

Things to Know Before Camp Starts

Contract:

- We request that you sign **one** copy of your contract and return it to Camp
- Signed contracts must be returned within 10 days
- Please fix any incorrect information and be sure to include the date you plan to arrive
- We can terminate the contract if you change your end date
- Your signature tells us:
 - You have read job description
 - You have read staff manual
 - We can complete a background check

Medical Forms:

- Mail to Camp or bring with you on FIRST DAY!
- New form is needed EACH SUMMER
- Doctor's physical needed within 2 years of arrival to Camp
- ***Form needs parent's and doctor's signature***

Government Forms:

- W-4
 - Mail to Camp or bring with you on FIRST DAY!
 - An explanation of what to fill in has also been included.
- I-9
 - Will be filled out when you arrive at Camp
 - Please bring with you a photo ID and Social Security Card
 - If you do not have a photo ID, contact the office for assistance

This is going to be a great summer! We are so excited that you will come together with many others to serve our campers and our guests!

We want you to know that we have one goal this summer for you. That God will be glorified by everything you do.

We know that this is impossible, and by God's grace alone, Jesus Christ is doing a work in us to get us to that point.

While you are here we have some guidelines in place to hold each other accountable to striving for this goal. Take the 15 MINUTES it will take to look through the manual, be familiar with it, and decide if you are willing to follow them.

The best verse that I can think of for these rules:

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Whatever you have learned or received or heard from me, or seen in me—put it into practice.

Philippians 4:8-9

You are in our prayers – Dan, Peter, Dave, Doug, Bob and Karen

Spofford Mission Statement

Camp Spofford is committed to providing an environment that reached out to families, campers and the community so that they can meet Jesus Christ to know Him as Lord and Savior, to grow in His Spirit, serve Him and relax in the beauty of God's creation.

The Role of the Staff

As Spofford Staff you are to commit to fulfilling our mission statement through your job, relationships and attitude.

1 Corinthians 10:31

So whether you eat or drink or whatever you do,
do it all for the glory of God.

Your Job

You being on staff this summer is not an accident. You were hired to perform a certain task that needs to be fulfilled to make Camp function smoothly.

Not only are you asked to do your job, but to do it to the best of your ability. You need to take pride in your work because it does reflect on you, the Camp and Jesus Christ. Strive for excellence.

Relationship to Other Staff Members

For the summer staff to show forth God's love and experience it, it is essential that consideration of others be constantly evident - at meal times, in living quarters and on the job.

- Respect one another even when you don't agree with one another.
- Offer to help a staff member who is burdened by extra work.
- Don't take advantage of your position.
- Respect each other's property.

Work Responsibilities

Hours

Each staff member will work between 35-40 hours with varying shifts and some with more than one area of responsibility.

Paychecks

You will receive a paycheck every two weeks, on the Wednesday following that pay period.

- Please keep the amount you are paid to yourself.
- A staff bank is available upon request to hold any personal money.

Sunday Staff Meetings

- Attendance is mandatory at the weekly staff meeting immediately following the Sunday evening service. Announcements, concerns and encouragements are given at this time.

Day Off

- Begins at 7 am
- Ends at curfew.
- Your Department Head will decide that day.
- If you are seventeen or younger, your parents must give written or verbal permission to the Camp Administration before you can travel beyond a ***twenty-mile radius***
 - This is per trip and per day off.
- Movies are not a recommended activity for days off.
 - You may only go to G and PG films.
 - Movies are not to be viewed in Camp without permission from the Director of Guest Services and must be rated G.

Personal Responsibilities

Dress and Personal Appearance

Modest, casual dress is the norm at Camp Spofford

- We do require certain things.
 - Modest 1 piece bathing suits are required.
 - Modest Tankini's are also permitted as long as no midriff is visible at anytime.
 - Shirts with inappropriate necklines as well as spaghetti straps are not allowed.
 - If you lift your arms above your head and your midriff is exposed, your shirt is too short.
 - Excessively short shorts, (no shorter than your finger tips when your arms are at your side) and exposed undergarments are prohibited as well.
 - Attire for both genders traveling to and from the bathroom should consist of regular clothes, not towels or bathrobes.
 - The Camp does not allow pierced jewelry to be worn on one's body except for ears, and no piercing or tattoos may be **acquired while on staff.**
 - The Camp administration reserves the right to ask any staff member to change their attire if it is deemed necessary.
 - We also ask that you refrain from overly artistic hairstyles and colors.

Prohibited Items

- Alcoholic beverages, tobacco, drugs
- Guns, toy or real
- Any literature that promote unhealthy sexual attitudes or behavior
- Gambling of any type and form

Pranks

Think before you participate in practical jokes or pranks of any kind. There are correct times, places and ways to have fun that avoid personal or property damage, annoyance to guests and embarrassment to Camp Spofford.

