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**Introduction**

You are about to participate in a truly unique experience that makes a difference in the lives of children with medical conditions. The one day, day camps are a chance to enhance our campers' experience throughout the year. Some of the items in this handbook are geared towards the summer camp, but most rules and philosophies also apply to day camp.

This handbook is designed to help guide you through this adventure. Take advantage of every moment, lead by example, give 110%, and have fun. Do these things, and you will be able to look back on your week at Camp River Run and honestly say, " I gave of myself wholeheartedly and I got back so much more in return."

Thank you for giving your time and spirit to our campers and Camp River Run. We understand volunteering your time is extremely valuable, as you can never make more of it.

It is vital to the well-being of everyone involved with Camp River Run that you read this handbook. It is about more than just rules & regulations. It is your guide to ensure you and the campers have the best week possible. Working with our campers is a privilege, not a right. Our volunteer selection process is a methodical one. While our expectations about your performance during the week are high, we are sure you are up to the challenge and your contribution will make camp a more rewarding place for everyone.

# OUR MISSION: To provide youth who are battling medical conditions an outdoor camp experience they would not otherwise be able to enjoy.

**OUR VISION:** By empowering children with medical conditions to embrace their individuality and fostering a sense of belonging through meaningful connections and joyful activities, our summer camp cultivates the magic of being a kid.

**Introduction to Camp**

**Camp River Run**: CRR is a non-profit organization. While there are paid employees, it functions only with the help of volunteers like you. Funds raised by CRR throughout the year make these programs possible, as they are provided at no cost to our campers. We are proud of our programs, and we are always looking for volunteers throughout the year.

We partner with various businessesfor our camp facility for day camps. Should someone need to reach you at camp in an emergency, or should you need to call to say you are late or having problems along the way, you can call the Operations Manager Kaitie O’Meara (208)861-6193

Camp River Run is held at Hidden Paradise, nestled among the mountains just outside Fairfield, Idaho. This high mountain location is a beautiful, rustic, and peaceful escape for our campers. 4 days and 3 nights.

Day camps are an addition to the summer camp experience. After summer camp, campers are invited to participate in a series of one day only experiences. This will allow campers to stay connected throughout the year.

**Our Philosophy:** Camp River Run treats our programs very seriously and puts significant thought and emphasis on using them as a tool to reach out to children with illnesses. The camp experience allows Camp River Run to build a relationship with each child, and their families, and helps us to assess needs for future assistance. It is our goal for each camper's experience to include:

* A physically and emotionally safe place for campers to get away from the unwanted attention that may be associated with individual challenges.
* A chance to meet and interact with others who have been through a similar experience.
* A loving and supportive atmosphere.
* Helping each camper find and enjoy their "inner beauty."
* Positive motivation and a solid foundation for self-confidence.
* Encouragement to try new and challenging activities.
* A program that ensures everyone has an enjoyable time!
* Exposure to great adult role models.
* And of course…we also want to make sure **your** experience as a volunteer is all you hope it will be.

**Emergency Camp Contact Information**

**Camp Location:** Hidden Paradise 470 W 500 N, Fairfield, ID 83327

**Camp Phone Number:** 208.286.1078

**Emergency Contact Number:** Operations Manager: Kaitie O’Meara (208)861-6193, Executive Director: Amanda Stone (208)861-7765 Hidden Paradise: (208)398-0486

**Camp Orientation and Training**

**Volunteer (including counselors) Training Session:**

Required volunteer training will be June 3rd, 10 am - 1 pm at the Library at Cole & Ustick.

## Meet and greet: Will be July 11th, 7 pm - 8 pm at Kleiner Park. This will give you a chance to meet your camper, and ask their caregiver any questions you may have, or for them to ask you any questions.

**CPR/First Aid Training:**

Available online. We may have an in-person class available during the month of July. Details of CPR/First Aid training will be available in our Facebook volunteer group as well as sent out via email, and text.

If for any reason you are not able to complete any of the above mandatory sessions, you will need to setup a time with the Operations Manager, Kaitie O’Meara.

**General Policies**

**Standard of Conduct**: Volunteers are expected to follow rules of conduct to protect the interest and safety of Campers, Volunteers, Staff, and Camp River Run. Each of us is expected to treat others professionally and respectfully. Any conduct contrary to that will be considered conduct unbecoming of a Camp River Run team member and will be considered in violation of the Standard of Conduct. The following are examples of inappropriate conduct which could lead to immediate dismissal, this is not meant to be a full listing but to provide a sample.

* Inappropriate relationship between a camper and a volunteer or employee.
* Any use of inappropriate touching, physical discipline, or restraint of a camper.
* Behavior that risks the health or safety of any camper, other volunteers, or staff.
* Use of alcohol or illegal drugs and illegal or unauthorized possession, distribution, sale, or transfer while engaged in while at Camp or while performing duties as a volunteer of Camp River Run.
* Theft or inappropriate removal, or possession, of Camp River Run property or that of any camper, volunteer, employee, or other individuals while engaged in Camp River Run business.
* Creating a disturbance at Camp River Run sponsored activities or events that violate the Standard of Conduct or could jeopardize the safety of others.
* Lack of cooperation or other disrespectful conduct.
* Violation of Camp River Run, federal, state, or local safety and health rules.
* Altering any Camp River Run reports, records, or documents.
* Unauthorized disclosure of confidential camper information or Camp River Run proprietary or confidential information.

