session. The reward for this honor will be a camp scholarship for the following year.
8. Due to MSDH regulations no one other than those designated as kitchen staff are to be in the kitchen.
9. The weather alert radio is to be on at all times. In case of severe weather, follow applicable emergency weather procedures.
10. Grounds are to be kept litter free. Garbage cans are to be emptied and maintained in a sanitary manner.
11. No one but those assigned or designated by the Camp Director are to be in the concession stand.
12. Any disciplinary action or counseling must have two (2) adults present.

### Leaving Campus (for other than scheduled activities)

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1. No C.I.T. is to leave campus without the Camp Director's signed approval. Adult staff members are encouraged to notify the Director before leaving.
2. No camper is to leave camp with ANYONE without being signed out on the proper form. They are to be signed back in. Only those designated on the camper's application are to take the camper off campus.

### Record Keeping (Summary)

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1. Visitor and Check-In/Check-Out Logs shall be maintained each week.
2. A camp roll is to be maintained each week for emergency purposes.
3. All injuries (no matter how minor) are to be reported on the injury report.
4. Medication dispensing shall be recorded and kept with medications.
5. All Staff Applications and Camper Registration forms are to be kept on site.
6. A record of decisions (especially first time decisions) is expected to be maintained.

### Conflict Management

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1. Staff members should strive to maintain a positive Christian example when dealing with any conflict that involves them.
2. If a staff member is offended by another staff member, the offended party is encouraged to discuss the matter with the offending party before involving other staff members.
3. Staff members shall not discuss matters of disagreements between staff members in the presence of campers, nor involve campers in the disagreement.
4. If campers are in conflict, remain calm, ask appropriate questions, and avoid threatening comments or actions. Work to put out the fire, do not add fuel.
5. Remember that Camp Director decisions are final.

# Camp Policy & Practice Notes (Cont.)

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## Notes for Activities

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1. Team competition is suggested.
2. Off-Campus activities will be approved and scheduled by the Camp Administrator. The Camp Directors and Activities Director will work with the assistance of the Administrator to secure transportation for these activities. When transporting campers to off-site activities the staff shall observe the MSDH Transportation Guidelines.
3. Rules for the pool and water slide are to be adhered to by everyone at camp including camp personnel (See Pool Rules & Water Slide Rules below).
4. If there is a designated shaving crème fight, it is to be confined to the basketball court. No chasing outside of boundaries or into any building. NO EXCEPTIONS.
5. Only directors or those designated are to operate the sound equipment.
6. When planning purchases for activities and games, it is requested that staff check existing materials on the camp site before determining if a purchase is necessary.

## Pool Rules

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1. Campers and CITs shall always obey the instructions of the lifeguard.
2. Swimming shall be by schedule only.
3. There shall be no swimming during inclement weather.
4. There shall be no more than 25 people in the pool at a time.
5. There shall be no swimming without qualified supervision.
6. Campers and Staff shall wear appropriate swimwear. Separate swimwear is required for the pool than what is worn to the slide.
7. Swimmers shall shower before entering the pool.
8. There shall be no food or beverages of any kind permitted at the pool area.
9. There shall be no running, pushing, or other horseplay on the pool deck.
10. Clothing used at the waterslide is not allowed to be worn at the pool.

## Waterslide Rules

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1. NO ONE goes down slide except at time designated.
2. A safe water level at bottom must be maintained.
3. Staff/Campers shall not apply soap or other lubricants to the waterslide for recreational purposes.
4. Campers must enter slide from the TOP only.
5. Campers must only go down slide in a feet first position.
6. Campers shall exit slide immediately and follow designated exit trail to waterslide again.
7. Campers shall not be allowed to walk on, jump over or stand alongside slide.
8. A counselor MUST be at bottom of slide before anyone slides and must remain there until slide time is over.
9. There shall only be one person allowed the slide at a time. (NO TRAINS)
10. Only after the whistle or horn has blown may another person come down the slide.
11. Clothing used at the waterslide is not allowed to be worn at the pool.

# Camp Policy & Practice Notes (Cont.)

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## Notes for Dorms

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1. NO camp staff is to expose their nakedness (even entering or exiting shower sufficient clothing to cover private parts is required) Any staff member caught 'mooning' or acting in any inappropriate manner such as this will be disciplined.
2. No campers are to be left in the dorms at any time without staff supervision.
3. All Camp Staff members are to set a responsible example by following and upholding Dorm Guidelines. This includes the rule concerning NO FOOD IN THE DORMS (See Dorm Guidelines Below).

### **Dorm Guidelines for Campers and Staff**

- A. Dorms must be cleaned at the beginning of each day.
- B. Guidelines for Dorm cleaning will be posted in each dorm.
- C. Dorm inspections will be performed daily during class time using an objective point based system. The losing dorm cleans up after lunch.
- D. No vandalism including writing your name on the bunk or other places will be tolerated. You may have to paint!
- E. No food is to be taken into dorms.
- F. Do not move bunks or mattresses in the dorms.
- G. After "lights out" until rising time, everyone will be in their assigned dorm.
- H. No campers are to be in the dorms without staff supervision.
- I. **AT NO TIME ARE THE BOYS TO BE IN THE AREA OF THE GIRL'S DORM, NOR THE GIRLS IN THE AREA OF THE BOY'S DORM.**

## Close of Camp Week:

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1. All campers are to be signed out at the end of camp. Collected medications, remaining canteen money, confiscated items (such as cell phones and other electronic devices), and group pictures will be returned at this time.
2. The Camp Director is to be responsible to have all facilities left clean and orderly with all sports equipment stored, garbage cans emptied all loose cloths and towels removed from dorms. (See Director's Close of Camp Checklist)



# **Emergency Procedures**



# Dealing with Emergencies

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## General:

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If advised by local authorities to seek shelter or evacuate an area, do so immediately.