- All pranksters must assume full responsibility for restoring all property to its original place and condition by 9 a.m. the following morning.
- Curfew may not be broken for performing pranks without the permission of the Director of Guest Services.
- At no time is entering the housing of the opposite gender permitted.
- No Saturday night pranks allowed.

Discipline System

The Camp has a discipline system designed to encourage responsible behavior while at Camp. It is not to emphasize penalty but self-discipline and consideration for others. Tardiness and disrespect for authority and Camp rules are of particular concern. Tardiness shows disrespect for others, indifference towards the given meeting, and erodes the sense of unity in those gathering, whether for meals, chapel, work schedules, or curfew. Disrespect undermines love and violates the submission to authority necessary for Camp to operate. Servant hood - not rights - must mark all staff. In addition, submission was part of the work contract signed upon hiring.

All job Supervisors and Staff Heads are responsible to the Camp Administrator for the enforcement of all Camp rules. Discipline pertaining to work departments are given out by job Supervisors; all other areas of camp life are under the jurisdiction of Staff Heads and Camp Administration. Punishments should not be capricious, and not without appropriate warning and should always be administered with firm wisdom and love.

Staff Guest Policy

Your friends are welcome to visit you, but any overnight visits must be previously cleared by Heads of Staff

- Usage fee
 - \$5/day
 - staying over 1 night with 3 up to meals = \$15

Trailer Area

- Off limits to staff unless parents have a trailer on site.
- **Parental presence** is to be obtained in order to bring another staffer or guest into the trailer.

Camp Vehicles

Driving a Camp vehicle is a privilege and a responsibility that ought to be taken very seriously. When you drive for Camp, you now represent Camp Spofford.

- Must be signed out in the office prior to being used
- You must have a clean license and be 25 or older.
- Those ages 15 and under are **not** allowed to ride in the bed of a truck.
 - They must ride in the cab, and seat belts must be worn by all occupants.
 - Pick-up truck "riders" must be **seated** in the bed, **not** on the sides when vehicle is in motion.
- Golf Carts are vehicles for Camp business in: Housekeeping, Maintenance, and Food Service.
 - To use one you must be 16 and have a motor vehicle license.

You must also obtain permission from the department head in which it applies.

Relationships Between Men and Women Staff

We want to do all we can to facilitate positive, healthy relationships - ones that are caring, sensitive, maturing, honest and spiritual.

- To encourage relationships that are well rounded
 - Physical displays of affection are limited to holding hands (unless engaged or married).
 - Refrain from being alone together out of public view

Girls housing is ***completely*** off limits to boys.

Boys housing is ***completely*** off limits to girls.

Staff/Camper/Guest Relationships

- "Relationships" with campers and guests are forbidden.
- At no time are you to be alone with a camper or guest
- **Any violation in this policy may result in dismissal from your job.**

Meals

- All staff is expected to help maintain the cleanliness of the Dining Hall and display appropriate manners during meals.
- Treat Wait Staff with respect and noise kept low.
- No food or utensils,(i.e. cups, pitchers) are to be taken from the Dining Hall or kitchen without permission

The kitchen is off limits to all except the kitchen staff.

Staff cabins

- Staff cabins are expected to be picked up and organized.

Weekly inspections will take place.

Laundry

- Staff is limited to use of washers and dryers in the staff laundry only.
- The cost is \$1 for per load, wash and dry.
- **Do not remove housekeeping laundry baskets**

Cell Phones

- Use during free time only
- Do not be carry during work hours without permission from department head

Computers

- You may not keep your personal laptop in the cabin
- We will have a staff computer in Staff Lounge
- There will be lockers in Staff Lounge for you to lock up personal computers
- No more than 1 hour on the computer at a time
- No game playing

Music

- Music players
 - Use within your cabin
 - **Christian music only**
 - Volume will not interfere with your roommates or be heard outside the cabin.

Headphones may be used on the beach or in cabin only.

Curfew

- Curfew for high school age staff is **10:30 p.m.**
- Curfew for college age and older staff is **11:30 p.m.**
 - Friday and Saturday night is 30 minutes *later*
 - Sunday night is 30 minutes *earlier*
- Permission for extension comes from Administration
- Lower staff devotions are in the cabin after curfew
- Staff Chapel causes an earlier curfew for **everybody**
 - Tuesday Night at 9:45

Swimming After Beach Hours

You must have approval from Camp administration to be in the water when the beach is closed. Here are the guidelines you must follow:

- No raft or slide
- No one past the middle rope
- 1 lifeguard for every 10 swimmers
- Swim in "buddy system," which means you will be with one other person at ALL times when in the water

Cars

- Those 17 and younger need **prior** permission from Camp Administration to have a car at Camp.
- If you have a car at Camp, park only in the boat field, **not by cabins.**
- Do not loan your car to others

Leaving Grounds

- Staff is permitted to leave Camp grounds on their day off and night out
- Permission to leave Camp comes from Staff Heads
- Sign-out is required at all times, including your day off
- Running and biking is permitted during the day, provided someone knows where you are.