**Equal Opportunity**: volunteer opportunities will be recruited without regard to gender, disability, age, race, color, citizenship, religion, national origin, military, or other status or condition.

**Harassment or Discrimination:** Every individual involved with Camp River Run in any capacity has the right to be treated fairly. Camp River Run is committed to providing an environment that is free from discrimination and harassment. Actions, words, jokes, or comments based on gender, disability, age, race, color, citizenship, religion, national origin, military or other status or condition will not be tolerated.

**Conflict Resolution Process:** Camp River Run encourages communication between individuals to solve conflicts. Individuals should discuss problems openly and honestly, presenting their concerns and proposing constructive solutions. Every effort should be made to arrive at a mutually satisfactory solution. If the parties cannot resolve the conflict, they should discuss the concern with the Volunteer Director or the Operations Manager. All team members are responsible for informing the Executive Director when he or she is aware of or suspects any illegal or inappropriate conduct.

**Conflicts of Interest:** An actual or potential conflict of interest arises when a volunteer can influence a decision that may result in personal gain for the individual or a relative because of Camp River Run's business. Everyone must act in all matters to safeguard the reputation and integrity of Camp River Run and preserve and strengthen confidence in our organization and activities.

**Confidentiality and Non-Disclosure: By** our organization's mission, we have been entrusted with safeguarding confidential information obtained through our camp experience. Everyone must take personal responsibility for preserving the privacy and security of this information. It is also critical that individuals do not access or discuss confidential information that is not required as part of their duties.

**Safety:** Safety and security are particularly important at Camp River Run. All volunteers are expected to use caution and good judgment in all activities and must notify the Camp Director or the Executive Director immediately of any safety or security concerns. Individuals who violate safety standards, who cause hazardous situations, or who fail to report or remedy such situations may have their volunteer relationship terminated. No one should perform or allow an unsafe act.

**Volunteer Relationship:** Camp River Run's success depends on the volunteers' quality. A volunteer is an individual who, beyond the responsibilities of paid employment, freely assists Camp River Run in accomplishing its mission without expectation or receipt of compensation. Camp River Run accepts the service of volunteers with the understanding that such a service is at the sole discretion of Camp River Run and may be terminated at any time for any reason.

Volunteer selection is a methodical process requiring the successful completion of a background check and interview. Volunteers are required to meet the training and certification requirements for CPR and First Aid.

**Volunteer Status and Records**

**Volunteer Records:** Volunteer records including application, reference checks and background checks are confidential and will not be released to anyone without approval of the Executive Director or Operations Manager and will not be released outside the organization without a court order or subpoena.

**Termination:** Volunteer services with Camp River Run are based on mutual consent; both parties have the right to terminate the relationship at any time, with or without reason.

**Success Tracking:** Your performance matters! To evaluate the success of your week, and the program, every volunteer will be asked to participate in an evaluation process at the end of camp. The process will allow you to review your successes, identify challenges and provide feedback to leadership. The appropriate leadership staff will review the forms to identify and address challenges and celebrate successes. The form will ask you to share how you overcame your challenges, what great successes you experienced, and any additional feedback you would like to provide to your leaders.

This form will be kept in camp records to provide a documented history of performance

and provide information in the volunteer selection process. These evaluations will allow every volunteer to evaluate staff training and the camp experience.

**Who’s Who at Camp?**

**Campers:** All campers have experienced, or are experiencing, battling a medical condition of some type with varying degrees of severity. Campers are aged 7-17 years old. Sometimes, siblings may be invited to the day camp series, and the ages may vary.

**Program Staff:** The Program Staff and Committees are responsible for planning and implementing the week's activities. They each have different responsibilities to help you and your cabin have a safe and fun time.

* **Executive Director**: The Executive Director provides support services for the camp. The Executive Director keeps all communications moving forward and to the right people before, during, and after camp. The Camp Director and Executive Director will head up our Camp Closing Ceremonies and Volunteer Appreciation functions.
* **Operations Manager:** All leads will check in with the Operations Manager, Kaitie O’Meara, until camp, when they will check in with the Camp Director. *Reports to: Executive Director.*
* **Camp Director**: The Camp Director develops all summer camp-related committees, orchestrates committee-lead meetings each morning at camp, organizes check-in of campers and counselors and all visitors, and oversees all camp programs, activities, and staff. The Camp Director works with the Executive Director to facilitate all camp activities, volunteer selections, and opening and closing ceremonies, keeping camp running smoothly. All committee leads report directly to the Camp Director. *Reports to: Executive Director.*
* **Camp Sheriff**: Our Sheriff will enforce all rules during camp and keep a tally of team/cabin - points/scores. The Camp Sheriff keeps a watchful eye out for the safety of everyone at camp and will monitor cabin raiding and golf cart use and be on the alert for items left out. *Reports to: Camp Director.*
* **Activities Team:** Lead by Activity Director Renae Goodwin and Director Kaitie O’Meara. This committee is responsible for scheduling and running all daily

activities, procuring and delivering activity supplies, procuring items for and running the Trading Post, and maintaining the daily activity schedule on the whiteboard outside the Med Shack. *Reports to: Camp Director.*