If there is a natural disaster or other catastrophic event:

1. Immediately notify any needed emergency authorities.
2. Begin First Aid treatments if necessary.
3. Assemble all uninjured campers and staff at a safe location.
4. Notify the Camp Administrator.
5. If practical, rope off or barricade any dangerous areas.

## Fire:

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Local volunteer fire department phone numbers are to be posted near the phone (presently located in the kitchen). Prior to camp, Camp Administrators shall contact the fire department and make them aware of the camp dates, number of people present during each individual week of camp. In case of fire, or any emergency, this number will be called to report this emergency.

In case of a fire there will be **two short blast followed by one long blast** from an air horn. At that time all campers and staff will assemble at the point where horn is blown – preferably in area adjacent to entrance of swimming pool area.

1. If a fire is spotted beyond fire-extinguisher control, immediately sound fire alert (**two short blasts followed by a long blast** with the air horn), and head to the assembly point.
2. When at the assembly point, continue to sound the fire alert as a guide to the assembly point. Staff members are to assist in directing campers to the assembly point in a calm manner.
3. Notify emergency authorities.
4. Check staff/camper roll as soon as practical.

If campers are at an off-site facility, such as the bowling alley, calmly direct campers to a safe location outside the facility at the sound of site fire alarm and check staff/camper roll as soon as practical.

## Weather:

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Weather radios are located in the cook's quarters and kitchen. They shall remain on and fresh batteries installed at all times. Flashlights or battery powered lanterns are to be maintained and stored in a central location with signage identifying their presence.

### Lightning

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#### *When outside*

1. At the sight of lightning while swimming, at the water slide, or performing other outdoor activities, discontinue activities, get out of the water immediately, and move to a safe shelter away from the water.
2. Check weather report and weather radio.
3. If it becomes clear that thunderstorms are in the vicinity, direct campers to safe shelter immediately.

#### *When inside*

1. Avoid using the land-line telephones (except for emergencies) or other electrical appliances.
2. Do not take a bath or shower.

### Flash Flood

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1. Evacuate low-lying areas – direct campers to higher ground.
2. Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
3. Do not try to walk through flowing water more than ankle deep.
4. If in a vehicle: Do not drive through a flooded area, even if it looks shallow enough to cross.

# Dealing with Emergencies (cont.)

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## Tornado or High Winds

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### *On Campus*

Upon notification of tornado warning:

1. Give the severe weather signal (**four consecutive short blasts** with air horn)
2. Direct campers to the bathroom facilities in either the boys' or girls' dorm (whichever is nearest) where there are brick walls and no windows. Staff members are to assist in directing campers in a calm manner. For younger children, counselors are encouraged to form a chain of hands or employee the hand on rope method to keep campers together.
3. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge. Have campers crouch down against the floor and cover the back of their heads and neck with their hands.
4. Check staff/camper roll as soon as practical.
5. Wait for "All Clear" notification before exiting the safe area.

### *Off Campus*

Upon prediction of **possible** severe weather, the director is encouraged to return to campus if possible. Upon notification of tornado warning:

1. Give the severe weather signal (**four consecutive short blasts** with air horn).
2. Direct campers to a basement (if available) or to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge. Have campers crouch down against the floor and cover the back of their heads and neck with their hands.
3. If no suitable structure is nearby, instruct campers to lie flat in the nearest ditch or depression and use their hands to cover their heads.

## Evacuation of Campus:

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If there is need to evacuate the campus:

1. Immediately notify the Camp Administrator to assist in acquiring any additional transportation needs and notifying parents of the evacuation.
2. If the order to evacuate was given by local officials, follow their instructions. Local officials will be able to advise you of the safest escape route, which may be different than you expect.
3. Direct staff members to assemble all campers in the safest location while loading procedures are established. While campers are assembled give loading instructions.
4. Check staff/camper roll as soon as practical.
5. The Camp Director and First Aid Supervisor need to assure camper medications, applications, health log, and other critical data are gathered before leaving camp.
6. If possible, do not unload at safe site until staff is prepared to check staff/camper roll. Check roll as campers unload. Otherwise, check staff/camper roll as soon as possible.

## Missing/Lost Camper:

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If at any time a camper is noticed missing or does not arrive at a designated activity:

1. Ask responsible counselor/competitive team leader of camper whereabouts.
2. Assign counselors check camper's dorm and/or other major facilities.
3. Check with First Aid Supervisor in case the camper has been injured or quarantined.
4. Review the visitor and check out log books.
5. Ask camper's friends or competitive team members if they have seen the camper.
6. Notify the Camp Administrator
7. Contact parents to ask if someone has picked up the camper.
8. Discontinue activities and send campers to dorms or multipurpose building and prepare a staff search party.
9. Contact local authorities.

