



Summer Camp Philosophy and Camp Staff Policies

Wewoka Woods Adventist Center
36242 OK-59, Wewoka, OK 74884

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*Wewoka Woods Adventist Center is a ministry of and managed by the
Oklahoma Conference of Seventh-day Adventist located in Oklahoma City, Oklahoma*



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SUMMER CAMP PHILOSOPHY

Our objectives for each Camper include:

1. Meeting and knowing Christ as a personal Friend and Savior.
2. Learning that by taking your friend JESUS with them in everything they do they're guaranteed the most exciting and joy-filled life possible.
3. Building self-esteem, personal growth, and interpersonal relationships through safe and enjoyable activities.
4. Learning to value respect for the rights and dignity of others independent of their differences.
5. Provide a safe environment for campers to try new things and teach them that failing only happens if you don't try.

Our objectives for each STAFF MEMBER include:

1. Develop a growing relationship with Jesus Christ.
2. Experience the joy of Christian service and fellowship.
3. Model positive Seventh-day Adventist Christian lifestyle.
4. Provide a safe, enjoyable, Christian environment for each camper.
5. Challenge your abilities, which will increase your leadership skills and personal growth.
6. Personally asking JESUS to lead you to find ways to show HIM to campers.

The Wewoka Woods Summer Camp Administrative Staff believes that together with God's leading we will demonstrate these worthy objectives. We will work hard to help **YOU** be successful, thus ensuring a wonderful ministry together. Let's encourage a willing and cooperative attitude complemented with a strong commitment to these objectives.

CORE VALUE AND BELIEFS

Summer camp is a refreshing change from the daily life with the ultimate purpose of awakening the body, mind and soul to a higher purpose.

Our programs are planned and administered to give all advantages of physical health, mental alertness, and spiritual influence, with incentives that appeal to youth of all ages. Although discipline is maintained, it is done by a system that teaches self-control and exercises good judgment and social cooperation.

The camp is organized to afford an opportunity for the camper to participate under trained leadership in a creative outdoor experience in a democratic setting and should provide for the development of each individual. It is the objective of the camp to develop the youth who attend in the following areas: fun and adventure, health and safety, human relationships, knowledge and appreciation of the natural world, spiritual values, and the fulfillment of each camper's potential.

Away from the clamor made by man in the cities, God speaks to the hearts of the youth through the beauty of the out-doors. The songs of birds, the beauty of sunsets, and the whisper of the breeze, combined with the camp program, help to make the voice of God more audible at camp than any other place. The whole program is designed to give the camper a desire to know their God.

* DEMOCRACY AND CHRISTIANITY IN CAMP

You might be wondering why these two big subjects are included on the same page. It's because they are very much related.

For instance, discipline in the cabin is best handled by real love, understanding and acceptance of your boys and girls. You will be able to operate best as a team working together and playing together, respecting each individual. The only way that you can teach love is by example, by showing a real interest and concern for each boy or girl, by learning to know him or her, and working fast to become his or her friend. Then when problems arise, get him or her aside and talk to him or her with respect and things usually solve themselves.

By democracy, we mean the ample use of the word "**let's**" rather than "**you**". Remember, this may be one of the first experiences for these boys or girls in living cooperatively together, deciding as a group what they want to do rather than accepting rules and regulations from teachers, parents, etc.

Take advantage of this great experience in learning to get along with others by use of meetings and discussions to determine the activities (work and play) of the group. The camp program is so varied that you will be able to help each boy or girl excel at something!

Christianity is not just a segment of the program but should be a natural part of every day's adventure. In the very process of learning, eating, meeting friends, doing new things, campers discover the real meaning of Christian living. They learn standards by watching **YOUR** behavior because you become their ideal. Remember to be as enthusiastic about camp council as you are for swimming and your enthusiasm will be reflected.

Often in camps, kids are led into real experiences of worship and natural prayer for the first time in their lives. That is why we stress the importance of camp worship and cabin devotions. You have an excellent opportunity to change the course of a child's life if you are sincere in your efforts at this point.

Be sure to show the campers the wonders of God in trees and rocks, clouds and flowers, and in the wonders of their own bodies that were created in His image. Show them how the teachings of Christ can really work in their daily lives.