* **Medical Team**: Led by our Medical Director, Dani Nichols. Our Medical team coordinates and advises on all medical needs. All medications will be stored and dispensed by the medical team. *Reports to Camp Director.*
* **Counselor Director:** Lead by Christopher Welborn. Christopher is responsible for recruiting and training all volunteers for summer camp, day camps, events, and any other camp needs. All communication for volunteers will come from the Counselor Director or Operations Manager on social media, Emails, Text messages, and Phone calls. *Reports to Camp Director*.
* **Cabin Leads**: One per cabin, work to organize the various counselors in their immediate cabin who will be with the campers throughout the four days at camp. *Reports to Counselor Director or Volunteer Director.*
* **Camp Counselor**: Each camp counselor is assigned to a camper and is responsible for the child's direct care. Counselors are part of a cabin group, where a Cabin Lead will be in place. Each counselor has been selected based on their specific talents, enthusiasm, and commitment to the children we serve at Camp River Run. *Reports to Cabin leads or Counselor Director*
* **Cabin Concierge:** These volunteers will be dedicated assistant for each cabin. They will provide transportation over the campgrounds (via golf carts), stand in for counselors as they need a short break, bring morning drinks (coffee, water, hot chocolate, etc.) to counselors, and any additional assistance as needed. *Will report to Cabin Leads and then Counselor Director.*
* **Hidden Paradise Staff**: As a full-time camp facility, the campgrounds have a complete camp staff in charge of the property. Camp River Run volunteers will all be respectful of all camp staff that have been employed by Hidden Paradise. The camp staff will communicate with the Operation Manager or Camp Director any issues or concerns we need to be aware of. *Will Check in with Executive Director or Camp Director.*



**Camp Rules**

* **Rule of Three**: **OUR MOST IMPORTANT RULE!** You must never be alone with a camper. A counselor/volunteer will never be alone with a camper in a room, vehicle, cabin, etc. Counselors/volunteers of one sex should not enter a cabin of the opposite sex unless in an emergency. Two adults (another counselor, director, activity member, med team member) to one camper whenever a need for privacy (bathroom, shower, dressing, medical needs, etc.)
* **Safety at Camp:** Safety at camp will be discussed during volunteer training and throughout camp. Opening Ceremonies at summer camp will review all campground safety rules for Camp River Run and Hidden Paradise.
* **Relationships:** A CAMPER/COUNSELOR relationship will always be one of adult to child. There must ***never*** be a romantic relationship between a camper and a counselor. Violation of this rule will result in immediate dismissal and notification to the proper authorities. CAMPER/CAMPER relationships are not allowed at camp. As a counselor please be aware of this and do not facilitate relationships between campers. COUNSELOR/COUNSELOR relationships are not allowed at camp.
* **Liquor & Drugs:** The use of alcohol and any illegal drugs is strictly prohibited. Violation of this rule will result in immediate dismissal.
* **Cell Phones/electronic equipment:** Campers are not allowed electronics at all. Counselors may only use their cell phones or electronic equipment during private counselor time in the evening. If a camper is in your care, and you are caught with a device, it will be confiscated by the camp sheriff. No exceptions. At day camp, we ask that all cell phones be put away to keep 100% focus on the campers. The only cell phone allowed will be that of the Executive Director and Operations Manager to call 911 and communicate with parents.
* **Smoking:** Not permitted at camp. If anyone is caught smoking, a $500 fine per incident will be assessed to Camp River Run by Hidden Paradise. If you are caught smoking, you will be dismissed immediately. Same for day camp activities, smoking is not allowed.
* **Curfew:** Curfew is at 10:00 PM. If changed, it will be announced at the campfire. **There is no reason to be out of your cabin after curfew!** Counselors and staff are asked to be at peak performance, and it is important that everyone gets their rest.
* **Visitors/Leave:**  No one is allowed to leave the Camp River Run campgrounds without prior consent from the Camp Director. If you leave the camp without proper approval, you will not be permitted to return. Campers and counselors wear a CRR name badge to help identify anyone not approved to be at camp. All approved visitors will wear a “visitor” nametag issued by the Camp Director. At Day Camp, all staff and campers must wear a name tag, and nobody is permitted to leave without prior permission. The doors will remain locked, and nobody will be allowed on the premises without explicit permission from the Operations Manager or Executive Director. Camp River Run relies on countless generous donors' volunteer and financial support. We are on view to the community and remember, campers recognize and notice the words and actions of their counselors.

• Be helpful and courteous to visitors at all times.

• If a visitor interferes with camp operations or policies, notify the Operations Manager or Executive Director.

• You are a role model for the campers – be aware of your actions and words.

