



SUMMER
Adventure
CAMP

June 10 - August 30, 2024

fun • friendship • making a difference

at Advent Lutheran Church
in Lake Ann, Michigan

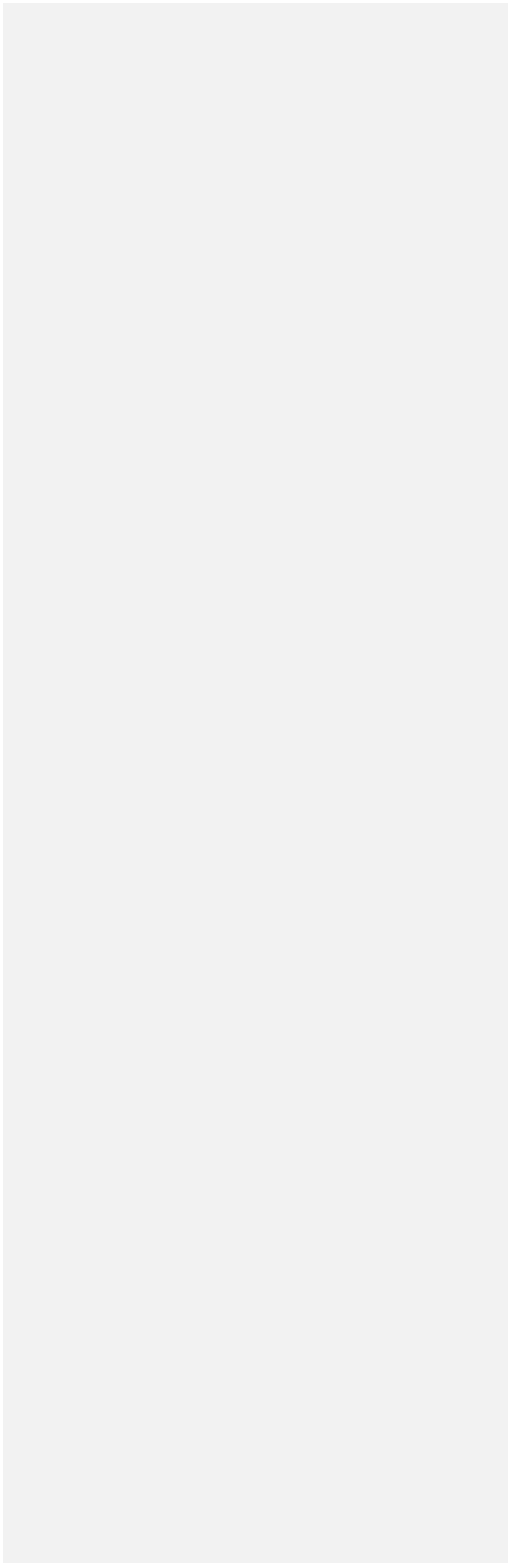


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Summer Adventure Camp PARTICIPANT HANDBOOK

Welcome

Thank you for the privilege of choosing us as partners for a fun-filled summer of Adventure! We are committed to providing your children with a safe and nurturing environment that supports learning through exploration and developmentally appropriate activities. Please use this handbook as a resource for our programs, policies, and procedures. The program is licensed and complies with all rules and regulations established by the Department of Licensing and Regulatory Affairs (LARA).

It is our goal and responsibility to work with you and your child to provide the best possible experience. In keeping with this idea, we are providing you with this handbook to better acquaint you with the policies and procedures related to the program.

The guidelines included are necessary to make our program a place in which your child can grow academically, socially, and emotionally. Please be sure to read this handbook carefully and keep it handy for future reference.

Philosophy of Camp

FUN. FRIENDSHIP. MAKING A DIFFERENCE.

Summer Adventure Camp provides safe, supervised camp experiences for school-aged children on weeks when school is not in session. Summer Adventure Camp is founded on a spirit of altruism for the purpose of supporting the needs of our neighbors in Benzie and Grand Traverse County.

Camp Location and Contact Information

The Summer Adventure Camp is a ministry of Advent Lutheran Church and takes place on church grounds. The church sits on 10 acres of land located 2.3 miles north of the village of Lake Ann, Michigan.