# Dealing with Emergencies (cont.)

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## Injuries (Injury Reports):

In case of a major accident, notify Directors and First Aid supervisor. The Camp Director is to take responsibility of determining the course of action required based on the severity of the injury or illness and council of the camp First Aid Supervisor. In the event of an accident that requires offsite medical attention, the person (**preferably by the Camp Director or his assistant**) who transports the individual or individuals will have in hand the camp record which includes the medical release form. (These forms need to be checked for signatures on the day of check in.) The First Aid Supervisor may attend camper to offsite care facility and contact the camper's parents unless otherwise instructed by the Camp Director.

It will be the responsibility of the Camp Director to assure a completed accident report/form and put on file. All injuries (no matter how minor) are to be reported on the injury report and kept in the Health Log. All forms and first aid supplies are located in the First Aid Office.

In the event of that a child or staff (1) is sent home, (2) is admitted to the hospital, or (3) has either lab analysis or x-rays performed which result in a positive injury diagnosis, the Camp Administrator shall be contacted. A report form, provided by the Mississippi Department of Health, shall be completed in duplicate. The original report shall be maintained in the camp file for at least 1 year. A copy shall be forwarded to the Department of Health **not later than 1 week** after the event comes to the attention of camp authorities.

Phone numbers and general directions to medical facilities will be posted. i.e. *Auburn Clinic, Barnes Crossing Medical Clinic, NMMC Emergency Room, etc.* Emergency numbers will be posted on the emergency call list displayed on the near the phone in the Kitchen and First Aid Office.

For minor accidents notify the First Aid Supervisor. Any injury of any size will be recorded on an Injury, Medical Attention, and Medicine Dispensing Report and put on file. Minor scrapes, bruises, sprains, strains, etc will be handled at the first aid station. **Not in or around the kitchen area or auditorium.**

## Illness:

Any camper or camp staff member who exhibits symptoms of a stomach virus or other contagious illness or condition will not be allowed to remain at the camp. Campers will be quarantined until parents or guardians can be contacted to pick them up and may return when signs of contagion have been gone for at least 24hrs. Reporting procedures shall reflect those described in the Injuries section.

**Lice Policy:** If a camper is found with live lice or nits at check-in or during the camp week, the camper will be sent home for treatment and allowed to return to camp after 24hrs with evidence of treatment performed (i.e. receipt for treatment products) and nits combed out. If nits are found at check-in or during the camp week and treatment has already been performed the camper may remain at camp if nits are removed and health staff consents.

*Both the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP) recommend treatment and prevention of further infestation, then allowing those afflicted to remain in group settings. Other organizations, such as the National Pediculous Association (NPA), recommend temporarily removing those afflicted from the group setting until all signs of nits and lice are gone. Note: Lice remediation often requires more than one treatment application.*

## Managing Medications (Dispensing of Medication Forms):

All medications are to be in their original pharmacy containers bearing the prescription number, date filled, physician's name, directions for use, and the patient's name. All medications will be collected at registration and locked-up in the First Aid office. A form indicating the dispensing of the medication is to be kept and the form signed by parent or guardian when the medication is given back to them at checkout. A key to medical supplies and prescription drugs is to be on the person of the camp director and First Aid Supervisor. Adult Staff are expected to either keep their medication locked in their vehicle or turn into the First Aid Office to be locked-up.

# Dealing with Spiritual Matters

# Dealing with Spiritual Matters

## *Counseling Staff & CITs*

Though these may be discussed during orientation; each counseling staff member should have a clear understanding on how they would approach the following situations. Each perspective CIT is encouraged to memorize Romans' road to salvation - Put map in Bible <sup>1</sup> Romans 3:23 etc

### At the Altar, Dorms, or other Opportunities

Have your Bible with you or close at all times, especially during services at decision time and during the times of devotions at the dorms. Note that altar counseling has a certain amount of time constraint. If you get into a situation where you need help, get help from another counseling adult. If it appears more time is needed, ask the camper if they would talk with you more in another location. Different counselors have their own **biblically based** approaches in answering each situation. However, some helpful suggestions are included below.

How would you address the following situations while at the altar or in the dorm?

A. Dealing with **Salvation** decision.

- *Suggested verses* Romans 3:23, Romans 6:23, Romans 5:8/John 3:16, Romans 10:9 & 13.
- *Assist the camper in a prayer of acceptance of grace, repentance of sin, and submission to Christ's Lordship.*
- *A suggested assurance follow up is John 3:36 to help down that their salvation is based on faith rather than the prayer.*

B. Dealing with **Assurance** of salvation.

- *Suggested verse* John 3:36.
- *Ask the camper about their previous salvation experience. Encourage the camper that salvation is more than a feeling.*
- *If they are still unsure, encourage them to nail down their assurance at that moment.*
- *If the camper is under conviction of sin point to 1 John 1:9.*
- *Assist the camper in a prayer of acceptance of grace, repentance of sin, and submission to Christ's Lordship.*