* **Conduct:** Counselors must follow the policies in this handbook, including the “Camp Rules and Counselor Expectations." Behavior that may be construed as detrimental to the camp will not be tolerated and is grounds for dismissal. They will be enforced by all Camp River Run staff and volunteers, and if an issue is not resolved, it will be brought to the attention of the Camp Director and Executive Director.
* **Clothing:** Clothing with wording, graphics, or any design that might be construed as negative or offensive toward others is prohibited, including alcohol or drug imagery. Modest clothing is expected. Please pack accordingly*.* ***No crop tops, bikinis, short dresses, skirts, or short shorts are allowed! \*\*\*No butts, no guts, no coconuts! \*\*\**** *Please make every effort to cover up inappropriate tattoos or body piercings.*
	+ Strap-on shoes should always be worn, i.e., Keens, Chacos, Tennis shoes, etc. Absolutely **NO flip-flops**, slides, or slip-on shoes.
	+ Please be aware that while volunteers are allowed to wear open-toe shoes, campers are not. Campers must always be in closed-toe shoes – tennis shoes are preferred.
	+ Modest bathing suits are required, no bikinis or speedos. Please plan to wear a T-shirt over your bathing suit if you cannot bring an appropriate bathing suit.
* **Parking:** For those not arriving by bus, the camp has designated parking areas; please do not park on the grass.
* **Food:** There is absolutely **no** food allowed in the cabins. This is both a Camp River Run rule and a Hidden Paradise rule. The only drinks allowed in the cabins are a camper or counselor water bottles. Hidden Paradise will provide all other food and drink and must be thrown out when finished. Three meals, a snack, and dessert are provided each day during your stay as a volunteer. Coffee/tea, water and single-use water bottles, and hot chocolate are also provided. Coffee/tea and water are left out for the day. However, hot chocolate is put away after breakfast to limit the sugar our campers get. Campers are **NOT** allowed to drink coffee.
* **Camper Contact/Restraint:** Counselors may, under no circumstance, strike a child or employ any physical discipline or restraint.
* **Touching:** Appropriate touching or hugging of a camper is:
	+ Only on the hand, shoulder, or upper back
	+ Never against a child's will (unless in the case of the clear and present danger of the child)
	+ Never to a child's discomfort, whether expressed verbally or non-verbally
	+ In the company of other adults
	+ Never in a place on a child's body that is normally covered by a bathing suit unless for a clear medical necessity and then only with supervision by another adult.
	+ A counselor will never share a bed with a camper, lying or sitting.
	+ Counselors will set limits with campers who "cling" or hang on to them.

**Counselor/Volunteer Expectations**

* + - **Respect Privacy:** Do not touch anyone else's belongings without their permission.
		- **Supervision:** You and/or your counselors must always be aware of where your campers are. Campers must never be unattended. Each cabin will have an assigned Cabin Leader responsible for the overall safety and sanitation of the cabin (see job description).
		- **Check-In Meetings:** The Cabin Leads must attend “Check-In Meetings” with the medical staff and other designated participants before breakfast. This quick meeting aims to track all campers' well-being (Issues/concerns: medical, sleeping, behavior, diet, disagreements, homesickness, etc.). As well as reporting counselor concerns, praise, questions, etc. Time and location will be announced on the first day of camp.
		- **Safety:** The safety and well-being of your campers is your first concern. You must obey all camp safety rules and look out for the wellbeing of the campers. Volunteers are strongly encouraged to report, without fear, any condition which they believe poses a safety, health, or security risk. Volunteers must immediately report any unsafe condition to the Camp Director.
		- **Stress:** Counselors/Volunteers must watch for signs of stress in themselves and others to maintain a safe camp environment. If you feel overwhelmed or need help handling a camper or situation talk to your Cabin Lead about alternate strategies.
* **Report Concerns:** You should immediately report other staff who seem at risk of hurting

or abusing campers and alert supervisory personnel to any potentially dangerous or "at-risk" situations between campers and staff.

* **Religion:** Your beliefs are your own and camp is not the place to share ideas on religion. All participants, campers, volunteers, and staff are asked to be respectful of the religious beliefs of others.
* **Sexuality:** While we are an open and understanding camp, sexual orientation and sex related discussions are not allowed at any camp event.
* **Cabin Assignments**: Campers and counselors are assigned to a specific cabin. Other volunteers are assigned to cabins and buildings all over the grounds.
* **Committee Assignments:** Volunteers may be assigned to work on a specific committee either during or outside of camp. Whenever possible, consideration will be given to the interests and unique capabilities of the volunteer and the assignment.
* **Volunteer Separation:** Camp River Run accepts the service of all volunteers with the understanding that such a service is at the sole discretion of the Executive Director and/or Operations Manager for Camp River Run. A volunteer may decide to leave Camp River Run at any time, although we ask that volunteers do not resign during camp unless due to an illness or emergency. Outside of camp, volunteers are asked to provide 2 weeks notice, if possible, when resigning. A volunteer may be dismissed if conduct is warranted. Although we will ordinarily work with the volunteer to correct any work performance deficiencies, some actions may result in immediate dismissal.
* **Recruitment of Volunteers:** Camp River Run is always looking for talented people to get involved with our organization through our outreach program and our camp experience.
	+ Background Checks: All volunteers must have a completed background check. Staff will review the results of each background check to make sure the applicant has passed the national standards required for working with a vulnerable population.
	+ Training: All volunteers must attend the entire scheduled training session held before camp. All volunteers need to be trained and certified in CPR and first aid, through training offered by the Red Cross or other certified provider, handbook review training, and specific camper medical training provided by our internal medical staff. It is our desire to have specific counselors teamed up with certain campers and awareness of your camper’s medical situation and needs will be an important requirement.