Camp Address: Advent Lutheran Church
 8481 Lake Ann Road
 Lake Ann, MI 49650

Camp Email: adventlakeann@gmail.com

Camp Phone: 231-275-8031

Camp Website: <https://www.adventlakeann.org/camp>

Communication

As with all relationships, communication is the key. Please let us know what is happening in your family or child's life that may affect behavior, need to be celebrated, mourned, etc. For questions or concerns that require more than a few minutes, please schedule an appointment with the Camp Manager.

Parents and staff are expected to communicate on a regular basis. The appropriate times and ways to communicate are at drop-off and pick up, through camp email or via the camp phone line.

Change of Address or Telephone Number

Please inform the program and teacher as soon as possible if there are any changes in address, phone number or email. If we need to contact you in case of an emergency, current information is essential.

Curriculum

The campers attending Summer Adventure Camp are at 5-12 years old. Camp activities are designed to serve the developmental and social needs of this age group. Daily and weekly activities include crafts, games, sports, small group activities, and quiet time for puzzles or reading. Through these activities, your camper will learn about sportsmanship, setting goals, meeting challenges, teamwork, and the value of practice.

Daily Schedule

1. Morning Meeting Circle-Up
2. Outdoor Crafts, Games, or Service Project
3. Morning Snack
4. Weekly Themed Activities
5. Lunch
6. Small Group Activities
7. Time To Be Calm
8. Afternoon Snack
9. Small Group Games and Activities Until Pick-Up

MONDAY- Fun at Camp

TUESDAY- Field Trips

WEDNESDAY- Messy Crafts Day

THURSDAY- Water Fun Day

FRIDAY- Pizza and Fruity Friday (Pizza is on us!)

Program Options

Campers have the opportunity to choose between two different versions of camp: Mission or Traditional. The Mission: Camp includes one bussed field trip each week, while traditional campers do not leave the day camp site. Select all of one type of camp or mix and match. It's all up to you!

MISSION: CAMP

A Community Service Focused Camp

Our community service-focused day camp goes beyond traditional summer fun, offering a unique opportunity for young minds to make a difference while having a blast. From revitalizing local parks to volunteering at animal shelters, every day is an adventure in compassion and connection. Led by experienced mentors, campers engage in hands-on service projects, developing invaluable leadership skills and a deep sense of empathy along the way. But it's not all work and no play—our program is packed with exciting activities, outdoor adventures, and team building challenges, ensuring a summer filled with laughter, growth, and lifelong friendships.

Note: This option includes bussed field trip opportunities. Mission campers will receive a camp T-shirt which must be worn on field trip days.

Weekly Themes (Note: No Camp July 1-5)

1. **June 10-14: Our Green World** - Sustainable Gardening Let's come together and plant a community garden that will help feed the hungry in our local neighborhood.
2. **June 17-21: All Creatures Great and Small** - Lend a hand caring for animals at our local animal shelter. Meet dogs who assist others and share your passion for animals.
3. **June 23-28: Building For Good** - Get ready to build! We will use tools to make the world a better place through hands-on building projects in our community.
4. **July 8-12: Peace: Mindfulness in Our Busy World** - Create a space for peace for the residents of Lake Ann, Michigan. Work together to design and create an art installation.
5. **July 15-19: Our Natural Environment** - Let's clean up the world around us. We will hike a nature trail and a beach and help our neighborhood be environmentally friendly.
6. **July 22-26: Crafting for Kids in Need** - Craft, sew, or tie-up blankets for children in hospitals and

items that are needed by kids in foster care.

7. **July 29- Aug 2: Loaves & Fishes: Helping The Hungry** - Harvest some local community garden produce, lend a hand at a local food pantry, and help the hungry in our community.
8. **Aug 5-9: Community Art** - Make someone's day brighter through art. We will collaborate on a big piece of artwork and donate it to a community center.
9. **Aug 12- 16: Tiny Libraries: Literacy Action!** - Let's bring a tiny library to a local Lake Ann park. Build, stock, and install a tiny library in our local community.
10. **Aug 19-23: High Flying Heroes** - Support our local military heroes and create care packages for service people serving abroad.
11. **Aug 26-30 Fun For Everyone: Kindness Matters** - Bring a carnival of fun to our youngest and most senior neighbors. We will find new ways to spread kindness.