Jesus dealt with people, not problems. His only resource was love. The best way to meet life in camp is through the Christian way of life.

"Preach the Gospel always... And when necessary use words"

- St. Francis of Assisi

"...Woe to me if I do not preach the gospel!"

- 1 Corinthians 9:16, NIV

"Never be lazy, but work hard and serve the Lord enthusiastically"

- Romans 12:11 (NLT)

- **Accident and Sickness** - Please report all injuries to the camp nurse. If you are sick and cannot perform your duties, you are responsible to report to the Summer Camp Nurse and the Boy's & Girl's Director. Remember that this is a job so reporting sickness is vitally important to get someone to cover your shift. Any days taken for sickness may count as your day off.
- **Appearance** - When in a service relationship, representing God, yourself and your church, it is important to dress modest, clean and neat. The various segments of the day's program will legislate what will be appropriate. **Shirts and shoes are to be worn in the dining hall at all times. Swimwear is not appropriate dining hall attire.**
- **Appointments** - It is expected that each staff member fulfill their obligation to the assigned task or program. If any substituting is to be done, this must first be cleared with the Summer Camp Director. Every staff member is required to attend all staff worships, staff meetings, evening programs, camp councils and Sabbath programs unless specific approval to be absent has been given by the Summer Camp Director. **Don't make campers wait for you, be on time for all classes and activities.** A habitual problem with meeting appointments will be grounds for discipline.
- **Authority** - The summer program that Wewoka Woods offers requires a professional staff with varied talents all working together to keep the total program running smoothly. In order to facilitate this, the staff is divided into smaller groups who are responsible to the Director of their particular area. Each individual staff member is expected to support and carry out the decisions made by their immediate Director. Each of the Directors is in turn responsible to the Boys and Girls Director who is responsible to the Camp Director. (As outlined in the Chain of Command)
- **Availability**- All camp staff is considered by the camp administration as being available for the total camp ministry needs whenever not on a scheduled time-off period regardless of primary work assignments. Should another staff member ask for specific help, it is expected that any other staff will, within reason, exhibit a willingness to be helpful wherever needed.
- **Cafeteria Manners** - NO bathing suits should be worn in the cafeteria. Please wear shirt and shoes in the cafeteria. Make sure your table is cleaned before you leave. Counselors should organize their campers to be responsible for cleaning.
- **Camp Equipment**- Please check with the department head before using any camp equipment. Use of props, camp vehicles, and equipment MUST be cleared with the Camp Director. All equipment needs to be returned to its proper storage place in good working condition after use.
- **Camp Vehicles** - Specific permission will be given to drive the camp trucks, vans, tractors, etc. That permission is for a specific job or time only. Permission is to be given only by the Camp Ranger or Camp Director (in consultation with the Ranger). Camp speed limit is 15 m.p.h. See Camp staff transportation guidelines for additional requirements.

- **Camper Confidentiality** – Any staff having personal information of a camper (for example: has night terrors, is highly anxious, and is allergic to peanuts) should be kept confidential, and only shared with appropriate personnel. Staff should especially be extra careful to keep information confidential from other campers.
- **Camper Discipline** - Each counselor and activity staff member is directly responsible for the campers under their care and is responsible for their control and correction.
PLEASE NOTE: Discipline is to be expressed only in these direct relations unless it is a matter of immediate health, safety, or morality. **UNDER NO CIRCUMSTANCES** shall physical force or the threat of physical force, verbal or otherwise be used on any camper by any staff member. Examples of physical force are, but are not limited to: Spankings, hitting, clawing, biting, beating, push-ups, nose piles, dying cockroaches, hugging trees, etc. Use of physical force will be grounds for **IMMEDIATE DISMISSAL**.
- **Personal Conduct** - The employee agrees that while in the employ of Wewoka Woods Adventist Center, he or she will adjust their personal habits and actions to the customs, policies, and ideals of the camp and the Seventh-day Adventist Church. He or she should conduct themselves at all times, both in camp and away from camp, so that he or she will be a credit to themselves, to the camp, and to GOD. **Staff members are to refrain from visiting places of questionable amusements and using or having in their possession tobacco, E-cigs, Vape pens, alcohol, drugs and related paraphilia. Staff shall not use foul language (even among just staff) nor have improper conduct between special friends of the opposite sex, and any questionable behavior.**
- **Camper-to-staff interactions** - Never go anywhere alone or be alone in a room with one of the campers. Always have a third person with you, whether it's another staff member or another camper. At **no time** shall a staff member develop a romantic relationship with a camper. Developing romantic relationships with campers is grounds for **IMMEDIATE DISMISSAL**. These general conduct guidelines are also important during the off season should you desire future employment. Staff members who desire future employment at Wewoka Woods will find their staff application in jeopardy should they come under major discipline at the school they attend.
- **Camper-to-Staff Ratios** – Ratios of staff who are on duty and supervising campers in units or living area during unstructured time and in general camp activities should be the following minimums:

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
5 Years and Younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Staff must assure that at least (2) camp staff are present at all activity programs when

campers are participating. In addition, a minimum of two camp staff shall be present anytime campers are at any of the following locations: lakefront, horse barn area, & worship campsite areas.

- **Day Off, Time Off and Leaving Camp** - Each staff member will be allotted a day off each week. Day off starts post evening worship and goes until the start of evening worship the next day. Your day off may be spent at camp or away from camp. If leaving camp, whether for day off, hike, or just a short trip to town, all staff is expected to **personally sign out** at the camp office. If you cannot be back at the time noted on the sign-out sheet, please phone! You are expected to be back on time. Each staff member must check in with the Boy's or Girl's director. Also, since all staff is expected to be at the evening campfire program, except in emergencies, you will not be given permission to leave camp until the evening debriefing is done.
- **All staff members under the age of 18 must have a form signed by their parents/guardians indicating whom he/she has permission to leave the camp with.**
- **Devotional Life** - In addition to required staff worship, you have committed to developing your own regular time and place for personal devotions. The extra demands placed upon you in a camp ministry will make this strengthening of your spiritual life a priority. If you ask God to show you each day how to reach camper's heart, to fill you with love and give you wisdom, He will!
- **Dismissals** - It is understood that if because of improper conduct or inability to perform the duties assigned to the employee that the Summer Camp Director has the right to dismiss the employee with full pay for only the time served.
- **Dress Code:** Ladies
 1. Cosmetics - When using makeup please be tasteful and modest. Remember that we want to model a God who accepts us just the way we are.
 2. Clothing - Clothing should be clean, kept in good repair, and in good taste. Low-cut blouses, spaghetti straps, excessively tight clothing, or any clothing that is revealing or suggestive is not permitted.
 3. Jewelry - Jewelry is not permitted. If you have questions ask the Camp Director.
 4. Swimsuits - Only modest 1-piece swim suits are permitted. **No two-pieces or bikinis.**
 5. Hair – a neat, normal haircut. No unnatural hair color.
 6. Shorts are acceptable as long as they are mid-thigh or Bermuda.
 7. Black pants are required for Sabbath attire.
 8. Our staff is encouraged to dress up for our Friday night programs.
- **Dress Code:** Gentlemen
 1. Clothing - Clothing should be clean, kept in good repair, and in good taste. Excessively tight clothing or clothing that is revealing or suggestive is not permitted.
 2. Hair - A neat, normal haircut.
 3. Beards/Mustaches - Acceptable if neatly trimmed.
 4. Jewelry – Jewelry is not permitted. If you have questions ask the Camp Director.