C. Dealing with **sin** in life or **rededication**.

- *Suggested verses* 1John 1:9
- *Encourage the camper to confess their sins to God and repent.*
- *Assist the camper in a prayer of acceptance of grace, repentance of sin, and submission to Christ's Lordship.*

D. Dealing with a **special calling** in life.

- *Suggested verses* Romans 12:1-2
- *Pray for the Holy Spirit to continue to guide the camper into the suitable area of Christian service.*
- *Encourage the camper to talk about the decision with the Camp Director, Evangelist, and eventually their pastor.*

If you observe those who seem to need help or those who exhibit a quietness or standoffish disposition, discretely approach the camper and ask if you can help. Answer questions or special questions privately with inquirers. When counselling in a setting outside the altar call, the suggested verses and prayer will be similar. However, there will likely be more time to discuss the matters. Other matters may come up that you are uncomfortable dealing with alone. Again, if you get into a situation where you need help, you can get help from another counseling adult.

Make a record of the decision and give to the Camp Director (cards are provided). Encourage the camper to make their decision public.

# Kitchen Guidelines

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## Rules for Kitchen Workers

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1. Use gloves when preparing and serving.
2. Do not use kitchen sink to wash hands- use restroom sink.
3. When washing hands, follow the dishwashing procedures prescribed by the MSDH (next page).
4. When washing dishes, follow the dishwashing procedures prescribed by the MSDH (next page).
5. Wipe off counters before you begin.
6. If you get something out - when finished with it PUT IT UP.
7. After evening meal, sweep and mop.
8. Check steam table - clean it if needed.
9. At end of day put towels and aprons in washer.
10. NO one other than Meal Preparation Staff is allowed in the kitchen.
11. BE HAPPY - HAVE FUN

## Dishwashing Procedure - (As Prescribed by the Mississippi State Department of Health)

The best way to wash, rinse, and disinfect dishes and eating utensils is to use a dishwasher with a sanitizing cycle. If a dishwasher is not available or cannot be installed, a three-compartment sink will be needed to wash, rinse, and disinfect dishes. A two-compartment or one-compartment sink can be used in child care facilities (located in an occupied residence) licensed for 12 or fewer children by adding one or two dishpans, as needed. In addition to three compartments or dishpans, you will need a dish rack with a drain board to allow dishes and utensils to air dry. To wash, rinse, and disinfect dishes by hand:

1. Fill one sink compartment or dishpan with hot tap water and a dishwashing detergent.
2. Fill the second compartment or dishpan with hot tap water.
3. Fill the third compartment or dishpan with hot tap water and 1-1/2 tablespoons of liquid chlorine bleach for each gallon of water.
4. Scrape dishes and utensils and dispose of excess food.
5. Immerse scraped dish or utensil in first sink compartment or dishpan and wash thoroughly.
6. Rinse dish or utensil in second dishpan of clear water.
7. Immerse dish or utensil in third dishpan of chlorinated water for at least 1 minute.
8. Place dish or utensil in a rack to air dry.

**Note: Food preparation and dishwashing sinks should only be used for these activities and should never be used for routine hand washing or diaper changing activities.**

### APPENDIX E-1

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, Department of Health and Human Services, U.S. Public Health Service, Centers for Disease Control and Prevention.

## Hand Washing Procedure - (As Prescribed by the Mississippi State Department of Health)

1. Always use warm, running water and a mild, preferably liquid, soap. Antibacterial soaps may be used, but are not required. Pre-moistened cleansing towelettes do not effectively clean hands and do not take the place of hand washing.
2. Wet the hands and apply a small amount (dime to quarter size) of liquid soap to hands.
3. Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds. Be sure to scrub between fingers, under fingernails, and around the tips and palms of the hands.
4. Rinse hands under warm running water. Leave the water running while drying hands.
5. Dry hands with a clean, disposable (or single use) towel, being careful to avoid touch the faucet handles or towel holder with clean hands.
6. Turn the faucet off using the towel as a barrier between your hands and the faucet handle.
7. Discard the used towel in a trash can lined with a fluid-resistant (plastic) bag. Trash cans with foot-pedal operated lids are preferable.
8. Consider using hand lotion to prevent chapping of hands. If using lotions, use liquids or tubes that can be squirted so that the hands do not have direct contact with container spout. Direct contact with the spout could contaminate the lotion inside the container.
9. When assisting a child in hand washing, either hold the child (if an infant) or have the child stand on a safety step at a height at which the child's hands can hang freely under the running water. Assist the child in performing all of the above steps and then wash your own hands.

### APPENDIX F-1

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, Department of Health and Human Services, U.S. Public Health Service, Centers for Disease Control and Prevention.

# MSDH Transportation Guidelines

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Regulations Governing Licensure of Youth Camps Office of Health Protection Child Care Facilities Licensure

## Responsibility for Children Being Transported

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1. When a camp provides transportation for a camper, it shall provide adult supervision between the pickup site, camp and delivery site.
2. A maximum of 10 hours travel time in any 24-hour period shall be permitted.