TRADITIONAL CAMP

Our traditional day camp offers the perfect blend of excitement, exploration, and Friendship. Our experienced counselors lead engaging activities such as arts and crafts, sports, and team-building games, ensuring that every camper finds their passion and thrives in our welcoming community.

Weekly Themes (Note: No Camp July 1-5)

1. **June 10-14: In the Garden** - Plant some flowers and veggies, decorate a birdhouse, dig for worms, and snack like the Very Hungry Caterpillar.
2. **June 17-21: An Animal Adventure** - Lions, tigers, and bears, oh my! Join our safari and uncover the wonders of the animal kingdom in our own neighborhood.
3. **June 23-28: Let's Build It!** Tackle challenges and bring your construction dreams to life in this week of hands-on activities and innovation!
4. **July 8-12: Sports Camp** - Jump into this action-packed camp featuring a mix of classic and imaginative sports and games.
5. **July 15-19: Science Camp** - Step into a world of wonder and discovery! Try out some experiments, race balloon cars, and erupt a volcano.
6. **July 22-26: Christmas in July** - Enjoy festive activities like ornament crafting, holiday-themed games, and even a visit from Santa himself, all set against the backdrop of sunny skies and warm weather.
7. **July 29- Aug 2: Cooking Camp** - Blend up some smoothies, try some new flavors, and make some

gourmet s'mores on this tasty adventure.

8. **Aug 5-9: Arts & Crafts of the World** - In this messy and creative art camp, campers will use paint, canvas, fabric, plaster, and wood to create art.
9. **Aug 12- 16: Dive into Reading** - Reading takes you to new worlds in this literary adventure camp! Read some classic stories and create your own book.
10. **Aug 19-23: Up, Up, and Away! All Things That Fly** - How fast does your paper airplane fly? Build a model airplane, use science to launch a rocket, and enjoy some ice cream "floats".
11. **Aug 26-30 A Carnival Adventure** - Step right up! Learn the art of juggling, make balloon animals, and enjoy classic carnival treats.

Enrollment/Fees

COST

- \$250 per child per week
- For campers registering for all 11 weeks of camp, the last week of camp is free!

DUE DATES

- ✿ Payment for camp is expected in full upon registration. Payment can be made via cash, check (Payable to Advent Lutheran Church with "Summer Adventure Camp" in the memo line), or credit card.
- ✿ If a cancellation is made at least 2 weeks prior to the start of the selected week(s) of camp, a 100% refund is offered. If a cancellation is made less than 2 weeks, but at least 1 week, prior to the start of the selected week(s) of camp, a 50% refund is offered. No refunds will be given with less than 1 weeks' notice of cancellation, or retroactively.
- ✿ In-Person registration begins on Sunday April 7th at 11:00 am at Advent Lutheran Church. On-line registration begins on Monday April 8th at 10:00 am.)
- ✿ All campers must complete the online registration packet. Weeks are only reserved if payment is made in full at the time of registration. The following documents are included in the on-line registration packet:

Fill out each of these forms once per child:

- ❖ Enrollment Interest Form: In this form, you tell us which weeks you would like your child to enroll!
- ❖ Child Information Card: This is the parent/authorized person contact information

card from the state of Michigan. Although we have this information within the enrollment paperwork, this format is from the State of Michigan and what travels with the group whenever they leave the camp site.

❖ **Camper Health History:** This is a basic health questionnaire that is published by the State of Michigan and required to attend camp.

Then, fill in this form once per family:

❖ **Written Information Packet Documentation:** This form acknowledges receipt of our handbook and policies.

HOURS OF OPERATION

Drop-Off: 8:45 am – 9:00 am

Camp: 9:00 am – 4:00 pm

Pick-Up: 4:00 pm – 4:15 pm

PICK-UP PROCESS

Upon departure at the camp, the following guidelines will be followed:

- ❖ Children will be released only to those persons listed on the Family Information form as authorized to pick up.
- ❖ If the parent/guardian wants to change the pick-up person over the phone, the parent/guardian must provide written permission for the new person. This permission can come in the form of a written note or as an email. The new person must show proof of identification when appearing to pick up the camper.
- ❖ If a parent/guardian or person authorized to pick up a child is intoxicated or substance-impaired when they come to camp, staff will offer to call a cab or another person to transport them. If the person insists on leaving, they will be informed that the police will be called about an intoxicated or substance-impaired driver leaving our premises. Additionally, Child Protective Services will be called.
- ❖ Camp staff are available to help campers load out of vehicles. However, camp staff may not assist with seat belts, buckles or car seats when a child is loading into a vehicle; it is the responsibility of the driver to ensure that the child in the car is properly secured.