- 5. Swimsuits – Only modest suits are permitted.
- 6. Black Pants are required for Sabbath Attire.
- 7. Our staff is encouraged to dress up for our Friday night programs.
- **Emergency Leave** - In the event of death or serious illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the Summer Camp Director.
- **Employment** - When accepting employment at Wewoka Woods, it is understood that the staff member is employed by the week and not by the hour. We, as a staff, are here to serve every young person who comes to camp. Although there will be many times when the staff will be able to enjoy the camp facilities, please remember that the **camper always comes first**
- **Fires** - No open flame is permitted except in program activities designated sites under proper supervision. This includes all lighters, matches, candles, etc. It is against camp regulations to tamper with any fire safety equipment. FIREWORKS are strictly forbidden.
- **Health** - It is our goal that each staff practice preventive medicine. This means that you take every measure to stay healthy and avoid illnesses. Keep yourself rested, (get 7 - 8 hrs. of sleep every night), keep yourself from dehydration - drink plenty of water not just soda, protect yourself from the sun, eat healthy and avoid late night junk food, wash hands often, especially before meals and after bathroom use, exercise helps get the blood flowing and gives a mental clarity in your daily work.
- **Health Examination** - Should there be any question of the physical or mental fitness of a staff member, the camp reserves the right to require, at any time during employment, a health examination by the physician or a clinic of the camp's choice, at the expense of the camp.
- **Hospitalization / Medical Care** - Wewoka Woods has each employee covered by Workmen's Compensation Insurance, and will take care of all expenses of employees due to injury, if the injury is sustained when the employee is carrying out the responsibilities of their employment. Expenses created by injury when not at work, or because of sickness are the responsibility of the employee.
- **Leaving camp Early** – As part of the Wewoka Woods summer camp staff you will be held accountable to fulfill your contract to the fullest. If for some reason you cannot stay working at camp throughout your contract to its fullest, please let your Camp Director know immediately.
- **Lights** - The last person to leave a building is to close the door and turn out the lights. This is the responsibility of the counselors in the cabins, or whoever is in charge of an activity in a particular building.
- **Last Day of Camp** – On the last day of camp you will be required to check out with Boy's & Girl's Director, as well as the Camp Director. The workday will not end until 6:00 p.m.,

do not plan on leaving before that. Leaving prior to check out could result in financial loss, and/or potential loss of consideration for rehire in following seasons.

- **Loyalty** - Every staff member is expected to maintain a loyalty to the Camp, the Summer Camp Director, the Administrative Staff, and to one another. Most important of all is maintaining your loyalty to **God**. An attitude of love and loyalty will determine whether you have an enjoyable summer or not. You may not understand every administrative decision and you may not agree with every administrative decision, but you have an obligation to the camp to cooperate and be positive about everything. If you have questions, suggestions, or complaints, please see your immediate supervisor. Your happiness and the camps success through the summer, depends on your attitude of loyalty and cooperation.
- **Medication** – Staff must report and turn in any over-the-counter and prescription medication to the summer camp director or camp nurse for secure storage. Medication will be administered to staff as needed/required (with parent approval for those under age).
- **Music** - Your guitars, keyboards, ukuleles, flutes, trombones, trumpets, drums, kazoos, or whatever you have are welcome when praising Jesus at camp. We want to form singing and instrumental groups for our programs. Keep in mind that musical instruments should not be offensive to neighboring staff or guests.
- **Payment of Wages** - You will be paid through the conference payroll by-weekly. If you attend a school with a matching fund program it is your responsibility to see that your schools guidelines are followed. Federal income tax, Social Security, and any unpaid balance on your account, will be deducted from your paycheck. Your room and board is provided. Your earnings for the summer camp season will be by direct -deposit ONLY on a bi-weekly basis during the term of the contract. Please include a voided check with your application packet that you will be mailing back to the Conference office prior to arriving at camp. There are no exceptions to this policy. You must have a bank account in order to receive earnings via direct deposit. If you are working as a student and are expecting your school to match a percentage of your earnings, it will be your responsibility to send your camp earnings to your school and a certificate of earnings will be sent to the school that you will be attending next fall,
- **Phone Calls** - All long distance phone calls should be made on your own personal cell phones. The camp office phones must be kept free for incoming calls and camp business related calls. If a long distance call is to be made on the office phone, it MUST be with PRIOR permission from the Summer Camp Director.
- **Other Benefits** - In addition to the agreed salary, each staff member will receive room, board, Workmen's Compensation, training and certification, polos and a t-shirt and laundry service, one day off a week, and the joy of serving Jesus through summer camp ministry.
- **Cell Phones** - Cell phones at camp are not a necessity, it is considered a privilege. If you abuse this privilege you could lose the right to use your phone while on camp property. Proper usage of cell phones include: using your phone during your off time,

communicating with your director, or other camp related business. Improper usage includes: texting/talking during programs or whenever your responsibility lies upon caring for your campers. Leaving your campers unattended to talk on the phone is prohibited regardless of the circumstance. Using your cell phone to allow campers to call home is a BAD idea seeing as how you just gave your campers parents your cell phone number for them to call anytime they wish. At no time shall a phone be used (or texting) while operating a vehicle or equipment.