**Traits Great Counselors/Volunteers Share**

Over the years we have seen that great Counselors/Volunteers often exhibit the following traits:

* They follow the rules and make sure their campers also follow the rules.
* Their camper needs are met first, theirs second.
* They contribute to all aspects of camp.
* They help in building a "Camp Spirit".
* They encourage campers to sing and participate by setting an example.
* They do more than just assigned tasks.
* They stay in their cabin and are actively engaged with their campers during downtime.
* They contribute to the development of a positive attitude.
* They set a good example for campers to follow.
* They display traits that are conducive to a successful camp.
* They are flexible and accommodating to other counselors and staff as well as any schedule changes that may occur.
* They ask for help at any time they feel a situation is escalating or maybe beyond their experience.
* They realize it is never considered a sign of weakness when a counselor asks for help.
* They display good leadership and communication skills.
* They initiate innovative ideas and take on jobs not assigned.
* They support camp objectives, goals, philosophy & rules.
* They accept criticism in a positive way and provide appropriate constructive feedback to others.
* They properly correct campers for inappropriate behavior or poor attitude.
* They discuss problems on the child’s level without showing anger or impatience.
* They consult fellow counselors, Cabin Leads, or the Volunteer Director if necessary.
* They use positive reinforcement & demonstrate the Camp River Run philosophy with campers.
* They understand clear and unclear differences in motivation or beliefs between themselves and campers. (Money, mobility, authority, experience, knowledge, rules, religion) and adjust styles to match the child.
* **They always make sure their Campers drink plenty of water and wear sunscreen!!!!**

**Before, During and After**

We like to talk about volunteer behavior in terms of what is appropriate at three times, **before** camp, **during** camp and **after** camp. Before and after are considered your time and you are free to pursue relationships with other volunteers, drink, wear whatever you like and pursue whatever hobbies you may have. **During** camp you are expected to abide by the rules and the expectations above and realize that you oversee someone else’s children. The exception is that **after** you must never contact a camper except through approved Camp River Run channels.

**What to Expect at Camp River Run**

The next few pages spell out the flow of time at Camp River Run and some of our expectations of you as a counselor.

**Bus**: The Volunteer Director and Counselor Director will check counselors in at 9am the morning of Camp. Each volunteer will label all their items with the appropriate color duct tape to match their cabin. This ensures that the Cabin Concierges can get luggage to the correct cabins. At 9:30am, the Medical Director will begin checking in campers as they arrive.

Counselors will help their camper label all belongings with the same color duct tape as their cabin.

**Arrival**:Campers and Volunteers will arrive at camp by bus on Thursday at approximately noon. The first objective is to let cabin concierges deliver all the luggage to the appropriate cabins. Make sure we stay out of their way until they are finished so we do not lose anyone’s belongings. Afterward, we can warmly welcome the campers with lunch and help them find their cabins. Once all campers and counselors have found their correct cabin, it’s time to decorate with cabin color themed. This is an excellent time to be **flexible**; we may need to move kids and counselors around to accommodate unexpected changes.

 If you have problems with the luggage or are missing items, contact our Camp Director.

Help the campers unpack their items. Campers should prepare their beds on the lower bunks only, unless otherwise assigned. Be aware of items like medications which should have been given to Med Staff. Have any misplaced meds delivered to the medical staff at the Med Shack. Campers will not need money while at camp and any money, communications devices such as cell phones or pagers, or other valuables should be placed in an envelope with the child’s name and sent to the camp office for safe keeping. If a child needs items like pillows, sleeping bags or clothing, contact your Cabin Lead. **Weapons should be confiscated and reported for further direction.**

Take some time to introduce your campers to each other and the counselor team. This early time is a suitable time to get to know one another, to create or review the cabin rules and start working on building a good cabin rapport.

As you get to know your campers, should you have questions or concerns about a particular camper, contact your Cabin Lead.

**Privacy**

Parents/Guardians must provide consent for photos to be taken at camp of their child. We have a Camp Photographer who has been appointed to take photographs of all that attend camp. You may not post any pictures of campers that you take before, during, or after camp online or in a public arena.

Also, you might be given some important yet **confidential information** about your campers. Please make sure it stays confidential. Each camper has an application and historical information available for proper use at camp. As part of the camp process, we will attempt to provide any information you need to make the child’s experience a safe and rewarding one.

**SOCIAL MEDIA GUIDELINES**

Social media allows us a unique chance to share the magic of Camp River Run every

day. We can share stories and photos, triumphs, and tribulations. We can reach new

families and stay connected to old friends.

However, each Camp River Run employee, participant and volunteer can also impact

the CRR brand by how they choose to use private social media and other online accounts.

Following are guidelines we ask everyone to consider when using social media or

interacting anywhere online where you may be considered a representative of Camp

River Run.

• Think before you post. Even though it can be deleted, the existence of a photo

or a message – even for a split second – gives people plenty of time to take a

screenshot and keep it living on and on.

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• Protect private information and identities. Consider not only your own

information, but also protect your CRR family. If it is not information, names,

details, quotes, or stories CRR openly provides to the public via official social

media pages, don’t put it on your own personal pages.

• Campers are not content for your personal social media. Ever. Our photo

releases do not extend to volunteers. If you take any photos or videos of campers

at CRR events or programs, they can only be posted on camp's account after we

confirm a signed release. Photos or videos can be sent to

Info@campriverrun.org if you’re willing to share them with us for future use.

• Set appropriate boundaries. The boundaries we set between campers and

volunteers should remain with any online connections. If campers contact you via

social media or email, make sure all interactions and conversations are in view of

another adult. Move private message invitations to a more public forum or invite a

third person to the conversation.

• Your views are your own. If your personal social media account shows your

connection to CRR, be sure that readers and viewers know your views are yours.

Do not use Camp River Run to promote unrelated events, products, causes or

people without prior permission from CRR staff to do so.

Do not use the Camp River Run name, trademark, or logo to endorse

messages, views, images, organizations, products, or services without written

permission from CRR staff.