Commented [MA1]: I'm confused about this section. Are we really going to release a child to a parent who is intoxicated or under the influence of a substance, even if we call a cab?

What to Bring, and What NOT to Bring, to Camp

DO bring the following items to camp (Please LABEL ALL ITEMS with the camper's full name).

- ✿ A backpack to hold everything
- ✿ **A healthy, non-perishable sack lunch with drink** - Refrigerator space is limited, so please use ice packs, if necessary. Campers will receive both a morning and afternoon snack, but parents are welcome to pack snacks for their camper(s) if they'd like.
- ✿ **Leak-proof, unbreakable, refillable water bottle labeled with camper's name**
- ✿ Appropriate clothing and footwear:
 - ✿ **Your Summer Adventure Camp T-shirt** (required on field trip Tuesdays. If your camper arrives without their camp t-shirt on Tuesday morning, you will be required to purchase one for \$10)
 - Campers should wear tennis shoes and socks
 - No sandals or open-toed shoes.
 - Campers should dress to get messy (i.e., don't wear good clothes).
 - Most camp is held outdoors, so campers should bring a sweatshirt or light jacket for cool mornings
 - Bring a raincoat or poncho for rainy day
- ✿ Swimsuit, towel, and sandals (For water activities on Thursdays)
- ✿ A plastic bag for wet clothes
- ✿ Sunscreen and insect repellent – Since campers will be outdoors much of the day, please apply sunscreen and insect repellent prior to arriving at camp each day but send extra for reapplications. Pumps or lotions are preferred over aerosols.
- ✿ Daily meds (if applicable; also see the Medical/Sick Policy, below)
- ✿ (optional) A paperback book or magazine of the child's interest to read during quiet time
- ✿ If you bring a cell phone or electronics of any kind, please be prepared to keep it in your backpack at all times (except in the case of emergencies).

DO NOT bring the following items to camp:

- ✿ Toys
- ✿ Money or valuables
- ✿ Weapons of any kind (Knives, guns, etc.)
- ✿ Play weapons of any kind (including fake/prop weapons, toy water "guns", or nerf "guns")

Advent Lutheran Church strives to provide a safe environment for all campers. Please help keep everyone safe by not sending any of the above items. Unauthorized items will be removed from the camper's possession during camp hours. Any weapon brought to camp will result in the immediate removal of the camper from camp for the duration of the summer (no refunds).

Nutrition and Food Service

Meal Balance

Summer Adventure Camp does not prepare food to be served at camp, but provides prepared food balanced between multiple food groups throughout the week.

- Snacks are provided and are mostly pre-packaged snacks or whole, washed fruit.
- Friday lunch is provided by the Camp and is typically pizza, purchased from a local pizza shop, and accompanied by salad and/or local fresh fruit.
- Other lunches are brought from home by the campers

Meal Hours

A mid-morning snack will be provided at approximately 10:30am. Campers will have time to eat their lunches between the hours of 11am and 1pm. An afternoon snack will be provided around 2:45pm.

Service Type

Snacks are served in individual servings provided directly to each Camper. If Campers or their parents have specific tastes or nutritional requests, they are welcome to bring their own individual snacks.

For pre-packaged snacks, staff hand the package to the camper and are available to assist in opening the package if needed.

If directly handing out fruits or vegetables, the camper will be asked to pick up the snack from a basket or tray to minimize staff handling of food.

Handling of Special Dietary Needs/Accommodations

Most lunches are served picnic-style in our rustic camp setting and may be consumed either at a picnic table or seated on the ground. Children with specific seating requirements, food allergies or other food or nutrition related requests should consult the Camp Manager for accommodations.