- **Personal Equipment / Valuables** - Wewoka Woods Adventist Center and the administration assume NO RESPONSIBILITY for staff equipment or valuables. At no time shall staff use of personal equipment:
 1. Endanger the life or safety of another human being or wildlife.
 2. Distract the staff member from their duties.
 3. Violate any camp policy.
 4. Being annoying to another staff member or camper.
- **Tablets, Computers** - To improve the atmosphere of the camping experience Music and Video need to be used only in a way that makes no intrusion on others. In the camp setting, only uplifting music and video, which promotes a Christian lifestyle, is to be played. Any music and video that is even close to being questionable should not be played.
- **Request for Supplies** - If supplies and equipment are needed, you should request these through the person directly above you on the Chain - of - Command list. All requests should be made at least one week in advance it at all possible.
- **Sexual Harassment** - During the staff orientation week, each staff member will be informed of what constitutes sexual harassment and asked to sign a sexual harassment policy statement. This printed statement will define sexual harassment. Staff cannot post any pictures of themselves with a camper or post any derogatory statements about the camp or its employees. Staff is to report any violations of sexual harassment promptly to one of the administrative staff. Upon a report of sexual harassment the administrative staff will:
 1. Treat all complaints confidentially.
 2. Treat all complaints seriously.
 3. Investigate all complaints thoroughly in a timely manner.
 4. Document each step of the investigation.
 5. Respect the rights of the accused.
 6. Take appropriate disciplinary action if warranted.
 7. Protect employees against retaliation.
 8. Follow up after appropriate period of time.
- **Sneaking Off Camp** – Because you are expected to be on camp premises unless it is your day off, there will be great recourse for those found sneaking off. This could result in termination!

- **Staff Horseback Riding** - There is limited availability for staff rides in the regular camper program. The Summer Camp Director and Summer Camp Horsemanship Director will schedule additional times for horseback riding.
- **Staff Behavior** – Staff shall refrain from Public Display of Affection. We encourage healthy relationship between staff and expect professional behavior from everyone. Things such as sitting on someone else's lap, holding hands, kissing and prolonged hugs, and meeting in the dark is not permitted.
- **Staff Curfew** - It is agreed that in order to perform the duties and responsibilities of a camp staff member, sufficient rest is required. Staff members are required to be in their rooms by 11:00 p.m. If you are up past these times you may schedule an appointment with the Camp Director to give an explanation and discuss the consequences.
- **Staff Conflict and Discipline** – If there are conflicts or performance issues with staff members, the department directors will be the first to help resolve the conflict or issue. If any disciplinary action is to be taken, the Camp Director in consultation with the department director will take that action.
- **Staff Lounge** - All staff are expected to assist in keeping the staff lounge clean, and to take a personal interest in caring for the furnishings & recreational equipment. The staff lounge is off-limits to campers except for scheduled programs.
- **Staff Quarters** - Staff members are required to keep their living quarters clean at all times. Weekly inspection by the Girl's and Boy's Directors will occur. There will be a fine of \$5.00 for an unclean room. If your room is both clean and neat you will be eligible to have your laundry done. **It is against camp regulations for staff members to be in the area, or enter any cabins and rooms used by members of the opposite sex. Please understand that if a staff member is found in a cabin or room used by members of the opposite sex, without prior approval from the Summer Camp Directors, it will be grounds for IMMEDIATE DISMISSAL.**
- **Staff Swimming** - Staff members are only to swim at times when the water facilities are open and lifeguards are on duty. Times when the water facilities are open will be posted.
- **Staff Uniform** - The staff uniform will be designated during staff orientation week. Shorts are acceptable as long as they are mid-thigh or Bermuda shorts (around 1 inch above the knee).
- **Staff Vehicles** -All motorized Staff vehicles must be registered with the summer camp office and are to be kept in designated parking areas at all times except when used to leave camp. Staff vehicles are not to be taken into camper cabin areas without special permission from the Summer Camp Director. They are NOT to be used for routine transportation within the camp. Speed limit on camp is 15 m.p.h.