• Don’t feed the trolls. People love to complain about anything and everything on

social media, but before you jump in somewhere to defend Camp (no matter how

well intentioned) please bring the issue to the attention of a CRG staff member to

address in an official capacity.

• Be respectful of others. Don’t post information that is false, misleading,

defamatory, abusive, harassing, threatening, discriminatory, obscene, or harmful

to others.

• Remember, the Internet is eternal. Social media is forever. Social media is

saved, recorded, forwarded. It is safest to assume that everything you post is

public. Even if your posts are private, they can be forwarded or shared beyond

your connections.

• Share your heart! These guidelines are meant to protect you, Camp River Run and all our volunteers, donors, families, and campers. Please do not feel discouraged from sharing your stories, your photos, your connections, and the love you have for Camp River Run.

**LIKE, FOLLOW, SHARE**

Make sure you are following Camp River Run on Facebook, Instagram, and LinkedIn. Engage with our posts and stories and share them with your family and friends. Contact us if you’d like to bring any news, partnerships, or events to our attention.

* [www.campriverrun.org](http://www.campriverrun.org/)
* <https://www.linkedin.com/company/campriverrun>
* <https://www.facebook.com/CampRiverRun>
* <https://www.instagram.com/camp_river_run/>

Thank you for being a part of this incredible community and helping us to protect and

support each other.

**Special Safety Concerns/Radios**

Because of the size of the camp, Camp River Run staff and medical personnel may carry radios which can be used in case of emergency or to summon help for maintenance or safety issues. Cabin leads, Directors, Med team, Activity team, and the Executive Director all carry radios.

* **Water activities - D**rowning or water accidents are a real risk. Rules for the water: All campers must be with a counselor when around water and during our water sports activities. Remember to wear appropriate clothing, close-toed shoes are recommended.
* **Wildlife -** Although it’s uncommon, there are from time-to-time wild animals spotted at camp. Make sure your campers are at a safe distance away and send someone to call camp staff on the radio and alert them of the animal.
* **Bell Rings -** The morning bell will be sounded to alert all as a wake up each morning at 8:00 am. Continuous ringing of a bell means a major emergency and you are to collect your campers and report to the mess hall for further instructions.
* **Heat -** It is often fairly hot at Camp. Counselors must make sure their campers are drinking plenty of water and always wearing sunscreen. Sunscreen should be applied several times each day. All campers, regardless of skin color, can burn and must wear sunscreen. Counselors should also take care of themselves by continuing to drink water and sunscreen themselves throughout the day.

**At Night**

At night, counselors will sleep in the cabin with the campers. Campers are not allowed to sleep on the top bunk, unless otherwise assigned. Campers and counselors will head to their cabins for the night after a visit to Med Shack (if needed). At 9:30 pm someone will be in to relieve the cabin counselors for a 30-minute break. During this time campers are read to and begin falling asleep. Please return from your break quietly and have the lights out at 10 pm.

The first day and a half is a good time to watch out for homesickness. Campers are not allowed to call home or call others except in unusual circumstances. If you have a camper experiencing homesickness and cannot manage them through it, contact your Cabin Lead or Counselor Director.

**Mornings**

Each cabin will begin the morning by reading the daily scroll that will be delivered by 8:00 am to each cabin. It is important to engage the campers and get them excited about the events ahead for each day as hinted to in the daily scroll. All campers should brush their teeth and hair and get dressed and be at breakfast by 9am. It’s a good idea to think about your morning activity periods and be sure everyone is wearing proper clothing for the first few activities. Each day is themed and there will be a designated time for everyone to get into their dress up clothes.

**Activities**

The Activities crew plans the activities for each day, which you will see on your daily scroll.

Every effort is made to provide the campers with a varied and entertaining schedule that caters to their illnesses and disabilities. It is the counselor's responsibility to be sure the campers are at the activity on time and wearing the appropriate clothing (i.e., closed-toed shoes). Counselors should take an active role in the activity and follow the rules of the activity instructors.

* Be surecampers are motivated to participate and help them achieve success. Be looking for ways to adapt the activity to any physical limitations the campers may have but do not assume you will need to do so. Clearly communicate all safety rules for your activity area to the campers and ensure everyone, including the counselors, follows them. Be sure equipment is well cared for and put away each day.

If you get to an activity and the instructor is not there, please be patient. Your instructor may be running late or there may be a schedule issue or conflict. Contact the Activities Director who will help you resolve the problem.

**Cabin Raiding**

Cabin raiding is allowed at camp. Cabins are private spaces only to be used by the counselors and campers assigned to those cabins. These spaces, as well as all items in the cabins should be respected, counselors will oversee keeping control of cabin raiding. Under no circumstance shall a girl enter a boy cabin while they are in it, and vice versa. A list of appropriate cabin raiding will be given, any deviation from this list will terminate cabin raiding at that point on. If you have any questions or concerns about cabin raiding please see Camp Sheriff.
If you deviate from this guide, cabin raiding will be banned immediately.
 No: Toilet papering
 No: Saran wrapping
 No: Silly String
 No: Confetti
 No: Zipping all sleeping bags together.
 No: “Scaring” another cabin at night (before curfew)
 No: Removing all mattresses and hiding them
 Acceptable: Fake spiders and bugs
 Acceptable: Leaving dry, easy to remove things in sleeping bags
 Acceptable: Short sheet beds
 Acceptable: Reverse entire cabin – without harming or rough handling anyone’s belongings.
 Acceptable: Using string or streamers to make a web in the room
 Acceptable: Decorating another cabin with another cabins colors

Do not make a mess of other cabins while raiding. This is to have fun not to makes other cabins clean up a mess. We do not want to mess up anyone’s belongings or damage anything. Please put that as the first priority. Counselors are in charge of shaping campers ideas to fit this list and to control the situation. It should NOT be known to the camper that this list exists. All “raiding and pranks” should be carried out by the campers with supervision by their counselor to ensure they are not deviating from any approved raiding. If you have any other ideas that you think are appropriate they must be approved by the camp Sherriff in full disclosure prior to the prank.