Medication Policy

Prescription medication can be given to children while in camp attendance. It MUST be supplied in the original container with the child's name and instructions for administration. Medication will be kept in a locked container in the front office. Epi pens and other emergency medication will be kept in the camp counselor's first aid backpack.

Health Policy

Procedures for camper health screening

When campers arrive at camp, camp staff assisting campers out of cars will visually check for signs of abnormal illness including lethargy, cough, or flushed skin, vomiting, or other visual signs of sickness such as rashes, hives, and any visual health symptoms. Staff unloading campers would then draw attention to the child's symptoms with the driver (has your child been a bit lethargic all morning?) and if the symptoms seem concerning, call over the staff first-aid contact for a further consultation. The staff first aid contact will review the child's symptoms against the policy below and if the child is determined to be ill, the child may not be dropped off at camp.

We cannot provide care for your child if s/he is ill. If your child should become ill while in our care, a parent will be notified. Your child should not be sent to the program if s/he has symptoms of illness. To protect themselves and others, children should be kept at home for at least **twenty four hours** (or until he/she is completely recovered) if they have any of the following symptoms:

- Severe sore throat
- Temperature above 100.4 degrees (PLEASE wait 24 hours after fever breaks before sending back to school – based on health department guidelines to prevent the spread of flu and other illness)
- Earache/discharge
- Head lice and/or nits from head lice
- Nausea or vomiting
- Skin rash
- Swollen glands
- Overly tired
- Diarrhea
- Inflamed eye/discharge
- Sores on the skin such as impetigo, scabies, or ringworm

If your child does not feel well, s/he will probably NOT have a good day at school. Please help your child get rest and recover before sending them back to school. If your child is sick, but you feel he/she can come to school as long as he/she stays inside, **please reconsider: a student well enough to attend school will be considered well enough to participate in outside play.**

The Storage and Administration of Prescription and Non-Prescription Drugs and Medications

Prescription medication can be given to children while in attendance. It MUST be supplied in the original container with the camper's name and instructions for administration.

Medication will be kept in a locked container in the director's office. Epi pens and other emergency medication will be kept in the first aid backpack. A medication log will be filled out any time medication is

administered to a camper. This will be signed and dated by the staff member administering the medication to the child.

Emergency Health Care Services and Emergency Transportation to Hospital

Summer Adventure Camp, housed at Advent Lutheran Church at 8481 Lake Ann Road, Lake Ann, MI has an arrangement with Almira Township Fire & EMS Department to provide emergency services to our site. The building has a fire alarm system that automatically contacts emergency services if the fire alarm is pulled or if a fire is detected. Campers will be given an overview of the fire system on their first day of camp. The nearest local hospital is Munson Hospital, located at 1105 Sixth Street, Traverse City, MI 49684.

Summer Adventure Camp provides training to their staff through the American Red Cross. Daily, one staff member will be on site during operation as the designated First Aid contact for campers. That staff member will have a first aid backpack and be available for campers health questions.

Parent Notification of Accidents, Incidents, or Emergencies

ILLNESS: Parents will be notified by phone of illnesses listed on page 8 of this handbook as soon as staff is aware of symptoms. If parents do not answer when staff calls, staff will begin calling numbers on the emergency contact list until someone is available to come get the ill child. If a child is too ill to remain in the group, they will be placed in a separate area and cared for/supervised by an adult until the parent arrives. A 24-hour period DOES NOT mean that the child returns the next day. Example: If a child leaves sick on a Monday, then he/she cannot return to school until a full 24-hour symptom free period has been completed. This means they cannot return until Wednesday. If you attempt to drop your child off before this has occurred, staff is advised to deny access to the classroom. This is to prevent the spread of disease and illness to the other children and staff.

INJURY: If a major injury occurs, including but not limited to significant head injuries, bleeding not contained by a bandage, rising bump or bruise on body, seizure, fainting, etc. you will be notified immediately, and staff will take medical measures necessary to maintain the health and safety of your child until you arrive. This may include 911 services, CPR, and/or First Aid procedures that staff is trained to administer. If a minor injury occurs, including but not limited to a scratch, a bump without bruising, bleeding contained by a bandage, you will be notified by phone, text, email, or a note home. Discretion is left to the staff based on the specific circumstance. Please note, ALL injuries will include a child injury report for you to review the day the injury occurred. These reports also go to the supervisor. If the child is taken to a medical care facility, parents will need to provide a written statement from the doctor regarding approval to return to school and any accommodations needed in the classroom.