- **Staff Visitors** - If friends and family want to visit staff members, The Summer Camp Director will give permission. All arrangements afterwards will be made through reservation central, the charge for overnight stay will be \$50.00 per night in a lodge, meals will be per meal, \$6.00 for adults, children 4-12 will be \$4.00, and under 4 yrs. old are free. Prior arrangements must be made no exceptions.
- **Summer Camp Office** - It is a place of business. If you want to hang out please go next door. Please don't leave your stuff in the Summer Camp office. Please refrain from using office supplies and equipment for personal use.
- **Supplies** - Each department director is responsible to see that adequate supplies are maintained and secured. Rechecking of quantities is to be done on a regular basis. **All purchases should be made through the summer camp office.**
- **Visitors** - After Sunday registration, all visitors are expected to register at the summer camp office and be given a visitors tag. The main office notifies the Summer Camp Office of the visitor's intention. The Summer Camp Office would then alert any department head if the guest would be visiting their area. **Any staff member that sees someone in their area that they cannot identify, must approach them and introduce yourself and inquire if you can help them.** If they are a visitor who has not registered, they need to be sent to the main office and then you need to communicate to the Summer Camp Office what transpired. If at any time a staff member questions or has an uneasy feeling about a visitor, even if they seem to be properly registered, they should report to the Summer Camp Office or an Administrative Staff immediately. **Under no circumstances** should a staff allow a visitor to remove a camper from their charge without expressed direction from an Administrative Staff. If a visitor ever attempts to remove a camper from a staff member care without specific permission, you must notify an Administrative Staff immediately. At no time will an Administrative staff member or anyone else release a camper without verification that this is a person listed on that particular campers check out form. In the event an individual does not cooperate with you or runs away from you, notify the Summer Camp Office immediately and a search will begin to find the intruder. If necessary the missing camper guidelines will be put into effect to facilitate the search.
- **Termination of Agreement** - A staff member's agreement shall continue only as long as the staff member complies with its terms, or if the staff member and the Summer Camp Director agree that for their best interests, or the best interests of the camp, the employment shall be terminated. In case of early departure or dismissal from camp, or should the camp be shortened by fire, epidemic, accident, etc., the staff member's pay will be pro-rated for time served only.

- **HOW TO GET HIRED BACK**

It is an honor and privilege to be on the Wewoka Woods Summer Camp Staff. Many hours, dollars, prayers and extra effort have combined to bring together and support a staff that will serve the Lord in this special place.

1. Follow directions, guidelines, and the leadership.
2. Share in the vision of the ministry and how God has placed you here.
3. Servant's heart. Your job is crucial for the camp's success. Give yourself to the ministry of serving others before yourself.
4. BE POSITIVE: Complaining, comparison, and sarcasm, have no place within our framework. Do not get caught in this trap.
5. The spiritual ministry of Wewoka Woods largely depends on you, therefore it is of utmost importance that you guard your time with the Lord.
6. Safety is essential. Any lack of commitment in this area destroys your chances of another summer.

- * **HOW TO GET FIRED**

A firing is a disappointment to all concerned. It is, however, an occasional reality. There are two basic ways to get fired from summer staff, the fast way for a major act or incident, or the slow way for patterns of attitude or actions that are unacceptable.

The fast way! (for an act or incident) (**This is a partial list.**)

1. Any actions jeopardizing the safety of a camper, other staff or self.
2. Reckless operation of any vehicle or machine.
3. Sexual misconduct.
4. Sneaking off campus
5. Child abuse.
6. Possession or use of tobacco, alcohol or drugs.
7. Misuse of safety equipment.
8. Being in chalet, lodge or cabin of member of the opposite sex.
9. Possession of firearms.

No additional warning will be given.

The slow way! (for pattern or action) (**This is a partial list.**)

1. Negative or derogatory comments concerning food, program, Conference Administration, staff or decisions except through proper channels.
2. Tardiness or absenteeism.
3. Negligence toward camper comforts and needs
4. All salary and benefits end with the termination. This includes meals and lodging. Lodging will be maintained for minors until parents can be contacted.
5. Using foul language.
6. Continuing to show public display of affection after given multiple warnings.
7. Having a negative attitude towards supervisor and other administrative staff.

Remember that true Joy comes from serving others!