**Laundry**

There is no laundry service or facilities available at camp. If one is needed in an emergency, please see your Cabin Lead or Volunteer Director.

**Cleaning**

Each morning, the entire group should help straighten up the cabin. They should tidy up their own possessions, making sure their clothes are put away, bedding is neat, etc. Wet clothes hung up to dry, bedding should be clean and neat. The area outside the doors and cabin should be cleaned as well. During the day, the lights should be turned off. In general, we ask that you protect the walls and furniture. Do not use nails, make holes, or write on the walls of any property of the camp site. Everyone is responsible for a clean cabin and campsite.

**Medicines**

Your campers may have required medications. Medications will be dispensed by the Medical Staff at the Med Shack, routine stops at the med shack either before or after; breakfast, lunch, dinner, campfire, and bedtime will be used to keep watch on all campers. On the first day you will be told the schedule and it is your responsibility to help make sure your camper is taken to the Med Shack for medicine. If you are unsure of what you should be doing, or if a child tells you of any medication that is not listed, contact a member of the medical team. Counselors also must keep their meds in Med Shack, you will have access to them when needed.

**Meals**

Three meals, a snack, and a dessert are provided each day. Campers should be encouraged to eat healthily and heartily. Some campers have dietary restrictions and food allergies, be aware of any dietary and food allergies that your campers might have. A pink dot sticker on a name tag indicates an allergy listed on the back of the tag. At the end of each meal, your table needs to be cleared and cleaned. Campers should bus their own utensils and plates if they are capable. Counselors must sit with their camper during mealtimes.

**Golf Carts**

Golf carts are to be used by camp staff, directors, or camp concierges only. One will be designated for medical team, activity team, photographer, and Executive Director or Camp Director. Please keep your camper clear of the carts as they pass by. Random use of the golf carts is not allowed, counselors may NOT use the golf carts, without permission.

**Rest and Shower Hours**

Campers should lie down or rest quietly. They don't have to sleep but they must rest. They can read a book, write a letter, color, etc.

Shower and changing time will be designated in the schedule. Except for certain circumstances, all campers will shower themselves. If an individual is not capable of showering on their own and will require help, **c*heck with a member of the medical team before helping with a shower.*** When helping, you must wear clothing such as a swimsuit & T-shirt. Another adult **MUST** be present, and the door should never be closed. Please make arrangements prior to shower hour, as others may be using this shower. Two counselors are still required to be present during showering.

In general downtime in the cabin is a good time to get to know your campers. Encourage them to play games, tell stories and otherwise get to know each other. Do not ask campers about their illness but be ready to listen if they initiate a conversation. Please also allow those who need it to take a nap.

**Evening activities**

After dinner there will be some type of evening activity, either a camp-wide activity like the campfire or variety shows or a cabin-specific activity. You may be asked to help your cabin or other people as they prepare these activities and should fully participate with your cabin.

**Bedtimes**

Campers are expected to be in their cabins by 9:30 PM, with lights out at 10:00 PM.

**Counselor Time**

If a counselor would like a quick (5-10 minute) break, please ask the assigned Cabin Concierge to stand in for you whether during an activity or time in the cabin. Only one counselor per cabin may take a break at a time. Counselors cannot leave their cabins unattended (even when the campers are asleep). Call your cabin concierge for relief if needed.

**Towards the End of Camp**

Often the last day and night of camp are a time of problems such as anxieties about returning home, uncertainty about how to deal with an emotional four days, sadness at nearing

goodbyes, and exhaustion takes a toll. This is a time for heightened vigilance on the part of the counselors and a time to work together. As mentioned above, on the last night all counselors should be aware and help ease the transition and prevent potential problems.

**The Last Morning**

Sunday morning after breakfast will be time to pack up. Every item must have a "LUGGAGE TAG" (colored duct tape labeled with the camper’s or counselor’s name) ON it. Counselors will be responsible for the belongings of their campers and for placing them out for the Concierge team to load up. All items must be in campers’ bags with labels!

**After Camp: Any communications outside of camp with a camper must go through the Camp River Run office**. Please send your correspondence and we will forward it on to the appropriate camper if we feel it appropriate. For your own safety and privacy, and that of the campers, you must not contact campers beyond camp except through the office or at sponsored events.

**Medical Information**

**Med Shack Hours:** The Med Shack will be staffed throughout the course of camp. Should a camper or counselor become ill, or need medical attention please take them to the Med Shack for assistance. If you are unable to transport the camper, please notify Med Staff and they will come to you. If assistance is needed after hours, please radio the medical staff.

**Medications:** Many of our campers need regular medication. Each counselor will be given the necessary information on their camper, including medication times. It is the counselors’ responsibility to see that the camper gets to the Med Shack for his/her medication, medication times to be determined by the medical staff. Counselors also must keep their meds in Med Shack, you will have access to them when needed.