Please see a sample Child Injury Report at the end of this handbook. If your child suffered an injury before the day of camp, please report it to staff so that they can keep an eye on the injury for you during the day.

The parent will be responsible for any incurred medical expenses. For your child's sake, please keep the camp staff updated on any change in emergency contact numbers and/or physical illness or conditions.

In the case of fire, tornado, lockdown, or other severe weather/emergency crisis, our camp will follow the safety procedures as outlined by Summer Adventure Camp. Plans for these safety procedures are posted in the classroom. Camp Leaders will take copies of the student's emergency cards with them and take attendance once the children reach the predetermined safety site.

Confidentiality Policy

Employees must not divulge confidential information contained in the records and files of all children, except to other employees who may need such information in connection with their duties and to authorize parties in accordance with proper departmental procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures and should refer the requestor to the employee's immediate supervisor. Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

Parent and family involvement is an integral part of the program. Any parents or family members that choose to be part of our day and activities are asked to follow the same confidentiality policy as employees and staff regarding what they learn and observe about children and families.

Field Trips/Transportation

DRIVER QUALIFICATIONS AND VEHICLE INSPECTION MAINTENANCE

Summer Adventure Camp contracts busses and bus drivers through certified organizations including Benzie Bus and Benzie Schools. The qualifications of the Bus Drivers and the Vehicle Inspection and Maintenance records are maintained by the Bus Transportation Companies.

CAMPER SUPERVISION

Camper supervision ratios offsite are maintained at the same 1:10 ratio (staff: camper) as when the campers are at the camp site. Because of the difficulty supervising volunteers in the structure of a

bus, only campers, staff with ID Badges will be allowed on the bus. Other volunteers/parents may meet the camp at the destination of the field trip if desired.

CAMPER LOADING AND UNLOADING PROCEDURES

Campers are double-counted on the way in and on the way out of the bus to verify attendance during transportation. A minimum of two staff members will travel with the campers on the bus and both of the staff members will count the students entering the bus and once seated in both directions. The bus will not leave until all campers are accounted for.

****All Campers are to wear their Camp T-shirt on Field Trip Days. If a Camper forgets their T-shirt, a new T-shirt may be purchased for \$10 upon drop-off.****

Photo Policy

Summer Adventure Camp takes photos and videos of campers throughout their activities during the week. There are two photo policies of the camp:

1. Parents may approve or deny consent for their children to be seen in camp advertising, social media, and press photos. Children are not identified by name when their likeness is used in marketing, social media or press photos for the camp.
2. There is a separate photo policy for approval if your child is photographed to be printed in a newspaper and would be identified by name.

Weather

The following weather conditions prevent our camp program from going outdoors:

- Temperature or wind-chill below 0 degrees
- Rain, hail, or sleet
- Other severe weather such as high winds, lightning, etc.

In the event of severe weather, campers will be sheltered safely inside Advent Lutheran Church, where they can participate in activities appropriate for indoors (e.g., reading, puzzles, watching a movie, etc.)

Camper Behavior

Summer Adventure Camp expects campers to contribute to a positive summer camp experience for all campers. Significant behavior infractions will result in a behavior management plan, created in consultation with the parent, and (depending on the severity) may result in actions up to the immediate expulsion from camp. Examples of significant behavior infractions include but are not limited to:

- Severe Verbal Bullying
- Hurting another person (including but not limited to biting, kicking, hair pulling, punching, or any form of physical aggression towards another camper or staff member)
- Bringing inappropriate items including weapons, drugs, alcohol or pornography

- Willfully running away from camp

Discipline Policy/Conflict Resolution

Our program provides a warm, positive environment which meets children's daily needs. There are times when conflicts occur and need to be addressed. The following discipline guidelines have been developed in support of this environment.