## Responsibilities in Transit

---

1. When two or more vehicles are traveling to the same distant point, there shall be a prearranged method of communication with each other.
2. Only that number of children or adults for whom there is seating space shall be transported in a vehicle. Adequate space for luggage and other equipment shall also be provided.
3. The gross weight of vehicles (GVW) when loaded with passengers, gear and trailer-tongue weight should not exceed the manufacturer's GVW regardless of whether or not the number of passengers is within the specified number of seats.
4. Standing while in transit and projection of head or limbs outside the vehicle is prohibited.
5. **In addition to the driver**, there shall be at all times at least one adult or counselor in a vehicle on a public thoroughfare when 9 or more campers are being transported where the driver and the campers are not physically separated. When physically separated, an adult or counselor must ride in the compartment with the campers.
6. Speed limits shall be posted on the campgrounds and observed by all vehicle operators.
7. In all vehicles used, seats or benches must be securely fastened to the floor. Open-body or stake-bed vehicles shall not be permitted for transportation of passengers outside the confines of the campgrounds.
8. Persons shall not be permitted to sit in the front seat unless each such individual is secured with a seat belt.
9. For specialized trips from camp, each camper shall have evidence of previous experience and ability with each method of transportation to be used such as horseback riding, backpacking and canoeing.

## Responsibility for Drivers and Vehicles

---

1. All drivers and vehicles shall be in compliance with applicable regulations of the Mississippi Highway Safety Patrol and ordinances of the municipality in which the vehicle is operated. Drivers operating vehicles designed for 16 or more persons must have a commercial license in accordance with Sections 63-173 through 63-190 of the Mississippi Code, 1972, revised 1989.
2. The driver of a camp vehicle shall be at least 18, shall have at least 1 year's experience as a licensed driver, and shall possess the required license.
3. All camp vehicles shall be maintained in safe operating condition and be equipped with a first-aid kit.
4. A current state inspection sticker shall be exhibited on vehicles transporting campers.
5. All vehicles transporting campers off site shall be equipped with a first-aid kit, fire extinguisher, flares, and reflectors and must meet current seat belt requirements.
6. Campers shall not be allowed to repair, or assist in the repair, of any vehicles where dangers are involved either by the process of repair or from the environment in which the repair is to be conducted.
7. Trailers whose loaded weight when added to the GVW of the towing vehicle exceed the normal braking ability of that vehicle, shall be equipped with auxiliary brakes.
8. Trailers shall be designed and equipped to prevent sway or other influence(s) that significantly affect the control of the towing vehicle.
9. The GVW of towed trailers shall exceed by at least 10 percent the load being carried.
10. Annual inspection schedules for trailer under-pinnings, brakes and hitches shall be documented and maintained.





Appendix:  
**POSTERS,  
&  
FORMS**

# GENERAL RULES POSTER

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1. Campers will respect and follow the directions of the staff and counselors in classes, services, and activities.
2. No one will leave the camp grounds without permission from the Camp Director and without filling out forms.
3. All campers will attend all classes, services, evening programs, campfire, and group devotions.
4. No campers are to be in the upstairs classrooms except for classes or accompanied by an adult.
5. No campers are to be in the dorms without staff supervision.
6. Everyone will be prompt at all meals and meetings unless excused by the director.
7. After meals everyone will remain at the tables in the dining hall until dismissed.
8. All sports equipment will be used as directed.
9. No one will intentionally damage equipment, camp facilities, or natural surroundings.
10. Campers, counselors, and staff members are responsible for their own clothing, bedding, luggage, money and personal belongings.
11. This is a Christian camp and we will treat each other in a Christian manner. No one will be "picked on", made fun of or called names. No one will do pranks on those who are unwilling to be a part of the pranks.
12. Pillow fights, water fights, and etc. will only involve those who are willing to be a part of them at a preset time a prescribed area.
13. No tobacco products or alcoholic beverages of any form are allowed on the premises.
14. We encourage a wholesome Christian relationship between boys and girls, but will not permit open displays of intimacy.
15. **All visitors are to sign the visitor log and identified with the camp staff.**
16. The telephone to be used by camp staff only.
17. **No cell phones, I-Pods, etc. are to be used during camp. These devices will be taken up and returned at the close of camp. No staff will allow campers to use cell phone without consent from Camp Director.**
18. **The following dress code will be followed:**
  - A. For services girls shall wear knee length, modest dresses, skirts, blouse or t-shirt (no undergarments showing). Girls are also allowed to wear pants that are modest and in good taste. Boys shall wear long pants (pulled up at the waist) and modest shirts or t-shirts.
  - B. No one is to come to breakfast in their sleepwear (Rise in time to get ready).
  - C. For recreation girls and boys shall wear loose fitting apparel at least knee length. NO SHORT SHORTS.
  - D. At the water slide, and other coed water activities, boys will wear shirts and girls will wear shirts and shorts over their bathing suit.
  - E. Boys and girls will be covered coming **to and from** the pool. *[Boys will wear shirts and girls will wear shirts and shorts or conservative robe over their bathing suit].*
  - F. Clothing used at the waterslide is not allowed to be worn at the pool.
19. Any complaints will be made to the Camp Director and **his decision is final.**

# Dorm Expectations Poster

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(To Be Hung in each Dorm)