**Camper Behavior**

**Shaping Behavior**

Be cautious about severity in the management of campers. Remember that a sharp word inspires sharp actions. Friendliness and a soft voice and quiet manner are far more effective and will promote confidence. Too many "warnings" are not good policy. The counselor must be sure that all commands can be accomplished, and then followed through. The reprimanding or disciplining of a child should, if possible, be done individually and without public notice. In most cases, punishment should be brief. If a child must be excluded from an activity, it should be for a brief period. **Never strike or restrain a child or use cruel or unjust punishment**. Always think of the results of the punishment before administering it. Make sure the camper understands that disciplinary action is being taken for their well-being and improvement.

**General Guidelines for Shaping Behavior**

* Never lose your temper, create a scene, or "yell" at a camper.
* Unless required for safety, do not address behavior in front of others. Discreetly take the person away from the group for discussion.
* Everyone responds differently to criticism. Be aware of how each person will respond to your choice of behavior recommendations. Put yourself in their shoes and determine how you would feel. Your goal should be to get them to respond positively, not rebel or become defensive.
* Use positive reinforcement, active listening including body language and "I" messages with all behavior recommendations.
* Do not make empty threats or threats you **will** not be able to follow through upon. If you let "little things" go, you will realize too late that control is harder to achieve. Leave yourself options.
* When disciplining, provide as much evidence as possible before confronting the camper. Listen to what the camper did and why he did it. Ask questions. Pretend you know more than you really do.
* Behavior recommendations should be immediate, appropriate, and non-physical. Time outs, restrictions on activities, or referrals to the Camp Director or Counselor Chair are appropriate actions. Running laps, holding books, or other actions which require “physical” expenditure are not allowed.
* Use the “management” structure to escalate as appropriate. From you it should go to your Cabin Lead who should ideally be told ahead of the discussion. If needed, notify the Volunteer Director.
* Types of "major crimes"; drugs, cigarettes, weapons, sex, alcohol and or rumors of use should be reported immediately to your Cabin Lead. At this point all intermediate supervisors will be skipped and the Camp Director and Executive Director will determine appropriate action based on what is best for the camp and campers at large.

**Camper Conflicts**

Here are some strategies that might help in resolving camper conflicts:

* **Stay calm:** Get down to the children's level and talk to them calmly.
* **Let them know you understand their feelings:** Describe what you see and that they are feeling. Do not ask questions until the child is calmer.
* **Find out information:** Ask "what" questions to find out what happened to make them upset.
* **Repeat what you have found out:** Use clear statements to retell what you heard them say.
* **Ask for ideas to solve the problem:** Have the children offer ideas and solutions to the problem.
* **Stay close by for support:** After the children agree to the solution, stay nearby to be sure things stay calm
* **Praise them for getting along well together:** Make sure they know you are proud of them for solving the problem themselves.

**Food For Thought**

* Campers are more likely to respond positively when their counselors are: WARM. GENUINE & UNDERSTANDING.
* BEING HONEST is something YOU ARE, not something you do.
* IALAC = I Am Lovable and Capable
* Formula for "'I" Messages: "I feel \_\_ when \_\_ because \_\_ I want \_\_ ....”
* Active listening requires: REFLECTION & CLARIFICATION. “What I hear you saying is ..." Listening is the heart of counseling.

**Things to watch out for:**

Showing partiality or playing favorites.

Being bossy or not being strict enough.

Expecting and taking privileges.

Focusing on socializing and not on campers.

Being late to meals, activities & evening programs.

Disloyalty to other volunteers.

Making promises and not keeping them.

Not being a team player.

Lack of enthusiasm.

Not leading by example.

Assuming a child’s medical issue prevents them from participating.

Not encouraging a camper to participate.

Camp River Run is generously supported year-round by our community, private donations, and corporate sponsorships. You may learn more about volunteering for Camp River Run on our website at www. CampRiverRun.org and on our Facebook page: [http://facebook.com/CampRiverRun](http://www.facebook.com/CampRiverRun)

**Packing guide:**

We will send out another camping list along with the themes for camp this year.

THEME DAYS - Bring dress up gear for each day. Everyone dresses up, we may have some stuff to share, don’t plan on not dressing up.
CABIN ITEMS
o Sleeping Bag
o Pillow
o Laundry Bag or Extra Pillow Case for laundry

**Clothes:**
o Enough clothes for 4 days and 3 nights
o Sweatshirt
o Sweat Pants
o Hat
o Sunglasses
o Water Shoes
o Tennis Shoes
o Swimsuit
o Pajamas

**Personal Care Items:**
o Shower Shoes
o Toothbrush and Toothpaste
o Soap
o Shampoo
o Towel and Washcloth
o Sunscreen
o Bug Spray
o Beach Towel
o Any other necessary personal items

**Do not bring:**
X Portable electronics
X Valuables
X Open Toe Shoes
X Food
X Cell Phones

***Example Camp Schedule***

8:00 Wake up bell

9:00 Med shack visits/Breakfast

10 – 12 Activities

12 – 12:30 Trading Post

12:30 -1 Lunch

1-5:00 Activities

5 – 6 Showers/Dress for dinner/Med shack visits

6 -7 Dinner (winning cabin eats first)

7:30 – 8:30 Activity

8:30 – 9:30 Camp Fire/S’mores

9:30 - 10 Med Shack & Story Time (Counselor Break)

10 pm Lights out

Camp River Run

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