Teachers and assistants will support children as they solve problems with materials, do things for themselves, and assist them in resolving conflicts with peers. In the classroom, adults:

- ✿ Encourage children to do things for themselves throughout the day
- ✿ Treat conflict situations with children matter-of-factly
- ✿ Approach children calmly and stop any hurtful actions
- ✿ Acknowledge children's feelings
- ✿ Involve children in identifying the problem by gathering information from children and restating the problem
- ✿ Ask children for solutions and encourage them to choose one together
- ✿ Give follow-up support when children act on their decisions

Staff are prohibited from using these forms of discipline/punishment:

- ✿ Hitting, spanking, biting, pinching, or inflicting other forms of corporal punishment
- ✿ Restricting a child's movement by binding or tying him or her
- ✿ Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- ✿ Depriving a child of meals, snacks, rest, or necessary toilet use
- ✿ Excluding a child from outdoor play or other gross-motor activities
- ✿ Excluding a child from daily learning experiences
- ✿ Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle

Child Protection Policy

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the Act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the proper authorities. Under the Act, Mandated Authorities can be held criminally responsible if they fail to report suspected abuse or neglect. Our

employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

About Our Staff and Volunteers

STAFF:CAMPER RATIO

Summer Adventure Camp maintains a 1:10 ratio of staff to campers.

Campers will be grouped by age and/or camp theme and will have a primary counselor for the week. There may be times when a camp counselor's group includes a mix of campers enrolled in Traditional and Mission:Camp. In these cases, the camp group would split up at times when completing the weekly advertised activities and return together for the all-camp activities. At these times, it is expected that having a similar age group of friends for the all-camp activities is a positive benefit.

STAFF/VOLUNTEER SCREENING

Summer Adventure Camp complies with federal and state laws regarding screening of staff and volunteers. Comprehensive background checks are required of all staff members and any unsupervised volunteers. Checks include FBI fingerprinting, Michigan Child Abuse and Neglect Registry, National Sex Offender Registry, PSOR, childcare licensing database for previous disciplinary action and any criminal or child abuse history in previous states of residence in the past 5 years. Volunteers that do not have unsupervised access to children will also go through the PSOR check.

STAFF/VOLUNTEER TRAINING

Summer Adventure Camp Staff and Unsupervised Volunteers are given comprehensive training to prepare them to be the best role models for the campers throughout the summer. This includes a robust before-camp training program including CPR, First Aid, AED, and in conflict resolution. There are on-going inservice trainings scheduled weekly throughout the summer to keep staff up to date with their skills and knowledge throughout the summer.

SUPERVISED VOLUNTEER POLICY

Supervised Volunteers may be parents/guardians of campers or other members of the community.

- All Volunteers will go through the PSOR check
- Volunteers must leave a copy of their drivers' license in the front office on their first shift
- All Volunteers must sign the Supervised Volunteer Policy
- Volunteers shall wear a Volunteer Button while they are on site during camp hours and sign in/out with the Camp Manager

SUPERVISED VOLUNTEERS OFF-SITE

Parents of campers or community members who wish to volunteer alongside the camp on weekly field trips may not ride on the camp transportation (bus) but may meet the camp at the location. See the transportation policy for full details.

SUPERVISED VOLUNTEERS ON-SITE

Volunteers are welcome to assist with Summer Adventure Camp at Advent Lutheran Church.

Volunteer opportunities include:

- Setting out snacks for campers and staff
- Serving staff appreciation lunches or breakfast treats
- Assisting with service projects taking place on site (including the Lake Ann Peace Park)
- Setting up or taking down special event items
- Running errands and/or delivering groceries and other items to camp
- Other volunteer tasks at the direction of the Camp Manager

All Supervised Volunteers are under the direct oversight of the Camp Manager but may be supervised by any Staff or Unsupervised Volunteers. If the Camp Manager is absent, Supervised Volunteers should follow the direction of the On-Duty Camp Leader. The Camp Manager has full discretion to remove Supervised Volunteers or ask the Supervised Volunteers to leave with or without reason.

Supervised Volunteers follow the same expectations as staff, including that are not permitted to be left alone with any camper that is not their child.

Grievances

Should you have a complaint or concern, please discuss it with the Camp Director and try to resolve the issue as soon as possible.

Subject to Change Notice

Items in the Participant Handbook are subject to change. Written notification of changes will be provided to parents and will supersede this handbook.