1. Dorms must be cleaned at the beginning of each day.
2. Guidelines for Dorm cleaning will be posted in each dorm.
3. Dorm inspections will be performed daily during class time using an objective point based system. The losing dorm cleans up after lunch.
4. No vandalism including writing your name on the bunk or other places will be tolerated. You may have to paint!
5. No food is to be taken into dorms.
6. Do not move bunks or mattresses in the dorms.
7. After "lights out" until rising time, everyone will be in their assigned dorm.
8. No campers are to be in the dorms without staff supervision.
9. **AT NO TIME ARE THE BOYS TO BE IN THE AREA OF THE GIRL'S DORM, NOR THE GIRLS IN THE AREA OF THE BOY'S DORM.**



# Emergency Signals Poster

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## **Fire**

1. In case of a fire there will be two short blast followed by one long blast from an air horn.
2. At that time all campers and staff will assemble at the point where the horn was blown, preferably at the area adjacent to the pool entrance.
3. A roll call should be performed.

## **Weather**

1. In the event of serious storms, tornado, wind, or lightning staff and campers will be alerted by four (4) consecutive short blasts on the air horns.
2. Upon hearing the alert staff will direct campers to the bathroom facilities of the dorms until an "all clear" is given.
3. A roll call should be performed in each dorm.



# Emergency Drill Form

---

## Morganwood FWB Youth Camp

Camp Week: \_\_\_\_\_

Grades Level: \_\_\_\_\_

Dates of Drill: \_\_\_\_\_

Time: \_\_\_\_\_

### Type of Drill:

Fire

Weather

Other: \_\_\_\_\_

How Many Participated? \_\_\_\_\_

Amount of Time to Complete: \_\_\_\_\_

### Director's Evaluation and Possible Issues:

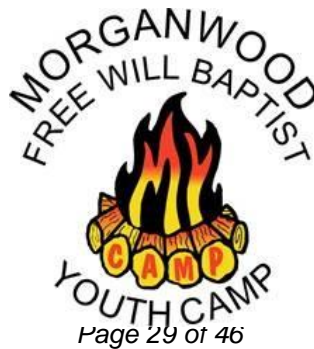
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Director's Signature: \_\_\_\_\_



# Emergency Contact Numbers Poster

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<b>Ambulance:</b>	911
<b>Doctor 1 (Family Practice):</b>	(662) 678-050 Auburn Clinic
<b>Doctor 2 (Family &amp; Urgent):</b>	(662) 377-4652 Barnes Crossing Medical Clinic
<b>Doctor 3 (Urgent Care):</b>	(662) 841-0002 Med-Plus Tupelo
<b>Hospital/ER Directory:</b>	(662) 377-3000 North MS Medical Center
<b>Sherriff's Department:</b>	(662) 841-9040 (Emergency = 911)
<b>Fire Department:</b>	911
<b>24 Hour Pharmacy:</b>	(662) 620-7959 Walgreen's (at Crosstown)
<b>Poison Control:</b>	(800) 222-1222
<b>Other:</b>	



# Director's Close of Camp Checklist

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## Before Your Group Leaves the Camp Verify the Following

- Chairs stacked along walls.
- Tables stacked along walls.
- ALL** facilities swept, mopped, or vacuumed
- All garbage cans emptied washed with new bags inserted.
- All grounds policed for bottles, wrappers, garments etc.
- All filters on air conditioners replaced.
- All sports equipment secured and stored in proper place.
- Medicine returned to campers and signed for.
- All decision cards and records filed in file cabinet.
- List of repairs needed or items that need replacing.
- Turn in all keys.
- Last person to leave locks and secures all facilities.



# Concession Stand Checklists

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## Daily

- Sweep
- Mop
- Wipe Down Countertops
- Empty trash. Do not allow it to pile up.
- Keep stock orderly.
- Keep a running stock list ( needs for next day)
- Keep "Credit Cards" in order.

## Weekly

- Thoroughly clean concession stand (mop, straighten etc.)
- Prepare reimbursement envelopes for credit card holders.
- List items needed for next camp session if there is one.

## DISPENSING OF MEDICATION FORM

*This paper is to remain in the bag with the medication being dispensed.*

Name of individual receiving medication \_\_\_\_\_

Name of Medication \_\_\_\_\_

Instructions for dispensing medication or giving of medical procedure: \_\_\_\_\_

Circle preferred time(s) below:

Day	Breakfast	Lunch	Supper	Bedtime	By Whom
	Time				
Sun.					
Mon.					
Tue.					
Wed.					
Thur.					
Fri.					

Upon completion of camp, parent/guardian must pick up medication and sign release form.

Parent/Guardian's Signature: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

## DISPENSING OF MEDICATION FORM

*This paper is to remain in the bag with the medication being dispensed.*

Name of individual receiving medication \_\_\_\_\_

Name of Medication \_\_\_\_\_

Instructions for dispensing medication or giving of medical procedure: \_\_\_\_\_

Circle preferred time(s) below:

Day	Breakfast	Lunch	Supper	Bedtime	By Whom
	Time				
Sun.					
Mon.					
Tue.					
Wed.					
Thur.					
Fri.					

Upon completion of camp, parent/guardian must pick up medication and sign release form.

