



Camp & Retreat Ministries  
Oregon-Idaho United Methodist Church

## **Day Camp Staff Policies & Guidelines**

The Day Camp staff is an extension of our camping program to the people of the Day Camp congregation. As such, they will follow the same policies as at our campsites, with the following additions:

### **Day Camp Staff Will:**

- ❑ Provide the camp program and program leadership
- ❑ Provide worship opportunities and community building activities.
- ❑ Work with the local coordinator to provide a quality program adapted to the local church's needs.
- ❑ Be available for a pre-camp kick-off and/or a closing activity for parents and/or congregation during the camp week.

### **Host Families:**

- ❑ Young adults are not allowed to live in a home or church without a host family.
- ❑ The church must set up host families for the out-of-town staff. There should not be any children from the day camp in the host families. This will give staff a chance to renew themselves.
- ❑ Staff are expected to be with their host family each evening

### **Time Off:**

- ❑ Unless previously approved by the Day Camp Director, staff will not make plans to attend concerts, movies, visit friends or do anything that does not include their host family or the church.
- ❑ Day Camp staff may have one night off per camp week.

### **Vehicle and Petty Cash:**

- ❑ Money, gas or food used during any approved “extracurricular” excursions must be supplied by the individual staff members out of their own pockets, not to be reimbursed by the Conference.
- ❑ Conference Day Camp staff cannot drive campers. The church must provide transportation to any off-site activities.
- ❑ The Day Camp Director may arrange to have petty cash, or may choose to purchase items out-of-pocket. Receipts must be kept and submitted to the Executive Director for reimbursement.

### **Staff & Volunteers Information:**

- ❑ All staff and volunteers must meet the Sunday prior to the Day Camp to go over all needs and preparations. They also will meet following the last day of programming to fill out evaluations and take care of any other needs.
- ❑ All staff and volunteers must meet every morning prior to the opening worship to pray together and prepare for the day.
- ❑ All staff and volunteers must meet every afternoon following the close of Day Camp to evaluate the day and prepare for the next day.
- ❑ The host congregation will provide use of a telephone for the Day Camp Team Leader to call the Camp & Retreat Ministries office daily, if necessary.
- ❑ A congregational coordinator or member must be on-site at all times to assist as needed, especially in case of an emergency.
- ❑ All staff must be shown where the emergency information and phone numbers are at the site. Emergency procedures must be discussed on the Sunday prior to the Day Camp beginning.

### **Following the Week:**

- ❑ Restock supplies, as needed.
- ❑ Debrief the week with the Executive Director.
- ❑ Send a thank you card or note to the congregation and each host family.
- ❑ Send in evaluation pages, mileage and other supply reimbursement requests, and any other things necessary to be reviewed and stored at the Conference office.