Parent/Guardian's Signature: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

# Pre-Camp Health Screening Report

## Morganwood FWB Youth Camp

CAMP WEEK: \_\_\_\_\_

CAMPERS NAME: \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: M / F

CHURCH/CITY: \_\_\_\_\_

PARENT/GUARDIAN'S PHONE: \_\_\_\_\_

Blood Pressure: \_\_\_\_\_ / \_\_\_\_\_ Pulse: \_\_\_\_\_ Temperature: \_\_\_\_\_ Head Lice: YES / NO

Known Allergies: \_\_\_\_\_

IF YOU OBSERVE ANY ILLNESS, COMMUNICABLE (INFECTIOUS) DISEASE, OR INJURY AS LISTED BELOW IN THE THREE BOXES, DESCRIBE THE ITEM THAT WAS CIRCLED ON THE LINES PROVIDED BELOW.

**ILLNESS**  
**(in the last 48 hours)**

**MAY INCLUDE:**

NAUSEA, VOMITING,

DIARRHEA, FEVER,

SORE THROAT, RASH,

OPEN SORES, PINK EYE,

**COUGH NOT RELATED TO  
ASTHMA**

**COMMUNICABLE  
DISEASE EXAMPLES:**

MEASLES, MUMPS,

RUBELLA, POLIO,

HEPTITIS, TETANUS,

DIPHTHERIA, MENINGITIS,

PERTUSSIS, INFLUENZA,

TUBERCULOSIS:

Active (on medication)

or

Inactive

(negative chest X-Ray)

**INJURY EXAMPLES:**

CASTED FRACTURES,

RECENT HEAD INJURIES,

AND/OR LACERATIONS  
THAT HAVE STITCHES OR  
STAPLES—**MUST BE  
CLEARED BY DOCTOR**

\*ALL ABOVE INFORMATION WILL BE KEPT CONFIDENTIAL AND ONLY SHARED WITH MORGANWOOD STAFF IN ORDER TO PROVIDE ADEQUATE HEALTH CARE FOR YOUR CHILD WHILE AT CAMP. THANK YOU.

SIGNATURE OF HEALTH SCREENER:

SIGNATURE OF RN AFTER ASSESSING THE CAMPER WITH ANY CIRCLED ITEM(S):

\*PLEASE SIGN AFTER UPDATING THE MEDICAL RELEASE FORM WITH ANY NEW FINDINGS:

# Injury, Medical Attention, and Medicine Dispensing Report

## Morganwood FWB Youth Camp

1. **Any** injury where treated or not **MUST BE LISTED** on this form.
2. **All medication** dispensed must be recorded and signed on form kept with directions for giving medications
3. The camper or staff or other personnel's insurance is primary provider.

Name of Person receiving treatment: \_\_\_\_\_

Date \_\_\_\_\_ Time injury occurred \_\_\_\_\_ Time of Treatment \_\_\_\_\_

Nature of injury or sickness: \_\_\_\_\_

What was done for the individual: \_\_\_\_\_

If parent/guardian was called, who \_\_\_\_\_

When \_\_\_\_\_ by whom \_\_\_\_\_

If individual was taken off premises for treatment, where were they taken? \_\_\_\_\_

Who accompanied them? \_\_\_\_\_ Time of departure: \_\_\_\_\_

Were they given Insurance papers?  Yes  No

Treatment received: \_\_\_\_\_

Did they return to Camp? Yes  No  If no, where did they go? \_\_\_\_\_

If they returned to camp, are there special instructions for their care or a limit to their activities? \_\_\_\_\_

If yes, please explain in detail: \_\_\_\_\_

Is additional medical attention needed?  Yes  No If Yes, What? \_\_\_\_\_

\_\_\_\_\_  
Signature of Nurse/First Aid Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Signature of Camp Director

\_\_\_\_\_  
Date

Reviewed by Administrator \_\_\_\_\_





# General Discharge Form

## Morganwood FWB Youth Camp

Date: \_\_\_\_\_

Name of Camper: \_\_\_\_\_ Age: \_\_\_\_\_

Church of Camper: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Notes: \_\_\_\_\_

I have picked up my personal belongings from my bunk area.  
I have received my canteen refund.

Camper's Signature: \_\_\_\_\_

Signature of Adult picking up Camper: \_\_\_\_\_

Relationship to Camper: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_



# Disciplinary Discharge Form

## Morganwood FWB Youth Camp

Date: \_\_\_\_\_

Name of Camper: \_\_\_\_\_ Age: \_\_\_\_\_

Church of Camper: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_ has been dismissed from camp on \_\_\_\_\_  
for failure to cooperate for activities, disrespect for staff, and continued discipline  
problems.

Additional Notes: \_\_\_\_\_

I have picked up my personal belongings from my bunk area.  
I have received my canteen refund.

Camper's Signature: \_\_\_\_\_

Signature of Adult picking up Camper: \_\_\_\_\_

Relationship to Camper: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_



# Camper & Staff Roll - Boys Dorm

## Morganwood FWB Youth Camp

Please list all campers at the beginning of each camp week.

Camp Week: _____				
Boys' Dorm				
Name	Bunk #		Name	Bunk #
1.			31.	
2.			32.	
3.			33.	
4.			34.	
5.			35.	
6.			36.	
7.			37.	
8.			38.	
9.			39.	
10.			40.	
11.			41.	
12.			42.	
13.			43.	
14.			44.	
15.			45.	
16.			46.	
17.			47.	
18.			48.	
19.			49.	
20.			50.	
21.			51.	
22.			52.	
23.			53.	
24.			54.	
25.			55.	
26.			56.	
27.			57.	
28.			58.	
29.			59.	
30.			60.	



# Camper & Staff Roll - Girls Dorm

## Morganwood FWB Youth Camp

Please list all campers at the beginning of each camp week.

<b>Camp Week:</b> _____				
<b>Girls' Dorm</b>				
Name	Bunk #		Name	Bunk #
1.			31.	
2.			32.	
3.			33.	
4.			34.	
5.			35.	
6.			36.	
7.			37.	
8.			38.	
9.			39.	
10.			40.	
11.			41.	
12.			42.	
13.			43.	
14.			44.	
15.			45.	
16.			46.	
17.			47.	
18.			48.	
19.			49.	
20.			50.	
21.			51.	
22.			52.	
23.			53.	
24.			54.	
25.			55.	
26.			56.	
27.			57.	
28.			58.	
29.			59.	
30.			60.	

# Special Parental Contact Log

## Morganwood FWB Youth Camp

---

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Camper Name: \_\_\_\_\_

Staff Member Making Call: \_\_\_\_\_

Reason for Contact: \_\_\_\_\_

Notes About Conversation: \_\_\_\_\_

---

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Camper Name: \_\_\_\_\_

Staff Member Making Call: \_\_\_\_\_

Reason for Contact: \_\_\_\_\_

Notes About Conversation: \_\_\_\_\_

---

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Camper Name: \_\_\_\_\_

Staff Member Making Call: \_\_\_\_\_

Reason for Contact: \_\_\_\_\_

Notes About Conversation: \_\_\_\_\_

---

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Camper Name: \_\_\_\_\_

Staff Member Making Call: \_\_\_\_\_

Reason for Contact: \_\_\_\_\_

Notes About Conversation: \_\_\_\_\_

---

# Morganwood FWB Youth Camp –Checkout/In Log

Date	NAME OF CAMPER	CHECKED OUT BY	RELATION	SIGNATURE	TIME OUT	TIME IN	CAMP OFFICIAL INITIALS

# Morganwood FWB Youth Camp – Visitor Log

Date	NAME OF VISITOR	TIME IN	REASON FOR VISIT	TIME OUT	CAMP OFFICIAL INITIALS

# SNACKSHOP CARD

20

CAMPER NAME \_\_\_\_\_



TOTAL OF ALL CARDS: \_\_\_\_\_

WEEK: \_\_\_\_\_

\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1
\$1	\$1	\$1	\$1	50¢	50¢	50¢	50¢	50¢
50¢	50¢	50¢	50¢	50¢	50¢	25¢	25¢	25¢

# SNACKSHOP CARD

5

CAMPER NAME \_\_\_\_\_



TOTAL OF ALL CARDS: \_\_\_\_\_

WEEK: \_\_\_\_\_

50¢	50¢	50¢	50¢	50¢	50¢	25¢	25¢
25¢	25¢	25¢	25¢	25¢	25¢	25¢	25¢

# SNACKSHOP CARD

10

CAMPER NAME \_\_\_\_\_



TOTAL OF ALL CARDS: \_\_\_\_\_

WEEK: \_\_\_\_\_

\$1	\$1	\$1	\$1	50¢	50¢	50¢	50¢	50¢
50¢	50¢	50¢	25¢	25¢	25¢	25¢	25¢	25¢

# SNACKSHOP CARD

5

CAMPER NAME \_\_\_\_\_



TOTAL OF ALL CARDS: \_\_\_\_\_

WEEK: \_\_\_\_\_

50¢	50¢	50¢	50¢	50¢	50¢	25¢	25¢
25¢	25¢	25¢	25¢	25¢	25¢	25¢	25¢

# Morganwood FWB Youth Camp Decision Card

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Made a decision to:

- Receive Jesus & confess Him as Lord & Savior.
  - Rededicate life to faithfully following Jesus.
  - Repent of sins in life
  - Commit life to this area of service:
- \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor \_\_\_\_\_

Additional Counseling needed \_\_Yes \_\_No

# Morganwood FWB Youth Camp Decision Card

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Made a decision to:

- Receive Jesus & confess Him as Lord & Savior.
  - Rededicate life to faithfully following Jesus.
  - Repent of sins in life
  - Commit life to this area of service:
- \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor \_\_\_\_\_

Additional Counseling needed \_\_Yes \_\_No

# Morganwood FWB Youth Camp Decision Card

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Made a decision to:

- Receive Jesus & confess Him as Lord & Savior.
  - Rededicate life to faithfully following Jesus.
  - Repent of sins in life
  - Commit life to this area of service:
- \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor \_\_\_\_\_

Additional Counseling needed \_\_Yes \_\_No

# Morganwood FWB Youth Camp Decision Card

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Made a decision to:

- Receive Jesus & confess Him as Lord & Savior.
  - Rededicate life to faithfully following Jesus.
  - Repent of sins in life
  - Commit life to this area of service:
- \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor \_\_\_\_\_

Additional Counseling needed \_\_Yes \_\_No

